

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

August 26, 2019

Monday, 5:30 PM

Great Valley Academy

**1209 Woodrow Ave. Suite A-4**

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- No written 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 24, 2019
- b. Modesto Unaudited Actuals
- c. Salida Unaudited Actuals

**f. ACTION ITEMS**

- a. Approval of 3 year renewal for line of credit
- b. Approval of date change for December meeting from December 2, 2019 to December 9, 2019
- c. Approval of revised EL Reclassification Policy
- d. Approval of Reappointment for 3 year term ending 1/25/2022 for Susan Nisan
- e. Approval of Reappointment for 3 year term ending 8/29/2022 for Twila Tosh
- f. Approval of Salida Student/Parent Handbook Update
- g. Approval of AED Policy
- h. Approval to submit Salida campus charter renewal to SUSD

**g. INFORMATION AND DISCUSSION**

- a. Monthly Financials

**h. FUTURE AGENDA ITEMS**

- a. **NEXT REGULAR BOARD MEETING – September 30, 2019 5:30 pm**  
~ Homeschool  
1209 Woodrow Ave. Suite A-4

**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

**[August 26, 2019]**

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

Note: Enrollment shows [August 13, 2019-August 19, 2019]

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	88	84.4	96.78%	84.4	96.78%
1	88	86.2	98.62%	86.2	98.62%
2	88	85.0	96.59%	85.0	96.59%
3	71	69.0	96.10%	69.0	96.10%
4	100	98.4	98.40%	98.4	98.40%
5	104	101.6	97.50%	101.6	97.50%
6	103	99.6	97.07%	99.6	97.07%
7	95	92.6	97.47%	92.6	97.47%
8	95	92.4	97.26%	92.4	97.26%
Total	832	809.20	97.35%	809.20	97.35%

2. Key Accomplishments:

- a. Aug. 5-9 Training Week
- b. Aug. 6- 1st round of SCOE ELA training
- c. Aug. 8 Back to School Bash
- d. Aug. 13 First Day of School

3. Upcoming Key Events/Activities:

- a. Aug. 26-Sept 27- NWEA Testing
- b. Aug. 29- Fall Pictures
- c. Aug. 30- Spirit Day- Grade Level Color Day
- d. Sept. - Admin Facilitated Family Meetings
- e. Sept 5- ELPAC Parent Meeting
- f. Sept 20- Teacher In Service Day- Mastery Connect

- g. Sept. 24- Norman Foote
- h. Sept. 25- Character Report Cards
- i. Sept. 30-Oct. 2- Camp Sea Lab



# Great Valley Academy Salida

## Charter School Monthly Summary Report

August 26, 2019

Attendance 08/13-08/21

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

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	98	93.86	97.04	93.86	97.04
1	100	97.71	98.27	97.71	98.27
2	100	98.14	98.14	98.14	98.14
3	100	96.86	97.83	96.86	97.83
4	100	97.25	98.83	97.25	98.83
5	99	97.71	99.27	97.71	99.27
6	100	95.43	96.53	95.43	96.53
7	100	98.57	98.57	98.57	98.57
8	94	92.43	99.23	92.43	99.23
Total	891	898.00	98.19	898.00	891

### 2. Key Accomplishments:

- a. July 28<sup>th</sup> – 30<sup>th</sup>: Leadership Retreat
- b. Facilities: Building exteriors painted, two murals completed, grass and trees added
- c. 7 new teachers hired: Great new group! Very pleased to add them.
- d. Admin team continues to strengthen: Mrs. Pannu doing an excellent job in year two of VP role, and Mrs. Wahid moving to full time admin intern is of great benefit.
- e. Leadership teams all taking on significant initiatives with ever growing teams. Great work happening here.
- f. New curriculum resources: Science 6-8, Go Math K-8, Lexiacore 1-8
- g. August 1<sup>st</sup>/2<sup>nd</sup> – Robust two day training for first and second year teachers facilitated by Moriah Henderson and her Teacher Support Team and additional site leaders.
- h. August 5<sup>th</sup> – Staff Party
- i. August 5<sup>th</sup> – 12<sup>th</sup> – Successful first week of training
- j. August 9<sup>th</sup> - Back to School Night; two sessions to alleviate parking concerns
- k. August 13<sup>th</sup> – Coffee and Cry for kinder parents

- I. Athletics - Soccer and volleyball have begun
- 3. Upcoming Key Events/Activities:
  - a. August 26<sup>th</sup> – September 13<sup>th</sup> – NWEA assessment
  - b. August 26<sup>th</sup> – First fire drill
  - c. September 9<sup>th</sup> – Kinder extension begins
  - d. September 13<sup>th</sup> – Classroom Spirit Day
  - e. September 23<sup>rd</sup> – Site Leadership meeting
  - f. September 25<sup>th</sup> – ARC Night (About Recognizing Character)

# Great Valley Academy Homeschool

## Charter School Monthly Summary Report

August 26, 2019

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

Period reporting: April 25, 2019-June 7, 2019

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	14	14	100	12.61	100
1	16	15.9	99.58	14.66	99.58
2	8	8	100	7.43	100
3	6	6	100	6.53	100
4	7	7	100	7	100
5	8	8	100	8	100
6	4	4	100	4.4	100
7	17	16.9	99.41	16.5	99.41
8	11	10.6	96.66	11	96.66
Total	91	90.46	99.41	88.38	99.41

2. Key Accomplishments:

- a. June 5<sup>th</sup> – Homeschool Graduation
- b. August 6 – Edgenuity Training for staff and parents
- c. August 7<sup>th</sup> – New Parent Orientation
- d. August 13<sup>th</sup> – First Day of School Park Day
- e. Enrollment went from as low as 70 in the summer, to 93 students.

3. Upcoming Key Events/Activities:

- a. August 29<sup>th</sup> – Library Field Trip
- b. September 3<sup>rd</sup> – New Parent Orientation
- c. September 12<sup>th</sup> – Enrichment Classes Begin – New Format
- d. September 20<sup>th</sup> – Teacher In-Service Day
- e. September 27<sup>th</sup> – Columbia State Park Field Trip

Chief Operating Officer's Report  
August 26, 2019  
Board Meeting



Process and Policy Updates

- ❖ Policy Development – Emergency Response AED Policy
- ❖ Policy Development – Custody Paperwork, Authorizations and Responsibilities
- ❖ Policy Development – Student & Staff Injury Reporting
- ❖ Facilities/Maintenance Planning, Budgeting and Organization

Multi-Campus Responsibilities

- ❖ GVA Internal Student & Staff Uniform Sales – In Progress
- ❖ GVA Uniform Online Catalog & Ordering – In Progress
- ❖ Breakfast Program (Salida) – Launched
- ❖ Annual Website Review for Changes, Improvements and Refresh – In Progress
- ❖ Staff Intranet Updates – In Progress
- ❖ Completion of 18/19 Audit – October
- ❖ Kids' Care Leadership Model Development
- ❖ Development of Manager's and Supervisor's Intranet
- ❖ Salary Schedule Analysis
- ❖ Marketing & Outreach Plan Development (Enrollment Season)

Website Analytics

- ❖ July 2019
  - ❑ 2,775 Users Visited (83% New/17% Returning)
  - ❑ 11,094 Page Views
  - ❑ Users Averaged 2:07 Minutes on the Site
  - ❑ 66.01% Mobile – 30.64% Desktop – 3.35% Tablet
  - ❑ Type: Organic 62.3% – Direct 24.5% – Referral 2.1% – Social 11.1%

Training

- ❖ Office Staff Training – Completed
- ❖ GVA Supervisor & Manager HR Training – Completed
- ❖ New Staff HR Review – Completed
- ❖ All Staff Training – Completed
- ❖ Annual YM & C Legal Updates – October
- ❖ CSDC Conference – December
- ❖ Annual Paychex Updates – Ongoing

Chief Executive Officer's Report  
August 26, 2019  
Board Meeting



Board Governance

- Ad Hoc meetings for 2019.2020
- First meeting to be scheduled during trimester 1

State Accountability

- Pending 2018.2019 CAASPP data

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
- Multiple community connection meetings, corporate and nonprofit leaders
- Steering Committee Member, Learning to Teach and Lead Continuum
- Ongoing participation in Central Valley Accelerator Cadre
- Chamber of Commerce: State of Business and Education (member, event committee)
- Monthly SELPA PAC meetings

Homeschool

- Continuing to review policies, procedures and academic model
- Implementing year 2 program elements
- Implementing teacher leadership positions

Salida Campus

- Off to a great start!
  - Full time administrator intern doing a great job
- In process of Charter Renewal completion for submission to authorizer (SUSD) in September 2019

Modesto Campus

- Off to a great start!
  - Full time administrator intern doing a great job
- In process of Charter Renewal completion for submission to authorizer (SCOE) in October 2019



#### Campus Safety (All)

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

#### Professional Development

- SCOE-Improvement Science
- Webinars/Calls
  - CCSA Legislative Calls (ongoing)
- Conferences
  - CSDC Conference (December)
  - CCSA Conference (March 2020)
- Programs
  - Year 2 transformational leadership (start date 5/2019)

Legislative update (includes CCSA position)

**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 Appropriations on August 30, 2019**

**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**

**Appropriations on August 30, 2019**

**GREAT VALLEY ACADEMY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
June 24, 2019**

# MINUTES

<b><i>Members Present:</i></b>	Susan Nisan, Chad Wolf, Mike Gianelli, Vince Jamison, Yolanda Meraz
<b><i>Members Absent:</i></b>	Twila Tosh, Steve Payne
<b><i>Great Valley Academy Staff Present:</i></b>	Leah Silvestre, Marisa Meeks, Dr. Rosenow, Kelli Rupe
<b><i>Audience Present:</i></b>	Sue Rich- Stanislaus County Office of Education
<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. Gianelli welcomed everyone and led the Pledge of Allegiance.
<b><i>Recognition:</i></b>	Recognized Mike Gianelli for his service to GVA as he termed off.
<b><i>Student Presentation:</i></b>	None
<b><i>Communications:</i></b>	<b>COMMUNICATIONS</b>
<b><i>Written Communications:</i></b>	None
<b><i>Survey Results:</i></b>	Sue Rich with SCOE presented results from the teacher surveys from each campus.
<b><i>Chief Operating Officer's Report:</i></b>	Mrs. Meeks presented her report to the Board. She reported that uniform sales will be in house this summer as our longtime vendor no longer has a store front for us. Uniforms will also be available online through a site called French Toast. She also spoke about the 1 <sup>st</sup> Annual Supervisor and Manager Training that will take place in July.
<b><i>Chief Executive Officer's Report:</i></b>	Ms. Silvestre presented her report to the Board. She reported on AB 1505 and its progress.

# MINUTES

## Regular Meeting of the Board

June 24, 2019

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### *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, Wolf, Gianelli, Jamison, Meraz

**NOES:** None

**ABSENT:** Payne, Tosh

**ABSTENTIONS:** None

#### *Consent Agenda:*

### **CONSENT AGENDA**

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

**AYES:** Nisan, Wolf, Gianelli, Jamison, Meraz

**NOES:** None

**ABSENT:** Payne, Tosh

**ABSTENTIONS:** None

#### *Action Items:*

### **ACTION ITEMS**

- a. The motion was made by Mrs. Meraz, seconded by Mr. Jamison approving Immunization Policy #2019.048. A roll call vote was taken.

**AYES:** Nisan, Wolf, Gianelli, Jamison, Meraz

**NOES:** None

**ABSENT:** Payne, Tosh

**ABSTENTIONS:** None

- b. The motion was made by Mr. Jamison, seconded by Mr. Wolf approving the Fiscal Policies Manual. A roll call vote was taken.

**AYES:** Nisan, Wolf, Gianelli, Jamison, Meraz

**NOES:** None

**ABSENT:** Payne, Tosh

**ABSTENTIONS:** None



# MINUTES

## Regular Meeting of the Board

June 24, 2019

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c. The motion was made by Mr. Wolf, seconded by Mr. Jamison approving the Classified Salary Schedule with the change of the Attendance Clerk wage to \$19.78. A roll call vote was taken.

**AYES:** Nisan, Wolf, Gianelli, Jamison, Meraz

**NOES:** None

**ABSENT:** Payne, Tosh

**ABSTENTIONS:** None

d. The motion was made by Mrs. Nisan, seconded by Mrs. Meraz approving the Principal/VP Salary Scale. A roll call vote was taken.

**AYES:** Nisan, Wolf, Gianelli, Jamison, Meraz

**NOES:** None

**ABSENT:** Payne, Tosh

**ABSTENTIONS:** None

e. The motion was made by Mr. Jamison, seconded by Mrs. Nisan approving the SPED Stipend Increase. A roll call vote was taken.

**AYES:** Nisan, Wolf, Gianelli, Jamison, Meraz

**NOES:** None

**ABSENT:** Payne, Tosh

**ABSTENTIONS:** None

f. The motion was made by Mr. Wolf, seconded by Mrs. Nisan approving the Modesto LCAP. A roll call vote was taken.

**AYES:** Nisan, Wolf, Gianelli, Jamison, Meraz

**NOES:** None

**ABSENT:** Payne, Tosh

**ABSTENTIONS:** None

g. The motion was made by Mr. Jamison, seconded by Mrs. Nisan approving the Salida LCAP. A roll call vote was taken.

**AYES:** Nisan, Wolf, Gianelli, Jamison, Meraz

**NOES:** None

**ABSENT:** Payne, Tosh

**ABSTENTIONS:** None

# MINUTES

## Regular Meeting of the Board

June 24, 2019

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h. The motion was made by Mr. Gianelli, seconded by Mr. Wolf approving the Modesto budget. A roll call vote was taken.

**AYES:** Nisan, Wolf, Gianelli, Jamison, Meraz

**NOES:** None

**ABSENT:** Payne, Tosh

**ABSTENTIONS:** None

i. The motion was made by Mr. Jamison, seconded by Mrs. Meraz approving the Salida Budget. A roll call vote was taken.

**AYES:** Nisan, Wolf, Gianelli, Jamison, Meraz

**NOES:** None

**ABSENT:** Payne, Tosh

**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 – August 26, 2019

~ Homeschool

1209 Woodrow Ave., Ste. A4

### *Adjournment:*

The meeting was adjourned at 7:23 p.m.

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

July 1, 2018 to June 30, 2019

Charter School Name: Great Valley Academy

CDS #: 50105040117457

Charter Approving Entity: Stanislaus County Office of Education

County: Stanislaus County

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	4,621,982.00		4,621,982.00
Education Protection Account State Aid - Current Year	8012	1,394,145.00		1,394,145.00
State Aid - Prior Years	8019	0.00		0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,580,262.00		1,580,262.00
Other LCFF Transfers	8091, 8097	0.00	126,146.00	126,146.00
Total, LCFF Sources		7,596,389.00	126,146.00	7,722,535.00
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		133,400.00	133,400.00
Child Nutrition - Federal	8220		125,015.51	125,015.51
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	258,415.51	258,415.51
3. Other State Revenues				
Special Education - State	StateRevSE		55,569.81	55,569.81
All Other State Revenues	StateRevAO	334,248.32	275,454.27	609,702.59
Total, Other State Revenues		334,248.32	331,024.08	665,272.40
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	378,500.37	404,763.21	783,263.58
Total, Local Revenues		378,500.37	404,763.21	783,263.58
5. TOTAL REVENUES		8,309,137.69	1,120,348.80	9,429,486.49
<b>B. EXPENDITURES (see NOTE in Section L)</b>				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	2,402,740.15	271,855.89	2,674,596.04
Certificated Pupil Support Salaries	1200	0.00	0.00	0.00
Certificated Supervisors' and Administrators' Salaries	1300	297,470.05	0.00	297,470.05
Other Certificated Salaries	1900	0.00	0.00	0.00
Total, Certificated Salaries		2,700,210.20	271,855.89	2,972,066.09
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	587,947.23	155,416.70	743,363.93
Noncertificated Support Salaries	2200	206,733.56	25,480.16	232,213.72
Noncertificated Supervisors' and Administrators' Salaries	2300	260,702.03	0.00	260,702.03
Clerical, Technical and Office Salaries	2400	424,327.38	0.00	424,327.38
Other Noncertificated Salaries	2900	225,804.16	0.00	225,804.16
Total, Noncertificated Salaries		1,705,514.36	180,896.86	1,886,411.22

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

**July 1, 2018 to June 30, 2019**

**Charter School Name: Great Valley Academy**

**CDS #: 50105040117457**

Description	Object Code	Unrestricted	Restricted	Total
<b>3. Employee Benefits</b>				
STRS	3101-3102	419,127.55	42,170.42	461,297.97
PERS	3201-3202	0.00	0.00	0.00
OASDI / Medicare / Alternative	3301-3302	159,938.66	17,224.05	177,162.71
Health and Welfare Benefits	3401-3402	519,151.43	58,377.84	577,529.27
Unemployment Insurance	3501-3502	27,698.35	2,492.22	30,190.57
Workers' Compensation Insurance	3601-3602	53,842.73	0.00	53,842.73
OPEB, Allocated	3701-3702	45,155.49	3,990.17	49,145.66
OPEB, Active Employees	3751-3752	0.00	0.00	0.00
Other Employee Benefits	3901-3902	5,650.50	137.00	5,787.50
Total, Employee Benefits		1,230,564.71	124,391.70	1,354,956.41
<b>4. Books and Supplies</b>				
Approved Textbooks and Core Curricula Materials	4100	19,801.21	33,654.78	53,455.99
Books and Other Reference Materials	4200	4,151.44	39,754.25	43,905.69
Materials and Supplies	4300	281,335.29	949.28	282,284.57
Noncapitalized Equipment	4400	87,864.32	0.00	87,864.32
Food	4700	0.00	122,777.75	122,777.75
Total, Books and Supplies		393,152.26	197,136.06	590,288.32
<b>5. Services and Other Operating Expenditures</b>				
Subagreements for Services	5100	93,963.89	237,128.55	331,092.44
Travel and Conferences	5200	113,977.70	0.00	113,977.70
Dues and Memberships	5300	17,170.35	0.00	17,170.35
Insurance	5400	72,314.37	0.00	72,314.37
Operations and Housekeeping Services	5500	125,421.51	0.00	125,421.51
Rentals, Leases, Repairs, and Noncap. Improvements	5600	105,672.03	361.00	106,033.03
Transfers of Direct Costs	5700-5799	0.00	0.00	0.00
Professional/Consulting Services and Operating Expend.	5800	240,469.19	227,002.16	467,471.35
Communications	5900	42,173.68	250.00	42,423.68
Total, Services and Other Operating Expenditures		811,162.72	464,741.71	1,275,904.43
<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	198,723.00	0.00	198,723.00
Total, Capital Outlay		198,723.00	0.00	198,723.00
<b>7. Other Outgo</b>				
Tuition to Other Schools	7110-7143	0.00	61,297.00	61,297.00
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	(127,460.16)	127,460.16	0.00
Debt Service:				
Interest	7438	87,121.91	0.00	87,121.91
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		87,121.91	0.00	87,121.91
Total, Other Outgo		(40,338.25)	188,757.16	148,418.91
<b>8. TOTAL EXPENDITURES</b>		6,998,989.00	1,427,779.38	8,426,768.38

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

July 1, 2018 to June 30, 2019

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>		1,310,148.69	(307,430.58)	1,002,718.11
<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	(333,982.55)	333,982.55	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		(333,982.55)	333,982.55	0.00
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)</b>		976,166.14	26,551.97	1,002,718.11
<b>F. FUND BALANCE / NET POSITION</b>				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	7,204,992.80	274,866.00	7,479,858.80
b. Adjustments/Restatements	9793, 9795	101,592.97	(101,592.97)	0.00
c. Adjusted Beginning Fund Balance /Net Position		7,306,585.77	173,273.03	7,479,858.80
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		8,282,751.91	199,825.00	8,482,576.91
<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	3,053,101.09	0.00	3,053,101.09
b. Restricted Net Position	9797		199,825.00	199,825.00
c. Unrestricted Net Position	9790A	5,229,650.82	0.00	5,229,650.82

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

July 1, 2018 to June 30, 2019

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	4,407,689.32	(34,278.56)	4,373,410.76
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	1,389,802.93	400,921.68	1,790,724.61
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	9,466.87	0.00	9,466.87
8. Capital Assets (accrual basis only)	9400-9489	4,720,669.31	0.00	4,720,669.31
9. TOTAL ASSETS		10,527,628.43	366,643.12	10,894,271.55
<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	570,436.13	166,818.12	737,254.25
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	6,872.17	0.00	6,872.17
5. Long-Term Liabilities (accrual basis only)	9660-9669	1,667,568.22	0.00	1,667,568.22
6. TOTAL LIABILITIES		2,244,876.52	166,818.12	2,411,694.64
<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)		8,282,751.91	199,825.00	8,482,576.91

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

July 1, 2018 to June 30, 2019

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. NONE	0.00	0.00	0.00
c. NONE	0.00	0.00	0.00
d. NONE	0.00	0.00	0.00
e. NONE	0.00	0.00	0.00
f. NONE	0.00	0.00	0.00
g. NONE	0.00	0.00	0.00
h. NONE	0.00	0.00	0.00
i. NONE	0.00	0.00	0.00
j. NONE	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, 2018 to June 30, 2019**

**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 2017-18 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 2020-21.

a. Total Expenditures (B8)	8,426,768.38
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]	258,415.51
c. Subtotal of State & Local Expenditures [a minus b]	8,168,352.87
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total]	285,844.91
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e]	\$ 7,882,507.96



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

**July 1, 2018 to June 30, 2019**

**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	5,879,708.00		5,879,708.00
Education Protection Account State Aid - Current Year	8012	169,064.00		169,064.00
State Aid - Prior Years	8019	0.00		0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	1,068,789.00		1,068,789.00
Other LCFF Transfers	8091, 8097	0.00	114,530.00	114,530.00
Total, LCFF Sources		7,117,561.00	114,530.00	7,232,091.00
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		89,699.00	89,699.00
Child Nutrition - Federal	8220		75,181.11	75,181.11
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	164,880.11	164,880.11
3. Other State Revenues				
Special Education - State	StateRevSE		201,296.00	201,296.00
All Other State Revenues	StateRevAO	303,737.23	63,445.78	367,183.01
Total, Other State Revenues		303,737.23	264,741.78	568,479.01
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	386,914.27	341,533.74	728,448.01
Total, Local Revenues		386,914.27	341,533.74	728,448.01
5. TOTAL REVENUES		7,808,212.50	885,685.63	8,693,898.13
<b>B. EXPENDITURES (see NOTE in Section L)</b>				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	2,393,613.22	105,407.85	2,499,021.07
Certificated Pupil Support Salaries	1200	0.00	0.00	0.00
Certificated Supervisors' and Administrators' Salaries	1300	179,327.58	0.00	179,327.58
Other Certificated Salaries	1900	0.00	0.00	0.00
Total, Certificated Salaries		2,572,940.80	105,407.85	2,678,348.65
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	409,079.35	58,667.48	467,746.83
Noncertificated Support Salaries	2200	197,157.68	28,925.59	226,083.27
Noncertificated Supervisors' and Administrators' Salaries	2300	176,652.11	0.00	176,652.11
Clerical, Technical and Office Salaries	2400	336,693.70	0.00	336,693.70
Other Noncertificated Salaries	2900	226,957.19	0.00	226,957.19
Total, Noncertificated Salaries		1,346,540.03	87,593.07	1,434,133.10

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

**July 1, 2018 to June 30, 2019**

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

**CDS #:** 50712660124768

Description	Object Code	Unrestricted	Restricted	Total
<b>3. Employee Benefits</b>				
STRS	3101-3102	400,293.37	16,287.92	416,581.29
PERS	3201-3202	0.00	0.00	0.00
OASDI / Medicare / Alternative	3301-3302	133,624.45	8,080.60	141,705.05
Health and Welfare Benefits	3401-3402	461,108.15	14,903.19	476,011.34
Unemployment Insurance	3501-3502	24,375.69	1,782.39	26,158.08
Workers' Compensation Insurance	3601-3602	44,053.14	0.00	44,053.14
OPEB, Allocated	3701-3702	35,902.98	2,035.70	37,938.68
OPEB, Active Employees	3751-3752	0.00	0.00	0.00
Other Employee Benefits	3901-3902	1,387.75	90.42	1,478.17
Total, Employee Benefits		1,100,745.53	43,180.22	1,143,925.75
<b>4. Books and Supplies</b>				
Approved Textbooks and Core Curricula Materials	4100	3,286.46	159,742.92	163,029.38
Books and Other Reference Materials	4200	2,304.63	0.00	2,304.63
Materials and Supplies	4300	251,186.52	988.73	252,175.25
Noncapitalized Equipment	4400	54,463.67	3,093.61	57,557.28
Food	4700	0.00	94,904.73	94,904.73
Total, Books and Supplies		311,241.28	258,729.99	569,971.27
<b>5. Services and Other Operating Expenditures</b>				
Subagreements for Services	5100	101,264.93	193,108.68	294,373.61
Travel and Conferences	5200	45,939.49	0.00	45,939.49
Dues and Memberships	5300	13,098.00	0.00	13,098.00
Insurance	5400	71,774.18	0.00	71,774.18
Operations and Housekeeping Services	5500	138,192.52	0.00	138,192.52
Rentals, Leases, Repairs, and Noncap. Improvements	5600	59,187.73	330.00	59,517.73
Transfers of Direct Costs	5700-5799	0.00	0.00	0.00
Professional/Consulting Services and Operating Expend.	5800	201,098.39	310,430.07	511,528.46
Communications	5900	16,474.69	0.00	16,474.69
Total, Services and Other Operating Expenditures		647,029.93	503,868.75	1,150,898.68
<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	352,876.20	0.00	352,876.20
Total, Capital Outlay		352,876.20	0.00	352,876.20
<b>7. Other Outgo</b>				
Tuition to Other Schools	7110-7143	0.00	55,993.00	55,993.00
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	(94,251.06)	94,251.06	0.00
Debt Service:				
Interest	7438	250,206.74	0.00	250,206.74
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		250,206.74	0.00	250,206.74
Total, Other Outgo		155,955.68	150,244.06	306,199.74
<b>8. TOTAL EXPENDITURES</b>		6,487,329.45	1,149,023.94	7,636,353.39

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

July 1, 2018 to June 30, 2019

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>		1,320,883.05	(263,338.31)	1,057,544.74
<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	(464,634.31)	464,634.31	0.00
4. TOTAL OTHER FINANCING SOURCES / USES		(464,634.31)	464,634.31	0.00
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)</b>		856,248.74	201,296.00	1,057,544.74
<b>F. FUND BALANCE / NET POSITION</b>				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	4,029,953.00	0.00	4,029,953.00
b. Adjustments/Restatements	9793, 9795	0.00	0.00	0.00
c. Adjusted Beginning Fund Balance /Net Position		4,029,953.00	0.00	4,029,953.00
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		4,886,201.74	201,296.00	5,087,497.74
<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	3,545,981.90	0.00	3,545,981.90
b. Restricted Net Position	9797		201,296.00	201,296.00
c. Unrestricted Net Position	9790A	1,340,219.84	0.00	1,340,219.84

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

July 1, 2018 to June 30, 2019

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	2,635,959.95	52,601.99	2,688,561.94
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	112,078.30	277,447.55	389,525.85
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	4,502.40	0.00	4,502.40
8. Capital Assets (accrual basis only)	9400-9489	8,186,998.16	0.00	8,186,998.16
9. TOTAL ASSETS		10,939,538.81	330,049.54	11,269,588.35
<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	1,408,728.41	128,753.54	1,537,481.95
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	3,602.40	0.00	3,602.40
5. Long-Term Liabilities (accrual basis only)	9660-9669	4,641,006.28	0.00	4,641,006.28
6. TOTAL LIABILITIES		6,053,337.09	128,753.54	6,182,090.63
<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)		4,886,201.72	201,296.00	5,087,497.72

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

July 1, 2018 to June 30, 2019

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. None	0.00	0.00	0.00
c. None	0.00	0.00	0.00
d. None	0.00	0.00	0.00
e. None	0.00	0.00	0.00
f. None	0.00	0.00	0.00
g. None	0.00	0.00	0.00
h. None	0.00	0.00	0.00
i. None	0.00	0.00	0.00
j. None	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- 4000-4999	0.00
d. Books and Supplies 5000-5999	0.00
e. Services and Other Operating Expenditures	0.00
TOTAL COMMUNITY SERVICES EXPENDITURES	0.00

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

**July 1, 2018 to June 30, 2019**

**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 2017-18 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 2020-21.

a. Total Expenditures (B8)	7,636,353.39
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]	164,880.11
c. Subtotal of State & Local Expenditures [a minus b]	7,471,473.28
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total]	603,082.94
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e]	\$ 6,868,390.34



**RESOLUTION OF THE GREAT VALLEY ACADEMY BOARD OF DIRECTORS**  
(A California Non-Profit Public Benefit Corporation)

A RESOLUTION of the Great Valley Academy Board of Directors, a non-profit public benefit corporation, documenting authorization to sign documents relating to the Bank of Stockton Line of Credit.

WHEREAS, The Board of Great Valley Academy (GVA) has appointed Leah Franklin Chief Executive Officer as the sole signor to act on behalf of GVA in connection with signing any documents related to the Bank of Stockton Line of Credit account #8210079501.

ADOPTED by the Board at a regular meeting thereof on August 26, 2019.

\* \* \*

I, Chad Wolf, am the Secretary of the Great Valley Academy Board of Directors. I hereby certify that the foregoing is a true copy of a resolution duly and legally adopted by the Great Valley Academy Board of Directors on August 26, 2019 and that this resolution has not been revoked.

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

\_\_\_\_\_  
Chad Wolf, Secretary  
Great Valley Academy Board of Directors



Item b.

Board Meeting of December 2<sup>nd</sup>, 2019 moved to December 9<sup>th</sup>, 2019 due to the CSDC Conference in Anaheim on December 2<sup>nd</sup> & 3<sup>rd</sup>.





**RESOLUTION NO.: 2014.001**

**~Updated August 2019**

## **ENGLISH LEARNER RECLASSIFICATION POLICY**

### **Overview**

The Charter School will follow all applicable laws in serving its English Language Learner (“ELL”) students, as they pertain to annual notification to parents, student identification, placement, program options, ELL and core content instruction, teacher qualifications and training, re-classification to fluent English proficient status, monitoring and evaluating program effectiveness, and standardized testing requirements. The Charter School will implement policies to assure proper placement, evaluation, and communication regarding ELLs and the rights of students and parents. ELL students at the Charter School will be served by full English immersion in the classroom with small group and individual customization in the classroom and the Learning Lab.

### **Home Language Survey**

The Charter School will administer the home language survey if it is the first time students are enrolling in a California School. This could be upon enrolling in kindergarten at GVA. If students are transferring to GVA from another school in California, the school will check CALPADS for the student's English language status.

### **ELPAC (English Language Proficiency Assessments for California) Testing**

All students who indicate that their home language is other than English will be Initial ELPAC tested within thirty days of initial enrollment and at least annually thereafter between February 1 through May 31 until re-designated as fluent English proficient. Students previously ELPAC tested by a prior school district in California will continue to be ELPAC tested on the annual schedule. The Charter School will notify all parents of its responsibility for ELPAC testing and of ELPAC results with in thirty days of receiving results from the publisher. The ELPAC shall be used to fulfill the requirements under the No Child Left Behind Act for annual English proficiency testing. The ELPAC shall be administered by an appropriately trained and designated Testing Coordinator in accordance with the Title 5 California Code of Regulations Section 11510 et. seq.

## **RESOLUTION NO.: 2014.001 (cont.)**

### **Reclassification Procedures**

Reclassification procedures utilize multiple criteria in determining whether to classify a pupil as proficient in English including:

- Assessment of language proficiency using an objective assessment instrument including, but not limited to, the English Language Proficiency Assessments for California or ELPAC.
- Participation of the pupil's classroom teachers and any other certificated staff with direct responsibility for teaching or placement decisions of the pupil to evaluate the pupil's curriculum mastery.
- Parental opinion and consultation, achieved through notice to parents or guardians of the language reclassification and placement including a description of the reclassification process and the parents opportunity to participate, and encouragement of the participation of parents or guardians in the reclassification procedure including seeking their opinion and consultation during the reclassification process.
- An ELPAC Overall Score of 4 (Well Developed).
- Comparison of the pupil's performance in basic skills against an empirically established range of performance and basic skills based upon the performance of English proficient pupils of the same age that demonstrate to others that the pupil is sufficiently proficient in English to participate effectively in a curriculum designed for pupils of the same age whose native language is English.

### **Strategies for English Learner Instruction and Support**

The instructional guidelines of the Charter School have been intentionally designed to provide teachers the opportunity to utilize effective instructional techniques for all students in conjunction with using the latest state adoption of English Language Development (ELD) Standards. Students whose primary language is not English will be particularly well served in this design since the 4 main components of the SDAIE strategies are easily, and almost automatically, integrated in our instructional design. They are hands-on activities, visual clues, cooperative learning, and guarded vocabulary. **Hands-on** activities engage the students in meaningful experiences so that students can comprehend the concepts teachers are trying to convey and make sense of key language components or the content vocabulary. Students learn to link this new vocabulary to the experiential process. Students also acquire the language by understanding their meaning through real experiences rather than artificially looking the word up in a

**RESOLUTION NO.: 2014.001 (cont.)**

glossary. Realistically, looking words up in a glossary does exactly what we are trying to avoid. It takes language out of context! **Visual clues** literally provide a visual way to describe key words and concepts. Teachers may find pictures, models, manipulatives, gestures, and body language realia (the real thing), or demonstrations to visually represent the concept. The idea is to take abstract concepts and make them concrete. Uses of these visual clues are as varied as the teacher. They can be used in activities, writing prompts, vocabulary games, concept development, sequencing activities and assessment just to name a few. **Cooperative learning** strategies take advantage of collaborative strengths to overcome individual weaknesses. Careful planning and team selection are required for successful cooperative lessons. Small teams, which is characteristic of cooperative learning, can reduce stress or lower the affective filter. The affective filter refers to the student's stress level. This has been shown to interfere with language acquisition. Teachers are wise to monitor the students' "affective filters". Cooperative teams also provide peer support, expose students to other ways to solve complex problems, develop social skills and provide an excellent vehicle to practice oral language skills. However, none of these valuable items will occur unless the teacher plans carefully and monitors the process. The school administration will support the teachers by providing them clarity regarding the EL Standards and tri-annual review of students' language development.

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Signature, Chair or Secretary

Board Action: Motion - , 2<sup>nd</sup> -

AYES:

NAYS:

ABSENT:

ABSTAIN:



Item d.

Approval of term renewal of Susan Nisan  
- Term ending 1/25/22



Item e.

Approval of term renewal of Twila Tosh  
- Term ending 8/29/22



## **Great Valley Academy 2019-2020 Student/Parent Handbook Revision Request**

### **Salida – Page 4 & 5 – Current**

High socks & leggings must be solid white, black, navy, grey, or burgundy.

#### **Requested Change**

Visible socks & leggings must be solid white, black, navy, grey, or burgundy.

### **Salida – Page 5 – Current**

Please keep in mind that the intent of the uniform policy is for the students and staff to have simple, professional and unified appearance.

#### **Requested Change**

Please keep in mind that the intent of the uniform policy is for the students to have simple, professional and unified appearance.

### **Modesto – Page 5 – Current**

Please keep in mind that the intent of the uniform policy is for the students and staff to have simple, professional and unified appearance.

#### **Requested Change**

Please keep in mind that the intent of the uniform policy is for the students to have simple, professional and unified appearance.



**BOARD POLICY NO.: 2019.049**

### **Emergency Response Plan (Automated External Defibrillator (AED)) Policy**

This policy identifies the use of an automated external defibrillator (AED) in the event of sudden cardiac arrest (SCA) on a Great Valley Academy campus or school sponsored event. An AED is a lightweight, portable device that delivers an electric shock through the chest to the heart. The shock can potentially stop an irregular heart beat (arrhythmia) and allow a normal rhythm to resume following SCA. SCA occurs when the heart malfunctions and stops beating unexpectedly. If not treated within minutes, it quickly leads to death.

#### **Location of AEDs**

One AED - Modesto Campus (also serving Homeschool)  
– Auditorium Foyer Two AEDs - Salida Campus – Main  
Office and Physical Education Classroom

AEDs should always be placed so that they are available for use within 3-5 minutes of SCA. All AED locations must have instructions posted, in no less than 14-point type, on how to use the AED.

#### **Storage**

All AEDs will be stored in unlocked, alarmed cabinets. These cabinets will have clear plexiglass doors with the AED symbol prominent on them. A sign will be placed above each cabinet identifying the AED location.

#### **Associated Equipment**

One set of electrode pads will be connected to the AED at all times (if possible) and a spare set of adult and pediatric electrode pads will be kept in the AED case. One rescue kit will be stored with each AED. This kit will contain latex-free gloves, a razor, one set of trauma shears, and small towel, and a pocket facemask or other barrier device.

#### **Authorization to Use AEDs**

School administration will maintain a list of personnel authorized to use the AED. Authorized staff will be those who have current certification in CPR and the use of AEDs from a recognized training agency. Additionally, trained and certified members of the general public are authorized to use the AED in cardiac emergencies.

All trained and certified persons present when a cardiac emergency occurs will constitute the emergency response team (ERT).

### **Procedure**

In the event of an unresponsive individual on the grounds of or in any of the buildings of Great Valley Academy, the adult present must alert a cardiopulmonary resuscitation (CPR) and AED certified staff member immediately. The certified adult shall assess the patient and instruct that the AED be brought to the site immediately. Any other adults present should start crowd control and designate another adult to lead outside emergency medical services (EMS) to the location, if necessary.

### **Protocol for the Use of the AED**

**IMMEDIATELY UPON ARRIVAL, CHECK THE SCENE FOR SAFETY, AND THEN VERIFY SUDDEN CARDIAC ARREST:**

- Verify unconsciousness
- If no response, call or have an adult CALL 911
- Apply appropriate personal protective equipment
- Verify no breathing
- Perform CPR
- As soon as the AED arrives:
  - Execute AED protocol
  - If no shock advised, continue CPR
- When EMS arrives, the rescuer will continue until instructed by EMS personnel.
- Notify patient emergency contact according to standard school protocols.

### **Contradictions**

- AED should not be attached to persons who are breathing, conscious or responsive.
- AED should not be used with children under the age of one (1) year.
- If the patient is younger than (8) years of age, use pediatric pads. Pediatric pads should never be used with adult patients.

### **Post Use Procedure**

Following any use of the AED:

- Notify School Administrator
- Complete an incident report
- File a copy of the incident report with the Chief Operating Officer
- Notify the Modesto Campus Health Clerk of all equipment needing to be replaced including electrode pads, razor, gloves, etc.
- Clean the AED
- Notify staff AED is back in service

### **Post Event Review**

Following the use of an AED by the ERT or volunteer responder, a review shall be conducted to learn from the experience. All key participants in the event shall participate in the review. School administration shall identify actions that went well and those that may need improvement.



**System Check**

At least twice a year, the designated campus personnel shall conduct and document a system check in accordance to the protocols required by the AED supplier and in accordance with the manufacturer's specifications. The check shall include review of the following elements:

- Emergency kit supplies
- AED battery life
- AED operation and status
- Electrode pad expiration date

At least every 90 days, a visual inspection must be made of each AED to identify any potential operational issues.

**Training**

Training will be held annually to help certified rescuers practice and retain their skills.

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

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**Signature, President or Secretary**

Board Action:

AYES:

NAYS:

ABSENT:

ABSTAIN:



Item h.

Approval to submit Salida campus charter renewal to SUSD

Great Valley Academy Modesto  
June 2019

	A	B	C	D	E	F
	Actual YTD	Revised Budget YTD	Actual Estimated Balance of year Accrual	Original Annual Operating Budget	Revised Annual Operating Budget	Estimated Annual Spending
	Jul 18-Jun 19	Jul 18-Jun 19				A + C
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
8000 • Revenue Limit Sources	7,722,535	7,741,316	0	7,821,678	7,741,316	7,722,535
8100 • Federal Revenue	258,416	225,102	0	223,102	225,102	258,416
8300 • Other State Revenues	665,272	555,532	0	193,318	555,532	665,272
8600 • Other Local Revenue	383,351	341,500	0	341,500	341,500	383,351
8700 • Selpa	382,236	383,464	0	383,464	383,464	382,236
<b>Total Income</b>	<b>9,411,810</b>	<b>9,246,914</b>	<b>0</b>	<b>8,963,062</b>	<b>9,246,914</b>	<b>9,411,810</b>
<b>Gross Profit</b>	<b>9,411,810</b>	<b>9,246,914</b>	<b>0</b>	<b>8,963,062</b>	<b>9,246,914</b>	<b>9,411,810</b>
<b>Expense</b>						
1000 • Certificated Salaries	2,972,066	3,068,190	0	3,114,323	3,068,190	2,972,066
2000 • Classified Salaries	1,856,413	1,905,704	0	1,908,574	1,905,704	1,856,413
3000 • Employee Benefits	1,351,565	1,483,977	0	1,510,404	1,483,977	1,351,565
4000 • Books & Supplies	590,288	656,875	0	626,875	656,875	590,288
5000 • Services & Other Operating Exp	1,275,904	1,264,542	0	1,248,746	1,264,542	1,275,904
6000 • Capital Outlay	493,993	170,000	0	140,000	170,000	493,993
7430 • All Other Financing Uses	273,358	273,349	0	273,349	273,349	273,358
<b>Total Expense</b>	<b>8,813,588</b>	<b>8,822,637</b>	<b>0</b>	<b>8,822,271</b>	<b>8,822,637</b>	<b>8,813,588</b>
<b>Net Ordinary Income</b>	<b>598,222</b>	<b>424,277</b>	<b>0</b>	<b>140,792</b>	<b>424,276</b>	<b>598,222</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	308,143.00		4,621,982.00
EPA Funding	8012			319,472.00	319,472.00	319,471.00	319,471.00	319,471.00		346,715.00			408,487.00		1,394,145.00
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	102,407.00	1,580,262.00
Selpa Prop Tax	8097	0.00						71,232.00						54,914.00	126,146.00
Federal IDEA	8181													133,400.00	133,400.00
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	13,841.14	41,222.72	125,015.51
State Food Revenue	8520				396.64	0.00	718.46	748.76	760.13	615.91	714.42	973.72	1,158.90	3,334.04	9,420.98
Educator Effectiveness	8550														0.00
Mandated Cost Reimb	8550					0.00	14,353.00						0.00		14,353.00
One Time Funds	8590							0.00	80,881.00				81,008.00		161,889.00
Lottery	8560							45,372.26			56,236.81		26,343.73	21,533.20	149,486.00
Lottery, prop 20	8561										10,423.06		28,298.40	20,984.92	59,706.38
Low Performing Block Grant	8590						95,837.00	8,151.00					0.00	95,837.00	199,825.00
Other -State Revenue	8590													2,700.00	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)	3,731.00		67,892.05
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	6,133.75		220,702.42
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	9,140.95		162,648.34
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	29,904.00	48,529.00	382,236.00
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	1,039,149.87	524,861.88	9,411,809.68
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	360,681.68	140.00	2,972,066.09
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	167,150.66	27,564.93	1,856,412.80
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	140,476.42	5,718.16	1,351,565.03
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	71,225.57	61,780.78	590,288.32
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	101,196.24	203,476.60	1,275,904.43
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	56,195.45	30,217.10	493,993.26
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	61,297.00	273,358.12
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	914,597.78	390,194.57	8,813,588.05
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)	124,552.09	134,667.31	598,221.63
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	89,633.79		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	4,569,131.55		

Great Valley Academy Salida  
June 2019

	A	B	C	D	E	F
	Actual YTD	Revised Budget YTD	Actual Estimated Balance of year Accrual	Original Annual Operating Budget	Revised Annual Operating Budget	Estimated Annual Spending
	Jul 18-Jun 19	Jul 18-Jun 19				A + C
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
8000 • Revenue Limit Sources	7,232,091	7,215,880	0	7,003,819	7,215,880	7,232,091
8100 • Federal Revenue	164,880	149,699	0	149,699	149,699	164,880
8300 • Other State Revenues	568,479	527,951	0	171,819	527,951	568,479
8600 • Other Local Revenue	409,976	325,000	0	325,000	325,000	409,976
8700 • SELPA	302,999	296,296	0	296,296	296,296	302,999
<b>Total Income</b>	<b>8,678,425</b>	<b>8,514,826</b>	<b>0</b>	<b>7,946,633</b>	<b>8,514,826</b>	<b>8,678,425</b>
<b>Gross Profit</b>	<b>8,678,425</b>	<b>8,514,826</b>	<b>0</b>	<b>7,946,633</b>	<b>8,514,826</b>	<b>8,678,425</b>
<b>Expense</b>						
1000 • Certificated Salaries	2,678,349	2,710,601	0	2,748,607	2,710,601	2,678,349
2000 • Classified Salaries	1,408,431	1,433,083	0	1,512,811	1,433,083	1,408,431
3000 • Employee Benefits	1,141,960	1,262,781	0	1,310,482	1,262,781	1,141,960
4000 • Books & Supplies	569,971	504,119	0	488,950	504,119	569,971
5000 • Services & Other Operating Exp	1,150,899	1,236,769	0	1,203,345	1,236,769	1,150,899
6000 • Capital Outlay	195,631	203,700	0	200,200	203,700	195,631
7430 • All Other Financing Uses	414,433	595,993	0	415,993	595,993	414,433
<b>Total Expense</b>	<b>7,559,673</b>	<b>7,947,046</b>	<b>0</b>	<b>7,880,388</b>	<b>7,947,046</b>	<b>7,559,673</b>
<b>Net Ordinary Income</b>	<b>1,118,753</b>	<b>567,780</b>	<b>0</b>	<b>66,245</b>	<b>567,780</b>	<b>1,118,753</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	532,028.00		5,879,708.00
EPA Funding	8012			39,900.00		39,900.00		39,900.00		47,742.00			41,522.00		169,064.00
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	76,022.00	1,068,789.00
Selpa Prop Tax	8097							64,673.00						49,857.00	114,530.00
Federal IDEA	8100-8299													89,699.00	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	13,458.93	18,789.25	75,181.11
State Food Revenue	8520				251.24	0.00	535.40	536.12	550.80	491.60	535.88	502.73	428.13	1,229.85	5,061.75
Other St Revenue	8434														0.00
Mandated Cost Reimb	8550					0.00	13,031.00						0.00		13,031.00
One Time Funds	8590								73,435.00		0.00		73,547.00		146,982.00
Lottery	8560							41,072.28			50,907.18		23,847.10	20,583.55	136,410.11
Lottery, prop 20	8561										9,435.26		25,616.53	20,059.45	55,111.24
Low Perf St Blck Grant	8590						97,813.00	5,670.00						97,813.00	201,296.00
Other -State Revenue	8590														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)	(2,354.00)		10,586.91
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	974.48		207,896.30
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	3,452.58		202,079.96
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	27,912.00		302,999.00
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	827,009.75	374,053.10	8,678,425.38
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	303,546.99	0.00	2,678,348.65
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	126,392.51	25,213.58	1,408,430.66
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	115,614.34	2,506.72	1,141,959.51
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	166,421.74	19,473.91	569,971.27
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	102,906.65	158,068.18	1,150,898.68
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	-	0.00	195,631.03
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	29,869.99	55,993.00	414,432.88
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	844,752.22	261,255.39	7,559,672.68
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	(17,742.47)	112,797.71	1,118,752.70
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	41,357.22		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	2,688,561.94		

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

September 30, 2019– 5:30 PM

Great Valley Academy

1209 Woodrow Ave., Suite A-4

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**

### **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.

**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 26, 2019
- b. Ratify MOU with CSU Stanislaus – Student teacher placement

**f. ACTION ITEMS**

- a. Approve submission of Modesto campus charter renewal to SCOE
- b. Approval of Fiscal Policy Update (Site Administrator)
- c. Approve Payment Card Industry Data Security Standard (PCI DSS) Policy

**g. INFORMATION AND DISCUSSION**

- a. Monthly Financials
- b. Committee Update

**h. FUTURE AGENDA ITEMS**

- a. **NEXT REGULAR BOARD MEETING – October 28, 2019**  
**SALIDA CAMPUS**  
**5901 Sisk Rd.**  
**Modesto, CA**

**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.*

**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.



# Great Valley Academy Modesto

## Charter School Monthly Summary Report

**[September 30, 2019]**

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

Note: Enrollment shows [August 20, 2019 - September 24, 2019]

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	88	84.541	95.88	84.517	96.03
1	88	85.666	97.30	85.758	97.52
2	88	85.541	97.20	85.586	97.10
3	71	69.291	97.82	69.241	97.76
4	98	95.916	96.60	96.344	96.91
5	104	100.875	96.95	101.241	97.04
6	103	99.375	96.35	99.586	96.30
7	95	91.500	96.22	91.689	96.44
8	94	90.500	94.96	91.000	95.36
Total	829	803.208	96.55	804.965	96.68

2. Key Accomplishments:

- a. Aug. 26-Sept 27- NWEA Testing
- b. Aug. 29- Fall Pictures
- c. Aug. 30- Spirit Day- Grade Level Color Day
- d. Sept. - Admin Facilitated Family Meetings
- e. Sept 5- ELPAC Parent Meeting
- f. Sept 20- Teacher In Service Day- Mastery Connect
- g. Sept. 24- Norman Foote
- h. Sept. 25- Character Report Cards
- i. Sept. 30-Oct. 2- Camp Sea Lab

3. Upcoming Key Events/Activities:

- a. Oct. 1 SCOE Math Walks
- b. Oct. 3- Parent Meeting- Character
- c. Oct. 5 - International Heritage Festival- Music Performance

- d. Oct. 9-11- Parent Conferences
- e. Oct. 14-18 - Fall Break
- f. Oct. 22 and 24 - Talent Show Rehearsals
- g. Oct. 25- Character Dress Day
- h. Oct. 25- Eaglet Awards

# Great Valley Academy Salida

## Charter School Monthly Summary Report

Attendance dates 09/02-09/24

YTD dates 08/13-09/24

September 30, 2019

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

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA %
K	100	95.87	96.25	95.34	96.33
1	100	96.73	96.53	97.03	97.06
2	100	96.53	96.59	96.86	96.89
3	100	97.07	97.19	97.03	97.12
4	100	95.60	95.33	96.21	96.43
5	99	96.33	96.76	96.65	97.48
6	99	94.80	95.48	95.14	95.60
7	100	97.40	97.40	97.96	97.75
8	94	91.00	96.80	91.55	97.61
Total	892	861.33	96.48	863.79	96.92

### 2. Key Accomplishments:

- a. August 26<sup>th</sup> – September 13<sup>th</sup> – NWEA assessment
- b. August 26<sup>th</sup> – First fire drill
- c. September 9<sup>th</sup> – Kinder extension begins
- d. September 10<sup>th</sup> – Submitted charter renewal to Salida Union Board
- e. September 13<sup>th</sup> – Classroom Spirit Day
- f. September 18<sup>th</sup> – Parent meeting: 7 Powers of a Conscious Adult
- g. September 23<sup>rd</sup> – Site Leadership meeting
- h. September 24<sup>th</sup> – 1<sup>st</sup> Grade Parent Literacy Meeting
- i. September 24<sup>th</sup> – 6<sup>th</sup> Grade Parent Science Camp Meeting
- j. September 25<sup>th</sup> – ARC Night (About Recognizing Character)
- k. September 27<sup>th</sup> – Salida Union Board visit
- l. September 27<sup>th</sup> – Jog-a-thon Kick off

3. Upcoming Key Events/Activities:

- a. Oct. 2<sup>nd</sup> – 3<sup>rd</sup> grade FT – Stockton Sports Complex
- b. Oct. 4<sup>th</sup> – 50% Jog-a-thon classroom goals
- c. Oct. 7<sup>th</sup> – 4<sup>th</sup> grade FT – Mission San Juan Bautista
- d. Oct. 11<sup>th</sup> – Jog-a-thon water balloon day
- e. Oct. 11<sup>th</sup> – Market Day
- f. Oct. 14<sup>th</sup>-18<sup>th</sup> – Fall Break
- g. Oct. 22<sup>nd</sup> – 5<sup>th</sup> grade FT – San Jose Tech Interactive
- h. Oct. 23<sup>rd</sup> – Collaborative Coffee
- i. Oct. 24<sup>th</sup> – 2<sup>nd</sup> grade FT – Fiscallini Farms
- j. Oct. 25<sup>th</sup> – Multi campus Pillars meeting
- k. Oct. 28<sup>th</sup> – Kinder FT – Dutch Hollow Farms

# Great Valley Academy Homeschool

## Charter School Monthly Summary Report

September 30, 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	12.61	100
1	16	15.9	99.58	14.66	99.58
2	8	8	100	7.43	100
3	6	6	100	6.53	100
4	7	7	100	7	100
5	8	8	100	8	100
6	4	4	100	4.4	100
7	17	16.9	99.41	16.5	99.41
8	11	10.6	96.66	11	96.66
Total	91	90.46	99.41	88.38	99.41

*Note: ADA represents last AWR period. AWR #1 will be represented on the next report.*

2. Key Accomplishments:

- a. August 29<sup>th</sup> – Library Field Trip
- b. September 3<sup>rd</sup> – New Parent Orientation (enrolled 3 families)
- c. September 12<sup>th</sup> – Enrichment Classes Begin – New Format (37/89 Students attending)
- d. September 20<sup>th</sup> – Teacher In-Service Day: GVS/SRS Training and Edgenuity Training
- e. September 27<sup>th</sup> – Columbia State Park Field Trip – 29/66 (43%) families signed up!

3. Upcoming Key Events/Activities:

- a. October 1<sup>st</sup> – Parent Orientation (7 families signed up)
- b. October 2<sup>nd</sup> – AWR #1 Due
- c. October 11<sup>th</sup> – Field trip to Del Osso Farms
- d. October 14<sup>th</sup> – 18<sup>th</sup> – Fall Break
- e. October 16<sup>th</sup> – 18<sup>th</sup> – Attending Assessment Conference in Oakland

Chief Operating Officer's Report  
September 30, 2019  
Board Meeting



Process and Policy Updates

- ❖ Policy Development – Payment Card Industry Compliance (Fiscal Policy)
- ❖ Policy Development – Updates to School & Staff Uniform
- ❖ Policy Development – Custody Paperwork, Authorizations and Responsibilities
- ❖ Policy Development – Student & Staff Injury Reporting
- ❖ Facilities/Maintenance Planning, Budgeting and Organization

Multi-Campus Responsibilities

- ❖ GVA Uniform Online Catalog & Ordering – Website Development – In Progress
- ❖ Annual Website Review for Changes, Improvements and Refresh – In Progress
- ❖ Staff Intranet Updates – In Progress
- ❖ Salary Schedule Analysis – In Progress
- ❖ Marketing & Outreach Plan Development – In Progress
- ❖ Completion of 18/19 Audit – October
- ❖ Kids' Care Leadership Model Development
- ❖ Development of Manager's and Supervisor's Intranet

Website Analytics

- ❖ August 2019
  - ❑ 4,284 Users Visited (83.9% New/16.1% Returning)
  - ❑ 18,766 Page Views
  - ❑ Users Averaged 2:09 Minutes on the Site
  - ❑ 59.19% Mobile – 37.14% Desktop – 3.67% Tablet
  - ❑ Type: Organic 64.1% – Direct 28.6% – Referral 3.4% – Social 3.9%

Training

- ❖ Annual YM & C Legal Updates – September & October
- ❖ CSDC Conference – December
- ❖ CCSA Conference – March 2020
- ❖ Annual Paychex Updates – Ongoing

Chief Executive Officer's Report  
September 29, 2019  
Board Meeting



Board Governance

- Ad Hoc meetings for 2019.2020
- First meeting scheduled for October 22, 2019

State Accountability

- Pending 2018.2019 CAASPP data

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
- Multiple community connection meetings, corporate and nonprofit leaders
- Steering Committee Member, Learning to Teach and Lead Continuum
- Ongoing participation in Central Valley Accelerator Cadre
- Chamber of Commerce: State of Business and Education (member, event committee)
- Monthly SELPA PAC meetings
- Reader for SCOE American Heritage Scholarship Essays

Homeschool

- Continuing to review policies, procedures and academic model
- Implementing year 2 program elements
- Implementing teacher leadership positions

Salida Campus

- Off to a great start!
  - Full time administrator intern doing a great job
- In process of Charter Renewal-presented to authorizer (SUSD) in September 2019, vote will occur in November

Modesto Campus

- Off to a great start!
  - Full time administrator intern doing a great job
- In process of Charter Renewal completion for submission to authorizer (SCOE) in October 2019



#### Campus Safety (All)

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

#### Professional Development

- SCOE-Improvement Science
- Webinars/Calls
  - CCSA Legislative Calls (ongoing)
- Conferences
  - CSDC Conference (December)
  - CCSA Conference (March 2020)
- Programs
  - Year 2 transformational leadership (start date 5/2019)

#### Legislative update (includes CCSA position)

**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.

**Passed 9/2019**

**Oppose: AB 1507 (Smith)**- Removes the right of charter schools to locate their facility outside their authorizing district under very limited circumstances. **Passed 2019**

**Many new laws impacting charter schools were passed this legislative session, we are working to gain understanding and related requirements.**





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

**September 30, 2019**

One of the major pillars of Great Valley Academy is Great Valley Smart (GVS) and our developmentally based reading program, Smart School System (SRS).

Under the GVS system student care is broken down into 6 major components:

### **1. Teacher lead activities in the classroom**

- a. Teachers are provided with a resource manual with lists of activities that can be done in the classroom to help the students develop the skills and strategies used by high performing students
- b. Training is provided to the teachers by start of school training provided by the GVS staff, administration and grade level leads
- c. Ongoing help and training is also provided by Lindsey Duran, SRS director in Salida and Jennifer Farley, administrative assistant in Modesto.

### **2. Physical Education**

- a. Concentration on balance and meaningful movement. Any time movement and thinking can be combined, super learning occurs
- b. Proper form and execution are stressed aiding in the development of thinking skills
- c. Rhythm is incorporated to develop timing that can be applied to classroom cognitive tasks
- d. Visual imagery is important to develop higher level of skill and memory for classroom activities

### **3. This year has provided another advancement in the GVS system by requiring every student being considered for a student study team evaluation (SST), first be given a vision screening.**

- a. To date about 160 evaluations between both campuses and home school have been scheduled with the majority of them being completed
  - b. The majority of the screenings show a large percentage of these students have developmental visual deficits that can be a major contributor to their learning challenges
  - c. A smaller percentage of students were found to have undetected refractive errors like nearsightedness, astigmatism and farsightedness
  - d. Some students were found to have persistent double vision when doing near work
  - e. A few students had undetected amblyopia (lazy eye) or Strabismus (eye turns)
  - f. A few students were found to have collapsed visual fields due to emotional stress
- 4. The GVS staff is involved in continual training and this year a greater emphasis is being placed on correcting eye movement, eye teaming and eye focusing problems**
- a. There is a continuum of development of visual skills that gets its foundations with infantile movement reflexes, gross motor development, fine motor development and then visual motor development.
  - b. In addition to the above, perceptual skills and visual imagery are also included
  - c. This year visual motor training will be emphasized to try and provide students with a quicker resolve to their academic challenges
  - d. Students will be required to set goals they would like to achieve in GVS and be given progress reports along the way
- 5. Close working ties with the SRS program in Salida and reading and math intervention programs at both schools**
- a. Depending on student visual skill level, they may receive GVS as well as math or reading intervention or resource
- 6. In order to serve the increase in students needing GVS services, we will be rotating students out of the program and entering new ones every trimester**
- a. If at the end of the trimester the student has not reached their goal or the staff person feels the student needs more time in GVS, the student may go through other cycles of GVS

With this reorganization of the Great Valley Smart program, the goal is to get students performing at higher levels of academic performance more quickly and with lasting results

**GREAT VALLEY ACADEMY**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**August 26, 2019**

# MINUTES

***Members Present:*** Chad Wolf, Steve Payne, Twila Tosh, Vince Jamison,  
Yolanda Meraz, Susan Nisan (arrived 6:01 pm)

***Members Absent:*** None

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

***Audience Present:*** None

***Call to Order:***

***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:*** Mr. Ruehle presented his report to the Board. He spoke about the partnership between SCOE and the ELA math team.

***Salida Principal***

***Report:*** Mr. Howell presented his report to the Board. He spoke about working on bringing down the suspension rate and the benefits of that.

***Homeschool Principal***

***Report:*** Mr. Frost presented her report to the Board. She spoke about how Homeschool uses their new space, the increase in enrollment over the summer and Back to School Day at Davis Park.

# MINUTES

## Regular Meeting of the Board

August 26, 2019

Page | 2

### Chief Operating

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

Mrs. Meeks presented her report to the Board. She talked about the sale of uniforms on campus.

### Chief Executive

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

Ms. Silvestre presented her report to the Board. She spoke about the Norman Foote Concert, and testing out recording of monthly Board Meetings beginning next month.

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

No written report, but Dr. Rosenow did speak about the move of the GVA room on the Modesto campus.

### 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, Payne, Meraz, Jamison, Nisan, Tosh

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

#### **Consent Agenda:**

#### **CONSENT AGENDA**

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

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

#### **Action Items:**

#### **ACTION ITEMS**

a. The motion was made by Mr. Wolf, seconded by Mr. Payne approving the 3 year renewal of line of credit. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

# MINUTES

## Regular Meeting of the Board

August 26, 2019

Page | 3

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

b. The motion was made by Mrs. Meraz, seconded by Mr. Jamison approving the date change for the December Board Meeting. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

c. The motion was made by Mr. Wolf, seconded by Mr. Payne approving the Revised EL Reclassification Policy. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

d. The motion was made by Mrs. Meraz, seconded by Mr. Jamison approving the reappointment of Susan Nisan to the GVA Board for a term ending 1/25/22. A roll call vote was taken.

**AYES:** Wolf, Payne, Meraz, Jamison, Tosh

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** Nisan

e. The motion was made by Mr. Wolf, seconded by Mr. Jamison approving the reappointment of Twila Tosh to the GVA Board for a term ending 8/29/22. A roll call vote was taken.

**AYES:** Wolf, Payne, Meraz, Jamison, Nisan

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** Tosh

f. The motion was made by Mrs. Meraz, seconded by Mrs. Nisan approving the Salida Student/Parent Handbook update. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

# MINUTES

## Regular Meeting of the Board

August 26, 2019

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

g. The motion was made by Mr. Jamison, seconded by Mrs. Nisan approving the AED Policy. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

h. The motion was made by Mr. Wolf, seconded by Mr. Jamison approving the submittal of the Salida campus charter renewal to SUSD pending legal review and revision. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

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

#### **Monthly Financials**

Cash flow and bottom line are positive for both campuses.

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

#### **FUTURE AGENDA ITEMS**

Next Regular Board Meeting – September 30<sup>th</sup>, 2019

### ***Adjournment:***

The meeting was adjourned at 6:15 pm



California State University, Stanislaus  
**Memorandum of Understanding (MOU) for Student Placements<sup>1</sup> in Applied Settings<sup>2</sup>**

This Memorandum of Understanding is effective upon execution between the Trustees of the California State University on behalf of California State University Stanislaus, referred to as, "UNIVERSITY" and, Great Valley Academy referred to as "AGENCY".

**I. Statement of Purpose**

- A. The UNIVERSITY's mission and values strongly endorse partnerships with the community that advances the quality of life and the educational, intellectual, artistic, civic, cultural and economic aspirations for all those living or working in our neighboring communities. The UNIVERSITY promotes student placements in applied settings as a valued part of a student's education process.
- B. The AGENCY's mission is stated in its bylaws and articles of incorporation.
- C. The UNIVERSITY and the AGENCY recognize the opportunity for positive learning experiences and mutual benefit for each, and for enrolled students (referred to as STUDENT(S)). The UNIVERSITY supports the goals and objectives of the AGENCY.

**II. Priorities**

- A. Program Activities.  
Activities will be accomplished in accordance with the applicable Student Agreement (e.g., Internship, Service Learning), reviewed and agreed upon by the STUDENT, UNIVERSITY, and the AGENCY prior to the start of the experience.
  - 1. The STUDENT(S) will:
    - a. Participate in all relevant trainings required by the AGENCY and stated in Section III-A-3, (Training and Orientation) of this document.
    - b. Model appropriate, professional behavior when working with clients and when on the AGENCY's site(s).
    - c. Support AGENCY events that are part of the student learning experience as required by faculty member.
    - d. Meet the goals of the AGENCY program and the academic course in which the STUDENT is enrolled.
- B. Safe and Productive Environment.
  - 1. The AGENCY will:

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<sup>1</sup> **Student Placements** refer to the assignment of students, based on their academic readiness and abilities, to an appropriate external agency for the purpose of enhancing the students' learning experiences and educational goals (e.g., internship, service learning, credential, clinical, rotation.)

<sup>2</sup> **Applied Settings** refer to student placements that are practical in application vs. theoretical.

- a. Give STUDENT(S) a complete tour of the site, and ensure that STUDENT(S) are aware of all emergency procedures and is able to act responsibly in the event of an emergency.
  - b. Ensure that STUDENT(S) are aware of the unique nature of the population and/or clients of the AGENCY and has received an orientation and any additional training the AGENCY deems necessary to work with this population.
2. The AGENCY shall not employ discriminatory practices in its selection of students and in its performance hereunder on the basis of sex, sexual orientation, race, color, ancestry, ethnicity, religious creed, national origin, disability (including HIV and AIDS), medical condition, age, marital status, and denial of family care leave.

**C. The UNIVERSITY will ensure that STUDENT(S) agree(s) to the following:**

1. Abide by the AGENCY's rules and regulations while on site and when working with AGENCY clients.
2. Ensure that their interactions with clients are safe, positive and productive.
3. Support the AGENCY's program and its objectives by performing the student placement activities stated in Section II-A-1 of the Program Activities section of this document.
4. California Law may require the AGENCY to obtain STUDENT'S fingerprints and submit them to the Department of Justice, and/or the Federal Bureau of Investigation for a criminal background check. The UNIVERSITY will (1) determine whether such fingerprinting is required; (2) request and obtain the STUDENT'S fingerprints; (3) request and obtain criminal background clearance from the appropriate agency. The UNIVERSITY will assist the students to secure fingerprint and criminal background clearance. Only students with clear records will be sent to the AGENCY.

**III. Structure and Support of Student(s)**

**A. The AGENCY.**

**1. Site Supervision.**

The Site Supervisor will meet with the STUDENT as per the applicable Student Agreement (e.g., Internship, Service Learning), to update him/her on projects and to provide support. All program staff will support the STUDENT as they interact with him/her and provide guidance and advice as necessary and appropriate. A secondary site supervisor will be responsible for the STUDENT in the absence of primary supervision.

- a. The AGENCY's director or his/her designee will meet with the representative of the University as needed throughout the academic term.
- b. The AGENCY director and the Responsible Campus Office at the UNIVERSITY shall meet as appropriate in order to facilitate the most mutually beneficial experience for all parties involved, or at the request of any of the parties involved.



2. Position Description.

The AGENCY will provide a written position description as an attachment to the applicable Student Agreement (e.g., Internship, Service Learning), for each placement offered. The position description will include the following four headings and supporting information: a) duties and responsibilities, b) skills and specifications, c) education and qualifications, and d) reporting relationship of the particular placement.

3. Training and Orientation.

Site Supervisor or his/her designee will provide specific training needed by STUDENT(S) prior to their working with clients or providing service to the AGENCY. Necessary training can be provided through collaboration among the AGENCY, the UNIVERSITY, and faculty member.

4. Work Space.

STUDENT(S) will have an appropriate space at the AGENCY site in which to conduct their assigned work. The AGENCY will provide access and training and all equipment necessary for STUDENT(S) to use in order to fulfill their assigned roles.

5. Evaluation.

The AGENCY site supervisor or designee will complete an evaluation regarding the quality of service that each STUDENT(S) provided to the site, and as agreed upon in the applicable Student Agreement (e.g., Internship, Service Learning) and relevant to the position description provided to the student.

B. The UNIVERSITY.

UNIVERSITY will assign STUDENT(S) to the AGENCY from various academic programs. This agreement is intended to be comprehensive and its terms cover one or more students from various academic programs.

1. Training and reflection.

The UNIVERSITY will provide a training session for each STUDENT regarding their responsibilities as described in Section II. The Responsible Campus Office and Faculty Member(s) will provide opportunities for STUDENT to reflect on his/her experience working at the AGENCY site.

2. Supervision and Accountability.

The UNIVERSITY'S Responsible Campus Office will work closely with the AGENCY, faculty and STUDENT(S) to meet the expectations and priorities of the AGENCY.

3. Academic credit.

The applicable Student Agreement (e.g., Internship, Service Learning) will define the guidelines for the final determination of academic credit. Awarding of academic credit will adhere to the UNIVERSITY's Credit Hour Policy.

#### IV. Length of Agreement Term

- A. Initial Term. The UNIVERSITY and AGENCY have reached this initial agreement for the initial term beginning on the execution date of this agreement and ending one calendar year after the execution date.
- B. Renewal Process. This agreement shall be renewed automatically for additional periods of one (1) year thereafter up to a total of four (4) additional years from the date of execution, based on STUDENT feedback, AGENCY evaluation, and faculty desire to continue this relationship for the purpose of student learning under the conditions that:
  - 1. The UNIVERSITY and AGENCY continue to be committed to actively supporting the appropriate goals of the other.
  - 2. The STUDENT(S) work is academically meaningful and helps to provide support to the AGENCY.
  - 3. The relationship is consistent with the goals of the AGENCY, UNIVERSITY, STUDENT, and Academic Department(s).
- C. Termination. This Agreement may be terminated at any time by the written agreement or upon 30 days' advance written notice by one party to the other, PROVIDED, HOWEVER, that in no event shall termination take effect with respect to currently enrolled students, who shall be permitted to complete their training for any semester in which termination would otherwise occur.

## V. Notices

### University

Name: California State University, Stanislaus

Address: One University Circle  
Turlock, CA 95382

### Agency

Name: Great Valley Academy  
Address: 3200 Tully Road  
Modesto, CA 95355

The attached General Provisions, consistent of two pages, are incorporated by reference and made a part of this agreement. This agreement reflects my understanding of the relationship.

By signing below, each of the following represent that they have authority to execute this Agreement and to bind the party on whose behalf their signature is made.

### University

Trustees of the California State University  
(on behalf of California State University Stanislaus)

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

Name: Rhonda Willson

Title: Buyer II, Procurement & Contract  
Services

Date:

### Agency

Agency Name: Great Valley Academy

Signature: Leah Silvestre Franklin

Name: Leah Silvestre Franklin  
Title: Chief Executive Officer

Date: Click here to enter a date. 9/10/2019

**General Provisions**  
**STUDENT PLACEMENTS in Applied Settings**  
California State University, Stanislaus

**Indemnification**

The AGENCY shall be responsible for damages caused by the negligence and willful misconduct of its directors, officers, agents, employees and duly authorized volunteers occurring in the performance of this agreement. The UNIVERSITY shall be responsible for damages caused by the negligence and willful misconduct of its directors, officers, employees occurring in the performance of this agreement. It is the intention of the AGENCY and the UNIVERSITY that the provision of this paragraph be interpreted to impose on each party responsibility for the negligence and willful misconduct of their respective directors, officers, employees and duly authorized volunteers.

**Insurance**

The AGENCY shall procure and maintain General Liability Insurance, comprehensive or commercial form with ~~\$2,000,000~~ minimum limit for each occurrence and minimum limit of ~~\$4,000,000~~ General Aggregate. Insurance shall be placed with insurers with a current AM Best' rating of no less than A:VII.

*\$2,000,000* *\$1,000,000* *mm*  
The California State University system has elected to be insured for its General Liability exposure through the self-insured CSU Risk Management Authority.

The State of California has elected to be self-insured for its vehicle liability and Worker's Compensation and property exposures. As a State agency, the California State University, Office of the Chancellor, the Trustees and the CSU system of campuses are included in this self-insured program.

**Student Insurance**

The UNIVERSITY shall ensure that each student is covered during the term of this Agreement by general and professional liability insurance in amounts reasonably necessary to protect the student against liability arising from any and all negligent acts or incidents caused by the student. Coverage under such liability insurance shall be not less than two million dollars (\$2,000,000) for each occurrence. Such coverage is to be obtained from a carrier rated A or better by AM Best. The UNIVERSITY shall present evidence of such coverage to AGENCY upon request.

**Status of Students**

STUDENT(S) shall at no time throughout this agreement be considered officers, employees, agents or volunteers of the UNIVERSITY.

**Governing Law**

All contracts and purchase orders shall be construed in accordance with, and their performance governed by, the laws of the State of California. Further, AGENCY shall comply with any State or Federal law applicable to the AGENCY's performance under this Contract.

### **Assignments**

Without written consent of the California State University, this agreement is not assignable by the AGENCY either in whole or in part.

### **Agreement Alterations & Integration**

No alteration or variation of the terms of the agreement shall be valid unless these are made in writing and signed by the parties hereto, and no oral understanding or agreement excluded from this document shall be binding on any of the parties hereto.

### **Endorsement**

Nothing contained in this Agreement shall be construed as conferring on any party hereto, any right to use the other party's name(s) as an endorsement of product/placement or to advertise, promote or otherwise market any product /placement without the prior written consent of the other parties. Furthermore, nothing in this Agreement shall be construed as endorsement of any commercial product /placement by the UNIVERSITY, its officers or employees.

### **Survival**

Upon termination of this contract for any reason, the terms, provisions, representations and warranties contained in this agreement shall survive expiration or earlier termination of this agreement.

### **Severability**

If any provision of this agreement is held invalid by any law, rule, order of regulation of any government or by the final determination of any state or federal court, such invalidity shall not affect the enforceability of any other provision not held to be invalid.

### **Entire Agreement**

This agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, arrangements, and understandings with respect thereto. No representation, promise, inducement, or statement of intention has been made by any party hereto that is not embodied herein and no party shall be bound by or liable for any alleged representation, promise, inducement, or statement not set forth herein.

(36/AS/13/UEPC – Policy for Service Learning Student Placements)  
Approved by Academic Senate on 11/5/13  
Approved by President Joseph F. Sheley on 12/16/13  
Revised fall 2017





Item a.

Approval to submit Modesto campus  
charter renewal to SCOE

# Fiscal Policies and Procedures Manual

Published June 2019

Revised September 2019



### 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.

Type of Purchase	Total Amount of Purchase	Quote Requirements	Purchase Type	Signature Authority
Maintenance/Facilities Credit Card Purchase	\$.01 - \$1,000 \$500	Not required	All CC purchases must have all receipts attached to CC report prior to submittal to Accounting.	Credit Card Holder & Campus Principal
Maintenance/Facilities Credit Card Purchase	\$501 - \$5,000	Not required	All CC purchases must have approval prior to purchase. All receipts, invoices and packaging lists must be submitted to Accounting.	Requester & Campus Administrator
Cardholder Credit Card Purchase – used by the cardholder for purchases	\$.01 - \$5,000	Not required		Credit Card Holder
Teacher Classroom and/or Elective Purchase	Varies up to approved budget schedule	Not required	N/A	Requester
General Supply Purchase – used for those items requiring constant replenishment	\$.01 - \$1,000	Not required	Purchase Requisition or Equivalent	Requester & Program Manager
General Purchase	\$.01 - \$5,000	Not required	Purchase Requisition or Equivalent	Requester & Campus Principal Administrator
Minor Purchase	\$5,001 - \$14,999	Written quote or online shopping cart	Purchase Requisition or Equivalent	Requester, Campus Principal Administrator & Chief Operating Officer
Major Purchase	Greater than \$15,000 *Greater than \$25,000	Written quote or online shopping cart. *Over \$25,000 requires three written quotes.	Purchase Order or Equivalent	Requester, Campus Principal, Administrator, Chief Operating Officer & Chief Executive Officer
General Multi-Campus Support Purchase	\$.01 - \$500	Not required	Purchase Requisition or Equivalent	Requester & Department Head
General Multi-Campus Support Purchase	\$501 - \$14,999	Written quote or online shopping cart	Purchase Requisition or Equivalent	Requester, Department Head & Chief Operating Officer
Major Multi-Campus Support Purchase	Greater than \$15,000 *Greater than \$25,000	Written quote or online shopping cart. *Over \$25,000 requires three written quotes.	Purchase Order or Equivalent	Department Head, Chief Operating Officer & Chief Executive Officer



**BOARD POLICY NO.: 2019.050**

## **Payment Card Industry Data Security Standard (PCI DSS) Compliance Policy**

### **Overview**

PCI DSS is the payment card industry data security standard and is a worldwide security standard assembled by the Payment Card Industry Security Standards Council (PCI SSC).

The PCI SSC is responsible for managing the security standards, while compliance with the PCI set of standards is enforced by the founding members of the Council: American Express, Discover Financial Services, MasterCard Worldwide and Visa Inc.

PCI DSS includes technical and operational requirements for security management, policies, procedures, network architecture, software design and other critical protective measures to prevent credit card fraud, hacking and various other security vulnerabilities and threats. The standards apply to all organizations that store, process or transmit cardholder data.

The standards are designed to protect cardholder information of patrons that utilize a credit card to transact business with Great Valley Academy. This policy is intended to be used in conjunction with the complete PCI DSS requirements as established and revised by the PCI Security Standards Council.

Credit card companies and financial institutions validate and rate companies based on their volume of transactions. The rating that a company receives determines the process that they must go through in order to be validated. There are four levels of PCI Compliance, with level 1 being the most stringent and level 4 being the least stringent. Based on the number of credit card transactions processed annually across Great Valley Academy locations (less than 20K per year), Great Valley Academy would be classified as a level 4.

All merchants and service providers are required to comply with the PCI DSS as applicable to their environments at all times. There are a number of SAQ types and Great Valley Academy is SAQ-C.

### **Responsibilities**

All credit card transactions should be completed by only approved Great Valley Academy employees. Approval of employees may only be granted by the Chief Executive Officer or Chief Operating Officer. All approved employees must comply with the PCI DSS policy. Any employee violating this policy will be subjected to personnel action including possible termination.

### **Definitions**

**Merchant Account** – A relationship between Great Valley Academy and a financial institution in order to accept credit card transactions. The merchant account is associated to a general ledger account to record funds appropriately.

**Credit Card Data** – Full magnetic strip or the PAN (Primary Account Number) plus any of the following:

- Cardholder name
- Expiration date
- Service Code

**PCI DSS** – Payment Card Industry Data Security Standard

**PCI SSC** – The security standards council defines credentials and qualifications for assessors and vendors as well as maintaining the PCI DSS.

Self-Assessment – The PCI Self-Assessment Questionnaire (SAQ) is a validation tool that is primarily used by merchants to demonstrate compliance to the PCI DSS.

PAN – Primary Account Number is the payment card number (credit or debit) that identifies the issuer and the particular cardholder account. It is also called Account Number.

### **Policy**

Great Valley Academy prohibits the storing of any credit card information in an electronic format on any computer, server or database including Excel spreadsheets. It further prohibits the emailing of credit card information. Great Valley Academy utilizes third-party web-based vendors and a point of sale system for credit card processing.

Great Valley Academy Policy Requirements:

- Maintain a Secure Network
- Maintain Strong Access Control Measures
- Protect Cardholder Data
- Regularly Monitor and Test Networks
- Ensure Third Party Compliance
- Complete an Annual PCI Self-assessment for Maintenance of SAQ by Environment
- Provide Continuous Staff Training

Recommendations:

- Perform a Quarterly Network Scan

Without adherence to the PCI DSS standards, Great Valley Academy would be in a position of unnecessary reputational risk and financial liability. Merchant account holders who fail to comply are subject to:

- Any fines imposed by the payment card industry
- Any additional monetary costs associated with remediation, assessment, forensic analysis or legal fees
- Suspension of the merchant account

### **Procedures**

To achieve compliance, the following requirements must be met by departments accepting credit cards to process payments on behalf of Great Valley Academy.

General Requirements

- Credit card merchant accounts must be approved by the Chief Executive Officer or Chief Operating Officer.
- Approved employees must be familiar with and adhere to the PCI DSS requirements of the PCI Security Standards Council.
- The Chief Operating Officer must conduct an annual self-assessment against the requirements and report results to the Chief Executive Officer. All approved employees involved in processing credit card payments must sign a statement that they have read, understood, and agree to adhere to this policy.
- Any proposal for a new process (electronic or paper) related to the storage, transmission or processing of credit card data must be brought to the attention of and be approved by the Chief Executive Officer or Chief Operating Officer.

Storage and Disposal

- Credit card information must NOT be entered/stored on Great Valley Academy network servers, workstations, or laptops.
- Credit card information must NOT be transmitted via email.
- Web payments must be processed using a PCI-compliant service provider approved by the Chief Executive Officer or Chief Operating Officer. Credit card numbers must NOT be entered into a web page of a server hosted on the Great Valley Academy network.
- Electronic storage of credit card data is prohibited by this policy.

- Any paper documents containing credit card information should be limited to only information required to transact business, only those approved employees who have a business need to have access, should be in a secure location, and must be destroyed via approved methods once business needs no longer require retention.
- All credit card processing machines must be programmed to printout only the last four characters of a credit card number.
- Securely dispose of sensitive cardholder data when no longer needed for reconciliation, business or legal purposes. In no instance shall this exceed three years. Secured destruction must be via shredding either in house or with a third-party provider with certificate of disposal.
- Neither the full contents of any track for the magnetic strip nor the three-digit card validation code may be stored in a database, log file, or point of sale product.

#### Third Party Vendors (Processors, Software Providers, Payment Gateways, or Other Service Providers)

- Great Valley Academy's Chief Executive or Chief Operating Officer must approve each merchant bank or processing contact of any third-party vendor that Great Valley Academy desires to engage in the processing or storage of transaction data on behalf of Great Valley Academy—regardless of the manner or duration of such activities.
- Ensure that all third-party vendors adhere to all rules and regulations governing cardholder information security.
- Contractually require that all third parties involved in credit card transactions meet all PCI security standards, and that they provide proof of compliance and efforts at maintaining ongoing compliance.

#### Self-Assessment

- The Chief Operating Officer will complete and submit each annual assessment.
- The PCI DSS Self-Assessment Questionnaire must be completed by the merchant account owner annually and anytime a credit card related system or process changes. This assessment is the responsibility of the Chief Operating Officer.

#### Training

Ongoing training programs must be offered to train approved employees on PCI DSS and importance of compliance.

#### Enforcement

The Chief Operating Officer will oversee enforcement of the policy. Additionally, this individual will investigate any reported violations of this policy, lead investigations about credit card security breaches and may terminate access to protected information of any users who fail to comply with the policy.

#### Additional Resources

- PCI Compliance Guide <http://www.pcicomplianceguide.org/>
- PCI DSS Resources [https://www.pcisecuritystandards.org/security\\_standards/pci\\_dss.shtml](https://www.pcisecuritystandards.org/security_standards/pci_dss.shtml)

Date Approved:

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**Signature, President or Secretary**

Board Action:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Great Valley Academy Modesto  
August 2019

	A Actual YTD  Jul-Aug 19	B Original Budget YTD  Jul-Aug 19	C Estimated Balance of year  Sept 19-Jun 20	D Original Budget Balance of year  Sept 19-Jun 20	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>	577,756	557,014	7,708,584	7,729,326	8,286,340		8,286,340
<b>8100 · Federal Revenue</b>	0	0	235,342	235,342	235,342		235,342
<b>8300 · Other State Revenues</b>	-1,144	0	204,124	202,980	202,980		202,980
<b>8600 · Other Local Revenue</b>	98,984	45,000	257,516	311,500	356,500		356,500
<b>8700 · Selpa</b>	34,056	39,400	360,409	355,065	394,465		394,465
<b>Total Income</b>	709,652	641,414	8,765,975	8,834,213	9,475,627	0	9,475,627
<b>Gross Profit</b>	709,652	641,414	8,765,975	8,834,213	9,475,627	0	9,475,627
<b>Expense</b>							
<b>1000 · Certificated Salaries</b>	306,799	287,500	2,906,233	2,925,532	3,213,032		3,213,032
<b>2000 · Classified Salaries</b>	222,747	235,000	1,752,848	1,740,595	1,975,595		1,975,595
<b>3000 · Employee Benefits</b>	157,792	130,000	1,397,957	1,425,749	1,555,749		1,555,749
<b>4000 · Books &amp; Supplies</b>	122,875	100,000	624,950	647,825	747,825		747,825
<b>5000 · Services &amp; Other Operating Exp</b>	123,190	135,000	1,278,861	1,267,051	1,402,051		1,402,051
<b>6000 · Capital Outlay</b>	5,691	48,800	110,109	67,000	115,800		115,800
<b>7430 · All Other Financing Uses</b>	18,712	35,344	303,411	286,779	322,123		322,123
<b>Total Expense</b>	957,805	971,644	8,374,370	8,360,531	9,332,175	0	9,332,175
<b>Net Ordinary Income</b>	-248,153	-330,230	391,605	473,682	143,452	0	143,452

2019-2020  
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	4,373,410.76	4,049,067.77	3,984,495.00	4,307,938.08	4,156,065.66	4,016,369.74	4,136,233.57	4,052,595.65	3,871,923.23	4,211,689.16	4,074,422.35	3,983,655.55		
LCFF Revenue	8011	241,470.00	241,470.00	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	(20,741.80)	5,237,235.52
EPA Funding	8012	0.00	0.00	348,536.25						315,403.49			315,403.49	0.00	1,327,879.48
In-Lieu of Taxes Charter Funding	8096	0.00	94,816.00	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	113,453.48	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
Educator Effectiveness	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		45.00											(45.00)	0.00
Prior Year Payments	prior year		(1,189.00)											1,189.00	0.00
Other Local (Kids Care)	8689	23,291.47	24,135.48	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	(8,926.95)	238,500.00
Other Local (Fundraiser +)	8600-8699	18,358.39	33,198.82	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	(41,557.21)	118,000.00
Selpa	8792	17,028.00	17,028.00	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	5,344.00	394,465.00
TOTAL REVENUES		300,147.86	409,504.30	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	349,930.52	9,475,627.00
EXPENDITURES															
Certificated Salaries	1000-1999	37,024.41	269,774.38	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	431,233.21	0.00	3,213,032.00
Classified Salaries	2000-2999	70,232.16	152,514.38	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	222,848.46	0.00	1,975,595.00
Employee Benefits	3000-3999	39,535.15	118,256.70	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	152,957.15	0.00	1,555,749.00
Books & Supplies	4000-4999	30,336.53	92,538.11	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	134,950.36	0.00	747,825.00
Services & Other Operating Expenses	5000-5999	62,693.13	60,496.60	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	153,861.27	0.00	1,402,051.00
Capital Outlay	6000-6999	0.00	5,691.48	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	83,108.52	0.00	115,800.00
Other Outgo	7100-7499	17,671.76	1,040.09	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	144,365.31	0.00	322,123.00
TOTAL EXPENDITURES		257,493.14	700,311.74	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	1,323,324.28		9,332,175.00
NET INCREASE/DECREASE		42,654.72	(290,807.44)	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)	107,482.42	349,930.52	143,452.00
Accruals Received		208,312.30	144,121.00	64,968.77											417,402.07
Liabilities		(575,310.01)	(97,886.33)												0.00
Line of Credit (1,000,000)															
Loan From Manteca (to Manteca)	(1,248,676)		180,000.00												(1,068,675.92)
ENDING CASH BALANCE		4,049,067.77	3,984,495.00	4,307,938.08	4,156,065.66	4,016,369.74	4,136,233.57	4,052,595.65	3,871,923.23	4,211,689.16	4,074,422.35	3,983,655.55	4,091,137.97		

Great Valley Academy Salida  
August 2019

	A Actual YTD	B Original Budget YTD	C Estimated Balance of year	D Original Budget Balance of year	F Original Annual Operating Budget	G Revised Annual Operating Budget	E Estimated Annual Spending
	Jul-Aug 19	Jul-Aug 19	Sept 19-Jun 20	Sept 19-Jun 20			A + C
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>8000 · Revenue Limit Sources</b>	675,301	652,098	6,902,993	6,926,196	7,578,294		7,578,294
<b>8100 · Federal Revenue</b>	0	0	175,596	175,596	175,596		175,596
<b>8300 · Other State Revenues</b>	5,081	0	183,558	188,639	188,639		188,639
<b>8600 · Other Local Revenue</b>	34,604	29,500	310,396	315,500	345,000		345,000
<b>8700 · SELPA</b>	32,554	52,000	287,476	268,030	320,030		320,030
<b>Total Income</b>	<b>747,540</b>	<b>733,598</b>	<b>7,860,019</b>	<b>7,873,961</b>	<b>8,607,559</b>	<b>0</b>	<b>8,607,559</b>
<b>Gross Profit</b>	<b>747,540</b>	<b>733,598</b>	<b>7,860,019</b>	<b>7,873,961</b>	<b>8,607,559</b>	<b>0</b>	<b>8,607,559</b>
<b>Expense</b>							
<b>1000 · Certificated Salaries</b>	282,410	280,000	2,668,169	2,670,579	2,950,579		2,950,579
<b>2000 · Classified Salaries</b>	175,220	165,000	1,458,393	1,468,613	1,633,613		1,633,613
<b>3000 · Employee Benefits</b>	133,704	125,000	1,241,731	1,250,435	1,375,435		1,375,435
<b>4000 · Books &amp; Supplies</b>	97,000	105,000	521,350	513,350	618,350		618,350
<b>5000 · Services &amp; Other Operating Exp</b>	71,703	120,000	1,286,575	1,238,278	1,358,278		1,358,278
<b>6000 · Capital Outlay</b>	5,691	85,000	158,809	79,500	164,500		164,500
<b>7430 · All Other Financing Uses</b>	44,300	59,740	364,792	349,352	409,092		409,092
<b>Total Expense</b>	<b>810,028</b>	<b>939,740</b>	<b>7,699,818</b>	<b>7,570,106</b>	<b>8,509,846</b>	<b>0</b>	<b>8,509,846</b>
<b>Net Ordinary Income</b>	<b>-62,488</b>	<b>-206,142</b>	<b>160,200</b>	<b>303,855</b>	<b>97,713</b>	<b>0</b>	<b>97,713</b>

2019 -2020  
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	2,688,561.94	2,866,441.23	2,498,285.48	2,547,109.89	2,547,316.74	2,531,618.59	2,520,091.44	2,565,842.09	2,512,048.94	2,608,404.70	2,725,737.86	2,779,827.62		
LCFF Revenue	8011	305,587.00	305,587.00	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	(23,203.20)	6,205,695.00
EPA Funding	8012		0.00	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	64,127.00	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	91,889.60	1,079,344.00
Selpa Prop Tax	8097							64,673.00						57,582.00	122,255.00
Federal IDEA	8100-8299													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	8434													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		2,313.00											(2,313.00)	0.00
Prior Year Payments	prior year		2,768.00											(2,768.00)	0.00
Other Local (Kids Care)	8689	15,203.80	18,623.92	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	(5,827.72)	205,000.00
Other Local (Fundraiser +)	8600-8699	115.56	661.02	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	723.42	140,000.00
Selpa	8792	16,277.00	16,277.00	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	19,446.00	320,030.00
TOTAL REVENUES		337,183.36	410,356.94	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	274,156.90	8,607,559.00
EXPENDITURES															
Certificated Salaries	1000-1999	24,399.47	258,010.15	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	328,169.24	0.00	2,950,578.86
Classified Salaries	2000-2999	58,135.33	117,084.85	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	198,392.74	0.00	1,633,612.92
Employee Benefits	3000-3999	28,383.37	105,320.36	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	161,731.22	0.00	1,375,434.95
Books & Supplies	4000-4999	11,185.99	85,814.28	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	71,349.73	0.00	618,350.00
Services & Other Operating Expense	5000-5999	40,258.00	31,444.93	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	286,574.59	0.00	1,358,277.52
Capital Outlay	6000-6999	0.00	5,691.48	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	113,808.52	0.00	164,500.00
Other Outgo	7100-7499	29,869.99	14,429.64	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	95,962.46	0.00	409,092.00
TOTAL EXPENDITURES		192,232.15	617,795.69	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	1,255,988.50	0.00	8,509,846.25
NET INCREASE/DECREASE		144,951.21	(207,438.75)	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	(395,498.75)	274,156.90	97,712.75
Accruals Received		144,359.83	97,813.00												242,172.83
Liabilities Accrued (Paid)		(111,431.75)	(78,530.00)												0.00
Note Payable for Curriculum															0.00
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		2,866,441.23	2,498,285.48	2,547,109.89	2,547,316.74	2,531,618.59	2,520,091.44	2,565,842.09	2,512,048.94	2,608,404.70	2,725,737.86	2,779,827.62	2,384,328.87		



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

October 28, 2019 – 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 to 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**

### **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.

**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 30, 2019

**f. ACTION ITEMS**

- a. Updated cash investment policy

**g. INFORMATION AND DISCUSSION**

- a. Monthly Financials
- b. Self Reflection-Parent Engagement Tool
- c. Self Reflection - Appropriately Assigned Teachers, Access to Curriculum-Aligned Instructional Materials, and Safe, Clean and Functional School Facilities
- d. Committee Update

**h. FUTURE AGENDA ITEMS**

- a. NEXT REGULAR BOARD MEETING – December 9, 2019

Homeschool  
1209 Woodrow Ave., Suite A-4  
Modesto, CA

**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.*

**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.

# Great Valley Academy Modesto

## Charter School Monthly Summary Report

**[October 28, 2019]**

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

Note: Enrollment shows [September 25, 2019 - October 22, 2019]

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	88	83.266	93.93	84.159	95.31
1	88	84.333	95.83	85.363	96.95
2	88	84.866	95.68	85.636	96.61
3	71	67.866	95.11	68.772	96.85
4	99	93.533	94.66	95.636	96.15
5	104	100.533	96.28	101.090	96.78
6	103	99.133	96.18	99.522	96.26
7	95	89.933	94.66	91.090	95.83
8	94	89.200	94.89	90.454	95.20
Total	830	792.666	95.27	801.727	96.20

2. Key Accomplishments:

- a. Sept. 30-Oct. 2
- b. Oct. 1 Character Parent Meeting
- c. Oct. 5- Ukulele Performance at International Heritage Festival
- d. Oct. 9-11- Parent Conferences
- e. Oct. 22 and 34- Talent Show Rehearsals
- f. Oct. 25- Spirit Day- Character

3. Upcoming Key Events/Activities:

- a. Oct. 29- SCOE Math Walks
- b. Oct. 29- Fire Drill
- c. Oct. 29- Site Safety Meeting
- d. Nov. 1 - Jog a Thon
- e. Nov. 6- Ukulele Performance

- f. Nov. 7 - Medieval Banquet
- g. Nov. 8- Eaglet Awards
- h. Nov. 8- Patriotic Day
- i. Nov. 12- SCOE Math Walks
- j. Nov. 12- Lockdown
- k. Nov. 13- Academic Report Cards
- l. Nov. 14- NED Show
- m. Nov. 15- SCOE ELA training
- n. Nov. 22- Fall Boutique

# Great Valley Academy Salida

Charter School Monthly Summary Report  
Attendance MTD information reflects 10/1-10/23  
October 28, 2019

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

Grade	Enrollment	ADA	ADA %	YTD	YTD ADA%
K	100	94.84	94.08	95.31	95.50
1	100	95.08	95.08	96.48	96.39
2	100	95.08	95.08	96.51	96.24
3	100	95.16	95.16	96.57	96.52
4	100	96.66	96.66	96.20	96.34
5	100	95.92	95.90	96.42	97.01
6	99	93.17	94.10	94.42	95.05
7	100	95.00	96.28	96.86	97.07
8	93	88.83	95.25	90.67	96.79
Total	892	849.75	95.29	859.46	96.32

## 2. Key Accomplishments:

- a. 7<sup>th</sup> and 8<sup>th</sup> grade volleyball seasons wrapped up. They did a great job! Girls basketball has now begun.
- b. Oct. 2<sup>nd</sup> – 3<sup>rd</sup> grade FT – Stockton Sports Complex
- c. Oct. 4<sup>th</sup> – 50% Jog-a-thon classroom goals
- d. Oct. 7<sup>th</sup> – 4<sup>th</sup> grade FT – Mission San Juan Bautista
- e. Oct. 11<sup>th</sup> – Jog-a-thon water balloon day
- f. Oct. 11<sup>th</sup> – Market Day
- g. Oct. 14<sup>th</sup>-18<sup>th</sup> – Fall Break
- h. Oct. 22<sup>nd</sup> – 5<sup>th</sup> grade FT – San Jose Tech Interactive
- i. Oct. 23<sup>rd</sup> – Collaborative Coffee
- j. Oct. 24<sup>th</sup> – 2<sup>nd</sup> grade FT – Fiscallini Farms
- k. Oct. 25<sup>th</sup> – Multi campus Pillars meeting
- l. Oct. 28<sup>th</sup> – Kinder FT – Dutch Hollow Farms

3. Upcoming Key Events/Activities:

- a. Oct. 29<sup>th</sup> – 7<sup>th</sup> grade FT – Gallo Center
- b. Nov. 1<sup>st</sup> – Jog-a-thon
- c. Nov. 4<sup>th</sup>-6<sup>th</sup> – Ukulele Performances – 3<sup>rd</sup> grade
- d. Nov. 7<sup>th</sup> & 8<sup>th</sup> – GVS Culminating Events – 1<sup>st</sup> grade
- e. Nov. 11 – No school
- f. Nov. 15<sup>th</sup> – Crazy Sock Day
- g. Nov. 15<sup>th</sup> – To the Moon and Back Culminating Event – 3<sup>rd</sup> grade
- h. Nov. 19<sup>th</sup> & 22<sup>nd</sup> – GVS Culminating Event – 2<sup>nd</sup> grade
- i. Nov. 20<sup>th</sup> – ARC Night
- j. Nov. 20<sup>th</sup> – Maintenance Appreciation
- k. Nov. 20<sup>th</sup>/21<sup>st</sup> – 6<sup>th</sup> Grade FT – Egyptian Museum
- l. Nov. 27<sup>th</sup> – 29<sup>th</sup> – Thanksgiving holiday
- m. Dec. 5<sup>th</sup> – Collaborative Coffee
- n. Dec. 5<sup>th</sup> – Ancestry Culminating Event – 2<sup>nd</sup> grade

# Great Valley Academy Homeschool

## Charter School Monthly Summary Report

October 28, 2019

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

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	10	10	100	10	100
1	10	9.68	98.83	9.68	98.83
2	11	9.48	100	9.48	100
3	9	8.2	99.3	8.2	99.3
4	7	7	100	7	100
5	13	11	100	11	100
6	11	9.9	100	9.9	100
7	6	5.5	100	5.5	100
8	18	16.3	99.3	16.3	99.3
Total	95	87.28	99.67	87.28	99.67

2. Key Accomplishments:

- a. October 1<sup>st</sup> – Parent Orientation
- b. October 1<sup>st</sup> – New Advisory Teacher Hired
- c. October 2<sup>nd</sup> – AWR #1 Due
- d. October 10<sup>th</sup> – Parent Led Training: Organization for Home Educators
- e. October 11<sup>th</sup> – Field trip to Del Osso Farms
- f. October 14<sup>th</sup> – 18<sup>th</sup> – Fall Break
- g. October 16<sup>th</sup> – 18<sup>th</sup> – Assessment Conference in Oakland

3. Upcoming Key Events/Activities:

- a. November 1<sup>st</sup> – Jog-a-Thon
- b. November 5<sup>th</sup> – Parent Orientation
- c. November 15<sup>th</sup> – Report Cards Go Home
- d. November 19<sup>th</sup> - Field Trip Great Valley Museum and Planetarium
- e. November 26<sup>th</sup> – AWR #2 Due

Chief Operating Officer's Report  
October 28, 2019  
Board Meeting



Process and Policy Updates

- ❖ Revised Policy – Cash Investment – For Board Approval
- ❖ Policy Development – Student & Staff Injury Reporting
- ❖ Policy Development – Updates to School & Staff Uniform
- ❖ Policy Development – Custody Paperwork, Authorizations and Responsibilities
- ❖ Facilities/Maintenance Planning, Budgeting and Organization

Multi-Campus Responsibilities

- ❖ GVA Uniform Online Catalog & Ordering – Website Development – In Progress
- ❖ Annual Website Review for Changes, Improvements and Refresh – In Progress
- ❖ Movie Theater Ad Creation – In Progress
- ❖ All Staff CPR, First Aid, and AED Training – In Progress
- ❖ All Staff Online Student/Staff Boundaries Training – In Progress
- ❖ Staff Intranet Updates – In Progress
- ❖ Salary Schedule Analysis – In Progress
- ❖ Marketing & Outreach Plan Development – In Progress
- ❖ Kids' Care Leadership Model Development
- ❖ Development of Manager's and Supervisor's Intranet

Website Analytics

- ❖ September 2019
  - ❑ 2,740 Users Visited (85.1% New/14.9% Returning)
  - ❑ 8,711 Page Views
  - ❑ Users Averaged 1:36 Minutes on the Site
  - ❑ 50.49% Mobile – 47.03% Desktop – 2.48% Tablet
  - ❑ Type: Organic 56.9% – Direct 37.7% – Referral 4.4% – Social 1.0%

Training

- ❖ Annual YM & C Legal Updates – September & October
- ❖ CSDC Conference – December 2019
- ❖ CCSA Conference – March 2020
- ❖ Annual Paychex Updates – Ongoing



Chief Executive Officer's Report  
October 28, 2019  
Board Meeting



Board Governance

- Ad Hoc meetings for 2019.2020
- First meeting held October 22, 2019
- CEO evaluation submitted to Ad Hoc committee October 18, 2019

State Accountability

- Pending 2018.2019 CAASPP data

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
- Multiple community connection meetings, corporate and nonprofit leaders
- Steering Committee Member, Learning to Teach and Lead Continuum
- Ongoing participation in Central Valley Accelerator Cadre
- Chamber of Commerce: State of Business and Education (member, event committee)
- Monthly SELPA PAC meetings
- Reader for SCOE American Heritage Scholarship Essays
- Fall SCOE Board of Trustees dinner
- Hosted SCOE Assistant Superintendent of Alternative Education (GVA liaison)
- Hosted SUSD board member

Homeschool

- Continuing to review policies, procedures and academic model
- Implementing year 2 program elements
- Implementing teacher leadership positions

Salida Campus

- Off to a great start!
  - Full time administrator intern doing a great job
- In process of Charter Renewal-presented to authorizer (SUSD) in September 2019, vote will occur in November

Modesto Campus

- Off to a great start!
  - Full time administrator intern doing a great job
- In process of Charter Renewal-presented to authorizer (SCOE) in October 2019, vote will occur not later than December



### Campus Safety (All)

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

### Professional Development

- SCOE-Improvement Science
- YM&C Legal Briefing (new laws impacting charter schools)
- YM&C Student Services Update
- Webinars/Calls
  - CCSA Legislative Calls (ongoing)
- Conferences
  - CSDC Conference (December)
  - CCSA Conference (March 2020)
- Programs
  - Year 2 transformational leadership (start date 5/2019)

Legislative update (includes CCSA position)

**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.

**Passed 9/2019**

**Oppose: AB 1507 (Smith)**- Removes the right of charter schools to locate their facility outside their authorizing district under very limited circumstances. **Passed 2019**

**Governor Vetoed 10/13/2019:**

**AB 197-Would have required schools to have at least on full day kinder class**

**AB 500-Would have required schools to pay for at least 6 weeks of paid leave for teachers and classifies staff for pregnancy leave**

**Many new laws impacting charter schools were passed this legislative session, we are working to gain understanding and related requirements.**

**GREAT VALLEY ACADEMY**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**September 30, 2019**

# MINUTES

**Members Present:** Steve Payne, Chad Wolf, Vince Jamison, Yolanda Meraz,  
Susan Nisan (arrived 5:49pm)

**Members Absent:** Twila Tosh

**Great Valley Academy Staff Present:** Leah Silvestre, Marisa Meeks, Dr. Eldon Rosenow, Russ Howell,  
Christine Frost, Brianna deVisser, Alex Richardson, Steely Perrone

**Audience Present:** None

**Call to Order/**

**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 Report:** Mrs. deVisser presented the report to the Board. She spoke about the What is Character talks and reported that teachers are working on character report cards.

**Salida Principal Report:** Mr. Howell presented his report to the Board. He reported on Fall NWEA testing.

**Homeschool Principal Report:** Ms. Frost presented her report to the Board. She noted that the ADA reporting on her report is behind and that the numbers would be correct on Octobers report. The field trip to Columbia State Park was a huge success with 43% of the families attending.

**Chief Operating Officer's Report:** Mrs. Meeks gave an update on the building of the online uniform sales site and the CPR training for staff members.

# MINUTES

## Regular Meeting of the Board

September 30, 2019

Page | 2

### *Chief Executive*

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

Ms. Silvestre presented her report to the Board. She spoke about campus visits from SCOE and SUSD representatives. She also invited GVA Board Members to attend events on campus and is working on ways to notify them of all opportunities.

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

Dr. Rosenow presented his report to the Board. He said that he has been very busy with eye exams. The GVS staff has been working very hard and the teachers are catching on!

### ***Approval of Agenda/***

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

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

**AYES:** Wolf, Payne, Meraz, Jamison, Nisan

**NOES:** None

**ABSENT:** Tosh

**ABSTENTIONS:** None

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

#### **CONSENT AGENDA**

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

**AYES:** Wolf, Payne, Meraz, Jamison, Nisan

**NOES:** None

**ABSENT:** Tosh

**ABSTENTIONS:** None

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

#### **ACTION ITEMS**

a. The motion was made by Mrs. Meraz, seconded by Mr. Wolf, approving the submission of the Modesto campus charter renewal to Stanislaus County Office of Education pending legal approval and changes. A roll call vote was taken.

**AYES:** Wolf, Payne, Meraz, Jamison, Nisan

**NOES:** None

**ABSENT:** Tosh

**ABSTAIN:** None

# MINUTES

## Regular Meeting of the Board

September 30, 2019

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### Action Items cont'd:

b. The motion was made by Mr. Jamison, seconded by Mrs. Meraz approving the Fiscal Policy Update. A roll call vote was taken.

**AYES:** Wolf, Payne, Meraz, Jamison, Nisan

**NOES:** None

**ABSENT:** Tosh

**ABSTAIN:** None

c. The motion was made by Mrs. Meraz, seconded by Mr. Jamison, approving the Payment Card Industry Data Security Standard (PCI DSS) Policy. A roll call vote was taken.

**AYES:** Wolf, Payne, Meraz, Jamison, Nisan

**NOES:** None

**ABSENT:** Tosh

**ABSTAIN:** None

### *Information and Discussion:*

#### **Monthly Financials**

Both campuses are on target to meet budget and have healthy cash reserves.

### *Future Agenda Items:*

#### **FUTURE AGENDA ITEMS**

Next Regular Board Meeting – Monday October 28<sup>th</sup>, 2019

~SALIDA CAMPUS

### *Adjournment:*

The meeting was adjourned at 6:01 p.m.



**RESOLUTION NO.: 2018.041 – REVISED 10/2019**

## **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
5. when available, provides positive impact within the local community through financial institution projects.

**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. The maximum allowable investment within one financial institution shall be no more than \$500,000 of which \$250,000 is guaranteed by the FDIC or NCUA and shall have maturities no longer than five (5) years with average maturity of the portfolio maintained at twenty-four (24) months or less.

Date Approved:

---

**Signature, President or Secretary**

Board Action:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Rev. 10/2019

## 2018-19 Self Reflection Tool: Parent and Family Engagement (LCFF Priority 3)

### Great Valley Academy-Salida

#### ***Building Relationships***

*Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability*

Building Relationships	1	2	3	4	5
1. Rate the LEA's progress in developing the capacity of staff (i.e. administrators, teachers, and classified staff) to build trusting and respectful relationships with families.				X	
2. Rate the LEA's progress in creating welcoming environments for all families in the community.				X	
3. Rate the LEA's progress in supporting staff to learn about each family's strengths, cultures, languages, and goals for their children.	X				
4. Rate the LEA's progress in developing multiple opportunities for the LEA and school sites to engage in 2-way communication between families and educators using language that is understandable and accessible to families.			X		

#### **Dashboard Narrative Box (Limited to 3,000 characters)**

Briefly describe the LEA's current strengths and progress in this area, and identify a focus area for improvement, including how the LEA will improve the engagement of underrepresented families.

One of GVA's strengths is building relationships that allow students, staff and families to be part of a safe and loved community. This is one of the foundations of our charter schools, and is modeled and experienced on a daily basis. Our staff engages in regularly occurring conversations with our families, and we provide multiple opportunities for parents to gather with staff to share input, concerns and ideas for growth. We will continue the practice of offering parent meetings at various times to expand the opportunity for all families to attend. GVA will make strides toward improvement of staff support in deepening learning around our student's cultures, and languages.

## 2018-19 Self Reflection Tool: Parent and Family Engagement (LCFF Priority 3)

### Great Valley Academy-Salida

#### ***Building Partnerships for Student Outcomes***

*Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability*

<b>Building Partnerships</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>5.</b> Rate the LEA's progress in providing professional learning and support to teachers and principals to improve a school's capacity to partner with families.			X		
<b>6.</b> Rate the LEA's progress in providing families with information and resources to support student learning and development in the home.			X		
<b>7.</b> Rate the LEA's progress in implementing policies or programs for teachers to meet with families and students to discuss student progress and ways to work together to support improved student outcomes.			X		
<b>8.</b> Rate the LEA's progress in supporting families to understand and exercise their legal rights and advocate for their own students and all students.	X				

#### **Dashboard Narrative Box (Limited to 3,000 characters)**

Briefly describe the LEA's current strengths and progress in this area, and identify a focus area for improvement, including how the LEA will improve the engagement of underrepresented families.

One of GVA's foundational pillars is hiring and retaining Highly Qualified and Dedicated staff. To this end, we provide annual training (before the school year begins), weekly local professional development/team collaboration time, and access to offsite training.

This training time (also) supports the opportunity for teachers to expand capacity to partner with families. Additionally, we provide access to parent conferences multiple times per year. GVA teachers and staff use a regular communication tool via email (school app) on regular basis to communicate with their parent groups as well as individual parents. This email tool has translation abilities which we use as well. GVA will make strides toward improvement of family support in better understanding their rights and the importance of student advocacy.



**2018-19 Self Reflection Tool: Parent and Family Engagement (LCFF Priority 3)**  
Great Valley Academy-Salida

***Seeking Input for Decision Making***

*Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability*

Seeking Input	1	2	3	4	5
9. Rate the LEA's progress in building the capacity of and supporting principals and staff to effectively engage families in advisory groups and with decision-making.		X			
10. Rate the LEA's progress in building the capacity of and supporting family members to effectively engage in advisory groups and decision-making.		X			
11. Rate the LEA's progress in providing all families with opportunities to provide input on policies and programs, and implementing strategies to reach and seek input from any underrepresented groups in the school community.		X			
12. Rate the LEA's progress in providing opportunities to have families, teachers, principals, and district administrators work together to plan, design, implement and evaluate family engagement activities at school and district levels.		X			

**Dashboard Narrative Box (Limited to 3,000 characters)**

Briefly describe the LEA's current strengths and progress in this area, and identify a focus area for improvement, including how the LEA will improve the engagement of underrepresented families.

GVA provides support for staff to engage with families via regularly occurring onsite culminating events, family events, and parent meetings. We invite all parents and see many at our regular morning and evening meetings, which are designed to share information and solicit feedback. Additionally, we facilitate an annual survey soliciting input and concerns. GVA will continue to make strides toward improvement of receiving input from families.

## 2018-19 Self Reflection Tool: Parent and Family Engagement (LCFF Priority 3)

### Great Valley Academy

#### ***Building Relationships***

*Rating Scale (lowest to highest): 1 – Exploration and Research Phase; 2 – Beginning Development; 3 – Initial Implementation; 4 – Full Implementation; 5 – Full Implementation and Sustainability*

Building Relationships	1	2	3	4	5
1. Rate the LEA's progress in developing the capacity of staff (i.e. administrators, teachers, and classified staff) to build trusting and respectful relationships with families.				X	
2. Rate the LEA's progress in creating welcoming environments for all families in the community.				X	
3. Rate the LEA's progress in supporting staff to learn about each family's strengths, cultures, languages, and goals for their children.		X			
4. Rate the LEA's progress in developing multiple opportunities for the LEA and school sites to engage in 2-way communication between families and educators using language that is understandable and accessible to families.			X		

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## 2018-19 Self Reflection Tool: Parent and Family Engagement (LCFF Priority 3)

### Great Valley Academy

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Building Partnerships	1	2	3	4	5
5. Rate the LEA's progress in providing professional learning and support to teachers and principals to improve a school's capacity to partner with families.			X		
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8. Rate the LEA's progress in supporting families to understand and exercise their legal rights and advocate for their own students and all students.		X			

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### Great Valley Academy

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12. Rate the LEA's progress in providing opportunities to have families, teachers, principals, and district administrators work together to plan, design, implement and evaluate family engagement activities at school and district levels.		X			

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Welcome, Great  
Valley Academy!

Home

Optional Narrative

Help Desk

Logout

Priorities

Priority 1

Priority 2

Priority 3

Priority 6

Priority 7

## Self-Reflection Tool (Priority 1) – Appropriately Assigned Teachers, Access to Curriculum- Aligned Instructional Materials, and Safe, Clean and Functional School Facilities

This is the submission form for the local educational agency (school district, charter school, and county office of education) to complete on the local performance indicator for appropriately assigned teachers, access to curriculum-aligned instructional materials, and safe, clean and functional school facilities (Priority 1).

**Standard:** Local educational agency annually measures its progress in meeting the Williams settlement requirements at 100% at all of its school sites, as applicable, and promptly addresses any complaints or other deficiencies identified throughout the academic year, as applicable; and provides information annually on progress meeting this standard to its local governing board and to stakeholders and the public through the California School Dashboard (Dashboard).

**Instructions:** Local educational agency uses locally available information, including data currently reported through the School Accountability Report Card, and determines whether it report the results to its local governing board and through the self-reflection tool below. In the future, this information will be auto-populated within the Dashboard for local educational agencies that use the California Department of Education's School Accountability Report Card template. Currently, all local educational agencies will need to provide the following information:

All fields marked with an asterisk (\*) are required

**Number/percentage of misassignments of teachers of English learners, total teacher misassignments, and vacant teacher positions: \***

0

**Number/percentage of students without access to their own copies of standards-aligned instructional materials for use at school and at home: \***

0

**Number of identified instances where facilities do not meet the "good repair" standard (including deficiencies and extreme deficiencies): \***

0

## Criteria:

**Optional:** Provide any additional information that the local educational agency believes is relevant to understanding its progress on meeting the requirements for appropriately assigned teachers, access to curriculum-aligned instructional materials, and safe, clean and functional school facilities.

Text limit is 1500 characters

As a charter school, we are not subject to Williams settlement driven education codes.

**Date taken to local governing board:**

\*

10/28/2019



Welcome, Great  
Valley Academy -  
Salida!

Home

Optional Narrative

Help Desk

Logout

Priorities

Priority 1

Priority 2

Priority 3

Priority 6

Priority 7

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All fields marked with an asterisk (\*) are required

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1

**Number/percentage of students without access to their own copies of standards-aligned instructional materials for use at school and at home: \***

0

**Number of identified instances where facilities do not meet the "good repair" standard (including deficiencies and extreme deficiencies): \***

0

## Criteria:

**Optional:** Provide any additional information that the local educational agency believes is relevant to understanding its progress on meeting the requirements for appropriately assigned teachers, access to curriculum-aligned instructional materials, and safe, clean and functional school facilities.

Text limit is 1500 characters

As a charter school, we are not subject to Williams settlement driven education codes.

**Date taken to local governing board:**

\*

10/28/2019

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

December 9, 2019 – 5:30 PM  
Great Valley Academy  
1209 Woodrow Ave., Suite A-4  
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**

### **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.

**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 28, 2019
- b. Approval of First Interims- Modesto
- c. Approval of First Interims - Salida

**f. ACTION ITEMS**

- a. Acceptance of Annual Audit
- b. Approval of extension of term for Susan Nisan from 1/25/22 to 6/30/22
- c. Approval of new Board Secretary
- d. Approval of updated stipend schedule

**g. INFORMATION AND DISCUSSION**

- a. Monthly Financials

**h. FUTURE AGENDA ITEMS**

- a. **NEXT REGULAR BOARD MEETING** – January 27, 2020  
~ SALIDA CAMPUS

**i. CLOSED SESSION**

- a. Employee Performance Evaluation  
Title: Chief Executive Officer

**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.*

**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.



# Great Valley Academy Modesto

## Charter School Monthly Summary Report

**[December 2, 2019]**

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

Note: Enrollment shows [October 23, 2019 - November 25, 2019]

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	88	82.652	93.18	83.641	94.58
1	88	83.739	94.61	85.000	96.14
2	87	83.000	94.14	84.746	95.76
3	72	67.043	93.88	68.313	95.81
4	98	95.217	95.94	95.492	96.08
5	104	99.782	95.69	100.776	96.42
6	104	98.869	95.34	99.462	95.96
7	98	90.304	94.57	90.925	95.40
8	91	87.260	93.84	89.462	94.80
Total	830	787.869	94.64	797.820	95.68

2. Key Accomplishments:

- a. Oct. 29- SCOE Math Walks
- b. Oct. 29- Fire Drill
- c. Nov. 1- Jog A Thon- met our goal of \$40,000
- d. Nov. 6- Ukulele Performance
- e. Nov. 7 - Medieval Banquet
- f. Nov. 12- SCOE Math Walks
- g. Nov. 13- Academic Report Cards
- h. Nov. 14- NED Show- Mindset
- i. Nov. 22- Fall Boutique

3. Upcoming Key Events/Activities:

- a. Dec.- Ongoing Girls Basketball Games
- b. Dec. 6- Eaglet Awards
- c. Dec. 12- Jr. High Social
- d. Dec. 13- Pajama Day/ Pajama Donation Day- proceeds go to Women's Haven
- e. Dec. 19- Talent Show

# Great Valley Academy Salida

## Charter School Monthly Summary Report

Attendance dates: 10/23-11/25

YTD: 08/13-

December 9, 2019

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

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	100	94.61	94.26	95.34	95.08
1	100	95.17	94.43	96.33	95.77
2	100	95.31	94.69	96.31	95.71
3	100	96.61	96.60	96.79	96.54
4	100	95.83	95.65	96.30	96.08
5	99	95.91	96.71	96.27	96.86
6	96	93.04	94.87	94.12	94.99
7	99	94.65	95.26	96.19	96.41
8	93	89.22	96.55	90.18	96.71
Total	887	850.43	95.44	857.84	96.01

### 2. Key Accomplishments:

- a. 7<sup>th</sup> and 8<sup>th</sup> grade girls basketball is underway
- b. Oct. 29<sup>th</sup> – 7<sup>th</sup> grade FT – Gallo Center
- c. Nov. 1<sup>st</sup> – Jog-a-thon
- d. Nov. 4<sup>th</sup>-6<sup>th</sup> – Ukulele Performances – 3<sup>rd</sup> grade
- e. Nov. 7<sup>th</sup> & 8<sup>th</sup> – GVS Culminating Events – 1<sup>st</sup> grade
- f. Nov. 11 – No school
- g. Nov. 15<sup>th</sup> – Crazy Sock Day
- h. Nov. 15<sup>th</sup> – To the Moon and Back Culminating Event – 3<sup>rd</sup> grade
- i. Nov. 19<sup>th</sup> & 22<sup>nd</sup> – GVS Culminating Event – 2<sup>nd</sup> grade
- j. Nov. 20<sup>th</sup> – ARC Night
- k. Nov. 20<sup>th</sup> – Maintenance Appreciation

- l. Nov. 20<sup>th</sup>/21<sup>st</sup> – 6<sup>th</sup> Grade FT – Egyptian Museum
  - m. Nov. 27<sup>th</sup> – 29<sup>th</sup> – Thanksgiving holiday
  - n. Dec. 3<sup>rd</sup> – GVA/Gregori High School joint concert
  - o. Dec. 4<sup>th</sup> – GEMS Growth Mindset Culminating Event
  - p. Dec. 5<sup>th</sup> – Collaborative Coffee
  - q. Dec. 5<sup>th</sup> – Ancestry Culminating Event – 2<sup>nd</sup> grade
3. Upcoming Key Events/Activities:
- a. Dec. – After school tutoring begins: ELA
  - b. Dec. 10<sup>th</sup> – 5<sup>th</sup> Grade Band Concert
  - c. Dec. 10<sup>th</sup> – Code Red
  - d. Dec. 11<sup>th</sup> – 3rd Grade GVS Culminating Events
  - e. Dec. 12<sup>th</sup> – 4<sup>th</sup> Grade Eco System Culminating Events
  - f. Dec. 16<sup>th</sup> – Code Yellow
  - g. Dec. 18<sup>th</sup> – 1<sup>st</sup> Grade Field Trip – Columbia State Park
  - h. Dec. 19<sup>th</sup> – 5<sup>th</sup> Grade Journey to the Center of the Earth Culminating Event
  - i. Dec. 19<sup>th</sup> – ¾ Looping Meeting

# Great Valley Academy Homeschool

## Charter School Monthly Summary Report

November 25, 2019

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

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	10	10	100	10	100
1	10	9.68	98.83	9.68	98.83
2	11	9.48	100	9.48	100
3	9	8.2	99.3	8.2	99.3
4	7	7	100	7	100
5	13	11	100	11	100
6	11	9.9	100	9.9	100
7	6	5.5	100	5.5	100
8	18	16.3	99.3	16.3	99.3
Total	95	87.28	99.67	87.28	99.67

2. Key Accomplishments:

- a. October 31<sup>st</sup> – Parent Organized Fall Festival
- b. November 1<sup>st</sup> – Jog-a-Thon
- c. November 5<sup>th</sup> – Parent Orientation
- d. November 7<sup>th</sup> – Parent Led Parent Training on Note Taking Strategies
- e. November 15<sup>th</sup> – Report Cards Go Home
- f. November 26<sup>th</sup> – AWR #2 Due

3. Upcoming Key Events/Activities:

- a. November 22<sup>nd</sup> – Fall Enrichment Concludes
- b. November 26<sup>th</sup> – AWR 2 Due
- c. December 5<sup>th</sup> – Merry Maids from McHenry Mansion Present to Homeschool
- d. December 6<sup>th</sup> – Homeschool Orientation
- e. December 18<sup>th</sup> – Winter Reception

Chief Operating Officer's Report  
December 9, 2019  
Board Meeting



Process and Policy Updates

- ❖ Policy Development – Student & Staff Injury Reporting
- ❖ Policy Development – Foster Youth Placement
- ❖ Policy Development – Updates to School & Staff Uniform
- ❖ Policy Development – Custody Paperwork, Authorizations and Responsibilities
- ❖ Facilities/Maintenance Planning, Budgeting and Organization

Multi-Campus Responsibilities

- ❖ 2020/21 Enrollment Document Updates – In Progress
- ❖ GVA Uniform Online Catalog & Ordering – Website Development – Complete
- ❖ Movie Theater Ad Creation – Complete
- ❖ Annual Website Review for Changes, Improvements and Refresh – In Progress
- ❖ All Staff CPR, First Aid, and AED Training – In Progress (Modesto 50% - Salida 25%)
- ❖ All Staff Online Student/Staff Boundaries Training – In Progress
- ❖ Staff Intranet Updates – In Progress
- ❖ Salary Schedule Analysis – In Progress
- ❖ Marketing & Outreach Plan Development – In Progress
- ❖ Kids' Care Leadership Model Development – In Progress
- ❖ Development of Manager's and Supervisor's Intranet

Website Analytics

- ❖ October 2019
  - ❑ 2,146 Users Visited (84.8% New/15.2 Returning)
  - ❑ 7,069 Page Views
  - ❑ Users Averaged 1:42 Minutes on the Site
  - ❑ 54.24% Mobile – 43.34% Desktop – 2.42% Tablet
  - ❑ Type: Organic 65.1% – Direct 29.9% – Referral 4.0% – Social 1.0%

Training

- ❖ CSDC Conference – December 2019
- ❖ Governor's Budget Workshop – January 2019
- ❖ CCSA Conference – March 2020
- ❖ Annual Paychex Updates – Ongoing
- ❖ SCOE CBO Meetings – Ongoing

Chief Executive Officer's Report  
December 9, 2019  
Board Meeting



Board Governance

- Ad Hoc meetings for 2019.2020
- First meeting held October 22, 2019
- Next meeting early 2020
- CEO evaluation submitted to Ad Hoc committee October 18, 2019, will be reviewed at board meeting tonight

State Accountability

- Pending 2018.2019 CAASPP data (to be presented January/February 2020)

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
- Multiple community connection meetings, corporate and nonprofit leaders
- Steering Committee Member, Learning to Teach and Lead Continuum
- Ongoing participation in Central Valley Accelerator Cadre
- Chamber of Commerce: State of Business and Education (member, event committee)
- Monthly SELPA PAC meetings
- Reader for SCOE American Heritage Scholarship Essays
- Fall SCOE Board of Trustees dinner
- Hosted SCOE Assistant Superintendent of Alternative Education (GVA liaison)
- Hosted SUSD board member and Superintendent

Homeschool

- Continuing to review policies, procedures and academic model
- Implementing year 2 program elements
- Implementing teacher leadership positions

Salida Campus

- Off to a great start!
  - Full time administrator intern doing a great job
- 5 year charter renewal unanimously approved, November 19, 2019

Modesto Campus

- Off to a great start!
  - Full time administrator intern doing a great job
- 5 year charter renewal unanimously approved, November 12, 2019



#### Campus Safety (All)

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

#### Professional Development

- SCOE-Improvement Science
- YM&C Legal Briefing (new laws impacting charter schools)
- YM&C Student Services Update
- Webinars/Calls
  - CCSA Legislative Calls (ongoing)
  - WestEd Special Ed Systems Review
- Conferences
  - CCSA Conference (March 2020)
- Programs
  - Year 2 transformational leadership (start date 5/2019)

#### Legislative update (includes CCSA position)

**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.

**Passed 9/2019**

**Oppose: AB 1507 (Smith)**- Removes the right of charter schools to locate their facility outside their authorizing district under very limited circumstances. **Passed 2019**

#### **Governor Vetoed 10/13/2019:**

**AB 197-Would have required schools to have at least on full day kinder class**

**AB 500-Would have required schools to pay for at least 6 weeks of paid leave for teachers and classifies staff for pregnancy leave**

**Many new laws impacting charter schools were passed this legislative session, we are working to gain understanding and related requirements.**



**Founder's Report  
Great Valley Academy  
December 9, 2019**

**Visual Evaluations and the Great Valley Smart (GVS) intervention program**

This year there have been 355 vision exams completed to date. The students selected for these evaluations are students who are being considered for a student study team program. In other words, they are struggling with some aspect of learning. These evaluations not only included tests for the typical refractive errors such as nearsightedness, farsightedness and astigmatism, but also eye teaming, tracking and focusing skills. Of this group, 228 were referred to the Great Valley Smart intervention program. 59 students were given prescription for visual stress relieving glasses and 8 students were given prescriptions for refractive error. This last group of 8 are the only students that would have been identified with vision problems using the state standards for vision screenings. This number is about 21 percent of our total student population. This percentage correlates very highly with other studies on functional visual problems that affect learning.

In a traditional public school, these 355 students might have been classified as learning disabled, dyslexic or attention deficit disorder and just given more academic help to try and improve student performance. Several studies have shown that treating the visual problems that are contributing to the student's learning problem can improve student outcomes. This is the purpose of the GVS program and the prescription of visual stress relieving lenses.

At the end of the first trimester, the GVS program graduated out about 30 of the intervention students. These students will be followed for classroom progress. The remaining students will be rotated back into the program during the third trimester.

The rotating trimester program is like the other interventions (reading and math) at GVA. This allows us to service more students in a more intensive program. Next fall the intent is for each school to have its own GVS intervention staff and run 4 days a week like other interventions. It is the hope that this will improve student outcomes even more by providing greater intensity, higher frequency of student visits and better alignment with other intervention programs.



## **Smart Reading System**

I am also working on merging our GVS testing results with student reading scores to determine the effectiveness of the Smart Reading System. I am still investigating options on merging our School Wise student information system with the Excel program containing our standardized vision testing.

When completed, the hope is that this will help demonstrate improved long term reading ability through the development of better foundational visual abilities required for successful reading.

Respectfully Submitted,

Eldon Rosenow, O.D.

**GREAT VALLEY ACADEMY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
October 28, 2019**

# MINUTES

***Members Present:*** Chad Wolf, Vince Jamison, Steve Payne, Susan Nisan

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

***Great Valley Academy Staff Present:*** Mike Ruehle, Russ Howell, Marisa Meeks, Dr. Eldon Rosenow, Kelli Rupe

***Audience Present:*** None

***Call to Order/  
Pledge of Allegiance:*** Mr. Payne welcomed everyone and led the Pledge of Allegiance.

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

***Written  
Communications:*** None

***Public Participation:*** None

***Modesto Principal Report:*** Mr. Ruehle presented his report to the Board. He spoke about NWEA scores and how they are up from last year. All grade levels met or exceeded projected growth.

***Salida Principal Report:*** Mr. Howell presented his report to the Board. He talked about the Jog-A-Thon and how this year's goal was exceeded prior to Fall Break and how they plan to use the money raised past the goal on campus improvements.

***Homeschool Principal Report:*** Written report only

***Chief Operating Officer's Report:*** Mrs. Meeks presented her report to the Board. She reported on the launching of the uniform sales website. She also talked about new marketing this year and the ad that will run in advance of each movie at the Manteca AMC from November thru February.

# MINUTES

## Regular Meeting of the Board

October 28, 2019

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Chief Executive

**Officer's Report:** Written report only

**Founder's Report:** No written report

**Approval of Agenda/  
Order of Agenda:** The motion was made by Mr. Jamison, seconded by Mrs. Nisan, approving the Agenda and Order of Agenda. A roll call vote was taken.

**AYES:** Wolf, Jamison, Payne, 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 items. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** Tosh, Meraz

**ABSTENTIONS:** None

**Action Items:** **ACTION ITEMS**  
a. The motion was made by Mr. Jamison, seconded by Mr. Wolf approving the Updated Cash Investment Policy. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** Tosh, Meraz

**ABSTENTIONS:** None

**Information and  
Discussion:** **Monthly Financials**  
Both campuses are ahead of budget.

**Future Agenda  
Items:** **FUTURE AGENDA ITEMS**  
Next Regular Board Meeting – Monday December 9, 2019

**Adjournment:** The meeting was adjourned at 6:04 p.m.

**Great Valley Academy-Modesto Campus**  
**2019-2020 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	8,286,340	8,286,340	2,121,694	0
2) Federal Revenue	8100-8299	235,342	235,342	0	0
3) Other State Revenue	8300-8599	202,980	202,980	18,850	0
4) Other Local Revenue	8600-8799	750,965	750,965	351,128	0
<b>5) TOTAL REVENUES</b>		<b>9,475,627</b>	<b>9,475,627</b>	<b>2,491,672</b>	<b>0</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	3,213,032	3,213,032	840,413	0
2) Classified Salaries	2000-2999	1,975,595	1,975,595	552,537	0
3) Employee Benefits	3000-3999	1,555,749	1,555,749	409,493	0
4) Books and Supplies	4000-4999	747,825	747,825	263,610	0
5) Services & Other Operating Exp	5000-5999	1,402,051	1,402,051	491,852	0
6) Capital Outlay	6000-6999	115,800	115,800	5,691	0
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299	322,123	322,123	54,055	0
	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>9,332,175</b>	<b>9,332,175</b>	<b>2,617,651</b>	<b>0</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>					
		143,452	143,452	(125,979)	0
<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>					
		143,452	143,452	(125,979)	0
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	8,482,577	8,482,577		8,482,577
b) Audit Adjustments	9793	0	0		0
c) As of July 1, Audited (F1a + F1b)		8,482,577	8,482,577		8,482,577
d) Other Restatements	9795	0	0		0
e) Adjusted Beginning Balance (F1c+F1d)		8,482,577	8,482,577		8,482,577
2) Ending Balance, June 30 (E + F1e)		8,626,029	8,626,029		8,482,577

**Great Valley Academy-Modesto Campus**  
**2019-2020 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	8,158,565	8,158,565	2,121,694	
2) Federal Revenue	8100-8299	0	0	0	
3) Other State Revenue	8300-8599	147,826	147,826	2,659	
4) Other Local Revenue	8600-8799	356,500	356,500	248,737	
<b>5) TOTAL REVENUES</b>		<b>8,662,891</b>	<b>8,662,891</b>	<b>2,373,090</b>	<b>0</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	2,913,990	2,913,990	781,528	
2) Classified Salaries	2000-2999	1,777,603	1,777,603	507,760	
3) Employee Benefits	3000-3999	1,418,843	1,418,843	378,753	
4) Books and Supplies	4000-4999	597,825	597,825	233,678	
5) Services & Other Operating Exp	5000-5999	902,514	902,514	348,092	
6) Capital Outlay	6000-6999	115,800	115,800	0	
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299 7400-7499	212,052 0	212,052 0	70,687 0	0 0
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>7,938,627</b>	<b>7,938,627</b>	<b>2,320,498</b>	<b>0</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>					
		724,264	724,264	52,592	0
<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	(580,812)	(580,812)	0	0
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>(580,812)</b>	<b>(580,812)</b>	<b>0</b>	<b>0</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>					
		143,452	143,452	52,592	0
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	8,282,752	8,282,752		8,282,752
b) Audit Adjustments	9793	0	0		0
c) As of July 1, Audited (F1a + F1b)		8,282,752	8,282,752		8,282,752
d) Other Restatements	9795	0	0		0
e) Adjusted Beginning Balance (F1c+F1d)		8,282,752	8,282,752		8,282,752
2) Ending Balance, June 30 (E + F1e)		8,426,204	8,426,204		8,282,752

**Great Valley Academy-Modesto Campus**  
**2019-2020 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	127,775	127,775	0	
2) Federal Revenue	8100-8299	235,342	235,342	0	
3) Other State Revenue	8300-8599	55,154	55,154	16,191	
4) Other Local Revenue	8600-8799	394,465	394,465	102,391	
<b>5) TOTAL REVENUES</b>		<b>812,736</b>	<b>812,736</b>	<b>118,582</b>	<b>0</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	299,042	299,042	58,885	
2) Classified Salaries	2000-2999	197,992	197,992	44,777	
3) Employee Benefits	3000-3999	136,906	136,906	30,740	
4) Books and Supplies	4000-4999	150,000	150,000	29,932	
5) Services & Other Operating Exp	5000-5999	499,537	499,537	143,760	
6) Capital Outlay	6000-6999	0	0	5,691	
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299 7400-7499	110,071 0	110,071 0	(16,632) 0	
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>1,393,548</b>	<b>1,393,548</b>	<b>297,153</b>	<b>0</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>					
		(580,812)	(580,812)	(178,571)	0
<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	580,812	580,812	0	0
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>580,812</b>	<b>580,812</b>	<b>0</b>	<b>0</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>					
		0	0	(178,571)	0
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	199,825	199,825		199,825
b) Audit Adjustments	9793	0	0		0
c) As of July 1, Audited (F1a + F1b)		199,825	199,825		199,825
d) Other Restatements	9795	0	0		0
e) Adjusted Beginning Balance (F1c+F1d)		199,825	199,825		199,825
2) Ending Balance, June 30 (E + F1e)		199,825	199,825		199,825

**Great Valley Academy-Salida**  
**2019-2020 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	7,578,294	7,578,294	2,043,429	7,578,294
2) Federal Revenue	8100-8299	175,596	175,596	0	175,596
3) Other State Revenue	8300-8599	188,639	188,639	1,410	188,639
4) Other Local Revenue	8600-8799	665,030	665,030	244,843	666,077
<b>5) TOTAL REVENUES</b>		<b>8,607,559</b>	<b>8,607,559</b>	<b>2,289,682</b>	<b>8,608,606</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	2,950,579	2,950,579	782,194	2,950,579
2) Classified Salaries	2000-2999	1,633,613	1,633,613	451,007	1,633,613
3) Employee Benefits	3000-3999	1,375,435	1,375,435	361,186	1,375,435
4) Books and Supplies	4000-4999	618,350	618,350	205,054	618,350
5) Services & Other Operating Exp	5000-5999	1,358,277	1,358,277	387,177	1,358,277
6) Capital Outlay	6000-6999	164,500	164,500	31,890	164,500
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299	54,001	54,001	(15,440)	54,001
	7400-7499	355,091	355,091	119,480	355,091
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>8,509,846</b>	<b>8,509,846</b>	<b>2,322,548</b>	<b>8,509,846</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>					
		97,713	97,713	(32,866)	98,760
<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	134,838	0
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>0</b>	<b>0</b>	<b>134,838</b>	<b>0</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>					
		97,713	97,713	101,972	98,760
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	5,087,498	5,087,498		5,087,498
b) Audit Adjustments	9793	0	0		0
c) As of July 1, Audited (F1a + F1b)		5,087,498	5,087,498		5,087,498
d) Other Restatements	9795	0	0		0
e) Adjusted Beginning Balance (F1c+F1d)		5,087,498	5,087,498		5,087,498
2) Ending Balance, June 30 (E + F1e)		5,185,211	5,185,211		5,186,258

**Great Valley Academy-Salida**  
**2019-2020 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	7,456,039	7,456,039	2,031,439	7,456,039
2) Federal Revenue	8100-8299	0	0	0	0
3) Other State Revenue	8300-8599	140,331	140,331	1,410	140,331
4) Other Local Revenue	8600-8799	345,000	345,000	142,347	346,047
<b>5) TOTAL REVENUES</b>		<b>7,941,370</b>	<b>7,941,370</b>	<b>2,175,196</b>	<b>7,942,417</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	2,850,531	2,850,531	744,885	2,850,531
2) Classified Salaries	2000-2999	1,538,930	1,538,930	429,627	1,538,930
3) Employee Benefits	3000-3999	1,329,514	1,329,514	346,186	1,329,514
4) Books and Supplies	4000-4999	450,833	450,833	161,468	450,833
5) Services & Other Operating Exp	5000-5999	879,137	879,137	245,379	879,137
6) Capital Outlay	6000-6999	164,500	164,500	26,199	164,500
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299 7400-7499	0 355,091	0 355,091	0 119,480	0 355,091
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>7,568,536</b>	<b>7,568,536</b>	<b>2,073,224</b>	<b>7,568,536</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>					
		372,834	372,834	101,972	373,881
<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	(123,825)	(123,825)	0	(123,825)
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>(123,825)</b>	<b>(123,825)</b>	<b>0</b>	<b>(123,825)</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>					
		249,009	249,009	101,972	250,056
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	4,886,202	4,886,202		4,886,202
b) Audit Adjustments	9793	0	0		0
c) As of July 1, Audited (F1a + F1b)		4,886,202	4,886,202		4,886,202
d) Other Restatements	9795	0	0		0
e) Adjusted Beginning Balance (F1c+F1d)		4,886,202	4,886,202		4,886,202
2) Ending Balance, June 30 (E + F1e)		5,135,211	5,135,211		5,136,258



**Great Valley Academy-Salida**  
**2019-2020 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	122,255	122,255	11,990	122,255
2) Federal Revenue	8100-8299	175,596	175,596	0	175,596
3) Other State Revenue	8300-8599	48,308	48,308	0	48,308
4) Other Local Revenue	8600-8799	320,030	320,030	102,496	320,030
<b>5) TOTAL REVENUES</b>		<b>666,189</b>	<b>666,189</b>	<b>114,486</b>	<b>666,189</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	100,048	100,048	37,309	100,048
2) Classified Salaries	2000-2999	94,683	94,683	21,380	94,683
3) Employee Benefits	3000-3999	45,921	45,921	15,000	45,921
4) Books and Supplies	4000-4999	167,517	167,517	43,586	167,517
5) Services & Other Operating Exp	5000-5999	479,140	479,140	141,798	479,140
6) Capital Outlay	6000-6999	0	0	5,691	0
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299 7400-7499	54,001 0	54,001 0	(15,440) 0	54,001 0
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>941,310</b>	<b>941,310</b>	<b>249,324</b>	<b>941,310</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>					
		(275,121)	(275,121)	(134,838)	(275,121)
<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	123,825	123,825	134,838	123,825
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>123,825</b>	<b>123,825</b>	<b>134,838</b>	<b>123,825</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>					
		(151,296)	(151,296)	0	(151,296)
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	201,296	201,296		201,296
b) Audit Adjustments	9793	0	0		0
c) As of July 1, Audited (F1a + F1b)		201,296	201,296		201,296
d) Other Restatements	9795	0	0		0
e) Adjusted Beginning Balance (F1c+F1d)		201,296	201,296		201,296
2) Ending Balance, June 30 (E + F1e)		50,000	50,000		50,000

**GREAT VALLEY ACADEMY  
FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITORS' REPORT  
For the Fiscal Year Ended  
June 30, 2019**

DRAFT

# **GREAT VALLEY ACADEMY**

*For the Fiscal Year Ended June 30, 2019*

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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, 2019, 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 *2018-19 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, 2019, 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 21 to 26 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 20 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 \_\_\_\_\_, 2019, 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  
\_\_\_\_\_, 2019

**GREAT VALLEY ACADEMY**  
*Combined Statement of Financial Position*  
*June 30, 2019*

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**ASSETS**

Current Assets:

Cash	\$	6,304,931
Accounts receivable		931,576
Prepaid expenses		3,495
Total current assets		<u>7,240,002</u>

Non-current Assets:

Investments (Note 3)		757,044
Property and equipment:		
Non-depreciable assets		2,070,000
Depreciable assets		12,786,816
Less accumulated depreciation		<u>(1,963,967)</u>
Total Property and equipment, net		<u>12,892,849</u>

Total non-current assets		<u>13,649,893</u>
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Total Assets	\$	<u><u>20,889,895</u></u>
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**LIABILITIES AND NET ASSETS**

**Liabilities**

Current Liabilities:

Accounts payable	\$	593,335
Accrued payroll liabilities and benefits		182,467
Unearned revenues		10,474
Net deferred pay (See Note 7)		250,258
Current portion of long-term liabilities		<u>244,226</u>
Total current liabilities		1,280,760

Non-current Liabilities:

Non-current portion of long-term liabilities		<u>6,064,348</u>
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Total liabilities		<u>7,345,108</u>
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**Net assets**

Without donor restrictions		13,157,487
With donor restrictions		<u>387,300</u>
Total net assets		<u>13,544,787</u>

Total Liabilities and Net Assets	\$	<u><u>20,889,895</u></u>
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**GREAT VALLEY ACADEMY**  
*Combined Statement of Activities*  
*For the Fiscal Year Ended June 30, 2019*

	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUES AND OTHER SUPPORT</b>			
LCFF apportionment	\$ 10,501,690	\$ -	\$ 10,501,690
Education Protection Account	1,563,209	-	1,563,209
In-lieu property tax transfers	2,649,051	-	2,649,051
Special education property tax transfers	240,676	-	240,676
Federal special education awards	223,099	-	223,099
Federal food program	200,197	-	200,197
State food program	14,483	-	14,483
Lottery	400,713	-	400,713
Other state sources	417,434	401,121	818,555
STRS on-behalf payment	787,865	-	787,865
Local special education transfers	685,235	-	685,235
Other local revenues	803,220	-	803,220
Net assets released from restrictions	173,273	(173,273)	-
Total revenues and other support	18,660,145	227,848	18,887,993
<b>EXPENSES</b>			
Program Services:			
Instruction	9,689,703	-	9,689,703
Instruction-related services	1,513,020	-	1,513,020
Pupil services	1,316,231	-	1,316,231
Ancillary services	685,399	-	685,399
Depreciation	559,174	-	559,174
Total Program Services	13,763,527	-	13,763,527
Management and General:			
General administration	1,547,103	-	1,547,103
Plant services	1,094,603	-	1,094,603
Depreciation	3,886	-	3,886
Interest expense	454,619	-	454,619
Total management and general	3,100,211	-	3,100,211
Total expenses	16,863,738	-	16,863,738
Change in net assets from operations	1,796,407	227,848	2,024,255
<b>OTHER GAINS/(LOSSES)</b>			
Investment earnings	12,782	-	12,782
Gains/(Losses) on disposal of asset	(2,062)	-	(2,062)
Total Other Gains/(Losses)	10,720	-	10,720
Change in net assets	1,807,127	227,848	2,034,975
<b>NET ASSETS:</b>			
Beginning of year	11,336,539	173,273	11,509,812
End of year	\$ 13,143,666	\$ 401,121	\$ 13,544,787

See accompanying notes and auditors' report.



**GREAT VALLEY ACADEMY**  
**Combined Statement of Cash Flows**  
**For the Fiscal Year Ended June 30, 2019**

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**CASH FLOWS FROM OPERATING ACTIVITIES**

Change in net assets	\$ 2,034,975
Adjustments to reconcile increase (decrease) in net assets to net cash provided (used) by operating activities	
Depreciation	563,060
Loss on disposal of assets	2,062
(Increase) decrease in operating assets:	
Accounts receivable	(725,392)
Deposits	900
Prepaid expenses	26,958
Increase (decrease) in operating liabilities:	
Accounts payable	74,262
Accrued payroll liabilities	52,757
Unearned revenue	(13,846)
Net deferred pay	41,537
Net cash provided (used) by operating activities	<u>2,057,273</u>

**CASH FLOWS FROM INVESTING ACTIVITIES**

Purchase of equipment, furniture and building improvements	(688,329)
Acquisition of investments	<u>(757,044)</u>
Net cash provided (used) by investing activities	<u>(1,445,373)</u>

**CASH FLOWS FROM FINANCING ACTIVITIES**

Payments on Salida mortgage note	(108,233)
Payments on Modesto mortgage note	<u>(124,939)</u>
Net cash provided (used) by financing activities	<u>(233,172)</u>

Net increase (decrease) in cash 378,728

**Cash:**

Beginning of year	<u>5,926,203</u>
End of year	<u><u>\$ 6,304,931</u></u>

**SUPPLEMENTAL DISCLOSURE**

Interest paid	<u><u>\$ 454,619</u></u>
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**GREAT VALLEY ACADEMY***Combined Statement of Functional Expenses  
For the Fiscal Year Ended June 30, 2019*

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	<b>Program Services</b>	<b>Management and General</b>	<b>Total</b>
<b>Salaries and Benefits</b>			
Certificated salaries	\$ 5,650,415	\$ -	\$ 5,650,415
Classified salaries	2,125,169	1,195,376	3,320,545
Employee benefits	2,953,946	332,801	3,286,747
<b>Total Salaries and Benefits</b>	<b>10,729,530</b>	<b>1,528,177</b>	<b>12,257,707</b>
<b>Supplies and Operating Expenses</b>			
Books and supplies	1,011,879	149,673	1,161,552
Services and other operating expenses	1,462,944	963,856	2,426,800
Depreciation	559,174	3,886	563,060
Other outgo	-	454,619	454,619
<b>Total Supplies and Operating Expenses</b>	<b>3,033,997</b>	<b>1,572,034</b>	<b>4,606,031</b>
<b>Totals</b>	<b>\$ 13,763,527</b>	<b>\$ 3,100,211</b>	<b>\$ 16,863,738</b>

## **GREAT VALLEY ACADEMY**

### *Notes to the Combined Financial Statements*

*June 30, 2019*

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#### **NOTE 1 – SUMMARY OF 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 come from federal and state agencies.

##### **B. Basis of Presentation and 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 financial statements of the Charter have been prepared on the accrual basis in accordance with accounting principles generally accepted in the United States of America. The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958 dated August 2016, and the provisions of the American Institute of Certified Public Accountants (AICPA) "Audit and Accounting Guide for Not-for-Profit Organizations" (the "Guide"). ASC 958-205 was effective January 1, 2018 and addresses general-purpose external financial statements appropriate for not-for-profit organizations.

Under the provisions of the ASC 958-205, net assets and revenues, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified as follows:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. The Organization's board may designate assets without restrictions for specific operational purposes from time to time.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met either by the actions of the not-for-profit organization to satisfy a particular purpose restriction, or by the passage of time. Some donor restrictions are perpetual (or permanent) in nature, whereby the donor has stipulated the funds be maintained in perpetuity, whereby the corpus of the donation must remain unspent.

At June 30, 2019, the Charter had net assets without donor restrictions of \$13,143,666, and net assets with donor restrictions of \$401,121.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**C. New Accounting Pronouncement**

In August 2016, FASB issued Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*, which makes several changes to the current reporting model for Not-for-Profit entities (NFPs). The standard is effective for fiscal years beginning after December 15, 2017. The ASU has been applied retrospectively to all periods presented. A summary of the most significant changes includes:

**1. Net Asset Categories**

As opposed to three classes of net assets, the new reporting standard presents two classes of net assets: those with donor-imposed restrictions and those without. Details of restrictions on use of resources will be presented in the notes. Any board designation of net assets must also be presented in the notes.

**2. Liquidity and Availability of Resources**

Not-for-profit organizations must provide information about the liquidity of assets or maturity of liabilities, including the effects of restrictions and internal appropriations, by:

- a. Ordering assets according to nearness of conversion to cash and liabilities according to nearness of use of cash due to maturity.
- b. Classifying assets and liabilities as current and noncurrent.
- c. Disclosing any additional information regarding liquidity or maturity of assets and liabilities.

Also, qualitative and quantitative information about the management of liquid resources to meet cash needs for general expenditures within one year of the date of the statement of financial position must be disclosed.

**3. Expense Reporting**

According to ASU 2016-14, all not-for-profit organizations must now disclose information as to the nature and function of expenses. Natural classifications must be disclosed separately from functional classifications.

**4. Statement of Cash Flows**

Prior to the implementation of ASU 2016-14, if the direct method of presenting the statement of cash flows was used, there was a requirement to also disclose the indirect method. That requirement no longer exists. There are no other changes as to the classification of cash flows by operating, investing and financing categories.

**5. Investment Return**

Gross investment revenues (dividends, interest, gains/losses) must now be reported net of related expenses (internal and external) on the face of the Statement of Activities.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**D. Revenue Recognition**

The Organization has also adopted FASB ASC 958-605. The “Contributions Received” subsections of that standard provide guidance for contributions of cash and other assets received, including promises to give. Contributions, including sponsorships, are recognized as revenue at the earlier of the period promised or earned and received. Contributions received with the presence of donor-imposed restrictions are reported in the Statement of Activities in the column ‘with donor restrictions,’ subject to time, purpose or other conditionality. Once restrictions have been satisfied, amounts are reclassified to ‘without donor restrictions.’ If donor-imposed restrictions are satisfied within the same accounting period as revenue is earned, the Organization’s policy is to present the amounts as without donor restrictions. Grants are recognized during the period the contract is entered and related services have been performed. Program fees and events revenues are recognized upon completed services performed.

**E. Donated Materials and Supplies**

Donated materials and supplies are recorded as contributions at their estimated fair market value at the date of donation if a value can be reasonably determined. Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated asset to a specific purpose.

**F. Contributed Services**

During the year ended June 30, 2019, the value of contributed services meeting the requirements for recognition in the financial statements was not material and has not been recorded. In addition, many individuals volunteer their time and perform a variety of tasks that assist the Organization, but these services do not meet the criteria for recognition as contributed services.

**G. Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles required management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from estimates.

**H. 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. 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.

**I. Cash and Cash Equivalents**

The Charter considers certificates of deposit with a maturity date of 90 days or longer to be investments. At year-end and throughout the year, the Charter’s cash balances were deposited in three financial institutions. As of June 30, 2019, the Charter held a portion of their reserves in three certificates of deposits at three different institutions and ranging in maturity between one to five years.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**J. Custodial Credit Risk**

The Organization maintains its cash at three financial institutions. Cash balances are insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC). At various times during the year, the amount on deposit with a single financial institution may exceed federal depository insurance limits and be exposed to custodial credit risk. As of June 30, 2019, the Organization had cash in the amount of \$5,562,080 which was exposed to this risk.

**K. Investments**

Investments are stated at fair value at the Statement of Financial Position date as required by FASB. Net realized and unrealized gains/losses on investments are presented on the Statement of Activities, with respect to any donor restrictions, as investment return. Investment return is presented net of related internal and external fees. The average cost method is used to determine the basis for computing realized gains/losses.

**L. Accounts Receivable**

Accounts receivable consists mainly of grants and contract payments from other public agencies. No allowance for uncollectable amounts has been estimated as creditworthiness of payors and industry experience provide evidence to support amounts as fully collectible.

**M. Prepaid Items**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

**N. Property and Equipment**

It is the Organization's policy to capitalize property and equipment over \$5,000. Purchased property and equipment are reported at historical cost or estimated historical cost. Contributed assets are recorded as contributions at their estimated fair value as of the date received. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose or time of use. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Items that, as a whole, create an asset with a combined cost exceeding \$5,000 have also been capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Description	Estimated Lives
Buildings and Improvements	15-50 years
Land Improvements	20 years
Equipment	5-10 years

**O. Unearned Revenues**

Unearned revenues represent payments received in advance for services that have not yet been performed or from cost-reimbursement grants for which expenses have not yet been incurred.

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**P. Compensated Absences**

The Organization offers paid vacation to employees based on length of employment and position type. The balance at the end of the period is estimated by a multiple of each employee's respective accrued hours of vacation and his or her rate of pay at the period end date, including statutory benefits. This is reported as a long-term liability.

**Q. 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.

**R. Functional Allocation of Expenses**

The financial statements report certain categories of expenses that are attributable to more than one program or supporting function, as shown in the Statement of Functional Expenses. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. Such allocations are determined by management on an equitable basis.

The expenses that are allocated include the following:

<b><u>Expense</u></b>	<b><u>Method of Allocation</u></b>
Salaries and benefits	Time and effort
Occupancy / rent	Facilities square footage
Insurance	Policy type and nature of coverage
Utilities	Facilities square footage
Supplies	Time and effort
Depreciation	Facilities square footage

**GREAT VALLEY ACADEMY***Notes to the Combined Financial Statements**June 30, 2019*

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**NOTE 2 – LIQUIDITY**

The Organization's financial assets available within one year of the Statement of Financial Position date for general expenditure are as follows:

Cash	\$	6,304,931
Accounts receivable		931,576
Prepaid expenses		3,495
Total current assets	\$	<u>7,240,002</u>

The Organization's policy for liquidity management requires that it structure its financial assets to be available as its general expenditures, liabilities and other obligations come due. Cash in excess of daily requirements is invested in short-term investments. In anticipation of future liquidity needs, the Organization has available a line of credit in the amount of \$1,000,000. At June 30, 2019, none of the balance was used.

**NOTE 3 – INVESTMENTS**

The fair values, related measurement input techniques and related maturities of the major type of investments held by the Organization at June 30, 2019, were as follows:

	<b>Fair Value Input</b>	<b>Maturity (years)</b>			<b>Total</b>
		<b>Less than One</b>	<b>One to Five</b>	<b>Over Five</b>	
Certificates of deposit	Level 1	<u>\$ -</u>	<u>\$ 757,044</u>	<u>\$ -</u>	<u>\$ 757,044</u>

Investment income consisted of the following for the year ended June 30, 2019:

Interest income	\$	5,781
Dividends		3,519
Realized gains/(losses)		<u>3,482</u>
Total investment income	\$	<u>12,782</u>



**GREAT VALLEY ACADEMY***Notes to the Combined Financial Statements**June 30, 2019*

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**NOTE 4 – ACCOUNTS RECEIVABLE**

Accounts receivable outstanding at June 30, 2019, consisted of the following:

Federal Government:		
Special education entitlement	\$	223,099
Food program		60,012
State Government:		
LCFF		276,815
LPSBG		193,650
Lottery		83,161
Food program		4,564
Mental health		2,700
Local:		
Special education		54,914
Other		32,660
Total	\$	<u>931,575</u>

**NOTE 5 – INTERCOMPANY RECEIVABLE/PAYABLE**

As of June 30, 2019, 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 of a lump sum of \$180,000 during the 2019/20 school year. The repayment rate will then be \$10,000 per month, starting July 2021, 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	\$ 180,000
2020-21	-
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>

**GREAT VALLEY ACADEMY***Notes to the Combined Financial Statements**June 30, 2019***NOTE 6 – PROPERTY AND EQUIPMENT**

Property and equipment as of June 30, 2019 consisted of the following:

	Balance, July 1, 2018	Additions	Retirements	Balance, June 30, 2019
Property & equipment not being depreciated:				
Land	\$ 2,070,000	\$ -	\$ -	\$ 2,070,000
Construction in progress	15,562	-	15,562	-
Total property & equipment not being depreciated	<u>2,085,562</u>	<u>-</u>	<u>15,562</u>	<u>2,070,000</u>
Property & equipment being depreciated:				
Improvement of sites	5,257,186	620,501	-	5,877,687
Buildings	6,450,104	-	-	6,450,104
Equipment	380,792	83,390	5,157	459,025
Total property & equipment being depreciated	<u>12,088,082</u>	<u>703,891</u>	<u>5,157</u>	<u>12,786,816</u>
Accumulated depreciation for:				
Improvement of sites	(538,391)	(349,970)	-	(888,361)
Buildings	(751,311)	(175,526)	-	(926,837)
Equipment	(114,300)	(37,564)	(3,095)	(148,769)
Total accumulated depreciation	<u>(1,404,002)</u>	<u>(563,060)</u>	<u>(3,095)</u>	<u>(1,963,967)</u>
Total property & equipment being depreciated, net	<u>10,684,080</u>	<u>140,831</u>	<u>2,062</u>	<u>10,822,849</u>
Property & equipment, net of depreciation	<u>\$ 12,769,642</u>	<u>\$ 140,831</u>	<u>\$ 17,624</u>	<u>\$ 12,892,849</u>

Depreciation expense for the year ended June 30, 2019, is \$563,060.

**NOTE 7 – 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 2018 through June 2019. As of June 30, 2019, the School had an obligation to pay deferred net pay of \$250,258, comprised of \$127,062 for Modesto and \$123,196 for Salida. Modesto acts as the trustee for Salida's net deferred pay. The obligation payable at June 30, 2019, is not recognized on Salida's Statement of Financial Position as it is satisfied by Modesto on Salida's behalf.

**NOTE 8 – LONG TERM LIABILITIES**

A schedule of changes in long-term liabilities for the year ended June 30, 2019, is shown below:

	Balance, July 1, 2018	Additions	Deductions	Balance, June 30, 2019	Amount Due in One Year
Mortgage note payable - Modesto	\$ 1,792,507	\$ -	\$ 124,939	\$ 1,667,568	\$ 131,137
Mortgage note payable - Salida	4,749,239	-	108,233	4,641,006	113,089
Totals	<u>\$ 6,541,746</u>	<u>\$ -</u>	<u>\$ 233,172</u>	<u>\$ 6,308,574</u>	<u>\$ 244,226</u>

**GREAT VALLEY ACADEMY***Notes to the Combined Financial Statements**June 30, 2019*

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**NOTE 8 – LONG TERM LIABILITIES (continued)****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, 2019, the total balance outstanding on the note was \$1,667,568. The amounts required to amortize the outstanding balance at June 30, 2019, are as follows:

Fiscal Year	Principal	Interest	Total
2019-20	\$ 131,137	\$ 80,924	\$ 212,061
2020-21	138,091	73,970	212,061
2021-22	145,184	66,877	212,061
2022-23	152,640	59,421	212,061
2023-24	160,341	51,720	212,061
2024-29	934,743	125,562	1,060,305
2029-30	5,432	22	5,454
Total	<u>\$ 1,667,568</u>	<u>\$ 458,496</u>	<u>\$ 2,126,064</u>

**B. 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. At June 30, 2019, the total balance outstanding on the note was \$4,641,006. The amounts required to amortize the outstanding balance at June 30, 2019, are as follows:

Fiscal Year	Principal	Interest	Total
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
2023-24	140,049	218,391	358,440
2024-29	826,331	965,868	1,792,199
2029-34	1,077,765	714,434	1,792,199
2034-39	1,405,719	386,481	1,792,200
2039-42	698,268	41,490	739,758
Total	<u>\$ 4,641,006</u>	<u>\$ 3,267,550</u>	<u>\$ 7,908,556</u>

## **GREAT VALLEY ACADEMY**

### *Notes to the Combined Financial Statements*

*June 30, 2019*

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#### **NOTE 9 – NET ASSET CLASSIFICATION**

Donor- restricted net assets at June 30, 2019 were comprised of the following amounts and restrictions:

Net assets with purpose restrictions:

Low Performing Student Block Grant	\$	387,300
Classified Professional Development Grant		13,821
Total	\$	<u>401,121</u>

#### **NOTE 10 – 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 to CalSTRS 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, 2017, 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/actuarial-financial-and-investor-information>.

###### **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.

**GREAT VALLEY ACADEMY***Notes to the Combined Financial Statements**June 30, 2019***NOTE 10 – EMPLOYEE RETIREMENT PLANS****A. California State Teachers' Retirement System (CalSTRS) (continued)**

The STRP provisions and benefits in effect at June 30, 2019, 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%	10.205%
Required Member Contribution Rate	16.28%	16.28%
Required Employer Contribution Rate	9.828%	9.828%
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 program for the year ended June 30, 2019, are presented above and the Charter's total contributions were \$877,879.

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	
2018-19	\$ 461,298	\$ 416,581	\$ 877,879	16.28%
2017-18	\$ 386,602	\$ 327,664	\$ 714,266	14.43%
2016-17	\$ 335,801	\$ 250,472	\$ 586,273	12.58%

**On-Behalf Payments**

The State of California makes contributions to CalSTRS on behalf of the District. These payments consist of State General Fund contributions to CalSTRS pursuant to Sections 22954 and 22955.1 of the Education Code and Public Resources Code Section 6217.5. In addition, for the 2018-19 fiscal year, California Senate Bill No. 90 (SB 90) was signed into law on June 27, 2019, and appropriated supplemental contributions of \$2,246,000,000. Under accounting principles generally accepted in the United States of America, these amounts are reported as revenues and expenditures in the fund financial statements. The total amount recognized by the District for its proportionate share of the State's on-behalf contributions is \$787,864.

**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, 2019, total employer contributions to the plan was \$87,085.

## **GREAT VALLEY ACADEMY**

### *Notes to the Combined Financial Statements*

*June 30, 2019*

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#### **NOTE 11 – OPERATING LEASES**

The Organization has entered into various operating leases for the use of office space and office equipment.

##### **A. Facility Operating Leases**

In August 2018, the Great Valley Academy – Modesto entered into an operating lease agreement with Tully Manor Investments, LLC 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. The initial term is five years with option to extend up to three years including a 3% annual increase upon signing.

In December 2018, Great Valley Academy – Modesto entered into an operating lease agreement with Tully Manor Investments, LLC for a second office space for its homeschool program, located in Modesto, CA. Payments are required monthly and the initial base rental fee is \$1,297 per months for a 22-month term.

Future minimum payments due on the facilities operating leases are:

<u>Fiscal Year</u>	<u>Payments</u>
2019-20	\$ 39,320
2020-21	7,851
Total	<u>\$ 47,171</u>

##### **B. Office Equipment Operating Leases**

In August 2015, Great Valley Academy – Modesto entered into an operating lease agreement with CIT Finance LLC for office equipment for it's homeschool program, located in Modesto, CA. Payments are required monthly and initial base rental fee is \$157 per month for a term of 60-months.

In October 2018, Great Valley Academy – Modesto entered into an operating lease agreement with CIT Bank, N.A. for additional office equipment for its main campus, located in Modesto, CA. Payments are required monthly and initial base rental fee is \$396 per month for a term of 48-months.

Future minimum payments due on the facilities operating leases are:

<u>Fiscal Year</u>	<u>Payments</u>
2019-20	\$ 6,632
2020-21	5,062
2021-22	4,748
2022-23	1,188
Total	<u>\$ 17,630</u>

## **GREAT VALLEY ACADEMY**

### *Notes to the Combined Financial Statements*

*June 30, 2019*

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#### **NOTE 12 – 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, 2019, is as follows:

	Charter Safe
Total Assets	<u>\$ 32,797,313</u>
Total Liabilities	<u>23,196,967</u>
Net Assets	<u><u>\$ 9,600,346</u></u>
Total Revenues	\$ 27,319,573
Cost of Sales	17,975,733
Total Expenses	<u>6,853,324</u>
Net Income (Loss)	<u><u>\$ 2,490,516</u></u>

#### **NOTE 13 – 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 14 – SUBSEQUENT EVENTS**

Events subsequent to June 30, 2019 have been evaluated through \_\_\_\_\_, 2019, 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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## **GREAT VALLEY ACADEMY**

### *Organizational Structure*

*June 30, 2019*

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Great Valley Academy is made up of two charters in Modesto and Salida.

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.

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	June, 2021
Yolanda Meraz	Vice President	June, 2020
Chad Wolf	Secretary	June, 2020
Twila Tosh	Salida Authorizing Agency Designee	August, 2022
Susan Nisan	Board Member	January, 2022
Vince Jamison	Board Member	June, 2020

### **ADMINISTRATORS**

Leah Silvestre Franklin,  
*Chief Executive Officer*

Marisa Jacobson-Meeks,  
*Chief Operating Officer*

Dr. Eldon Rosenow,  
*Founder*

**GREAT VALLEY ACADEMY**  
*Combining Statement of Financial Position*  
*June 30, 2019*

	Great Valley Academy - Modesto	Great Valley Academy - Salida	Eliminating	Totals
<b>ASSETS</b>				
Current Assets:				
Cash	\$ 3,616,368	\$ 2,688,563	\$ -	\$ 6,304,931
Accounts receivable	542,050	389,526	-	931,576
Prepaid expenses	2,595	900	-	3,495
Total current assets	4,161,013	3,078,989	-	7,240,002
Non-current Assets:				
Investments (Note 3)	757,044	-	-	757,044
Intercompany receivable (Note 5)	1,248,676	-	(1,248,676)	-
Property and equipment:				
Non-depreciable assets	1,120,000	950,000	-	2,070,000
Depreciable assets	4,925,360	7,861,456	-	12,786,816
Less accumulated depreciation	(1,339,510)	(624,457)	-	(1,963,967)
Total property and equipment, net	4,705,850	8,186,999	-	12,892,849
Total non-current assets	6,711,570	8,186,999	(1,248,676)	13,649,893
Total Assets	\$ 10,872,583	\$ 11,265,988	\$ (1,248,676)	\$ 20,889,895
<b>LIABILITIES AND NET ASSETS</b>				
<b>Liabilities</b>				
Current Liabilities:				
Accounts payable	\$ 359,918	\$ 233,417	\$ -	\$ 593,335
Unearned revenues	6,872	3,602	-	10,474
Accrued payroll liabilities	127,078	55,389	-	182,467
Net deferred pay (Note 7)	250,258	-	-	250,258
Current portion of long-term liabilities	131,137	113,089	-	244,226
Total current liabilities	875,263	405,497	-	1,280,760
Non-current Liabilities:				
Intercompany payable (Note 5)	-	1,248,676	(1,248,676)	-
Non-current portion of long-term liabilities	1,536,431	4,527,917	-	6,064,348
Total non-current liabilities	1,536,431	5,776,593	(1,248,676)	6,064,348
Total liabilities	2,411,694	6,182,090	(1,248,676)	7,345,108
<b>Net assets</b>				
Without donor restrictions	8,269,215	4,888,272	-	13,157,487
With donor restrictions	191,674	195,626	-	387,300
Total net assets	8,460,889	5,083,898	-	13,544,787
Total Liabilities and Net Assets	\$ 10,872,583	\$ 11,265,988	\$ (1,248,676)	\$ 20,889,895

**GREAT VALLEY ACADEMY***Combining Statement of Activities**For the Fiscal Year Ended June 30, 2019*

	Great Valley Academy - Modesto	Great Valley Academy - Salida	Totals
<b>REVENUES AND OTHER SUPPORT</b>			
LCFF apportionment	\$ 4,621,982	\$ 5,879,708	\$ 10,501,690
Education Protection Account	1,394,145	169,064	1,563,209
In-lieu property tax transfers	1,580,262	1,068,789	2,649,051
Special education property tax transfers	126,146	114,530	240,676
Federal special education awards	133,400	89,699	223,099
Federal food program	125,016	75,181	200,197
State food program	9,421	5,062	14,483
Lottery	209,192	191,521	400,713
Other state sources	446,659	371,896	818,555
STRS on-behalf payment	439,986	347,879	787,865
Local special education transfers	382,236	302,999	685,235
Other local revenues	382,418	420,802	803,220
Total revenues and other support	9,850,863	9,037,130	18,887,993
<b>EXPENSES</b>			
Certificated salaries	2,972,066	2,678,349	5,650,415
Classified salaries	1,886,411	1,434,134	3,320,545
Employee benefits	1,794,944	1,491,803	3,286,747
Books and supplies	590,285	571,267	1,161,552
Services and other operating expenses	1,275,903	1,150,897	2,426,800
Depreciation	213,541	349,519	563,060
Other outgo	148,419	306,200	454,619
Total expenses	8,881,569	7,982,169	16,863,738
Change in net assets from operations	969,294	1,054,961	2,024,255
<b>OTHER GAINS/(LOSSES)</b>			
Interest earned	11,737	1,045	12,782
Gain/(Loss) on disposal of asset	-	(2,062)	(2,062)
Total other gains/(losses)	11,737	(1,017)	10,720
Change in net assets	981,031	1,053,944	2,034,975
<b>NET ASSETS:</b>			
Beginning of year	7,479,858	4,029,954	11,509,812
End of year	\$ 8,460,889	\$ 5,083,898	\$ 13,544,787

**GREAT VALLEY ACADEMY**  
*Combining Statement of Cash Flows*  
*For the Fiscal Year Ended June 30, 2019*

	Great Valley Academy - Modesto	Great Valley Academy - Salida	Totals
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Change in net assets	\$ 981,031	\$ 1,053,944	\$ 2,034,975
Adjustments to reconcile increase (decrease) in net assets to net cash provided (used) by operating activities			
Depreciation	213,541	349,519	563,060
Loss on disposal of fixed assets	-	2,062	2,062
(Increase) decrease in operating assets:			
Accounts receivable	(434,931)	(290,461)	(725,392)
Intercompany receivable	-	-	-
Deposits	-	900	900
Prepaid expenses	13,440	13,518	26,958
Increase (decrease) in operating liabilities:			
Accounts payable	29,912	44,350	74,262
Accrued payroll liabilities	22,973	29,784	52,757
Unearned revenue	(3,029)	(10,817)	(13,846)
Net deferred pay	41,537	-	41,537
Net cash provided (used) by operating activities	864,474	1,192,799	2,057,273
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Purchase of equipment, furniture and building improvements	(493,993)	(194,336)	(688,329)
Acquisition of investments	(757,044)	-	(757,044)
Net cash provided (used) by investing activities	(1,251,037)	(194,336)	(1,445,373)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Payments on Salida mortgage note	-	(108,233)	(108,233)
Payment on Modesto mortgage note	(124,939)	-	(124,939)
Net cash provided (used) by financing activities	(124,939)	(108,233)	(233,172)
Net increase (decrease) in cash	(511,502)	890,230	378,728
<b>Cash:</b>			
Beginning of year	4,127,870	1,798,333	5,926,203
End of year	\$ 3,616,368	\$ 2,688,563	\$ 6,304,931
<b>SUPPLEMENTAL DISCLOSURE</b>			
Interest paid	\$ 148,419	\$ 306,200	\$ 454,619

**GREAT VALLEY ACADEMY***Schedule of Average Daily Attendance  
For the Fiscal Year Ended June 30, 2019***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 - MODESTO**

	<b>Second Period Report</b>		<b>Annual Report</b>	
	Certificate No. 4EB9A25E		Certificate No. F4F32BF6	
	Classroom- Based	Total Regular ADA	Classroom- Based	Total Regular ADA
<b>Regular ADA:</b>				
Kindergarten through Third	321.16	361.60	320.01	361.26
Fourth through Sixth	287.03	306.67	285.77	305.27
Seventh through Eighth	188.77	216.05	188.12	215.46
Total Regular ADA	796.96	884.32	793.90	881.99

**GREAT VALLEY ACADEMY - SALIDA**

	<b>Second Period Report</b>	<b>Annual Report</b>
	Certificate No. 5BE8FBA6	Certificate No. 375580DE
	Total Regular ADA	Total Regular ADA
<b>Regular ADA:</b>		
Kindergarten through Third	379.88	379.66
Fourth through Sixth	285.22	284.55
Seventh through Eighth	180.22	178.63
Total Regular ADA	845.32	842.84

All average daily attendance is generated through classroom-based instruction.

**GREAT VALLEY ACADEMY***Schedule of Instructional Time**For the Fiscal Year Ended June 30, 2019*

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**GREAT VALLEY ACADEMY - MODESTO**

Grade Level	Required	2018-19 Actual Minutes	Number of Days Traditional Calendar	Status
Kindergarten	36,000	36,770	181	Complied
Grade 1	50,400	58,700	181	Complied
Grade 2	50,400	58,700	181	Complied
Grade 3	50,400	58,700	181	Complied
Grade 4	54,000	60,510	181	Complied
Grade 5	54,000	60,510	181	Complied
Grade 6	54,000	60,510	181	Complied
Grade 7	54,000	60,510	181	Complied
Grade 8	54,000	60,510	181	Complied

**GREAT VALLEY ACADEMY - SALIDA**

Grade Level	Required	2018-19 Actual Minutes	Number of Days Traditional Calendar	Status
Kindergarten	36,000	36,580	181	Complied
Grade 1	50,400	59,080	181	Complied
Grade 2	50,400	59,080	181	Complied
Grade 3	50,400	59,080	181	Complied
Grade 4	54,000	59,080	181	Complied
Grade 5	54,000	59,080	181	Complied
Grade 6	54,000	59,080	181	Complied
Grade 7	54,000	59,080	181	Complied
Grade 8	54,000	59,080	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, 2019***

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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.

June 30, 2019, annual financial and budget report	
net assets	\$ 13,570,075
Adjustments and reclassifications:	
Prepaid assets	(10,470)
Depreciation expense	<u>(14,818)</u>
Net adjustments and reclassification	<u>(25,288)</u>
June 30, 2019, audited financial statement net assets	<u><u>\$ 13,544,787</u></u>

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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, 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, 2019 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 \_\_\_\_\_, 2019.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the 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 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 Charter'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'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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and recommendations as Findings 2019-001 and 2019-002.

**Great Valley Academy's Responses to Findings**

Great Valley Academy's responses to the findings identified in our audit are described in the accompanying schedule of findings and recommendations. Great Valley Academy's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

**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 Charter'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 Charter's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Murrieta, California

\_\_\_\_\_, 2019

## 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 *2018-19 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, 2019.

### **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 *2018-19 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 Charter'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:	
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, 2019.

#### ***Other Matters***

The results of our auditing procedures disclosed instances of noncompliance with the compliance requirements referred to previously, which are required to be reported in accordance with the *2018-19 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, and which are described in the accompanying schedule of findings and recommendations as Findings 2019-001 and 2019-002. Our opinion on each state program is not modified with respect to these matters.

#### ***District's Responses to Findings***

Great Valley Academy's responses to the compliance findings identified in our audit are described in the accompanying schedule of findings and recommendations. Great Valley Academy's responses were not subjected to the auditing procedures in the audit of compliance and, accordingly, we express no opinion on the responses.

Murrieta, California  
\_\_\_\_\_, 2019

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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, 2019*

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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 2018-19;  
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, 2019*

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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
43000	Apprenticeship: Related and Supplemental Instruction
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 2018-19.***

## **GREAT VALLEY ACADEMY**

### *Schedule of Audit Findings and Recommendations For the Fiscal Year Ended June 30, 2019*

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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 2018-19, 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, 2019*

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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.

##### **Finding 2019-001: CALPADS Unduplicated Pupil Count (40000)**

**Criteria:** Supplemental and concentration grant amounts are calculated based on the percentage of “unduplicated pupils” enrolled in the LEA on Census Day (first Wednesday in October). The percentage equals:

- Unduplicated count of pupils who (1) are English Learners, (2) meet income or categorical eligibility requirements for free or reduced-price meals under the National School Lunch Program, or (3) are foster youth. “Unduplicated count” means that each pupil is counted only once even if the pupil meets more than one of these criteria (EC sections 2574(b) (2) and 42238.02(b) (1)).
- Divided by total enrollment in the LEA (EC sections 2574(b) (1) and 42238.02(b) (5)). All pupil counts are based on Fall 1 certified enrollment reported in the CALPADS as of Census Day.

**Condition:** Prior to the audit, the school notified the auditors that there was an error with the school’s nutrition Free & Reduced Priced Meals (FRPM) qualifying system causing FRPM students to be misclassified. During our testing of the students who were classified in the CALPADS 1.17 and 1.18 reports as eligible for free or reduced-price meals (FRPM) on Census Day, we confirmed 47 students at the Modesto campus and 42 students at the Salida campus who were classified as eligible for FRPM, but did not have sufficient evidence to support the designation.

**Context:** The error appears to be systematic with regard to the classification of students meeting income eligibility requirements for free or reduced-price meals under the National School Lunch Program, due to a system generated error.

**Questioned Cost:** \$24,164 for the Modesto site and \$22,354 for the Salida site. This amount was determined by calculating the difference between the School’s original total LCFF revenues and the LCFF revenues adjusted for the decrease in the unduplicated pupil counts as a result of the error.

**Cause:** The School’s free and reduced meal price application system that processes and tracks meal status had a system failure. The result of the failure was the incorrect population of rollover students, which affected the designation of students as eligible for free or reduced-price meals. This is the sole cause of the errors.

**Effect:** The unduplicated pupil counts in the CALPADS 1.17 and 1.18 report should be adjusted for the following changes:

	CALPADS Reported	Adjusted based on eligibility for:	Adjusted Total
		FRPM	
Great Valley Academy - Salida	331	(42)	289
Great Valley Academy - Modesto	457	(47)	410
	788	(89)	699

There were no changes to the reported enrollment of 923 at the Modesto site and 891 at the Salida site.

## **GREAT VALLEY ACADEMY**

### *Schedule of Audit Findings and Recommendations For the Fiscal Year Ended June 30, 2019*

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#### **SECTION IV - STATE AWARD FINDINGS AND RECOMMENDATIONS (continued)**

##### **Finding 2019-001: CALPADS Unduplicated Pupil Count (40000) (continued)**

**Recommendation:** We recommend that the School review the student nutrition system's data integrity annually prior to the CALPADS data submission to ensure the accuracy classifications.

**Views of Responsible Officials:** The misclassification of students was a system failure by a third-party provider. As a result, the provider has redesigned their program to include a checkbox and text descriptor to exclude rollover students in the report parameters. This level of change by the provider confirms the error created by their system. As a safeguard, moving forward, we will manually verify the UPC student list provided from CALPADS against the benefits issuance document from the third-party system to identify any discrepancies in UPC classification. We will manually confirm each UPC identified student has either a direct certification from CALPADS or a qualifying application from the third-party system.

##### **Finding 2019-002: Teacher Credentials (71000)**

**Criteria:** Per California Education Codes §44001, §44830(a), §44831 and §44253.1, any teacher that is assigned to teach a class in which one or more student (s) is (are) designated as English learners much be authorized to instruct Limited-English Proficient (LEP) pupils.

**Condition:** It was noted that out of the nine teachers selected for teacher credential testing, one teacher did not hold a valid certificate, permit, or other document authorizing the instruction of Limited-English Proficient (LEP) pupils. This included one teacher at the Salida site.

**Question Costs:** None.

**Cause:** The School was unaware that the Commission on Teacher Credentialing (CTC) did not include the ELA1 credential certification as part of the R2M clear, multi-subject teaching credential.

**Effect:** The School, with respect to the one teacher in question, is not compliant with Education Code requirements for the proper instruction of LEP pupils.

**Recommendation:** We recommend that the School verify that all certificated employees involved in the instruction of English learners have a valid authorization to teach LEP pupils.

**Views of Responsible Officials:** We have instituted a set of checks and balances for verifying a teacher's clear and valid multi-subject teaching credential which now also includes the ELA1 portion. The teacher discovered to be without the ELA1 portion will file for an emergency permit while completing the necessary requirements to have the ELA1 portion added to their California Teaching Commission records.

**GREAT VALLEY ACADEMY**

*Summary Schedule of Prior Audit Findings  
For the Fiscal Year Ended June 30, 2019*

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*There were no findings or recommendations in 2017-18.*

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**GREAT VALLEY ACADEMY  
MODESTO, CALIFORNIA**

**Charter No. 0985**

**FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITORS' REPORT**

**For the Fiscal Year Ended  
June 30, 2019**

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# **GREAT VALLEY ACADEMY - MODESTO**

*For the Fiscal Year Ended June 30, 2019*

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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, 2019, 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 *2018-19 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, 2019, 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 21 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 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 20 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 \_\_\_\_\_, 2019, 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  
\_\_\_\_\_, 2019



**GREAT VALLEY ACADEMY - MODESTO***Statement of Financial Position**June 30, 2019*

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**ASSETS**

## Current Assets:

Cash	\$	3,616,368
Accounts receivable (Note 4)		542,050
Prepaid expenses		2,595
Total current assets		<u>4,161,013</u>

## Non-current Assets:

Investments (Note 3)		757,044
Intercompany receivable (Note 5)		1,248,676
Property and equipment:		
Non-depreciable assets		1,120,000
Depreciable assets		4,925,360
Less accumulated depreciation		<u>(1,339,510)</u>
Total property and equipment, net:		<u>4,705,850</u>

Total noncurrent assets:		<u>6,711,570</u>
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Total Assets	\$	<u><u>10,872,583</u></u>
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**LIABILITIES AND NET ASSETS****Liabilities**

## Current Liabilities:

Accounts payable	\$	359,918
Accrued payroll liabilities and benefits		127,078
Net deferred pay (See Note 7)		250,258
Unearned revenues		6,872
Current portion of long-term liabilities		<u>131,137</u>
Total current liabilities		875,263

## Non-current liabilities

Non-current portion of long-term liabilities		<u>1,536,431</u>
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Total liabilities		<u>2,411,694</u>
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**Net assets**

Without donor restrictions		8,261,064
With donor restrictions		<u>199,825</u>
Total net assets		<u>8,460,889</u>

Total Liabilities and Net Assets	\$	<u><u>10,872,583</u></u>
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**GREAT VALLEY ACADEMY - MODESTO***Statement of Activities**For the Fiscal Year Ended June 30, 2019*

	<b>Without Donor Restrictions</b>	<b>With Donor Restrictions</b>	<b>Total</b>
<b>REVENUES AND OTHER SUPPORT</b>			
LCFF apportionment	\$ 4,621,982	\$ -	\$ 4,621,982
Education Protection Account	1,394,145	-	1,394,145
In-lieu property tax transfers	1,580,262	-	1,580,262
Special education property tax transfers	126,146	-	126,146
Federal special education awards	133,400	-	133,400
Federal food program	125,016	-	125,016
State food program	9,421	-	9,421
Lottery	209,192	-	209,192
Other state sources	246,834	199,825	446,659
STRS on-behalf payment	439,986	-	439,986
Local special education transfers	382,236	-	382,236
Other local revenues	382,418	-	382,418
Net assets released from restrictions	173,273	(173,273)	-
Total revenue and other support	9,824,311	26,552	9,850,863
<b>EXPENSES:</b>			
Program services:			
Instruction	5,180,485	-	5,180,485
Instruction-related services	875,961	-	875,961
Pupil services	651,123	-	651,123
Ancillary services	335,626	-	335,626
Depreciation	211,470	-	211,470
Total program services	7,254,665	-	7,254,665
Management and general:			
General administration	891,138	-	891,138
Plant services	585,276	-	585,276
Depreciation	2,071	-	2,071
Interest expense	148,419	-	148,419
Total management and general	1,626,904	-	1,626,904
Total expenses	8,881,569	-	8,881,569
Change in net assets from operations	942,742	26,552	969,294
<b>OTHER GAINS/(LOSSES):</b>			
Interest earned	11,737	-	11,737
Change in net assets	954,479	26,552	981,031
<b>NET ASSETS:</b>			
Beginning of year	7,306,585	173,273	7,479,858
End of year	\$ 8,261,064	\$ 199,825	\$ 8,460,889

*See accompanying notes and auditors' report.*

**GREAT VALLEY ACADEMY - MODESTO***Statement of Cash Flows**For the Fiscal Year Ended June 30, 2019*

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**CASH FLOWS FROM OPERATING ACTIVITIES**

Change in net assets	\$	981,031
Adjustments to reconcile increase (decrease) in net assets to net cash provided (used) by operating activities		
Depreciation		213,541
(Increase) decrease in operating assets:		
Accounts receivable		(434,931)
Prepaid expenses		13,440
Increase (decrease) in operating liabilities:		
Accounts payable		29,912
Net deferred pay		41,537
Accrued payroll liabilities		22,973
Unearned revenue		(3,029)
Net cash provided (used) by operating activities		<u>864,474</u>

**CASH FLOWS FROM INVESTING ACTIVITIES**

Purchase of equipment, furniture and building improvements		(493,993)
Acquisition of investments		<u>(757,044)</u>
Net cash provided (used) by investing activities		<u>(1,251,037)</u>

**CASH FLOWS FROM FINANCING ACTIVITIES**

Payment on mortgage note		<u>(124,939)</u>
Net increase (decrease) in cash		(511,502)

**Cash:**

Beginning of year		<u>4,127,870</u>
End of year	\$	<u><u>3,616,368</u></u>

**SUIPPLEMENTAL DISCLOSURE**

Interest paid	\$	<u><u>148,419</u></u>
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**GREAT VALLEY ACADEMY - MODESTO***Statement of Functional Expenses**For the Fiscal Year Ended June 30, 2019*

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	<b>Program Services</b>	<b>Management and General</b>	<b>Total</b>
<b>Salaries and Benefits</b>			
Certificated salaries	\$ 2,972,066	\$ -	\$ 2,972,066
Classified salaries	1,216,516	669,895	1,886,411
Employee benefits	1,613,556	181,388	1,794,944
<b>Total Salaries and Benefits</b>	<b>5,802,138</b>	<b>851,283</b>	<b>6,653,421</b>
<b>Supplies and Operating Expenses</b>			
Books and supplies	499,252	91,033	590,285
Services and other operating expenses	741,805	534,098	1,275,903
Allocated depreciation	211,470	2,071	213,541
Other outgo	-	148,419	148,419
<b>Total Supplies and Operating Expenses</b>	<b>1,452,527</b>	<b>775,621</b>	<b>2,228,148</b>
<b>Totals</b>	<b>\$ 7,254,665</b>	<b>\$ 1,626,904</b>	<b>\$ 8,881,569</b>

## **GREAT VALLEY ACADEMY - MODESTO**

### *Notes to Financial Statements*

*June 30, 2019*

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#### **NOTE 1 – SUMMARY OF 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 Presentation and 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 financial statements of the School have been prepared on the accrual basis in accordance with accounting principles generally accepted in the United States of America. The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958 dated August 2016, and the provisions of the American Institute of Certified Public Accountants (AICPA) "Audit and Accounting Guide for Not-for-Profit Organizations" (the "Guide"). ASC 958-205 was effective January 1, 2018 and addresses general-purpose external financial statements appropriate for not-for-profit organizations.

Under the provisions of the ASC 958-205, net assets and revenues, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified as follows:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. The Organization's board may designate assets without restrictions for specific operational purposes from time to time.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met either by the actions of the not-for-profit organization to satisfy a particular purpose restriction, or by the passage of time. Some donor restrictions are perpetual (or permanent) in nature, whereby the donor has stipulated the funds be maintained in perpetuity, whereby the corpus of the donation must remain unspent.

At June 30, 2019, the School had net assets without donor restrictions of \$8,261,064, and net assets with donor restrictions of \$199,825.

## **GREAT VALLEY ACADEMY - MODESTO**

### *Notes to Financial Statements*

*June 30, 2019*

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#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

##### **C. New Accounting Pronouncement**

In August 2016, FASB issued Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*, which makes several changes to the current reporting model for Not-for-Profit entities (NFPs). The standard is effective for fiscal years beginning after December 15, 2017. The ASU has been applied retrospectively to all periods presented. A summary of the most significant changes includes:

**1. Net Asset Categories**

As opposed to three classes of net assets, the new reporting standard presents two classes of net assets: those with donor-imposed restrictions and those without. Details of restrictions on use of resources will be presented in the notes. Any board designation of net assets must also be presented in the notes.

**2. Liquidity and Availability of Resources**

Not-for-profit organizations must provide information about the liquidity of assets or maturity of liabilities, including the effects of restrictions and internal appropriations, by:

- a. Ordering assets according to nearness of conversion to cash and liabilities according to nearness of use of cash due to maturity.
- b. Classifying assets and liabilities as current and noncurrent.
- c. Disclosing any additional information regarding liquidity or maturity of assets and liabilities.

Also, qualitative and quantitative information about the management of liquid resources to meet cash needs for general expenditures within one year of the date of the statement of financial position must be disclosed.

**3. Expense Reporting**

According to ASU 2016-14, all not-for-profit organizations must now disclose information as to the nature and function of expenses. Natural classifications must be disclosed separately from functional classifications.

**4. Statement of Cash Flows**

Prior to the implementation of ASU 2016-14, if the direct method of presenting the statement of cash flows was used, there was a requirement to also disclose the indirect method. That requirement no longer exists. There are no other changes as to the classification of cash flows by operating, investing and financing categories.

**5. Investment Return**

Gross investment revenues (dividends, interest, gains/losses) must now be reported net of related expenses (internal and external) on the face of the Statement of Activities.

## **GREAT VALLEY ACADEMY - MODESTO**

### *Notes to Financial Statements*

*June 30, 2019*

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#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

##### **D. Revenue Recognition**

The Organization has also adopted FASB ASC 958-605. The “Contributions Received” subsections of that standard provide guidance for contributions of cash and other assets received, including promises to give. Contributions, including sponsorships, are recognized as revenue at the earlier of the period promised or earned and received. Contributions received with the presence of donor-imposed restrictions are reported in the Statement of Activities in the column ‘with donor restrictions,’ subject to time, purpose or other conditionality. Once restrictions have been satisfied, amounts are reclassified to ‘without donor restrictions.’ If donor-imposed restrictions are satisfied within the same accounting period as revenue is earned, the Organization’s policy is to present the amounts as without donor restrictions. Grants are recognized during the period the contract is entered and related services have been performed. Program fees and events revenues are recognized upon completed services performed.

##### **E. Donated Materials and Supplies**

Donated materials and supplies are recorded as contributions at their estimated fair market value at the date of donation if a value can be reasonably determined. Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated asset to a specific purpose.

##### **F. Contributed Services**

During the year ended June 30, 2019, the value of contributed services meeting the requirements for recognition in the financial statements was not material and has not been recorded. In addition, many individuals volunteer their time and perform a variety of tasks that assist the Organization, but these services do not meet the criteria for recognition as contributed services.

##### **G. Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles required management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from estimates.

##### **H. 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.

##### **I. Cash and Cash Equivalents**

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 three financial institutions. As of June 30, 2019, the School held a portion of their reserves in three certificates of deposits at three different institutions and ranging in maturity between one to two years.

## **GREAT VALLEY ACADEMY - MODESTO**

### *Notes to Financial Statements*

*June 30, 2019*

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#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**J. Custodial Credit Risk**

The Organization maintains its cash at three financial institutions. Cash balances are insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC). At various times during the year, the amount on deposit with a single financial institution may exceed federal depository insurance limits and be exposed to custodial credit risk. As of June 30, 2019, the Organization had cash in the amount of \$3,098,544 which was exposed to this risk.

**K. Investments**

Investments are stated at fair value at the Statement of Financial Position date as required by FASB. Net realized and unrealized gains/losses on investments are presented on the Statement of Activities, with respect to any donor restrictions, as investment return. Investment return is presented net of related internal and external fees. The average cost method is used to determine the basis for computing realized gains/losses.

**L. Accounts Receivable**

Accounts receivable consists mainly of grants and contract payments from other public agencies. No allowance for uncollectable amounts has been estimated as creditworthiness of payors and industry experience provide evidence to support amounts as fully collectible.

**M. Prepaid Items**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

**N. Property and Equipment**

It is the Organization's policy to capitalize property and equipment over \$5,000. Purchased property and equipment are reported at historical cost or estimated historical cost. Contributed assets are recorded as contributions at their estimated fair value as of the date received. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose or time of use. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Items that, as a whole, create an asset with a combined cost exceeding \$5,000 have also been capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Description	Estimated Lives
Buildings and Improvements	15-50 years
Land Improvements	20 years
Equipment	5-10 years

**O. Unearned Revenues**

Unearned revenues represent payments received in advance for services that have not yet been performed or from cost-reimbursement grants for which expenses have not yet been incurred.



## GREAT VALLEY ACADEMY - MODESTO

### Notes to Financial Statements

June 30, 2019

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#### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

**P. Compensated Absences**

The Organization offers paid vacation to employees based on length of employment and position type. The balance at the end of the period is estimated by a multiple of each employee's respective accrued hours of vacation and his or her rate of pay at the period end date, including statutory benefits. This is reported as a long-term liability.

**Q. 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.

**R. Functional Allocation of Expenses**

The financial statements report certain categories of expenses that are attributable to more than one program or supporting function, as shown in the Statement of Functional Expenses. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. Such allocations are determined by management on an equitable basis.

The expenses that are allocated include the following:

<u>Expense</u>	<u>Method of Allocation</u>
Salaries and benefits	Time and effort
Occupancy / rent	Facilities square footage
Insurance	Policy type and nature of coverage
Utilities	Facilities square footage
Supplies	Time and effort
Depreciation	Facilities square footage

## **GREAT VALLEY ACADEMY - MODESTO**

### *Notes to Financial Statements*

*June 30, 2019*

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#### **NOTE 2 – LIQUIDITY AND AVAILABLE RESOURCES**

The Organization's financial assets available within one year of the Statement of Financial Position date for general expenditure are as follows:

Cash	\$	3,616,368
Accounts receivable		542,049
Other current assets		2,596
Total current assets	\$	<u>4,161,013</u>

The Organization's policy for liquidity management requires that it structure its financial assets to be available as its general expenditures, liabilities and other obligations come due. Cash in excess of daily requirements is invested in short-term investments. In anticipation of future liquidity needs, the Organization has available a line of credit in the amount of \$1,000,000.

#### **NOTE 3 – INVESTMENTS**

The fair values, related measurement input techniques and related maturities of the major type of investments held by the Organization at June 30, 2019, were as follows:

	<b>Fair Value Input</b>	<b>Maturity (years)</b>			<b>Total</b>
		<b>Less than One</b>	<b>One to Five</b>	<b>Over Five</b>	
		<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
Certificates of deposit	Level 1	\$ -	\$ 757,044	\$ -	\$ 757,044

Investment income consisted of the following for the year ended June 30, 2019:

Interest income	\$	4,736
Dividends		3,519
Realized gains/(losses)		<u>3,482</u>
Total investment income	\$	<u>11,737</u>

**GREAT VALLEY ACADEMY - MODESTO***Notes to Financial Statements**June 30, 2019*

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**NOTE 4 – ACCOUNTS RECEIVABLE**

Accounts receivable outstanding at June 30, 2019, consisted of the following:

Federal Government:		
Special education entitlement	\$	133,400
Food program		41,223
State Government:		
LCFF		150,936
LPSBG		95,837
Lottery		42,518
Food program		3,334
Mental health		2,700
Local:		
Special education		54,914
Other		17,188
Total	\$	<u>542,050</u>

**NOTE 5 – INTERCOMPANY RECEIVABLE**

As of June 30, 2019, 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. The two school sites have mutually agreed to repayment of a lump sum payment of \$180,000 during the 2019-20 school year. The repayment rate will then be \$10,000 per month, starting July 2021 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 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	\$ 180,000
2020-21	-
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>

**GREAT VALLEY ACADEMY - MODESTO***Notes to Financial Statements**June 30, 2019***NOTE 6 – PROPERTY AND EQUIPMENT**

Property and equipment as of June 30, 2019 consisted of the following:

	Balance, July 1, 2018	Additions	Retirements	Balance, June 30, 2019
Property and equipment not being depreciated:				
Land	\$ 1,120,000	\$ -	\$ -	\$ 1,120,000
Construction in progress	15,562	-	15,562	-
Total Property and equipment not being depreciated	<u>1,135,562</u>	<u>-</u>	<u>15,562</u>	<u>1,120,000</u>
Property and equipment being depreciated:				
Improvement of sites	1,773,050	492,010	-	2,265,060
Buildings	2,401,428	-	-	2,401,428
Equipment	241,327	17,545	-	258,872
Total Property and equipment being depreciated	<u>4,415,805</u>	<u>509,555</u>	<u>-</u>	<u>4,925,360</u>
Accumulated depreciation for:				
Improvement of sites	(492,542)	(117,694)	-	(610,236)
Buildings	(569,259)	(71,714)	-	(640,973)
Equipment	(64,168)	(24,133)	-	(88,301)
Total accumulated depreciation	<u>(1,125,969)</u>	<u>(213,541)</u>	<u>-</u>	<u>(1,339,510)</u>
Total Property and equipment being depreciated, net	<u>3,289,836</u>	<u>296,014</u>	<u>-</u>	<u>3,585,850</u>
Property and equipment, net of depreciation	<u>\$ 4,425,398</u>	<u>\$ 296,014</u>	<u>\$ 15,562</u>	<u>\$ 4,705,850</u>

Depreciation expense for the year ended June 30, 2019, is \$213,541.

**NOTE 7 – 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 2018 through June 2019. As of June 30, 2019, the School had an obligation to pay deferred net pay of \$250,258, comprised of \$127,062 for Modesto and \$123,196 for Salida. Modesto acts as the trustee for Salida's net deferred pay. The obligation payable at June 30, 2019, is not recognized on Salida's Statement of Financial Position as it is satisfied by Modesto on Salida's behalf.

**NOTE 8 – LONG TERM LIABILITIES**

A schedule of change in long-term liabilities for the year ended June 30, 2019, is shown below:

	Balance, July 1, 2018	Additions	Deductions	Balance, June 30, 2019	Amount Due in One Year
Mortgage note payable	<u>\$ 1,792,507</u>	<u>\$ -</u>	<u>\$ 124,939</u>	<u>\$ 1,667,568</u>	<u>\$ 131,137</u>

## **GREAT VALLEY ACADEMY - MODESTO**

### *Notes to Financial Statements*

*June 30, 2019*

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#### **NOTE 8 – LONG TERM LIABILITIES – (continued)**

##### **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, 2019, the total balance outstanding on the note was \$1,667,568. The amounts required to amortize the outstanding balance at June 30, 2019, are as follows:

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019-20	\$ 131,137	\$ 80,924	\$ 212,061
2020-21	138,091	73,970	212,061
2021-22	145,184	66,877	212,061
2022-23	152,640	59,421	212,061
2023-24	160,341	51,720	212,061
2024-29	934,743	125,562	1,060,305
2029-30	5,432	22	5,454
Total	<u>\$ 1,667,568</u>	<u>\$ 458,496</u>	<u>\$ 2,126,064</u>

#### **NOTE 9 – NET ASSETS**

Donor-restricted net assets at June 30, 2019, were comprised of the following amounts and restrictions:

Net assets with purpose restriction:

Low Performing Student Block Grant	\$ 191,674
Classified Professional Development Grant	8,151
Total	<u>\$ 199,825</u>

These amounts are presented within net assets with donor restrictions on the Statement of Financial Position.

## **GREAT VALLEY ACADEMY - MODESTO**

### *Notes to Financial Statements*

*June 30, 2019*

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#### **NOTE 10 – 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 - Modesto 401(k) Plan and Trust. The School is a participant in the plans and its contributions to CalSTRS 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, 2017, 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/actuarial-financial-and-investor-information>.

###### **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.

## GREAT VALLEY ACADEMY - MODESTO

### Notes to Financial Statements

June 30, 2019

#### NOTE 10 – EMPLOYEE RETIREMENT PLANS (continued)

##### A. California State Teachers' Retirement System (CalSTRS) (continued)

The STRP provisions and benefits in effect at June 30, 2019, are summarized as follows:

	STRP Defined Benefit Program	
	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%	10.205%
Required Member Contribution Rate	16.28%	16.28%
Required Employer Contribution Rate	9.828%	9.828%
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 program for the year ended June 30, 2019, are presented above and the School's total contributions were \$461,298.

The School's contributions to CalSTRS and required employer contribution rate for the last three fiscal years were as follows:

	Contribution	Required Contribution Rate
2018-19	\$ 461,298	16.28%
2017-18	\$ 386,602	14.43%
2016-17	\$ 335,301	12.58%

##### On-Behalf Payments

The State of California makes contributions to CalSTRS on behalf of the School. These payments consist of State General Fund contributions to CalSTRS pursuant to Sections 22954 and 22955.1 of the Education Code and Public Resources Code Section 6217.5. In addition, for the 2018-19 fiscal year, California Senate Bill No. 90 (SB 90) was signed into law on June 27, 2019, and appropriated supplemental contributions of \$2,246,000,000. Under accounting principles generally accepted in the United States of America, these amounts are reported as revenues and expenditures in the fund financial statements. The total amount recognized by the School for its proportionate share of the State's on-behalf contributions is \$439,986.

##### 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, 2019, total employer contributions to the plan was \$49,146.

## **GREAT VALLEY ACADEMY - MODESTO**

### *Notes to Financial Statements*

*June 30, 2019*

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#### **NOTE 11 –OPERATING LEASES**

The School has entered into various operating leases for the use of office space and office equipment.

##### **A. Facility Operating Leases**

In August 2018, the School entered into an operating lease agreement with Tully Manor Investments, LLC 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. The initial term is five years with option to extend up to three years including a 3% annual increase upon signing.

In December 2018, the School entered into an operating lease agreement with Tully Manor Investments, LLC for a second office space for its homeschool program, located in Modesto, CA. Payments are required monthly and the initial base rental fee is \$1,297 per months for a 22-month term.

Future minimum payments due on the facilities operating leases are:

<u>Fiscal Year</u>	<u>Payments</u>
2019-20	\$ 39,320
2020-21	7,851
Total	<u>\$ 47,171</u>

##### **B. Office Equipment Operating Leases**

In August 2015, Great Valley Academy – Modesto entered into an operating lease agreement with CIT Finance LLC for office equipment for it's homeschool program, located in Modesto, CA. Payments are required monthly and initial base rental fee is \$157 per month for a term of 60-months.

In October 2018, the School entered into an operating lease agreement with CIT Bank, N.A. for additional office equipment for its main campus, located in Modesto, CA. Payments are required monthly and initial base rental fee is \$396 per month for a term of 48 months.

Future minimum payments due on the facilities operating leases are:

<u>Fiscal Year</u>	<u>Payments</u>
2019-20	\$ 6,632
2020-21	5,062
2021-22	4,748
2022-23	1,188
Total	<u>\$ 17,630</u>



## **GREAT VALLEY ACADEMY - MODESTO**

### *Notes to Financial Statements*

*June 30, 2019*

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#### **NOTE 12 – 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, 2019, 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 13 – 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 14 – 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, 2019, is as follows:

	Charter Safe
Total Assets	\$ 32,797,313
Total Liabilities	23,196,967
Net Assets	<u>\$ 9,600,346</u>
Total Revenues	\$ 27,319,573
Cost of Sales	17,975,733
Total Expenses	<u>6,853,324</u>
Net Income (Loss)	<u>\$ 2,490,516</u>

#### **NOTE 15 – SUBSEQUENT EVENTS**

Events subsequent to June 30, 2019, have been evaluated through \_\_\_\_\_, 2019, 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, 2019*

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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	June, 2021
Yolanda Meraz	Vice President	June, 2020
Chad Wolf	Secretary	June, 2020
Twila Tosh	Salida Authorizing Agency Designee	August, 2022
Susan Nisan	Board Member	January, 2022
Vince Jamison	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, 2019*

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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. 4EB9A25E		Certificate No. F4F32BF6	
	Classroom- Based	Total Regular ADA	Classroom- Based	Total Regular ADA
<b>Regular ADA:</b>				
Kindergarten through Third	321.16	361.60	320.01	361.26
Fourth through Sixth	287.03	306.67	285.77	305.27
Seventh through Eighth	188.77	216.05	188.12	215.46
Total Regular ADA	796.96	884.32	793.90	881.99

**GREAT VALLEY ACADEMY - MODESTO***Schedule of Instructional Time**For the Fiscal Year Ended June 30, 2019*

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Grade Level	Required	2018-19 Actual Minutes	Number of Days Traditional Calendar	Status
Kindergarten	36,000	36,770	181	Complied
Grade 1	50,400	58,700	181	Complied
Grade 2	50,400	58,700	181	Complied
Grade 3	50,400	58,700	181	Complied
Grade 4	54,000	60,510	181	Complied
Grade 5	54,000	60,510	181	Complied
Grade 6	54,000	60,510	181	Complied
Grade 7	54,000	60,510	181	Complied
Grade 8	54,000	60,510	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, 2019***

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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.

June 30, 2019, annual financial and budget report	
net assets	\$ 8,482,577
Adjustments and reclassifications:	
Prepaid assets	(6,870)
Depreciation expense	<u>(14,818)</u>
Net adjustments and reclassification	<u>(21,688)</u>
June 30, 2019, audited financial statement net assets	<u><u>\$ 8,460,889</u></u>

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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, 2019 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 \_\_\_\_\_, 2019.

**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 an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and recommendations as Finding 2019-001.

### **Great Valley Academy - Modesto's Response to Findings**

Great Valley Academy - Modesto's response to the finding identified in our audit is described in the accompanying schedule of findings and recommendations. Great Valley Academy - Modesto's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **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

\_\_\_\_\_, 2019

## 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 *2018-19 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, 2019.

### **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 *2018-19 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:	
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, 2019.

#### ***Other Matter***

The results of our auditing procedures disclosed an instance of noncompliance with the compliance requirements referred to previously, which is required to be reported in accordance with the *2018-19 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, and which is described in the accompanying schedule of findings and recommendations as Finding 2019-001. Our opinion on each state program is not modified with respect to these matters.

#### ***District's Response to Finding***

Great Valley Academy - Modesto's response to the compliance finding identified in our audit is described in the accompanying schedule of findings and recommendations. Great Valley Academy - Modesto's response was not subjected to the auditing procedures in the audit of compliance and, accordingly, we express no opinion on the response.

Murrieta, California  
\_\_\_\_\_, 2019

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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, 2019*

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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 2018-19;  
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, 2019*

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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
43000	Apprenticeship: Related and Supplemental Instruction
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 2018-19.***

## **GREAT VALLEY ACADEMY - MODESTO**

### *Schedule of Audit Findings and Recommendations*

*For the Fiscal Year Ended June 30, 2019*

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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 2018-19, 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, 2019*

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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.

##### **Finding 2019-001: CALPADS Unduplicated Pupil Count (40000)**

**Criteria:** Supplemental and concentration grant amounts are calculated based on the percentage of “unduplicated pupils” enrolled in the LEA on Census Day (first Wednesday in October). The percentage equals:

- Unduplicated count of pupils who (1) are English Learners, (2) meet income or categorical eligibility requirements for free or reduced-price meals under the National School Lunch Program, or (3) are foster youth. “Unduplicated count” means that each pupil is counted only once even if the pupil meets more than one of these criteria (EC sections 2574(b) (2) and 42238.02(b) (1)).
- Divided by total enrollment in the LEA (EC sections 2574(b) (1) and 42238.02(b) (5)). All pupil counts are based on Fall 1 certified enrollment reported in the CALPADS as of Census Day.

**Condition:** Prior to the audit, the school notified the auditor’s that there was an error with the school’s nutrition Free & Reduced Priced Meals (FRPM) qualifying system causing FRPM students to be misclassified. During our testing of the students who were classified in the CALPADS 1.17 and 1.18 reports as eligible for free or reduced-price meals (FRPM) on Census Day, we confirmed 47 students at the Modesto campus who were classified as eligible for FRPM, but did not have sufficient evidence to support the designation.

**Context:** The error appears to be systematic with regard to the classification of students meeting income eligibility requirements for free or reduced-price meals under the National School Lunch Program, due to a system-generated error.

**Questioned Cost:** \$24,164. This amount was determined by calculating the difference between the School’s original total LCFF revenues and the LCFF revenues adjusted for the decrease in the unduplicated pupil counts as a result of the error.

**Cause:** The School’s free and reduced meal price application system that processes and tracks meal status had a system failure. The result of the failure was the incorrect population of rollover students, which affected the designation of students as eligible for free or reduced-price meals. This was the sole cause of the errors.

**Effect:** The unduplicated pupil counts in the CALPADS 1.17 and 1.18 report should be adjusted for the following changes:

	CALPADS Reported	Adjusted based on eligibility for: FRPM	Adjusted Total
Great Valley Academy - Modesto	457	(47)	410

There were no changes to the reported enrollment of 923 at the Modesto site.



**GREAT VALLEY ACADEMY - MODESTO**  
*Summary Schedule of Prior Audit Findings*  
*For the Fiscal Year Ended June 30, 2019*

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**SECTION IV - STATE AWARD FINDINGS AND RECOMMENDATIONS (continued)**

**Finding 2019-001: CALPADS Unduplicated Pupil Count (40000) (continued)**

**Recommendation:** We recommend that the School review the student nutrition system's data integrity annually prior to the CALPADS data submission to ensure the accuracy classifications.

**Views of Responsible Officials:** The misclassification of students was a system failure by a third-party provider. As a result, the provider has redesigned their program to include a checkbox and text descriptor to exclude rollover students in the report parameters. This level of change by the provider confirms the error created by their system. As a safeguard, moving forward, we will manually verify the UPC student list provided from CALPADS against the benefits issuance document from the third-party system to identify any discrepancies in UPC classification. We will manually confirm each UPC identified student has either a direct certification from CALPADS or a qualifying application from the third-party system.

**GREAT VALLEY ACADEMY - MODESTO**  
*Summary Schedule of Prior Audit Findings*  
*For the Fiscal Year Ended June 30, 2019*

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*There were no audit findings or recommendations in 2017-18.*

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**GREAT VALLEY ACADEMY – SALIDA  
SALIDA, CALIFORNIA**

**Charter No. 1819**

**FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITORS' REPORT**

**For the Fiscal Year Ended  
June 30, 2019**

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**GREAT VALLEY ACADEMY - SALIDA**  
*For the Fiscal Year Ended June 30, 2019*  
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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, 2019, 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 *2018-19 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, 2019, 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 19 to 21 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 18 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 \_\_\_\_\_, 2019, 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  
\_\_\_\_\_, 2019

**GREAT VALLEY ACADEMY - SALIDA***Statement of Financial Position**June 30, 2019*

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**ASSETS**

## Current Assets:

Cash	\$	2,688,563
Accounts receivable		389,526
Prepaid expenses		900
Total current assets:		<u>3,078,989</u>

## Non-current Assets:

Property and equipment		
Non-depreciable assets		950,000
Depreciable assets		7,861,456
Less accumulated depreciation		<u>(624,457)</u>
Property and equipment, net		<u>8,186,999</u>

Total Assets	\$	<u><u>11,265,988</u></u>
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**LIABILITIES AND NET ASSETS****Liabilities**

## Current Liabilities:

Accounts payable	\$	233,417
Accrued payroll and benefits		55,389
Unearned revenues		3,602
Current portion of long term liabilities		<u>113,089</u>
Total current liabilities		<u>405,497</u>

## Non-current Liabilities:

Intercompany payable (Note 3)		1,248,676
Non-current portion of long term liabilities		<u>4,527,917</u>
Total non-current liabilities		<u>5,776,593</u>

Total liabilities		<u>6,182,090</u>
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**Net assets**

Without Donor Restrictions		4,882,602
With Donor Restrictions		<u>201,296</u>
Total net assets		<u>5,083,898</u>

Total Liabilities and Net Assets	\$	<u><u>11,265,988</u></u>
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**GREAT VALLEY ACADEMY - SALIDA**  
*Statement of Activities*  
*For the Fiscal Year Ended June 30, 2019*

	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUES AND OTHER SUPPORT</b>			
LCFF apportionment	\$ 5,879,708	\$ -	\$ 5,879,708
Education Protection Account	169,064	-	169,064
In-lieu property tax transfers	1,068,789	-	1,068,789
Special education property tax transfers	114,530	-	114,530
Federal special education awards	89,699	-	89,699
Federal food program	75,181	-	75,181
State food program	5,062	-	5,062
Lottery	191,521	-	191,521
Other state sources	170,600	201,296	371,896
STRS on-behalf payment	347,879	-	347,879
Local special education transfers	302,999	-	302,999
Other local revenues	420,802	-	420,802
Total revenues and other support	8,835,834	201,296	9,037,130
<b>EXPENSES</b>			
Program services:			
Instruction	4,509,218	-	4,509,218
Instruction-related services	637,059	-	637,059
Pupil services	665,108	-	665,108
Ancillary services	349,773	-	349,773
Depreciation	347,704	-	347,704
Total program services	6,508,862	-	6,508,862
Management and general:			
General administration	655,965	-	655,965
Plant services	509,327	-	509,327
Depreciation	1,815	-	1,815
Interest expense	306,200	-	306,200
Total management and general	1,473,307	-	1,473,307
Total expenses	7,982,169	-	7,982,169
Change in net assets from operations	853,665	201,296	1,054,961
<b>OTHER GAINS/(LOSSES)</b>			
Interest earned	1,045	-	1,045
Gain/(Loss) on disposal of asset	(2,062)	-	(2,062)
Total Other Gains/(Losses)	(1,017)	-	(1,017)
Change in net assets	852,648	201,296	1,053,944
<b>NET ASSETS:</b>			
Beginning of year	4,029,954	-	4,029,954
End of year	\$ 4,882,602	\$ 201,296	\$ 5,083,898

See accompanying notes and auditors' report.

**GREAT VALLEY ACADEMY - SALIDA**  
*Statement of Cash Flows*  
*For the Fiscal Year Ended June 30, 2019*

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	<b>Program Services</b>	<b>Management and General</b>	<b>Total</b>
<b>Salaries and Benefits</b>			
Certificated salaries	\$ 2,678,349	\$ -	\$ 2,678,349
Classified salaries	908,653	525,481	1,434,134
Employee benefits	1,340,390	151,413	1,491,803
<b>Total Salaries and Benefits</b>	<b>4,927,392</b>	<b>676,894</b>	<b>5,604,286</b>
<b>Supplies and Operating Expenses</b>			
Books and supplies	512,627	58,640	571,267
Services and other operating expenses	721,139	429,758	1,150,897
Allocated depreciation	347,704	1,815	349,519
Other outgo	-	306,200	306,200
<b>Total Supplies and Operating Expenses</b>	<b>1,581,470</b>	<b>796,413</b>	<b>2,377,883</b>
<b>Totals</b>	<b>\$ 6,508,862</b>	<b>\$ 1,473,307</b>	<b>\$ 7,982,169</b>

**GREAT VALLEY ACADEMY - SALIDA**  
*Statement of Functional Expenses*  
*For the Fiscal Year Ended June 30, 2019*

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**CASH FLOWS FROM OPERATING ACTIVITIES**

Change in net assets	\$ 1,053,944
Adjustments to reconcile increase (decrease) in net assets to net cash provided (used) by operating activities	
Depreciation	349,519
Loss on disposal of fixed assets	2,062
(Increase) decrease in operating assets:	
Accounts receivable	(290,461)
Deposits	900
Prepaid expenses	13,518
Increase (decrease) in operating liabilities:	
Accounts payable	44,350
Accrued payroll and benefits	29,784
Unearned revenue	(10,817)
Net cash provided (used) by operating activities	<u>1,192,799</u>

**CASH FLOWS FROM INVESTING ACTIVITIES**

Purchase of equipment, furniture and building improvements	<u>(194,336)</u>
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**CASH FLOWS FROM FINANCING ACTIVITIES**

Payments on Salida mortgage	<u>(108,233)</u>
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Net increase (decrease) in cash 890,230

**Cash:**

Beginning of year	<u>1,798,333</u>
End of year	<u><u>\$ 2,688,563</u></u>

**SUPPLEMENTAL DISCLOSURE**

Interest paid	<u><u>\$ 306,200</u></u>
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## **GREAT VALLEY ACADEMY - SALIDA**

### *Notes to Financial Statements*

*June 30, 2019*

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#### **NOTE 1 – SUMMARY OF 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. In 2016-17, the Charter opened another school called Great Valley Academy – Salida (the School). The School was opened under the approval of the Salida Union Elementary School District and operates 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 Presentation and 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 financial statements of the School have been prepared on the accrual basis in accordance with accounting principles generally accepted in the United States of America. The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958 dated August 2016, and the provisions of the American Institute of Certified Public Accountants (AICPA) "Audit and Accounting Guide for Not-for-Profit Organizations" (the "Guide"). ASC 958-205 was effective January 1, 2018 and addresses general-purpose external financial statements appropriate for not-for-profit organizations.

Under the provisions of the ASC 958-205, net assets and revenues, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified as follows:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. The Organization's board may designate assets without restrictions for specific operational purposes from time to time.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met either by the actions of the not-for-profit organization to satisfy a particular purpose restriction, or by the passage of time. Some donor restrictions are perpetual (or permanent) in nature, whereby the donor has stipulated the funds be maintained in perpetuity, whereby the corpus of the donation must remain unspent.

At June 30, 2019, the School had net assets without donor restrictions of \$4,888,602, and net assets with donor restrictions of \$201,296.

## **GREAT VALLEY ACADEMY - SALIDA**

### *Notes to Financial Statements*

*June 30, 2019*

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#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

##### **C. New Accounting Pronouncement**

In August 2016, FASB issued Accounting Standards Update (ASU) 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*, which makes several changes to the current reporting model for Not-for-Profit entities (NFPs). The standard is effective for fiscal years beginning after December 15, 2017. The ASU has been applied retrospectively to all periods presented. A summary of the most significant changes includes:

**1. Net Asset Categories**

As opposed to three classes of net assets, the new reporting standard presents two classes of net assets: those with donor-imposed restrictions and those without. Details of restrictions on use of resources will be presented in the notes. Any board designation of net assets must also be presented in the notes.

**2. Liquidity and Availability of Resources**

Not-for-profit organizations must provide information about the liquidity of assets or maturity of liabilities, including the effects of restrictions and internal appropriations, by:

- a. Ordering assets according to nearness of conversion to cash and liabilities according to nearness of use of cash due to maturity.
- b. Classifying assets and liabilities as current and noncurrent.
- c. Disclosing any additional information regarding liquidity or maturity of assets and liabilities.

Also, qualitative and quantitative information about the management of liquid resources to meet cash needs for general expenditures within one year of the date of the statement of financial position must be disclosed.

**3. Expense Reporting**

According to ASU 2016-14, all not-for-profit organizations must now disclose information as to the nature and function of expenses. Natural classifications must be disclosed separately from functional classifications.

**4. Statement of Cash Flows**

Prior to the implementation of ASU 2016-14, if the direct method of presenting the statement of cash flows was used, there was a requirement to also disclose the indirect method. That requirement no longer exists. There are no other changes as to the classification of cash flows by operating, investing and financing categories.

**5. Investment Return**

Gross investment revenues (dividends, interest, gains/losses) must now be reported net of related expenses (internal and external) on the face of the Statement of Activities.

## **GREAT VALLEY ACADEMY - SALIDA**

### *Notes to Financial Statements*

*June 30, 2019*

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#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

##### **C. Revenue Recognition**

The Organization has also adopted FASB ASC 958-605. The “Contributions Received” subsections of that standard provide guidance for contributions of cash and other assets received, including promises to give. Contributions, including sponsorships, are recognized as revenue at the earlier of the period promised or earned and received. Contributions received with the presence of donor-imposed restrictions are reported in the Statement of Activities in the column ‘with donor restrictions,’ subject to time, purpose or other conditionality. Once restrictions have been satisfied, amounts are reclassified to ‘without donor restrictions.’ If donor-imposed restrictions are satisfied within the same accounting period as revenue is earned, the School’s policy is to present the amounts as without donor restrictions. Grants are recognized during the period the contract is entered and related services have been performed. Program fees and events revenues are recognized upon completed services performed.

##### **D. Donated Materials and Supplies**

Donated materials and supplies are recorded as contributions at their estimated fair market value at the date of donation if a value can be reasonably determined. Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated asset to a specific purpose.

##### **E. Contributed Services**

During the year ended June 30, 2019, the value of contributed services meeting the requirements for recognition in the financial statements was not material and has not been recorded. In addition, many individuals volunteer their time and perform a variety of tasks that assist the School, but these services do not meet the criteria for recognition as contributed services.

##### **F. Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles required management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from estimates.

##### **G. 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.

##### **H. Cash and Cash Equivalents**

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 three financial institutions. As of June 30, 2019, the School did not hold any cash as investments.

## **GREAT VALLEY ACADEMY - SALIDA**

### *Notes to Financial Statements*

*June 30, 2019*

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#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

##### **I. Custodial Credit Risk**

The School maintains its cash at three financial institutions. Cash balances are insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC). At various times during the year, the amount on deposit with a single financial institution may exceed federal depository insurance limits and be exposed to custodial credit risk. As of June 30, 2019, the School had cash in the amount of \$2,463,536 which was exposed to this risk.

##### **J. Accounts Receivable**

Accounts receivable consists mainly of grants and contract payments from other public agencies. No allowance for uncollectable amounts has been estimated as creditworthiness of payors and industry experience provide evidence to support amounts as fully collectible.

##### **K. Prepaid Items**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

##### **L. Property and Equipment**

It is the School's policy to capitalize property and equipment over \$5,000. Purchased property and equipment are reported at historical cost or estimated historical cost. Contributed assets are recorded as contributions at their estimated fair value as of the date received. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose or time of use. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Items that, as a whole, create an asset with a combined cost exceeding \$5,000 have also been capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Buildings and Improvements	15-50 years
Land Improvements	20 years
Equipment	5-10 years

##### **M. Unearned Revenues**

Unearned revenues represent payments received in advance for services that have not yet been performed or from cost-reimbursement grants for which expenses have not yet been incurred.

##### **N. Compensated Absences**

The School offers paid vacation to employees based on length of employment and position type. The balance at the end of the period is estimated by a multiple of each employee's respective accrued hours of vacation and his or her rate of pay at the period end date, including statutory benefits. This is reported as a long-term liability.

## GREAT VALLEY ACADEMY - SALIDA

### Notes to Financial Statements

June 30, 2019

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#### NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

##### O. 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.

##### P. Functional Allocation of Expenses

The financial statements report certain categories of expenses that are attributable to more than one program or supporting function, as shown in the Statement of Functional Expenses. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. Such allocations are determined by management on an equitable basis.

The expenses that are allocated include the following:

<b><u>Expense</u></b>	<b><u>Method of Allocation</u></b>
Salaries and benefits	Time and effort
Occupancy / rent	Facilities square footage
Insurance	Policy type and nature of coverage
Utilities	Facilities square footage
Supplies	Time and effort
Depreciation	Facilities square footage



## **GREAT VALLEY ACADEMY - SALIDA**

### *Notes to Financial Statements*

*June 30, 2019*

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#### **NOTE 2 – LIQUIDITY AND AVAILABLE RESOURCES**

The School's financial assets available within one year of the Statement of Financial Position date for general expenditure are as follows:

Cash	\$	2,688,563
Accounts receivable		389,526
Prepaid expenses		900
Total current assets:	\$	<u>3,078,989</u>

The School's policy for liquidity management requires that it structure its financial assets to be available as its general expenditures, liabilities and other obligations come due. Cash in excess of daily requirements is invested in short-term investments.

#### **NOTE 3 – ACCOUNTS RECEIVABLE**

Accounts receivable outstanding at June 30, 2019, consisted of the following:

Federal Government:		
Special education entitlement	\$	89,699
Food program		18,789
State Government:		
LCFF		125,879
LPSBG		97,813
Lottery		40,643
Food program		1,230
Local:		
Other		15,473
Total	\$	<u>389,526</u>

#### **NOTE 4 – NET ASSETS**

Donor-restricted net assets at June 30, 2019, were comprised of the following amounts and restrictions:

Net assets with purpose restriction:

Low Performing Student Block Grant	\$	195,626
Classified Professional Development Grant		5,670
Total	\$	<u>201,296</u>

These amounts are presented within net assets with donor restrictions on the Statement of Financial Position.

**GREAT VALLEY ACADEMY - SALIDA***Notes to Financial Statements**June 30, 2019***NOTE 5 – PROPERTY AND EQUIPMENT**

Property and equipment as of June 30, 2019 consisted of the following:

	Balance, July 1, 2018	Additions	Retirements	Balance, June 30, 2019
Property and equipment not being depreciated:				
Land	\$ 950,000	\$ -	\$ -	\$ 950,000
Total Property and equipment not being depreciated	950,000	-	-	950,000
Property and equipment being depreciated:				
Improvement of sites	3,484,136	128,491	-	3,612,627
Buildings	4,048,676	-	-	4,048,676
Equipment	139,465	65,845	5,157	200,153
Total Property and equipment being depreciated	7,672,277	194,336	5,157	7,861,456
Accumulated depreciation for:				
Improvement of sites	(45,849)	(232,276)	-	(278,125)
Buildings	(182,052)	(103,812)	-	(285,864)
Equipment	(50,132)	(13,431)	(3,095)	(66,658)
Total accumulated depreciation	(278,033)	(349,519)	(3,095)	(624,457)
Total Property and equipment being depreciated, net	7,394,244	(155,183)	2,062	7,236,999
Property and equipment, net of depreciation	\$ 8,344,244	\$ (155,183)	\$ 2,062	\$ 8,186,999

Depreciation expense for the year ended June 30, 2019, is \$349,519.

**NOTE 6 – INTERCOMPANY PAYABLE**

As of June 30, 2019, 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 of a lump sum of \$180,000 during the 2019-20 school year. The repayment rate will then be \$10,000 per month, starting July 2021, 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	\$ 180,000
2020-21	-
2021-22	120,000
2022-23	120,000
2023-24	120,000
2024-29	600,000
2029-34	108,676
Total	\$ 1,248,676

## GREAT VALLEY ACADEMY - SALIDA

### Notes to Financial Statements

June 30, 2019

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#### NOTE 7 – 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 2018 through June 2019. As of June 30, 2019, the School had an obligation to pay deferred net pay of \$250,258, comprised of \$127,062 for Modesto and \$123,196 for Salida. Modesto acts as the trustee for Salida's net deferred pay. The obligation payable at June 30, 2019, is not recognized on Salida's Statement of Financial Position as it is satisfied by Modesto on Salida's behalf.

#### NOTE 8 – LONG TERM LIABILITIES

A schedule of changes in long-term liabilities for the year ended June 30, 2019, is shown below:

	Balance, July 1, 2018	Additions	Deductions	Balance, June 30, 2019	Amount Due in One Year
Mortgage note payable	\$ 4,749,239	\$ -	\$ 108,233	\$ 4,641,006	\$ 113,089

##### A. 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, 2019, the total balance outstanding on the note was \$4,641,006. The amounts required to amortize the outstanding balance at June 30, 2019, are as follows:

Fiscal Year	Principal	Interest	Total
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
2023-24	140,049	218,391	358,440
2024-29	826,331	965,868	1,792,199
2029-34	1,077,765	714,434	1,792,199
2034-39	1,405,719	386,481	1,792,200
2039-42	698,268	41,490	739,758
Total	\$ 4,641,006	\$ 3,267,550	\$ 7,908,556

## **GREAT VALLEY ACADEMY - SALIDA**

### *Notes to Financial Statements*

*June 30, 2019*

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#### **NOTE 9 – 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, 2019, 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 10 – 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 to CalSTRS do not exceed 5% of total plan-level contributions.

The details of each plan are as follows:

##### **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, 2017, 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/actuarial-financial-and-investor-information>.

##### **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.

## GREAT VALLEY ACADEMY - SALIDA

### Notes to Financial Statements

June 30, 2019

#### NOTE 10 – EMPLOYEE RETIREMENT PLANS (continued)

##### A. California State Teachers' Retirement System (CalSTRS)

The STRP provisions and benefits in effect at June 30, 2019, are summarized as follows:

	STRP Defined Benefit Program	
	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%	10.205%
Required Member Contribution Rate	16.28%	16.28%
Required Employer Contribution Rate	9.828%	9.828%
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 program for the year ended June 30, 2019, are presented above and the School's total contributions were \$416,581.

The School's contributions to CalSTRS and required employer contribution rate for the last three fiscal years were as follows:

	Contribution	Required Contribution Rate
2018-19	\$ 416,581	16.28%
2017-18	\$ 327,664	14.43%
2016-17	\$ 250,472	12.58%

##### On-Behalf Payments

The State of California makes contributions to CalSTRS on behalf of the District. These payments consist of State General Fund contributions to CalSTRS pursuant to Sections 22954 and 22955.1 of the Education Code and Public Resources Code Section 6217.5. In addition, for the 2018-19 fiscal year, California Senate Bill No. 90 (SB 90) was signed into law on June 27, 2019, and appropriated supplemental contributions of \$2,246,000,000. Under accounting principles generally accepted in the United States of America, these amounts are reported as revenues and expenditures in the fund financial statements. The total amount recognized by the District for its proportionate share of the State's on-behalf contributions is \$347,879.

##### 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, 2019, total employer contributions to the plan was \$37,939.

## **GREAT VALLEY ACADEMY - SALIDA**

### *Notes to Financial Statements*

*June 30, 2019*

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#### **NOTE 11 – 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 12 – 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, 2019, is as follows:

	<u>Charter Safe</u>
Total Assets	<u>\$ 32,797,313</u>
Total Liabilities	<u>23,196,967</u>
Net Assets	<u>\$ 9,600,346</u>
Total Revenues	<u>\$ 27,319,573</u>
Cost of Sales	<u>17,975,733</u>
Total Expenses	<u>6,853,324</u>
Net Income (Loss)	<u>\$ 2,490,516</u>

#### **NOTE 13 – SUBSEQUENT EVENTS**

Events subsequent to June 30, 2019, have been evaluated through \_\_\_\_\_, 2019, 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, 2019*

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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	June, 2021
Yolanda Meraz	Vice President	June, 2020
Chad Wolf	Secretary	June, 2020
Twila Tosh	Salida Authorizing Agency Designee	August, 2022
Susan Nisan	Board Member	January, 2022
Vince Jamison	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, 2019*

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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. 5BE8FBA6	Certificate No. 375580DE
	Total Regular ADA	Total Regular ADA
<b>Regular ADA:</b>		
Kindergarten through Third	379.88	379.66
Fourth through Sixth	285.22	284.55
Seventh through Eighth	180.22	178.63
Total Regular ADA	845.32	842.84

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, 2019*

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Grade Level	Required	2018-19 Actual Minutes	Number of Days Traditional Calendar	Status
Kindergarten	36,000	36,580	181	Complied
Grade 1	50,400	59,080	181	Complied
Grade 2	50,400	59,080	181	Complied
Grade 3	50,400	59,080	181	Complied
Grade 4	54,000	59,080	181	Complied
Grade 5	54,000	59,080	181	Complied
Grade 6	54,000	59,080	181	Complied
Grade 7	54,000	59,080	181	Complied
Grade 8	54,000	59,080	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, 2019***

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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.

June 30, 2019, annual financial and budget report net assets	\$ 5,087,498
Adjustments and reclassifications:	
Prepaid Assets	<u>(3,600)</u>
Net adjustments and reclassification	<u>(3,600)</u>
June 30, 2019, audited financial statement net assets	<u><u>\$ 5,083,898</u></u>

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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, 2019 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 \_\_\_\_\_, 2019.

**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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and recommendations as Findings 2019-001 and 2019-002.

### **Great Valley Academy - Salida's Responses to Findings**

Great Valley Academy - Salida's responses to the findings identified in our audit are described in the accompanying schedule of findings and recommendations. Great Valley Academy - Salida's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

### **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

\_\_\_\_\_, 2019

## 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 *2018-19 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, 2019.

### **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 *2018-19 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:	
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	Not Applicable
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 - Salida complied, in all material respects, with the types of compliance requirements referred to above for the year ended June 30, 2019.

#### ***Other Matters***

The results of our auditing procedures disclosed instances of noncompliance with the compliance requirements referred to previously, which are required to be reported in accordance with the *2018-19 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, and which are described in the accompanying schedule of findings and recommendations as Findings 2019-001 and 2019-002. Our opinion on each state program is not modified with respect to these matters.

#### ***District's Responses to Findings***

Great Valley Academy - Salida's responses to the compliance findings identified in our audit are described in the accompanying schedule of findings and recommendations. Great Valley Academy - Salida's responses were not subjected to the auditing procedures in the audit of compliance and, accordingly, we express no opinion on the responses.

Murrieta, California  
\_\_\_\_\_, 2019



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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, 2019*

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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 2018-19;  
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, 2019*

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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
43000	Apprenticeship: Related and Supplemental Instruction
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 2018-19.***

## **GREAT VALLEY ACADEMY - SALIDA**

### *Schedule of Audit Findings and Recommendations*

*For the Fiscal Year Ended June 30, 2019*

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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 2018-19, therefore, a Single Audit pursuant to OMB Uniform Guidance was not performed.*

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## GREAT VALLEY ACADEMY - SALIDA

### *Schedule of Audit Findings and Recommendations For the Fiscal Year Ended June 30, 2019*

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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.

##### **Finding 2019-001: CALPADS Unduplicated Pupil Count (40000)**

**Criteria:** Supplemental and concentration grant amounts are calculated based on the percentage of “unduplicated pupils” enrolled in the LEA on Census Day (first Wednesday in October). The percentage equals:

- Unduplicated count of pupils who (1) are English Learners, (2) meet income or categorical eligibility requirements for free or reduced-price meals under the National School Lunch Program, or (3) are foster youth. “Unduplicated count” means that each pupil is counted only once even if the pupil meets more than one of these criteria (EC sections 2574(b) (2) and 42238.02(b) (1)).
- Divided by total enrollment in the LEA (EC sections 2574(b) (1) and 42238.02(b) (5)). All pupil counts are based on Fall 1 certified enrollment reported in the CALPADS as of Census Day.

**Condition:** Prior to the audit, the school notified the auditors that there was an error with the school’s nutrition Free & Reduced Priced Meals (FRPM) qualifying system causing FRPM students to be misclassified. During our testing of the students who were classified in the CALPADS 1.17 and 1.18 reports as eligible for free or reduced-price meals (FRPM) on Census Day, we confirmed 42 students at the Salida campus who were classified as eligible for FRPM, but did not have sufficient evidence to support the designation.

**Context:** The error appears to be systematic with regard to the classification of students meeting income eligibility requirements for free or reduced-price meals under the National School Lunch Program, due to a system generated error.

**Questioned Cost:** \$22,354. This amount was determined by calculating the difference between the School’s original total LCFF revenues and the LCFF revenues adjusted for the decrease in the unduplicated pupil counts as a result of the error.

**Cause:** The School’s free and reduced meal price application system that processes and tracks meal status had a system failure. The result of the failure was the incorrect population of rollover students, which affected the designation of students as eligible for free or reduced-price meals. This is the sole cause of the errors.

**Effect:** The unduplicated pupil counts in the CALPADS 1.17 and 1.18 report should be adjusted for the following changes:

	CALPADS Reported	Adjusted based on eligibility for: FRPM	Adjusted Total
Great Valley Academy - Salida	331	(42)	289

There were no changes to the reported enrollment of 891 at the Salida site.

## **GREAT VALLEY ACADEMY - SALIDA**

### *Schedule of Audit Findings and Recommendations For the Fiscal Year Ended June 30, 2019*

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#### **SECTION IV - STATE AWARD FINDINGS AND RECOMMENDATIONS (continued)**

##### **Finding 2019-001: CALPADS Unduplicated Pupil Count (40000) (continued)**

**Recommendation:** We recommend that the School review the student nutrition system's data integrity annually prior to the CALPADS data submission to ensure the accuracy classifications.

**Views of Responsible Officials:** The misclassification of students was a system failure by a third-party provider. As a result, the provider has redesigned their program to include a checkbox and text descriptor to exclude rollover students in the report parameters. This level of change by the provider confirms the error created by their system. As a safeguard, moving forward, we will manually verify the UPC student list provided from CALPADS against the benefits issuance document from the third-party system to identify any discrepancies in UPC classification. We will manually confirm each UPC identified student has either a direct certification from CALPADS or a qualifying application from the third-party system.

##### **Finding 2019-002: Teacher Credentials (71000)**

**Criteria:** Per California Education Codes §44001, §44830(a), §44831 and §44253.1, any teacher that is assigned to teach a class in which one or more student (s) is (are) designated as English learners much be authorized to instruct Limited-English Proficient (LEP) pupils.

**Condition:** It was noted that out of the nine teachers selected for teacher credential testing, one teacher did not hold a valid certificate, permit, or other document authorizing the instruction of Limited-English Proficient (LEP) pupils. This included one teacher at the Salida site.

**Question Costs:** None.

**Cause:** The School was unaware that the Commission on Teacher Credentialing (CTC) did not include the ELA1 credential certification as part of the R2M clear, multi-subject teaching credential.

**Effect:** The School, with respect to the one teacher in question, is not compliant with Education Code requirements for the proper instruction of LEP pupils.

**Recommendation:** We recommend that the School verify that all certificated employees involved in the instruction of English learners have a valid authorization to teach LEP pupils.

**Views of Responsible Officials:** We have instituted a set of checks and balances for verifying a teacher's clear and valid multi-subject teaching credential which now also includes the ELA1 portion. The teacher discovered to be without the ELA1 portion will file for an emergency permit while completing the necessary requirements to have the ELA1 portion added to their California Teaching Commission records.

**GREAT VALLEY ACADEMY - SALIDA**  
*Summary Schedule of Prior Audit Findings*  
*For the Fiscal Year Ended June 30, 2019*

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*There were no audit findings or recommendations in 2017-18.*

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**Action Item b.**

Approval of extension  
of term for  
Susan Nisan  
from  
1/25/22 to 6/30/22



## **Action Item c.**

Approval of new  
Board Secretary

## 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	6/24/19
K Teacher (2 Classes)	\$1,000	Annual	2016
Leadership Team	\$500	Annual	2015
***Special Ed Data Coordinator	\$250	Trimester	Pending
***Induction Support (in addition to FT teaching)	\$250	Per Inductee	Pending
<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**

**\*\*\*New for 2019/20**

Great Valley Academy Modesto  
October 2019

	A Actual YTD  Jul-Oct 19	B Original Budget YTD  Jul-Oct 19	C Estimated Balance of year  Nov 19-Jun 20	D Original Budget Balance of year  Nov 19-Jun 20	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>	2,121,694	2,053,559	6,164,646	6,232,781	8,286,340		8,286,340
<b>8100 · Federal Revenue</b>	0	6,000	235,342	229,342	235,342		235,342
<b>8300 · Other State Revenues</b>	18,850	400	178,816	202,580	202,980		197,666
<b>8600 · Other Local Revenue</b>	255,772	125,000	250,728	231,500	356,500		506,500
<b>8700 · Selpa</b>	95,356	109,400	299,109	285,065	394,465		394,465
<b>Total Income</b>	<b>2,491,672</b>	<b>2,294,359</b>	<b>7,128,641</b>	<b>7,181,268</b>	<b>9,475,627</b>	<b>0</b>	<b>9,620,313</b>
<b>Gross Profit</b>	<b>2,491,672</b>	<b>2,294,359</b>	<b>7,128,641</b>	<b>7,181,268</b>	<b>9,475,627</b>	<b>0</b>	<b>9,620,313</b>
<b>Expense</b>							
<b>1000 · Certificated Salaries</b>	840,412	837,500	2,372,620	2,375,532	3,213,032		3,213,032
<b>2000 · Classified Salaries</b>	552,538	575,000	1,423,057	1,400,595	1,975,595		1,975,595
<b>3000 · Employee Benefits</b>	409,493	395,000	1,132,256	1,160,749	1,555,749		1,541,749
<b>4000 · Books &amp; Supplies</b>	263,609	250,000	574,216	497,825	747,825		837,825
<b>5000 · Services &amp; Other Operating Exp</b>	491,852	335,000	939,199	1,067,051	1,402,051		1,431,051
<b>6000 · Capital Outlay</b>	5,691	54,800	110,109	61,000	115,800		115,800
<b>7430 · All Other Financing Uses</b>	54,055	70,687	268,068	251,436	322,123		322,123
<b>Total Expense</b>	<b>2,617,651</b>	<b>2,517,987</b>	<b>6,819,524</b>	<b>6,814,188</b>	<b>9,332,175</b>	<b>0</b>	<b>9,437,175</b>
<b>Net Ordinary Income</b>	<b>-125,979</b>	<b>-223,628</b>	<b>309,117</b>	<b>367,080</b>	<b>143,452</b>	<b>0</b>	<b>183,138</b>

2019-2020  
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	4,373,410.76	4,049,067.77	3,984,495.00	4,353,429.37	4,457,421.82	4,380,272.84	4,516,454.33	4,449,134.07	4,304,779.31	4,641,195.24	4,500,578.43	4,406,461.63		
LCFF Revenue	8011	241,470.00	241,470.00	434,646.00	434,646.00	434,646.00	434,646.00	434,646.00	434,646.00	471,351.20	471,351.20	471,351.20	732,365.93	(0.00)	5,237,235.52
EPA Funding	8012	0.00	0.00	358,594.00			348,536.25			315,403.49			315,403.49	(10,057.75)	1,327,879.48
In-Lieu of Taxes Charter Funding	8096	0.00	94,816.00	189,631.00	126,421.00	126,421.00	126,421.00	126,421.00	126,421.00	223,083.00	113,453.76	113,453.76	113,453.76	113,453.72	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	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	31,000.00	100,000.00
State Food Revenue	8520	0.00	0.00	0.00		400.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	1,180.00	5,780.00
Educator Effectiveness	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		45.00											0.00	45.00
Prior Year Payments	prior year		(1,189.00)	7,319.17	12,674.66								(24,164.00)	0.00	(5,359.17)
Other Local (Kids Care)	8689	23,291.47	24,135.48	23,147.57	26,784.13	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	(8,858.65)	248,500.00
Other Local (Fundraiser +)	8600-8699	18,358.39	33,198.82	61,193.90	45,662.40	60,000.00	10,000.00	5,000.00	8,000.00	10,000.00	8,000.00	4,500.00	2,500.00	(8,413.51)	258,000.00
Selpa	8792	17,028.00	17,028.00	30,650.00	30,650.00	30,650.00	30,650.00	30,650.00	30,650.00	30,650.00	30,650.00	30,650.00	30,650.00	53,909.00	394,465.00
TOTAL REVENUES		300,147.86	409,504.30	1,105,181.64	676,838.19	685,293.50	979,853.25	726,351.50	629,317.00	1,080,087.69	663,054.96	649,554.96	1,267,480.18	447,647.81	9,620,312.83
EXPENDITURES															
Certificated Salaries	1000-1999	37,024.41	269,774.38	266,000.70	267,612.93	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	447,619.58	0.00	3,213,032.00
Classified Salaries	2000-2999	70,232.16	152,514.38	161,865.61	167,925.40	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	233,057.45	0.00	1,975,595.00
Employee Benefits	3000-3999	39,535.15	118,256.70	119,738.86	131,962.02	138,000.00	138,000.00	138,000.00	138,000.00	138,000.00	138,000.00	138,000.00	166,256.27	0.00	1,541,749.00
Books & Supplies	4000-4999	30,336.53	92,538.11	66,258.35	74,476.25	40,000.00	40,000.00	40,000.00	40,000.00	40,000.00	100,000.00	40,000.00	234,215.76	0.00	837,825.00
Services & Other Operating Expenses	5000-5999	62,693.13	60,496.60	252,546.47	116,115.84	140,000.00	200,000.00	150,000.00	130,000.00	100,000.00	100,000.00	100,000.00	19,198.96	0.00	1,431,051.00
Capital Outlay	6000-6999	0.00	5,691.48	0.00	0.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	89,108.52	0.00	115,800.00
Other Outgo	7100-7499	17,671.76	1,040.09	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	144,365.31	0.00	322,123.00
TOTAL EXPENDITURES		257,493.14	700,311.74	884,081.75	775,764.20	783,671.76	843,671.76	793,671.76	773,671.76	743,671.76	803,671.76	743,671.76	1,333,821.85		9,437,175.00
NET INCREASE/DECREASE		42,654.72	(290,807.44)	221,099.89	(98,926.01)	(98,378.26)	136,181.49	(67,320.26)	(144,354.76)	336,415.93	(140,616.80)	(94,116.80)	(66,341.67)	447,647.81	183,137.83
Accruals Received		208,312.30	144,121.00	0.00	168,386.12	21,229.28									542,048.70
Liabilities		(575,310.01)	(97,886.33)	147,834.48	34,532.34										0.00
Line of Credit (1,000,000)															
Loan From Manteca (to Manteca)	(1,248,676)		180,000.00												(1,068,675.92)
ENDING CASH BALANCE		4,049,067.77	3,984,495.00	4,353,429.37	4,457,421.82	4,380,272.84	4,516,454.33	4,449,134.07	4,304,779.31	4,641,195.24	4,500,578.43	4,406,461.63	4,340,119.96		

Great Valley Academy Salida  
October 2019

	A Actual YTD  Jul-Oct 19	B Original Budget YTD  Jul-Oct 19	C Estimated Balance of year  Nov 19-Jun 20	D Original Budget Balance of year  Nov 19-Jun 20	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>	2,031,439	1,966,469	5,546,855	5,611,825	7,578,294		7,578,294
<b>8100 · Federal Revenue</b>	0	6,000	175,596	169,596	175,596		175,596
<b>8300 · Other State Revenues</b>	13,401	400	166,285	188,239	188,639		179,686
<b>8600 · Other Local Revenue</b>	153,691	135,500	201,309	209,500	345,000		355,000
<b>8700 · SELPA</b>	91,152	104,000	228,878	216,030	320,030		320,030
<b>Total Income</b>	<b>2,289,683</b>	<b>2,212,369</b>	<b>6,318,923</b>	<b>6,395,190</b>	<b>8,607,559</b>	<b>0</b>	<b>8,608,606</b>
<b>Gross Profit</b>	<b>2,289,683</b>	<b>2,212,369</b>	<b>6,318,923</b>	<b>6,395,190</b>	<b>8,607,559</b>	<b>0</b>	<b>8,608,606</b>
<b>Expense</b>							
<b>1000 · Certificated Salaries</b>	782,194	800,000	2,168,385	2,150,579	2,950,579		2,950,579
<b>2000 · Classified Salaries</b>	451,008	445,000	1,182,605	1,188,613	1,633,613		1,633,613
<b>3000 · Employee Benefits</b>	361,186	365,000	1,014,249	1,010,435	1,375,435		1,375,435
<b>4000 · Books &amp; Supplies</b>	205,054	205,000	413,296	413,350	618,350		618,350
<b>5000 · Services &amp; Other Operating Exp</b>	387,176	340,000	971,101	1,018,278	1,358,278		1,358,278
<b>6000 · Capital Outlay</b>	31,891	95,000	132,609	69,500	164,500		164,500
<b>7430 · All Other Financing Uses</b>	104,040	119,480	305,052	289,612	409,092		409,092
<b>Total Expense</b>	<b>2,322,549</b>	<b>2,369,480</b>	<b>6,187,298</b>	<b>6,140,366</b>	<b>8,509,846</b>	<b>0</b>	<b>8,509,846</b>
<b>Net Ordinary Income</b>	<b>-32,866</b>	<b>-157,111</b>	<b>131,625</b>	<b>254,823</b>	<b>97,713</b>	<b>0</b>	<b>98,759</b>

2019 -2020  
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	2,688,561.94	2,866,441.23	2,498,593.05	2,444,444.49	2,588,611.67	2,614,106.82	2,626,761.95	2,696,694.88	2,667,084.01	2,706,125.30	2,766,143.99	2,762,919.28		
LCFF Revenue	8011	305,587.00	305,587.00	550,057.00	550,057.00	550,057.00	550,057.00	550,057.00	550,057.00	550,057.00	550,057.00	550,057.00	644,008.00	0.00	6,205,695.00
EPA Funding	8012		0.00	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	64,127.00	128,255.00	85,503.00	85,503.12	85,503.12	85,503.12	85,503.12	91,889.28	91,889.28	91,889.28	91,889.28	91,889.40	1,079,344.00
Selpa Prop Tax	8097							64,673.00						57,582.00	122,255.00
Federal IDEA	8100-8299												52,798.00	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	22,000.00	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	800.00	4,000.00
Other St Revenue	8434													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		2,313.00											0.00	2,313.00
Prior Year Payments	prior year		2,768.00		8,319.66								(22,354.00)	0.00	(11,266.34)
Other Local (Kids Care)	8689	15,203.80	18,623.92	25,316.14	18,517.42	18,000.00	18,000.00	15,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	(3,661.28)	215,000.00
Other Local (Fundraiser +)	8600-8699	115.56	661.02	5,720.39	69,532.75	30,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	2,500.00	(4,529.72)	140,000.00
Selpa	8792	16,277.00	16,277.00	29,299.00	29,299.00	29,299.00	29,299.00	29,299.00	29,299.00	29,299.00	29,299.00	29,299.00	29,299.00	(5,505.00)	320,030.00
TOTAL REVENUES		337,183.36	410,356.94	780,913.53	761,228.83	733,354.12	737,525.12	794,802.92	695,259.12	743,911.28	764,888.68	701,645.28	866,733.28	280,803.20	8,608,605.66
EXPENDITURES															
Certificated Salaries	1000-1999	24,399.47	258,010.15	244,520.66	255,263.68	260,000.00	260,000.00	260,000.00	260,000.00	260,000.00	260,000.00	260,000.00	348,384.90	0.00	2,950,578.86
Classified Salaries	2000-2999	58,135.33	117,084.85	137,933.19	137,854.22	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	202,605.33	0.00	1,633,612.92
Employee Benefits	3000-3999	28,383.37	105,320.36	108,259.54	119,222.90	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	174,248.78	0.00	1,375,434.95
Books & Supplies	4000-4999	11,185.99	85,546.36	74,633.74	33,688.07	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	63,295.84	0.00	618,350.00
Services & Other Operating Expens	5000-5999	40,258.00	31,405.28	215,491.46	100,021.61	120,000.00	120,000.00	120,000.00	120,000.00	100,000.00	100,000.00	100,000.00	191,101.17	0.00	1,358,277.52
Capital Outlay	6000-6999	0.00	5,691.48	26,199.35	0.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	97,609.17	0.00	164,500.00
Other Outgo	7100-7499	29,869.99	14,429.64	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	95,962.46	0.00	409,092.00
TOTAL EXPENDITURES		192,232.15	617,488.12	836,907.93	675,920.47	724,869.99	724,869.99	724,869.99	724,869.99	704,869.99	704,869.99	704,869.99	1,173,207.65	0.00	8,509,846.25
NET INCREASE/DECREASE		144,951.21	(207,131.18)	(55,994.40)	85,308.36	8,484.13	12,655.13	69,932.93	(29,610.87)	39,041.29	60,018.69	(3,224.71)	(306,474.37)	280,803.20	98,759.41
Accruals Received		144,359.83	97,813.00	1,538.27	130,034.43	17,011.02									389,525.85
Liabilities Accrued (Paid)		(111,431.75)	(78,530.00)	307.57	(71,175.61)										0.00
Note Payable for Curriculum															
From Modesto (to Modesto)	\$ 1,248,676		(180,000.00)												1,068,675.92
Mortgage & Const Loan (Paid)															
Const costs from loan to BS															0.00
ENDING CASH BALANCE		2,866,441.23	2,498,593.05	2,444,444.49	2,588,611.67	2,614,106.82	2,626,761.95	2,696,694.88	2,667,084.01	2,706,125.30	2,766,143.99	2,762,919.28	2,456,444.91		

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

January 27, 2020– 5:30 PM

Great Valley Academy – SALIDA CAMPUS

5901 Sisk Rd.

Modesto, CA 95350

**a. CALL TO ORDER**

**b. PLEDGE OF ALLEGIANCE**

**c. COMMUNICATIONS**

**a. WRITTEN COMMUNICATION**

i. Nigro & Nigro Annual Audit 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**

**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.

**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 9, 2019.

**f. ACTION ITEMS**

- a. Approval of Form 990
- b. Approval of 401K Formal Record of Action
- c. Approval of Policy 2020.051- Video Surveillance and Electronic Monitoring Policy
- d. Approval of new Board Secretary

**g. INFORMATION AND DISCUSSION**

- a. Monthly Financials
- b. Form 700's

**h. FUTURE AGENDA ITEMS**

- a. NEXT REGULAR BOARD MEETING – February 24, 2020**

**~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.*

**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**

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December 27, 2019

To the Board of Directors  
Great Valley Academy

We have audited the financial statements of Great Valley Academy for the year ended June 30, 2019. 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 27, 2019. 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. As described in Note 1. C., the Organization changed accounting policies related to presentation of financial statements by adopting FASB Accounting Standards Update (ASU) No. 2016-14, *Presentation of Financial Statements for Not-for-Profit Entities*, during 2018-19. 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 revenues is based on estimated appropriations provided by the California Department of Education. We evaluated the key factors and assumptions used to develop the State Lottery revenues and the related accounts receivables in determining that it is 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. Management has corrected all such misstatements.

Jeff Nigro, CPA, CFE | Elizabeth Nigro, CPA | Peter Glenn, CPA | Michael Klein, CPA, CMA, EA

**MURRIETA OFFICE** 25220 Hancock Avenue, Suite 400, Murrieta, CA 92562 • P: (951) 698-8783 • F: (951) 699-1064

**OAKLAND OFFICE** 333 Hegenberger Road, Suite 388, Oakland, CA 94621 • P: (844) 557-3111 • F: (844) 557-3444

In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

***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 4, 2019.

***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***

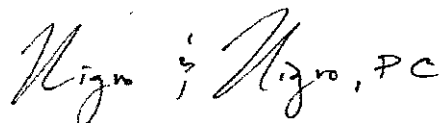
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses 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 black ink, appearing to read "Nigro & Nigro, PC". The signature is stylized with a large, looped "N" and a cursive "igro".

Nigro & Nigro, PC

# Great Valley Academy Modesto

## Charter School Monthly Summary Report

**[January 27, 2020]**

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

Note: Enrollment shows [November 26, 2019 - January 22, 2020]

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	88	79.074	89.56	82.585	93.14
1	88	83.370	94.85	84.670	95.77
2	87	82.185	94.60	84.010	95.43
3	72	67.666	94.54	68.308	95.44
4	98	93.629	94.28	95.031	95.57
5	104	98.814	94.80	100.340	95.95
6	104	98.074	93.62	99.297	95.30
7	98	93.925	94.33	91.840	95.09
8	91	85.333	93.72	88.340	94.50
Total	830	782.074	93.82	794.425	95.15

### 2. Key Accomplishments:

- a. Dec.- Girls Basketball Ended
- b. Dec. 6- Eaglet Awards
- c. Dec. 12- Jr. High Social
- d. Dec. 13- Pajama Day (226 Pajamas collected and donated to Women's Haven)
- e. Dec. 19- Talent Show
- f. Jan. 7-9- 3rd-8th Admin Testing Mindset Meetings
- g. Jan. 10- Community Member Sam Pierstorff came to speak about Kindness at Rally
- h. Jan. 15. Fire Drill
- i. Jan. 23- 5th grade student made the Final Round for the Peace Essay Contest

### 3. Upcoming Key Events/Activities:

- a. Jan. 28- Math Walks SCOE
- b. Jan. 31- Sports Day
- c. Jan. 31- Eaglet Awards
- d. Feb. 3- Lockdown Drill
- e. Feb. 6- 1st Grade Zoo Field Trip
- f. Feb. 6- 1st Open Enrollment Meeting (

- g. Jan. 14-Feb. 7- NWEA Winter Testing
- h. Feb. 10- Teacher In Service Day
- i. Feb. 12-14- Parent Conferences
- j. Feb. 14- Hearing Screening
- k. Feb. 21- Jump for Heart
- l. Feb. 27- Aladdin Drama Performance

# Great Valley Academy Salida

## Charter School Monthly Summary Report

January 27, 2019

ADA reflects 01/07/2020-01/22/2020

YTD ADA dates: 08/13/2019-01/22/2020

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

ADA reflects 01/07/2020-01/22/2020

YTD ADA dates: 08/13/2019-01/22/2020

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA %
K	98	96	96.78	95.37	95.06
1	99	95	95.87	95.96	95.61
2	100	96.10	96.09	96.21	95.55
3	100	95.82	95.81	96.39	96.01
4	100	95.18	95.18	96.07	95.83
5	98	96.22	96.22	95.56	96.37
6	96	93.84	93.84	92.90	94.48
7	98	95.18	95.18	95.69	96.10
8	93	94.52	94.52	89.74	96.27
Total	882	944.91	94.86	854.00	95.69

### 2. Key Accomplishments:

- a. Dec. – After school tutoring begins: ELA
- b. Dec. 10<sup>th</sup> – 5<sup>th</sup> Grade Band Concert
- c. Dec. 10<sup>th</sup> – Code Red
- d. Dec. 11<sup>th</sup> – 3rd Grade GVS Culminating Events
- e. Dec. 12<sup>th</sup> – 4<sup>th</sup> Grade Eco System Culminating Events
- f. Dec. 16<sup>th</sup> – Code Yellow
- g. Dec. 18<sup>th</sup> – 1<sup>st</sup> Grade Field Trip – Columbia State Park
- h. Dec. 19<sup>th</sup> – 5<sup>th</sup> Grade Journey to the Center of the Earth Culminating Event
- i. Jan. 16<sup>th</sup> – ¾ Looping Meeting
- j. Jan. 17<sup>th</sup> – GVA Multi Campus Staff Party

- k. Jan. 21<sup>st</sup> – NWEA Testing Begins
- l. Jan. 22<sup>nd</sup> – Gregori H.S. Campus Visit
- m. Jan. 22<sup>nd</sup> – 5<sup>th</sup>/6<sup>th</sup> Looping Meeting
- n. Jan. 23<sup>rd</sup> – GVA Multi Campus Parent Meeting: Human Trafficking
- o. Jan. 24<sup>th</sup> – Career Day

3. Upcoming Key Events/Activities:

- a. LexiaCore: In class, ELA intervention purchased for the year. Mid-year update(K-5):
  - a.i. Students below grade level in ELA: -19%
  - a.ii. Students at grade level: +13%
  - a.iii. Students above grade level: +6%
- b. Enrollment month
  - b.i. 7 enrollment meeting scheduled
- c. Teacher Survey currently open
- d. Jan. 29<sup>th</sup> – Parent Meeting: Conscious Discipline
- e. Jan. 30<sup>th</sup> – 7<sup>th</sup>/8<sup>th</sup> Looping Meeting
- f. Jan. 31<sup>st</sup> – Native American Culminating Event: 4<sup>th</sup> grade
- g. Feb. 4<sup>th</sup> – 2<sup>nd</sup> Grade Music Performance
- h. Feb. 6<sup>th</sup> – Collaborative Coffee
- i. Feb. 7<sup>th</sup> – Crazy Hair Day
- j. Feb. 7<sup>th</sup> – Market Day
- k. Feb. 10<sup>th</sup> – Teacher In-service: Breakout Sessions
- l. Feb. 11<sup>th</sup> – FT California Museum: 7<sup>th</sup> Grade
- m. Feb. 19<sup>th</sup> – 1<sup>st</sup>/2<sup>nd</sup> Looping Meeting
- n. Feb. 20<sup>th</sup> – Hearing Van
- o. Feb. 20<sup>th</sup> – Culminating Event: Journey to the Center of the Earth: 5<sup>th</sup> grade

# Great Valley Academy Homeschool

## Charter School Monthly Summary Report

January 27, 2020

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

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	11	10.87	100	10.42	100
1	11	9.42	99.67	9.55	99.23
2	11	10.69	100	10.07	100
3	10	9.18	99.67	8.67	99.49
4	7	6.72	100	6.86	100
5	13	12.45	99.75	11.76	99.87
6	12	10.06	99.69	9.98	99.85
7	7	5.78	100	5.67	100
8	17	16.30	99.07	16.33	99.19
Total	99	91.51	99.70	89.36	99.68

2. Key Accomplishments:

- a. December 18<sup>th</sup> – Winter Reception
- b. January 7<sup>th</sup> – Parent Orientation
- c. January 10<sup>th</sup> – McHenry Mansion and Museum Field Trip
- d. January 16<sup>th</sup> – Enrichment Begins
- e. January 17<sup>th</sup> – Leadership Meeting – Vision and Goals

3. Upcoming Key Events/Activities:

- a. NWEA Testing – Ongoing until Feb. 20<sup>th</sup>
- b. January 29<sup>th</sup> - AWR Period 3 Due
- c. February 4<sup>th</sup> – Parent Orientation
- d. February 14<sup>th</sup> – Annual Valentine’s Bowling at McHenry Bowl
- e. February 29<sup>th</sup> – ETC Conference – Staff attending

Chief Operating Officer's Report  
January 27, 2020  
Board Meeting



Process and Policy Updates

- ❖ Student & Parent Handbook Updates
- ❖ Food Service Procurement Procedure Updates
- ❖ Policy Development – Student & Staff Injury Reporting
- ❖ Policy Development – Foster Youth Placement
- ❖ Policy Development – Custody Paperwork, Authorizations and Responsibilities
- ❖ Facilities/Maintenance Planning, Budgeting and Organization

Multi-Campus Responsibilities

- ❖ 2020/21 Enrollment Document Updates – Complete
- ❖ Enrollment Season Marketing Initiatives – Complete
- ❖ All Staff Online Student/Staff Boundaries Training – Complete
- ❖ Comprehensive Technology Review – In Progress
- ❖ Annual Website Review for Changes, Improvements and Refresh – In Progress
- ❖ All Staff CPR, First Aid, and AED Training – In Progress (Modesto 50% - Salida 25%)
- ❖ Staff Intranet Updates – In Progress
- ❖ Salary Schedule Analysis – In Progress
- ❖ 2019/20 Budget Revision – In Progress
- ❖ Kids' Care Leadership Model Development – In Progress
- ❖ Development of Manager's and Supervisor's Intranet

Website Analytics

- ❖ December 2019
  - ❑ 1,875 Users Visited (86% New/14% Returning)
  - ❑ 5,930 Page Views
  - ❑ Users Averaged 1:33 Minutes on the Site
  - ❑ 53.65% Mobile – 44.64% Desktop – 1.71% Tablet
  - ❑ Type: Organic 61.8% – Direct 31.9% – Referral 5.5% – Social .80%

Training

- ❖ Governor's Budget Workshop – January 2019
- ❖ CCSA Conference – March 2020
- ❖ HR Training and Compliance – Ongoing
- ❖ Annual Paychex Updates – Ongoing
- ❖ SCOE CBO Meetings – Ongoing



Chief Executive Officer's Report  
January 27, 2020  
Board Meeting



Board Governance

- Ad Hoc meetings for 2019.2020
- First meeting held October 22, 2019
- Next meeting early 2020
- CEO evaluation submitted to Ad Hoc committee, board approved December 9, 2019

State Accountability

- 2018.2019 CAASPP data (to be presented February 2020)

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
- Multiple community connection meetings, corporate and nonprofit leaders
- Steering Committee Member, Learning to Teach and Lead Continuum
- Ongoing participation in Central Valley Accelerator Cadre
- Chamber of Commerce: State of Business and Education (member, event committee)
- Monthly SELPA PAC meetings
- Reader for SCOE American Heritage Scholarship Essays
- Fall SCOE Board of Trustees dinner
- Hosted SCOE Assistant Superintendent of Alternative Education (GVA liaison)
- Hosted SUSD board member and Superintendent
- Attend regular SCOE Superintendent meetings

Homeschool

- Ongoing review of policies, procedures with focus on student academic success
- Implementing year 2 program elements
- Implementing teacher leadership positions (midyear assessment January 2020)
- Facilitated Leadership development offsite

Salida Campus

- Expanded Admin team doing a fabulous job (oversite, discipline, data tracking, staff support, etc.)
  - Full time administrator intern providing much needed support
- 5 year charter renewal unanimously approved, November 19, 2019



#### Modesto Campus

- Expanded Admin team doing a fabulous job (oversite, discipline, data tracking, staff support, etc.)
  - Full time administrator intern providing much needed support
- 5 year charter renewal unanimously approved, November 12, 2019

#### Campus Safety (All)

- Reflecting on safety, site specific
  - Ongoing conversation and fine tuning of processes
  - Safety plan updates prior to March 1<sup>st</sup>

#### Professional Development

- SCOE-Improvement Science
- YM&C Legal Briefing (new laws impacting charter schools)
- YM&C Student Services Update
- School Services of California-January Governor's Budget Workshop
- Webinars/Calls
  - CCSA Legislative Calls (ongoing)
  - WestEd Special Ed Systems Review
  - Brandman University-Multigenerational Leadership
- Conferences
  - CCSA Conference (March 2020)
- Programs
  - Year 2 transformational leadership (start date 5/2019)



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

January 27, 2020

Continuing to do visual evaluations on referral from teacher, parents and administrators.

Beginning to organize data from 3 years of testing. We will work with Leah to determine what is important. The hope is to return to Dr. Fumiko Hoeft and have her evaluate if it is worthy of using it for study.

January 17, 2020, I attended three days of continuing education for my optometric license. One of the lecturers was Tawna Roberts, OD, PhD, professor in the ophthalmology department at Stanford University. Her expertise is in pediatric vision development. She was very interested to hear about Great Valley Academy and is another potential source of research on our work.

January 21, 2020, attended the 360 Accelerator meeting in Madera with Leah.

Respectfully Submitted,

Eldon Rosenow, OD.

**GREAT VALLEY ACADEMY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
December 9, 2019**

# MINUTES

***Members Present:*** Chad Wolf, Steve Payne, Vince Jamison, Susan Nisan

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

***Great Valley***

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

***Audience Present:*** None

***Call to Order/***

***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***

***Report:*** Mr. Ruehle presented his report to the Board. He reported on the pajama drive and upcoming parent meetings regarding human trafficking.

***Salida Principal***

***Report:*** Mr. Howell presented his report to the board. He spoke about the joint concert with Gregori High and strengthening that partnership to help build their jazz program.

***Homeschool Principal***

***Report:*** Ms. Frost presented her report to the Board. She reported that there is a lot more parent participation and parent led parent trainings.

# MINUTES

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### *Chief Operating*

#### *Officer's Report:*

Mrs. Meeks presented her report to the Board. She talked about the marketing being done for the 2020/21 enrollment. There will be ads in Progress Magazine, a postcard mailer, ads in the Modesto Symphony program, Youth Symphony program and the Manteca Bulletin.

### *Chief Executive*

#### *Officer's Report:*

Ms. Silvestre presented her report to the board. We are changing the timeline for the teacher survey this year. Results will be presented at the March meeting this year instead of in June. She also reported that she has been invited to participate in the SCOE Superintendents meetings.

#### *Founder's Report:*

Dr. Rosenow presented his report to the Board. GVS is working more efficiently and he is hoping to get back to doing more research projects.

### *Approval of Agenda/*

#### *Order of Agenda:*

The motion was made by Mr. Payne, seconded by Mr. Wolf, approving the Agenda and Order of Agenda with the correction that item c, Approval of new Board Secretary, will be moved to the January agenda. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** Tosh, Meraz

**ABSTENTIONS:** None

### *Consent Agenda:*

#### **CONSENT AGENDA**

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

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

**NOES:** None

**ABSENT:** Tosh, Meraz

**ABSTENTIONS:** None

### *Action Items:*

#### **ACTION ITEMS**

# MINUTES

## Regular Meeting of the Board

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a. The motion was made by Mrs. Nisan, seconded by Mr. Jamison accepting the Annual Audit. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** Tosh, Meraz

**ABSTENTIONS:** None

b. The motion was made by Mr. Jamison, seconded by Mr. Wolf approving the extension of term for Susan Nisan from 1/25/22-6/30/22. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** Tosh, Meraz

**ABSTENTIONS:** None

d. The motion was made by Mrs. Nisan, seconded by Mr. Payne approving the updated stipend schedule. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** Tosh, Meraz

**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 – January 27, 2020 ~Salida Campus

#### ***Adjournment:***

The meeting was adjourned at 6:16 p.m. and moved into Closed Session.

***Regular Session Reopened:*** Called back to order at 6:40 p.m. by Mr. Payne

The Board reported accolades to Ms. Silvestre for a continued great job as CEO. Recommended 4% increase, Ms. Silvestre accepted 2% and allowed 2% return to operating budget.

# **MINUTES**

## **Regular Meeting of the Board**

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**P a g e | 4**

The motion to approve CEO compensation of \$157,437 was made by Mr. Jamison, seconded by Mr. Wolf. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** Tosh, Meraz

**ABSTENTIONS:** None

The motion was made by Mr. Jamison, seconded by Mr. Wolf approving CEO annual total benefit amount of \$10,274. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** Tosh, Meraz

**ABSTENTIONS:** None

### ***Final Adjournment:***

The meeting was adjourned at 6:45 p.m.

**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.

**2018****Open to Public Inspection**Department of the Treasury  
Internal Revenue Service

<b>A</b> For the 2018 calendar year, or tax year beginning 7/01, 2018, and ending 6/30, 2019					
<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%; vertical-align: top;"> <b>C</b>            GREAT VALLEY ACADEMY, INC.            3200 TULLY ROAD            MODESTO, CA 95350         </td> <td style="width:30%; vertical-align: top;"> <b>D</b> Employer identification number            61-1506412  <b>E</b> Telephone number            (209) 576-2283  <b>G</b> Gross receipts \$ 18,570,540.         </td> </tr> <tr> <td colspan="2"> <b>F</b> Name and address of principal officer:            SAME AS C ABOVE         </td> </tr> </table>	<b>C</b> GREAT VALLEY ACADEMY, INC. 3200 TULLY ROAD MODESTO, CA 95350	<b>D</b> Employer identification number 61-1506412 <b>E</b> Telephone number (209) 576-2283 <b>G</b> Gross receipts \$ 18,570,540.	<b>F</b> Name and address of principal officer: SAME AS C ABOVE	
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<b>F</b> Name and address of principal officer: SAME AS C ABOVE					
<b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527					
<b>J</b> Website: ▶ WWW.GREATVALLEYACADEMY.COM					
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶					
<b>L</b> Year of formation: 2008 <b>M</b> State of legal domicile: CA					

**Part I Summary**

<b>Activities &amp; Governance</b>	1	Briefly describe the organization's mission or most significant activities: 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.		
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	3	6
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	6
	5	Total number of individuals employed in calendar year 2018 (Part V, line 2a)	5	301
	6	Total number of volunteers (estimate if necessary)	6	100
		7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a
	b	Net unrelated business taxable income from Form 990-T, line 38	7b	0.
<b>Revenue</b>	8	Contributions and grants (Part VIII, line 1h)	15,925,328.	17,779,885.
	9	Program service revenue (Part VIII, line 2g)	550,735.	598,221.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	2,725.	10,720.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	136,035.	127,346.
	12	Total revenue — add lines 8 through 11 (must equal Part VIII, column (A), line 12)	16,614,823.	18,516,172.
	<b>Expenses</b>	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	
14		Benefits paid to or for members (Part IX, column (A), line 4)		
15		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	11,163,473.	11,927,472.
16a		Professional fundraising fees (Part IX, column (A), line 11e)		
b		Total fundraising expenses (Part IX, column (D), line 25) ▶		
17		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	4,204,438.	4,553,725.
18		Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	15,367,911.	16,481,197.
19		Revenue less expenses. Subtract line 18 from line 12	1,246,912.	2,034,975.
<b>Net Assets or Fund Balances</b>	20	Total assets (Part X, line 16)	18,933,382.	20,889,895.
	21	Total liabilities (Part X, line 26)	7,423,570.	7,345,108.
	22	Net assets or fund balances. Subtract line 21 from line 20	11,509,812.	13,544,787.

**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			
	STEVE PAYNE Type or print name and title	PRESIDENT			
<b>Paid Preparer Use Only</b>	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	MICHAEL KLEIN, CPA	MICHAEL KLEIN, CPA			P01084572
	Firm's name ▶ NIGRO & NIGRO PC				Firm's EIN ▶ 30-0636241
	Firm's address ▶ 25220 HANCOCK AVE STE 400 MURRIETA, CA 92562-9739				Phone no. (951) 698-8783

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 ☐**1** Briefly describe the organization's 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.

**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 \$ 13,380,986. 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 ▶ 13,380,986.

**Part IV Checklist of Required Schedules**

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If 'Yes,' complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I		X
4 <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? If 'Yes,' complete Schedule C, Part II		X
5 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? If 'Yes,' complete Schedule C, Part III		X
6 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? If 'Yes,' complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If 'Yes,' complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If 'Yes,' complete Schedule D, Part III		X
9 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? If 'Yes,' complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If 'Yes,' complete Schedule D, Part V		X
11 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.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If 'Yes,' complete Schedule D, Part VI	X	
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? If 'Yes,' complete Schedule D, Part VII		X
c 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? If 'Yes,' complete Schedule D, Part VIII		X
d 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? If 'Yes,' complete Schedule D, Part IX		X
e Did the organization report an amount for other liabilities in Part X, line 25? If 'Yes,' complete Schedule D, Part X	X	
f 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)? If 'Yes,' complete Schedule D, Part X	X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? If 'Yes,' complete Schedule D, Parts XI and XII	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If 'Yes,' and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E	X	
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
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? If 'Yes,' complete Schedule F, Parts I and IV		X
15 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? If 'Yes,' complete Schedule F, Parts II and IV		X
16 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? If 'Yes,' complete Schedule F, Parts III and IV		X
17 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? If 'Yes,' complete Schedule G, Part I (see instructions)		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If 'Yes,' complete Schedule G, Part II	X	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If 'Yes,' complete Schedule G, Part III		X
20a Did the organization operate one or more hospital facilities? If 'Yes,' complete Schedule H		X
b If 'Yes' to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 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? If 'Yes,' complete Schedule I, Parts I and II		X

**Part IV Checklist of Required Schedules** (continued)

	Yes	No
<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>24b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
<b>24c</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>24d</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>25b</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>28a</b> A current or former officer, director, trustee, or key employee? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
<b>28b</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>28c</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>35b</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	

**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>1a</b> Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable.		
<b>1b</b> Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable.		
<b>1c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	

**Part V** Statements Regarding Other IRS Filings and Tax Compliance (continued)

	Yes	No
<b>2a</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>2a</b> 301		
<b>b</b> If at least one is reported on line 2a, did the organization file all required federal employment tax returns? . . . . . <b>2b</b>	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>3a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year? . . . . . <b>3a</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>3b</b>		
<b>4a</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>4a</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>5a</b> Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? . . . . . <b>5a</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>5b</b>		X
<b>c</b> If 'Yes,' to line 5a or 5b, did the organization file Form 8886-T? . . . . . <b>5c</b>		
<b>6a</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>6a</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>6b</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>7a</b>		X
<b>b</b> If 'Yes,' did the organization notify the donor of the value of the goods or services provided? . . . . . <b>7b</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>7c</b>		X
<b>d</b> If 'Yes,' indicate the number of Forms 8282 filed during the year. . . . . <b>7d</b>		
<b>e</b> Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? . . . . . <b>7e</b>		X
<b>f</b> Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? . . . . . <b>7f</b>		X
<b>g</b> If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? . . . . . <b>7g</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>7h</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>9a</b>		
<b>b</b> Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? . . . . . <b>9b</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>10a</b>		
<b>b</b> Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities. . . . . <b>10b</b>		
<b>11 Section 501(c)(12) organizations.</b> Enter:		
<b>a</b> Gross income from members or shareholders. . . . . <b>11a</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>11b</b>		
<b>12a Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041? . . . . . <b>12a</b>		
<b>b</b> If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year. . . . . <b>12b</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>13a</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>13b</b>		
<b>c</b> Enter the amount of reserves on hand . . . . . <b>13c</b>		
<b>14a</b> Did the organization receive any payments for indoor tanning services during the tax year? . . . . . <b>14a</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>14b</b>		
<b>15</b> Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? . . . . . <b>15</b>		X
If 'Yes,' see instructions and file Form 4720, Schedule N.		
<b>16</b> Is the organization an educational institution subject to the section 4968 excise tax on net investment income? . . . . . <b>16</b>		X
If 'Yes,' complete Form 4720, Schedule O.		

**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. ☒**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> 6		
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> 6		
<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>		X
<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>		X
<b>4</b> Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? . . . . . <b>4</b>		X
<b>5</b> Did the organization become aware during the year of a significant diversion of the organization's assets? . . . . . <b>5</b>		X
<b>6</b> Did the organization have members or stockholders? . . . . . <b>6</b>		X
<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>		X
<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>		X
<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>	X	
<b>b</b> Each committee with authority to act on behalf of the governing body? . . . . . <b>8 b</b>	X	
<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>		X

**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>		X
<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>	X	
<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>	X	
<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>	X	
<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>	X	
<b>13</b> Did the organization have a written whistleblower policy? . . . . . <b>13</b>	X	
<b>14</b> Did the organization have a written document retention and destruction policy? . . . . . <b>14</b>	X	
<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>	X	
<b>b</b> Other officers or key employees of the organization. . . . . SEE SCHEDULE O. . . . . <b>15 b</b>	X	
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>		X
<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 (1024 or 1024-A 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) MICHELLE BARTON MEMBER	1 0	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) YOLANDA MERAZ MEMBER	1 0	X						0.	0.	0.
(8) VINCE JAMISON MEMBER	1 0	X						0.	0.	0.
(9) LEAH SILVESTRE FRANKLIN CEO	40 0			X				147,011.	0.	14,331.
(10) MARISA JACOBSON-MEEKS COO	40 0			X				88,566.	0.	11,764.
(11) DR. ELDON ROSENOW FOUNDER	40 0				X			169,000.	0.	8,767.
(12) RUSSEL HOWELL PRINCIPAL	40 0					X		109,282.	0.	30,787.
(13) CHRISTINE FROST PRINCIPAL	40 0					X		97,284.	0.	31,543.
(14) MICHAEL RUEHLE PRINCIPAL	40 0					X		105,137.	0.	29,891.

**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** ..... 716,280. 0. 127,083.

**c Total from continuation sheets to Part VII, Section A** ..... 0. 0. 0.

**d Total (add lines 1b and 1c)** ..... 716,280. 0. 127,083.

**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 ▶ 4

**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

**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.* .....

<b>4</b>	X	
----------	---	--

**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.* .....

<b>5</b>		X
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**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>	17,754,538.				
	<b>f</b> All other contributions, gifts, grants, and similar amounts not included above ...	<b>1 f</b>	25,347.				
	<b>g</b> Noncash contributions included in lines 1a-1f: \$						
	<b>h Total.</b> Add lines 1a-1f .....		17,779,885.				
<b>Program Service Revenue</b>	<b>Business Code</b>						
	<b>2 a</b> <u>CHILDCARE FEES</u> .....		450,784.			450,784.	
	<b>b</b> <u>CHILD NUTRITION</u> .....		61,062.			61,062.	
	<b>c</b> <u>FIELD TRIP</u> .....		59,951.			59,951.	
	<b>d</b> <u>GRADUATION</u> .....		8,045.			8,045.	
	<b>e</b> <u>SHIRT SALES</u> .....		7,479.			7,479.	
	<b>f</b> All other program service revenue ...	<b>WKS</b>	10,900.			10,900.	
	<b>g Total.</b> Add lines 2a-2f .....		598,221.				
<b>Other Revenue</b>	<b>3</b> Investment income (including dividends, interest and other similar amounts) .....		12,782.			12,782.	
	<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 .....		2,062.			
		<b>c</b> Gain or (loss) .....		-2,062.			
		<b>d</b> Net gain or (loss) .....		-2,062.	-2,062.		
	<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>	179,652.				
		<b>b</b> Less: direct expenses .....	<b>b</b>	52,306.			
		<b>c</b> Net income or (loss) from fundraising events .....		127,346.			127,346.
	<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 .....			18,516,172.	-2,062.	0.	738,349.	



**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.	439,439.	0.	439,439.	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.	8,566,383.	7,775,584.	790,799.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions).	1,335,509.	1,335,509.		
9 Other employee benefits.	1,210,924.	1,002,863.	208,061.	
10 Payroll taxes.	375,217.	285,339.	89,878.	
11 Fees for services (non-employees):				
a Management.				
b Legal.	13,411.		13,411.	
c Accounting.	30,233.		30,233.	
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.)	1,373,110.	1,102,139.	270,971.	
12 Advertising and promotion.	22,541.	2,154.	20,387.	
13 Office expenses.				
14 Information technology.				
15 Royalties.				
16 Occupancy.	54,475.	9,856.	44,619.	
17 Travel.	159,916.	142,567.	17,349.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.				
19 Conferences, conventions, and meetings.				
20 Interest.	337,329.		337,329.	
21 Payments to affiliates.				
22 Depreciation, depletion, and amortization.	563,060.	559,174.	3,886.	
23 Insurance.	144,088.		144,088.	
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>	744,123.	611,645.	132,478.	
b <u>UTILITIES</u>	228,052.		228,052.	
c <u>FOOD PROGRAM</u>	217,683.	217,683.		
d <u>NONCAPITALIZED EQUIPMENT</u>	147,440.	130,245.	17,195.	
e All other expenses.	518,264.	206,228.	312,036.	
25 Total functional expenses. Add lines 1 through 24e.	16,481,197.	13,380,986.	3,100,211.	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 .....	5,376,738.	<b>1</b>	4,874,558.
	<b>2</b> Savings and temporary cash investments .....	549,465.	<b>2</b>	2,187,417.
	<b>3</b> Pledges and grants receivable, net .....		<b>3</b>	
	<b>4</b> Accounts receivable, net .....	206,184.	<b>4</b>	931,576.
	<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 .....	31,353.	<b>9</b>	3,495.
	<b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....	<b>10a</b> 14,856,816.		
	<b>b</b> Less: accumulated depreciation .....	<b>10b</b> 1,963,967.		
		12,769,642.	<b>10c</b>	12,892,849.
	<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) .....	18,933,382.	<b>16</b>	20,889,895.	
<b>Liabilities</b>	<b>17</b> Accounts payable and accrued expenses .....	519,073.	<b>17</b>	593,335.
	<b>18</b> Grants payable .....		<b>18</b>	
	<b>19</b> Deferred revenue .....	24,320.	<b>19</b>	10,474.
	<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 .....	6,541,746.	<b>23</b>	6,308,574.
	<b>24</b> Unsecured notes and loans payable to unrelated third parties .....		<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 .....	338,431.	<b>25</b>	432,725.
	<b>26 Total liabilities.</b> Add lines 17 through 25 .....	7,423,570.	<b>26</b>	7,345,108.
<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 .....	11,336,539.	<b>27</b>	13,143,666.
	<b>28</b> Temporarily restricted net assets .....	173,273.	<b>28</b>	401,121.
	<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 .....	11,509,812.	<b>33</b>	13,544,787.
	<b>34</b> Total liabilities and net assets/fund balances .....	18,933,382.	<b>34</b>	20,889,895.

**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI. ☐

<b>1</b>	Total revenue (must equal Part VIII, column (A), line 12)	<b>1</b>	18,516,172.
<b>2</b>	Total expenses (must equal Part IX, column (A), line 25)	<b>2</b>	16,481,197.
<b>3</b>	Revenue less expenses. Subtract line 2 from line 1	<b>3</b>	2,034,975.
<b>4</b>	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	<b>4</b>	11,509,812.
<b>5</b>	Net unrealized gains (losses) on investments	<b>5</b>	
<b>6</b>	Donated services and use of facilities	<b>6</b>	
<b>7</b>	Investment expenses	<b>7</b>	
<b>8</b>	Prior period adjustments	<b>8</b>	
<b>9</b>	Other changes in net assets or fund balances (explain in Schedule O)	<b>9</b>	0.
<b>10</b>	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	<b>10</b>	13,544,787.

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII. ☐

	Yes	No
<b>1</b> 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.		
<b>2a</b> Were the organization's financial statements compiled or reviewed by an independent accountant? ..... 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		X
<b>b</b> Were the organization's financial statements audited by an independent accountant? ..... 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	X	
<b>c</b> 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? ..... If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.		X
<b>3a</b> 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>b</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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TEEA0112L 08/03/18

Form 990 (2018)

**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

**2018**

**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) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(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) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(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 2018 (line 6, column (f) divided by line 11, column (f)). . . . .	14	%
15 Public support percentage from 2017 Schedule A, Part II, line 14 . . . . .	15	%
16a <b>33-1/3% support test—2018.</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—2017.</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—2018.</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—2017.</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) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(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) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(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 2018 (line 8, column (f), divided by line 13, column (f)).	<b>15</b>	%
<b>16</b> Public support percentage from 2017 Schedule A, Part III, line 15.	<b>16</b>	%

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for <b>2018</b> (line 10c, column (f), divided by line 13, column (f)).	<b>17</b>	%
<b>18</b> Investment income percentage from <b>2017</b> Schedule A, Part III, line 17.	<b>18</b>	%

**19a 33-1/3% support tests—2018.** 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—2017.** 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 (as 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).		

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Schedule A (Form 990 or 990-EZ) 2018

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** (continued)**Section D – Distributions**

	Current Year
<b>1</b> Amounts paid to supported organizations to accomplish exempt purposes	
<b>2</b> Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
<b>3</b> Administrative expenses paid to accomplish exempt purposes of supported organizations	
<b>4</b> Amounts paid to acquire exempt-use assets	
<b>5</b> Qualified set-aside amounts (prior IRS approval required)	
<b>6</b> Other distributions (describe in <b>Part VI</b> ). See instructions.	
<b>7 Total annual distributions.</b> Add lines 1 through 6.	
<b>8</b> Distributions to attentive supported organizations to which the organization is responsive (provide details in <b>Part VI</b> ). See instructions.	
<b>9</b> Distributable amount for 2018 from Section C, line 6	
<b>10</b> Line 8 amount divided by line 9 amount	

**Section E – Distribution Allocations (see instructions)**

	(i) Excess Distributions	(ii) Underdistributions Pre-2018	(iii) Distributable Amount for 2018
<b>1</b> Distributable amount for 2018 from Section C, line 6			
<b>2</b> Underdistributions, if any, for years prior to 2018 (reasonable cause required – explain in Part VI). See instructions.			
<b>3</b> Excess distributions carryover, if any, to 2018			
<b>a</b> From 2013 .....			
<b>b</b> From 2014 .....			
<b>c</b> From 2015 .....			
<b>d</b> From 2016 .....			
<b>e</b> From 2017 .....			
<b>f Total</b> of lines 3a through e			
<b>g</b> Applied to underdistributions of prior years			
<b>h</b> Applied to 2018 distributable amount			
<b>i</b> Carryover from 2013 not applied (see instructions)			
<b>j</b> Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
<b>4</b> Distributions for 2018 from Section D, line 7: \$			
<b>a</b> Applied to underdistributions of prior years			
<b>b</b> Applied to 2018 distributable amount			
<b>c</b> Remainder. Subtract lines 4a and 4b from 4.			
<b>5</b> Remaining underdistributions for years prior to 2018, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
<b>6</b> Remaining underdistributions for 2018. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
<b>7 Excess distributions carryover to 2019.</b> Add lines 3j and 4c.			
<b>8</b> Breakdown of line 7:			
<b>a</b> Excess from 2014 .....			
<b>b</b> Excess from 2015 .....			
<b>c</b> Excess from 2016 .....			
<b>d</b> Excess from 2017 .....			
<b>e</b> Excess from 2018 .....			

BAA

Schedule A (Form 990 or 990-EZ) 2018

**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.)

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DRAFT

**Schedule B**  
**(Form 990, 990-EZ,**  
**or 990-PF)**

Department of the Treasury  
Internal Revenue Service

**Schedule of Contributors**

- **Attach to Form 990, Form 990-EZ, or Form 990-PF.**  
► **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.**

OMB No. 1545-0047

**2018**

Name of the organization

GREAT VALLEY ACADEMY, INC.

Employer identification number

61-1506412

**Organization type** (check one):

**Filers of:**

Form 990 or 990-EZ

**Section:**

- ☒ 501(c)( 3 ) (enter number) organization  
☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation  
☐ 527 political organization

Form 990-PF

- ☐ 501(c)(3) exempt private foundation  
☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation  
☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

**General Rule**

- ☒ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

**Special Rules**

- ☐ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33-1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering 'N/A' in column (b) instead of the contributor name and address), II, and III.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year . . . . . ► \$ \_\_\_\_\_

**Caution:** An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer 'No' on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

BAA For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

**Schedule B (Form 990, 990-EZ, or 990-PF) (2018)**



Name of organization

GREAT VALLEY ACADEMY, INC.

Employer identification number

61-1506412

**Part II** **Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	N/A		
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

BAA

Schedule B (Form 990, 990-EZ, or 990-PF) (2018)

Name of organization

GREAT VALLEY ACADEMY, INC.

Employer identification number

61-1506412

**Part III** **Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor.** Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of *exclusively* religious, charitable, etc., contributions of **\$1,000 or less** for the year. (Enter this information once. See instructions.) ..... \$ N/A

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	N/A		
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee

**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

**2018****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

d ☐ Loan or exchange programs

b ☐ Scholarly research

e ☐ Other \_\_\_\_\_

c ☐ Preservation for future generations

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..... **3a(i)** ☐ Yes ☐ No

(ii) related organizations..... **3a(ii)** ☐ Yes ☐ No

b If 'Yes' on line 3a(ii), are the related organizations listed as required on Schedule R? **3b** ☐ Yes ☐ No

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.	926,837.	5,523,267.
c Leasehold improvements.....		5,877,687.	888,361.	4,989,326.
d Equipment.....		459,025.	148,769.	310,256.
e Other.....				
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				12,892,849.

BAA

Schedule D (Form 990) 2018

**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	182,467.	
(3) NET DEFERRED PAY	250,258.	
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
(11)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, column (B) line 25.) .. ▶	432,725.	

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>	18,557,758.
<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>	41,586.
<b>e</b>	Add lines <b>2a</b> through <b>2d</b> .....	<b>2e</b>	41,586.
<b>3</b>	Subtract line <b>2e</b> from line <b>1</b> .....	<b>3</b>	18,516,172.
<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>	18,516,172.

**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>	16,533,503.
<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>	52,306.
<b>e</b>	Add lines <b>2a</b> through <b>2d</b> .....	<b>2e</b>	52,306.
<b>3</b>	Subtract line <b>2e</b> from line <b>1</b> .....	<b>3</b>	16,481,197.
<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>	16,481,197.

**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, AND THEREFORE, NO PROVISION HAS BEEN MADE

BAA

Schedule D (Form 990) 2018

**Part XIII** Supplemental Information (continued)**PART X - FIN 48 FOOTNOTE (CONTINUED)**

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 .....	\$	52,306.
INVESTMENT EARNINGS .....		-12,782.
UNREALIZED GAIN ON DISPOSAL OF ASSET .....		2,062.
TOTAL	\$	<u>41,586.</u>

**SCHEDULE D, PART XII, LINE 2D****OTHER EXPENSES AND LOSSES PER AUDITED F/S**

DIRECT FUNDRAISING EXPENSE .....	\$	52,306.
TOTAL	\$	<u>52,306.</u>

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**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

**2018****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	

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**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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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 instructions and the latest information.

OMB No. 1545-0047

2018

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.

a ☒ Mail solicitations

b ☒ Internet and email solicitations

c ☐ Phone solicitations

d ☒ In-person solicitations

e ☒ Solicitation of non-government grants

f ☒ Solicitation of government grants

g ☒ Special fundraising events

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.

REVENUE		(a) Event #1 JOG-A-THON (event type)	(b) Event #2 PIE SALES (event type)	(c) Other events 5 (total number)	(d) Total events (add column (a) through column (c))
	1 Gross receipts .....	117,971.	12,705.	48,976.	179,652.
	2 Less: Contributions .....				
	3 Gross income (line 1 minus line 2) .....	117,971.	12,705.	48,976.	179,652.
DIRECT EXPENSES	4 Cash prizes .....				
	5 Noncash prizes .....	2,415.			2,415.
	6 Rent/facility costs .....				
	7 Food and beverages .....			5,394.	5,394.
	8 Entertainment .....			400.	400.
	9 Other direct expenses .....	19,659.	7,200.	17,238.	44,097.
	10 Direct expense summary. Add lines 4 through 9 in column (d) .....				52,306.
	11 Net income summary. Subtract line 10 from line 3, column (d) .....				127,346.

**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.

REVENUE		(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	13a	%
b An outside facility	13b	%

14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ \_\_\_\_\_

Address ▶ \_\_\_\_\_

- 15a 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

**2018**

**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.

☐ First-class or charter travel

☐ Housing allowance or residence for personal use

☐ Travel for companions

☐ Payments for business use of personal residence

☐ Tax indemnification and gross-up payments

☐ Health or social club dues or initiation fees

☐ Discretionary spending account

☐ 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. ....

**1 b**

**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? .....

**2**

**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.

☐ Compensation committee

☒ Written employment contract

☐ Independent compensation consultant

☒ Compensation survey or study

☐ Form 990 of other organizations

☒ 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? .....

**4 a**

X

**b** Participate in, or receive payment from, a supplemental nonqualified retirement plan? .....

**4 b**

X

**c** Participate in, or receive payment from, an equity-based compensation arrangement? .....

**4 c**

X

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? .....

**5 a**

X

**b** Any related organization? .....

**5 b**

X

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? .....

**6 a**

X

**b** Any related organization? .....

**6 b**

X

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. ....

**7**

X

**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. ....

**8**

X

**9** If 'Yes' on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)? .....

**9**

**BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990.**

**Schedule J (Form 990) 2018**

**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) 147,011.	(ii) 0.	(iii) 0.	6,042.	8,289.	161,342.	0.
		(ii) 0.	0.	0.	0.	0.	0.	0.
2	DR. ELDON ROSENOW FOUNDER	(i) 169,000.	(ii) 0.	(iii) 0.	6,760.	2,007.	177,767.	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.

DRAFT

**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

**2018**

**Open to Public  
Inspection**

GREAT VALLEY ACADEMY, INC.

Employer identification number

61-1506412

**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, 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.

2018

California Exempt Organization  
Annual Information Return

199

Calendar Year 2018 or fiscal year beginning (mm/dd/yyyy) 7/01/2018, and ending (mm/dd/yyyy) 6/30/2019

Corporation/Organization name

GREAT VALLEY ACADEMY, INC.

Additional information. See instructions.

California corporation number

2892498

FEIN

61-1506412

Street address (suite or room)

3200 TULLY ROAD

PMB no.

City

MODESTO

State

CA

Zip code

95350

Foreign country name

Foreign province/state/county

Foreign postal code

<p><b>A</b> First Return ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><b>B</b> Amended Return ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><b>C</b> IRC Section 4947(a)(1) trust ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><b>D</b> Final Information Return?</p> <p>    <input type="checkbox"/> Dissolved   <input type="checkbox"/> Surrendered (Withdrawn)   <input type="checkbox"/> Merged/Reorganized</p> <p>    Enter date: (mm/dd/yyyy) .....</p> <p><b>E</b> Check accounting method:</p> <p>    1 <input type="checkbox"/> Cash   2 <input checked="" type="checkbox"/> Accrual   3 <input type="checkbox"/> Other</p> <p><b>F</b> Federal return filed? 1 <input type="checkbox"/> 990T   2 <input type="checkbox"/> 990-PF   3 <input type="checkbox"/> Sch H (990)</p> <p>    4 <input type="checkbox"/> Other 990 series</p> <p><b>G</b> Is this a group filing? See instructions ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><b>H</b> Is this organization in a group exemption ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>    If 'Yes,' what is the parent's name? .....</p> <p><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</p>	<p><b>J</b> If exempt under R&amp;TC Section 23701d, has the organization engaged in political activities? See instructions ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><b>K</b> Is the organization exempt under R&amp;TC Section 23701g? ... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>    If 'Yes,' enter the gross receipts from nonmember sources ..... \$ .....</p> <p><b>L</b> If organization is a public charity exempt under R&amp;TC Section 23701d and meets the filing fee exception, check box. No filing fee is required ..... <input checked="" type="checkbox"/></p> <p><b>M</b> Is the organization a Limited Liability Company? ..... <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><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</p> <p><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</p> <p><b>P</b> Is federal Form 1023/1024 pending? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>    Date filed with IRS .....</p>
---	---

**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	790,655.
	2	Gross dues and assessments from members and affiliates.	2	
	3	Gross contributions, gifts, grants, and similar amounts received. SEE SCH. B.	3	17,779,885.
	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	18,570,540.
	5	Cost of goods sold.	5	
	6	Cost or other basis, and sales expenses of assets sold.	6	2,062.
	7	Total costs. Add line 5 and line 6.	7	2,062.
	8	Total gross income. Subtract line 7 from line 4.	8	18,568,478.
<b>Expenses</b>	9	Total expenses and disbursements. From Side 2, Part II, line 18.	9	16,533,503.
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8.	10	2,034,975.
<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	Date	Telephone
	MICHAEL KLEIN, CPA	PRESIDENT		(209) 576-2283
	Preparer's signature	Date	Check if self-employed	PTIN
	NIGRO & NIGRO PC		<input type="checkbox"/>	P01084572
<b>Paid Preparer's Use Only</b>	Firm's name (or yours, if self-employed) and address	Firm's FEIN		
	25220 HANCOCK AVE STE 400	30-0636241		
	MURRIETA, CA 92562-9739	(951) 698-8783		
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.**

Receipts from Other Sources	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	790,655.
	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	790,655.
Expenses and Disbursements	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	439,439.
	12	Other salaries and wages .....	•	12	8,566,383.
	13	Interest .....	•	13	337,329.
	14	Taxes .....	•	14	375,217.
	15	Rents .....	•	15	54,475.
	16	Depreciation and depletion (See instructions) .....	•	16	563,060.
	17	Other Expenses and Disbursements. Attach schedule. .... <b>SEE STATEMENT 3</b> .....	•	17	6,197,600.
	18	<b>Total</b> expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9. ....		18	16,533,503.

Schedule L Balance Sheet		Beginning of taxable year		End of taxable year	
		(a)	(b)	(c)	(d)
<b>Assets</b>					
1	Cash .....		5,926,203.	•	7,061,975.
2	Net accounts receivable .....		206,184.	•	931,576.
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. ....	12,103,644.		12,786,816.	
b	Less accumulated depreciation. ....	1,404,002.	10,699,642.	1,963,967.	10,822,849.
11	Land. ....		2,070,000.	•	2,070,000.
12	Other assets. Attach schedule. .... <b>STM 4</b> .....		31,353.	•	3,495.
13	<b>Total assets</b> .....		18,933,382.		20,889,895.
<b>Liabilities and net worth</b>					
14	Accounts payable. ....		519,073.	•	593,335.
15	Contributions, gifts, or grants payable. ....			•	
16	Bonds and notes payable. ....			•	
17	Mortgages payable. ....		6,541,746.	•	6,308,574.
18	Other liabilities. Attach schedule. .... <b>STM 5</b> .....		362,751.		443,199.
19	Capital stock or principal fund .....		11,509,812.	•	13,544,787.
20	Paid-in or capital surplus. Attach reconciliation. ....			•	
21	Retained earnings or income fund. ....			•	
22	<b>Total liabilities and net worth</b> .....		18,933,382.		20,889,895.

**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 .....	•	2,034,975.	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. ....		2,034,975.
5	Expenses recorded on books this year not deducted in this return. Attach schedule .....	•					
6	<b>Total.</b> Add line 1 through line 5. ....		2,034,975.				

**Schedule B**  
**(Form 990, 990-EZ,**  
**or 990-PF)**

Department of the Treasury  
Internal Revenue Service

CALIFORNIA COPY  
**Schedule of Contributors**

► **Attach to Form 990, Form 990-EZ, or Form 990-PF.**  
► **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.**

OMB No. 1545-0047

**2018**

Name of the organization

GREAT VALLEY ACADEMY, INC.

Employer identification number

61-1506412

**Organization type** (check one):

**Filers of:**

Form 990 or 990-EZ

**Section:**

- ☒ 501(c)( 3 ) (enter number) organization  
☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation  
☐ 527 political organization

Form 990-PF

- ☐ 501(c)(3) exempt private foundation  
☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation  
☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

**General Rule**

☒ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

**Special Rules**

- ☐ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33-1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering 'N/A' in column (b) instead of the contributor name and address), II, and III.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year . . . . . ► \$ \_\_\_\_\_

**Caution:** An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer 'No' on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

BAA For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

**Schedule B (Form 990, 990-EZ, or 990-PF) (2018)**



Name of organization

Employer identification number

GREAT VALLEY ACADEMY, INC.

61-1506412

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) Number	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	CALIFORNIA DEPT OF EDUCATION 1430 N STREET SACRAMENTO, CA 95814-5901	\$ 13,962,622.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	STANISLAUS COUNTY OFFICE OF EDUCATI 1100 H STREET MODESTO, CA 95354-2338	\$ 2,265,497.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	SALIDA UNION ELEMENTARY SCHOOL DIST 4801 SISK ROAD SALIDA, CA 95368-9226	\$ 1,068,789.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
(a) Number	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
---	----- ----- ----- -----	\$ -----	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
(a) Number	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
---	----- ----- ----- -----	\$ -----	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
(a) Number	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
---	----- ----- ----- -----	\$ -----	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization

Employer identification number

GREAT VALLEY ACADEMY, INC.

61-1506412

**Part II** **Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

[illegible]

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**BAA**

Schedule B (Form 990, 990-EZ, or 990-PF) (2018)

Name of organization

GREAT VALLEY ACADEMY, INC.

Employer identification number

61-1506412

**Part III** **Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor.** Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of *exclusively* religious, charitable, etc., contributions of **\$1,000 or less** for the year. (Enter this information once. See instructions.) ..... \$ N/A

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	N/A		
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee

**2018 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 2019. 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.	56,896.	S/L	15	4,064.	
	09/10 SITE IMPR	6/30/2010	220,543.	127,332.	S/L	15	14,703.	
	10/11 SITE IMPR	6/30/2011	222,282.	103,733.	S/L	15	14,819.	
	11/12 SITE IMPR	6/30/2012	19,091.	5,348.	S/L	25	764.	
	12/13 SITE IMPR	6/30/2013	24,648.	8,215.	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

**2018 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 2019. 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.	494,693.	S/L	35	60,857.	
	10/11 BUILDINGS	6/30/2011	131,833.	36,911.	S/L	25	5,273.	
	11/12 BUILDINGS	7/01/2011	121,663.	34,069.	S/L	25	4,867.	
	12/13 BUILDINGS	6/30/2013	17,931.	3,585.	S/L	25	717.	
	09/10 EQUIPMENT	9/21/2009	8,676.	7,614.	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>

**2018 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 2019. 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
12/13	EQUIPMENT	10/31/2012	9,775.	5,542.	S/L	10	978.	
11/12	SITE IMPR	6/30/2012	97,316.	38,928.	S/L	15	6,488.	
12/13	SITE IMPR	6/30/2013	184,245.	61,415.	S/L	15	12,283.	
12/13	EQUIPMENT	6/30/2013	22,559.	11,280.	S/L	10	2,256.	
11/12	EQUIPMENT	6/30/2012	5,157.	3,096.	S/L	10	516.	
<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>

**2018****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 2019. 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.	95,252.	S/L	15	23,813.	
	13/14 EQUIPMENT	6/30/2014	67,218.	26,888.	S/L	10	6,722.	
	13/14 SITE IMPR	6/30/2014	642,841.	171,424.	S/L	15	42,856.	
	13/14 EQUIPMENT	6/30/2014	41,185.	16,476.	S/L	10	4,119.	
	14/15 SITE IMPR	6/30/2015	355,612.	71,121.	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>

**2018 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 2019. 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>14/15</b>	<b>EQUIPMENT</b>	<b>6/30/2015</b>	<b>51,094.</b>	<b>15,327.</b>	<b>S/L</b>	<b>10</b>	<b>5,109.</b>	
<b>14/15</b>	<b>SITE IMPR</b>	<b>6/30/2015</b>	<b>51,706.</b>	<b>10,341.</b>	<b>S/L</b>	<b>15</b>	<b>3,447.</b>	
<b>14/15</b>	<b>EQUIPMENT</b>	<b>6/30/2015</b>	<b>274,210.</b>	<b>82,263.</b>	<b>S/L</b>	<b>10</b>	<b>27,421.</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>



**STATEMENT 1**  
**FORM 199, PART II, LINE 7**  
**OTHER INCOME**

INCOME FROM SPECIAL EVENTS.....	\$	179,652.
OTHER INVESTMENT INCOME.....		12,782.
PROGRAM SERVICE REVENUE.....		598,221.
TOTAL	\$	<u>790,655.</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.
MICHELLE BARTON 3200 TULLY ROAD MODESTO, CA 95350	MEMBER 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.
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.
LEAH SILVESTRE FRANKLIN 3200 TULLY ROAD MODESTO, CA 95350	CEO 40.00	161,342.	6,042.	8,289.

## 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
MARISA JACOBSON-MEEKS 3200 TULLY ROAD MODESTO, CA 95350	COO 40.00	\$ 100,330.	\$ 2,520.	\$ 9,244.
TOTAL		\$ 261,672.	\$ 8,562.	\$ 17,533.

## 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	177,767.	6,760.	2,007.
TOTAL		\$ 177,767.	\$ 6,760.	\$ 2,007.

## STATEMENT 3

## FORM 199, PART II, LINE 17

## OTHER EXPENSES

ACCOUNTING FEES.....	\$ 30,233.
ADVERTISING AND PROMOTION.....	22,541.
BOOKS AND SUPPLIES.....	744,123.
EQUIPMENT RENTAL.....	74,804.
FIELD TRIPS.....	135,086.
FOOD PROGRAM.....	217,683.
INSURANCE.....	144,088.
LEGAL FEES.....	13,411.
MISCELLANEOUS.....	34,311.
NONCAPITALIZED EQUIPMENT.....	147,440.
OTHER EMPLOYEE BENEFIT.....	1,210,924.
OTHER FEES.....	1,373,110.
PENSION PLAN CONTRIBUTIONS.....	1,335,509.
POSTAGE AND SHIPPING.....	5,383.
REPAIRS & MAINT.....	95,788.
SELPA EXCESS COSTS.....	117,290.
SPECIAL EVENT EXPENSES.....	52,306.
TAXES.....	2,086.
TELEPHONE AND INTERNET.....	53,516.
TRAVEL.....	159,916.
UTILITIES.....	228,052.
TOTAL	\$ 6,197,600.

STATEMENT 4  
FORM 199, SCHEDULE L, LINE 12  
OTHER ASSETS

PREPAID EXPENSES AND DEFERRED CHARGES.....	3,495.
TOTAL \$	<u><u>3,495.</u></u>

STATEMENT 5  
FORM 199, SCHEDULE L, LINE 18  
OTHER LIABILITIES

ACCRUED PAYROLL & BENEFITS.....	182,467.
DEFERRED REVENUE.....	10,474.
NET DEFERRED PAY.....	250,258.
TOTAL \$	<u><u>443,199.</u></u>

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 6/30/2019 plan year:

Employer Matching Contributions	\$87,008.80
---------------------------------	-------------

**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 \_\_\_\_\_, 2019.

\_\_\_\_\_  
Secretary / Principal



**BOARD POLICY NO.: 2020.051**

## **Video Surveillance and Electronic Monitoring Policy**

### **Overview**

This policy governs the implementation of video surveillance and electronic monitoring systems on Great Valley Academy (GVA) property and buildings. This policy does not apply to GVA and parentally-created video recordings of school events (e.g. performances, athletic contests, graduation), video recordings used for instructional purposes and made with the consent of all parties recorded, video recordings made of individual teachers for the purpose of improving classroom instruction, or surveillance (covert or otherwise) undertaken by law enforcement.

### **Use of Camera Recordings**

GVA may use security cameras and the resulting recordings throughout the year for:

- a. The promotion of a safe environment;
- b. Student and employee disciplinary proceedings;
- c. The protection of GVA property;
- d. Adherence to all legal and administrative directives; and
- e. Inquiries and proceedings relating to law enforcement.

GVA shall not use security cameras for other purposes unless expressly authorized by the Chief Executive Officer. Only GVA personnel or individuals authorized by the Chief Executive Officer or designee shall have access to security cameras, monitors, or monitoring tools and be permitted to operate the controls, capture, or share footage.

### **Camera Location, Operation and Control**

GVA grounds, buildings and property including vehicles used for GVA purposes may be equipped with security cameras. Equipment may be placed to monitor areas where there is not a reasonable expectation of privacy, such as school vehicles, school grounds, parking lots, entrances, exits, hallways, front offices, auditorium and athletic areas, cafeterias, libraries, and other public, shared, or common spaces.

Security cameras shall not be placed to monitor areas where there is a reasonable expectation of privacy, including locker rooms, changing rooms, private offices, conference rooms, and restrooms.

Only personnel authorized by the Chief Executive Officer or designee shall install or adjust security cameras or related equipment.

This procedure does not apply where a law enforcement agency presents a search warrant authorizing the agency's installation of video or audio surveillance on GVA property.

**Security cameras shall monitor and/or record only video images where state or federal law restricts the use of audio recordings.**

### **Notification of Use of Security Cameras**

Appropriate signage will be posted at major entrances to school buildings and school grounds that notify students, staff and the community of GVA's use of security cameras. Signs will also be posted in other conspicuous locations informing persons that the buildings and grounds may be under electronic surveillance. Students and staff will receive additional notification at the beginning of the school year regarding the use of security cameras in the schools and on school grounds. Such notification will include, but not be limited to, student and staff handbooks, and shall identify key procedures and reference the GVA policy. During the initial implementation period, the Chief Executive Officer may vary notification based on circumstances and available options.

## **Expectation of Privacy**

Except in areas where there is a reasonable expectation of privacy (including locker rooms, changing rooms, private offices, conference rooms and restrooms), all conduct on Great Valley Academy property is subject to being recorded, preserved and examined by means of security cameras. Except in areas where there is a reasonable expectation of privacy, no person on GVA property shall have a legitimate expectation of privacy with respect to his or her conduct.

## **Video Monitoring and Viewing**

Real-time surveillance monitors may be viewed by any authorized school GVA personnel and Law Enforcement. Viewing is not limited to GVA personnel where monitors covering public spaces are within public view. Preserved footage recordings shall be viewed only by GVA personnel authorized by the Chief Executive Officer or designee in a setting that ensures controlled access, inability to tamper with the footage, and privacy from accidental public viewing.

Non-school personnel will be authorized to view preserved camera footage on a case-by-case basis by the Chief Executive Officer or designee. Preserved footage will be released by the Chief Executive Officer or designee in limited circumstances on a case-by-case basis as follows:

- a. In order to protect the health and safety of all students, recordings that reveal unlawful actions will be brought to the attention of and/or released to law enforcement agencies;
- b. A parent/guardian of a student pictured on preserved camera footage may be permitted by the Chief Executive Officer or designee to view camera footage;
- c. A parent/guardian of a student shall be permitted to view any preserved camera footage that is used in a disciplinary action against their child;
- d. In response to a public records request, the GVA will provide preserved camera footage unless otherwise exempt; or
- e. In response to a subpoena or court order.

An individual may be refused permission to review a video recording when allowing it may:

- a. Be an unreasonable invasion of a third party's personal privacy;
- b. Give rise to concern for the safety of a third party;
- c. Constitute an unauthorized disclosure of student personally identifiable information under state and/or federal law; or
- d. Interfere with or compromise a law enforcement investigation/matter.

## **Protection of Information and Disclosure**

All camera recordings are stored in a secure place to avoid tampering and ensure confidentiality in accordance with applicable laws, regulations, and these procedures.

Typically, recordings will be saved for at least fourteen calendar days. If, after this time, no incidents have been reported that potentially violate student or employee behavior or other expectations and no public records request has been made seeking the footage, camera footage may be over-written by the systems as storage space is needed for newer recordings. The Chief Executive Officer is authorized to keep these cameras in operation until their useful life expires.

The Chief Executive Officer or designees may preserve any available footage by creating an electronic copy relevant to a possible discipline action, criminal, safety, or security investigation(s) or for other evidentiary purposes. The Chief Executive Officer shall establish protocol to define the storage specifications of preserved footage.

## **No Guarantee of Recording**

By this policy, GVA does not guarantee that every school interior, parking lot, general grounds, building, or vehicle will be equipped with a security camera, that the security camera in a specific area or on a specific bus will be in operation at a specific time, or that a security camera will record specific conduct or expression, or that security camera resolution will be sufficient to capture images with clarity in all circumstances.

## **Miscellaneous**

The Chief Executive Officer is authorized to develop forms and administrative protocols to implement these procedures.

It is a violation of the policy to interfere, obstruct, or disable any of GVA's cameras or recording systems. This includes, covering the cameras, cutting the wires, or disabling the system in any way.

This procedure does not apply to the monitoring of the GVA's technology system or employee use of the GVA's technology system.

The effectiveness of this set of security camera operations procedures shall be reviewed on a regular basis by the Chief Executive Officer or designee.

Date Approved:

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**Signature, President or Secretary**

Board Action:

AYES:

NAYS:

ABSENT:

ABSTAIN:

## **Action Item d.**

Approval of new  
Board Secretary



Great Valley Academy Modesto  
December 2019

	A Actual YTD  Jul-Dec 19	B Original Budget YTD  Jul-Dec 19	C Estimated Balance of year  Jan 20-Jun 20	D Original Budget Balance of year  Jan 20-Jun 20	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>	3,602,421	3,486,894	4,683,919	4,799,446	8,286,340		8,286,340
<b>8100 · Federal Revenue</b>	30,779	21,000	204,563	214,342	235,342		235,342
<b>8300 · Other State Revenues</b>	63,357	8,577	134,309	194,404	202,980		197,666
<b>8600 · Other Local Revenue</b>	381,108	195,000	125,393	161,500	356,500		506,500
<b>8700 · Selpa</b>	156,656	179,400	237,809	215,065	394,465		394,465
<b>Total Income</b>	<b>4,234,321</b>	<b>3,890,871</b>	<b>5,385,992</b>	<b>5,584,756</b>	<b>9,475,627</b>	<b>0</b>	<b>9,620,313</b>
<b>Gross Profit</b>	<b>4,234,321</b>	<b>3,890,871</b>	<b>5,385,992</b>	<b>5,584,756</b>	<b>9,475,627</b>	<b>0</b>	<b>9,620,313</b>
<b>Expense</b>							
<b>1000 · Certificated Salaries</b>	1,372,406	1,387,500	1,840,626	1,825,532	3,213,032		3,213,032
<b>2000 · Classified Salaries</b>	882,428	915,000	1,093,167	1,060,595	1,975,595		1,975,595
<b>3000 · Employee Benefits</b>	651,008	675,000	890,741	880,749	1,555,749		1,541,749
<b>4000 · Books &amp; Supplies</b>	430,111	330,000	407,714	417,825	747,825		837,825
<b>5000 · Services &amp; Other Operating Exp</b>	664,066	660,000	766,985	742,051	1,402,051		1,431,051
<b>6000 · Capital Outlay</b>	31,029	60,800	84,771	55,000	115,800		115,800
<b>7430 · All Other Financing Uses</b>	89,399	106,031	232,724	216,092	322,123		322,123
<b>Total Expense</b>	<b>4,120,447</b>	<b>4,134,331</b>	<b>5,316,728</b>	<b>5,197,844</b>	<b>9,332,175</b>	<b>0</b>	<b>9,437,175</b>
<b>Net Ordinary Income</b>	<b>113,874</b>	<b>-243,460</b>	<b>69,264</b>	<b>386,912</b>	<b>143,452</b>	<b>0</b>	<b>183,138</b>

2019-2020  
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	4,373,410.76	4,049,067.77	3,984,495.00	4,353,429.37	4,457,421.82	4,414,172.90	4,772,683.26	P1 4,705,363.00	4,561,008.24	4,892,424.17	4,745,807.36	4,649,190.56		
LCFF Revenue	8011	241,470.00	241,470.00	434,646.00	434,646.00	434,646.00	434,646.00	434,646.00	434,646.00	471,351.20	471,351.20	471,351.20	732,365.93	(0.00)	5,237,235.52
EPA Funding	8012	0.00	0.00	358,594.00		358,593.00				315,403.49			295,288.99	0.00	1,327,879.48
In-Lieu of Taxes Charter Funding	8096	0.00	94,816.00	189,631.00	126,421.00	126,421.00	126,421.00	126,421.00	126,421.00	223,083.00	113,453.76	113,453.76	113,453.76	113,453.72	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		12,195.52	18,583.67	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00	15,220.81	100,000.00
State Food Revenue	8520	0.00	0.00	0.00		1,025.19	28,572.14	600.00	600.00	600.00	600.00	600.00	(26,817.33)	0.00	5,780.00
Educator Effectiveness	8550													2,700.00	2,700.00
Mandated Cost Reimb	8550							14,910.00					(62.00)	0.00	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		45.00											0.00	45.00
Prior Year Payments	prior year		(1,189.00)	7,319.17	12,674.66								(24,164.00)	0.00	(5,359.17)
Other Local (Kids Care)	8689	23,291.47	24,135.48	23,147.57	26,784.13	26,327.98	22,124.18	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	2,689.19	0.00	248,500.00
Other Local (Fundraiser +)	8600-8699	18,358.39	33,198.82	61,193.90	45,662.40	66,725.66	10,157.52	5,000.00	8,000.00	5,000.00	2,000.00	2,000.00	703.31	0.00	258,000.00
Selpa	8792	17,028.00	17,028.00	30,650.00	30,650.00	30,650.00	30,650.00	30,650.00	30,650.00	30,650.00	30,650.00	30,650.00	84,559.00	0.00	394,465.00
TOTAL REVENUES		300,147.86	409,504.30	1,105,181.64	676,838.19	697,991.35	1,044,657.51	726,351.50	629,317.00	1,075,087.69	657,054.96	647,054.96	1,254,687.85	396,438.03	9,620,312.83
EXPENDITURES															
Certificated Salaries	1000-1999	37,024.41	269,774.38	266,000.70	267,612.93	271,291.57	260,701.52	275,000.00	275,000.00	275,000.00	275,000.00	275,000.00	465,626.49	0.00	3,213,032.00
Classified Salaries	2000-2999	70,232.16	152,514.38	161,865.61	167,925.40	168,766.49	161,124.43	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	243,166.53	0.00	1,975,595.00
Employee Benefits	3000-3999	39,535.15	118,256.70	119,738.86	131,962.02	117,969.95	123,545.57	138,000.00	138,000.00	138,000.00	138,000.00	138,000.00	200,740.75	0.00	1,541,749.00
Books & Supplies	4000-4999	30,336.53	92,538.11	66,258.35	74,476.25	72,297.02	94,204.73	40,000.00	40,000.00	40,000.00	100,000.00	40,000.00	147,714.01	0.00	837,825.00
Services & Other Operating Expenses	5000-5999	62,693.13	60,496.60	252,546.47	116,115.84	89,303.19	82,910.95	150,000.00	130,000.00	100,000.00	100,000.00	100,000.00	186,984.82	0.00	1,431,051.00
Capital Outlay	6000-6999	0.00	5,691.48	0.00	0.00	25,337.54	0.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	69,770.98	0.00	115,800.00
Other Outgo	7100-7499	17,671.76	1,040.09	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	144,365.31	0.00	322,123.00
TOTAL EXPENDITURES		257,493.14	700,311.74	884,081.75	775,764.20	762,637.52	740,158.96	793,671.76	773,671.76	743,671.76	803,671.76	743,671.76	1,458,368.89		9,437,175.00
NET INCREASE/DECREASE		42,654.72	(290,807.44)	221,099.89	(98,926.01)	(64,646.17)	304,498.55	(67,320.26)	(144,354.76)	331,415.93	(146,616.80)	(96,616.80)	(203,681.04)	396,438.03	183,137.83
Accruals Received		208,312.30	144,121.00	0.00	168,386.12										520,819.42
Liabilities		(575,310.01)	(97,886.33)	147,834.48	34,532.34	21,397.25	54,011.81								0.00
Line of Credit (1,000,000)															
Loan From Manteca (to Manteca)	(1,248,676)		180,000.00												(1,068,675.92)
ENDING CASH BALANCE		4,049,067.77	3,984,495.00	4,353,429.37	4,457,421.82	4,414,172.90	4,772,683.26	4,705,363.00	4,561,008.24	4,892,424.17	4,745,807.36	4,649,190.56	4,445,509.52		

Great Valley Academy Salida  
December 2019

	A Actual YTD  Jul-Dec 19	B Original Budget YTD  Jul-Dec 19	C Estimated Balance of year  Jan 20-Jun 20	D Original Budget Balance of year  Jan 20-Jun 20	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>	3,344,825	3,238,089	4,233,469	4,340,205	7,578,294		7,578,294
<b>8100 · Federal Revenue</b>	21,846	18,000	153,750	157,596	175,596		175,596
<b>8300 · Other State Revenues</b>	29,417	15,295	150,268	173,344	188,639		179,686
<b>8600 · Other Local Revenue</b>	235,269	207,500	119,731	137,500	345,000		355,000
<b>8700 · SELPA</b>	149,750	156,000	170,280	164,030	320,030		320,030
<b>Total Income</b>	<b>3,781,107</b>	<b>3,634,884</b>	<b>4,827,498</b>	<b>4,972,675</b>	<b>8,607,559</b>	<b>0</b>	<b>8,608,606</b>
<b>Gross Profit</b>	<b>3,781,107</b>	<b>3,634,884</b>	<b>4,827,498</b>	<b>4,972,675</b>	<b>8,607,559</b>	<b>0</b>	<b>8,608,606</b>
<b>Expense</b>							
<b>1000 · Certificated Salaries</b>	1,308,556	1,320,000	1,642,023	1,630,579	2,950,579		2,950,579
<b>2000 · Classified Salaries</b>	724,285	725,000	909,328	908,613	1,633,613		1,633,613
<b>3000 · Employee Benefits</b>	587,056	605,000	788,379	770,435	1,375,435		1,375,435
<b>4000 · Books &amp; Supplies</b>	320,383	305,000	297,967	313,350	618,350		618,350
<b>5000 · Services &amp; Other Operating Exp</b>	567,394	580,000	790,883	778,278	1,358,278		1,358,278
<b>6000 · Capital Outlay</b>	31,891	105,000	132,609	59,500	164,500		164,500
<b>7430 · All Other Financing Uses</b>	163,780	179,220	245,312	229,872	409,092		409,092
<b>Total Expense</b>	<b>3,703,344</b>	<b>3,819,220</b>	<b>4,806,502</b>	<b>4,690,626</b>	<b>8,509,846</b>	<b>0</b>	<b>8,509,846</b>
<b>Net Ordinary Income</b>	<b>77,763</b>	<b>-184,336</b>	<b>20,997</b>	<b>282,049</b>	<b>97,713</b>	<b>0</b>	<b>98,759</b>

2019 -2020  
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	2,688,561.94	2,866,441.23	2,498,593.05	2,444,444.49	2,588,611.67	2,611,774.92	2,703,912.49	2,773,845.42	2,744,234.55	2,783,275.84	2,838,294.53	2,829,789.65		
LCFF Revenue	8011	305,587.00	305,587.00	550,057.00	550,057.00	550,057.00	550,057.00	550,057.00	550,057.00	550,057.00	550,057.00	550,057.00	644,008.00	0.00	6,205,695.00
EPA Funding	8012		0.00	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	64,127.00	128,255.00	85,503.00	85,503.00	85,503.00	85,503.12	85,503.12	91,889.28	91,889.28	91,889.28	91,889.28	91,889.64	1,079,344.00
Selpa Prop Tax	8097							64,673.00						57,582.00	122,255.00
Federal IDEA	8100-8299												52,798.00	52,798.00	105,596.00
Federal Food	8220	0.00	0.00	0.00		7,616.10	14,229.94	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	12,153.96	70,000.00
State Food Revenue	8520	0.00	0.00	0.00		612.72	1,151.84	400.00	400.00	400.00	400.00	400.00	235.44	0.00	4,000.00
Other St Revenue	8434													0.00	0.00
Mandated Cost Reimb	8550						14,252.00						(157.00)	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		2,313.00											0.00	2,313.00
Prior Year Payments	prior year		2,768.00		8,319.66								(22,354.00)	0.00	(11,266.34)
Other Local (Kids Care)	8689	15,203.80	18,623.92	25,316.14	18,517.42	20,866.24	16,461.33	15,000.00	18,000.00	18,000.00	18,000.00	18,000.00	11,472.48	1,538.67	215,000.00
Other Local (Fundraiser +)	8600-8699	115.56	661.02	5,720.39	69,532.75	36,524.17	7,726.28	6,000.00	6,000.00	6,000.00	1,000.00	719.83	0.00	0.00	140,000.00
Selpa	8792	16,277.00	16,277.00	29,299.00	29,299.00	29,299.00	29,299.00	29,299.00	29,299.00	29,299.00	29,299.00	29,299.00	23,785.00	0.00	320,030.00
TOTAL REVENUES		337,183.36	410,356.94	780,913.53	761,228.83	730,478.23	760,946.39	794,802.92	695,259.12	743,911.28	759,888.68	696,365.11	851,879.20	285,392.07	8,608,605.66
EXPENDITURES															
Certificated Salaries	1000-1999	24,399.47	258,010.15	244,520.66	255,263.68	265,511.38	260,850.84	260,000.00	260,000.00	260,000.00	260,000.00	260,000.00	342,022.68	0.00	2,950,578.86
Classified Salaries	2000-2999	58,135.33	117,084.85	137,933.19	137,854.22	140,859.40	132,417.94	140,000.00	140,000.00	140,000.00	140,000.00	140,000.00	209,327.99	0.00	1,633,612.92
Employee Benefits	3000-3999	28,383.37	105,320.36	108,259.54	119,222.90	111,431.05	114,438.38	120,000.00	120,000.00	120,000.00	120,000.00	120,000.00	188,379.35	0.00	1,375,434.95
Books & Supplies	4000-4999	11,185.99	85,546.36	74,633.74	33,688.07	63,305.51	52,023.44	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	47,966.89	0.00	618,350.00
Services & Other Operating Expens	5000-5999	40,258.00	31,405.28	215,491.46	100,021.61	96,337.65	83,880.23	120,000.00	120,000.00	100,000.00	100,000.00	100,000.00	250,883.29	0.00	1,358,277.52
Capital Outlay	6000-6999	0.00	5,691.48	26,199.35	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	107,609.17	0.00	164,500.00
Other Outgo	7100-7499	29,869.99	14,429.64	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	95,962.46	0.00	409,092.00
TOTAL EXPENDITURES		192,232.15	617,488.12	836,907.93	675,920.47	707,314.98	673,480.82	724,869.99	724,869.99	704,869.99	704,869.99	704,869.99	1,242,151.83	0.00	8,509,846.25
NET INCREASE/DECREASE		144,951.21	(207,131.18)	(55,994.40)	85,308.36	23,163.25	87,465.57	69,932.93	(29,610.87)	39,041.29	55,018.69	(8,504.88)	(390,272.63)	285,392.07	98,759.41
Accruals Received		144,359.83	97,813.00	1,538.27	130,034.43										389,525.85
Liabilities Accrued (Paid)		(111,431.75)	(78,530.00)	307.57	(71,175.61)		4,672.00								0.00
Note Payable for Curriculum															0.00
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		2,866,441.23	2,498,593.05	2,444,444.49	2,588,611.67	2,611,774.92	2,703,912.49	2,773,845.42	2,744,234.55	2,783,275.84	2,838,294.53	2,829,789.65	2,439,517.02		

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

February 24, 2020 – 5:30 PM  
Great Valley Academy  
1209 Woodrow Ave., Suite A-4  
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 to 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**

### **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.

**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 January 27, 2020
- b. Approval of 2nd Interims - Modesto Campus
- c. Approval of 2nd Interims - Salida Campus

**f. ACTION ITEMS**

- a. Approval of 2020/2021 Holiday Calendar
- b. Approval of Revised Form 990 Tax Return
- c. Approval of Student Uniform Policy update
- d. Approval of Staff Uniform Policy update
- e. Approval of Budget Revision – Modesto Campus
- f. Approval of Budget Revision – Salida Campus
- g. Approval of Site Safety Plan – Modesto Campus
- h. Approval of Site Safety Plan – Salida Campus

**g. INFORMATION AND DISCUSSION**

- a. Monthly Financials
- b. Committee Update
- c. CAASPP/Dashboard Results Presentation

**h. FUTURE AGENDA ITEMS**

- a. **NEXT REGULAR BOARD MEETING** – March 30<sup>th</sup> 2020 - 5:30 p.m. ~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.*

*Pursuant to California Education Code 47604.1, Great Valley Academy provides two-way teleconference at each school site during regularly scheduled meetings of the School Board.*

**VISION**

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**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.

# Great Valley Academy Modesto

## Charter School Monthly Summary Report

**[February 24, 2020]**

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

Note: Enrollment shows [January 23, 2020 - February 19, 2020]

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	88	81.444	92.48	82.750	93.01
1	88	82.833	94.12	84.392	95.51
2	85	78.333	92.15	83.107	94.92
3	71	68.166	94.82	68.285	95.34
4	100	94.722	94.72	95.026	95.43
5	104	99.000	94.87	100.133	95.78
6	104	98.944	95.03	99.383	95.26
7	99	91.666	93.37	91.812	94.81
8	90	83.777	93.08	87.812	94.28
Total	829	778.888	93.88	792.705	94.94

2. Key Accomplishments:

- a. Jan. 28- Math Walks SCOE
- b. Jan. 31- Sports Day
- c. Jan. 31- Eaglet Awards
- d. Feb. 3- Lockdown Drill
- e. Feb. 6- 1st Grade Zoo Field Trip
- f. Feb. 6- 1st Open Enrollment Meeting
- g. Jan. 14-Feb. 7- NWEA Winter Testing
- h. Feb. 10- Teacher In Service Day
- i. Feb. 12-14- Parent Conferences
- j. Feb. 14- Hearing Screening
- k. Feb. 21- Jump for Heart

3. Upcoming Key Events/Activities:

- a. Feb. 24-27 Boys Basketball Tournament
- b. Feb. 25- Coffee with Ruehle
- c. Feb. 25- Last Open Enrollment Meeting
- d. Feb. 26- Math Walks

- e. Feb. 27- Aladdin Drama Performance
- f. Feb. 28- Eaglet Awards
- g. Mar. 3- Math Walks
- h. Mar. 4- Tri. 2 Academic Report Cards
- i. Mar. 5 - 2nd Grade Field Trip to Davis High School Drama Production
- j. Mar. 6- Public Lottery
- k. Mar. 9- Fire Drill
- l. Mar. 12- Literacy Night
- m. Mar. 23- 27 Spring Break



# Great Valley Academy Salida

## Charter School Monthly Summary Report

February 24, 2020

Attendance dates: 02/03/20-02/18/20

YTD Attendance dates: 08/13/19-02/18/20

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

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	97	89.6	91.85	94.42	94.50
1	99	94.40	95.35	95.73	95.54
2	100	94.00	93.50	95.93	95.29
3	99	94.20	95.15	96.17	95.87
4	100	94.10	94.10	95.79	95.54
5	98	92.40	94.28	95.13	96.05
6	95	88.20	92.84	92.41	94.25
7	98	91.60	93.46	95.28	95.88
8	93	88.70	95.37	89.57	96.11
Total	879	827.20	93.99	850.44	95.45

### 2. Key Accomplishments:

#### a. NWEA: Reading

##### a.i. Performance:

a.i.1. 5 grade levels at or above 60<sup>th</sup> percentile: 60, 64, 70, 74, 74

##### a.ii. Growth:

a.ii.1. 4 grade levels at or above 95<sup>th</sup> percentile: 95, 97, 99, 99

#### b. Enrollment month

b.i. 7 enrollment meetings scheduled

b.ii. 162 forms distributed thus far (includes siblings and three enrollment meetings)

#### c. Teacher Survey complete

d. Jan. 29<sup>th</sup> – Parent Meeting: Conscious Discipline

e. Jan. 30<sup>th</sup> – 7<sup>th</sup>/8<sup>th</sup> Looping Meeting

f. Jan. 31<sup>st</sup> – Native American Culminating Event: 4<sup>th</sup> grade

- g. Feb. 4<sup>th</sup> – 2<sup>nd</sup> Grade Music Performance
  - h. Feb. 6<sup>th</sup> – Collaborative Coffee
  - i. Feb. 7<sup>th</sup> – Crazy Hair Day
  - j. Feb. 7<sup>th</sup> – Market Day
  - k. Feb. 10<sup>th</sup> – Teacher In-service: Breakout Sessions
  - l. Feb. 11<sup>th</sup> – Field Trip California Museum: 7<sup>th</sup> Grade
  - m. Feb. 19<sup>th</sup> – 1<sup>st</sup>/2<sup>nd</sup> Looping Meeting
  - n. Feb. 20<sup>th</sup> – Hearing Van
  - o. Feb. 20<sup>th</sup> – Culminating Event: Journey to the Center of the Earth: 5<sup>th</sup> grade
3. Upcoming Key Events/Activities:
- a. Feb. 25<sup>th</sup> – Field Trip 2<sup>nd</sup> grade: Gallo
  - b. Feb. 25<sup>th</sup> – Culminating Event 5<sup>th</sup> grade: GVS
  - c. Feb. 26<sup>th</sup> – Multi Campus GVS Meeting
  - d. Feb. 27<sup>th</sup> – 3<sup>rd</sup>/4<sup>th</sup> Looping Meeting
  - e. Feb. 27<sup>th</sup> – Culminating Event 6<sup>th</sup> grade: Volcanoes
  - f. Feb. 28<sup>th</sup> – First Aid/CPR Training
  - g. March 2<sup>nd</sup> – Teacher Support Meeting
  - h. March 2<sup>nd</sup> – Field Trip 3<sup>rd</sup> grade: Salida Library
  - i. March 2<sup>nd</sup> – 4<sup>th</sup> Grade Sutters Fort activities and costumes
  - j. March 3<sup>rd</sup> – Principals Meeting
  - k. March 4<sup>th</sup> – Enrollment Meeting
  - l. March 4<sup>th</sup> – 5<sup>th</sup>/6<sup>th</sup> Looping Meeting
  - m. March 5<sup>th</sup> – Sutters Fort
  - n. March 9<sup>th</sup> – Senior Leadership Meeting
  - o. March 9<sup>th</sup> – Hearing Van Re-checks

- p. March 9<sup>th</sup> – Deadline for 2020-2021 enrollment
- q. March 10<sup>th</sup> – 2<sup>nd</sup> Grade Spring Rotations
- r. March 11<sup>th</sup> – Field Trip Kinder: Stockton Children’s Museum
- s. March 12<sup>th</sup> – Field Trip 1<sup>st</sup> Grade: Sacramento Zoo
- t. March 12<sup>th</sup> – Culminating Event 6<sup>th</sup> Grade: GVS
- u. March 12<sup>th</sup> – 7<sup>th</sup>/8<sup>th</sup> Looping Meeting
- v. March 13<sup>th</sup> – Enrollment Lottery
- w. March 16<sup>th</sup> – 20<sup>th</sup> – Spring Break
- x. March 26<sup>th</sup> – Collaborative Coffee
- y. March 27<sup>th</sup> – Teacher Survey results shared with staff
- z. March 27<sup>th</sup> – Behaviorist Training
- aa. March 30<sup>th</sup> – Culminating Event Kinder: Time Capsules

# Great Valley Academy Homeschool

## Charter School Monthly Summary Report

February 24, 2020

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

Grade	Enrollment	ADA	ADA %	YTD ADA	YTD ADA%
K	12	11.1	100	10.6	100
1	10	8.9	100	9.3	99.4
2	14	11.1	100	10.6	100
3	9	7.3	98.7	8.2	99.2
4	7	5.8	100	6.5	100
5	15	13.9	100	12.4	99.9
6	10	10	100	9.9	99.8
7	7	5.9	100	5.7	100
8	19	17.4	97.8	16.6	98.7
Total	103	92.3	99.4	90.3	99.6

2. Key Accomplishments:

- a. NWEA Testing – Ongoing until Feb. 20<sup>th</sup>
- b. January 29<sup>th</sup> - AWR Period 3
- c. February 4<sup>th</sup> – Parent Orientation
- d. February 14<sup>th</sup> – Annual Valentine’s Bowling at McHenry Bowl
- e. Enrollment has reached 101 students!!!

3. Upcoming Key Events/Activities:

- a. February 26<sup>th</sup> – AWR Period 4
- b. February 28<sup>th</sup> – 8<sup>th</sup> Grade Parent/Student meeting for graduation
- c. February 29<sup>th</sup> – ETC Conference – Staff attending
- d. March 13<sup>th</sup> – Field Trip to Tech Museum in San Jose

Chief Operating Officer's Report  
February 24, 2020  
Board Meeting



Process and Policy Updates

- ❖ Staff & Student Uniform Policy Updated – For Board Review
- ❖ Student & Parent Handbook Updates – In Progress
- ❖ Food Service Procurement Procedure Updates
- ❖ Policy Development – Student & Staff Injury Reporting
- ❖ Policy Development – Foster Youth Placement
- ❖ Policy Development – Custody Paperwork, Authorizations and Responsibilities

Multi-Campus Responsibilities

- ❖ 2019/20 Budget Revision – For Board Review
- ❖ Certificated Salary Schedule Analysis – Planned Board Review March 2020
- ❖ Food Service Vendor Bidding – In Progress
- ❖ Comprehensive Technology Plan Draft – In Progress
- ❖ Comprehensive Maintenance Plan Draft – In Progress
- ❖ Annual Website Review for Changes, Improvements and Refresh – In Progress
- ❖ All Staff CPR, First Aid, and AED Training – In Progress (Modesto 50% - Salida 50%)
- ❖ Kids' Care Leadership Model Development – In Progress
- ❖ Development of Manager's and Supervisor's Intranet

Website Analytics

- ❖ January 2020
  - ❑ 2,744 Users Visited (87.7% New/12.3% Returning)
  - ❑ 9,713 Page Views
  - ❑ Users Averaged 1:51 Minutes on the Site
  - ❑ 61.12% Mobile – 37.35% Desktop – 1.53% Tablet
  - ❑ Type: Organic 64.4% – Direct 28.0% – Referral 4.6% – Social 3.0%

Training

- ❖ Governor's Budget Workshop – January 2019
- ❖ CCSA Conference – March 2020
- ❖ HR Training and Compliance – Ongoing
- ❖ Annual Paychex Updates – Ongoing
- ❖ SCOE CBO Meetings – Ongoing

Chief Executive Officer's Report  
February 24, 2020  
Board Meeting



Board Governance

- Ad Hoc meetings for 2019.2020
- First meeting held October 22, 2019
- Next meeting early 2020
- CEO evaluation submitted to Ad Hoc committee, board approved December 9, 2019

State Accountability

- 2018.2019 CAASPP data (being presented tonight)

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
- Multiple community connection meetings, corporate and nonprofit leaders
- Steering Committee Member, Learning to Teach and Lead Continuum
- Ongoing participation in Central Valley Accelerator Cadre
- Chamber of Commerce: State of Business and Education (member, event committee)
- Monthly SELPA PAC meetings
- Reader for SCOE American Heritage Scholarship Essays
- Fall SCOE Board of Trustees dinner
- Hosted SCOE Assistant Superintendent of Alternative Education (GVA liaison)
- Hosted SUSD board member and Superintendent
- Attend regular SCOE Superintendent meetings
- Stanislaus County Office of Education Teacher of the Year Committee Member

Homeschool

- Ongoing review of policies, procedures with focus on student academic success
- Implementing year 2 program elements
- Implementing teacher leadership positions (midyear assessment January 2020)
- Facilitated Leadership development offsite

Salida Campus

- Expanded Admin team doing a fabulous job (oversite, discipline, data tracking, staff support, etc.)
  - Full time administrator intern providing much needed support
- 5 year charter renewal unanimously approved, November 19, 2019



### Modesto Campus

- Expanded Admin team doing a fabulous job (oversite, discipline, data tracking, staff support, etc.)
  - Full time administrator intern providing much needed support
- 5 year charter renewal unanimously approved, November 12, 2019

### Campus Safety (All)

- Reflecting on safety, site specific
  - Ongoing conversation and fine tuning of processes
  - Safety plan updates at tonight's meeting

### Professional Development

- SCOE-Improvement Science
- YM&C Legal Briefing (new laws impacting charter schools)
- YM&C Student Services Update
- School Services of California-January Governor's Budget Workshop
- Webinars/Calls
  - CCSA Legislative Calls
  - WestEd Special Ed Systems Review
  - Brandman University-Multigenerational Leadership
- Conferences
  - CCSA Conference (March 2020)
- Programs
  - Year 2 transformational leadership (start date 5/2019)



## **Founders Report to the School Board**

### **February 24, 2020**

The project of evaluating the visual systems of our students continues. The GVS program is doing progress evaluations on the students they have been training and releasing the students to the classroom or other intervention programs.

The Great Valley Smart program had 3 half days of continuing training to improve student outcomes. Along with the student rotation program we are seeing good progress.

This Thursday, Leah and I will host the 360 Accelerator program on the Salida campus. One of the topics will be promotion, which Leah and Marisa have been very successful with.

I am continuing to develop a working relationship with Dr. Tawna Roberts, OD. She teaches and does research in vision in the medical school at Stanford University.

A representative from Eye Carrot will be here next month to install and instruct in the use of their computer based vision training program.

Respectfully Submitted,

Eldon Rosenow, OD.



**GREAT VALLEY ACADEMY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
January 27, 2020**

# MINUTES

***Members Present:*** Steve Payne, Chad Wolf, Susan Nisan, Yolanda Meraz

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

***Great Valley Academy Staff Present:*** Leah Silvestre, Marisa Meeks, Russ Howell, Christine Frost, Kelli Rupe

***Audience Present:*** None

***Call to Order/  
Pledge of Allegiance:*** Mr. Payne welcomed everyone and led the Pledge of Allegiance.

***Student Presentation:*** None

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

***Written Communications:*** Yearly audit letter from Nigro & Nigro

***Public Participation:*** None

***Modesto Principal Report:*** Written report only

***Salida Principal Report:*** Mr. Howell presented his report to the Board. He spoke about the use of LexiaCore and the progress of students utilizing it.

***Homeschool Principal Report:*** Ms. Frost presented her report to the Board. She is trying to coordinate NWEA assessment testing and hopes that the students will be participating in the testing alongside students on the Modesto campus by the 2/25 deadline.

***Chief Operating Officer's Report:*** Mrs. Meeks presented her report to the Board. She is working on budget revisions and salary schedules for next year. There have also been 2 more CPR trainings set up for staff.

# MINUTES

## Regular Meeting of the Board

January 27, 2020

Page | 2

Chief Executive

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

Ms. Silvestre presented her report to the Board. She handed out the ads that ran in the Manteca Bulletin, Progress Magazine and the Modesto Symphony program, noting that this is the largest and widest reaching advertising that we have ever done.

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

Written report only

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

The motion was made by Mrs. Nisan, seconded by Mrs. Meraz, approving the Agenda and Order of Agenda with the correction that item d, Approval of new Board Secretary, will be moved to the February agenda. A roll call vote was taken.

**AYES:** Wolf, Meraz, Payne, Nisan

**NOES:** None

**ABSENT:** Tosh, Jamison

**ABSTENTIONS:** None

### **Consent Agenda:**

#### **CONSENT AGENDA**

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

**AYES:** Wolf, Meraz, Payne, Nisan

**NOES:** None

**ABSENT:** Tosh, Jamison

**ABSTENTIONS:** None

### **Action Items:**

#### **ACTION ITEMS**

a. The motion was made by Mrs. Nisan, seconded by Mr. Payne approving Form 990. A roll call vote was taken.

**AYES:** Wolf, Meraz, Payne, Nisan

**NOES:** None

**ABSENT:** Tosh, Jamison

**ABSTENTIONS:** None

# MINUTES

## Regular Meeting of the Board

January 27, 2020

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### ***Action items cont'd:***

b. The motion was made by Mr. Payne, seconded by Mrs. Meraz approving the 401k Formal Record of Action. A roll call vote was taken.

**AYES:** Wolf, Meraz, Payne, Nisan

**NOES:** None

**ABSENT:** Tosh, Jamison

**ABSTENTIONS:** None

c. The motion was made by Mrs. Nisan, seconded by Mr. Wolf approving Policy # 2020.051 – video Surveillance & Electronic Monitoring Policy. A call vote was taken.

**AYES:** Wolf, Meraz, Payne, Nisan

**NOES:** None

**ABSENT:** Tosh, 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 – February 24, 2020 ~ Modesto Campus

### ***Adjournment:***

The meeting was adjourned at 6:05 p.m.

**Great Valley Academy-Modesto Campus**  
**2019-2020 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	8,286,340	8,286,340	4,239,323	8,032,648
2) Federal Revenue	8100-8299	235,342	235,342	66,121	235,342
3) Other State Revenue	8300-8599	202,980	202,980	101,801	215,680
4) Other Local Revenue	8600-8799	750,965	750,965	606,248	920,965
<b>5) TOTAL REVENUES</b>		<b>9,475,627</b>	<b>9,475,627</b>	<b>5,013,493</b>	<b>9,404,635</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	3,213,032	3,213,032	1,628,455	3,174,525
2) Classified Salaries	2000-2999	1,975,595	1,975,595	1,044,615	1,925,909
3) Employee Benefits	3000-3999	1,555,749	1,555,749	785,565	1,507,365
4) Books and Supplies	4000-4999	747,825	747,825	483,781	770,725
5) Services & Other Operating Exp	5000-5999	1,402,051	1,402,051	752,679	1,361,015
6) Capital Outlay	6000-6999	115,800	115,800	31,030	122,500
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299	322,123	322,123	107,071	322,123
	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>9,332,175</b>	<b>9,332,175</b>	<b>4,833,196</b>	<b>9,184,162</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>		<b>143,452</b>	<b>143,452</b>	<b>180,297</b>	<b>220,473</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					
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>		<b>143,452</b>	<b>143,452</b>	<b>180,297</b>	<b>220,473</b>
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	8,482,577	8,482,577		8,482,577
b) Audit Adjustments	9793	(21,691)	(21,691)		(21,691)
c) As of July 1, Audited (F1a + F1b)		8,460,886	8,460,886		8,460,886
d) Other Restatements	9795	0	0		0
e) Adjusted Beginning Balance (F1c+F1d)		8,460,886	8,460,886		8,460,886
2) Ending Balance, June 30 (E + F1e)		8,604,338	8,604,338		8,681,359

**Great Valley Academy-Modesto Campus**  
**2019-2020 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	8,158,565	8,158,565	4,163,488	7,904,873
2) Federal Revenue	8100-8299	0	0	0	0
3) Other State Revenue	8300-8599	147,826	147,826	65,629	146,928
4) Other Local Revenue	8600-8799	356,500	356,500	404,538	526,500
<b>5) TOTAL REVENUES</b>		<b>8,662,891</b>	<b>8,662,891</b>	<b>4,633,655</b>	<b>8,578,301</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	2,913,990	2,913,990	1,509,180	2,885,483
2) Classified Salaries	2000-2999	1,777,603	1,777,603	950,252	1,747,917
3) Employee Benefits	3000-3999	1,418,843	1,418,843	720,326	1,390,459
4) Books and Supplies	4000-4999	597,825	597,825	357,436	610,725
5) Services & Other Operating Exp	5000-5999	902,514	902,514	526,955	861,478
6) Capital Outlay	6000-6999	115,800	115,800	25,338	116,808
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299 7400-7499	212,052 0	212,052 0	123,702 0	228,683 0
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>7,938,627</b>	<b>7,938,627</b>	<b>4,213,189</b>	<b>7,841,553</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>					
		724,264	724,264	420,466	736,748
<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	(580,812)	(580,812)	0	(416,423)
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>(580,812)</b>	<b>(580,812)</b>	<b>0</b>	<b>(416,423)</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>					
		143,452	143,452	420,466	320,325
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	8,282,752	8,282,752		8,282,752
b) Audit Adjustments	9793	(21,691)	(21,691)		(21,691)
c) As of July 1, Audited (F1a + F1b)		8,261,061	8,261,061		8,261,061
d) Other Restatements	9795	0	0		0
e) Adjusted Beginning Balance (F1c+F1d)		8,261,061	8,261,061		8,261,061
2) Ending Balance, June 30 (E + F1e)		8,404,513	8,404,513		8,581,386

**Great Valley Academy-Modesto Campus**  
**2019-2020 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	127,775	127,775	75,835	127,775
2) Federal Revenue	8100-8299	235,342	235,342	66,121	235,342
3) Other State Revenue	8300-8599	55,154	55,154	36,172	68,752
4) Other Local Revenue	8600-8799	394,465	394,465	201,710	394,465
<b>5) TOTAL REVENUES</b>		<b>812,736</b>	<b>812,736</b>	<b>379,838</b>	<b>826,334</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	299,042	299,042	119,275	289,042
2) Classified Salaries	2000-2999	197,992	197,992	94,363	177,992
3) Employee Benefits	3000-3999	136,906	136,906	65,239	116,906
4) Books and Supplies	4000-4999	150,000	150,000	126,345	160,000
5) Services & Other Operating Exp	5000-5999	499,537	499,537	225,724	499,537
6) Capital Outlay	6000-6999	0	0	5,692	5,692
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299 7400-7499	110,071 0	110,071 0	(16,631) 0	93,440 0
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>1,393,548</b>	<b>1,393,548</b>	<b>620,007</b>	<b>1,342,609</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>		(580,812)	(580,812)	(240,169)	(516,275)
<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	580,812	580,812	0	416,423
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>580,812</b>	<b>580,812</b>	<b>0</b>	<b>416,423</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		0	0	(240,169)	(99,852)
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	199,825	199,825		199,825
b) Audit Adjustments	9793	0	0		0
c) As of July 1, Audited (F1a + F1b)		199,825	199,825		199,825
d) Other Restatements	9795	0	0		0
e) Adjusted Beginning Balance (F1c+F1d)		199,825	199,825		199,825
2) Ending Balance, June 30 (E + F1e)		199,825	199,825		99,973

## FISCAL YEAR 2019-2022

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## GENERAL FUND FINANCIAL PROJECTIONS

Great Valley AcademyModesto

Great Valley Academy Modesto		FISCAL YEAR 2019-20 APPROVED BUDGET				FISCAL YEAR 2020-2021 PROJECTION				FISCAL YEAR 2021-2022 PROJECTION					
		SOURCE FOR PROJECTION				SOURCE FOR PROJECTION				SOURCE FOR PROJECTION					
Description	Account Codes	Projection Factors	Unrestr. 19-20 1st Yr. Proj.	Restr 19-20 1st Yr. Proj.	Total 19-20 1st Yr. Proj.	Projection Factors	Unrestr. 20-21 2nd Yr. Proj.	Restr 20-21 2nd Yr. Proj.	Total 20-21 2nd Yr. Proj.	Projection Factors	Unrestr. 21-22 3rd Yr. Proj.	Restr 21-22 3rd Yr. Proj.	Total 21-22 3rd Yr. Proj.		
Fund Balance-July 1 Estimated			\$8,282,752	\$199,825	\$8,482,577		\$8,504,365	\$99,973	\$8,604,338		\$8,732,651	\$0	\$8,732,651		
Unaudited Actual Adjustments			(\$21,691)	\$0	(\$21,691)		\$0	\$0	\$0		\$0	\$0	\$0		
July 1 Unaudited		9791	\$8,261,061	\$199,825	\$8,460,886		\$8,504,365	\$99,973	\$8,604,338		\$8,732,651	\$0	\$8,732,651		
Audit Adjustments		9793	\$0	\$0	\$0				\$0		\$0	\$0	\$0		
Adjustment for Restatements		9795	\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0		
Net Beginning Balance			\$8,261,061	\$199,825	\$8,460,886	\$8,504,365			\$99,973	\$8,604,338	\$8,732,651			\$0	\$8,732,651
Revenue Limit Sources	8010-8099	see notes	\$8,158,565	\$127,775	\$8,286,340	see notes	\$8,442,310	\$131,608	\$8,573,918	see notes	\$8,632,637	\$135,556	\$8,768,193		
Federal Revenues	8100-8299	see notes	\$0	\$235,342	\$235,342	see notes	\$0	\$239,402	\$239,402	see notes	\$0	\$243,584	\$243,584		
Other State Revenues	8300-8599	see notes	\$147,826	\$55,154	\$202,980	see notes	\$151,474	\$56,161	\$207,635	see notes	\$152,556	\$56,363	\$208,919		
Other Local Revenues	8600-8799	see notes	\$356,500	\$394,465	\$750,965	see notes	\$370,810	\$405,969	\$776,779	see notes	\$370,810	\$417,473	\$788,283		
Total Operating Revenues			\$8,662,891	\$812,736	\$9,475,627	\$8,964,594			\$833,140	\$9,797,734	\$9,156,003			\$852,976	\$10,008,979
Certificated Salaries	1000-1999	see notes	\$2,913,990	\$299,042	\$3,213,032	see notes	\$3,042,607	\$328,946	\$3,371,553	see notes	\$3,182,774	\$353,641	\$3,536,415		
Classified Salaries	2000-2999	see notes	\$1,777,603	\$197,992	\$1,975,595	see notes	\$1,846,827	\$217,791	\$2,064,618	see notes	\$1,897,349	\$234,504	\$2,131,853		
Employee Benefits	3000-3999	see notes	\$1,418,843	\$136,906	\$1,555,749	see notes	\$1,535,142	\$150,967	\$1,686,109	see notes	\$1,591,510	\$165,028	\$1,756,538		
Books and Supplies	4000-4999	see notes	\$597,825	\$150,000	\$747,825	see notes	\$580,325	\$162,000	\$742,325	see notes	\$534,325	\$174,000	\$708,325		
Services, Other Operating	5000-5999	see notes	\$902,514	\$499,537	\$1,402,051	see notes	\$860,137	\$549,491	\$1,409,628	see notes	\$814,591	\$599,445	\$1,414,036		
Capital Outlay	6000-6999 7100-7299	see notes	\$115,800	\$0	\$115,800	see notes	\$70,000	\$0	\$70,000	see notes	\$55,000	\$0	\$55,000		
Other Outgo	7400-7499	see notes	\$212,052	\$110,071	\$322,123	see notes	\$212,052	\$113,136	\$325,188	see notes	\$212,052	\$116,201	\$328,253		
Direct Support/Indirect Costs	7300-7399		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0		
Total Operating Expenditures			\$7,938,627	\$1,393,548	\$9,332,175	\$8,147,090			\$1,522,331	\$9,669,421	\$8,287,601			\$1,642,819	\$9,930,420
Operating Excess (Deficit)			\$724,264	(\$580,812)	\$143,452	\$817,504			(\$689,191)	\$128,313	\$868,402			(\$789,843)	\$78,559
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		(\$480,960)	\$480,960	\$0		(\$589,218)	\$589,218	\$0		(\$789,843)	\$789,843	\$0		
Net Increase (Decrease) to Fund Balance			\$243,304	(\$99,852)	\$143,452	\$228,286			(\$99,973)	\$128,313	\$78,559			\$0	\$78,559
Ending Fund Balance			\$8,504,365	\$99,973	\$8,604,338	\$8,732,651			\$0	\$8,732,651	\$8,811,210			\$0	\$8,811,210
Recommended Reserve (Unr)	3.00%	\$259,887				\$268,938				\$274,680					
Reserve .....					\$8,604,338	\$8,732,651					\$8,811,210				
Reserve %					92.20%	90.31%					88.73%				

# **GREAT VALLEY ACADEMY:**

## **Budget Assumptions for MYP**

**2019-2020**

### **UNRESTRICTED**

#### **REVENUES:**

- 8010-8099** LCFF revenue is based on 899.65 ADA and 43.18% unduplicated count (includes Charter in lieu tax amount)
- 8100-8299** No unrestricted federal programs
- 8300-8599** State Lottery projection of 880.65 ADA @ \$151
- 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 2019/20 SCOE Budget projections
- 8100-8299** Revenue assumes Federal IDEA SELPA income Per 2019/20 SCOE Budget projections
- 8300-8599** Revenue assumes Restricted Lottery based on 880.65 ADA @ \$53
- 8600-8799** Revenue assumes SELPA Special Ed Funding Exhibit per 2019/20 SCOE Budget projections

#### **EXPENDITURES:**

- 1000-1999** Salaries based on schedule - Special Ed and LPSBG
- 2000-2999** Salaries based on schedule - Special Ed, Food Services and LPSBG
- 3000-3999** Assumes medical & retirement benefits for Special Ed, Food Service and LPSBG to certificated and classified salaries
- 4000-4999** Assumes purchase of materials for Special Ed, Food Services and LPSBG based on 2019/20 budget
- 5000-5999** Assumes SCOE Individual Student Services and SELPA Administration Fees per 2019/20 SCOE Budget projections
- 6000-6999** Assumes no continued expenditures in this category
- 7100-7299/**
- 7400-7499** SELPA Insurance Pool per 2019/20 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 43.0% unduplicated count (includes Charter in lieu tax amount)
- 8100-8299** No unrestricted federal programs
- 8300-8599** State Lottery projection of 899.65 ADA @ \$151
- 8600-8799** Revenue projection of Kids Care Fees and Fundraising based on 2019/20 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 2019/20 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 2019/20 SCOE Budget projections
- 8100-8299** Revenue assumes Federal IDEA SELPA income Per 2019/20 SCOE Budget projections
- 8300-8599** Revenue assumes Restricted Lottery based on 899.65 ADA @ \$53
- 8600-8799** Revenue assumes SELPA Special Ed Funding Exhibit per 2019/20 SCOE Budget projections

#### **EXPENDITURES:**

- 1000-1999** Salaries based on schedule - Special Ed and LPSBG
- 2000-2999** Salaries based on schedule - Special Ed, Food Services and LPSBG
- 3000-3999** Assumes medical & retirement benefits for Special Ed, Food Service and LPSBG to certificated and classified salaries
- 4000-4999** Assumes purchase of materials for Special Ed, Food Services and LPSBG based on 2019/20 Budget projections
- 5000-5999** Assumes SCOE Individual Student Services and SELPA Administration Fees per 2019/20 SCOE Budget projections
- 6000-6999** Assumes no continued expenditures in this category
- 7100-7299/**
- 7400-7499** SELPA Insurance Pool per 2019/20 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**

### **2021-2022**

**All assumptions are a first attempt made with current information available and without further details regarding funding at the state level.**

#### **UNRESTRICTED**

##### **REVENUES:**

- 8010-8099** LCFF revenue is based on 902.5 ADA and 43.25% unduplicated count (includes Charter in lieu tax amount)
- 8100-8299** No unrestricted federal programs
- 8300-8599** State Lottery projection of 903.45 ADA @ \$151
- 8600-8799** Revenue projection of Kids Care Fees and Fundraising based on 2019/20 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 2019/20 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 2019/20 SCOE Budget projections
- 8100-8299** Revenue assumes Federal IDEA SELPA income Per 2019/20 SCOE Budget projections
- 8300-8599** Revenue assumes Restricted Lottery based on 903.45 ADA @ \$53
- 8600-8799** Revenue assumes SELPA Special Ed Funding Exhibit per 2019/20 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 2019/20 Budget projections
- 5000-5999** Assumes SCOE Individual Student Services and SELPA Administration Fees per 2019/20 SCOE Budget projections
- 6000-6999** Assumes no continued expenditures in this category
- 7100-7299/**
- 7400-7499** SELPA Insurance Pool per 2019/20 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**  
**2019-2020 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	7,578,294	7,578,294	4,052,876	7,627,261
2) Federal Revenue	8100-8299	175,596	175,596	49,200	175,596
3) Other State Revenue	8300-8599	188,639	188,639	102,830	194,881
4) Other Local Revenue	8600-8799	665,030	665,030	455,042	695,030
<b>5) TOTAL REVENUES</b>		<b>8,607,559</b>	<b>8,607,559</b>	<b>4,659,948</b>	<b>8,692,768</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	2,950,579	2,950,579	1,567,514	2,950,555
2) Classified Salaries	2000-2999	1,633,613	1,633,613	858,931	1,618,663
3) Employee Benefits	3000-3999	1,375,435	1,375,435	710,667	1,355,277
4) Books and Supplies	4000-4999	618,350	618,350	366,941	647,724
5) Services & Other Operating Exp	5000-5999	1,358,277	1,358,277	644,255	1,316,502
6) Capital Outlay	6000-6999	164,500	164,500	41,014	206,635
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299	54,001	54,001	(15,440)	38,561
	7400-7499	355,091	355,091	209,090	370,531
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>8,509,846</b>	<b>8,509,846</b>	<b>4,382,972</b>	<b>8,504,448</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>					
		97,713	97,713	276,976	188,320
<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>					
		97,713	97,713	276,976	188,320
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	5,087,498	5,087,498		5,087,498
b) Audit Adjustments	9793	(3,600)	(3,600)		(3,600)
c) As of July 1, Audited (F1a + F1b)		5,083,898	5,083,898		5,083,898
d) Other Restatements	9795	0	0		0
e) Adjusted Beginning Balance (F1c+F1d)		5,083,898	5,083,898		5,083,898
2) Ending Balance, June 30 (E + F1e)		5,181,611	5,181,611		5,272,218

**Great Valley Academy-Salida**  
**2019-2020 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	7,456,039	7,456,039	3,980,385	7,505,006
2) Federal Revenue	8100-8299	0	0	0	0
3) Other State Revenue	8300-8599	140,331	140,331	69,221	130,737
4) Other Local Revenue	8600-8799	345,000	345,000	253,301	375,000
<b>5) TOTAL REVENUES</b>		<b>7,941,370</b>	<b>7,941,370</b>	<b>4,302,907</b>	<b>8,010,743</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	2,850,531	2,850,531	1,487,486	2,830,507
2) Classified Salaries	2000-2999	1,538,930	1,538,930	813,497	1,523,980
3) Employee Benefits	3000-3999	1,329,514	1,329,514	679,632	1,300,356
4) Books and Supplies	4000-4999	450,833	450,833	203,554	428,614
5) Services & Other Operating Exp	5000-5999	879,137	879,137	385,760	837,362
6) Capital Outlay	6000-6999	164,500	164,500	35,323	200,944
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299 7400-7499	0 355,091	0 355,091	0 209,090	0 370,531
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>7,568,536</b>	<b>7,568,536</b>	<b>3,814,342</b>	<b>7,492,294</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>					
		372,834	372,834	488,565	518,449
<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	(123,825)	(123,825)	(113,776)	(226,646)
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>(123,825)</b>	<b>(123,825)</b>	<b>(113,776)</b>	<b>(226,646)</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>					
		249,009	249,009	374,789	291,803
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	4,886,202	4,886,202		4,886,202
b) Audit Adjustments	9793	(3,600)	(3,600)		(3,600)
c) As of July 1, Audited (F1a + F1b)		4,882,602	4,882,602		4,882,602
d) Other Restatements	9795	0	0		0
e) Adjusted Beginning Balance (F1c+F1d)		4,882,602	4,882,602		4,882,602
2) Ending Balance, June 30 (E + F1e)		5,131,611	5,131,611		5,174,405

**Great Valley Academy-Salida**  
**2019-2020 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	122,255	122,255	72,491	122,255
2) Federal Revenue	8100-8299	175,596	175,596	49,200	175,596
3) Other State Revenue	8300-8599	48,308	48,308	33,609	64,144
4) Other Local Revenue	8600-8799	320,030	320,030	201,741	320,030
<b>5) TOTAL REVENUES</b>		<b>666,189</b>	<b>666,189</b>	<b>357,041</b>	<b>682,025</b>
<b>B. EXPENDITURES</b>					
1) Certificated Salaries	1000-1999	100,048	100,048	80,028	120,048
2) Classified Salaries	2000-2999	94,683	94,683	45,434	94,683
3) Employee Benefits	3000-3999	45,921	45,921	31,035	54,921
4) Books and Supplies	4000-4999	167,517	167,517	163,387	219,110
5) Services & Other Operating Exp	5000-5999	479,140	479,140	258,495	479,140
6) Capital Outlay	6000-6999	0	0	5,691	5,691
7) Other Outgo (excluding Transfers of Indirect/ Direct Support Costs)	7100-7299 7400-7499	54,001 0	54,001 0	(15,440) 0	38,561 0
8) Transfers of Indirect/Direct Support Costs	7300-7399	0	0	0	0
<b>9) TOTAL EXPENDITURES</b>		<b>941,310</b>	<b>941,310</b>	<b>568,630</b>	<b>1,012,154</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)</b>					
		(275,121)	(275,121)	(211,589)	(330,129)
<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	123,825	123,825	113,776	226,646
<b>4) TOTAL, OTHER FINANCING SOURCES/USES</b>		<b>123,825</b>	<b>123,825</b>	<b>113,776</b>	<b>226,646</b>
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>					
		(151,296)	(151,296)	(97,813)	(103,483)
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited	9791	201,296	201,296		201,296
b) Audit Adjustments	9793	0	0		0
c) As of July 1, Audited (F1a + F1b)		201,296	201,296		201,296
d) Other Restatements	9795	0	0		0
e) Adjusted Beginning Balance (F1c+F1d)		201,296	201,296		201,296
2) Ending Balance, June 30 (E + F1e)		50,000	50,000		97,813

FISCAL YEAR 2019-2022

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## GENERAL FUND FINANCIAL PROJECTIONS

Great Valley AcademySalida

		FISCAL YEAR 2019-20 APPROVED BUDGET				FISCAL YEAR 2020-21 PROJECTION				FISCAL YEAR 2021-22 PROJECTION			
		SOURCE FOR PROJECTION				SOURCE FOR PROJECTION				SOURCE FOR PROJECTION			
Description	Account Codes	Projection Factors	Unrestr. 19-20 1st Yr. Proj.	Restr 19-20 1st Yr. Proj.	Total 19-20 1st Yr. Proj.	Projection Factors	Unrestr. 20-21 2nd Yr. Proj.	Restr 20-21 2nd Yr. Proj.	Total 20-21 2nd Yr. Proj.	Projection Factors	Unrestr. 21-22 3rd Yr. Proj.	Restr 21-22 3rd Yr. Proj.	Total 21-22 3rd Yr. Proj.
Fund Balance-July 1 Estimated			\$4,886,202	\$201,296	\$5,087,498		\$5,083,798	\$97,813	\$5,181,611		\$5,221,315	\$0	\$5,221,315
Unaudited Actual Adjustments			\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
July 1 Unaudited	9791		\$4,886,202	\$201,296	\$5,087,498		\$5,083,798	\$97,813	\$5,181,611		\$5,221,315	\$0	\$5,221,315
Audit Adjustments	9793		(\$3,600)	\$0	(\$3,600)		\$0	\$0	\$0		\$0	\$0	\$0
Adjustment for Restatements	9795		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Net Beginning Balance			\$4,882,602	\$201,296	\$5,083,898		\$5,083,798	\$97,813	\$5,181,611		\$5,221,315	\$0	\$5,221,315
Revenue Limit Sources	8010-8099	see notes	\$7,456,039	\$122,255	\$7,578,294	see notes	\$7,667,832	\$125,545	\$7,793,377	see notes	\$7,848,810	\$128,836	\$7,977,646
Federal Revenues	8100-8299	see notes	\$0	\$175,596	\$175,596	see notes	\$0	\$178,287	\$178,287	see notes	\$0	\$180,978	\$180,978
Other State Revenues	8300-8599	see notes	\$140,331	\$48,308	\$188,639	see notes	\$143,520	\$49,315	\$192,835	see notes	\$143,520	\$49,315	\$192,835
Other Local Revenues	8600-8799	see notes	\$345,000	\$320,030	\$665,030	see notes	\$357,300	\$328,919	\$686,219	see notes	\$357,300	\$337,808	\$695,108
Total Operating Revenues			\$7,941,370	\$666,189	\$8,607,559		\$8,168,652	\$682,066	\$8,850,718		\$8,349,630	\$696,937	\$9,046,567
Certificated Salaries	1000-1999	see notes	\$2,850,531	\$100,048	\$2,950,579	see notes	\$2,998,549	\$110,053	\$3,108,602	see notes	\$3,151,888	\$121,058	\$3,272,946
Classified Salaries	2000-2999	see notes	\$1,538,930	\$94,683	\$1,633,613	see notes	\$1,604,806	\$104,151	\$1,708,957	see notes	\$1,655,850	\$114,566	\$1,770,416
Employee Benefits	3000-3999	see notes	\$1,329,514	\$45,921	\$1,375,435	see notes	\$1,441,997	\$50,513	\$1,492,510	see notes	\$1,502,290	\$55,564	\$1,557,854
Books and Supplies	4000-4999	see notes	\$450,833	\$167,517	\$618,350	see notes	\$435,431	\$180,519	\$615,950	see notes	\$359,379	\$198,571	\$557,950
Services, Other Operating	5000-5999	see notes	\$879,137	\$479,140	\$1,358,277	see notes	\$823,549	\$527,054	\$1,350,603	see notes	\$768,859	\$579,759	\$1,348,618
Capital Outlay	6000-6999 7100-7299	see notes	\$164,500	\$0	\$164,500	see notes	\$122,500	\$0	\$122,500	see notes	\$86,000	\$0	\$86,000
Other Outgo	7400-7499	see notes	\$355,091	\$54,001	\$409,092	see notes	\$352,491	\$59,401	\$411,892	see notes	\$360,000	\$54,691	\$414,691
Direct Support/Indirect Costs	7300-7399		\$0	\$0	\$0		\$0	\$0	\$0		\$0	\$0	\$0
Total Operating Expenditures			\$7,568,536	\$941,310	\$8,509,846		\$7,779,323	\$1,031,691	\$8,811,014		\$7,884,266	\$1,124,209	\$9,008,475
Operating Excess (Deficit)			\$372,834	(\$275,121)	\$97,713		\$389,329	(\$349,625)	\$39,704		\$465,364	(\$427,272)	\$38,092
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		(\$171,638)	\$171,638	\$0		(\$251,812)	\$251,812	\$0		(\$427,272)	\$427,272	\$0
Net Increase (Decrease) to Fund Balance			\$201,196	(\$103,483)	\$97,713		\$137,517	(\$97,813)	\$39,704		\$38,092	\$0	\$38,092
Ending Fund Balance			\$5,083,798	\$97,813	\$5,181,611		\$5,221,315	\$0	\$5,221,315		\$5,259,407	\$0	\$5,259,407
Recommended Reserve (Unr)	3.00%		\$238,241				\$245,060				\$250,489		
Reserve .....			\$5,181,611				\$5,221,315				\$5,259,407		
Reserve %			60.89%				59.26%				58.38%		

# **GREAT VALLEY ACADEMY:**

## **Budget Assumptions for MYP**

**2019-2020**

### **UNRESTRICTED**

#### **REVENUES:**

- 8010-8099** LCFF revenue is based on 855 ADA and 30.33% unduplicated count (includes Charter in lieu tax amount)
- 8100-8299** No unrestricted federal programs
- 8300-8599** State Lottery projection of 836 ADA @ \$151
- 8600-8799** Revenue projection of Kids Care Fees and Fundraising based on 2018/2019 experience

#### **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 2018/2019 experience with growth and SpED expense increase
- 6000-6999** Assumes facilities upgrades
- 7300-7399** Mortgage interest per amortization schedule

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

- 8980-8999** Assumes covering special ed encroachment

### **RESTRICTED**

#### **REVENUES:**

- 8010-8099** Revenue assumes SELPA Property Tax Transfer Per 2019/2020 SCOE Budget projections
- 8100-8299** Revenue assumes Federal IDEA SELPA income Per 2019/2020 SCOE Budget projections
- 8300-8599** Revenue assumes Restricted Lottery based on 836 ADA @ \$53
- 8600-8799** Revenue assumes SELPA Special Ed Funding Exhibit-PS/RS per 2019/2020 SCOE Budget projections plus est. increase

#### **EXPENDITURES:**

- 1000-1999** Salaries based on schedule - Special Ed and LPSBG
- 2000-2999** Salaries based on schedule - Special Ed, Food Services and LPSBG
- 3000-3999** Assumes medical and retirement benefits for Special Ed, Food Service and LPSBG to certificated and classified salaries
- 4000-4999** Assumes purchase of materials for Special Ed, Food Services and LPSBG based on 2019/20 budget projections
- 5000-5999** Assumes SCOE Individual Student Services and SELPA Administration Fees per 2019/2020 SCOE budget projections
- 6000-6999** Assumes no continued expenditures in this category
- 7100-7299/**
- 7400-7499** SELPA Insurance Pool per 2019/2020 SCOE Budget projections
- 7300-7399** Assumes no continued expenditures in this category

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

- 8980-8999** Assumes covering special ed encroachment

# **GREAT VALLEY ACADEMY:**

## **Budget Assumptions for MYP**

**2020-2021**

### **UNRESTRICTED**

#### **REVENUES:**

- 8010-8099** LCFF revenue is based on 855 ADA and 30.33% unduplicated count (includes Charter in lieu tax amount)
- 8100-8299** No unrestricted federal programs
- 8300-8599** State Lottery projection of 855 ADA @ \$151
- 8600-8799** Revenue projection of Kids Care Fees and Fundraising based on 2019/20 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 2019/20 budget projection
- 6000-6999** Assumes facilities upgrades
- 7300-7399** Mortgage interest per amortization schedule

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

- 8980-8999** Assumes covering special ed encroachment

### **RESTRICTED**

#### **REVENUES:**

- 8010-8099** Revenue assumes SELPA Property Tax Transfer Per 2019/20 SCOE Budget projections
- 8100-8299** Revenue assumes Federal IDEA SELPA income Per 2019/20 SCOE Budget projections
- 8300-8599** Revenue assumes Restricted Lottery based on 855 ADA @ \$53
- 8600-8799** Revenue assumes SELPA Special Ed Funding Exhibit-PS/RS per 2019/20 SCOE Budget projections

#### **EXPENDITURES:**

- 1000-1999** Salaries based on schedule - Special Ed and LPSBG
- 2000-2999** Salaries based on schedule - Special Ed, Food Services and LPSBG
- 3000-3999** Assumes medical and retirement benefits for Special Ed, Food Service and LPSBG to certificated and classified salaries
- 4000-4999** Assumes purchase of materials for Special Ed, Food Services and LPSBG based on 2019/20 budget projections
- 5000-5999** Assumes SCOE Individual Student Services and SELPA Administration Fees based on 2019/20 experience
- 6000-6999** Assumes no continued expenditures in this category
- 7100-7299/**
- 7400-7499** SELPA Insurance Pool per 2019/20 SCOE Budget projections
- 7300-7399** Assumes no continued expenditures in this category

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

- 8980-8999** Assumes covering special ed encroachment



# GREAT VALLEY ACADEMY:

## Budget Assumptions for MYP

### 2021-2022

All assumptions are a first attempt made with current information available and without further details regarding funding at the state level.

#### UNRESTRICTED

##### REVENUES:

- 8010-8099 LCFF revenue is based on 855 ADA and 30.33% unduplicated count (includes Charter in lieu tax amount)
- 8100-8299 No unrestricted federal programs
- 8300-8599 State Lottery projection of 855 ADA @ \$151
- 8600-8799 Revenue projection of Kids Care Fees and Fundraising based on 2019/20 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 2019/20 budget projection
- 6000-6999 Assumes facilities upgrades
- 7300-7399 Mortgage interest per amortization schedule

##### CONTRIBUTIONS TO RESTRICTED PROGRAMS:

- 8980-8999 Assumes covering special ed encroachment

#### RESTRICTED

##### REVENUES:

- 8010-8099 Revenue assumes SELPA Property Tax Transfer Per 2019/20 SCOE Budget projections
- 8100-8299 Revenue assumes Federal IDEA SELPA income Per 2019/20 SCOE Budget projections
- 8300-8599 Revenue assumes Restricted Lottery based on 855 ADA @ \$53
- 8600-8799 Revenue assumes SELPA Special Ed Funding Exhibit-PS/RS per 2019/20 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 and 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 2019/20 budget projections
- 5000-5999 Assumes SCOE Individual Student Services and SELPA Administration Fees based on 2019/20 budget projections
- 6000-6999 Assumes no continued expenditures in this category
- 7100-7299/
- 7400-7499 SELPA Insurance Pool per 2019/20 SCOE Budget projections
- 7300-7399 Assumes no continued expenditures in this category

##### CONTRIBUTIONS FROM UNRESTRICTED PROGRAMS:

- 8980-8999 Assumes covering special ed encroachment



## Holiday Schedule Classified Staff 2020-2021 School Year

Friday, July 3, 2020

Independence Day

Monday, September 7, 2020

Labor Day

Wednesday, November 11, 2020

Veteran's Day

Thursday & Friday, November 26 & 27, 2020

Thanksgiving Holidays

Thursday & Friday, December 24 & 25, 2020

Winter Holidays

Thursday, December 31, 2020 & Friday,  
January 1, 2021

New Year's Holidays

Monday, January 18, 2021

Martin Luther King Jr. Day

Monday, February 15, 2021

President's Day

Friday, April 2, 2021

Spring Holiday

Monday, May 31, 2021

Memorial Day

## 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.

2018

Open to Public Inspection

Department of the Treasury  
Internal Revenue Service

<b>A</b> For the 2018 calendar year, or tax year beginning 7/01, 2018, and ending 6/30, 2019	
<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> GREAT VALLEY ACADEMY, INC. 3200 TULLY ROAD MODESTO, CA 95350
<b>D</b> Employer identification number 61-1506412	<b>E</b> Telephone number (209) 576-2283
<b>G</b> Gross receipts \$ 18,900,775.	
<b>F</b> Name and address of principal officer: SAME AS C ABOVE	
<b>H(a)</b> Is this a group return for subordinates? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>H(b)</b> Are all subordinates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions)	
<b>I</b> Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527	
<b>J</b> Website: WWW.GREATVALLEYACADEMY.COM	
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶	
<b>L</b> Year of formation: 2008	<b>M</b> State of legal domicile: CA

## Part I Summary

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: 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.		
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	3	6
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	6
	5	Total number of individuals employed in calendar year 2018 (Part V, line 2a)	5	301
	6	Total number of volunteers (estimate if necessary)	6	100
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b	Net unrelated business taxable income from Form 990-T, line 38	7b	0.	
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9	Program service revenue (Part VIII, line 2g)	15,925,328.	18,110,120.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	550,735.	598,221.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	2,725.	10,720.
	12	Total revenue — add lines 8 through 11 (must equal Part VIII, column (A), line 12)	136,035.	127,346.
	12		16,614,823.	18,846,407.
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)		
	14	Benefits paid to or for members (Part IX, column (A), line 4)		
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	11,163,473.	12,257,707.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)		
	b	Total fundraising expenses (Part IX, column (D), line 25) ▶		
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	4,204,438.	4,553,725.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	15,367,911.	16,811,432.
19	Revenue less expenses. Subtract line 18 from line 12	1,246,912.	2,034,975.	
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21	Total liabilities (Part X, line 26)	18,933,382.	20,889,895.
	22	Net assets or fund balances. Subtract line 21 from line 20	7,423,570.	7,345,108.
22		11,509,812.	13,544,787.	

## 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.

Sign Here	Signature of officer	Date			
	STEVE PAYNE	PRESIDENT			
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed	PTIN
	MICHAEL KLEIN, CPA	MICHAEL KLEIN, CPA			P01084572
	Firm's name	Firm's EIN			
	NIGRO & NIGRO PC	30-0636241			
Firm's address		Phone no.			
25220 HANCOCK AVE STE 400		(951) 698-8783			
MURRIETA, CA 92562-9739					

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 ☐**1** Briefly describe the organization's 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.

**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 \$ 13,711,221. 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 ▶ 13,711,221.

**Part IV Checklist of Required Schedules**

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If 'Yes,' complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I		X
4 <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? If 'Yes,' complete Schedule C, Part II		X
5 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? If 'Yes,' complete Schedule C, Part III		X
6 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? If 'Yes,' complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If 'Yes,' complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If 'Yes,' complete Schedule D, Part III		X
9 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? If 'Yes,' complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If 'Yes,' complete Schedule D, Part V		X
11 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.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If 'Yes,' complete Schedule D, Part VI	X	
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? If 'Yes,' complete Schedule D, Part VII		X
c 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? If 'Yes,' complete Schedule D, Part VIII		X
d 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? If 'Yes,' complete Schedule D, Part IX		X
e Did the organization report an amount for other liabilities in Part X, line 25? If 'Yes,' complete Schedule D, Part X	X	
f 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)? If 'Yes,' complete Schedule D, Part X	X	
12a Did the organization obtain separate, independent audited financial statements for the tax year? If 'Yes,' complete Schedule D, Parts XI and XII	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If 'Yes,' and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E	X	
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
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? If 'Yes,' complete Schedule F, Parts I and IV		X
15 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? If 'Yes,' complete Schedule F, Parts II and IV		X
16 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? If 'Yes,' complete Schedule F, Parts III and IV		X
17 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? If 'Yes,' complete Schedule G, Part I (see instructions)		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If 'Yes,' complete Schedule G, Part II	X	
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If 'Yes,' complete Schedule G, Part III		X
20a Did the organization operate one or more hospital facilities? If 'Yes,' complete Schedule H		X
b If 'Yes' to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 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? If 'Yes,' complete Schedule I, Parts I and II		X

**Part IV Checklist of Required Schedules** (continued)

	Yes	No
<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>24b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
<b>24c</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>24d</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>25b</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>28a</b> A current or former officer, director, trustee, or key employee? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
<b>28b</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>28c</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>35b</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	

**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>1a</b> Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable.		
<b>1b</b> Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable.		
<b>1c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	X	

**Part V** Statements Regarding Other IRS Filings and Tax Compliance (continued)

	Yes	No
<b>2a</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>2a</b> 301		
<b>b</b> If at least one is reported on line 2a, did the organization file all required federal employment tax returns? . . . . . <b>2b</b>	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>3a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year? . . . . . <b>3a</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>3b</b>		
<b>4a</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>4a</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>5a</b> Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? . . . . . <b>5a</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>5b</b>		X
<b>c</b> If 'Yes,' to line 5a or 5b, did the organization file Form 8886-T? . . . . . <b>5c</b>		
<b>6a</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>6a</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>6b</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>7a</b>		X
<b>b</b> If 'Yes,' did the organization notify the donor of the value of the goods or services provided? . . . . . <b>7b</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>7c</b>		X
<b>d</b> If 'Yes,' indicate the number of Forms 8282 filed during the year. . . . . <b>7d</b>		
<b>e</b> Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? . . . . . <b>7e</b>		X
<b>f</b> Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? . . . . . <b>7f</b>		X
<b>g</b> If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? . . . . . <b>7g</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>7h</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>9a</b>		
<b>b</b> Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? . . . . . <b>9b</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>10a</b>		
<b>b</b> Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities. . . . . <b>10b</b>		
<b>11 Section 501(c)(12) organizations.</b> Enter:		
<b>a</b> Gross income from members or shareholders. . . . . <b>11a</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>11b</b>		
<b>12a Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041? . . . . . <b>12a</b>		
<b>b</b> If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year. . . . . <b>12b</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>13a</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>13b</b>		
<b>c</b> Enter the amount of reserves on hand . . . . . <b>13c</b>		
<b>14a</b> Did the organization receive any payments for indoor tanning services during the tax year? . . . . . <b>14a</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>14b</b>		
<b>15</b> Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? . . . . . <b>15</b>		X
If 'Yes,' see instructions and file Form 4720, Schedule N.		
<b>16</b> Is the organization an educational institution subject to the section 4968 excise tax on net investment income? . . . . . <b>16</b>		X
If 'Yes,' complete Form 4720, Schedule O.		

**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> 6		
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> 6		
<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 (1024 or 1024-A 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) MICHELLE BARTON MEMBER	1 0	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) YOLANDA MERAZ MEMBER	1 0	X						0.	0.	0.
(8) VINCE JAMISON MEMBER	1 0	X						0.	0.	0.
(9) LEAH SILVESTRE FRANKLIN CEO	40 0			X				147,011.	0.	14,331.
(10) MARISA JACOBSON-MEEKS COO	40 0			X				88,566.	0.	11,764.
(11) DR. ELDON ROSENOW FOUNDER	40 0				X			169,000.	0.	8,767.
(12) RUSSEL HOWELL PRINCIPAL	40 0					X		109,282.	0.	30,787.
(13) CHRISTINE FROST PRINCIPAL	40 0					X		97,284.	0.	31,543.
(14) MICHAEL RUEHLE PRINCIPAL	40 0					X		105,137.	0.	29,891.

**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** ..... 716,280. 0. 127,083.

**c Total from continuation sheets to Part VII, Section A** ..... 0. 0. 0.

**d Total (add lines 1b and 1c)** ..... 716,280. 0. 127,083.

**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 ▶ 4

**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

**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.* .....

	Yes	No
<b>4</b>	X	

**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.* .....

	Yes	No
<b>5</b>		X

**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>	18,084,773.				
	<b>f</b> All other contributions, gifts, grants, and similar amounts not included above .....	<b>1 f</b>	25,347.				
	<b>g</b> Noncash contributions included in lines 1a-1f: \$ .....						
	<b>h Total.</b> Add lines 1a-1f .....		18,110,120.				
<b>Program Service Revenue</b>	<b>Business Code</b>						
	<b>2 a</b> <u>CHILDCARE FEES</u> .....		450,784.			450,784.	
	<b>b</b> <u>CHILD NUTRITION</u> .....		61,062.			61,062.	
	<b>c</b> <u>FIELD TRIP</u> .....		59,951.			59,951.	
	<b>d</b> <u>GRADUATION</u> .....		8,045.			8,045.	
	<b>e</b> <u>SHIRT SALES</u> .....		7,479.			7,479.	
	<b>f</b> All other program service revenue .....	<b>WKS</b>	10,900.			10,900.	
	<b>g Total.</b> Add lines 2a-2f .....		598,221.				
<b>Other Revenue</b>	<b>3</b> Investment income (including dividends, interest and other similar amounts) .....		12,782.			12,782.	
	<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 .....		2,062.			
		<b>c</b> Gain or (loss) .....		-2,062.			
		<b>d</b> Net gain or (loss) .....		-2,062.	-2,062.		
	<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>	179,652.				
		<b>b</b> Less: direct expenses .....	<b>b</b>	52,306.			
		<b>c</b> Net income or (loss) from fundraising events .....		127,346.			127,346.
	<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 .....			18,846,407.	-2,062.	0.	738,349.	

**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.	439,439.	0.	439,439.	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.	8,566,383.	7,775,584.	790,799.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions).	1,665,744.	1,665,744.		
9 Other employee benefits.	1,210,924.	1,002,863.	208,061.	
10 Payroll taxes.	375,217.	285,339.	89,878.	
11 Fees for services (non-employees):				
a Management.				
b Legal.	13,411.		13,411.	
c Accounting.	30,233.		30,233.	
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.)	1,373,110.	1,102,139.	270,971.	
12 Advertising and promotion.	22,541.	2,154.	20,387.	
13 Office expenses.				
14 Information technology.				
15 Royalties.				
16 Occupancy.	54,475.	9,856.	44,619.	
17 Travel.	159,916.	142,567.	17,349.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.				
19 Conferences, conventions, and meetings.				
20 Interest.	337,329.		337,329.	
21 Payments to affiliates.				
22 Depreciation, depletion, and amortization.	563,060.	559,174.	3,886.	
23 Insurance.	144,088.		144,088.	
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>	744,123.	611,645.	132,478.	
b <u>UTILITIES</u>	228,052.		228,052.	
c <u>FOOD PROGRAM</u>	217,683.	217,683.		
d <u>NONCAPITALIZED EQUIPMENT</u>	147,440.	130,245.	17,195.	
e All other expenses.	518,264.	206,228.	312,036.	
25 Total functional expenses. Add lines 1 through 24e.	16,811,432.	13,711,221.	3,100,211.	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 .....	5,376,738.	<b>1</b>	4,874,558.
	<b>2</b> Savings and temporary cash investments .....	549,465.	<b>2</b>	2,187,417.
	<b>3</b> Pledges and grants receivable, net .....		<b>3</b>	
	<b>4</b> Accounts receivable, net .....	206,184.	<b>4</b>	931,576.
	<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 .....	31,353.	<b>9</b>	3,495.
	<b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....	<b>10a</b> 14,856,816.		
	<b>b</b> Less: accumulated depreciation .....	<b>10b</b> 1,963,967.		
		12,769,642.	<b>10c</b>	12,892,849.
	<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) .....	18,933,382.	<b>16</b>	20,889,895.	
<b>Liabilities</b>	<b>17</b> Accounts payable and accrued expenses .....	519,073.	<b>17</b>	593,335.
	<b>18</b> Grants payable .....		<b>18</b>	
	<b>19</b> Deferred revenue .....	24,320.	<b>19</b>	10,474.
	<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 .....	6,541,746.	<b>23</b>	6,308,574.
	<b>24</b> Unsecured notes and loans payable to unrelated third parties .....		<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 .....	338,431.	<b>25</b>	432,725.
	<b>26 Total liabilities.</b> Add lines 17 through 25 .....	7,423,570.	<b>26</b>	7,345,108.
<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 .....	11,336,539.	<b>27</b>	13,143,666.
	<b>28</b> Temporarily restricted net assets .....	173,273.	<b>28</b>	401,121.
	<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 .....	11,509,812.	<b>33</b>	13,544,787.
	<b>34</b> Total liabilities and net assets/fund balances .....	18,933,382.	<b>34</b>	20,889,895.

**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	18,846,407.
2	Total expenses (must equal Part IX, column (A), line 25)	2	16,811,432.
3	Revenue less expenses. Subtract line 2 from line 1	3	2,034,975.
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	11,509,812.
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	13,544,787.

**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.		

BAA

TEEA0112L 08/03/18

Form 990 (2018)

**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

**2018**

**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) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(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) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(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 2018 (line 6, column (f) divided by line 11, column (f)). . . . .	14	%
15 Public support percentage from 2017 Schedule A, Part II, line 14 . . . . .	15	%
16a <b>33-1/3% support test—2018.</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—2017.</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—2018.</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—2017.</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) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(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) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(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 2018 (line 8, column (f), divided by line 13, column (f)) .....	<b>15</b>	%
<b>16</b> Public support percentage from 2017 Schedule A, Part III, line 15 .....	<b>16</b>	%

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for <b>2018</b> (line 10c, column (f), divided by line 13, column (f)) .....	<b>17</b>	%
<b>18</b> Investment income percentage from <b>2017</b> Schedule A, Part III, line 17 .....	<b>18</b>	%

**19a 33-1/3% support tests—2018.** 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—2017.** 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 (as 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) 2018

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** (continued)**Section D – Distributions**

	Current Year
<b>1</b> Amounts paid to supported organizations to accomplish exempt purposes	
<b>2</b> Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
<b>3</b> Administrative expenses paid to accomplish exempt purposes of supported organizations	
<b>4</b> Amounts paid to acquire exempt-use assets	
<b>5</b> Qualified set-aside amounts (prior IRS approval required)	
<b>6</b> Other distributions (describe in <b>Part VI</b> ). See instructions.	
<b>7 Total annual distributions.</b> Add lines 1 through 6.	
<b>8</b> Distributions to attentive supported organizations to which the organization is responsive (provide details in <b>Part VI</b> ). See instructions.	
<b>9</b> Distributable amount for 2018 from Section C, line 6	
<b>10</b> Line 8 amount divided by line 9 amount	

**Section E – Distribution Allocations (see instructions)**

	(i) Excess Distributions	(ii) Underdistributions Pre-2018	(iii) Distributable Amount for 2018
<b>1</b> Distributable amount for 2018 from Section C, line 6			
<b>2</b> Underdistributions, if any, for years prior to 2018 (reasonable cause required – explain in Part VI). See instructions.			
<b>3</b> Excess distributions carryover, if any, to 2018			
<b>a</b> From 2013 .....			
<b>b</b> From 2014 .....			
<b>c</b> From 2015 .....			
<b>d</b> From 2016 .....			
<b>e</b> From 2017 .....			
<b>f Total</b> of lines 3a through e			
<b>g</b> Applied to underdistributions of prior years			
<b>h</b> Applied to 2018 distributable amount			
<b>i</b> Carryover from 2013 not applied (see instructions)			
<b>j</b> Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
<b>4</b> Distributions for 2018 from Section D, line 7: \$			
<b>a</b> Applied to underdistributions of prior years			
<b>b</b> Applied to 2018 distributable amount			
<b>c</b> Remainder. Subtract lines 4a and 4b from 4.			
<b>5</b> Remaining underdistributions for years prior to 2018, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
<b>6</b> Remaining underdistributions for 2018. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
<b>7 Excess distributions carryover to 2019.</b> Add lines 3j and 4c.			
<b>8</b> Breakdown of line 7:			
<b>a</b> Excess from 2014 .....			
<b>b</b> Excess from 2015 .....			
<b>c</b> Excess from 2016 .....			
<b>d</b> Excess from 2017 .....			
<b>e</b> Excess from 2018 .....			

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Schedule A (Form 990 or 990-EZ) 2018

**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.)

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DRAFT

**Schedule B**  
**(Form 990, 990-EZ,**  
**or 990-PF)**

Department of the Treasury  
Internal Revenue Service

**Schedule of Contributors**

- **Attach to Form 990, Form 990-EZ, or Form 990-PF.**  
► **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.**

OMB No. 1545-0047

**2018**

Name of the organization

GREAT VALLEY ACADEMY, INC.

Employer identification number

61-1506412

**Organization type** (check one):

**Filers of:**

Form 990 or 990-EZ

**Section:**

- ☒ 501(c)( 3 ) (enter number) organization  
☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation  
☐ 527 political organization

Form 990-PF

- ☐ 501(c)(3) exempt private foundation  
☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation  
☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

**General Rule**

- ☒ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

**Special Rules**

- ☐ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33-1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering 'N/A' in column (b) instead of the contributor name and address), II, and III.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year . . . . . ► \$ \_\_\_\_\_

**Caution:** An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer 'No' on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

BAA For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

**Schedule B (Form 990, 990-EZ, or 990-PF) (2018)**

Name of organization

Employer identification number	
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GREAT VALLEY ACADEMY, INC.

61-1506412

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) Number	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	CALIFORNIA DEPT OF EDUCATION 1430 N STREET SACRAMENTO, CA 95814-5901	\$ 13,962,622.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	STANISLAUS COUNTY OFFICE OF EDUCATI 1100 H STREET MODESTO, CA 95354-2338	\$ 2,265,497.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	SALIDA UNION ELEMENTARY SCHOOL DIST 4801 SISK ROAD SALIDA, CA 95368-9226	\$ 1,068,789.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
(a) Number	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
---	----- ----- ----- -----	\$ -----	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
(a) Number	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
---	----- ----- ----- -----	\$ -----	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
(a) Number	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
---	----- ----- ----- -----	\$ -----	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)



Name of organization

GREAT VALLEY ACADEMY, INC.

Employer identification number

61-1506412

**Part II** **Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	N/A		
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

BAA

Schedule B (Form 990, 990-EZ, or 990-PF) (2018)

Name of organization

GREAT VALLEY ACADEMY, INC.

Employer identification number

61-1506412

**Part III** **Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor.** Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of *exclusively* religious, charitable, etc., contributions of **\$1,000 or less** for the year. (Enter this information once. See instructions.) ..... \$                      N/A  
 Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	N/A		
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee

**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

**2018****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

d ☐ Loan or exchange programs

b ☐ Scholarly research

e ☐ Other \_\_\_\_\_

c ☐ Preservation for future generations

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..... **3a(i)** ☐ Yes ☐ No

(ii) related organizations..... **3a(ii)** ☐ Yes ☐ No

b If 'Yes' on line 3a(ii), are the related organizations listed as required on Schedule R? **3b** ☐ Yes ☐ No

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.	926,837.	5,523,267.
c Leasehold improvements.....		5,877,687.	888,361.	4,989,326.
d Equipment.....		459,025.	148,769.	310,256.
e Other.....				
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.) ▶				12,892,849.

BAA

Schedule D (Form 990) 2018

**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	182,467.	
(3) NET DEFERRED PAY	250,258.	
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
(11)		
<b>Total.</b> (Column (b) must equal Form 990, Part X, column (B) line 25.) .. ▶	432,725.	

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.

1	Total revenue, gains, and other support per audited financial statements	1	18,887,993.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.) SEE PART XIII	2d	54,368.
e	Add lines 2a through 2d	2e	54,368.
3	Subtract line 2e from line 1	3	18,833,625.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.) SEE PART XIII	4b	12,782.
c	Add lines 4a and 4b	4c	12,782.
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5	18,846,407.

**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.

1	Total expenses and losses per audited financial statements	1	16,863,738.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.) SEE PART XIII	2d	52,306.
e	Add lines 2a through 2d	2e	52,306.
3	Subtract line 2e from line 1	3	16,811,432.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5	16,811,432.

**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, AND THEREFORE, NO PROVISION HAS BEEN MADE

BAA

Schedule D (Form 990) 2018

**Part XIII Supplemental Information** (continued)**PART X - FIN 48 FOOTNOTE (CONTINUED)**

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 .....	\$	52,306.
UNREALIZED GAIN ON DISPOSAL OF ASSET .....		2,062.
<b>TOTAL</b>	<b>\$</b>	<b>54,368.</b>

**SCHEDULE D, PART XI, LINE 4B****OTHER REVENUE INCLUDED ON FORM 990 BUT NOT INCLUDED IN F/S**

INVESTMENT EARNINGS .....	\$	12,782.
<b>TOTAL</b>	<b>\$</b>	<b>12,782.</b>

**SCHEDULE D, PART XII, LINE 2D****OTHER EXPENSES AND LOSSES PER AUDITED F/S**

DIRECT FUNDRAISING EXPENSE .....	\$	52,306.
<b>TOTAL</b>	<b>\$</b>	<b>52,306.</b>

DRAFT

**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

**2018****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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DRAFT

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 instructions and the latest information.

OMB No. 1545-0047

2018

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.

a ☒ Mail solicitations

b ☒ Internet and email solicitations

c ☐ Phone solicitations

d ☒ In-person solicitations

e ☒ Solicitation of non-government grants

f ☒ Solicitation of government grants

g ☒ Special fundraising events

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.

REVENUE		(a) Event #1 JOG-A-THON (event type)	(b) Event #2 PIE SALES (event type)	(c) Other events 5 (total number)	(d) Total events (add column (a) through column (c))
	1 Gross receipts .....	117,971.	12,705.	48,976.	179,652.
	2 Less: Contributions .....				
	3 Gross income (line 1 minus line 2) .....	117,971.	12,705.	48,976.	179,652.
DIRECT EXPENSES	4 Cash prizes .....				
	5 Noncash prizes .....	2,415.			2,415.
	6 Rent/facility costs .....				
	7 Food and beverages .....			5,394.	5,394.
	8 Entertainment .....			400.	400.
	9 Other direct expenses .....	19,659.	7,200.	17,238.	44,097.
	10 Direct expense summary. Add lines 4 through 9 in column (d) .....				52,306.
	11 Net income summary. Subtract line 10 from line 3, column (d) .....				127,346.

**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.

REVENUE		(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 | 13a | % |
| b An outside facility         | 13b | % |
- 14 Enter the name and address of the person who prepares the organization's gaming/special events books and records:

Name ▶ \_\_\_\_\_

Address ▶ \_\_\_\_\_

- 15a 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

**2018**

**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

**BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990.**

**Schedule J (Form 990) 2018**

**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) 147,011.	(ii) 0.	(iii) 0.	6,042.	8,289.	161,342.	0.
		(ii) 0.	0.	0.	0.	0.	0.	0.
2	DR. ELDON ROSENOW FOUNDER	(i) 169,000.	(ii) 0.	(iii) 0.	6,760.	2,007.	177,767.	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.

**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

**2018**

**Open to Public  
Inspection**

GREAT VALLEY ACADEMY, INC.

Employer identification number

61-1506412

**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, 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.



2018

California Exempt Organization  
Annual Information Return

199

Calendar Year 2018 or fiscal year beginning (mm/dd/yyyy) 7/01/2018, and ending (mm/dd/yyyy) 6/30/2019

Corporation/Organization name

GREAT VALLEY ACADEMY, INC.

Additional information. See instructions.

California corporation number

2892498

FEIN

61-1506412

Street address (suite or room)

3200 TULLY ROAD

PMB no.

City

MODESTO

State

CA

Zip code

95350

Foreign country name

Foreign province/state/county

Foreign postal code

**A** First Return ..... ☐ Yes ☒ No

**B** Amended Return ..... ☐ Yes ☒ No

**C** IRC Section 4947(a)(1) trust ..... ☐ Yes ☒ No

**D** Final Information Return?

• ☐ Dissolved ☐ Surrendered (Withdrawn) ☐ Merged/Reorganized

Enter date: (mm/dd/yyyy) •

**E** Check accounting method:

1 ☐ Cash 2 ☒ Accrual 3 ☐ Other

**F** Federal return filed? 1 • ☐ 990T 2 • ☐ 990-PF 3 • ☐ Sch H (990)

4 ☐ Other 990 series

**G** Is this a group filing? See instructions ..... ☐ Yes ☒ No

**H** Is this organization in a group exemption ..... ☐ Yes ☒ No

If 'Yes,' what is the parent's name?

**I** Did the organization have any changes to its guidelines not reported to the FTB? See instructions ..... ☐ Yes ☒ No

**J** If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions ..... ☐ Yes ☒ No

**K** Is the organization exempt under R&TC Section 23701g? ... ☐ Yes ☒ No

If 'Yes,' enter the gross receipts from nonmember sources ..... \$

**L** If organization is a public charity exempt under R&TC Section 23701d and meets the filing fee exception, check box. No filing fee is required ..... ☒

**M** Is the organization a Limited Liability Company? ..... ☐ Yes ☒ No

**N** Did the organization file Form 100 or Form 109 to report taxable income? ..... ☐ Yes ☒ No

**O** Is the organization under audit by the IRS or has the IRS audited in a prior year? ..... ☐ Yes ☒ No

**P** Is federal Form 1023/1024 pending? ..... ☐ Yes ☐ No

Date filed with IRS

**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	790,655.
	2	Gross dues and assessments from members and affiliates.	2	
	3	Gross contributions, gifts, grants, and similar amounts received. SEE SCH. B.	3	18,110,120.
	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	18,900,775.
	5	Cost of goods sold.	5	
	6	Cost or other basis, and sales expenses of assets sold.	6	2,062.
	7	Total costs. Add line 5 and line 6.	7	2,062.
	8	Total gross income. Subtract line 7 from line 4.	8	18,898,713.
<b>Expenses</b>	9	Total expenses and disbursements. From Side 2, Part II, line 18.	9	16,863,738.
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8.	10	2,034,975.
<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	Date	Telephone
	MICHAEL KLEIN, CPA	PRESIDENT		(209) 576-2283
	Preparer's signature	Date	Check if self-employed	PTIN
	NIGRO & NIGRO PC		<input type="checkbox"/>	P01084572
<b>Paid Preparer's Use Only</b>	Firm's name (or yours, if self-employed) and address	Firm's FEIN		
	25220 HANCOCK AVE STE 400	30-0636241		
	MURRIETA, CA 92562-9739	(951) 698-8783		
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.**

Receipts from Other Sources	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	790,655.
	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	790,655.
Expenses and Disbursements	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	439,439.
	12	Other salaries and wages .....	•	12	8,566,383.
	13	Interest .....	•	13	337,329.
	14	Taxes .....	•	14	375,217.
	15	Rents .....	•	15	54,475.
	16	Depreciation and depletion (See instructions) .....	•	16	563,060.
	17	Other Expenses and Disbursements. Attach schedule. .... <b>SEE STATEMENT 3</b> .....	•	17	6,527,835.
	18	<b>Total</b> expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9. ....		18	16,863,738.

Schedule L Balance Sheet		Beginning of taxable year		End of taxable year	
		(a)	(b)	(c)	(d)
<b>Assets</b>					
1	Cash .....		5,926,203.		7,061,975.
2	Net accounts receivable .....		206,184.		931,576.
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. ....	12,103,644.		12,786,816.	
b	Less accumulated depreciation. ....	1,404,002.	10,699,642.	1,963,967.	10,822,849.
11	Land. ....		2,070,000.		2,070,000.
12	Other assets. Attach schedule. .... <b>STM 4</b> .....		31,353.		3,495.
13	<b>Total assets</b> .....		18,933,382.		20,889,895.
<b>Liabilities and net worth</b>					
14	Accounts payable .....		519,073.		593,335.
15	Contributions, gifts, or grants payable .....				
16	Bonds and notes payable .....				
17	Mortgages payable. ....		6,541,746.		6,308,574.
18	Other liabilities. Attach schedule. .... <b>STM 5</b> .....		362,751.		443,199.
19	Capital stock or principal fund .....		11,509,812.		13,544,787.
20	Paid-in or capital surplus. Attach reconciliation. ....				
21	Retained earnings or income fund. ....				
22	<b>Total liabilities and net worth</b> .....		18,933,382.		20,889,895.

**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 .....	•	2,034,975.	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. ....		2,034,975.
5	Expenses recorded on books this year not deducted in this return. Attach schedule .....	•					
6	<b>Total.</b> Add line 1 through line 5. ....		2,034,975.				

**Schedule B**  
**(Form 990, 990-EZ,**  
**or 990-PF)**

Department of the Treasury  
Internal Revenue Service

CALIFORNIA COPY  
**Schedule of Contributors**

► **Attach to Form 990, Form 990-EZ, or Form 990-PF.**  
► **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.**

OMB No. 1545-0047

**2018**

Name of the organization

GREAT VALLEY ACADEMY, INC.

Employer identification number

61-1506412

**Organization type** (check one):

**Filers of:**

Form 990 or 990-EZ

**Section:**

- ☒ 501(c)( 3 ) (enter number) organization  
☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation  
☐ 527 political organization

Form 990-PF

- ☐ 501(c)(3) exempt private foundation  
☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation  
☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

**Note:** Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

**General Rule**

☒ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

**Special Rules**

- ☐ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33-1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering 'N/A' in column (b) instead of the contributor name and address), II, and III.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year . . . . . ► \$ \_\_\_\_\_

**Caution:** An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer 'No' on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

BAA For Paperwork Reduction Act Notice, see the instructions for Form 990, 990-EZ, or 990-PF.

**Schedule B (Form 990, 990-EZ, or 990-PF) (2018)**

Name of organization

Employer identification number

GREAT VALLEY ACADEMY, INC.

61-1506412

**Part I Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) Number	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	CALIFORNIA DEPT OF EDUCATION 1430 N STREET SACRAMENTO, CA 95814-5901	\$ 13,962,622.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	STANISLAUS COUNTY OFFICE OF EDUCATI 1100 H STREET MODESTO, CA 95354-2338	\$ 2,265,497.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	SALIDA UNION ELEMENTARY SCHOOL DIST 4801 SISK ROAD SALIDA, CA 95368-9226	\$ 1,068,789.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
(a) Number	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
---	----- ----- ----- -----	\$ -----	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
(a) Number	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
---	----- ----- ----- -----	\$ -----	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
(a) Number	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
---	----- ----- ----- -----	\$ -----	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization

GREAT VALLEY ACADEMY, INC.

Employer identification number

61-1506412

**Part II** **Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
	N/A		
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

BAA

Schedule B (Form 990, 990-EZ, or 990-PF) (2018)

Name of organization

GREAT VALLEY ACADEMY, INC.

Employer identification number

61-1506412

**Part III** **Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor.** Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of *exclusively* religious, charitable, etc., contributions of **\$1,000 or less** for the year. (Enter this information once. See instructions.) ..... \$                      *N/A*  
 Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
	N/A		
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee
	(e) Transfer of gift		
	Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee

**2018 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 2019. 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.	56,896.	S/L	15	4,064.	
	09/10 SITE IMPR	6/30/2010	220,543.	127,332.	S/L	15	14,703.	
	10/11 SITE IMPR	6/30/2011	222,282.	103,733.	S/L	15	14,819.	
	11/12 SITE IMPR	6/30/2012	19,091.	5,348.	S/L	25	764.	
	12/13 SITE IMPR	6/30/2013	24,648.	8,215.	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

**2018 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 2019. 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.	494,693.	S/L	35	60,857.	
	10/11 BUILDINGS	6/30/2011	131,833.	36,911.	S/L	25	5,273.	
	11/12 BUILDINGS	7/01/2011	121,663.	34,069.	S/L	25	4,867.	
	12/13 BUILDINGS	6/30/2013	17,931.	3,585.	S/L	25	717.	
	09/10 EQUIPMENT	9/21/2009	8,676.	7,614.	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>



**2018 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 2019. 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
12/13	EQUIPMENT	10/31/2012	9,775.	5,542.	S/L	10	978.	
11/12	SITE IMPR	6/30/2012	97,316.	38,928.	S/L	15	6,488.	
12/13	SITE IMPR	6/30/2013	184,245.	61,415.	S/L	15	12,283.	
12/13	EQUIPMENT	6/30/2013	22,559.	11,280.	S/L	10	2,256.	
11/12	EQUIPMENT	6/30/2012	5,157.	3,096.	S/L	10	516.	
<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>

**2018 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 2019. 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.	95,252.	S/L	15	23,813.	
	13/14 EQUIPMENT	6/30/2014	67,218.	26,888.	S/L	10	6,722.	
	13/14 SITE IMPR	6/30/2014	642,841.	171,424.	S/L	15	42,856.	
	13/14 EQUIPMENT	6/30/2014	41,185.	16,476.	S/L	10	4,119.	
	14/15 SITE IMPR	6/30/2015	355,612.	71,121.	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>

**2018 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 2019. 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>14/15</b>	<b>EQUIPMENT</b>	<b>6/30/2015</b>	<b>51,094.</b>	<b>15,327.</b>	<b>S/L</b>	<b>10</b>	<b>5,109.</b>	
<b>14/15</b>	<b>SITE IMPR</b>	<b>6/30/2015</b>	<b>51,706.</b>	<b>10,341.</b>	<b>S/L</b>	<b>15</b>	<b>3,447.</b>	
<b>14/15</b>	<b>EQUIPMENT</b>	<b>6/30/2015</b>	<b>274,210.</b>	<b>82,263.</b>	<b>S/L</b>	<b>10</b>	<b>27,421.</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>

**STATEMENT 1**  
**FORM 199, PART II, LINE 7**  
**OTHER INCOME**

INCOME FROM SPECIAL EVENTS.....	\$	179,652.
OTHER INVESTMENT INCOME.....		12,782.
PROGRAM SERVICE REVENUE.....		598,221.
TOTAL	\$	<u>790,655.</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.
MICHELLE BARTON 3200 TULLY ROAD MODESTO, CA 95350	MEMBER 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.
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.
LEAH SILVESTRE FRANKLIN 3200 TULLY ROAD MODESTO, CA 95350	CEO 40.00	161,342.	6,042.	8,289.

## 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
MARISA JACOBSON-MEEKS 3200 TULLY ROAD MODESTO, CA 95350	COO 40.00	\$ 100,330.	\$ 2,520.	\$ 9,244.
TOTAL		\$ 261,672.	\$ 8,562.	\$ 17,533.

## 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	177,767.	6,760.	2,007.
TOTAL		\$ 177,767.	\$ 6,760.	\$ 2,007.

STATEMENT 3  
FORM 199, PART II, LINE 17  
OTHER EXPENSES

DRAFT

ACCOUNTING FEES.....	\$ 30,233.
ADVERTISING AND PROMOTION.....	22,541.
BOOKS AND SUPPLIES.....	744,123.
EQUIPMENT RENTAL.....	74,804.
FIELD TRIPS.....	135,086.
FOOD PROGRAM.....	217,683.
INSURANCE.....	144,088.
LEGAL FEES.....	13,411.
MISCELLANEOUS.....	34,311.
NONCAPITALIZED EQUIPMENT.....	147,440.
OTHER EMPLOYEE BENEFIT.....	1,210,924.
OTHER FEES.....	1,373,110.
PENSION PLAN CONTRIBUTIONS.....	1,665,744.
POSTAGE AND SHIPPING.....	5,383.
REPAIRS & MAINT.....	95,788.
SELPA EXCESS COSTS.....	117,290.
SPECIAL EVENT EXPENSES.....	52,306.
TAXES.....	2,086.
TELEPHONE AND INTERNET.....	53,516.
TRAVEL.....	159,916.
UTILITIES.....	228,052.
TOTAL	\$ 6,527,835.

2018

## CALIFORNIA STATEMENTS

PAGE 3

GREAT VALLEY ACADEMY, INC.

61-1506412

**STATEMENT 4**  
**FORM 199, SCHEDULE L, LINE 12**  
**OTHER ASSETS**

PREPAID EXPENSES AND DEFERRED CHARGES.....	3,495.
TOTAL \$	<u><u>3,495.</u></u>

**STATEMENT 5**  
**FORM 199, SCHEDULE L, LINE 18**  
**OTHER LIABILITIES**

ACCRUED PAYROLL & BENEFITS.....	182,467.
DEFERRED REVENUE.....	10,474.
NET DEFERRED PAY.....	250,258.
TOTAL \$	<u><u>443,199.</u></u>

DRAFT

# **Student Uniform Policy**

## **Update to Student/Parent Handbook**

### **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.
- 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**

#### **Bottoms**

- Black or khaki color school uniform straight pants/shorts and cargo pants/shorts for boys and girls.
- Black or khaki color school uniform capris and skirts, skorts and jumpers for girls; must be no more than two inches above the knee when standing.
- Bottoms must be plain material without designs or patterns. Jean, denim, sweat pant styles are not allowed.
- Leggings may only be worn under uniform skirts, skorts and jumpers and must be solid white, black, grey or navy.
- Visible socks must be solid white, black, grey or navy.
- All bottoms must allow non-restrictive movement.
- All bottoms must be worn at the waist and not excessively baggy; at no time should undergarments show.

#### **Tops**

- Solid dark green, collared polo shirt with a white embroidered Great Valley Academy logo on the left side chest.
- Solid white, collared button-up dress shirt or blouse with green embroidered Great Valley Academy logo on the left side chest.
- All tops must have either short or long sleeves.
- All tops must allow non-restrictive movement.
- Undershirts that extend past the uniform shirt (sleeves and bottom of shirt) must be solid white, black, navy, grey, or dark green.
- Solid navy blue sweatshirts, sweaters and jackets with a white embroidered Great Valley Academy logo on the left side chest are allowed to be worn inside.
- Great Valley Academy sponsored sweatshirts and jackets may be worn inside.
- All non-navy and non-sponsored sweatshirts, sweaters and jackets may be worn outside but must be removed when inside.

### **Required Uniform - 7<sup>th</sup> & 8<sup>th</sup> Grades**

#### **Bottoms**

- Black or khaki color school uniform straight pants/shorts and cargo pants/shorts for boys and girls.
- Black or khaki color school uniform capris and skirts, skorts and jumpers for girls must be no more than two inches above the knee when standing.
- Bottoms must be plain material without designs or patterns. Jean, denim, sweat pant styles are not allowed.
- Leggings may only be worn under uniform skirts, skorts and jumpers must be solid white, black, grey or navy.
- Visible socks must be solid white, black, grey or navy.
- All bottoms must allow non-restrictive movement.

- All bottoms must be worn at the waist and not excessively baggy; at no time should undergarments show.

## **Tops**

- Solid maroon, collared polo shirt with a white embroidered Great Valley Academy logo on the left side chest.
- Solid white, collared button-up dress shirt or blouse with maroon embroidered Great Valley Academy logo on the left side chest.
- All tops must have either short or long sleeves.
- All tops must allow non-restrictive movement.
- Undershirts that extend past the uniform shirt (sleeves and bottom of shirt) must be solid white, black, navy, grey, or maroon.
- Solid navy blue sweatshirts, sweaters and jackets with a white embroidered Great Valley Academy logo on the left side chest are allowed to be worn inside.
- Great Valley Academy spirit sweatshirts and jackets may be worn inside.
- All non-navy and non-spirit sweatshirts, sweaters and jackets may be worn outside but must be removed when inside.

## **Required Uniform – All Students**

### **Friday Spirit Days**

- Every Friday students may wear school spirit shirts that include but are not limited to jog-a-thon, athletics, Kids Care, grade level designs, performing arts, music, etc.
- Periodically each campus will announce dress-up or special spirit days. Details for these days will be outlined in campus newsletters and/or announcements.

## **Shoes**

- Athletic shoes must be worn at all times. Students will be involved in fitness/movement activities throughout the day.
- No sandals, flip-flops, wedged tennis shoes, shoes with heels or wheels, slip-on shoes or boots. Rain boots are permitted on rainy days only but athletic shoes must be brought to put on once inside.



## **Head Coverings**

- Hats, beanies and other head coverings may be worn outside only and in a practical manner as to block eyes from the sun or to keep warm.
- Head coverings worn for religious reasons are allowed.

## **Appearance/Accessories/Hair**

Please keep in mind the intent of the uniform policy is for students to have a simple, professional and unified appearance – both in clothing and personal appearance. The focus at GVA is on learning. Our ultimate guide for clothing and appearance is to be sure it does not distract from learning. We are preparing students for professional careers and professional appearance is important.

- Excessive and/or extreme jewelry, such as chains or spikes, are not allowed.
- No visible body piercings, other than earrings, are allowed.
- Extreme and/or excessive make-up is not allowed.
- Visible tattoos are not allowed.
- Great Valley Academy does 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.



- Clothing should be free of rips and tears or reasonably mended.
- Clothing should be kept clean without excessive stains and discoloration.

### **Purchasing Uniforms**

You may purchase uniforms directly from Great Valley Academy. Visit the online store at [www.gvauniform.com](http://www.gvauniform.com).

In addition to Great Valley Academy, uniform apparel may be purchased from major retailers for convenience.

Uniform top embroidery may be done at the following Great Valley Academy approved establishments:

- Margo's Logo – 3616 Morristown Rd. Modesto – (209) 571-3413
- J & J Printing – 129 W. Yosemite Ave. Manteca – (209) 239-9567

### **Uniform Policy Enforcement**

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 reasonable assistance necessary to ensure the student adheres to the school uniform policy.

# **Staff Standards of Conduct – Personal Appearance**

## **Update to Employee Handbook**

### **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 as follows:

#### **Bottoms**

- Black or khaki color straight pants/shorts and cargo pants/shorts for men and women.
- Black or khaki color capris, skirts, skorts or jumpers for women. Length must be reasonable and appropriate.
- Bottoms must be plain material without designs or patterns. Jean, denim, sweat pant styles are not allowed.
- Leggings may only be worn under skirts, skorts and jumpers and must be solid white, black, grey or navy.
- Visible socks must be solid white, black, grey or navy.

#### **Tops**

- Solid navy, collared polo shirt with white embroidered Great Valley Academy logo on the left side chest.
- Solid white, collared button-up dress shirt or blouse with green embroidered Great Valley Academy logo on the left side chest.
- All tops must have either short or long sleeves.
- When wearing an undershirt, camisole or tank top under an approved GVA top, it must be solid white, black, grey or navy.
- Solid navy blue sweatshirts, sweaters, vests and jackets with a white embroidered Great Valley Academy logo on the left side chest are allowed to be worn inside.
- Great Valley Academy spirit sweatshirts and jackets may be worn inside.
- All non-navy and non-spirit sweatshirts, sweaters, vests and jackets may be worn outside but must be removed when inside.

#### **Friday Spirit Days**

- Every Friday staff may wear school spirit shirts that include but are not limited to jog-a-thon, athletics, Kids Care, grade level designs, performing arts, music, etc.
- Periodically each campus will announce dress-up or special spirit days. Details for these days will be outlined in campus newsletters and/or announcements.

#### **Shoes**

- Athletic shoes must be worn at all times. Maintenance staff may wear appropriate work boots for safety.
- No sandals, flip-flops, wedged tennis shoes, slip-on shoes or boots allowed. Rain boots are permitted on rainy days only but athletic shoes must be brought to put on once inside.

## Head Coverings

- Hats, beanies and other head coverings may be worn outside only. Food service staff may wear hats inside for sanitation purposes.
- Head coverings worn for religious reasons are allowed.

## Appearance/Accessories/Hair

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.).

## Uniform Reimbursement

- Employees scheduled to work 30 hours or more per week will be given a \$200 annual clothing allowance starting July 1<sup>st</sup>.

- Employees scheduled to work less than 30 hours per week will be given a \$150 annual clothing allowance starting July 1<sup>st</sup>.
- Substitute positions will not be provided reimbursement for uniform expenses but will be provided one navy blue polo.

The following items qualify for reimbursement:

- Approved navy polos and white dress shirts/blouses
- Approved black and khaki bottoms
- Approved navy blue sweaters, sweatshirts, vests or jackets
- Approved school-sponsored spirit wear
- Athletic shoes
- Work boots – Maintenance staff only
- Rain boots – Parking lot duty staff only
- GVA logo embroidery costs

Only approved GVA attire 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.

GVA reserves the right to decline reimbursement for any items not outlined in this policy.

### **Purchasing Uniforms**

You may purchase uniform tops directly from Great Valley Academy. Visit the online store at [www.gvauniform.com](http://www.gvauniform.com).

In addition to Great Valley Academy, uniform apparel may be purchased from major retailers for your convenience.

Uniform top embroidery may be done at the following Great Valley Academy approved establishments:

- Margo’s Logo – 3616 Morristown Rd. Modesto – (209) 571-3413
- J & J Printing – 129 W. Yosemite Ave. Manteca – (209) 239-9567

**Modesto**  
**Budget Comparison**  
**2019-2020 Approved Budget (June 2019)**  
**2019-2020 Revised Budget (February 2020)**

	2019-2020 Approved Operating Budget Jun-19	2019-2020 Proposed Operating Budget Feb-20	\$ Variance	% Variance
<b>Ordinary Income/Expense</b>				
Income				
8000 · LCFF, EPA, In Lieu, Prop tax	8,286,340	8,032,648	-253,692	-3.1%
8100 · Federal Revenue (Grant)	235,342	235,342	0	0.0%
8300 · Other State Revenues	202,980	215,681	12,700	6.3%
8600 · Other Local Funding	356,500	526,500	170,000	100.0%
8700 · SELPA	394,465	394,465	0	0.0%
<b>Total Income</b>	<b>9,475,627</b>	<b>9,404,636</b>	<b>-70,992</b>	<b>-0.7%</b>
<b>Gross Profit</b>	<b>9,475,627</b>	<b>9,404,636</b>	<b>-70,992</b>	<b>-0.7%</b>
Expense				
1000 · Certificated Salaries	3,213,032	3,174,524	-38,508	-1.2%
2000 · Classified Salaries	1,975,595	1,925,909	-49,686	-2.5%
3000 · Employee Benefits	1,555,749	1,507,367	-48,382	-3.1%
4000 · Books & Supplies	747,825	770,725	22,900	3.1%
5000 · Services & Other Operating Exp	1,402,051	1,361,015	-41,036	-2.9%
6000 · Capital Outlay	115,800	122,500	6,700	5.8%
7430 · All Other Financing Uses	322,123	322,123	0	0.0%
<b>Total Expense</b>	<b>9,332,175</b>	<b>9,184,162</b>	<b>-148,013</b>	<b>-1.6%</b>
<b>Net Ordinary Income</b>	<b>143,452</b>	<b>220,473</b>	<b>77,021</b>	<b>53.7%</b>
	1.51%	2.34%		

With \$16K Edgenuity  
HS Curriulum from  
**\$191,674 of Net Income** **Reserve**  
is restricted reserve 9,168,162.46  
for LPSBG funds received 236,473.18  
under GL 8300 2.51%

With \$95.5K LPSBG  
from **Reserve**  
9,088,662.46  
315,973.18  
3.36%

**Combined from**  
**Reserve**  
9,072,662.46  
332,473.18  
3.54%

Great Valley Academy-Modesto Campus  
Budget Comparison-Narrative  
Feb-20

**Revenue**

8000 - Revenue figures updated with most recent LCFF 20.2c calculations  
8100 - No change  
8300 - Net change of UPC Money and Breakfast program grant  
8600 - Increase for direct uniform sales and Kids Care  
8700 - No change

Net decrease in revenue \$71K (-0.7%)

Reserve Allocation - \$16K may be used from reserves for Homeschool Edgenuity Curriculum  
Reserve Allocation - \$95.5K may be used from reserves for Low Performing Students (as outlined in the LPSBG)

**Expenses**

Salaries and benefit expenses include:

54 (51FT/3PT) teachers, 18 (17FT/1PT) aides, 24 (16FT/8PT) classified staff, 5 GVS (shared between campuses), 4 Admin  
and all allocations for multi-campus staff salaries/benefits  
Employee benefits are actual  
Salaries and benefits represent 71.9% 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

\$20K for new carpet/\$12K for HVAC upgrades/\$20K for campus painting and murals/\$55K ongoing projects  
\*\* 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**

\$220,473      2.34% of expenses

**Salida**  
**Budget Comparison**  
**2019-2020 Approved Budget (June 2019)**  
**2019-2020 Revised Budget (February 2020)**

	2019-2020 Approved Operating Budget Jun-19	2019-2020 Revised Operating Budget Feb-20	\$ Variance	% Variance
<hr/>				
<b>Ordinary Income/Expense</b>				
Income				
8000 · LCFF, EPA, In Lieu, Prop tax	7,578,294	7,627,261	48,967	0.6%
8100 · Federal Revenue	175,596	175,596	0	0.0%
8300 · Other State Revenues	188,639	194,881	6,242	3.3%
8600 · Other Local Revenue	345,000	375,000	30,000	8.7%
8700 · SELPA	320,030	320,030	0	0.0%
Total Income	8,607,559	8,692,768	85,209	1.0%
<hr/>				
<b>Gross Profit</b>	8,607,559	8,692,768	85,209	1.0%
Expense				
1000 · Certificated Salaries	2,950,579	2,950,555	-24	0.0%
2000 · Classified Salaries	1,633,613	1,618,663	-14,950	-0.9%
3000 · Employee Benefits	1,375,435	1,355,278	-20,157	-1.5%
4000 · Books & Supplies	618,350	647,724	29,374	4.8%
5000 · Services & Other Operating Exp	1,358,278	1,316,502	-41,776	-3.1%
6000 · Capital Outlay	164,500	206,635	42,135	25.6%
7430 · All Other Financing Uses	409,092	409,092	0	0.0%
Total Expense	8,509,846	8,504,448	-5,398	-0.1%
<hr/>				
<b>Net Ordinary Income</b>	97,713	188,320	90,607	92.7%
<hr/>				
	1.14%	2.17%		
	With \$97.5K LPSBG from <b>Reserve</b> 8,406,948.09 285,819.53 3.29%			
	<b>\$195,626 of Net Income</b> <b>is restricted reserve</b> <b>for LPSBG funds received</b> <b>under GL 8300</b>			

Great Valley Academy-Salida Campus  
Budget Comparison-Narrative  
Feb-20

**Revenue**

8000 - Revenue figures updated with most recent LCFF 20.2c calculations  
8100 - No change  
8300 - Net change of UPC money and Breakfast program grant  
8600 - Increase for Kids Care  
8700 - No change

Net increase in revenue \$85K (1%)

Reserve Allocation - \$97.5K may be used from reserves for Low Performing Students (as outlined in the LPSBG)

**Expenses**

Salaries and benefit expenses include:

53 (43FT/10PT) teachers, 18 (17FT/1PT) aides, 23 (16FT/7PT) classified staff, 5 GVS (shared between campuses), 3 Admin  
and all allocations for multi-campus staff salaries/benefits  
Employee benefits are actual  
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

\$95K set aside for parking lot/\$37K new classroom carpet & flooring/\$10K for AC/\$28K field  
\*\* at year end, capital outlay amounts will be reclassified as a construction/fixed asset  
thereby providing an increase to "income/increase in fund reserve

Other Tuition, Exc costs, 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**

\$188,320      2.17% of expenses





# Great Valley Academy Modesto

## **2020-2021 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 24, 2020*

**GVA Modesto  
Board Approval  
Confirmed by:**

Name	Title	Signature	Date
<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 Modesto 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 Modesto 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 Modesto, school administration offices and online at [www.greatvalleyacademy.com](http://www.greatvalleyacademy.com)

# **GVA Modesto Mission and Operating Principles**

## **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 Modesto, 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 Modesto 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 Modesto, 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 Modesto 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 Modesto 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 Modesto 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 Modesto 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 Modesto emergency preparedness and crisis response plans are included in the appendices, and accomplish the following:

- **Appendix C: GVA Modesto Emergency Operations and Response**, incorporates strategies of the Incident Command System (ICS), SEMS and NIMS, and
- **Appendix C.1: GVA Modesto Crisis Response Team with Contacts – Confidential** provides emergency contact information for district staff
- **Appendix C.2: GVA Modesto 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 Modesto 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 Modesto 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 Modesto 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 Modesto'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 MODESTO 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 MODESTO 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 MODESTO 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 Modesto 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 Modesto 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 Modesto holds students accountable for conduct not only on campus but also on their way to and from school.
- GVA Modesto 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 Modesto 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 Modesto 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 Modesto identifies school-wide standards for student conduct:

The GVA Modesto 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 Modesto, 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 Modesto 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 Modesto describes standards for discipline and provides administrative guidance for the consequences of misconduct:

The GVA Modesto 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 Modesto 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 Modesto 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 Modesto 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 Modesto comprehensive safety plan will be reviewed, evaluated and amended (if necessary) in January of each school year.

Great Valley Academy Modesto 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 Modesto 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 Modesto, the following items will be identified as “**Confidential**”, reviewed only in a closed session of the GVA Modesto 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 Modesto 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 Modesto Site Safety Meeting	Nov. 13 <sup>th</sup>	Agenda
GVA Modesto Site Safety Meeting	Dec. 4 <sup>th</sup>	Agenda
GVA Modesto Site Safety Meeting	Dec. 18 <sup>th</sup>	Agenda
GVA Modesto Site Safety Meeting	Jan. 15 <sup>th</sup>	Agenda
GVA Modesto Site Safety Meeting	Jan. 29 <sup>th</sup>	Agenda
GVA Modesto Site Safety Meeting	Feb. 26 <sup>th</sup>	Agenda
GVA Modesto Site Safety Meeting	March 26 <sup>th</sup>	Agenda
GVA Modesto Site Safety Meeting	Apr. 9 <sup>th</sup>	Agenda
GVA Modesto Site Safety Meeting	Apr. 30 <sup>th</sup>	Agenda
GVA Modesto Site Safety Team Meeting	9/30/14 3:45 p.m.	Agenda

GVA Modesto Site Safety Team Meeting	10/28/14 3:45 p.m.	Agenda
GVA Modesto 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 Modesto 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 Modesto 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 Modesto Emergency Operations and Response**

The following sections provide key information for crisis response for GVA Modesto . While this information represents the basic tools needed for an effective crisis response, GVA Modesto 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 Modesto Crisis Response Team with  
Contacts – Confidential***

Cover sheet only – insert the GVA Modesto Crisis Response Team Roster behind this page, except in any publicly distributed versions of this document.



***Appendix C.2: GVA Modesto Emergency Response Procedures  
Flipchart – (For Official Use Only)***

Cover sheet only – insert the GVA Modesto 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 Modesto.



### **School Site Safety Plan Addendum for Homeschool Resource Center**

**1209 Woodrow Ave. Suite C-1, Modesto, CA 95350**

Great Valley Academy Homeschool will follow the same safety plan as GVA Modesto (as applicable), with the exception of evacuation and lockdown.

In the case of a threat of fire – Homeschool students, staff and parents will, in an orderly fashion, make their way to the back parking lot and assemble in a designated area along the fence.

In the event that there is a fire or event that prevents the safe return to the Resource Center, GVACH staff will take students and parents to Great Valley Academy Modesto (field north of the Mac House).

In the case that Great Valley Academy would also be evacuated, we will follow the two approved evacuation sites listed in GVA Modesto's Site Safety Plan, which are Raley's, and Davis High School.

#### **Lockdown:**

If there is a threat imminent threat, a "LOCK DOWN" will be called. If anyone is occupying the A-4 space, we will radio and give that alert.

- Resource center doors will be locked
  - Sign placed on door
  - Students, staff, and parents will move to the teacher meeting space in A-4, and the classroom space in C-1, lock the door, close the blinds and shelter in place.
  - Lockdown Google Doc will be used to mark who is on site
  - Everyone will remain in lockdown until an all clear is made by the principal
  - Emergency buckets will be provided for use each space

#### **School Initial Response Team:**

Incident Commander: Principal and CEO

Liaison Officer: Office Assistant – Marta LeonGuerrero

All other parts of the Great Valley Academy Modesto School Site Safety Plan will be in place as written.



# Great Valley Academy-Salida

## ***2020-2021 Comprehensive School Safety Plan***

*This Comprehensive School Safety Plan was developed collaboratively with key stakeholders and adopted by the Great Valley Academy Salida Board of Education on February 24, 2020*

***GVA SALIDA 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 Salida 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 Salida 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 Salida, school administration offices and online at [www.greatvalleyacademy.com](http://www.greatvalleyacademy.com)

# **GVA Salida Mission and Operating Principles**

## **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 Salida, 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 Salida 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 Salida, 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 Salida Safety Planning Team Members and Contributors**

- Russ Howell – Principal
- Roop Pannu – Vice Principal
- Kashni Wahid – Admin Intern
- Michelle Bond – GVA Kids Care Director
- Donnie Cook – Facilities Supervisor
- Nate Matthews – Facilities
- Stacy Schleigh – Administrator assistant

### **Campus Safety Strategies and Programs**

*Education Code Section 32282(a)(2)(A)-(J)*

GVA Salida 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 Salida 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 Salida 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 Salida emergency preparedness and crisis response plans are included in the appendices, and accomplish the following:

- **Appendix C: GVA Salida Emergency Operations and Response**, incorporates strategies of the Incident Command System (ICS), SEMS and NIMS, and
- **Appendix C.1: GVA Salida Crisis Response Team with Contacts – Confidential**

provides emergency contact information for district staff

- **Appendix C.2: GVA Salida 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 Salida 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 Salida 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 Salida Board has established policies and standards of behavior in order to promote learning and protect the safety and wellbeing 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 Salida's comprehensive prohibition of discrimination and harassment 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 Salida 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 Salida 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 Salida 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 Salida 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 Salida 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 Salida holds students accountable for conduct not only on campus but also on their way to and from school.
- GVA Salida 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 pass to give to their child's teacher.
- Parents will be required to sign their child in at the office.
- GVA Salida prohibits the possession of weapons, imitation firearms or dangerous instruments of any kind, including when on their way to and from school.

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 Salida 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 Salida identifies school-wide standards for student conduct:

The GVA Salida 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 Salida, 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 Salida 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 Salida describes standards for discipline and provides administrative guidance for the consequences of misconduct:

The GVA Salida 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 Salida 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 Salida

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 Salida 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 Salida comprehensive safety plan will be reviewed, evaluated and amended (if necessary) in March of each school year.

Great Valley Academy Salida 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 Salida 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 Salida, the following items will be identified as “**Confidential**”, reviewed only in a closed session of the GVA SALIDA 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 Salida 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</b>
GVA Salida Site Safety Meeting (Discussion of code yellow procedure)	10/29/19
GVA Salida Site Safety Meeting (Discussion of code yellow/red drill procedure)	12/17/19
GVA Salida Site Safety Meeting (addressed phone line for Kids Care/included Eric Carillo (Tech Rep).	12/18/19
GVA Salida Site Safety Meeting (campus walk- review of drill exits and determining a new offsite evacuation location)	1/3/20
GVA Salida Site Safety Meeting (Review of Junior High procedures)	1/23/20
GVA Salida Site Safety Meeting (Review of Safety Flip Chart)	2/13/20

## **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 Salida Emergency Operations and Response**

The following sections provide key information for crisis response for GVA Salida. While this information represents the basic tools needed for an effective crisis response, GVA Salida 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 Salida Crisis Response Team with Contacts***  
***– Confidential***

Cover sheet only – insert the GVA Salida Crisis Response Team Roster behind this page, except in any publicly distributed versions of this document.



***Appendix C.2: GVA Salida Emergency Response Procedures Flipchart  
– (For Official Use Only)***

Cover sheet only – insert the GVA Salida 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 Salida.

Great Valley Academy Modesto  
January 2020

	A Actual YTD	B Original Budget YTD	C Estimated Balance of year	D Original Budget Balance of year	F Original Annual Operating Budget	G Revised Annual Operating Budget	E Estimated Annual Spending
	Jun 19-Jan 20	Jun 19-Jan 20	Feb 20-Jun 20	Feb 20-Jun 20			A + C
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
8000 · Revenue Limit Sources	4,239,323	4,089,328	3,793,325	4,197,012	8,286,340		8,032,648
8100 · Federal Revenue	66,121	30,000	169,221	205,342	235,342		235,342
8300 · Other State Revenues	101,801	49,177	113,879	153,804	202,980		215,681
8600 · Other Local Revenue	418,942	220,000	107,558	136,500	356,500		526,500
8700 · Selpa	187,306	214,400	207,159	180,065	394,465		394,465
<b>Total Income</b>	<b>5,013,493</b>	<b>4,602,905</b>	<b>4,391,143</b>	<b>4,872,722</b>	<b>9,475,627</b>	<b>0</b>	<b>9,404,636</b>
<b>Gross Profit</b>	<b>5,013,493</b>	<b>4,602,905</b>	<b>4,391,143</b>	<b>4,872,722</b>	<b>9,475,627</b>	<b>0</b>	<b>9,404,636</b>
<b>Expense</b>							
1000 · Certificated Salaries	1,628,456	1,662,500	1,546,069	1,550,532	3,213,032		3,174,524
2000 · Classified Salaries	1,044,614	1,085,000	881,295	890,595	1,975,595		1,925,909
3000 · Employee Benefits	785,566	815,000	721,802	740,749	1,555,749		1,507,367
4000 · Books & Supplies	483,781	370,000	286,944	377,825	747,825		770,725
5000 · Services & Other Operating Exp	752,680	810,000	608,335	592,051	1,402,051		1,361,015
6000 · Capital Outlay	31,029	63,800	91,471	52,000	115,800		122,500
7430 · All Other Financing Uses	107,071	123,702	215,052	198,421	322,123		322,123
<b>Total Expense</b>	<b>4,833,196</b>	<b>4,930,002</b>	<b>4,350,967</b>	<b>4,402,173</b>	<b>9,332,175</b>	<b>0</b>	<b>9,184,162</b>
<b>Net Ordinary Income</b>	<b>180,297</b>	<b>-327,098</b>	<b>40,176</b>	<b>470,550</b>	<b>143,452</b>	<b>0</b>	<b>220,473</b>

2019-2020  
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	4,373,410.76	4,049,067.77	3,984,495.00	4,353,429.37	4,457,421.82	4,414,172.60	4,772,682.96	P1 4,864,971.96	4,717,617.20	5,046,033.13	4,893,119.31	4,789,171.45		
LCFF Revenue	8011	241,470.00	241,470.00	434,646.00	434,646.00	434,646.00	434,646.00	434,646.00	434,646.00	471,351.20	471,351.20	471,351.20	418,707.41	(0.00)	4,923,577.00
EPA Funding	8012	0.00	0.00	358,594.00		358,593.00		358,593.00		315,403.49			368,443.51	0.00	1,401,034.00
In-Lieu of Taxes Charter Funding	8096	0.00	94,816.00	189,631.00	126,421.00	126,421.00	126,421.00	126,421.00	126,421.00	223,083.00	110,156.75	110,156.75	110,156.75	110,156.75	1,580,262.00
Selva Prop Tax	8097							75,835.00						51,940.00	127,775.00
Federal IDEA	8181												67,671.00	67,671.00	135,342.00
Federal Food	8220	0.00	0.00	0.00		12,195.52	18,583.67	35,341.42	8,000.00	8,000.00	8,000.00	8,000.00	1,879.39	0.00	100,000.00
State Food Revenue	8520	0.00	0.00	0.00		1,025.19	15,072.14	3,003.93	500.00	500.00	500.00	500.00	96.07	0.00	21,197.33
Educator Effectiveness	8550													2,700.00	2,700.00
Mandated Cost Reimb	8550							14,910.00					(62.24)	0.00	14,847.76
One Time Funds	8590													0.00	0.00
Lottery	8560							46,220.90			10,000.00			78,518.55	134,739.45
Lottery, prop 20	8561													47,555.10	47,555.10
Other	8590		45.00										(45.00)	0.00	0.00
Prior Year Payments	prior year		(1,189.00)	7,319.17	12,674.66			2,719.50					(26,883.33)	0.00	(5,359.00)
Uniform Sales	8638	12,705.00	28,453.00	7,243.00	8.00	3,763.05	2,634.00	828.00	100.00	100.00	100.00	65.95		0.00	56,000.00
Other Local (Kids Care)	8689	23,291.47	24,135.48	23,147.57	26,784.13	26,327.98	22,124.18	27,379.05	18,000.00	18,000.00	18,000.00	18,000.00	13,310.14	0.00	258,500.00
Other Local (Fundraiser +)	8600-8699	5,653.39	4,745.82	53,950.90	45,654.40	63,089.45	7,523.52	9,500.49	8,000.00	5,000.00	2,000.00	1,000.00	838.73	5,043.30	212,000.00
Selva	8792	17,028.00	17,028.00	30,650.00	30,650.00	30,650.00	30,650.00	30,650.00	30,650.00	30,650.00	30,650.00	30,650.00	84,559.00	0.00	394,465.00
TOTAL REVENUES		300,147.86	409,504.30	1,105,181.64	676,838.19	698,118.19	1,031,157.51	792,545.29	626,317.00	1,072,087.69	650,757.95	639,723.90	1,038,671.43	363,584.70	9,404,635.64
EXPENDITURES															
Certificated Salaries	1000-1999	37,024.41	269,774.38	266,000.70	267,612.93	271,291.57	260,701.52	256,050.09	275,000.00	275,000.00	275,000.00	275,000.00	446,068.62	0.00	3,174,524.22
Classified Salaries	2000-2999	70,232.16	152,514.38	161,865.61	167,925.40	168,766.49	161,124.43	162,185.53	170,000.00	170,000.00	170,000.00	170,000.00	201,294.56	0.00	1,925,908.56
Employee Benefits	3000-3999	39,535.15	118,256.70	119,738.86	131,962.02	117,969.95	123,545.57	134,557.27	138,000.00	138,000.00	138,000.00	138,000.00	169,801.64	0.00	1,507,367.16
Books & Supplies	4000-4999	30,336.53	92,538.11	66,258.35	74,476.25	72,297.02	94,204.73	53,670.03	40,000.00	40,000.00	100,000.00	40,000.00	66,943.98	0.00	770,725.00
Services & Other Operating Expense	5000-5999	62,693.13	60,496.60	252,546.47	116,115.84	89,430.03	82,910.95	88,486.84	130,000.00	100,000.00	100,000.00	100,000.00	178,334.66	0.00	1,361,014.52
Capital Outlay	6000-6999	0.00	5,691.48	0.00	0.00	25,337.54	0.00	0.00	3,000.00	3,000.00	3,000.00	3,000.00	79,470.98	0.00	122,500.00
Other Outgo	7100-7499	17,671.76	1,040.09	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	144,365.31	0.00	322,123.00
TOTAL EXPENDITURES		257,493.14	700,311.74	884,081.75	775,764.20	762,764.36	740,158.96	712,621.52	773,671.76	743,671.76	803,671.76	743,671.76	1,286,279.75		9,184,162.46
NET INCREASE/DECREASE		42,654.72	(290,807.44)	221,099.89	(98,926.01)	(64,646.17)	290,998.55	79,923.77	(147,354.76)	328,415.93	(152,913.81)	(103,947.86)	(247,608.32)	363,584.70	220,473.18
Accruals Received		208,312.30	144,121.00	0.00	168,386.12										520,819.42
Liabilities		(575,310.01)	(97,886.33)	147,834.48	34,532.34	21,396.95	67,511.81	12,365.23							0.00
Line of Credit (1,000,000)															
Loan From Manteca (to Manteca)	(1,248,676)		180,000.00												(1,068,675.92)
ENDING CASH BALANCE		4,049,067.77	3,984,495.00	4,353,429.37	4,457,421.82	4,414,172.60	4,772,682.96	4,864,971.96	4,717,617.20	5,046,033.13	4,893,119.31	4,789,171.45	4,541,563.13		

Great Valley Academy Salida  
January 2020

	A Actual YTD	B Original Budget YTD	C Estimated Balance of year	D Original Budget Balance of year	F Original Annual Operating Budget	G Revised Annual Operating Budget	E Estimated Annual Spending
	Jun 19-Jan 20	Jun 19-Jan 20	Feb 20-Jun 20	Feb 20-Jun 20			A + C
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
8000 · Revenue Limit Sources	4,052,876	3,917,439	3,574,385	3,660,855	7,578,294		7,627,261
8100 · Federal Revenue	49,200	24,000	126,396	151,596	175,596		175,596
8300 · Other State Revenues	102,830	53,566	92,050	135,073	188,639		194,881
8600 · Other Local Revenue	275,993	228,500	99,007	116,500	345,000		375,000
8700 · SELPA	179,049	182,000	140,981	138,030	320,030		320,030
<b>Total Income</b>	<b>4,659,948</b>	<b>4,405,505</b>	<b>4,032,820</b>	<b>4,202,054</b>	<b>8,607,559</b>	<b>0</b>	<b>8,692,768</b>
<b>Gross Profit</b>	<b>4,659,948</b>	<b>4,405,505</b>	<b>4,032,820</b>	<b>4,202,054</b>	<b>8,607,559</b>	<b>0</b>	<b>8,692,768</b>
<b>Expense</b>							
1000 · Certificated Salaries	1,567,515	1,580,000	1,383,040	1,370,579	2,950,579		2,950,555
2000 · Classified Salaries	858,931	865,000	759,732	768,613	1,633,613		1,618,663
3000 · Employee Benefits	710,667	725,000	644,611	650,435	1,375,435		1,355,278
4000 · Books & Supplies	366,941	355,000	280,783	263,350	618,350		647,724
5000 · Services & Other Operating Exp	644,255	700,000	672,247	658,278	1,358,278		1,316,502
6000 · Capital Outlay	41,014	110,000	165,621	54,500	164,500		206,635
7430 · All Other Financing Uses	193,650	209,090	215,442	200,002	409,092		409,092
<b>Total Expense</b>	<b>4,382,972</b>	<b>4,544,090</b>	<b>4,121,476</b>	<b>3,965,756</b>	<b>8,509,846</b>	<b>0</b>	<b>8,504,448</b>
<b>Net Ordinary Income</b>	<b>276,976</b>	<b>-138,585</b>	<b>-88,656</b>	<b>236,298</b>	<b>97,713</b>	<b>0</b>	<b>188,320</b>

2019 -2020  
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	2,688,561.94	2,866,441.23	2,503,193.05	2,461,385.39	2,593,211.67	2,616,446.92	2,703,912.49	2,865,940.51	2,824,729.64	2,852,170.93	2,894,701.14	2,873,737.15		
LCFF Revenue	8011	305,587.00	305,587.00	550,057.00	550,057.00	550,057.00	550,057.00	550,057.00	550,057.00	550,057.00	550,057.00	550,057.00	702,860.00	0.00	6,264,547.00
EPA Funding	8012		0.00	42,266.00			42,266.00			42,266.00			44,872.00	0.00	171,670.00
In-Lieu of Taxes Charter Funding	8096	0.00	64,127.00	128,255.00	85,503.00	85,503.00	85,503.00	85,503.00	85,503.12	91,889.28	89,250.00	89,250.00	89,250.00	89,252.60	1,068,789.00
Selpa Prop Tax	8097							72,491.00						49,764.00	122,255.00
Federal IDEA	8100-8299												52,798.00	52,798.00	105,596.00
Federal Food	8220	0.00	0.00	0.00		7,616.10	14,229.94	27,353.60	4,000.00	4,000.00	4,000.00	4,000.00	4,800.36	0.00	70,000.00
State Food Revenue	8520	0.00	0.00	0.00		612.72	14,651.84	2,275.07	300.00	300.00	300.00	300.00	260.37	0.00	19,000.00
Other St Revenue	8434													0.00	0.00
Mandated Cost Reimb	8550						14,252.00						(157.04)	0.00	14,094.96
One Time Funds	8590													0.00	0.00
Lottery	8560										19,186.20			64,558.51	127,908.00
Lottery, prop 20	8561							44,163.29			44,308.00			836.00	45,144.00
Other	8590		2,313.00										(2,313.00)	0.00	0.00
Prior Year Payments	prior year		2,768.00		8,319.66			13,474.60					(35,828.60)	0.00	(11,266.34)
Other Local (Kids Care)	8689	15,203.80	18,623.92	25,316.14	18,517.42	20,866.24	16,461.33	20,326.72	18,000.00	18,000.00	18,000.00	18,000.00	17,684.43	0.00	225,000.00
Other Local (Fundraiser +)	8600-8699	115.56	661.02	5,720.39	69,532.75	36,524.17	7,726.28	20,397.20	4,000.00	4,000.00	500.00	500.00	322.63	0.00	150,000.00
Selpa	8792	16,277.00	16,277.00	29,299.00	29,299.00	29,299.00	29,299.00	29,299.00	29,299.00	29,299.00	29,299.00	29,299.00	23,785.00	0.00	320,030.00
TOTAL REVENUES		337,183.36	410,356.94	780,913.53	761,228.83	730,478.23	774,446.39	865,340.48	691,159.12	739,811.28	754,900.20	691,406.00	898,334.15	257,209.11	8,692,767.62
EXPENDITURES															
Certificated Salaries	1000-1999	24,399.47	258,010.15	244,520.66	255,263.68	265,511.38	260,850.84	258,958.40	262,500.00	262,500.00	262,500.00	262,500.00	333,040.30	0.00	2,950,554.88
Classified Salaries	2000-2999	58,135.33	117,084.85	137,933.19	137,854.22	140,859.40	132,417.94	134,645.87	140,000.00	140,000.00	140,000.00	140,000.00	199,731.84	0.00	1,618,662.64
Employee Benefits	3000-3999	28,383.37	105,320.36	108,259.54	119,222.90	111,431.05	114,438.38	123,611.03	125,000.00	125,000.00	125,000.00	125,000.00	144,610.93	0.00	1,355,277.56
Books & Supplies	4000-4999	11,185.99	85,546.36	80,804.19	33,688.07	63,305.51	52,023.44	40,387.00	50,000.00	50,000.00	50,000.00	50,000.00	80,783.44	0.00	647,724.00
Services & Other Operating Expense	5000-5999	40,258.00	26,805.28	215,491.46	100,021.61	96,265.65	83,880.23	81,532.88	120,000.00	100,000.00	100,000.00	100,000.00	252,246.90	0.00	1,316,502.01
Capital Outlay	6000-6999	0.00	5,691.48	7,688.00	0.00	0.00	0.00	27,635.00	5,000.00	5,000.00	5,000.00	5,000.00	145,620.52	0.00	206,635.00
Other Outgo	7100-7499	29,869.99	14,429.64	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	95,962.46	0.00	409,092.00
TOTAL EXPENDITURES		192,232.15	612,888.12	824,567.03	675,920.47	707,242.98	673,480.82	696,640.17	732,369.99	712,369.99	712,369.99	712,369.99	1,251,996.39	0.00	8,504,448.09
NET INCREASE/DECREASE		144,951.21	(202,531.18)	(43,653.50)	85,308.36	23,235.25	100,965.57	168,700.31	(41,210.87)	27,441.29	42,530.21	(20,963.99)	(353,662.24)	257,209.11	188,319.53
Accruals Received		144,359.83	97,813.00	1,538.27	130,034.43										389,525.85
Liabilities Accrued (Paid)		(111,431.75)	(78,530.00)	307.57	(83,516.51)		(13,500.00)	(6,672.29)							0.00
Note Payable for Curriculum															0.00
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		2,866,441.23	2,503,193.05	2,461,385.39	2,593,211.67	2,616,446.92	2,703,912.49	2,865,940.51	2,824,729.64	2,852,170.93	2,894,701.14	2,873,737.15	2,520,074.91		

Great Valley Academy  
California Dashboard  
February 24, 2020



**2018-2019 Results**

**MODESTO**

# Great Valley Academy Modesto



## ENGLISH LANGUAGE ARTS

### All Students

0.8 points below standard

Increased 14.4 Points ▲

Number of Students 620



Green



# Great Valley Academy Modesto



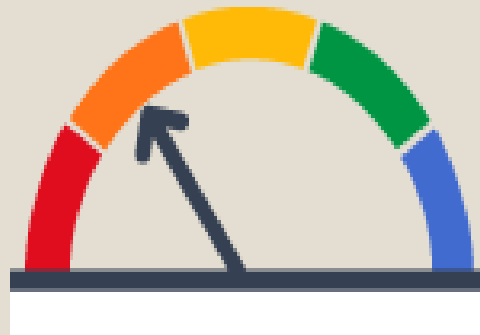
## ENGLISH LANGUAGE ARTS

### English Learners

41.6 points below standard

Maintained 1.5 Points

Number of Students 80



Orange

# Great Valley Academy Modesto



## **ELA Data Comparisons: English Learners**

### **Current English Learners**

54.4 points below standard

Increased 26.7 Points ▲

Number of Students 65

### **Reclassified English Learners**

13.8 points above standard

Declined 10.3 Points ▼

Number of Students 15

### **English Only**

3.6 points above standard

Increased 15.5 Points ▲

Number of Students 523

# Great Valley Academy Modesto



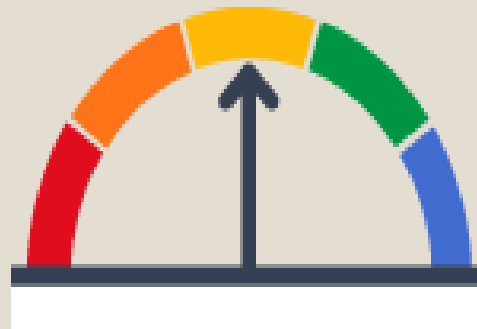
## ENGLISH LANGUAGE ARTS

### Students with Disabilities

68.3 points below standard

Increased 34.4 Points ▲

Number of Students 74



Yellow

# Great Valley Academy Modesto



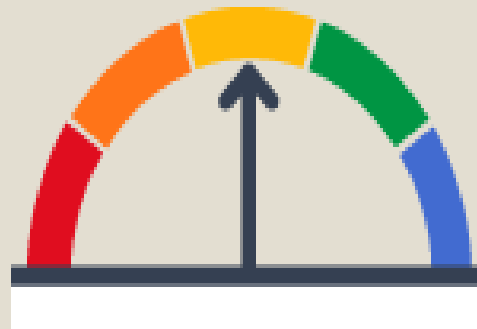
## ENGLISH LANGUAGE ARTS

### **Socioeconomically Disadvantaged**

20.8 points below standard

Increased 10.4 Points ▲

Number of Students 302



Yellow

# Great Valley Academy Modesto



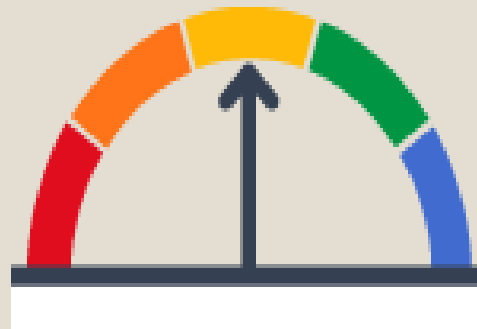
## MATHEMATICS

### All Students

30.5 points below standard

Increased 10.3 Points ▲

Number of Students 618



Yellow

# Great Valley Academy Modesto



## **MATHEMATICS**

### **English Learners**

61.7 points below standard

Maintained -2.6 Points

Number of Students 80



Orange

# Great Valley Academy Modesto



## Mathematics Data Comparisons: English Learners

### Current English Learners

72.7 points below standard

Increased 23 Points ▲

Number of Students 65

### Reclassified English Learners

13.8 points below standard

Declined 19.5 Points ▼

Number of Students 15

### English Only

27.5 points below standard

Increased 11.4 Points ▲

Number of Students 521

# Great Valley Academy Modesto



## MATHEMATICS

### Students with Disabilities

96.7 points below standard

Increased 36.1 Points ▲

Number of Students 74



Orange



# Great Valley Academy Modesto



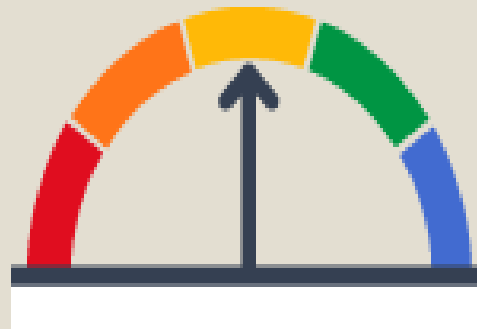
## MATHEMATICS

### **Socioeconomically Disadvantaged**

51.1 points below standard

Increased 8.3 Points ▲

Number of Students 300



Yellow

# Great Valley Academy Modesto



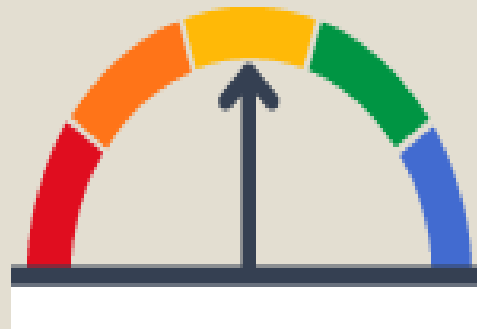
## CHRONIC ABSENTEEISM

### All Students

8.1% chronically absent

Maintained 0%

Number of Students 942



Yellow

# Great Valley Academy Modesto



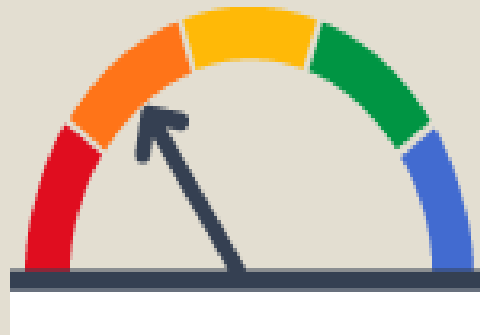
## CHRONIC ABSENTEEISM

### English Learners

8.5% chronically absent

Increased 1.1% ▲

Number of Students 94



Orange

# Great Valley Academy Modesto



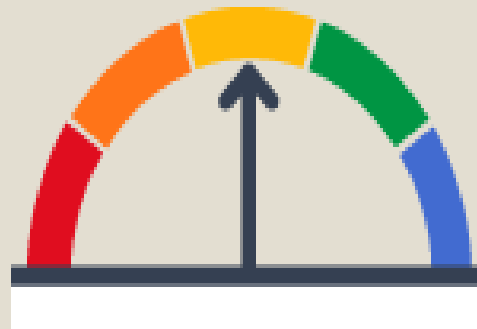
## **CHRONIC ABSENTEEISM**

### **Students with Disabilities**

10.1% chronically absent

Declined 3% ▼

Number of Students 99



Yellow

# Great Valley Academy Modesto



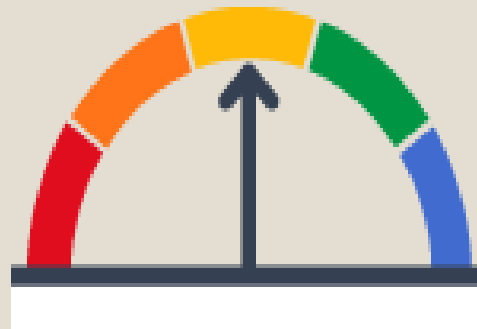
## CHRONIC ABSENTEEISM

### Socioeconomically Disadvantaged

10.7% chronically absent

Declined 0.6% ▼

Number of Students 459



Yellow

# Great Valley Academy Modesto



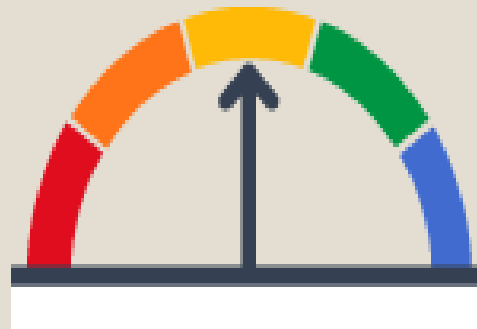
## SUSPENSION RATE

### All Students

2.1% suspended at least once

Maintained -0.2%

Number of Students 953



Yellow

# Great Valley Academy Modesto



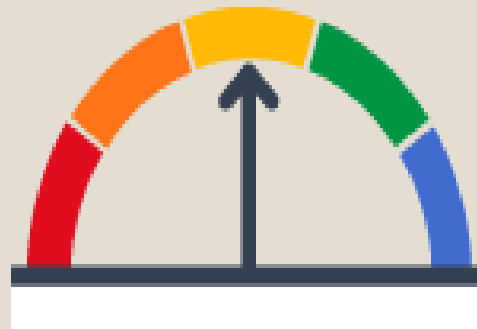
## **SUSPENSION RATE**

### **English Learners**

1.2% suspended at least once

Maintained -0.1%

Number of Students 82



Yellow

# Great Valley Academy Modesto



## SUSPENSION RATE

### Students with Disabilities

6.9% suspended at least once

Increased 1.3% ▲

Number of Students 72



Red



# Great Valley Academy Modesto



## SUSPENSION RATE

### **Socioeconomically Disadvantaged**

5.4% suspended at least once

Increased 0.6% ▲

Number of Students 297



Orange

# Great Valley Academy Salida California Dashboard February 24, 2020



**2018-2019 Results**

**SALIDA**

# Great Valley Academy Salida



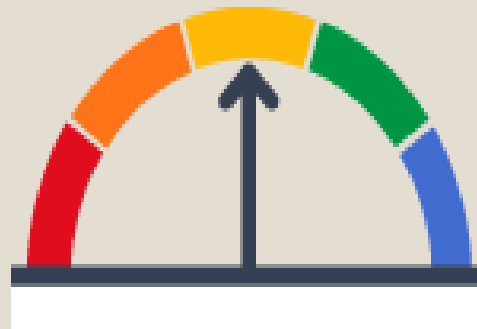
## ENGLISH LANGUAGE ARTS

### All Students

14.9 points below standard

Increased 8.4 Points ▲

Number of Students 570



Yellow

# Great Valley Academy Salida



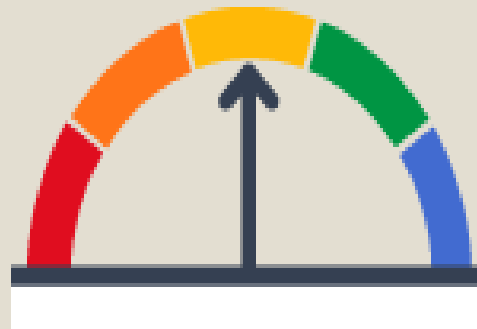
## ENGLISH LANGUAGE ARTS

### English Learners

37.9 points below standard

Increased 27.1 Points ▲

Number of Students 71



Yellow

# Great Valley Academy Salida



## **ELA Data Comparisons: English Learners**

### **Current English Learners**

72 points below standard

Increased 36.6 Points ▲

Number of Students 48

### **Reclassified English Learners**

33.4 points above standard

Increased 36.3 Points ▲

Number of Students 23

### **English Only**

12.1 points below standard

Increased 6.6 Points ▲

Number of Students 483

# Great Valley Academy Salida



## ENGLISH LANGUAGE ARTS

### Students with Disabilities

65.8 points below standard

Declined 11.4 Points ▼

Number of Students 55



Orange

# Great Valley Academy Salida



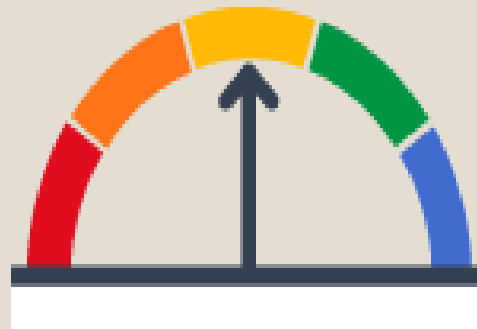
## ENGLISH LANGUAGE ARTS

### **Socioeconomically Disadvantaged**

34.6 points below standard

Increased 13.6 Points ▲

Number of Students 198



Yellow

# Great Valley Academy Salida



## MATHEMATICS

### All Students

37.3 points below standard

Declined 12.7 Points ▼

Number of Students 566



Orange



# Great Valley Academy Salida



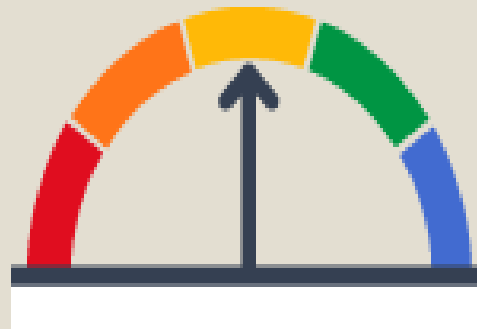
## MATHEMATICS

### English Learners

62.7 points below standard

Increased 4.6 Points ▲

Number of Students 70



Yellow

# Great Valley Academy Salida



## Mathematics Data Comparisons: English Learners

### Current English Learners

97 points below standard

Increased 8.7 Points ▲

Number of Students 48

### Reclassified English Learners

12.3 points above standard

Increased 24.9 Points ▲

Number of Students 22

### English Only

33.7 points below standard

Declined 13.9 Points ▼

Number of Students 480

# Great Valley Academy Salida



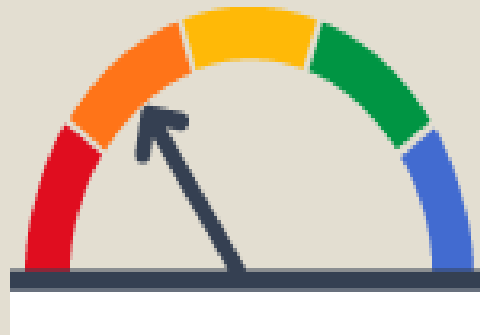
## MATHEMATICS

### Students with Disabilities

82.9 points below standard

Declined 26.9 Points ▼

Number of Students 55



Orange

# Great Valley Academy Salida



## MATHEMATICS

### **Socioeconomically Disadvantaged**

54.8 points below standard

Declined 4.3 Points ▼

Number of Students 197



Orange

# Great Valley Academy Salida



## CHRONIC ABSENTEEISM

### All Students

9.1% chronically absent

Increased 1% ▲

Number of Students 895



Orange

# Great Valley Academy Salida



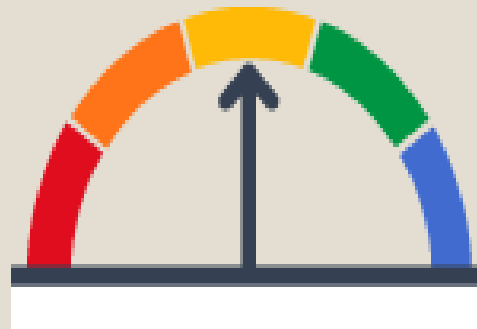
## CHRONIC ABSENTEEISM

### English Learners

4.9% chronically absent

Increased 2.3% ▲

Number of Students 82



Yellow

# Great Valley Academy Salida



## **CHRONIC ABSENTEEISM**

### **Students with Disabilities**

12.7% chronically absent

Increased 1.4% ▲

Number of Students 71



Orange

# Great Valley Academy Salida



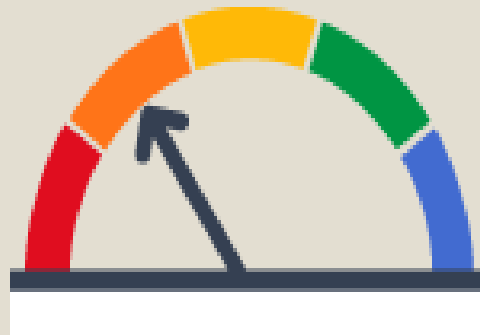
## CHRONIC ABSENTEEISM

### Socioeconomically Disadvantaged

12.5% chronically absent

Increased 2.2% ▲

Number of Students 296



Orange



# Great Valley Academy Salida



## SUSPENSION RATE

### All Students

2.6% suspended at lease once

Declined 1.5% ▼

Number of Students 899



Green

# Great Valley Academy Salida



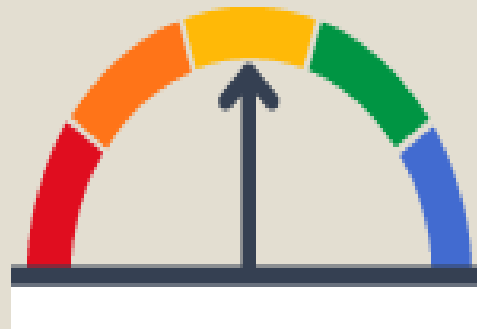
## SUSPENSION RATE

### English Learners

3.1% suspended at least once

Declined 0.6% ▼

Number of Students 97



Yellow

# Great Valley Academy Salida



## SUSPENSION RATE

### Students with Disabilities

1% suspended at lease once

Declined 1% ▼

Number of Students 99



Green

# Great Valley Academy Salida



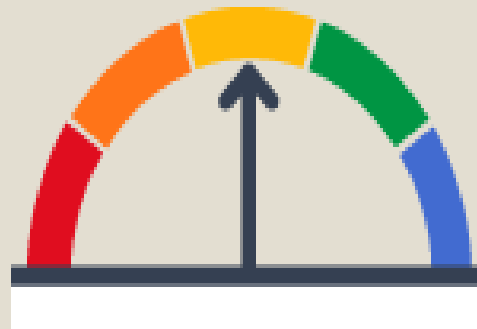
## SUSPENSION RATE

### **Socioeconomically Disadvantaged**

3% suspended at least once

Maintained 0%

Number of Students 466



Yellow

## **Emergency Meeting of the Board of Trustees**

March 17, 2020 – 2:00 PM  
Great Valley Academy  
Via telephone  
669-900-6833- Meeting ID 619 028 5743

**a. CALL TO ORDER**

**b. APPROVAL OF AGENDA AND ORDER OF AGENDA**

**c. ACTION ITEMS**

- a. Approval of Resolution #2020.052 - Emergency Resolution Delegating Authority to Take Necessary Action to Protect Students and Staff from the Spread of Coronavirus (COVID-19)

**d. FINAL ADJOURNMENT**

### **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.



**BEFORE THE BOARD OF TRUSTEES OF THE  
GREAT VALLEY ACADEMY SCHOOL DISTRICT**

**EMERGENCY RESOLUTION  
RESOLUTION DELEGATING AUTHORITY TO TAKE NECESSARY ACTION TO  
PROTECT STUDENTS AND STAFF FROM THE SPREAD OF CORONAVIRUS  
(COVID-19)**

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom declared a statewide emergency arising from the coronavirus (COVID-19).

**WHEREAS**, on March 12, 2020, Governor Newsom issued an executive order directing Californians to cancel large public gatherings (over 250 people) and to enforce social distancing.

**WHEREAS**, on March 13, 2020, President Donald Trump declared a national emergency arising from the coronavirus (COVID-19).

**WHEREAS**, on March 15, 2020, Scott Kuykendall, the Stanislaus County Superintendent of Schools, issued a written directive advising all school districts to prepare for school closures resulting from the coronavirus (COVID-19) outbreak.

**WHEREAS**, Article I, Section 28, of the California Constitution declares that “[a]ll students and staff of public, primary, elementary, junior high, and senior high school . . . have the inalienable right to attend campuses which are safe, secure and peaceful.”

**WHEREAS**, Education Code section 35161 permits the Board to delegate to an officer or employee of the District any of the Board’s powers and duties, and the Board desires to delegate to the District Superintendent certain powers and duties to address the Coronavirus (COVID-19) pandemic.

**NOW, THEREFORE, BE IT RESOLVED:**

**NOW THEREFORE, BE IT RESOLVED AND ORDERED** that the Board hereby declares the existence of an ongoing public health emergency within Great Valley Academy arising from the coronavirus (COVID-19) pandemic.

**BE IT FURTHER RESOLVED AND ORDERED** the Chief Executive Officer is delegated authority to take all appropriate action to respond to the coronavirus (Covid-19) pandemic, including, but not limited to, any action:

- A. To ensure and protect the welfare, safety and educational wellbeing of all students;
- B. To ensure and protect the welfare and safety of persons working for Great Valley Academy which shall include its agents, employees, representatives and all others acting for or on behalf of Great Valley Academy;



- C. To provide necessary staffing and instruction;
- D. To modify school and work schedules;
- E. To declare an emergency pursuant to Government Code § 3100 et seq., and to assign Great Valley Academy employees (in their capacity as disaster service workers) to perform such disaster service activities as may be assigned to them;
- F. To cancel or modify any activities, programs, or courses, up to and including the temporary closure of Great Valley Academy.
- G. To protect Great Valley Academy property.
- H. To make further declarations of emergency and to take emergency action as permitted by law.

**BE IT FURTHER RESOLVED AND ORDERED** that should any portion of this Resolution be held invalid, the invalidity shall not affect other provisions or applications of the Resolution which can be given effect without the invalid provisions or application, and to this end the provisions of this Resolution are declared to be severable.

**BE IT FURTHER RESOLVED AND ORDERED** that this Resolution is an emergency measure within the mandate and jurisdiction of the Board and is necessary for the immediate welfare of the schools and pupils thereof. Therefore, this Resolution shall become effective immediately upon its adoption and shall remain in effect until repealed by formal Board action.

**PASSED AND ADOPTED** by the following vote of the Board of Directors of Great Valley Academy, County of Stanislaus, State of California on March 17th, 2020.

AYES: Payne, Meraz, Jamison, Tosh, Wolf, Nisan

NOES:None

ABSENT:Nisan

ABSTENTIONS: None

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President, Board of Directors  
Great Valley Academy

**GREAT VALLEY ACADEMY**  
**Regular Meeting of the Board of Trustees**  
**April 27, 2020 4:00 PM**

This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.

The Board of Directors ("Board") and employees of Great Valley academy shall meet via Zoom meeting platform. Members of the public who wish to access this Board meeting may do so at <https://zoom.us/j/97054741786> . You may also call in using the Zoom phone number +1 669 900 6833 US Meeting ID 970 5474 1786.

Members of the public who wish to comment during the Board meeting may email in comments to [publiccomment@greatvalleyacademy.com](mailto:publiccomment@greatvalleyacademy.com) and they will be read during the public participation segment of the meeting. Members of the public calling in will be given the opportunity to address the Board during the public participation segment of the meeting. Individual comments will be limited to three (3) minutes. The Board may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonable disrupts the Board meeting.

**Access to Board Materials:** You may request a copy of the written materials submitted to the Board by sending a request to [publiccomment@greatvalleyacademy.com](mailto:publiccomment@greatvalleyacademy.com).

**Disability Access:** A copy for disability-related modifications or accommodations to participate in this public meeting should be made at least 24 hours prior to the meeting by emailing [publiccomment@greatvalleyacademy.com](mailto:publiccomment@greatvalleyacademy.com). Efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

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## **AGENDA**

- a. CALL TO ORDER**
- b. COMMUNICATIONS**
  - a. PUBLIC PARTICIPATION**
  - b. MODESTO PRINCIPAL'S UPDATE**
  - c. SALIDA PRINCIPAL'S UPDATE**
  - d. HOMESCHOOL PRINCIPAL'S UPDATE**
  - e. CHIEF OPERATING OFFICER'S UPDATE**
  - f. CHIEF EXECUTIVE OFFICER'S UPDATE**
  - g. FOUNDER'S UPDATE**

### **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.



**c. APPROVAL OF AGENDA AND ORDER OF AGENDA**

**d. 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. Approval of the Minutes of the Regular Board Meeting of February 24, 2020
- b. Approval of the Minutes of the Emergency Board Meeting of March 17, 2020
- c. Ratify SCOE Master Agreement
- d. Ratify school closure
- e. Ratify non grading statement

**e. ACTION ITEMS**

- a. Approval of 1209 Woodrow Avenue Lease Termination
- b. Approval of 1209 Woodrow Avenue Lease 2020-2025
- c. Approval of new Board Secretary, Susan Nisan- effective 7/1/2020
- d. Approval of temporary revision of bylaws- Resolution# 2020.2053
- e. Approval of term extension for Chad Wolf ending 6/30/21
- f. Approval of Classified Salary Schedule
- g. Approval of Modesto Campus Academic Calendar
- h. Approval of Salida Campus Academic Calendar

**f. INFORMATION AND DISCUSSION**

- a. Monthly Financials

**g. FUTURE AGENDA ITEMS**

**a. FUTURE REGULAR BOARD MEETINGS –**

**~ June 1, 2020 4:00 pm via Zoom**

**~ June 29, 2020 4:00 pm via Zoom**

**h. FINAL ADJOURNMENT**

**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.

**GREAT VALLEY ACADEMY  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
February 24, 2020**

# MINUTES

<b><i>Members Present:</i></b>	Twila Tosh, Susan Nisan, Vince Jamison, Yolanda Meraz
<b><i>Members Absent:</i></b>	Chad Wolf, Steve Payne
<b><i>Great Valley Academy Staff Present:</i></b>	Leah Silvestre, Marisa Meeks, Mike Ruehle, Christine Frost, Russ Howell, Kelli Rupe
<b><i>Audience Present:</i></b>	None
<b><i>Call to Order/ Pledge of Allegiance:</i></b>	Mrs. Meraz 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 spoke about the Kids Heart Challenge (formerly the Jump for Heart Challenge).
<b><i>Salida Principal Report:</i></b>	Mr. Howell presented his report to the Board. He spoke about the NWEA testing.
<b><i>Homeschool Principal Report:</i></b>	Ms. Frost presented her report to the Board. She reported that enrollment is now at 101 students and that number continues to grow!
<b><i>Chief Operating Officer's Report:</i></b>	Mrs. Meeks presented her report to the Board. She spoke about the uniform policy updates and said that she is also working on a technology plan as well as a comprehensive facilities plan.

# MINUTES

## Regular Meeting of the Board

February 24, 2020

Page | 2

### Chief Executive

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

Ms. Silvestre presented her report to the Board. She reported that the Board Governance Committee met recently and continues to talk about board development.

#### **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. Nisan, seconded by Mr. Jamison, approving the Agenda and Order of Agenda. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** Payne, Wolf

**ABSTENTIONS:** None

#### **Consent Agenda:**

#### **CONSENT AGENDA**

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

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

**NOES:** None

**ABSENT:** Payne, Wolf

**ABSTENTIONS:** None

#### **Action Items:**

#### **ACTION ITEMS**

a. The motion was made by Mrs. Nisan, seconded by Mr. Jamison approving the 2020/2021 Holiday Calendar. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** Payne, Wolf

**ABSTENTIONS:** None

# MINUTES

## Regular Meeting of the Board

February 24, 2020

Page | 3

b. The motion was made by Mrs. Tosh, seconded by Mrs. Meraz approving the Revised Form 990. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** Payne, Wolf

**ABSTENTIONS:** None

c. The motion was made by Mr. Jamison, seconded by Mrs. Meraz approving the Student Uniform Policy Update. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** Payne, Wolf

**ABSTENTIONS:** None

d. The Motion was made by Mrs. Nisan, seconded by Mr. Jamison approving the Staff Uniform Policy Update. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** Payne, Wolf

**ABSTENTIONS:** None

e. The motion was made by Mrs. Tosh, seconded by Mrs. Nisan approving the Modesto Budget Revision. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** Payne, Wolf

**ABSTENTIONS:** None

f. The motion was made by Mr. Jamison, seconded by Mrs. Meraz approving the Salida Budget Revision. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** Payne, Wolf

**ABSTENTIONS:** None

# MINUTES

## Regular Meeting of the Board

February 24, 2020

Page | 4

g. The motion was made by Mrs. Tosh, seconded by Mr. Jamison approving the Modesto Site Safety Plan. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** Payne, Wolf

**ABSTENTIONS:** None

h. The motion was made by Mrs. Nisan, seconded by Mr. Jamison approving the Salida Site Safety Plan. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** Payne, Wolf

**ABSTENTIONS:** None

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

#### **Monthly Financials**

Both campuses are on target to meet budget.

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

#### **FUTURE AGENDA ITEMS**

Next Regular Board Meeting – Monday March 30, 2020

~Modesto Campus

### ***Adjournment:***

The meeting was adjourned at 6:44 pm

**GREAT VALLEY ACADEMY  
EMERGENCY MEETING OF THE BOARD OF TRUSTEES  
March 17, 2020**

# MINUTES

**Members Present:** Steve Payne, Yolanda Meraz, Vince Jamison, Twila Tosh, Chad Wolf, Susan Nisan (2:04 pm)

**Members Absent:** None

**Great Valley  
Academy Staff Present:** Leah Silvestre, Kelli Rupe

**Call to Order:** 2:02 pm

**Approval of Agenda/  
Order of Agenda:** The motion was made by, Mrs. Meraz, seconded by Twila Tosh, approving the Agenda and Order of Agenda. A roll call vote was taken.

**AYES:** Payne, Meraz, Jamison, Tosh, Wolf

**NOES:** None

**ABSENT:** Nisan

**ABSTENTIONS:** None

**Action Items:** **ACTION ITEMS**

The motion was made by Mr. Wolf, seconded by Mr. Jamison approving Resolution #2020.052 – Emergency Resolution delegating Authority to Take Necessary Action to Protect Students and Staff from the spread of Coronavirus (COVID-19). A roll call vote was taken.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**Adjournment:** The meeting was adjourned at 2:05 pm

Date: February 14, 2020

To: District Superintendents  
Chief Business Officials  
SCOE Managers

From: Don Gatti Deputy Superintendent, Business Services

RE: Charges for contract services for 2020-2021

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The following rates for contracted services provided by the Stanislaus County Office of Education have been set for the 2020-2021 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 Veronica Garnica, ROUTE #000  
PRIOR TO MARCH 23, 2020**

**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 Veronica Garnica at 238-1914.**

## STANISLAUS COUNTY OFFICE OF EDUCATION 2020-21 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: \_\_\_\_\_

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 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 2020-21 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.** Subject to the limitation delineated below, 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. **Limitation of Liability.** District agrees that should there arise any liability on the part of SCOE as a result of SCOE's breach of contract, negligent performance to any degree or negligent failure to perform any of SCOE's obligations pursuant to this agreement or any other legal duty, equipment failure, human error, or strict products liability, whether economic or non-economic, in contract or in tort, that SCOE's liability shall be limited to the amount of money District has paid SCOE pursuant to the terms of this agreement.
12. **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.
13. **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.
14. **Assignment.** This Agreement and the services provided herein shall not be assigned by the District or SCOE.
15. **Applicable Laws.** SCOE and District agree to comply with all laws, rules and regulations applicable to these services.
16. **Governing Law.** This Agreement shall be governed by the laws of the State of California, with venue in Stanislaus County, California.
17. **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 ESSA 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	\$10.98
Additional Services	See Schedule
5. Substitute Placement Service Annual Cost per teacher	\$120.00
Annual Cost per Instructional Aide ( <b>SCOE only</b> )	\$120.00
Supplemental Assignments (EACH ASSIGNMENT)	\$25.00
<b>DELIVERY AND GRAPHICS SERVICES</b>	
6. Graphics	Price quoted by job
7. Mailing, Handling & Delivery	See page for rates

## EARLY CHILDHOOD EDUCATION /CHILD DEVELOPMENT SERVICES

### 8. 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

### 9. Specialized Trainings by Certified Trainers on Early Education / Child Development Tools

**Topics:**

Environmental Rating Scale (ERS)	\$50 / participant for ½ day
Classroom Assessment Scoring System (CLASS)	\$100 / participant for full day plus materials/supplies
Ages and Stages Questionnaire / Ages and Stages Questionnaire-Social/Emotional (ASQ/ASQ-SE)	15 Participants minimum
Desired Results Developmental Profile (DRDP)	
Program for Infant/Toddler Care (PITC)	
Strengthening Families (SF)	

### 10. Specialized Trainings to Support STEM in Early Education Classrooms

**Topics:**

Using Books to Infuse Engineering	\$50 / participant for ½ day
Loose Parts: Creating a Maker Space	\$100 / participant for full day plus materials/supplies
Coding Skills for Preschoolers	15 participants minimum
Math in the Preschool Classroom: It's More Than 1+1=2	
Technology in the Preschool Classroom: Moving Beyond Tablets and Computers	

### 11. Coaching for Early Education / Child Development Classrooms (listed per class)

**Services** (costs may be covered by CDE's Quality Counts California grant),  
if not:

2 @ Pre-Assessments*	\$9,750 per class
2 @ Post-Assessments*	
9 @ On-site Coaching** Visit (Once per month)	

\*Assessments include: CLASS, ERS, Quality Improvement Plan (QIP)

\*\*Coaching focus areas include: ERS, CLASS, ASQ, CA F&F, DRDP

Number of coaching visits varies by need (\$750/day)

12. Intensive Coaching for Early Education / Child Development Classrooms (listed per class)

**Services** (must be in addition to item #9):

9 Days of On-site Coaching\*\* Visits (Once per month) \$13,500 per class

9 Individualized On-Site Trainings (Once per month)

\*\*Coaching focus areas include: ERS, CLASS, ASQ, CA F&F

**Specialized Assessments (Services may be covered by CDE's Quality Counts CA grant), If not:**

CLASS - per 4 cycle assessment/classroom (minimum 2 classrooms) \$400

ERS - per assessment \$750

13. 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

\$266,717 per classroom of 48 preschool students

14. Community Needs Assessment

**Services:**

Consultation \$600

Focus Groups (Plan & Implement Focus Groups) \$2,398

Design & Development of full Community Needs Assessment \$9,223

Total Cost per County: \$12,221

15. Public Report

**Services:**

Consultation \$240

Design Public Report \$440

Create full public report \$1,760

Provide data templates, electronic copy, edit full report

Total Cost: \$2,440

16. Early Childhood Data Management System

**Services:**

Two half day trainings plus help desk support for one year \$1,000

Software use per child \$12.50

## **SPECIAL EDUCATION & HEALTH SERVICES**

17.	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
18.	Hearing Screening	
	Hearing checks/child	\$4.85
	Students in wheelchairs/child	\$9.70
19.	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
20.	School Psychologist	
	1 day per week (36 days of service/year)	\$28,850.00
	½ day per week (18 days of service/year)	\$14,425.00
	¼ day per week (9 days of service/year)	\$7,212.50
	Additional one time single day-subject to availability	\$ 800.00
21.	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**

22.	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
23.	LVN (SCOE Only)	
	1 day per week (36 days of service/year)	\$17,000.00
24.	Registered Nurse (SCOE Only)	
	1 day per week (36 days of service/year)	\$20,000.00

## INSTRUCTIONAL SUPPORT SERVICES

- |   |            |
|---|------------|
| 25. Learning to Teach Continuum (Teacher Induction)                   |            |
| Tuition per Year per Teacher  | \$3,000.00 |
| 26. Learning to Lead Continuum (Admin Induction)                      |            |
| Tuition per Year per Administrator if SCOE Provides the Coach         | \$3,500.00 |
| Tuition per Year per Administrator if the District Provides the Coach | \$1,500.00 |
| 27. Media Services  |            |
| California Streaming License per ADA                                  | \$1.75     |

## STUDENT EDUCATIONAL SERVICES

- |   |   |
|---|---|
| 28. College and Career Planning                 | See service page for rates                  |
| 29. Community School Education Services per ADA | District LCFF Rate calculated by grade span |
| 30. Outdoor Education                           | See Individual Contracts                    |

## STUDENT WELLNESS AND SCHOOL SAFETY

- |  |  |
|--|--|
| 31. Mental Health and Suicide Prevention Trainings   |  |
| Mental Health First Aid Training – 8 hrs (up to 30 people)                                     |  |
| Youth Mental Health First Aid - 8.0 hrs (up to 30 people)                                      |  |
| 32. Suicide Prevention Training  |  |
| Question, Persuade, Refer - 1.5 hours (10-40 people recommended)                               |  |
| safeTALK - 3 hours (up to 30 people)   |  |
| 33. CPR/Pediatric First Aid Training - 6 hrs (up to 10 people)                                 |  |
| 34. Mindfulness Trainings  |  |
| Growth Heartset: Culture of Caring - 4 hrs (up to 100 people)                                  |  |
| 35. Positive Behavior Intervention and Support (PBIS) & Multi-Tiered Systems of Support (MTSS) |  |
| Standard Tier Training   |  |
| Tier I "Universal" - four 6-hr training sessions, delivered throughout year one                |  |
| Tier II "Targeted" - four 6-hr training sessions, delivered throughout year two                |  |
| Tier III "Intensive" - four 6-hr training sessions, delivered throughout year three            |  |
| Customized Targeted Training   |  |
| PBIS/MTSS Hybrid Model (data-driven customized coaching) - 2.5 6 hr training sessions          |  |
| PBIS/MTSS Implementation or Sustainability Customized Coaching                                 |  |
| PBIS/MTSS Related Workshops (Half day to full day workshops)                                   |  |
| PBIS for Classified Staff/District Leadership/New Team Members/Networking                      |  |
| Function of Behavior and Error Correction  |  |
| Tier I Boosters  |  |
| Tier II Boosters   |  |

## STUDENT WELLNESS AND SCHOOL SAFETY CONTINUED

### PBIS/MTSS Related Workshops (Continued)

Prevent-Teach-Reinforce (PTR) Training  
 Integrating Restorative Justice (RJ) into MTSS  
 Integrating Trauma Informed Practices (TIPs) into MTSS  
 School Wide Information System (SWIS) Training  
 SWIS Team initiated Problem Solving (TIPs) Training

## TECHNOLOGY AND LEARNING SERVICES

### 36. Information Systems:

QSS Accounting System and Laserfiche Business Management System See Schedule

### 37. 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
URL/Web Filtering per internet connected devices**	\$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 via VPN (actual cost)	\$4,200.00
Technician Services (Non-Engineering Services) per hour	\$ 50.00
Engineering Services per hour	\$100.00

\*Palo Alto Firewall is included with internet access as a bundled service at no additional cost.  
 Infrastructure technical support for core hardware for school districts; IP addresses for districts and external DNS hosting.

\*\*Devices include: computers, laptops, tablets, chromebooks, etc. Consortium pricing is available for Dell hardware and virus protection

### 38. Technology Services (SCOE Departments Only)

See page for rates

### 39. Educational Technology - Customized Professional Development

Trainings: Google, O365, Adobe Suite, Ed Tech Workshops, Cybersecurity awareness, Robotics, Digital Citizenship, Classroom Coaching, Digital Badging, Training on Chromebooks and iPads for Education, Technology Integration and Pedagogy.

Half Day Training	\$450.00
Full Day Training	\$900.00

Contact Technology & Learning Resources Division for more information regarding services provided.  
 209-238-1400. <http://www.stancoe.org/division/technology-and-learning-resources/educational-technology-center-etc>

## AUDIOLOGICAL SERVICES

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 Tami Cervantes at 541-2361.

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 if any.

DISTRICT or DEPARTMENT will pay for actual students screened by SCOE. Below is an estimate which will be trued up at year end.

---

	# of	Rate/person	Total \$
Number of regular ed. students screened			
Number of non-SDC SH students			
Number of SDC SH students screened			
Number of Wheel Chair students			
<b>TOTAL:</b>			

Acct. #	Amount
<b>TOTAL:</b>	



## AUDIOLOGIST - EDUCATIONAL SERVICES

### SCOE DEPARTMENTS ONLY

The SCOE agrees to provide educational audiologist services to DEPARTMENT as shown in the following paragraph. For more information, please contact Tami Cervantes 541-2361.

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.

---

Days per week	Rate	Total \$

Acct. #	Amount
TOTAL:	

## BOARD CERTIFIED BEHAVIOR ANALYST

The SCOE agrees to provide board certified behavior analyst services to support student behavior plans, consult with staff and provide training as requested to DISTRICT or DEPARTMENT as shown in the following paragraph. For more information, please contact Tricia Kelly at 541-2215.

General Behavior Support may include: Functional Behavior Assessments of students with significant behavior concerns to determine need for specialized supports in both general education and special education. Consultation with teachers and support staff on individualized behavior supports for students requiring behavior support beyond what is offered in the classroom management system in the general education setting. Trainings for staff to review Behavior Intervention Plans (BIP) and strategies, which includes modeling/overlap support of behavior plan implementation with teacher or 1:1 support staff, monitoring the implementation of the BIP, and support with writing behavior goals as well as creation of materials or data sheets to track progress as needed.

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.

---

Days per week	Rate	Total \$

Acct. #	Amount
<b>TOTAL:</b>	

## COLLEGE AND CAREER PLANNING

### 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
TOTAL:	

## COMMUNITY SCHOOL SERVICES

The SCOE 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 SCOE's Alternative, Community, and Correctional Education schools and Services, SCOE 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 SCOE community school programs upon referral from the DISTRICT.
2. DISTRICT agrees to provide a DISTRICT initiated "SCOE Referral Form" for each student the DISTRICT refers to the SCOE Community School program.
3. DISTRICT shall use the "SCOE Referral Form" when referring students to SCOE under sections 1981(a), (b), and (d) of the California Education Code even when not expressly required by said code.
4. SCOE 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. SCOE, 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 SCOE 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 SCOE 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	<p><b>Ages and Stages Questionnaires Training</b> – 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.</p> <p><b>Ages and Stages Questionnaires- Social Emotional Training</b> – 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.</p>
CA-CSEFEL	<p><b>California Collaborative on the Social Emotional Foundations for Early Learning</b> 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 five full day trainings. This training requires that program administration also participate in the teaching pyramid leadership meetings (6/year). Contact dept. for more information on the teaching pyramid course.</p>
CSEFEL Coaching	<p><b>CSEFEL Coaching</b> - 2 hour visits monthly, 1 hour observation and 1 hour coaching focused on the teaching pyramid modules.</p>
CLASS	<p><b>Classroom Assessment Scoring System Overview Training</b> – This short 1 hour training provides basic information about the CLASS tool and how it measures the quality of teacher child interactions.</p> <p><b>Classroom Assessment Scoring System Reliability Training</b> – 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. 1.5 days of training for the infant tool; 2 days of training for the toddler tool; 3 days of training for the Pre-K tool.</p>
PreK CLASS	<p><b>PreK Class Group Coaching (MMCI)</b> - Making the Most of Classroom Interactions - Can be taught as 12 (2 hour) sessions or as 6 (4 hour) sessions. Provides thoughtful discussion after viewing teachstone video one dimension at a time.</p>

## EARLY CHILDHOOD EDUCATION COURSE DESCRIPTIONS CON'T

**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.

**Family Child Care Environment Rating Scale (FCCERS)**



**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. #

## INFORMATION SYSTEMS

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. Technical support:
  - a. QSS/Oasis System includes: Payroll, Retirement, Finance, Requisition Routing, Purchase Orders, Accounts Payable, Accounts Receivable, Human Resources, Position Control, Benefits Management, Absence Tracking, Fixed Assets, Stores, Invoicing & Billing Management (IBM) and Employee Self-Service (ESS Online)
  - b. Laserfiche Business Management System
2. Hosted virtual servers
3. Printing of payroll warrants
4. Printing of general expense warrants
5. Printing of W-2s/1099s
6. 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
7. Training to DISTRICT personnel by SCOE staff specific to the software systems in use under this section of the Agreement
8. Reserving prior agreed to amounts for future replacement
9. Access to digital files using Laserfiche business management system
10. Utilize the functionality of Laserfiche and workflow via client/web based access. This does not include scanning and/or indexing services. For scanning/indexing services, contact the SCOE Graphics Department

DISTRICT shall pay for all staff needed for data entry, retrieval, and the printing of reports/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. Payroll reports are automatically stored in Laserfiche

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 custom programming, 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	

## INFORMATION SYSTEMS TRANSFER TO FUND OPERATING COSTS AND FUTURE REPLACEMENT FISCAL YEAR 2020-21

<u>District</u>	2018-19 Actual General Fund <u>Operating Expenditures</u>	Pro-Rated District <u>Share</u>	Replacement Reserve <u>Contribution</u>	Operating <u>Costs</u>	2020-21 <u>Transfer</u>
Ceres	173,704,729.10	8.9030056%	\$12,465	\$166,613	<b>\$179,078</b>
Chatom	7,419,737.66	0.3802888%	\$532	\$7,117	<b>\$7,649</b>
Denair	17,188,724.86	0.8809853%	\$1,233	\$16,487	<b>\$17,720</b>
Empire	35,297,544.50	1.8091288%	\$2,533	\$33,857	<b>\$36,390</b>
Gratton	1,636,124.11	0.0838574%	\$117	\$1,569	<b>\$1,686</b>
Hart Ransom	8,433,211.56	0.4322331%	\$605	\$8,089	<b>\$8,694</b>
Hickman	10,218,055.77	0.5237129%	\$733	\$9,801	<b>\$10,534</b>
Hughson	22,968,682.61	1.1772294%	\$1,648	\$22,031	<b>\$23,679</b>
Keyes	10,112,518.51	0.5183037%	\$726	\$9,700	<b>\$10,426</b>
Knights Ferry	1,513,814.34	0.0775885%	\$109	\$1,452	<b>\$1,561</b>
Newman	42,099,036.89	2.1577303%	\$3,021	\$40,380	<b>\$43,401</b>
Oakdale	58,030,092.72	2.9742555%	\$4,164	\$55,661	<b>\$59,825</b>
Paradise	2,317,617.94	0.1187864%	\$166	\$2,223	<b>\$2,389</b>
Patterson	80,806,774.87	4.1416441%	\$5,798	\$77,508	<b>\$83,306</b>
Riverbank	37,701,602.34	1.9323456%	\$2,705	\$36,162	<b>\$38,867</b>
Roberts Ferry	1,933,911.12	0.0991201%	\$139	\$1,855	<b>\$1,994</b>
Salida	28,728,883.62	1.4724608%	\$2,061	\$27,556	<b>\$29,617</b>
Shiloh	2,017,097.46	0.1033837%	\$145	\$1,935	<b>\$2,080</b>
Stanislaus	41,698,430.64	2.1371978%	\$2,992	\$39,996	<b>\$42,988</b>
Sylvan	90,209,283.68	4.6235572%	\$6,473	\$86,527	<b>\$93,000</b>
Turlock	176,753,043.63	9.0592429%	\$12,683	\$169,537	<b>\$182,220</b>
Valley Home	2,006,828.71	0.1028573%	\$144	\$1,925	<b>\$2,069</b>
Waterford	25,190,089.40	1.2910846%	\$1,808	\$24,162	<b>\$25,970</b>
District Total	\$877,985,836.04	45.0000000%	\$63,000	\$842,143	<b>\$905,143</b>
Stanislaus COE	<u>n/a</u>	<u>55.0000000%</u>	<u>\$77,000</u>	<u>\$1,029,285</u>	<u><b>\$1,106,285</b></u>
Total	n/a	100.0000000%	\$140,000	\$1,871,428	<b>\$2,011,428</b>

### 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% 1,871,428.00

# 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 with 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. Provide the Candidates access to leadership opportunities in their administrative duties that are consistent with minimum requirements set forth by state guidelines for Clear Administrative Service Credential applicants.
6. Designate district option(s) for the Lead Coach assigned to its current Candidates:
  - a) a Lead Coach from the Program's pool of Lead Coaches
  - b) a current, District-employed administrator as Lead Coach
  - c) a retired, previously district-employed administrator as Lead Coach
7. If the District successfully implements option b) or c), then the SCOE Administrator Induction tuition for the referenced candidates will be reduced from \$3,500 per year to \$1,500 per year. In this case the District will serve as the employer of the Lead Coach and will determine how compensation will be managed.
8. If the District chooses options b) or c), 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 full-day Coach training before the Candidate and Lead Coach are paired prior to the IIP Drafting event.

9. If the District chooses to use a currently-employed Lead Coach, the following will apply.  
Lead Coaches will:
- be limited to one (1) Candidate
  - not be in a position to formally evaluate or have direct influence over the hiring/firing of the Candidate
  - be available to attend Program events and spend time with the Candidate in order to complete Program requirements in a timely manner
10. If the District chooses to use currently-employed or previously district-employed Lead Coaches, then the following will apply.  
Lead Coaches must:
- have or had experience in an administrative position as similar as possible to that of the Candidate
  - have geographic proximity (reasonable and feasible) to the Candidate
  - have completed a minimum of 5 years of successful administrative work
  - hold a current Clear Administrative Services Credential
  - have served as an administrator during the Standards and Accountability era (post 1997)
  - had experience serving in a Coaching role either formally or informally
  - demonstrate 'ease of interaction' with the Candidate in the working context and inter-personal relationship
11. The district affirms that Lead Coaches are under contract with the Program to:
- support the Candidate beginning and completing the Program within the 2 year timeframe
  - attend the required sessions structured within the Program
  - successfully complete the full day Lead Coach training at the start of the year plus an additional ½ day follow-up session later in the year
  - submit Program-required documents in a timely manner
  - submit contact logs monthly that meet or exceed program requirements
  - maintain a professional working relationship with the Candidate(s) during the two year Program
  - 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
12. The district understands and agrees that the Program assesses the quality of services provided by Lead Coaches using multiple sources including information from Candidates.
- The Program provides formative feedback to Lead Coaches on their work and will retain only those that are successful
  - If a mismatch occurs between the Lead Coach and the Candidate, protocols within the Program will be followed that may lead to removal of the Lead Coach and assignment of a new Lead Coach to the Candidate
  - Removal of a Lead Coach either from the program's pool of Lead Coaches or from support of a particular candidate may be an option and will be done at the Programs discretion
  - Removal of a District-provided Lead Coach will reinstate the full annual tuition rate of \$3,500 for the full or partial year(s) in which the Lead Coach is removed

13. The district will be given an opportunity to evaluate, to give input, or request a change of Lead Coach assigned to the Candidate.
14. **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 - or \$1,500 per year or \$3,000 for the two year program if the District successfully implements option 6b or 6c above).

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.

Acct. #	Cost Per Candidate	Est # Candidates	Amount
<b>TOTAL:</b>			

Acct. #	Cost Per Candidate	Est # Candidates	Amount
<b>TOTAL:</b>			

## 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
<b>TOTAL:</b>			

## LEGAL SERVICES

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") at 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 \$10.98 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 \$300 per hour for senior partners, \$280 per hour for partners or senior associates, \$255 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 2020-2021.

**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				
Estimated P-2 Charter Schools ADA				
<b>TOTAL:</b>				

## 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

The SCOE agrees to supply mail handling and delivery services to DISTRICT/DEPARTMENT per the schedules below.

DELIVERY DAYS	
One delivery per week per site	\$465
Additional delivery day to same address per week add per day	\$205
Example: School site receives one delivery per week	\$465
Example: District/SCOE receives three deliveries per week	\$465+\$205+\$205=\$875
Mail for several sites delivered to one location	\$465+\$205+\$205=\$875 <i>Plus</i> choice of sort option below
UNSORTED: 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.

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Option 1: **Delivery to D.O. and School Sites**

	Days/ Sites	Rate	Total \$
To D.O. one delivery day per week			
Additional day(s) to D.O.			
Number of school sites			
<b>TOTAL:</b>			

Option 2: **All district mail delivered to one site**

	Days/ Sites	Rate	Total \$
To D.O. one delivery day per week			
Additional day(s) to D.O.			
Number of school sites			
<b>TOTAL:</b>			

Acct. #	Amount
<b>TOTAL:</b>	



## **Multimedia Services Membership** (California Streaming, CalSNAP and other related Services) Instructional Support Services

**The Stanislaus County Office of Education, hereinafter referred to as SCOE, agrees to:**

- Supply multimedia services membership and online media.
- Maintain a collection of instructional media resources, correlated to the state standards, contents of which shall be available online.
- Provide consultant assistance/workshops on a fee for service basis through Instructional Support Services. Sample topics may include but are not limited to: how to use California Streaming and/or CalSNAP, techniques for using video effectively in the classroom and use of standards alignments in selecting titles.
- Purchase license rights to allow the use of online instructional video-streaming programming which support the California Common Core State Standards.
- Provide multimedia services membership to those programs that generate district and charter school average daily attendance (ADA).

**The District agrees to:**

- Provide a designated contact to act as a liaison and assist with account management.
- Adhere to/enforce the terms of use agreements on the CalSNAP/California Streaming websites.
- Adhere to/enforce duplication, access and copyright compliance:
  - Under no circumstances is the instructional media to be copied by any process known or unknown at this time.
  - Members shall not charge an admission fee for viewing any of the instructional media provided.
  - All licensed media have specific terms and conditions for download, duplication, and retention.
  - To maintain copyright compliance when membership is not renewed, a "Certification of Erasure" of all media duplicated or downloaded during a membership period will need to be signed by an authorized contact.

### **Multimedia Services Membership:**

CalSNAP Online Search with CaliforniaStreaming.org and open resources: unlimited use of California Streaming titles to all schools. Student/home accounts available upon request.

**\$1.75 per student for individual schools or partial district enrollment**

	# ADA	Rate	Acct. #	Total \$
Estimated Total ADA:				
<b>TOTAL:</b>				

## SCHOOL NURSE SERVICES

The SCOE agrees to provide School Nurse services to DISTRICT or DEPARTMENT as shown in the following paragraphs. For more information, please contact Tami Cervantes at 541-2361.

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.

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Days per week	Rate	Total \$

Acct. #	Amount
<b>TOTAL:</b>	

At this time, this service is for districts with existing contracts only. All others interested, please contact Tami Cervantes for more information.

## THIS PAGE FOR SCOE DEPARTMENTS ONLY NURSING SERVICES

SCOE agrees to provide Registered Nurse services or LVN services to DEPARTMENT as shown in the following paragraphs. For more information, please contact Tami Cervantes at 547-2361.

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 \$

Acct. #	Amount
<b>TOTAL:</b>	

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### LVN SERVICES – SCOE ONLY

Days per week	Rate	Total \$

Acct. #	Amount
<b>TOTAL:</b>	

## SCHOOL PSYCHOLOGIST SERVICES

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.

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	Days	Rate	Total \$
Annual Service: Specify Days per week			
Add'l Single Use Days			

Acct. #	Amount
TOTAL:	

## **STUDENT WELLNESS AND SCHOOL SAFETY**

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.

### **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. #

## **SUBSTITUTE PLACEMENT SERVICE**

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			
SCOE Est # of Assistants			
<b>TOTAL:</b>			

Acct. #	Amount
<b>TOTAL:</b>	

## TECHNOLOGY SERVICES

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 238-1400).
2. Provide Internet connectivity from DISTRICT TO SCOE.

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Type of Service	Amount	Rate	Total \$
Internet access via Fiber - Tier 1 (below 200 ADA)			
Internet access via Fiber - Tier 2 (above 200 ADA)			
Web Filtering (Pass-through actual cost) Per Internet connected workstation			
QSS/Laserfiche access only without Internet via fiber(actual cost)			
QSS/Laserfiche access only without Internet per VPN (actual cost)			
Technician Services (Non-Engineering Services)/hour			
Engineering Services/hour			
Total			

Acct. #	Amount
Total	

**2020-21 MASTER AGREEMENT**

**SIGNATURE PAGE**

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**TOTAL OF MASTER AGREEMENT**

**\$**\_\_\_\_\_

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**District/Department**

**Stanislaus County Office of Education**

\_\_\_\_\_  
School District Name

\_\_\_\_\_  
Scott Kuykendall  
Stanislaus County Superintendent of Schools

By: \_\_\_\_\_  
Superintendent

By: \_\_\_\_\_  
Don Gatti, Deputy Superintendent,  
Business Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Contact Phone



## Ratification items d and e

d. Due to Covid-19 and state and local recommendation, Great Valley Academy campuses are closed March 19, 2020 through the end of the school year, June 5, 2020

e. Great Valley Academy will not issue grades for the duration of the school closure.

## **TERMINATION OF LEASE AGREEMENT**

THIS TERMINATION OF LEASE AGREEMENT ("Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between **TULLY MANOR INVESTMENTS LLC**, a California limited liability company, hereinafter referred to as "Landlord", and **GREAT VALLEY ACADEMY**, a California corporation hereinafter referred to as "Tenant", with reference to the following facts:

### **RECITALS**

A. By a certain Office Building Lease dated August 12, 2005 (the "Suite C-1 Lease"), Landlord leased and demised to Tenant certain premises designated as Suite C-1 containing 1,277 of rentable square feet (the "Suite C-1 Premises") located at 1209 Woodrow, Modesto, California and situated in the Project known as Tully Manor Office Park, as more particularly described in the Suite C-1 Lease.

B. By a certain Office Building Lease dated December 1, 2018 (the "Suite A-4 Lease"), Landlord leased and demised to Tenant certain premises designated as Suite A-4 containing 837 of rentable square feet ("Suite A-4 Premises") located at 1209 Woodrow Avenue, Modesto, California and situated in the Project known as Tully Manor Office Park, as more particularly described in the Suite A-4 Lease.

C. The Suite C-1 Lease and the Suite A-4 Lease are hereinafter collectively referred to as the "Lease" and the Suite C-1 Premises and the Suite A-4 Premises are hereinafter collectively referred to as the "Premises".

D. The Lease term is scheduled to expire on August 31, 2020 (the "Expiration Date").

E. Landlord and Tenant each desire to terminate and cancel the Lease prior to the Expiration Date, together with all rights, duties and obligations of Landlord and Tenant therein, effective on and as of July 1, 2020 (the "Effective Date"), conditioned upon Landlord's entering into a new lease with Tenant (the "New Lease") for the premises designated as Suite Nos. A-4, C-1 and C-2 (the "New Premises") located at 1209 Woodrow Avenue, Modesto, California and situated in the Project, subject to the terms and conditions set forth below. In the event that Landlord does not enter into the New Lease, this Lease shall continue in full force and effect in all respects.

### **TERMS**

NOW, THEREFORE, for and in consideration of the foregoing recitals and the terms, covenants and conditions set forth below, Landlord and Tenant hereby agree as follows:

1. **Termination of the Lease.** Subject to the terms and conditions of the Lease and this Agreement, the Lease and all of Landlord's and Tenant's respective rights, duties and obligations thereunder are hereby terminated and cancelled effective as of the Effective Date. The rights of Tenant to occupy the Premises, and the rights of Tenant under the Lease, shall automatically and without further action on the part of Landlord terminate at 5:00 p.m. on the Effective Date.

2. **Tenant's Obligations.** The termination and cancellation of the Lease and the effectiveness of this Agreement are expressly conditioned upon the satisfaction of the following on or before the Effective Date:

- (a) Tenant shall pay all rents and additions to rent and all other amounts of every kind and nature whatsoever payable by Tenant to Landlord under the Lease through the Effective Date, and Tenant shall comply with all of Tenant's other obligations under the Lease through the Effective Date.
- (b) Landlord's entering into the New Lease.

If Tenant does not fully comply with the foregoing Tenant obligations set forth in subsections (a) through (b) above and the other terms of this Agreement and the Lease, then Landlord shall have the right, in its sole discretion, to terminate this Agreement, but not the Lease, and thereafter pursue all of Landlord's rights and remedies against Tenant arising out of Tenant's default under the Lease and this Agreement. Landlord reserves all its rights at law, in equity, and/or under the Lease and the Agreement.

3. **No Landlord Payment.** No payment shall be made by or due from Landlord in connection with any of the matters that are the subject of this Agreement.

4. **Representations and Warranties of Tenant.** As a material inducement to Landlord to enter into this Agreement, Tenant represents and warrants to Landlord that, as of the date of this Agreement:

4.1. **No Defaults.** The Lease is in full force and effect. There are no defaults by Landlord or Tenant under the Lease, and no circumstance has occurred which, but for the expiration of an applicable grace period, would constitute an event of default by Landlord or Tenant under the Lease. Tenant has no defenses or rights of offset under the Lease.

4.2. **Authority.** Tenant has full right, power and authority to enter into this Agreement and has obtained all necessary consents and resolutions from its members required under the documents governing its affairs in order to consummate this transaction, and the persons executing this Agreement have been duly authorized to do so. The Agreement and the Lease are binding obligations of Tenant, enforceable in accordance with their terms.

4.3. **No Assignments.** Tenant is the sole lawful tenant under the Lease, and Tenant has not sublet, assigned, conveyed, encumbered or otherwise transferred any of the right, title or interest of Tenant under the Lease or arising from its use or occupancy of the Premises, and no other person, partnership, corporation or other entity has any right, title or interest in the Lease or the Premises, or the right to occupy or use all or any part of the Premises.

Tenant hereby further agrees to indemnify and hold Landlord harmless from and against any debt, claim, obligation, demand, indebtedness, cost, expense or cause of action, including attorneys' fees and court costs, based upon, related to, or arising out of or in connection with the Premises or the breach of any of the foregoing representations and/or warranties. This indemnification shall survive the Effective Date.

5. **Security Deposit.** Landlord currently has on deposit for Tenant the sum of Three Thousand Nine Hundred Fifty-Eight and 70/100 Dollars (\$3,958.70) under Suite C-1 Lease and Two Thousand Five Hundred Ninety-Four and 70/100 Dollars (\$2,594.70) under Suite A-4 Lease for a total of Six Thousand Five Hundred Fifty-Three and 40/100 Dollars (\$6,553.40) (collectively the "Security Deposit"). Tenant acknowledges and agrees that the Security Deposit in the amount of Six Thousand Five Hundred Fifty-Three and 40/100 Dollars (\$6,553.40) shall be retained by Landlord to satisfy a portion of Tenant's Security Deposit requirements under the New Lease.

6. **Tenant's Release.** In consideration of Landlord's entering into this Agreement, Tenant does hereby, for itself and its successors and assigns, fully and completely release and forever absolutely discharge Landlord, its partners, directors, officers, employees, trustees, agents, successors and assigns (collectively "Landlord Parties"), of and from any and all debts, claims, obligations, damages, liabilities, demands, costs, expenses, indebtedness and causes of action of every kind and nature whatsoever, whether now known or unknown, suspected or unsuspected, fixed, conditional or contingent, which Tenant ever had, may now have, or may hereafter have, against Landlord Parties for any injury, damage, loss or expense arising out of or in any way connected with the Lease or the Premises, including, but not limited to, claims arising out of the execution of the Lease, any alleged breach or non-performance of the Lease, the execution of the Agreement, Landlord's ownership, operation, maintenance or leasing of the Premises, and any personal property that may be deemed abandoned. Tenant further agrees to indemnify, hold harmless and defend Landlord Parties from all claims, judgments, costs, and attorneys' fees incurred in connection with any action brought by any person or entity that regards or relates to the Lease, the Premises, or any personal property that is deemed abandoned.

7. **Unknown Claims.** Tenant expressly waives all rights under the laws of the State of California or of any other state or territory of the United States or other jurisdictions which may provide that a general release does not extend to claims that the releasing party does not know or suspect to exist in his favor at the time of executing the release, which if known by him might have materially affected his settlement with the party being released. Tenant is aware that it may hereafter discover claims or facts in addition to or different from those it now knows or believes to be true with respect to the matters related herein. The release given herein shall be and remain in effect as a full and complete release by Tenant of all matters relating to the Lease or the Premises, notwithstanding discovery or existence of any additional or different claims or facts relative thereto. Tenant acknowledges the existence of and, with respect to the release given in this Agreement, expressly waives and relinquishes any and all rights and benefits Tenant has or may have under California Civil Code § 1542, which provides:

**A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS  
WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO  
EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING  
THE RELEASE, WHICH IF KNOWN BY HIM OR HER MUST  
HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT  
WITH THE DEBTOR.**

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Tenant's Initials

8. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the respective parties hereto.

9. **Time is of the Essence.** The time for performance of Tenant's obligation to vacate and surrender possession of the Premises on or before the Effective Date in the manner and condition required by this Agreement is of the essence. Tenant acknowledges the fact that Landlord may be relying upon Tenant's timely surrender of possession of the Premises in connection with Landlord entering into construction contracts, leases, occupancy agreements, and/or financing commitments with third parties.

10. **Submission of Agreement.** Submission of this Agreement for examination does not constitute an offer, or an option, to terminate this Lease for the Premises, and this Agreement shall be effective only upon its mutual execution and delivery by Landlord and Tenant.

11. **Attorneys' Fees.** If at any time after the Effective Date of this Agreement, either Landlord or Tenant institute any action or proceeding against the other relating to the provisions of this Agreement or any default hereunder, the nonprevailing party in such action or proceeding shall reimburse the prevailing party for the reasonable expenses of attorneys' fees, as well as all costs and disbursements incurred therein by the prevailing party. Subject to the provisions of local law, the prevailing party shall recover all such fees and/or costs in the action or proceeding itself without the necessity of a cross-action by the prevailing party.

12. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be deemed a duplicate original, but all of which taken together shall constitute one and the same Agreement. The parties may execute and electronically deliver copies of this Agreement and/or counterpart signature pages, which electronic copies shall be equally as effective as delivery of originally-executed counterparts. Any party delivering an executed version of this Agreement electronically shall also deliver an original executed version of this Agreement; provided, however, the failure of a party to deliver an original will not affect the ability of the other party to rely on an electronically executed and/or delivered version of this Agreement.

13. **Joint Responsibility for Provisions.** Both Landlord and Tenant assume responsibility for the content and form of this document. Therefore, the parties agree that the rule of judicial interpretation to the effect that ambiguities and/or uncertainties contained in an agreement should be construed against the party who drafted that agreement shall not be applied in the event of any dispute arising from the content of this document.



IN WITNESS WHEREOF, this Agreement has been entered into by the parties as of the day and year first above written.

**TENANT:**                    **GREAT VALLEY ACADEMY**, a California corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**LANDLORD:**            **TULLY MANOR INVESTMENTS, LLC**,  
a California limited liability company

BY:     MLS/NBS Family Real Estate Investment Trust

By: MLSFS, Inc., a California Corporation

By: \_\_\_\_\_  
Name:     Michael J. Minson  
Title:     President  
Date:     \_\_\_\_\_

BY:     MDSFT, LLC

By: MDSFS, Inc., a California Corporation

By: \_\_\_\_\_  
Name:     John Godi  
Title:     CEO  
Date:     \_\_\_\_\_



# 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**, a California corporation ("Tenant") and is dated \_\_\_\_\_, 2020.

### 1. LEASE OF PREMISES.

In consideration of the Rent (as defined in Section 5.3) and the provisions of this Lease, Landlord leases to Tenant and Tenant leases from Landlord the Premises as shown on Exhibit "A" and Exhibit "B", and further described at Section 2j. The Premises are located within the Building and Project described in Section 2k. 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 in Section 2d).

### 2. DEFINITIONS.

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

a. **Base Rent (initial):** \$1.70 per sq. ft.; \$5,589.60 per month; \$67,075.20 per year.

b. **Broker(s):**

Landlord's: **Stone Bros. Management Inc.**

Tenant's: **Stone Bros. Management Inc.**

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.

c. **Commencement Date:** July 1, 2020.

d. **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.

e. **Expense Stop:** Intentionally Omitted.

f. **Expiration Date:** June 30, 2025, unless otherwise sooner terminated in accordance with the provisions of this Lease.

g. **Landlord's Mailing Address:** 5250 Claremont Avenue, Stockton, CA 95207

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

h. **Monthly Installments of Base Rent (initial):** Five Thousand Five Hundred Eighty-Nine and 60/100 Dollars (\$5,589.60) per month.

i. **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.

j. **Premises :** A total of approximately **three thousand two hundred eighty-eight (3,288) square feet** of Rentable Area described as **Suite Nos. A-4, C-1 and C-2** (collectively the "Premises") located on the **first (1<sup>st</sup>) floor** of **Building No. 5** (the "Building") of the Project (hereinafter defined in Paragraph 2k), as shown by diagonal lines on Exhibit "A" (collectively the "Premises"). Within thirty (30) days after both the delivery of the Premises to Tenant and the lift on the "Essential Services Only" or related COVID-19 orders, Landlord may have the Premises measured by an architect or engineer and provide Tenant with written

notice of such measurement. If such measurement reveals that the floor area of the Premises is different from that specified in this Lease, then, effective as of the Commencement Date, the amounts set forth in this Lease for Minimum Annual Rental and any other charges based upon the size of the Premises shall be revised based upon such measurement and the parties hereto shall promptly execute a supplemental instrument evidencing the revised amounts. If Tenant shall have made any payments to Landlord prior to the measurement, then a prompt adjustment shall be made in said payments to reflect the revised amounts. The determination of the measurement shall be computed based upon the definition of floor area contained in the Lease.

k. **Project:** The real property development known as **Tully Manor Office Park** (the "Project") includes the Building of which the Premises are a part. The Project is located at **1209 Woodrow Avenue, Modesto, CA 95350**.

l. **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.

m. **Security Deposit (Article 7):** **Ten Thousand Five Hundred Forty-Five and 00/100 Dollars (\$10,545.00).**

n. **State:** The State of **California**.

o. **Tenant's First Adjustment Date (Section 5.2):** Intentionally Omitted.

p. **Tenant's Use Clause (Article 8):** General office use.

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

### 3. EXHIBITS AND ADDENDA.

The exhibit(s) and addenda listed below are incorporated by reference in this Lease:

Exhibit "A"- Outline of the Premises and the Building.

Exhibit "B"- Floor Plan showing the Premises.

### 4. DELIVERY OF POSSESSION.

Landlord shall deliver the Premises with Landlord's Work substantially complete. Except for Landlord's Work, Tenant shall take the Premises in their as-is condition on the date Landlord delivers the Premises to Tenant. 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 Lease Term will be extended for a period of time equal to the period of time for which Landlord was unable to deliver possession, 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 without deduction or offset and without any notice or demand. 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 and shall be payable together with the first full month's Rent upon execution of this Lease. If the Term does not commence on the first day of the month, Tenant shall pay Landlord the first Monthly Installment of Base Rent when Tenant executes the Lease.

5.2. **Adjusted Base Rent.** Intentionally Omitted.

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 (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 rate of fifteen percent (15%) per annum or the maximum rate then allowed by law, whichever is less. Tenant acknowledges that the late payment of any 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 Rent 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 Rent due. 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 acknowledges and agrees that Tenant's Security Deposit under the Existing Leases (as hereinafter defined) in the amount of Six Thousand Five Hundred Fifty-Three and 40/100 Dollars (\$6,553.40) shall be retained by Landlord to satisfy a portion of Tenant's Security Deposit requirements under this Lease. Upon execution of this Lease by Tenant, Tenant shall deposit with Landlord an additional sum of Three Thousand Nine Hundred Ninety-One and 60/100 Dollars (\$3,991.60) to increase the security deposit to Ten Thousand Five Hundred Forty-Five and 00/100 Dollars (\$10,545.00), as set forth in Section 2 and 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 in Section 27.2 hereof. A move out fee of One Hundred and 00/100 Dollars (\$100.00) may be deducted from the Security Deposit of any cumulative terms shorter than three (3) years for cleaning, painting, and general maintenance per office leased. Within fifteen (15) days after (i) the Term (or any extension thereof) has expired or (ii) 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 less move out fee if applicable 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 the Security 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 Applicable Laws 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 Applicable Laws of the health and other governmental authorities applicable to the Premises, and the provisions of all insurance policies that are applicable to the conduct of Tenant's business or profession in or about the Premises or any part thereof, and all Applicable Laws 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. "Applicable Law(s)" means the laws (whether statutory or case law), ordinances, bylaws, rules, regulations, codes, judgments, orders license approvals, obligations, and other requirements, including without limitation 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 of 1980 and as amended by the "Superfund Amendments and Reauthorization Act of 1986", and The Americans With Disabilities Act as amended, whether now or hereafter in effect, of the United States of America, the State of California, the local municipal or county governing body, and any other lawful authority having jurisdiction over the Premises or the parties. 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. Tenant shall not cause or permit any "Hazardous Materials" (as defined below) to be brought upon, kept, used, produced, released, discharged or disposed of in, on or about the Premises, or any other portion of the Building or the Project by Tenant, its agents, employees, subtenants, contractors, invitees, licensees or other Persons in, on or about the Premises with permission of Tenant. If Tenant breaches the obligations stated in the preceding sentence, or if the presence of Hazardous Materials in, on or about the Premises or any other portion of the Building or the Project caused or permitted by Tenant results in contamination of the Premises or such other portion of the Building or the Project, or if contamination of the Premises or any other portion of the Building or the Project by Hazardous Materials otherwise occurs for which Tenant is legally liable to Landlord for damage resulting therefrom, or if any lender or federal, state, regional or local governmental agency or political subdivision requires an investigation to determine whether there has been any release or discharge that may have contaminated the Premises or any other portion of the Building or the Project, then in addition to any other indemnity set forth in this Lease, Tenant shall indemnify, defend and hold harmless Landlord Parties from any and all obligations, claims, actions, demands, judgments, damages, penalties, fines, costs, liabilities or losses, including diminution in value of the Premises, the Building or the Project, damages for the loss or restriction on use of rental or useable space or of any amenity of the Premises or any other portion of the Building or the Project, damages arising from any adverse impact on marketing the Premises or other space in the Building or the Project, sums paid in settlement of claims, attorneys' fees, consultant fees and expert fees (collectively, "Claims"), which arise during or after the Term, as the same may be extended, or any renewal of this Lease, as a result of such breach or contamination. As used herein, the term "Hazardous Materials" shall include, without limitation, whether now or subsequently listed in any governmental listing or publication or environmental law defining hazardous materials, common household items containing substances now or subsequently listed as a hazardous material or substance, chemicals, drugs, any materials used for laboratory analysis, nuclear and/or radioactive materials, toxic substances, hazardous substances, hazardous wastes, contaminated or polluting substances, materials or waste. "Landlord Parties" shall include Landlord, its partners, members, directors, agents, employees, property manager, lenders, and their respective partners, members, directors, agents, and employees.

## **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 desktop 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 furnish 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, lighting for 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, including daily disinfecting of hard surfaces until September 1, 2020.

## **10. CONDITION OF THE PREMISES.**

Tenant agrees to take possession on the date Landlord delivers the Premises to Tenant. 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 perform the following work in the Premises prior to the Commencement Date ("Landlord's Work"): (i) add demising wall in Suite C-4 to create the desired additional space that shall become Suite C-2, (ii) add an interior door that has a glass window (similar to the one in C-1 between what is now Suite C-1 and C-4), and (iii) clean carpets in Suite C-1. 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.

b. **Tenant's Obligations.**

(1) Except for Landlord's Work, Landlord shall have no obligation whatsoever with respect to the repair, alteration or improvement of the Premises prior to the Commencement Date. Tenant shall take and accept possession of the Premises "as-is" and in their then-existing condition upon delivery of possession of the Premises by Landlord to Tenant. Any and all work other than Landlord's Work required to complete the Premises in a finished condition for the opening of Tenant's business shall be performed by Tenant at its sole cost and expense ("Tenant's Work").

(2) Tenant at Tenant's sole expense shall, except for services furnished by Landlord pursuant to this Article, maintain the Premises and every part thereof in good order, condition and repair, including without limitation 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) improvements or alterations that were installed by Tenant, or (v) 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 receipt of a bill therefor (representing the actual cost plus fifteen percent (15%) for overhead). 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 construction and maintenance obligations as set forth herein. For purposes of Section 1938 of the California Civil Code, Landlord hereby discloses to Tenant, and Tenant hereby acknowledges, that the Premises have not undergone inspection by a Certified Access Specialist (CAsp). A Certified Access Specialist (CAsp) can inspect the subject premises and determine whether the subject premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CAsp inspection of the subject premises, the commercial property owner or lessor may not prohibit the lessee or tenant from obtaining a CAsp inspection of the

subject premises for the occupancy or potential occupancy of the lessee or tenant, if requested by the lessee or tenant. The parties shall mutually agree on the arrangements for the time and manner of the CASp inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the premises. Notwithstanding the foregoing, the parties hereby mutually agree that Tenant shall pay the fee for any CASp inspection and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the Premises. Landlord may require, as a condition to its consent to any Tenant's work or alterations under Article 12, that any architect retained by Tenant in connection with such Tenant's work or alterations be certified as a CASp and that following the completion of such Tenant's work or alterations, such architect shall certify the Premises as meeting all applicable construction-related accessibility standards pursuant to California Civil Code Section 55.53. Tenant further assumes all risk of, and agrees that Landlord and Landlord's mortgagee, management company and other Landlord parties or representatives shall not be liable for, any and all loss, cost, damage, expense and liability (including without limitation court costs and reasonable attorneys' fees) sustained as a result of the Premises not having been inspected by a CASp or not meeting all applicable construction-related accessibility standards pursuant to California Civil Code Section 55.53. Tenant shall retain a licensed, competent, reputable architect/space planner who is a CASp (the "Architect/Space Planner") to prepare the construction documents for any initial Tenant's work or any alterations under Article 12. Following the completion of the subject Tenant's work or alterations, Tenant shall cause Architect/Space Planner to certify the Premises as meeting all applicable construction-related accessibility standards pursuant to California Civil Code Section 55.53.

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.

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 and in compliance with Applicable Laws 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.**

Intentionally Omitted.

### **15. CERTAIN RIGHTS RESERVED BY LANDLORD.**

Landlord reserves the following rights, exercisable without liability to Tenant for (i) damage or injury to property, person or business, (ii) causing an actual or constructive eviction from the Premises, or (iii) 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 (6) months of the Term, to show the Premises to prospective tenants thereof; and
- e. To enter the Premises with reasonable notice (except in the case of an emergency when no notice shall be necessary) 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 Premises or 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. 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 (1) 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.

d. 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 Seven Hundred Fifty and 00/100 Dollars (\$750.00) 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 Installments of Base 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 this 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 (30<sup>th</sup>) 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 (including attorney's fees and costs of suit) 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, except to the extent 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 and is not covered by insurance Tenant is obligated to maintain hereunder.

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 any time 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 commercial 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 and 00/100 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 increased by five percent (5%).

## **23. 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. 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. 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 (1) month's Rent has been paid in advance.

## 26. 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. DEFAULT.

27.1. **Tenant's Default.** The occurrence of any one (1) 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 subsections d through f above.

27.2. **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 subsection 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 subsections 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 subsection 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 subsections 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 subsection 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 2b. 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 a nationally recognized overnight courier (e.g., Federal Express) for overnight delivery, or if deposited in the United States Mail, 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.**

Intentionally Omitted.

## **32. 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. 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 Applicable Laws. Tenant shall, at its sole cost and expense, promptly comply with all Applicable Laws, 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. 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. 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, pandemics, 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. 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 (representing the actual cost plus fifteen percent (15%) for overhead).

### 36. 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. 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 nor 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, unincorporated association, partnership or other entity, 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 such entity, that Tenant is qualified to do business in the State of California, 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 and/or provide evidence satisfactory to Landlord confirming these representations. In the event Tenant hereunder shall be a corporation, the persons executing this Lease on behalf of Tenant hereby covenant and warrant that the Tenant is a duly qualified corporation and all steps have been taken prior to the date hereof to qualify Tenant to do business in the State of California; all franchise and corporate taxes have been paid to date; and all future forms, reports, fees and other documents necessary to comply with Applicable Laws will be filed when due.

i. **Counterparts.** This Lease may be executed in multiple counterparts, all of which shall constitute one and the same Lease. The parties may execute and electronically deliver copies of this Lease and/or counterpart signature pages, which electronic copies shall be equally as effective as delivery of originally-executed counterparts. If so executed and delivered by one or both of the parties hereto, said party or parties agree to deliver to the other party promptly upon request by the other party therefor, an original, manually signed copy of this Lease and any amendments or other documents related to this Lease, provided that the effectiveness of this Lease and any amendments related to this Lease shall not be affected by the non-delivery of any manually signed signature page.

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 bind and inure to the benefit of the parties hereto, and 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 and each and all of its provisions in which performance is a factor.

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.** Tenant shall at all times during the term of this Lease, at Tenant's sole cost and expense, comply with all Applicable Laws 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.

u. **Confidentiality of Lease Terms.** The economic terms and conditions of this Lease, as well as the work that Landlord has agreed to perform (if any), may be different from other leases in the Building and/or the Project. Thus, Landlord requires and Tenant agrees to keep the economic terms and conditions of this Lease confidential from all third parties including but not limited to other tenants in the Building and/or the Project, except as Tenant may be required to disclose such economic terms and conditions to Tenant's accountant, attorney or as required by a court of law. Tenant understands that disclosure of the economic terms and conditions to unauthorized third (3<sup>rd</sup>) parties may have a severe economic impact on the Landlord when releasing to existing Building and/or the Project tenants or leasing to new Building and/or the Project tenants.



v. **Exculpation.** If Landlord shall fail to keep, observe, perform or satisfy any covenant, term or condition of this Lease upon Landlord's part to be kept, observed, performed or satisfied and, as a consequence of such failure, Tenant shall recover a money judgment against Landlord, such judgment shall be satisfied only out of the proceeds of sale received upon execution of such judgment and levy thereon against the right, title and interest of Landlord in the Building and/or the Project or out of the consideration received by Landlord from the sale or other disposition of all or any part of Landlord's right, title and interest in the Building and/or the Project; PROVIDED, HOWEVER, that in no event shall the foregoing be interpreted to require that any distributions that have been made to the owners of Landlord be "clawed back" or otherwise returned to Landlord. If such property or assets are insufficient for the payment of said money judgment, Tenant will not institute any further action, suit, claim or demand, in law or in equity, against Landlord for or on account of such deficiency. Neither Landlord, nor any of the partners comprising the partnership designated herein as Landlord, shall be personally liable for any deficiency, and Tenant expressly waives and releases Landlord and partners from any personal liability.

w. **Special Condition.** Tenant is currently in possession of certain other premises designated as (i) Suite A-4 containing 837 of rentable square feet pursuant to that certain Office Building Lease dated December 1, 2018, and (ii) Suite C-1 containing 1,277 of rentable square feet pursuant to that certain Office Building Lease dated August 12, 2005 (collectively the "Existing Premises"), both of which are located at 1209 Woodrow Avenue, Modesto, CA 95350 (collectively the "Existing Leases"), by and between Landlord hereunder, as landlord, and Tenant hereunder, as tenant. Landlord and Tenant acknowledge and agree that the Existing Leases shall terminate on the Effective Date specified in the Termination of Lease Agreement executed concurrently herewith (the "Existing Leases Termination Date"). .

x. **Option to Extend.** Tenant is given one (1) three (3) year option to extend ("Option to Extend") the term of the Lease following the expiration of the initial term on all the provisions contained in this Lease, except that there shall be three percent (3%) annual rent increases starting on July 1, 2025 and every July 1<sup>st</sup> thereafter. 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 Date. Tenant must not be in default of the Lease in any way at the time of exercising the Option to Extend.

y. **Termination Option.** If Tenant is not in default and this Lease is in full force and effect, Tenant shall have the one-time option to terminate this Lease effective June 30, 2023 (the "Termination Option"), upon ninety (90) days' prior written notice to Landlord of its election to exercise the Termination Option (the "Termination Notice"), and this Lease shall terminate on June 30, 2023 (the "Termination Date"). If Tenant gives such Termination Notice, then Tenant must vacate the Premises by the Termination Date, and this Lease shall become null and void as of the Termination Date and of no further force or effect except as to unperformed obligations of either party applicable to the period prior to the Termination Date. In the event Tenant elects to exercise the Termination Option, Tenant shall pay to Landlord Eleven Thousand One Hundred Seventy-Nine and 20/100 Dollars (\$11,179.20) (the "Termination Fee"). To be effective, Tenant shall pay the Termination Fee to Landlord upon delivery of the Termination Notice to Landlord. In the event said Termination Fee is not delivered to Landlord along with the Termination Notice, then, at Landlord's election, the Termination Option shall be deemed null and void, and the Lease shall continue in full force and effect. Should Tenant fail to give timely written notice of its intention to exercise the Termination Option, Tenant shall be deemed to have elected not to exercise the Termination Option, and the Lease shall continue in accordance with its terms. Time is of the essence with respect to the requirement that Tenant give timely notice of its election to exercise the Termination Option, and Tenant's failure to timely exercise the Termination Option shall constitute a material, irredeemable and incurable failure to satisfy a condition precedent to the vesting of such right, and Tenant hereby expressly waives any right to claim relief from forfeiture, or any other equitable relief, from the consequences of any untimely exercise of the Termination Option. Landlord shall have no obligation to notify Tenant in advance of the impending deadline for the exercise of the Termination Option.

IN WITNESS WHEREOF, the parties hereto have executed this Lease as of the dates set forth below.

**TENANT:**        **GREAT VALLEY ACADEMY**, a California corporation

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**LANDLORD:**    **TULLY MANOR INVESTMENTS, LLC**, a California limited liability company

BY:        MLS/NBS Family Real Estate Investment Trust

By: MLSFS, Inc., a California Corporation

By: \_\_\_\_\_  
Name:        Michael J. Minson  
Title:        President  
Date:        \_\_\_\_\_

BY:        MDSFT, LLC

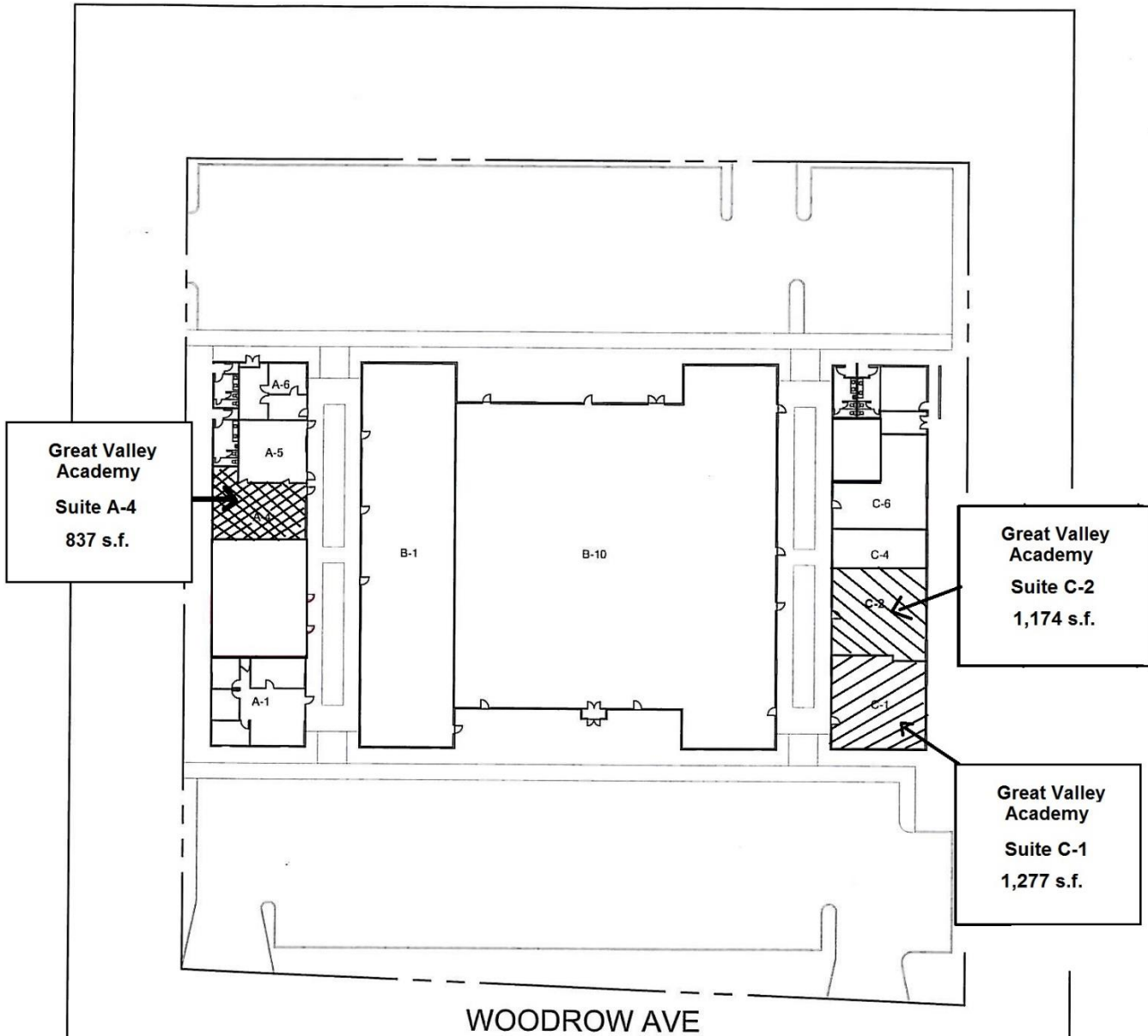
By: MDSFS, Inc., a California Corporation


By: \_\_\_\_\_  
Name:        John Godi  
Title:        CEO  
Date:        \_\_\_\_\_

<p><b>CONSULT YOUR ADVISORS</b> - 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.</p>
--


**EXHIBIT A**

**OUTLINE OF THE PREMISES AND THE BUILDING**



**SUITE A-4: 837 S.F.** 

**SUITE C-1: 1,277 S.F.** 

**SUITE C-2: 1,174 S.F.** 

**Total Premises: 3,288 s.f.**



**MODESTO OB 5**

1209 WOODROW AVENUE  
MODESTO, CA 95350

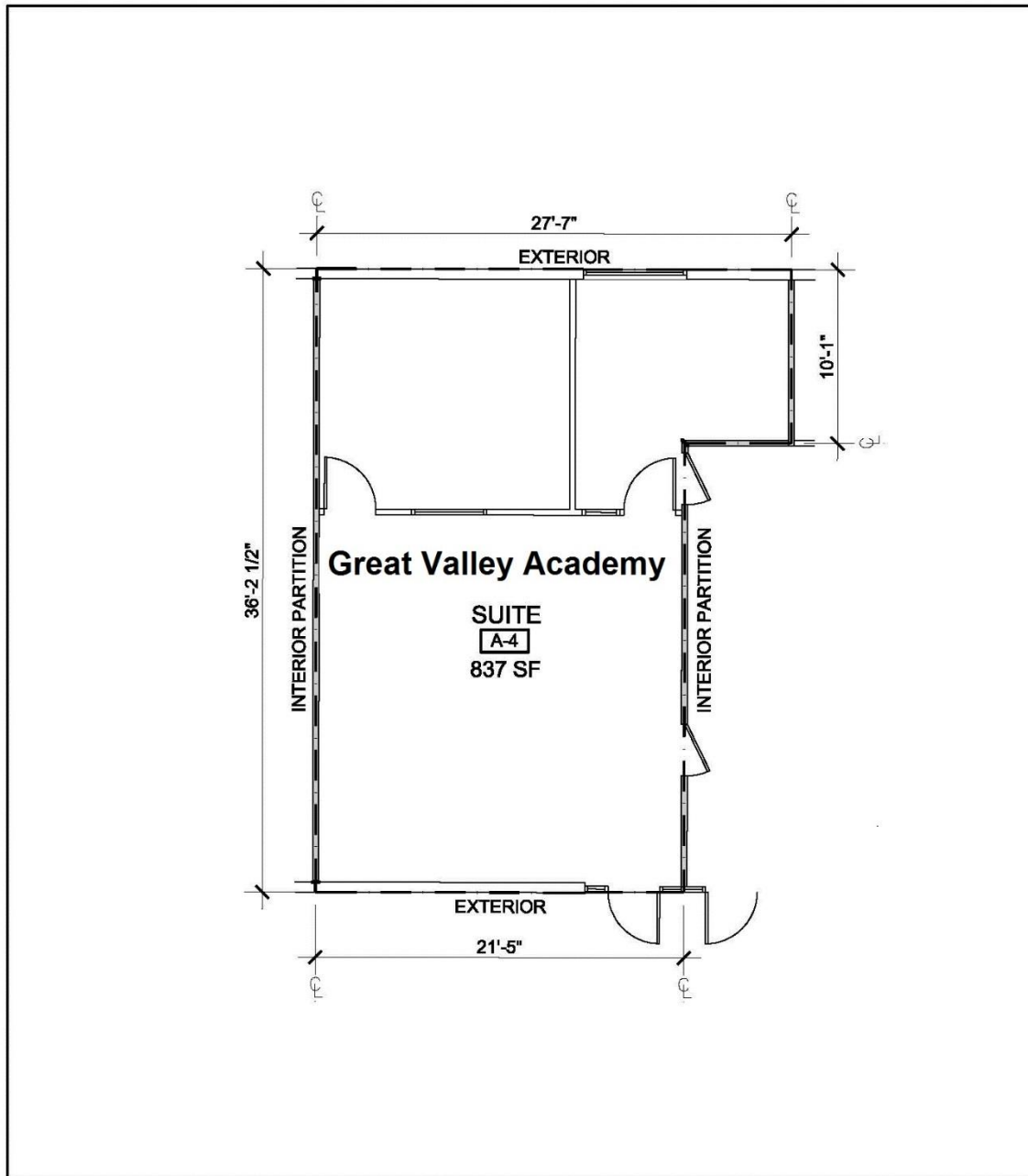
SCALE


NTS



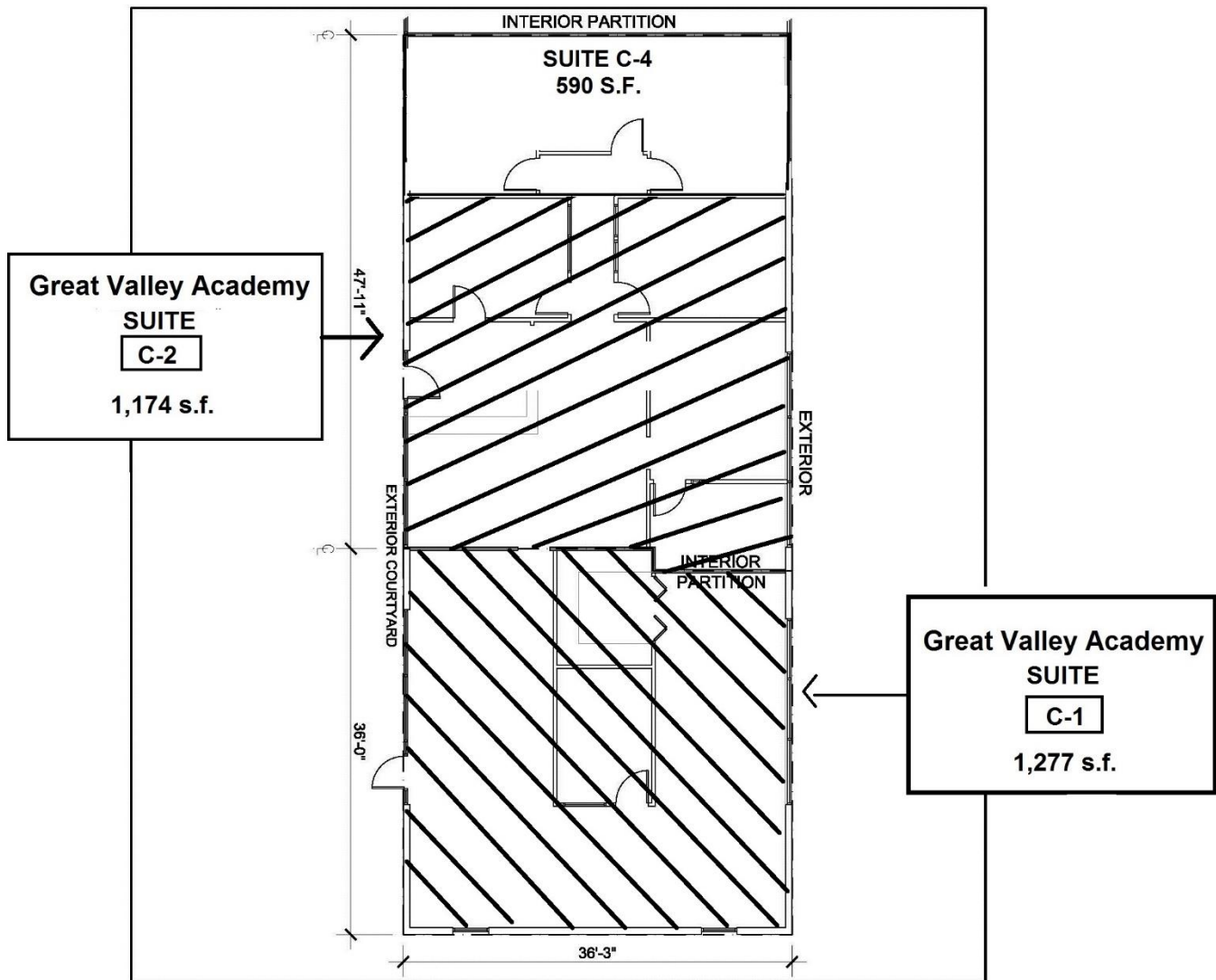
**EXHIBIT B**


**FLOOR PLAN OF THE PREMISES SUITE A-4**



SUITE : A-4	SUITE SF: 837 SF	DATE 05-29-14	SCALE 1/8" = 1'-0"
<b>MODESTO OB 5</b> 1209 WOODROW AVENUE MODESTO, CA 95350	<b>AREA CALCULATION:</b> ALL DIMENSIONS ARE TAKEN FROM CENTER LINE OF DEMISING WALLS TO OUTSIDE FACE OF CORRIDOR AND EXTERIOR WALLS / GLAZING.		

# FLOOR PLAN OF THE PREMISES SUITES C-1 & C-2



<b>MODESTO OB 5</b> 1209 WOODROW AVENUE MODESTO, CA 95350	<b>AREA CALCULATION:</b> ALL DIMENSIONS ARE TAKEN FROM CENTER LINE OF DEMISING WALLS TO OUTSIDE FACE OF CORRIDOR AND EXTERIOR WALLS / GLAZING.		<b>SCALE</b> 3/32" = 1'-0"
<b>SUITE :</b> C-1: 1, 277 s.f.	<b>SUITE :</b> C-2: 1,174 s.f.		



**Approval Item c.**

Approval of new Board Secretary, Susan Nisan

~effective 7/1/2020



GREAT VALLEY ACADEMY  
AMENDMENT TO BY-LAWS

**RESOLUTION# 2020.053**

**AMENDMENT TO DIRECTORS TERM**

As approved by quorum of the Board of Directors of Great Valley academy (GVA), dated April 27, 2020, the Bylaws of GVA were amended as follows, effective as of such date.

RESOLVED, that Article VII, Section 5 of the By-laws be, and hereby is, amended and restated to read as follows:

“DIRECTORS’ TERM” – Each director shall hold office for three (3) years and until a successor director has been designated and qualified. No board member may serve more than three (3) consecutive terms. After serving three (3) consecutive terms, an individual must take one year off before being appointed to serve on the board again.

**For the period beginning July 1, 2020 and ending June 30, 2021, the maximum time served is amended to three (3) plus two (2) years, for a total of 11 years maximum.**

---

Signature, President or Secretary

Board Action: Motion: Mr. Jamison, 2nd: Mr. Payne

AYES: Jamison, Payne, Tosh, Nisan

NAYS; None

ABSENT: Meraz

ABSTAIN: Wolf



## **Approval Item e**

Approval of term extension for Chad Wolf  
~ending 6/30/2021



**Great Valley Academy Charter School**  
**Classified Staff Salary Guide**  
**Effective 2020-2021**



<b>Classified Hourly Position</b>	<b>Hourly Range</b>	
Instructional Aides/Kids' Care Aides	\$14.00	\$18.50
GVS Aides	\$14.00	\$18.50
Attendance Clerk	\$14.00	\$20.95
Administrative Assistant	\$18.54	\$28.52
GVS Supervisor	\$15.91	\$26.52
Computer Technician	\$15.91	\$22.28
Technology Coordinator	\$18.54	\$28.84
Maintenance Technician	\$14.00	\$22.00
Clerical/Office Assistant/Parent Liaison/Health Clerk	\$14.00	\$18.21
Food Services Worker	\$14.00	\$18.96
Food Services Aide	\$14.00	\$16.96
Accounting Technician	\$16.50	\$20.29
Kids' Care Assistant Director	\$14.00	\$21.00
Kids' Care Director	\$17.80	\$22.78
Office Manager I	\$19.50	\$26.20
Speech-Language Pathologist Assistant	\$26.00	\$34.00

<b>Classified Salary Position</b>	<b>Salary Range</b>	
Maintenance Supervisor	\$58,240	\$65,720
Speech Language Pathologist	\$58,240	\$79,200

<b>Classified Confidential Administrative Position*</b>	<b>Salary Range</b>	
Payroll/HR Technician	\$18.54	\$25.46
Program Manager, Multi-Campus Operations	\$58,240	\$65,720
Executive Assistant	\$58,240	\$65,720
Kids' Care Director, Multi-Campus	\$58,240	\$65,720
Accounting Manager	\$65,720	\$80,030

\*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**

# GVA MODESTO | 2020-2021 CALENDAR

**3** Obsv 4<sup>th</sup> of July

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	

JANUARY '21						
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						

**1** New Year's Day  
**4** Teacher In Service  
**18** M.L. King Day

18 days

**3-10** Teacher in service  
**6** Back to School Bash  
**11** First Day of School

AUGUST '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					

FEBRUARY '21						
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						

**8** Teacher In Service  
**15** Presidents' Day

18 days

**7** Labor Day  
**18** Teacher In Service

SEPTEMBER '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			

MARCH '21						
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			

**5** End of Trimester 2  
**17-19** Parent Conferences  
**22-26** Spring Break

18 days

**7-9** Parent Conferences  
**12-16** Fall Break

OCTOBER '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

APRIL '21						
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	

**2** Spring Holiday

21 days

**11** Veterans Day  
**13** End of Trimester  
**25-27** Thanksgiving Holiday

NOVEMBER '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					

MAY '21						
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						

**7** Teacher in Service  
**31** Memorial Day

19 days

**21-31** Winter Break

DECEMBER '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		

JUNE '21						
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			

**4** Last Day of School

181 School days  
10 Teacher in service days

4 days

14 days

# GVA SALIDA | 2020-2021 CALENDAR

3 Obsv 4<sup>th</sup> of July

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	

0

JANUARY '21						
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

1 New Year's Day  
4 Teacher in service  
18 M.L. King Day  
Winter NWEA

3-10 Teacher in service  
11 1<sup>st</sup> day of school  
Fall NWEA

AUGUST '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					

15

Tri 1 start 8/11

FEBRUARY '21						
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						

18

Tri 2 end 2/26

8 Teacher in service  
10-12 Parent/teacher conf.  
15 Presidents' Day

7 Labor Day  
18 Teacher in service

SEPTEMBER '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			

20

MARCH '21						
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

Tri 3 start 3/1

15-19 Spring break

7-9 Parent/Teacher conf  
12-16 Fall break  
30 Jog a thon

OCTOBER '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

APRIL '21						
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

2 Spring Holiday  
Caaspp testing

11 Veterans Day  
25-27 Thanksgiving break

NOVEMBER '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					

17 Tri 1 end 11/6 Tri 2 start 11/9

MAY '21						
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

7 Teacher in service  
12-14 Optional P/T conf  
31 Memorial's Day

21-31 Winter break

DECEMBER '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		

14

JUNE '21						
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			

4

Tri 3 end 6/4

181 School days  
10 Teacher in service  
days

DRAFT 4/21/20

**GREAT VALLEY ACADEMY**  
**Regular Meeting of the Board of Trustees**  
**June 29, 2020 4:00 PM**

This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.

The Board of Directors ("Board") and employees of Great Valley academy shall meet via Zoom meeting platform. Members of the public who wish to access this Board meeting may do so at <https://us02web.zoom.us/j/88227738352?pwd=ek8rNEk1RUY5WFN3NFhqb1NSZDROQT09>. You may also call in using the Zoom phone number +1 669 900 6833 US **Meeting ID** 882 2773 8352.

Members of the public who wish to comment during the Board meeting may email in comments to [publiccomment@greatvalleyacademy.com](mailto:publiccomment@greatvalleyacademy.com) and they will be read during the public participation segment of the meeting. Members of the public calling in will be given the opportunity to address the Board during the public participation segment of the meeting. Individual comments will be limited to three (3) minutes. The Board may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonable disrupts the Board meeting.

**Access to Board Materials:** You may request a copy of the written materials submitted to the Board by sending a request to [publiccomment@greatvalleyacademy.com](mailto:publiccomment@greatvalleyacademy.com).

**Disability Access:** A copy for disability-related modifications or accommodations to participate in this public meeting should be made at least 24 hours prior to the meeting by emailing [publiccomment@greatvalleyacademy.com](mailto:publiccomment@greatvalleyacademy.com). Efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

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## **AGENDA**

- a. **CALL TO ORDER**
- b. **COMMUNICATIONS**
  - a. **PUBLIC PARTICIPATION**
  - b. **CHIEF OPERATING OFFICER'S UPDATE**
  - c. **CHIEF EXECUTIVE OFFICER'S UPDATE**
  - d. **FOUNDER'S UPDATE**
- c. **APPROVAL OF AGENDA AND ORDER OF AGENDA**

### **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.

**d. 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. Approval of the Minutes of the Regular Board Meeting of April 27, 2020
- b. Approval of Modesto Educational Protection Act (EPA) spending
- c. Approval of Salida Educational Protection Act (EPA) spending
- d. Approval of 2020/2021 Employee Handbook
- e. Approval of 2020/2021 Modesto Student/Parent Handbook
- f. Approval of 2020/2021 Salida Student/Parent Handbook
- g. Approval of 2020-2021 Vended Meal Service proposal - Revolution Foods (up to five years)

**e. ACTION ITEMS**

- a. Approval of Nigro & Nigro agreement – Modesto Campus
- b. Approval of Nigro & Nigro agreement – Salida Campus
- c. Approval of tax preparation services 2019-2021
- d. Adoption of Modesto Operations Written Report
- e. Adoption of Salida Operations Written Report
- f. Approval of Salida loan forgiveness
- g. Approval of 2020/2021 Board Meeting Calendar
- h. Approval of 2020/2021 Modesto Budget
- i. Approval of 2020/2021 Salida Budget
- j. Approval of Policy #2020.054 Distance Learning Policy
- k. Approval of Policy #2020.055 Meal Charge Policy
- l. Approval of Policy 2020.056 Telework Policy
- m. Approval of Policy #2020.057 Education of Foster and Mobile Youth Policy
- n. Approval of Reappointment for 3 year term ending 6/30/23 for Vince Jamison
- o. Approval of Reappointment for 3 year term ending 6/30/23 for Yolanda Meraz
- p. Approval of 1 year Term Extension ending 6/30/22 for Steve Payne

**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.

**f. INFORMATION AND DISCUSSION**

- a. Modesto Teacher Survey Results
- b. Salida Teacher Survey Results
- c. Overview of 2020/2021 school re-opening (@6/29/2020)
- d. Monthly Financials

**g. FUTURE AGENDA ITEMS**

- a. **FUTURE REGULAR BOARD MEETINGS – August 3, 2020 - 4:30pm via Zoom**

**h. FINAL ADJOURNMENT**

**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.

Chief Operating Officer's Report  
June 29, 2020  
Board Meeting



Process and Policy Updates

- ❖ Staff & Student Uniform Policy Update – Complete
- ❖ Student & Parent Handbook Updates – For Board Approval
- ❖ Employee Handbook Updates – For Board Approval
- ❖ Policy Development – Education of Foster Youth – For Board Approval
- ❖ Policy Development – Distance Learning – For Board Approval
- ❖ Policy Development – Telework – For Board Approval
- ❖ Policy Development – Meal Charge – For Board Approval

Multi-Campus Responsibilities

- ❖ 2020/21 Budget – For Board Approval
- ❖ PPE Procurement for Students and Staff - Ongoing
- ❖ Certificated Salary Schedule Analysis – Delayed (Budget Restraints)
- ❖ Food Service Vendor Bidding – Selection 6/25/20
- ❖ Interim Fieldwork for 19/20 Audit – Complete
- ❖ Comprehensive Technology Plan Draft – In Progress
- ❖ Comprehensive Maintenance Plan Draft – In Progress
- ❖ Annual Website Review for Changes, Improvements and Refresh – In Progress
- ❖ All Staff CPR, First Aid, and AED Training – In Progress (Modesto 50% - Salida 50%)
- ❖ Kids' Care Leadership Model Development – In Progress
- ❖ Development of Manager's and Supervisor's Intranet – In Progress

School Meals

- ❖ Total Breakfasts and Lunches Served from March 19 thru June 5 = 67,510
  - ❑ Modesto = 38,644
  - ❑ Salida = 28,866

Website Analytics

- ❖ May 2020
  - ❑ 1,495 Users Visited (89.5% New/10.5% Returning)
  - ❑ 5,252 Page Views
  - ❑ Users Averaged 1:59 Minutes on the Site
  - ❑ 49.60% Mobile – 49.13% Desktop – 1.27% Tablet
  - ❑ Type: Organic 67.1% – Direct 29.5% – Referral 1.8% – Social 1.6%

Training

- ❖ COVID Return to Work Safely Protocols– Ongoing
- ❖ Charter Safe COVID Webinars – Ongoing
- ❖ SCOE CBO Meetings – Ongoing
- ❖ HR Training and Compliance – Ongoing
- ❖ SSC – School Finance Conference – July 2020
- ❖ CSDC Virtual Conference – October 2020

Chief Executive Officer's Report  
June 29, 2020  
Board Meeting



Board Governance

- Ad Hoc meetings for 2019.2020
- First meeting held October 22, 2019
- Ad Hoc meetings for 2020.2021

State Accountability

- 2018.2019 CAASPP data presented 2.2020

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
- Multiple community connection meetings, corporate and nonprofit leaders
- Steering Committee Member, Learning to Teach and Lead Continuum
- Ongoing participation in Central Valley Accelerator Cadre
- Chamber of Commerce: State of Business and Education (member, event committee)
- Monthly SELPA PAC meetings
- Reader for SCOE American Heritage Scholarship Essays
- Fall SCOE Board of Trustees dinner
- Hosted SCOE Assistant Superintendent of Alternative Education (GVA liaison)
- Hosted SUSD board member and Superintendent
- Attend regular SCOE Superintendent meetings
- Stanislaus County Office of Education Teacher of the Year Committee Member

Multi Campus

- Covid-19 communication
- School closure communication
- School status/reopening communication
- Planning/oversight of pivot to distance learning
- Attendance at all campuses graduation celebrations
- Planning/oversight of system wide safety protocols
- Planning/oversight of various return to school scenarios
- Monitor state, local Covid-19 recommendations and updates
- Monitor state budget impacts
- Oversight of budget cut process





### Homeschool

- Ongoing review of policies, procedures with focus on student academic success
- Implementing year 2 program elements
- Implementing teacher leadership positions (midyear assessment January 2020)
- Facilitated Leadership development offsite
- Hired 3 new teachers for 2020.2021
- Expansion into adjoining suite

### Salida Campus

- Expanded Admin team doing a fabulous job (oversite, discipline, data tracking, staff support, etc.)
  - Full time administrator intern providing much needed support
- 5 year charter renewal unanimously approved, November 19, 2019

### Modesto Campus

- Expanded Admin team doing a fabulous job (oversite, discipline, data tracking, staff support, etc.)
  - Full time administrator intern providing much needed support
- 5 year charter renewal unanimously approved, November 12, 2019

### Campus Safety (All)

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

## Professional Development

- SCOE-Improvement Science
- YM&C-Legal Briefing (new laws impacting charter schools)
- YM&C-Student Services Update
- YM&C-Brown Act Compliance during 'distanced board meetings'
- School Services of California-January Governor's Budget Workshop
- School Services of California-May Governor's Budget Workshop
- Capital Advisors-January Budget Update
- Capital Advisors-May Budget Update
- CDE-Supporting Students Series
- CDE-Reopening Schools Guidance
- Stanford PACE-Supporting Students SEL
- CCSA Legislative Calls
- CCSA-State Level Policy Priorities
- CharterSafe-Reopening Schools Safely
- ACSA-Leading for Change in the Midst of Chaos
- WestEd-Special Ed Systems Review
- Brandman University-Multigenerational Leadership
- Brandman University-Managing Virtual Workforce
- Brandman University-Neuroscience of Leadership
- Brandman University-Building Resilience in the Face of Adversity
- Programs
  - Year 2 transformational leadership (start date 5/2019)



Founders Report  
Great Valley Academy School Board  
June 29, 2020

Founders of public charter schools always start with a dream. A vision of a better educational experience for our young people. Hopefully, this experience will lead them to more fulfilling and meaningful lives.

I feel it is rare to see that dream come true. In my case, not only has that dream come true, but the reality has far exceeded the dream. What a blessing these schools have been to so many children. What is even more of a blessing is that this success has not been due to my efforts, school location, or curriculum. Great Valley's success is due to the people that care for the children entrusted to us.

This has been especially evident during this Corona virus pandemic. The dedication of the staff here is exemplary. Under the direction of Leah Silvestre; the district staff, school administrators, teachers and paraprofessionals, front office staffs, maintenance people, kids care, food staff, the Great Valley Smart team and our school board have all gone above and beyond to ensure that our students and families were supported.

When many school districts just told their students to "go home", Great Valley staff and teachers spent countless hours learning new on line skills, developing educational videos, developing engaging on line activities and bringing the "GVA Way" into student homes.

I am so proud of not only a job well done but the passion for GVA and its students. The entire staff at both schools have always demonstrated this, but it has been magnified during this current crisis. I am sure most students and families realize the effort that all of the GVA staff put into their students learning experience. For some students and families it may be awhile before they fully realize the effort and heart the staff put into their students learning experience, but it will show up in love for learning and compassion for their fellow human beings.

What an amazing place and what amazing people who choose to work, live and give their heart at GVA.

Thank you to everyone involved in GVA. My heart and prayers go out to all.

Eldon Rosenow

**GREAT VALLEY ACADEMY**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**April 27, 2020 – via Zoom**

# MINUTES

***Members Present:*** Chad Wolf, Twila Tosh, Vince Jamison, Susan Nisan, Steve Payne

***Members Absent:*** Yolanda Meraz

***Great Valley***

***Academy Staff Present:*** Leah Silvestre, Marisa Meeks, Dr. Eldon Rosenow, Christine Frost, Michael Ruehle, Russell Howell, Kelli Rupe

***Call to Order:*** Mr. Payne called the meeting to order at 4:03 pm

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

***Written***

***Communications:*** None

***Public Participation:*** None

***Modesto Principal***

***Update:*** Mr. Ruehle spoke to the Board about the GVA community and praised the support, care and amazing people. He said that more and more people are getting comfortable with the platforms being used.

***Salida Principal***

***Update:*** Mr. Howell spoke about how everybody has been supportive and working together. 96% of students are plugged in and 77% are meeting Lexia goals.

***Homeschool Principal***

***Update:*** Ms. Frost said that 100% of students are accounted for and working as usual after break. She has used Zoom for parent calls and there was great participation. She will continue to schedule these calls.

***Chief Operating***

***Officer's Update:*** Mrs. Meeks gave an update on the number of meals being served to both GVA families and the community in need. She also reported that the annual audit is going forward as usual.

# MINUTES

## Regular Meeting of the Board

April 27, 2020

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Chief Executive

### ***Officer's Update:***

Ms. Silvestre spoke about how amazing and supportive the leadership team has been. Principals have supported and given direction, keeping everyone in the spirit and culture of GVA. It's amazing what everyone together has been able to accomplish!

### ***Founder's Update:***

Dr. Rosenow spoke about Zoom trainings with the GVS staff and a new, less expensive but very effective program to replace Path to Reading.

### ***Approval of Agenda/***

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

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

**AYES:** Wolf, Jamison, Payne, Tosh, Nisan

**NOES:** None

**ABSENT:** Meraz

**ABSTENTIONS:** None

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

### **CONSENT AGENDA**

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

**AYES:** Wolf, Jamison, Payne, Tosh, Nisan

**NOES:** None

**ABSENT:** Meraz

**ABSTENTIONS:** None

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

### **ACTION ITEMS**

- a. The motion was made by Mr. Wolf, seconded by Mr. Payne approving the 1209 Woodrow Avenue Lease Termination. A roll call vote was taken.

**AYES:** Wolf, Jamison, Payne, Tosh, Nisan

**NOES:** None

**ABSENT:** Meraz

**ABSTENTIONS:** None

# MINUTES

## Regular Meeting of the Board

April 27, 2020

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- b. The motion was made by Mrs. Nisan, seconded by Mr. Payne approving the 1209 Woodrow Avenue Lease 2020-2025. A roll call vote was taken.

**AYES:** Wolf, Jamison, Payne, Tosh, Nisan

**NOES:** None

**ABSENT:** Meraz

**ABSTENTIONS:** None

- c. The motion was made by Mrs. Tosh, seconded by Mr. Jamison approving Susan Nisan as the new Board Secretary as of 7/1/2020. A roll call vote was taken.

**AYES:** Wolf, Jamison, Payne, Tosh

**NOES:** None

**ABSENT:** Meraz

**ABSTENTIONS:** Nisan

- d. The motion was made by Mr. Jamison, seconded by Mr. Payne approving Resolution #2020.053, Temporary Revision of Bylaws. A roll call vote was taken.

**AYES:** Wolf, Jamison, Payne, Tosh, Nisan

**NOES:** None

**ABSENT:** Meraz

**ABSTENTIONS:** None

- e. The motion was made by Mr. Payne, seconded by Mrs. Nisan approving the term extension for Chad Wolf through 6/30/2021. A roll call vote was taken.

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

**NOES:** None

**ABSENT:** Meraz

**ABSTENTIONS:** Wolf

# MINUTES

## Regular Meeting of the Board

April 27, 2020

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- f. The motion was made by Mrs. Tosh, seconded by Mr. Wolf approving the Classified Salary Schedule. A roll call vote was taken.

**AYES:** Wolf, Jamison, Payne, Tosh, Nisan

**NOES:** None

**ABSENT:** Meraz

**ABSTENTIONS:** None

- f. The motion was made by Mr. Wolf, seconded by Mr. Jamison approving the 2020-2021 Modesto Academic Calendar. A roll call vote was taken.

**AYES:** Wolf, Jamison, Payne, Tosh, Nisan

**NOES:** None

**ABSENT:** Meraz

**ABSTENTIONS:** None

- g. The motion was made by Mrs. Tosh, seconded by Mr. Payne approving the 2020-2021 Salida Academic Calendar. A roll call vote was taken.

**AYES:** Wolf, Jamison, Payne, Tosh, Nisan

**NOES:** None

**ABSENT:** Meraz

**ABSTENTIONS:** None

### *Information and Discussion:*

#### **Monthly Financials**

Budget and cash flow are good for both campuses.

### *Future Agenda Items:*

#### **FUTURE AGENDA ITEMS**

Next Regular Board Meeting—

~ June 29, 2020 4:00 pm via Zoom

### *Adjournment:*

The meeting was adjourned at 4:50 pm

**2020-2021 Education Protection Act  
Program Plan  
Great Valley Academy-Modesto**

Plan For Expenditures through: June 30, 2021

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	\$1,114,987
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>\$1,114,987</b>
<b>EXPENDITURES AND OTHER FINANCING USES</b>		
<b>(Objects 1000-7999)</b>	<b>Function</b>	
Instruction	1000-1999	\$1,114,987
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>\$1,114,987</b>
<b>BALANCE (Total available minus total expenditures and other financing</b>		<b>\$ -</b>



**2020-2021 Education Protection Act  
Program Plan  
Great Valley Academy-Salida**

Plan For Expenditures through: June 30, 2021

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	\$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>



## RESOLUTION FOR ADOPTING THE EDUCATION PROTECTION ACCOUNT

### Resolution Number: 16.01 (Revised 6.19.20)

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 29<sup>th</sup> day of June, 2020 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:**

**Nays:**

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



**Great Valley Academy-Modesto  
Great Valley Academy -Salida**

**2020-2021 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 2020-2021 EPA	\$1,114,987
Great Valley Academy-Salida Estimated 2020-2021 EPA	\$ 171,000

It is proposed that 100% of EPA funds be used to cover salary and benefit costs of non-administrative certificated staff.



Employee Handbook

July 2020

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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 **for all hours worked outside of their general work schedule, and/or remote telework**, 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. Internal Job Candidates

Current GVA employees may apply for any internal, open and posted position regardless of current job position. Internal school candidates should notify their supervisor of their intent to apply and will be guaranteed at least a first round interview by the hiring manager for the open position. At no time does GVA guarantee, either expressed or implied, that the internal candidate would be offered or transferred to the open position. There will be no form of retaliation against the employee for applying and interviewing for the open position.

#### G. 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.

All instructional staff shall have a Certificate of Clearance on file with the California Commission on Teacher Credentialing regardless of credential status.

#### H. 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.

## **I. 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.

## **J. 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

An employee may request an accommodation for lactation breaks by submitting a lactation accommodation request to her department supervisor or designee. The department supervisor or designee must respond to the employee's accommodation request in writing.

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 (other than a bathroom) 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. The lactation space shall be:

- Safe, clean and free of toxic or hazardous materials;
- Contain a surface to place a breast pump and other personal items;
- Contain seating;
- Have access to electricity allowing operation of an electric breast pump;
- Provide reasonable proximity to a sink with running water; and
- Refrigerator suitable for storing breast milk.

Employees have the right to file a complaint with the labor commission for any violation of rights provided under Chapter 3.8 of the California Labor Code regarding lactation 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 and may require a "fit for duty" or medical certification to return to 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 need to request leave or be medically separated from the School.

## 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 as follows:

#### **Bottoms**

- Black or khaki color straight pants/shorts and cargo pants/shorts for men and women.
- Black or khaki color capris, skirts, skorts or jumpers for women. Length must be reasonable and appropriate.
- Bottoms must be plain material without designs or patterns. Jean, denim, sweat pant styles are not allowed.
- Leggings may only be worn under skirts, skorts, shorts and jumpers and must be solid white, black, grey or navy.
- Visible socks must be solid white, black, grey or navy.

#### **Tops**

- Solid navy, collared polo shirt with white embroidered Great Valley Academy logo on the left side chest.
- Solid white, collared button-up dress shirt or blouse with green or navy embroidered Great Valley Academy logo on the left side chest.
- All tops must have either short or long sleeves.
- When wearing an undershirt, camisole or tank top under an approved GVA top, it must be solid white, black, grey or navy.
- Solid navy blue sweatshirts, sweaters, vests and jackets with a white embroidered Great Valley Academy logo on the left side chest are allowed to be worn inside.
- Great Valley Academy spirit sweatshirts and jackets may be worn inside.
- All non-navy and non-spirit sweatshirts, sweaters, vests and jackets may be worn outside but must be removed when inside.

#### **Friday Spirit Days**

- Every Friday staff may wear school spirit shirts that include but are not limited to jog-a-thon, athletics, Kids Care, grade level designs, performing arts, music, etc.
- Periodically each campus will announce dress-up or special spirit days. Details for these days will be outlined in campus newsletters and/or announcements.

#### **Shoes**

- Athletic shoes must be worn at all times. Maintenance staff may wear appropriate work boots for safety.
- No sandals, flip-flops, wedged tennis shoes, slip-on shoes or boots allowed. Rain boots are permitted on rainy days only but athletic shoes must be brought to put on once inside.

## Head Coverings

- Hats, beanies and other head coverings may be worn outside only. Food service staff may wear hats inside for sanitation purposes.
- Head coverings worn for religious reasons are allowed.

## Appearance/Accessories/Hair

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.).

## Uniform Reimbursement

- Employees scheduled to work 30 hours or more per week will be given a \$200 annual clothing allowance starting July 1<sup>st</sup>.
- Employees scheduled to work less than 30 hours per week will be given a \$150 annual clothing allowance starting July 1<sup>st</sup>.
- Substitute positions will not be provided reimbursement for uniform expenses but will be provided one navy blue polo.

The following items qualify for reimbursement:

- Approved navy polos and white dress shirts/blouses
- Approved black and khaki bottoms
- Approved navy blue sweaters, sweatshirts, vests or jackets
- Approved school-sponsored spirit wear
- Athletic shoes
- Work boots – Maintenance staff only
- Rain boots – Parking lot duty staff only
- GVA logo embroidery costs

Only approved GVA attire 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.

GVA reserves the right to decline reimbursement for any items not outlined in this policy.

## **Purchasing Uniforms**

You may purchase uniform tops directly from Great Valley Academy. Visit the online store at [www.gvauniform.com](http://www.gvauniform.com).

In addition to Great Valley Academy, uniform apparel may be purchased from major retailers for your convenience.

Uniform top embroidery may be done at the following Great Valley Academy approved establishments:

- Margo’s Logo – 3616 Morristown Rd. Modesto – (209) 571-3413
- J & J Printing – 129 W. Yosemite Ave. Manteca – (209) 239-9567

### 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 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.
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 2020/21 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: \_\_\_\_\_



## **2020-21 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)

Board Approved - TBD

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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.

## **2020 - 2021 Student Calendar – Subject to Change**

August	3-10	Staff Training Days
August	11	First Day of School
September	7	Labor Day – No School
September	TBD	Kindergarten Extension Begins
September	18	Teacher In-Service – No School
October	12-16	Fall Break – No School
November	11	Veterans Day – No School
November	25-27	Thanksgiving Vacation – No School
December	21-31	Winter Vacation – No School
January	1-4	Winter Vacation – No School
January	18	Martin Luther King's Birthday – No School
February	8	Teacher In-Service – No School
February	15	Presidents' Day – No School
March	22-26	Spring Break – No School
April	2	Spring Holiday – No School
May	7	Teacher In-Service – No School
May	31	Memorial Day – No School
June	4	Last Day of School

## **School Hours**

### **Monday – Thursday (Morning Start Times)**

<b><u>Grade Level</u></b>	<b><u>Start Time</u></b>
Kindergarten AM	8:05am
1 <sup>st</sup> – 8 <sup>th</sup>	8:15am
Kindergarten PM	11:50am

### **Monday – Thursday (Ending Times)**

<b><u>Grade Level</u></b>	<b><u>End Time</u></b>
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)**

<b><u>Grade Level</u></b>	<b><u>Start and End Times</u></b>
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 of the 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 of the year email, visit the front office and speak with the office manager, or go to [www.greatvalleyacademy.com](http://www.greatvalleyacademy.com).

Students who forget their lunch may call home to have a lunch brought to the office. The office is not responsible for lunches not picked up by the student. Meal delivery services (i.e. Grub Hub, Door Dash) should not be used to bring your student lunch. GVA desires that all students receive a lunch, if you are unable to deliver a lunch, please make sure your student has checked with Food Services regarding the availability of a lunch.

Free and Reduced-price qualifying students must apply each year and receive notification from the Great Valley Academy Food Services program. Information can be found at <https://www.greatvalleyacademy.com/pages/foodservices.html>.

### **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.
- 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**

#### **Bottoms**

- Black or khaki color school uniform straight pants/shorts and cargo pants/shorts for boys and girls.
- Black or khaki color school uniform capris and skirts, skorts and jumpers for girls; must be no more than two inches above the knee when standing.
- Bottoms must be plain material without designs or patterns. Jean, denim, sweat pant styles are not allowed.
- Leggings may only be worn under uniform skirts, skorts, shorts and jumpers and must be solid white, black, grey or navy.
- Visible socks must be solid white, black, grey or navy.
- All bottoms must allow non-restrictive movement.
- All bottoms must be worn at the waist and not excessively baggy; at no time should undergarments show.

### **Tops**

- Solid dark green, collared polo shirt with a white embroidered Great Valley Academy logo on the left side chest.
- Solid white, collared button-up dress shirt or blouse with green or maroon embroidered Great Valley Academy logo on the left side chest.
- All tops must have either short or long sleeves.
- All tops must allow non-restrictive movement.
- Undershirts that extend past the uniform shirt (sleeves and bottom of shirt) must be solid white, black, navy, grey, or dark green.
- Solid navy blue sweatshirts, sweaters and jackets with a white embroidered Great Valley Academy logo on the left side chest are allowed to be worn inside.
- Great Valley Academy sponsored sweatshirts and jackets may be worn inside.
- All non-navy and non-sponsored sweatshirts, sweaters and jackets may be worn outside but must be removed when inside.

### **Required Uniform - 7<sup>th</sup> & 8<sup>th</sup> Grades**

#### **Bottoms**

- Black or khaki color school uniform straight pants/shorts and cargo pants/shorts for boys and girls.
- Black or khaki color school uniform capris and skirts, skorts and jumpers for girls must be no more than two inches above the knee when standing.
- Bottoms must be plain material without designs or patterns. Jean, denim, sweat pant styles are not allowed.
- Leggings may only be worn under uniform skirts, skorts, shorts and jumpers must be solid white, black, grey or navy.
- Visible socks must be solid white, black, grey or navy.
- All bottoms must allow non-restrictive movement.
- All bottoms must be worn at the waist and not excessively baggy; at no time should undergarments show.

#### **Tops**

- Solid maroon, collared polo shirt with a white embroidered Great Valley Academy logo on the left side chest.
- Solid white, collared button-up dress shirt or blouse with maroon or green embroidered Great Valley Academy logo on the left side chest.
- All tops must have either short or long sleeves.
- All tops must allow non-restrictive movement.
- Undershirts that extend past the uniform shirt (sleeves and bottom of shirt) must be solid white, black, navy, grey, or maroon.
- Solid navy blue sweatshirts, sweaters and jackets with a white embroidered Great Valley Academy logo on the left side chest are allowed to be worn inside.
- Great Valley Academy spirit sweatshirts and jackets may be worn inside.



- All non-navy and non-spirit sweatshirts, sweaters and jackets may be worn outside but must be removed when inside.

## **Required Uniform – All Students**

### **Friday Spirit Days**

- Every Friday students may wear school spirit shirts that include but are not limited to jog-a-thon, athletics, Kids Care, grade level designs, performing arts, music, etc.
- Periodically each campus will announce dress-up or special spirit days. Details for these days will be outlined in campus newsletters and/or announcements.

### **Shoes**

- Athletic shoes must be worn at all times. Students will be involved in fitness/movement activities throughout the day.
- No sandals, flip-flops, wedged tennis shoes, shoes with heels or wheels, slip-on shoes or boots. Rain boots are permitted on rainy days only but athletic shoes must be brought to put on once inside.



### **Head Coverings**

- Hats, beanies and other head coverings may be worn outside only and in a practical manner as to block eyes from the sun or to keep warm.
- Head coverings worn for religious reasons are allowed.

### **Appearance/Accessories/Hair**

Please keep in mind the intent of the uniform policy is for students to have a simple, professional and unified appearance – both in clothing and personal appearance. The focus at GVA is on learning. Our ultimate guide for clothing and appearance is to be sure it does not distract from learning. We are preparing students for professional careers and professional appearance is important.

- Excessive and/or extreme jewelry, such as chains or spikes, are not allowed.
- No visible body piercings, other than earrings, are allowed.
- Extreme and/or excessive make-up is not allowed.
- Visible tattoos are not allowed.
- Great Valley Academy does 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.
- Clothing should be free of rips and tears or reasonably mended.
- Clothing should be kept clean without excessive stains and discoloration.

### **Purchasing Uniforms**

You may purchase uniforms directly from Great Valley Academy. Visit the online store at [www.gvauniform.com](http://www.gvauniform.com).

In addition to Great Valley Academy, uniform apparel may be purchased from major retailers for convenience.

Uniform top embroidery may be done at the following Great Valley Academy approved establishments:

- Margo's Logo – 3616 Morristown Rd. Modesto – (209) 571-3413
- J & J Printing – 129 W. Yosemite Ave. Manteca – (209) 239-9567

## **Uniform Policy Enforcement**

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 reasonable 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, 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.

## **Classroom Celebrations and Activities**

Celebrations will occur at various times and for various reasons throughout the year. Please check ParentSquare or with your student's teacher 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 100.4 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 and **not vomited** 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><u>in addition to</u></b> the 7th grade requirements for Tdap and two (2) doses of Varicella.
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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.
- **Medication must be in original packaging.**

- For prescribed medication, the medication must be prescribed and labeled with the student's name.
- 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. **GVA is not responsible for lost or stolen personal items brought to campus**

## 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 Kids' Care for details in securing a space for your child. Information can be found at <https://www.greatvalleyacademy.com/pages/Kids-Care.html> Depending on the program, a contract will need to be signed and payment arrangements made.

### Kids Care – Days Closed for 2020-2021

September 7 <sup>th</sup>	November 11 <sup>th</sup>	November 25 <sup>th</sup> – 27 <sup>th</sup>	December 24 <sup>th</sup> , 25 <sup>th</sup> , 31 <sup>st</sup>
January 1 <sup>st</sup>	January 18 <sup>th</sup>	February 15 <sup>th</sup>	April 2 <sup>nd</sup>
May 7 <sup>th</sup>	May 31 <sup>st</sup>	July 2 <sup>nd</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. **Recess times are subject to change based on classroom needs.**

## **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:

---

---

---

List any **witnesses** to the incident(s):

---

---

---

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:

---

---

---

**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?

---

---

---

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. **GVA is not responsible for lost or stolen personal items brought to campus.**

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.





## **2020-21 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)

Board Approved - TBD

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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.

## **2020 - 2021 Student Calendar – Subject to Change**

August	3-10	Staff Training Days
August	11	First Day of School
September	7	Labor Day – No School
September	TBD	Kindergarten Extension Begins
September	18	Teacher In-Service – No School
October	12-16	Fall Break – No School
November	11	Veterans Day – No School
November	25-27	Thanksgiving Vacation – No School
December	21-31	Winter Vacation – No School
January	1-4	Winter Vacation – No School
January	18	Martin Luther King's Birthday – No School
February	8	Teacher In-Service – No School
February	15	Presidents' Day – No School
March	15-19	Spring Break – No School
April	2	Spring Holiday – No School
May	7	Teacher In-Service – No School
May	31	Memorial Day – No School
June	4	Last Day of School

## **School Hours**

### **Monday – Thursday (Morning Start Times)**

<b><u>Grade Level</u></b>	<b><u>Start Time</u></b>
Kindergarten AM	8:30am
1 <sup>st</sup> – 8 <sup>th</sup>	8:30am
Kindergarten PM	12:10pm

### **Monday – Thursday (Ending Times)**

<b><u>Grade Level</u></b>	<b><u>End Time</u></b>
Kindergarten AM	11:50am
Kindergarten PM	3:30pm
1 <sup>st</sup> – 8 <sup>th</sup>	3:30pm

### **Friday (Morning Start and Ending Times)**

<b><u>Grade Level</u></b>	<b><u>Start and End Times</u></b>
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 of the year email from Food Services, 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 of the year email from Food Services, visit into the front office and speak with the office manager, or go to [www.greatvalleyacademy.com](http://www.greatvalleyacademy.com).

Students who forget their lunch may call home to have a lunch brought to the office. The office is not responsible for lunches not picked up by the student. Meal delivery services (i.e. Grub Hub, Door Dash) should not be used to bring your student lunch. GVA desires that all students receive a lunch, if you are unable to deliver a lunch, please make sure your student has checked with Food Services regarding the availability of a lunch.

Free and Reduced-price qualifying students must apply each year and receive notification from the Great Valley Academy Food Services program. Information can be found at <https://www.greatvalleyacademy.com/pages/foodserves.html>.

### **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.
- 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**

#### **Bottoms**

- Black or khaki color school uniform straight pants/shorts and cargo pants/shorts for boys and girls.

- Black or khaki color school uniform capris and skirts, skorts and jumpers for girls; must be no more than two inches above the knee when standing.
- Bottoms must be plain material without designs or patterns. Jean, denim, sweat pant styles are not allowed.
- Leggings may only be worn under uniform skirts, skorts, shorts and jumpers and must be solid white, black, grey or navy.
- Visible socks must be solid white, black, grey or navy.
- All bottoms must allow non-restrictive movement.
- All bottoms must be worn at the waist and not excessively baggy; at no time should undergarments show.

### **Tops**

- Solid dark green, collared polo shirt with a white embroidered Great Valley Academy logo on the left side chest.
- Solid white, collared button-up dress shirt or blouse with green or maroon embroidered Great Valley Academy logo on the left side chest.
- All tops must have either short or long sleeves.
- All tops must allow non-restrictive movement.
- Undershirts that extend past the uniform shirt (sleeves and bottom of shirt) must be solid white, black, navy, grey, or dark green.
- Solid navy blue sweatshirts, sweaters and jackets with a white embroidered Great Valley Academy logo on the left side chest are allowed to be worn inside.
- Great Valley Academy sponsored sweatshirts and jackets may be worn inside.
- All non-navy and non-sponsored sweatshirts, sweaters and jackets may be worn outside but must be removed when inside.

### **Required Uniform - 7<sup>th</sup> & 8<sup>th</sup> Grades**

#### **Bottoms**

- Black or khaki color school uniform straight pants/shorts and cargo pants/shorts for boys and girls.
- Black or khaki color school uniform capris and skirts, skorts and jumpers for girls must be no more than two inches above the knee when standing.
- Bottoms must be plain material without designs or patterns. Jean, denim, sweat pant styles are not allowed.
- Leggings may only be worn under uniform skirts, skorts, shorts and jumpers must be solid white, black, grey or navy.
- Visible socks must be solid white, black, grey or navy.
- All bottoms must allow non-restrictive movement.
- All bottoms must be worn at the waist and not excessively baggy; at no time should undergarments show.

#### **Tops**

- Solid maroon, collared polo shirt with a white embroidered Great Valley Academy logo on the left side chest.
- Solid white, collared button-up dress shirt or blouse with maroon or green embroidered Great Valley Academy logo on the left side chest.
- All tops must have either short or long sleeves.
- All tops must allow non-restrictive movement.
- Undershirts that extend past the uniform shirt (sleeves and bottom of shirt) must be solid white, black, navy, grey, or maroon.
- Solid navy blue sweatshirts, sweaters and jackets with a white embroidered Great Valley Academy logo on the left side chest are allowed to be worn inside.
- Great Valley Academy spirit sweatshirts and jackets may be worn inside.

- All non-navy and non-spirit sweatshirts, sweaters and jackets may be worn outside but must be removed when inside.

## **Required Uniform – All Students**

### **Friday Spirit Days**

- Every Friday students may wear school spirit shirts that include but are not limited to jog-a-thon, athletics, Kids Care, grade level designs, performing arts, music, etc.
- Periodically each campus will announce dress-up or special spirit days. Details for these days will be outlined in campus newsletters and/or announcements.

### **Shoes**

- Athletic shoes must be worn at all times. Students will be involved in fitness/movement activities throughout the day.
- No sandals, flip-flops, wedged tennis shoes, shoes with heels or wheels, slip-on shoes or boots. Rain boots are permitted on rainy days only but athletic shoes must be brought to put on once inside.



### **Head Coverings**

- Hats, beanies and other head coverings may be worn outside only and in a practical manner as to block eyes from the sun or to keep warm.
- Head coverings worn for religious reasons are allowed.

### **Appearance/Accessories/Hair**

Please keep in mind the intent of the uniform policy is for students to have a simple, professional and unified appearance – both in clothing and personal appearance. The focus at GVA is on learning. Our ultimate guide for clothing and appearance is to be sure it does not distract from learning. We are preparing students for professional careers and professional appearance is important.

- Excessive and/or extreme jewelry, such as chains or spikes, are not allowed.
- No visible body piercings, other than earrings, are allowed.
- Extreme and/or excessive make-up is not allowed.
- Visible tattoos are not allowed.
- Great Valley Academy does 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.
- Clothing should be free of rips and tears or reasonably mended.
- Clothing should be kept clean without excessive stains and discoloration.

### **Purchasing Uniforms**

You may purchase uniforms directly from Great Valley Academy. Visit the online store at [www.gvauniform.com](http://www.gvauniform.com).

In addition to Great Valley Academy, uniform apparel may be purchased from major retailers for convenience.

Uniform top embroidery may be done at the following Great Valley Academy approved establishments:

- Margo's Logo – 3616 Morristown Rd. Modesto – (209) 571-3413
- J & J Printing – 129 W. Yosemite Ave. Manteca – (209) 239-9567

## **Uniform Policy Enforcement**

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 reasonable 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, 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.

### **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.*

*\* School begins at 8:30am so if arriving at this time, your student is considered tardy and must sign in with the office.*

❖ **PM K 12:00 PM-12:10 PM**

**\*(parents needs to walk children to classroom, Drop Off Zone is closed at this time).**

**The school office opens daily at 8:05am.**

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 to 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.

### **Classroom Celebrations and Activities**

Celebrations will occur at various times and for various reasons throughout the year. Please check ParentSquare or with your student's teacher 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 100.4 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 and **not vomited** 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.
- Medication must be in original packaging.
- For prescribed medication, the medication must be prescribed and labeled with the student's name.
- 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. Lost and Found is located outside Mr. Coss's classroom. **GVA is not responsible for lost or stolen personal items brought to campus**

## **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 Kids' Care for details in securing a space for your child. Information can be found at <https://www.greatvalleyacademy.com/pages/Kids-Care.html> Depending on the program, a contract will need to be signed and payment arrangements made.

### **Kids Care – Days Closed for 2020-2021**

September 7<sup>th</sup>

November 11<sup>th</sup>

November 25<sup>th</sup> – 27<sup>th</sup>

December 24<sup>th</sup>, 25<sup>th</sup>, 31<sup>st</sup>

January 1<sup>st</sup>

January 18<sup>th</sup>

February 15<sup>th</sup>

April 2<sup>nd</sup>

May 7<sup>th</sup>

May 31<sup>st</sup>

July 2<sup>nd</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. **Recess times are subject to change based on classroom needs.**

## **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. **GVA is not responsible for lost or stolen personal items brought to campus.**

#### **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 **8:05 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 8:05am 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 from the classroom. 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.

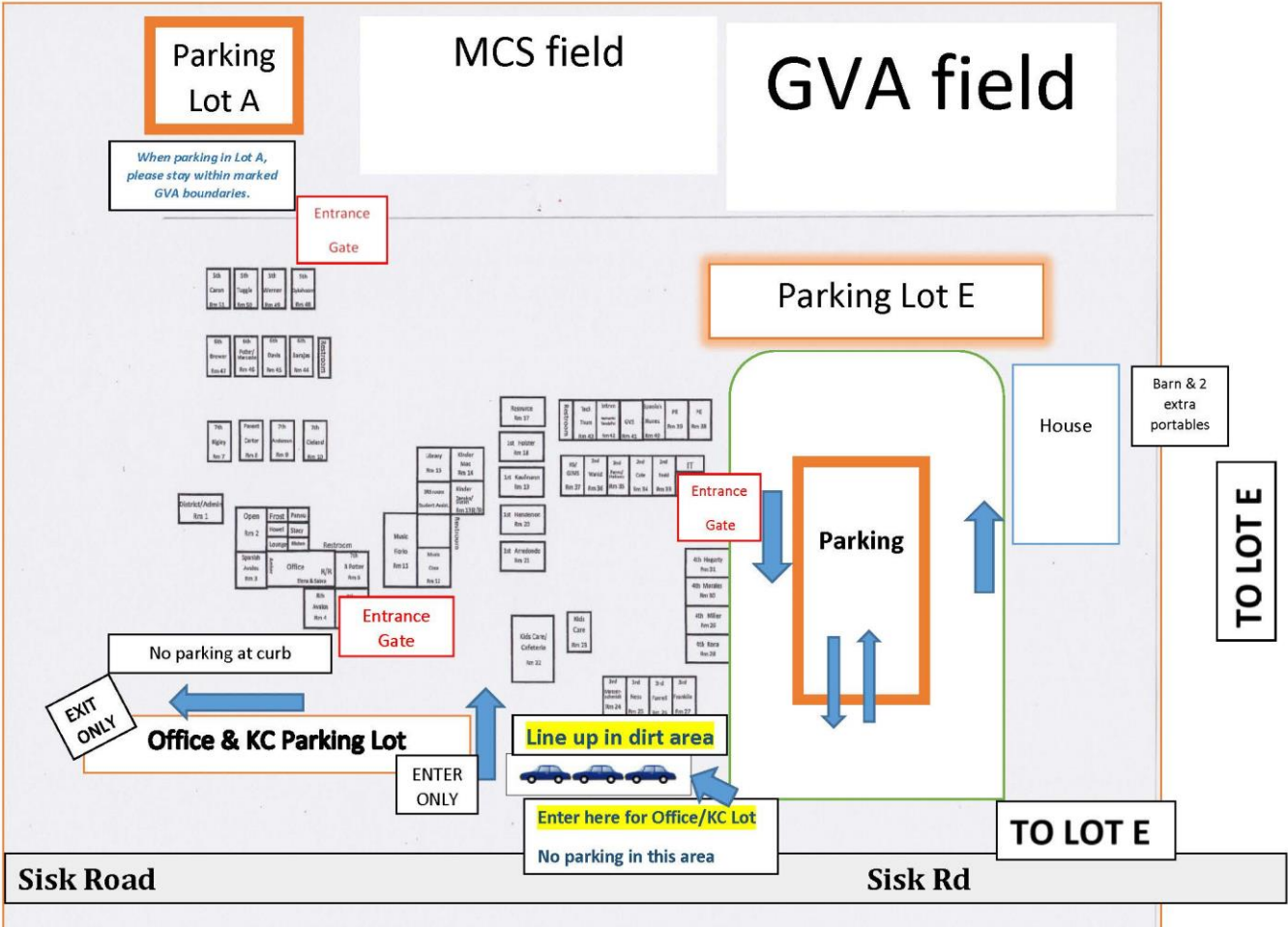
**Lot C (Office & Kids' Care):** Lot C will utilize a separate entrance than that of the drop-off zone. Please follow the direction of lot attendants.

**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





**PROPOSAL**  
**for Great Valley Academy**  
**2020-2021 Vended Meal Service**  
**RFP20200414**

Attention: Ms. Kasie Jones, Program Manager

June 24, 2020

This proposal contains information that Revolution Foods considers to be confidential, proprietary, or trade secret as defined by law. Pages containing such information are marked as "Confidential." Pages so marked shall not be disclosed outside the procurement process and shall not be duplicated, used, or disclosed in whole or in part for any purpose except for use in the procurement process.





NIGRO & NIGRO<sup>PC</sup>

A PROFESSIONAL ACCOUNTANCY CORPORATION

May 28, 2020

Great Valley Academy  
3200 Tully Road  
Modesto, CA 95350

To the Board of Directors and Management :

We are pleased to confirm our understanding of the services we are to provide for Great Valley Academy – Modesto Campus for the fiscal years ending June 30, 2021, 2022, and 2023.

We will audit the financial statements of Great Valley Academy – Modesto Campus, which comprise the statement of financial position as of June 30, 2021, 2022, and 2023, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements. Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements:

- 1) Other schedules and/or information as required by the State Controller's Office, including the Schedule of Instructional Time and Schedule of ADA

#### **Audit Objectives**

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of Great Valley Academy – Modesto Campus's financial statements. Our report will be addressed to the Board of Directors of Great Valley Academy – Modesto Campus. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Great Valley Academy – Modesto Campus is subject to an audit requirement

Jeff Nigro, CPA, CFE | Elizabeth Nigro, CPA

Shannon Bishop, CPA | Leslie A. Doherty, CPA | Peter Glenn, CPA | Paul J. Kaymark, CPA | Michael Klein, CPA, CMA

MURRIETA OFFICE 25220 Hancock Avenue, Suite 400, Murrieta, CA 92562 • P: (951) 698-8783 • F: (951) 699-1064

WALNUT CREEK OFFICE 2121 N. California Blvd. #290, Walnut Creek, CA 94596 • P: (844) 557-3111 • F: (844) 557-3444

that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. 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 will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Academy or to acts by management or employees acting on behalf of the Academy. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from the Academy's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the Academy and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Great Valley Academy – Modesto Campus's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

## **Other Services**

We will prepare the Academy's federal and state information returns for the years ending June 30, 2021, 2022, and 2023, and for the State of California based on information provided by you. We will also assist in preparing the financial statements and related notes of the Academy in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

## **Management Responsibilities**

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including monitoring ongoing activities and helping to ensure that appropriate goals and objectives are met; (2) following laws and regulations; and (3) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Academy from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Academy involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Academy received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Academy complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit



Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. The Academy is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the tax services, financial statements, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with the preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other nonattest services we provide; you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Academy; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Nigro & Nigro, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to respective State oversight agencies or their designees, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Nigro & Nigro personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the respective State agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

**Jeff Nigro, CPA, CFE** is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

The maximum annual fee for auditing services under the terms of this agreement shall be as follows:

- 2020-21 Fiscal Year Audit: \$16,600
- 2021-22 Fiscal Year Audit: \$16,600
- 2021-22 Fiscal Year Audit: \$16,600

With the exception that any auditing services provided for (1) significant changes in audit requirements as stated in *Government Auditing Standards* of the Audit Guide issued by the Education Audit Appeals Panel, or (2) any changes in the number of schools, funds or accounts maintained by the Academy during the period under this agreement, shall be in addition to the above maximum fee. The maximum fee for tax services under the terms of this agreement shall be as follows: Tax Preparation for Federal and State information returns for Great Valley Academy: \$1,500 for each year of the agreement period, for the Great Valley Academy entity as a whole. In addition to such payment for auditing and tax services, the auditor shall be reimbursed for such travel and mileage as may be necessary, not to exceed \$2,000 per year of the agreement period. Mileage on personal vehicles shall be billed at the standard IRS rate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all the time expended and to reimburse us for all out-of-pocket costs through the date of termination. In accordance with Education Code Section 14505, as amended, ten percent (10%) of the audit fee shall be withheld pending certification of the audit report by the Office of the State Controller and fifty percent (50%) of the audit fee shall be withheld for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to the reporting provisions of the Audit Guide. This audit contract is null and void if the firm is declared ineligible to audit K-12 Academy districts pursuant to subdivision (c) of Education Code Section 41020.5. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any disputes over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules of Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

We appreciate the opportunity to be of service to Great Valley Academy – Modesto Campus and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Nigro & Nigro, PC

**RESPONSE:**

This letter correctly sets forth the understanding of Great Valley Academy – Modesto Campus:

Management signature:

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Title:

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Date:

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NIGRO & NIGRO<sup>PC</sup>

A PROFESSIONAL ACCOUNTANCY CORPORATION

May 28, 2020

Great Valley Academy  
5901 Sisk Rd.  
Salida, CA 95356

To the Board of Directors and Management :

We are pleased to confirm our understanding of the services we are to provide for Great Valley Academy – Salida Campus for the fiscal years ending June 30, 2021, 2022, and 2023.

We will audit the financial statements of Great Valley Academy – Salida Campus, which comprise the statement of financial position as of June 30, 2021, 2022, and 2023, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements. Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditors' report on the financial statements:

- 1) Other schedules and/or information as required by the State Controller's Office, including the Schedule of Instructional Time and Schedule of ADA

#### **Audit Objectives**

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of Great Valley Academy – Salida Campus's financial statements. Our report will be addressed to the Board of Directors of Great Valley Academy – Salida Campus. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance and (2) the report is an

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Jeff Nigro, CPA, CFE | Elizabeth Nigro, CPA

Shannon Bishop, CPA | Leslie A. Doherty, CPA | Peter Glenn, CPA | Paul J. Kaymark, CPA | Michael Klein, CPA, CMA

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integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Great Valley Academy – Salida Campus is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. 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 will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Academy or to acts by management or employees acting on behalf of the Academy. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from the Academy's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the Academy and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Great Valley Academy – Salida Campus's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

## **Other Services**

We will prepare the Academy's federal and state information returns for the years ending June 30, 2021, 2022, and 2023, and for the State of California based on information provided by you. We will also assist in preparing the financial statements and related notes of the Academy in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

## **Management Responsibilities**

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including monitoring ongoing activities and helping to ensure that appropriate goals and objectives are met; (2) following laws and regulations; and (3) ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Academy from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Academy involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Academy received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Academy complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit

Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. The Academy is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the tax services, financial statements, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with the preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other nonattest services we provide; you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

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We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Academy; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Nigro & Nigro, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to respective State oversight agencies or their designees, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Nigro & Nigro personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the respective State agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

**Jeff Nigro, CPA, CFE** is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

The maximum annual fee for auditing services under the terms of this agreement shall be as follows:

- 2020-21 Fiscal Year Audit: \$10,600
- 2021-22 Fiscal Year Audit: \$10,600
- 2021-22 Fiscal Year Audit: \$10,600

With the exception that any auditing services provided for (1) significant changes in audit requirements as stated in *Government Auditing Standards* of the Audit Guide issued by the Education Audit Appeals Panel, or (2) any changes in the number of schools, funds or accounts maintained by the Academy during the period under this agreement, shall be in addition to the above maximum fee. The maximum fee for tax services under the terms of this agreement shall be as follows: Tax Preparation for Federal and State information returns for Great Valley Academy: \$1,500 for each year of the agreement period, for the Great Valley Academy entity as a whole. In addition to such payment for auditing and tax services, the auditor shall be reimbursed for such travel and mileage as may be necessary, not to exceed \$2,000 per year of the agreement period. Mileage on personal vehicles shall be billed at the standard IRS rate. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all the time expended and to reimburse us for all out-of-pocket costs through the date of termination. In accordance with Education Code Section 14505, as amended, ten percent (10%) of the audit fee shall be withheld pending certification of the audit report by the Office of the State Controller and fifty percent (50%) of the audit fee shall be withheld for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to the reporting provisions of the Audit Guide. This audit contract is null and void if the firm is declared ineligible to audit K-12 Academy districts pursuant to subdivision (c) of Education Code Section 41020.5. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any disputes over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules of Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

We appreciate the opportunity to be of service to Great Valley Academy – Salida Campus and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Nigro & Nigro, PC

**RESPONSE:**

This letter correctly sets forth the understanding of Great Valley Academy – Salida Campus:

Management signature:

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Title:

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Date:

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NIGRO & NIGRO<sup>PC</sup>

A PROFESSIONAL ACCOUNTANCY CORPORATION

04 June 2020

Marisa Meeks  
Great Valley Academy  
3200 Tully Road  
Modesto, CA 95350

Dear Marisa Meeks:

This letter is to confirm our understanding as to the terms, scope, and limitations of the services that we will provide.

We will prepare the following returns:

2019, 2020, 2021 U.S. Form 990, Return of Organization Exempt from Income Tax

2019, 2020, 2021 Form 199, California Exempt Organization Annual Information Form

It is your responsibility to provide us with all the information required for preparing complete and accurate returns. You should retain all the documents, cancelled checks, and other data that form the basis of the returns. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the tax returns and, therefore, you should review them carefully before you sign them.

You will submit your 2019-20, 2020-21, and 2021-22 tax information to us no later than one month prior to the deadline. If, for some unforeseen reason, your data is not complete at that time, please submit whatever is ready. Be aware that if you submit your data less than a month before the deadline, it may be necessary to apply for an extension to file these returns. Ultimately, you may be subject to late penalties on your 2019-20, 2020-21, and 2021-22 returns because of this delay.

You are confirming that you will furnish us with all the information required for preparing the returns. This includes, but is not limited to, providing us with the information necessary to identify (1) all states and foreign countries in which you "do business" or derive income (directly or indirectly) and (2) the extent of business operations in each relevant state and/or country. We will not audit or verify the data you submit, although we may ask you to clarify it, or furnish us with additional data. You should retain all the documents, books, and records that form the basis of your income and deductions. The documents may be necessary to prove the accuracy and completeness of the returns to a taxing authority. If you have any questions as to the type of records required, please ask us for advice in that regard.

Please note that the Internal Revenue Service (IRS) considers virtual currency (e.g., Bitcoin) as property for U.S. federal tax purposes. As such, any transactions in, or transactions that use, virtual currency are subject to the same general tax principles that apply to other property transactions. If you had virtual currency activity during the 2019-20, 2020-21, and 2021-22 tax year, you may be subject to tax consequences associated with such transactions, and may have additional foreign reporting obligations.

Jeff Nigro, CPA, CFE | Elizabeth Nigro, CPA

Shannon Bishop, CPA | Leslie A. Doherty, CPA | Peter Glenn, CPA | Paul J. Kaymark, CPA | Michael Klein, CPA, CMA

MURRIETA OFFICE 25220 Hancock Avenue, Suite 400, Murrieta, CA 92562 • P: (951) 698-8783 • F: (951) 699-1064

WALNUT CREEK OFFICE 2121 N. California Blvd. #290, Walnut Creek, CA 94596 • P: (844) 557-3111 • F: (844) 557-3444



You agree to provide us with complete and accurate information regarding any transactions in, or transactions that have used, virtual currency during the applicable tax year. Please ask us for advice if you have any questions regarding the type of records required for virtual currency transactions.

We will use our professional judgment in preparing your returns. Given the magnitude of the changes the *Tax Cuts and Jobs Act of 2017* ("Tax Act" or "Act") contained, as well as some new concepts introduced in the law, additional stated guidance from the Internal Revenue Service, and possibly from Congress in the form of technical corrections, may still be forthcoming. We will use our professional judgment and expertise to assist you given the Tax Act guidance as currently promulgated. Subsequent developments issued by the applicable tax authorities may affect the information we have previously provided, and these effects may be material. Whenever we are aware that a possibly applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (e.g., tax agencies and courts), we will share our knowledge and understanding of the possible positions that may be taken on your return. In accordance with our professional standards, we will follow whatever position you request, as long as it is consistent with the codes, regulations, and interpretations that have been promulgated.

If a taxing authority should later contest the position taken, there may be an assessment of additional tax, interest and penalties. We assume no liability for any such assessment of additional tax, penalties or interest. In the event, however, that you ask us to take a tax position that in our professional judgment will not meet the applicable laws and standards as promulgated, we reserve the right to stop work and shall not be liable for any damages that occur as a result of ceasing to render services.

The law provides for a penalty to be imposed where taxpayers make a substantial understatement of their tax liability. Taxpayers may seek to avoid all or part of the penalty by showing (1) that they acted in good faith and there was reasonable cause for the understatement, (2) that the understatement was based on substantial authority, or (3) there was a reasonable basis for the position taken on the return and the relevant facts affecting the item's tax treatment were adequately disclosed on the return. You agree to advise us if you wish disclosure to be made in your return or if you desire us to identify or perform further research with respect to any material tax issues for the purposes of ascertaining whether, in our opinion, there is "substantial authority" for the position proposed to be taken on such issues in your returns.

Our work in connection with the preparation of your returns does not include any procedures designed to discover fraud, defalcations, or other irregularities, should any exist. We will render such accounting and bookkeeping assistance as we find necessary for preparing the returns.

**If you and/or your entity have a financial interest in, or signature authority over, any foreign accounts, you may be subject to certain filing requirements with the U.S. Department of the Treasury, in addition to the IRS. Filing requirements may also apply to taxpayers that have direct or indirect control over a foreign or domestic entity with foreign financial accounts, even if the taxpayer does not have foreign account(s).**

**The filing deadline for the Report of Foreign Bank and Financial Accounts (FBAR) required by the U.S. Department of the Treasury is July 15th and follows the federal income tax due date guidance, which notes that if the tax due date falls on a weekend or legal holiday, the form is considered timely filed if filed on the next business day. An automatic 6-month extension is available. Electronic filing of the FBAR is mandatory using the Bank Secrecy Act (BSA) e-filing system for the Financial Crimes Enforcement Network (FinCEN). We must receive a signed consent form from you prior to submitting the foreign reporting form. If we do not receive your signed authorization to file your foreign reporting form, we will not be able to file any of the required disclosure statements on your behalf.**

**Additionally, the IRS requires information reporting on foreign interests or activities under applicable IRC sections and related regulations, and the respective IRS tax forms are due when your income tax return is due, including extensions. The IRS reporting requirements are in addition to the U.S. Department of the Treasury reporting requirements stated above. Therefore, if you have any direct or**

**indirect foreign interests that require disclosures to the IRS, you must provide us with the information necessary to prepare the applicable IRS forms.**

**Failure to timely file the appropriate forms with the U.S. Department of the Treasury and the IRS may result in substantial civil and/or criminal penalties. By your signature below, you agree to provide us with complete and accurate information regarding any foreign accounts that you and/or your entity may have had a direct or indirect interest in, or signature authority over, during the above referenced tax year. The foreign reporting requirements are very complex, so if you have any questions regarding the application of the U.S. Department of the Treasury and/or the IRS reporting requirements to your foreign interests or activities, please ask us for advice in that regard. We assume no liability for penalties associated with the failure to file or untimely filing of any of these forms.**

By your signature below, you acknowledge that you are responsible for management decisions and functions. That responsibility includes designating a qualified individual, preferably within senior management, with suitable skills, knowledge and/or experience to be responsible and accountable for overseeing all the specific services we perform as part of this engagement, as well as evaluating the adequacy and results of the services performed. You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

Management is responsible for the design, implementation, and administration of applicable policies that may be required under the Affordable Care Act. As Nigro & Nigro, PC is not rendering any legal services as part of our engagement, we will not be responsible for advising you with respect to the legal or regulatory aspects of your organization's compliance with the Affordable Care Act.

By your signature below, you understand and agree that management is responsible for the accuracy and completeness of the records, documents, explanations, and other information provided to us for purposes of this engagement. You have the final responsibility for the income tax returns and, therefore, you should review them carefully before you sign them. You agree that our firm is not responsible for a taxing authority's disallowance of deductions or inadequately supported documentation, nor for resulting taxes, penalties, and interest.

Fees for our services will be \$1,500 for each year (2019-21). Payment for service is due when rendered and interim billings may be submitted as work progresses and expenses are incurred. If we have not received payment within 30 days of our invoice, all work will be suspended until your account is brought current. You acknowledge and agree that in the event we stop work or withdraw from this engagement as a result of your failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable for any damages that occur as a result of our ceasing to render services.

Your returns may be selected for examination by taxing authorities. In the event of an examination or other IRS or state taxing authority contact, any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we may be available upon request to represent you and will render additional invoices for the time and expenses incurred. Fees and services will be communicated in a separate engagement letter.

Because of the importance of oral and written management representations to the effective performance of our services, you releases and indemnify our firm and its personnel from any and all claims, liabilities, costs and expenses attributable to any misrepresentation by management and its representatives.

We may from time to time and depending on the circumstances and nature of the services we are providing, share your confidential information with third-party service providers, some of whom may be cloud-based, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality terms with all service providers to maintain the confidentiality of your information and will take reasonable precautions to determine that they have

appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure appropriate confidentiality terms with a third-party service provider, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Although we will use our best efforts to make the sharing of your information with such third parties secure from unauthorized access, no completely secure system for electronic data transfer exists. As such, by your signature below, you understand that the firm makes no warranty, expressed or implied, on the security of electronic data transfers.

It is our policy to keep records related to this engagement for <number> years. However, Nigro & Nigro, PC does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. It is your responsibility to retain and protect your records (which includes any work product we provide to you as well as any records that we return) for possible future use, including potential examination by any government or regulatory agencies. Nigro & Nigro, PC does not accept responsibility for hosting client information; therefore, you have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data and records.

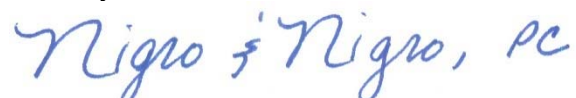
By your signature below, you acknowledge and agree that upon the expiration of the <number>-year period, Nigro & Nigro, PC shall be free to destroy our records related to this engagement.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for resolving professional accounting and related services disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services disputes of the American Arbitration Association or other association, except that under all circumstances the arbitrator must follow the laws of California. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION. The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

If the foregoing is in accordance with your understanding, please sign and return to us the enclosed copy of this letter.

Sincerely,



Nigro & Nigro, PC

Approved By:

\_\_\_\_\_  
Client Representative  
Great Valley Academy

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Great Valley Academy (GVA)-Modesto	Leah Silvestre Franklin, CEO	<a href="mailto:l.franklin@greatvalleyacademy.com">l.franklin@greatvalleyacademy.com</a> 209-576-2283	June 29, 2020

**Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.**

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

Sunday, March 15<sup>th</sup> 2020, GVA notified staff and families of the need for school closure through April 5<sup>th</sup>. The closure date was effective Thursday, March 19<sup>th</sup>, allowing families in need of child care to make alternate arrangements. Paper packets for general education and special education students were made available by the end of the week, and Chromebooks were made available to students at the same time. Surveys were taken to ascertain WiFi needs, and referrals for free/reduced cost services were provided for the few that had need. Updated notification was provided on March 26<sup>th</sup>, extending closure through May 3<sup>rd</sup>. And, ultimately closure through the end of the school year, June 5<sup>th</sup> (based on state recommendations) was communicated on April 1<sup>st</sup>.

Lessons were pushed out via Google classroom, class meetings were held via Google meets and Zoom platforms. Teachers, and paraprofessionals were in contact to support students throughout the duration of school closure using these platforms. The school site principal read stories and sent these videos to students daily, throughout the closure. Site administrators provided connecting and inspirational videos, containing messages from various school staff members on a weekly basis. Site administrators compiled and distributed weekly video assemblies that mirrored our weekly site based assemblies.

The major impacts on our students were; missing out on human connection provided on our campus, the inability to receive face to face instruction and staff support, learning to use technology as a primary tool for education and being schooled at home with parents (needed to assist students) that were working from home, or had lost their jobs. GVA staff went above and beyond to stay connected to students, support families and support each other during this spectacularly unique period of time. The building closed, school did not; at GVA we did our best to continue to support a safe, loved and learning environment.

Provide a description of how the LEA is meeting the needs of its English learners, foster youth and low-income students.

GVA continued to provide support to English learners, foster youth and low-income students. Staff reached out to all students on a regular basis, both to provide social emotional support and academic support. Teachers were creative and provided a variety of ways to access lessons, videos, online assignments, as well as paper packets.

Our English Language learner lead provided additional resources to our staff, and our student assistance specialist was in contact with students to further support their social emotional needs.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

GVA teachers continued to provide high quality learning, via our distance learning model. They worked together as grade level teams to provide support for each other, and continuity for our students. PE, music and Spanish video lessons were sent to students, in order to create an 'onsite school like' experience.

Resource teachers navigated unique and complex challenges as they worked with their students, paper packets and lessons were created to meet the specific needs of each student. Varied and unique video alternatives were explored, and used as most appropriate for each student. Our specialists (behavior, OT, etc.) worked with parents as needed to provide them with support, and options to use during distance learning sessions.

These examples, coupled with the daily and weekly videos from our site administration team, provided a connected, inclusive and student centered experience for our students and their families.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

During school closure, and now during summer, our food service staff provides breakfast and lunch to any child under the age of 18. Meals are served, containerized, in a grab and go style via a drive through service. Specifically, while campus was closed, GVA provided more than 67,000 meals to children through our campuses.

Provide a description of the steps that have been taken by the LEA to arrange for supervision of students during ordinary school hours.

During school closure, GVA provided specific referrals and links to county wide resources for parents in need of child care.

# COVID-19 Operations Written Report

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Great Valley Academy Board of Directors authorizes the forgiveness of the current balance of the inter-company obligation of \$1,000,000 loaned to Salida by Modesto.

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Steve Payne, Board President

June 29, 2020





## Board Meeting Dates 2020.2021

August 3, 2020- 4:30 pm via Zoom

September 28, 2020

October 26, 2020

November 30, 2020

January 25, 2021

February 22, 2021

March 29, 2021

April 26, 2021

May 24, 2021

June 14, 2021

\* Depending of current health directives and executive orders, the Board will either meet in-person at Modesto or Salida Campus or via Zoom

**Modesto**  
**Budget Comparison**  
**2019-2020 Approved Budget (February 2020)**  
**2020-2021 Proposed Budget (June 2020)**

	2019-2020 Approved Operating Budget Feb-20	2020-2021 Proposed Operating Budget Jun-20	\$ Variance	% Variance
<b>Ordinary Income/Expense</b>				
Income				
8000 · LCFF, EPA, In Lieu, Prop tax	8,032,648	7,547,408	-485,240	-6.0%
8100 · Federal Revenue (Grant)	235,342	254,866	19,524	8.3%
8500 · Other State Revenues	215,681	207,634	-8,047	-3.7%
8600 · Other Local Revenue	526,500	417,200	-109,300	100.0%
8700 · SpEd Apportionment	394,465	455,807	61,342	15.6%
<b>Total Income</b>	<b>9,404,636</b>	<b>8,882,916</b>	<b>-521,720</b>	<b>-5.5%</b>
<b>Gross Profit</b>	<b>9,404,636</b>	<b>8,882,916</b>	<b>-521,720</b>	<b>-5.5%</b>
Expense				
1000 · Certificated Salaries	3,174,524	3,207,723	33,199	1.0%
2000 · Classified Salaries	1,925,909	1,850,164	-75,745	-3.9%
3000 · Employee Benefits	1,507,367	1,521,712	14,345	1.0%
4000 · Books & Supplies	770,725	646,199	-124,526	-16.2%
5000 · Services & Other Operating Exp	1,361,015	1,228,552	-132,463	-9.7%
6000 · Capital Outlay	122,500	35,000	-87,500	-71.4%
7000 · All Other Financing Uses	322,123	325,188	3,065	1.0%
<b>Total Expense</b>	<b>9,184,163</b>	<b>8,814,539</b>	<b>-369,624</b>	<b>-4.0%</b>
<b>Net Ordinary Income</b>	<b>220,473</b>	<b>68,377</b>	<b>-152,096</b>	<b>-69.0%</b>
	2.34%	0.77%		

Great Valley Academy-Modesto Campus  
Budget Comparison-Narrative  
Jun-20

**Revenue**

8000 - Revenue figures updated with most recent LCFF 21.1 calculations with -7.92% COLA  
8100 - Increase of Federal Revenue per SELPA and Food Program increases  
8500 - No Food Service Grant & No one time funding anticipated for 20/21  
8600 - Reduced school fundraiser revenue  
8700 - Anticipated increase to SpEd Apportionment

Net decrease in revenue \$522K (-5.5%)

**Expenses**

Salaries and benefit expenses include:

54 (51FT/3PT) teachers, 18 (17FT/1PT) aides, 23 (19FT/4PT) classified staff, 5 GVS (shared between campuses), 3 Admin  
and all allocations for multi-campus staff salaries/benefits  
Employee benefits include STRS decrease & includes a 6.5% increase in health benefits  
Salaries and benefits represent 74.6% of total expenses

Books and Supplies expenses include:

reduced line item expenses for budgetary constraints  
curriculum  
teacher/classroom/office/medical/custodial/maintenance supplies  
furniture/computers/equipment

Services and other expense estimates include:

reduced professional development  
new teacher induction  
audit/legal/insurance/SpEd subcontracts/nursing  
authorizer oversight fees

Capital Outlay

Reduced for budgetary constraints  
\$35K for miscellaneous projects  
\*\* 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

20/21 represents estimated 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**

\$68,377      0.77% of expenses

2020 -2021  
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	4,169,246.13	4,625,929.35	4,433,833.34	4,360,648.23	4,347,477.12	4,227,301.13	4,163,806.45	4,160,284.75	4,040,108.76	4,020,242.03	3,451,013.21	2,839,036.06		
LCFF Revenue	8011	230,243.63	230,243.63	414,438.53	414,438.53	414,438.53	414,438.53	414,438.53	414,438.53	414,438.53	0.00	0.00	0.00	1,243,315.59	4,604,872.57
EPA Funding	8012		0.00	42,266.00			42,266.00			44,054.00			0.00	986,401.43	1,114,987.43
In-Lieu of Taxes Charter Funding	8096	101,259.48	202,518.96	135,012.64	135,012.64	135,012.64	135,012.64	135,012.64	135,012.64	191,267.91	95,633.95	95,633.95	95,633.95	95,633.95	1,687,658.00
Selpa Prop Tax	8097							72,491.00						67,399.00	139,890.00
Federal IDEA	8100-8299												0.00	139,866.00	139,866.00
Federal Food	8220	0.00	0.00	0.00	10,454.55	10,454.55	10,454.55	10,454.55	10,454.55	10,454.55	10,454.55	10,454.55	10,454.55	20,909.09	115,000.00
State Food Revenue	8520	0.00	0.00	0.00	525.45	525.45	525.45	525.45	525.45	525.45	525.45	525.45	525.45	1,050.91	5,780.00
Other St Revenue	8434													0.00	0.00
Mandated Cost Reimb	8550						14,415.30						0.00	1,211.62	15,626.92
One Time Funds	8590													0.00	0.00
Lottery	8560							44,163.29			42,748.33			50,734.83	137,646.45
Lottery, prop 20	8561										0.00		45,144.00	3,437.10	48,581.10
Other	8590												0.00	0.00	0.00
Prior Year Payments	prior year							0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Uniform Sales	8638	15,000.00	25,000.00		18,650.00									0.00	58,650.00
Other Local (Kids Care)	8689	20,600.00	20,600.00	20,600.00	20,600.00	20,600.00	20,600.00	20,600.00	20,600.00	20,600.00	20,600.00	20,600.00	20,600.00	0.00	247,200.00
Other Local (Fundraiser +)	8600-8699	0.00	0.00	4,250.00	11,900.00	11,900.00	11,900.00	11,900.00	11,900.00	11,900.00	11,900.00	11,900.00	11,900.00	0.00	111,350.00
Selpa	8792	37,983.95	37,983.95	37,983.95	37,983.95	37,983.95	37,983.95	37,983.95	37,983.95	37,983.95	0.00	0.00	0.00	113,951.84	455,807.35
TOTAL REVENUES		405,087.05	516,346.53	654,551.12	649,565.12	630,915.12	687,596.42	747,569.41	630,915.12	731,224.38	181,862.28	139,113.95	184,257.95	2,723,911.36	8,882,915.82
EXPENDITURES															
Certificated Salaries	1000-1999	32,077.23	278,932.45	278,932.45	278,932.45	278,932.45	278,932.45	278,932.45	278,932.45	278,932.45	278,932.45	278,932.45	386,321.45	0.00	3,207,723.22
Classified Salaries	2000-2999	55,504.93	132,154.60	168,196.77	168,196.77	168,196.77	168,196.77	168,196.77	168,196.77	168,196.77	168,196.77	168,196.77	148,734.00	0.00	1,850,164.46
Employee Benefits	3000-3999	45,651.37	126,809.36	130,060.88	130,060.88	130,060.88	130,060.88	130,060.88	130,060.88	130,060.88	130,060.88	130,060.88	178,703.65	0.00	1,521,712.29
Books & Supplies	4000-4999	35,899.94	53,849.92	53,849.92	53,849.92	53,849.92	53,849.92	53,849.92	53,849.92	53,849.92	53,849.92	53,849.92	71,799.89	0.00	646,199.00
Services & Other Operating Expens	5000-5999	61,427.60	102,379.33	102,379.33	102,379.33	102,379.33	102,379.33	102,379.33	102,379.33	102,379.33	102,379.33	102,379.33	143,331.06	0.00	1,228,551.93
Capital Outlay	6000-6999	0.00	0.00	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0.00	35,000.00
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	130,798.49	0.00	325,187.85
TOTAL EXPENDITURES		248,232.84	711,797.42	751,091.11	766,091.11	751,091.11	751,091.11	751,091.11	751,091.11	751,091.11	751,091.11	751,091.11	1,079,688.53	0.00	8,814,538.75
NET INCREASE/DECREASE		156,854.22	(195,450.89)	(96,539.99)	(116,525.99)	(120,175.99)	(63,494.69)	(3,521.70)	(120,175.99)	(19,866.72)	(569,228.82)	(611,977.15)	(895,430.58)	2,723,911.36	68,377.07
Accruals Received		919,829.00	103,354.88	103,354.88	103,354.88	0.00									1,229,893.64
Liabilities		(620,000.00)	(100,000.00)	(80,000.00)											
Line of Credit (1,000,000)															0.00
Loan From Salida (to Salida)															0.00
ENDING CASH BALANCE		4,625,929.35	4,433,833.34	4,360,648.23	4,347,477.12	4,227,301.13	4,163,806.45	4,160,284.75	4,040,108.76	4,020,242.03	3,451,013.21	2,839,036.06	1,943,605.48		

Apr/may/jun LCFF may be rcvd in July \$2.2million

**Salida**  
**Budget Comparison**  
**2019-2020 Approved Budget (February 2020)**  
**2020-2021 Proposed Budget (June 2020)**

	2019-2020 Approved Operating Budget Feb-20	2020-2021 Proposed Operating Budget Jun-20	\$ Variance	% Variance
<hr/>				
<b>Ordinary Income/Expense</b>				
Income				
8000 · LCFF, EPA, In Lieu, Prop tax	7,627,261	7,015,714	-611,547	-8.0%
8100 · Federal Revenue (Grant)	175,596	181,179	5,583	3.2%
8500 · Other State Revenues	194,881	195,400	519	0.3%
8600 · Other Local Revenue	375,000	371,750	-3,250	100.0%
8700 · SpEd Apportionment	320,030	357,452	37,422	11.7%
<b>Total Income</b>	<b>8,692,768</b>	<b>8,121,496</b>	<b>-571,272</b>	<b>-6.6%</b>
<hr/>				
<b>Gross Profit</b>	<b>8,692,768</b>	<b>8,121,496</b>	<b>-571,272</b>	<b>-6.6%</b>
Expense				
1000 · Certificated Salaries	2,950,555	2,913,769	-36,786	-1.2%
2000 · Classified Salaries	1,618,663	1,597,609	-21,054	-1.3%
3000 · Employee Benefits	1,355,278	1,326,454	-28,824	-2.1%
4000 · Books & Supplies	647,724	501,191	-146,533	-22.6%
5000 · Services & Other Operating Exp	1,316,502	1,232,917	-83,585	-6.3%
6000 · Capital Outlay	206,635	30,000	-176,635	-85.5%
7000 · All Other Financing Uses	409,092	411,892	2,800	0.7%
<b>Total Expense</b>	<b>8,504,449</b>	<b>8,013,832</b>	<b>-490,617</b>	<b>-5.8%</b>
<hr/>				
<b>Net Ordinary Income</b>	<b>188,319</b>	<b>107,664</b>	<b>-80,655</b>	<b>-42.8%</b>
<hr/>				
	2.17%	1.33%		

Great Valley Academy-Salida Campus  
Budget Comparison-Narrative  
Jun-20

**Revenue**

8000 - Revenue figures updated with most recent LCFF 21.1 calculations with -7.92% COLA  
8100 - Increase of Federal Revenue per SELPA and Food Program increases  
8500 - No Food Service Grant & No one time funding anticipated for 20/21  
8600 - Reduced school fundraiser revenue  
8700 - Anticipated increase to SpEd Apportionment

Net decrease in revenue \$571K (-6.6%)

**Expenses**

Salaries and benefit expenses include:

54 (44FT/10PT) teachers, 18 (17FT/1PT) aides, 23 (18FT/5PT) classified staff, 5 GVS (shared between campuses), 2 Admin  
and all allocations for multi-campus staff salaries/benefits  
Employee benefits include STRS decrease & includes a 6.5% increase in health benefits  
Salaries and benefits represent 72.8% of total expenses

Books and Supplies expenses include:

reduced line item expenses for budgetary constraints  
curriculum  
teacher/classroom/office/medical/custodial/maintenance supplies  
furniture/computers/equipment

Services and other expense estimates include:

reduced professional development  
new teacher induction  
audit/legal/insurance/SpEd subcontracts/nursing  
authorizer oversight fees

Capital Outlay

Reduced for budgetary constraints  
\$30K for miscellaneous projects  
\*\* 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

20/21 represents estimated 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**

\$107,664      1.33% of expenses

2020 -2021  
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	2,089,416.11	2,790,015.32	2,557,078.09	2,530,968.25	2,542,228.77	2,517,220.21	2,548,892.96	2,640,538.70	2,615,530.14	2,674,021.36	2,136,816.12	1,556,862.55		
LCFF Revenue	8011	276,414.05	276,414.05	497,545.29	497,545.29	497,545.29	497,545.29	497,545.29	497,545.29	497,545.29	0.00	0.00	0.00	1,492,635.87	5,528,281.00
EPA Funding	8012		0.00	42,266.00		42,266.00		42,266.00		44,054.00			0.00	42,414.00	171,000.00
In-Lieu of Taxes Charter Funding	8096	71,002.38	142,004.76	94,669.84	94,669.84	94,669.84	94,669.84	94,669.84	94,669.84	134,115.61	67,057.80	67,057.80	67,057.80	67,057.80	1,183,373.00
Selva Prop Tax	8097							72,491.00						60,569.00	133,060.00
Federal IDEA	8100-8299												0.00	101,179.00	101,179.00
Federal Food	8220	0.00	0.00	0.00	7,272.73	7,272.73	7,272.73	7,272.73	7,272.73	7,272.73	7,272.73	7,272.73	7,272.73	14,545.45	80,000.00
State Food Revenue	8520	0.00	0.00	0.00	363.64	363.64	363.64	363.64	363.64	363.64	363.64	363.64	363.64	727.27	4,000.00
Other St Revenue	8434													0.00	0.00
Mandated Cost Reimb	8550						14,415.30						0.00	0.00	14,415.30
One Time Funds	8590													0.00	0.00
Lottery	8560							44,163.29			42,748.33			43,903.38	130,815.00
Lottery, prop 20	8561										0.00		45,144.00	1,026.00	46,170.00
Other	8590												0.00	0.00	0.00
Prior Year Payments	prior year							0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Local (Kids Care)	8689	19,312.50	19,312.50	19,312.50	19,312.50	19,312.50	19,312.50	19,312.50	19,312.50	19,312.50	19,312.50	19,312.50	19,312.50	0.00	231,750.00
Other Local (Fundraiser +)	8600-8699	1,400.00	1,400.00	7,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	14,000.00	4,200.00	140,000.00
Selva	8792	29,787.69	29,787.69	29,787.69	29,787.69	29,787.69	29,787.69	29,787.69	29,787.69	29,787.69	0.00	0.00	0.00	89,363.08	357,452.30
TOTAL REVENUES		397,916.62	468,919.00	690,581.32	662,951.69	662,951.69	719,632.99	779,605.98	662,951.69	746,451.45	150,755.00	108,006.67	153,150.67	1,917,620.86	8,121,495.60
EXPENDITURES															
Certificated Salaries	1000-1999	29,137.69	255,593.77	255,593.77	255,593.77	255,593.77	255,593.77	255,593.77	255,593.77	255,593.77	255,593.77	255,593.77	328,693.59	0.00	2,913,769.00
Classified Salaries	2000-2999	55,916.31	127,808.71	142,643.65	142,643.65	142,643.65	142,643.65	142,643.65	142,643.65	142,643.65	142,643.65	142,643.65	130,091.01	0.00	1,597,608.89
Employee Benefits	3000-3999	39,793.61	115,343.80	115,343.80	115,343.80	115,343.80	115,343.80	115,343.80	115,343.80	115,343.80	115,343.80	115,343.80	133,222.09	0.00	1,326,453.71
Books & Supplies	4000-4999	27,843.94	41,765.92	41,765.92	41,765.92	41,765.92	41,765.92	41,765.92	41,765.92	41,765.92	41,765.92	41,765.92	55,687.89	0.00	501,191.00
Services & Other Operating Expens	5000-5999	61,645.86	102,743.11	102,743.11	102,743.11	102,743.11	102,743.11	102,743.11	102,743.11	102,743.11	102,743.11	102,743.11	143,840.35	0.00	1,232,917.29
Capital Outlay	6000-6999	0.00	0.00	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00	30,000.00
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	83,321.76	0.00	411,891.65
TOTAL EXPENDITURES		244,207.41	673,125.30	687,960.24	702,960.24	687,960.24	687,960.24	687,960.24	687,960.24	687,960.24	687,960.24	687,960.24	889,856.69	0.00	8,013,831.54
NET INCREASE/DECREASE		153,709.21	(204,206.30)	2,621.08	(40,008.55)	(25,008.55)	31,672.75	91,645.74	(25,008.55)	58,491.21	(537,205.24)	(579,953.57)	(736,706.02)	1,917,620.86	107,664.06
Accruals Received		696,890.00	51,269.07	51,269.07	51,269.07	0.00									850,697.21
Liabilities Accrued (Paid)		(150,000.00)	(80,000.00)	(80,000.00)											0.00
Note Payable for Curriculum															0.00
From Modesto (to Modesto)															0.00
Mortgage & Const Loan (Paid)															0.00
Const costs from loan to BS															0.00
ENDING CASH BALANCE		2,790,015.32	2,557,078.09	2,530,968.25	2,542,228.77	2,517,220.21	2,548,892.96	2,640,538.70	2,615,530.14	2,674,021.36	2,136,816.12	1,556,862.55	820,156.52		

Apr/may/jun LCFF may be rcvd in July \$1.7million



## **BOARD POLICY NO.: 2020.054**

### **Distance Learning Policy**

This Policy sets forth the distance learning guidelines for students and parents/guardians while students are engaging in distance learning at Great Valley Academy (“GVA”).

“Distance learning” means instruction in which the student and instructor are in different locations. This may include interacting with a student through the use of computer and/or other communications technology for the delivery of instruction, check in or other communications between student, teacher and other employees. Distance learning may include video or audio instruction in which the primary mode of communication between the student and instructor is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology. It may also include the use of print materials incorporating assignments that are the subject of written or oral feedback.

The GVA distance learning program will provide its students with educational opportunities and continuity to the greatest extent practicable during times when distance learning is offered. To achieve this goal, GVA requires students and their parents/guardians to adhere to the following guidelines at all times while students are engaging in distance learning.

#### **STUDENT GRADING AND ENGAGEMENT**

Student grading and engagement requirements will be required when the distance learning model is offered by Great Valley Academy. The use of distance learning as an alternative form to traditional classroom learning may be engaged if the school must close for unforeseen reasons or when the option is offered by Great Valley Academy.

#### **STUDENT BEHAVIOR AND PARENT SUPERVISION EXPECTATIONS**

1. **STUDENT SUPERVISION:** Students are under the supervision and control of their parent/guardian or a responsible adult caregiver while the student is participating in distance learning instruction or school-related activities. GVA is not responsible for the supervision or control of any student while the student is participating in distance learning instruction or school-related activities. A parent/guardian or a responsible adult caregiver should attend one on one virtual meetings between GVA instructors, employees, and/or contractors and the student, with the exception of confidential counseling services to the student.

Parents/guardians must provide the names of any adult caregiver other than the student’s parent/guardian to the student’s teachers before that individual may serve as the adult caregiver



responsible for any interaction required by this Policy and/or sharing of student information. By providing the name of this individual or individuals parents/guardians are agreeing that GVA may interact with them and share confidential student information with them as necessary to provide student with the educational opportunities contemplated by this Policy.

2. **STUDENT WORK AREAS:** To the greatest extent possible, Student work areas should be conducive to learning, reasonably quiet, free of distractions and any material that violates the law or GVA policy, and capable of supervision at all times by a parent/guardian or responsible adult caregiver.
  - a. Students must have all materials and equipment (e.g., tablet/laptop, pencil, paper, etc.) ready for their use before the start of any scheduled distance learning instruction or school-related activity.
  - b. Please keep all pets, siblings not engaging in learning, or personal electronic devices and food away from the student work area.
  - c. Students must promptly comply with any teacher request to mute or unmute their device microphone or remove an item, individual, or pet from their work area.
3. **STUDENT DRESS CODE:** Students must be dressed in clothes that are appropriate at all times during distance learning instruction and other virtual school-related activities that occur over video.
4. **STUDENT PREPARATION FOR LEARNING:** Students should be well rested, fed and ready to learn promptly for scheduled distance learning instruction, meetings, or other virtual, online, or telephonic school-related activities. Students are not permitted to eat during these scheduled school-related activities as it disrupts the student, the teacher and the other students participating in the activity.
5. **ABSENCES:** If the student will be unable to participate in any school-related activity for any reason, please contact the teacher or other GVA personnel member with whom the student was scheduled to meet as soon as possible.
6. **STUDENT LOG IN/ PARENT TECHNICAL SUPPORT:** Students will be provided with personal login credentials for online/virtual distance learning instruction, meetings and school-related activities for their own use. Students are not to share their login information with any other person except their parents/guardians or responsible adult caregivers as necessary for the parent/guardian or responsible adult caregiver to assist the student in troubleshooting login issues or other technical difficulties. A parent/guardian or responsible adult caregiver must be available to assist the student with any login processes and troubleshooting of technical challenges. If a parent/guardian, responsible adult caregiver or the student experiences technical difficulties while participating in school-related activities, please contact your teacher through Parent Square as soon as possible.
7. **PARENT ENGAGEMENT IN INSTRUCTION:** Parents/guardians and responsible adult caregivers should try not interfere, disrupt or directly participate in virtual distance learning lessons unless requested by the teacher. GVA distance learning instruction and other online or virtual school-

related activities are intended for GVA student and personnel use. Teachers may communicate with Student on Student's cell phone unless parent/guardian or responsible adult directs a different form of communication.

8. **CONFIDENTIALITY:** There is no expectation of privacy in virtual classrooms. When logging in to any virtual learning activities, Parents/Students are acknowledging their understanding that anything that they say, write, or do while on video or audio might be viewed by others.
  - a. Parents/guardians and responsible adult caregivers must maintain strict confidentiality of any information they obtain or observe regarding other students (e.g., academic performance, medical conditions, disabilities, behavior, etc.) while supervising a student's virtual or online instruction or school-related activities.
  - b. Students, parents/guardians, responsible adult caregivers and any other individual who may be in or around a student's work area are not permitted to photograph, video or audio record, or screenshot any distance learning instruction or other virtual, online or telephonic school-related activities without express written permission from GVA.
  - c. GVA may record virtual classes or other group distance learning activities for use by other students who might benefit from accessing the instruction at a later time. No counseling or special education services provided in a group session will be recorded.
  - d. If a student is receiving virtual, online or telephonic counseling services from a GVA employee or contractor, no other individual, including but not limited to parents/guardians, responsible adult caregivers, or siblings are allowed in the room or within seeing or hearing distance of the room or place in which the student is receiving the counseling services for confidentiality purposes.
  - e. The identity of all students participating in any small group counseling session with a GVA employee or contractor and other student(s) and all the statements made or discussions occurring during such counseling sessions are confidential and may not be disclosed to any individual.
  - f. Teachers may record one to one student communications, with parent/guardian/adult student consent. Counseling sessions will not be recorded under any circumstance.
9. **TECHNOLOGY POLICY:** Students, parent/guardians and responsible adult caregivers must comply with the GVA Student Technology Policy and Acceptable Use Agreement at all times when utilizing School technology to access distance learning.
  - a. GVA technology and equipment includes but is not limited to GVA electronic mail, servers, online accounts and platforms, computers, laptops, tablets, or other digital, electronic or multimedia hardware, software or other applications. GVA technology and equipment may only be used for educational purposes in accordance with the GVA Student Technology Policy and Acceptable Use Agreement.
  - b. Students and parents/guardians acknowledge that GVA technology and equipment are owned by GVA. By logging into or accessing GVA technology or equipment, users acknowledge that they have no expectation of privacy in the use of GVA technology or equipment, even if such technology is used on a personal device. GVA reserves the right to access communications, files, and other data stored on or sent over GVA technology or equipment.

- c. Technological resources provided by GVA must be used in a safe, responsible, appropriate, and legal manner in accordance with GVA policies and in support of its instructional program for the advancement of student learning.
- d. Downloading, uploading, viewing, posting or sharing inappropriate content, including pornographic, defamatory, discriminatory, harassing, bullying or otherwise offensive material is prohibited.
- e. Students must not access GVA online or virtual classrooms, meeting spaces, or chat forums unless authorized to do so.

10. APPLICATION OF DISCIPLINARY RULES/POLICIES: All other GVA rules and policies regarding student behavior and discipline including but not limited to the Suspension and Expulsion Policy and the Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy continue to remain in effect. Students who fail to adhere to the above requirements may be subject to legal action including but not limited suspension or expulsion.

- a. Any student who believes they have been subject to misconduct prohibited by the GVA Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to their campus Vice-Principal.

This Policy is subject to change without advance notice as the Distance Learning program develops, and all students and parents/guardians must immediately read and comply with any amendments or modifications to this Policy issued by GVA. By engaging in distance learning, Students and Parents are acknowledging and agreeing to the content herein.

Date Approved:

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**Signature, President or Secretary**

Board Action:

AYES:

NAYS:

ABSENT:

ABSTAIN:



**BOARD POLICY NO.: 2020.055**

## **Meal Charge Policy**

Great Valley Academy (“GVA”) seeks to offer all students with healthy and nutritious meals each school day. This policy is to insure compliance with federal reporting requirements for the United States Department of Agriculture (USDA) Child Nutrition Program and to provide oversight and accountability to the program procedures.

Great Valley Academy provides meals as a courtesy to any student whom does not have a meal available (i.e. forgotten, dropped/damaged). All GVA students will be provided with a breakfast and/or lunch regardless of their meal account balance. Meals provided to students who do not qualify for Free or Reduced Priced Meals (FRPM) will not be charged to the student’s meal account. The ability to provide a breakfast and/or lunch to a student without a meal is subject to availability.

If a student requests a meal, the following steps will be followed:

1. If a meal is available through nutrition services, a meal will be provided at no cost.
2. If a meal is not available, student will call home to have a meal arranged.
3. If the student is found to need a meal regularly, the school staff will contact the parent/guardians to further offer assistance (i.e. help with meal application for FRPM qualification, online ordering account creation).

Students will not be shamed, treated differently, disrespected or retaliated against for requesting a meal. Students will not be served a meal that is not compliant with the nutritional standards of the USDA Child Nutrition Program. There will be no adverse action taken against the student for receiving a meal.

Households may apply for Free or Reduced Priced Meals through these systems:

Online at <https://mymealtime.com/Apps>. The online application is available 24 hours a day, 7 days a week, and expedites the approval process.

In person, during school business hours, in the front office of each school site. A paper application can be picked up or the computer kiosk (school provided) may be used to complete the application.

Meal ordering is done online at <https://gva.boonli.com/login>. There is a computer kiosk available for parent/guardian use to order lunches, during school business hours, in the front office of each school site.

In accordance with Federal civil rights law and United States Department of Agriculture civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Other available resources for families:

Cal Fresh –

[https://www.getcalfresh.org/?source=g2&gclid=EAlaIqObChMIqPWlt-GT6gIV3x-tBh0AgQ1bEAAAYASAAEgKfSPD\\_BwE](https://www.getcalfresh.org/?source=g2&gclid=EAlaIqObChMIqPWlt-GT6gIV3x-tBh0AgQ1bEAAAYASAAEgKfSPD_BwE)

Healthcare Covered California - <https://www.dhcs.ca.gov/services/medi-cal/eligibility/Pages/SingleStreamApps.aspx>

California Department of Public Health (CDPH) About WIC -

<https://www.cdph.ca.gov/Programs/CFH/DWICSN/Pages/HowCanIGetWIC.aspx#:~:text=Working%20families%20and%20migrant%20families,local%20agency%20site%20near%20you.>

Summer Meal Service Programs - <https://www.cde.ca.gov/ds/sh/sn/summersites.asp>

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Date Approved:

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**Signature, President or Secretary**

Board Action:

AYES:

NAYS:

ABSENT:

ABSTAIN:



## **BOARD POLICY NO.: 2020.056**

### **Telework Policy**

#### **Purpose**

Great Valley Academy (the “School”) recognizes approved teleworking as a necessary work arrangement during specific times or upon request of an employee. This policy details conditions and requirements which apply to all telework assignments.

#### **Definition**

Teleworking allows employees to work at home or in an approved remote location for all or part of their regular workweek. Teleworking is not an entitlement, nor is it a school-wide benefit. This arrangement in no way alters or changes the terms and conditions of employment with the School, and the promulgation of this Policy creates no employee rights in relation to teleworking. Furthermore, the School has the right to refuse to make telework available to an employee and to terminate a telework assignment without cause at any time in its sole and unreviewable discretion.

#### **General Requirements**

Employees shall not telework unless they receive advance written approval from the School. Employees shall make arrangements with their supervisor and co-workers to address on-site job demands that arise, including returning to the work site to perform certain job duties as needed or as directed by their supervisor. Employees shall be responsible for following all School policies and procedures when teleworking. Employees shall also be solely responsible for the performance of their telework duties; assistance from third parties is strictly prohibited.

Nonexempt employees will be required to (1) record all hours worked as assigned by the School and (2) take and document applicable meal/rest periods. Nonexempt employees must also receive written approval from a supervisor prior to working additional hours or overtime. Failure to comply with timekeeping and work hours requirements may result in disciplinary action, up to and including termination from employment.

#### **Eligibility Considerations**

Consideration will be given to employees who work in positions adaptable for telework assignments, particularly those who have demonstrated work habits and performance well-suited to successful teleworking. In the sole discretion of the School and its management, the following eligibility factors will be considered:

- The employee has a position where effective communication can be accommodated electronically;
- The employee's telework assignment will not be detrimental to the productivity or work quality of other employees or the effective operation of the School;
- The employee must be able to perform work from home or an approved remote location without distractions or unnecessary risk to the security of School data, records, networks, or confidentiality generally;
- The employee's equipment and software must meet the School's guidelines/standards, and the employee's needs for Information Technology ("IT") support must be minimal;
- Telework sites must be in California;
- The employee must be effective at working independently for extended periods of time;
- The employee has demonstrated or can demonstrate effective time-management skills by completing tasks efficiently and within any required deadlines;
- The employee must maintain connections with work groups or teams from their remote work location; and
- The employee has no recent or pending corrective or disciplinary actions.

### **Supervisor Responsibilities**

Supervisors managing employees who have been permitted to telework must effectively:

- Implement the telework policy/guidelines;
- Conduct remote supervision;
- Understand the technology and tools necessary for successful remote supervision; and
- Establish communication protocols with telework employees, including making continued efforts to involve teleworking employees in office/department events, messages, etc. as applicable to preserve teamwork.

Supervisors will assess each employee's progress on a telework assignment periodically to ensure the employee's compliance with telework requirements, and address any work-related issues, including completing evaluations and other performance management as appropriate.

### **Communication and Accessibility**

Employees and supervisors must determine how communication between the teleworking employee, the worksite, and/or other employees also teleworking will be handled. Employees shall keep their supervisor and as needed, their co-workers or other School stakeholders (e.g., students and/or parents), informed of their availability so these individuals know how and when to reach the employee during the employee's telework assignment. Employees must be accessible by phone and email at all times to their supervisor, co-workers, School stakeholders, and the School generally during assigned work hours. Employees must notify their supervisors if they leave their telework site during agreed upon hours, aside from applicable meal and rest periods. Employees must post their telework schedule on their calendar, including applicable meal and rest periods. Employees must also remain flexible in their scheduling, and shall be available to attend staff meetings and other meetings as required by their supervisor.

## **Safety**

The telework space is considered an extension of the School's worksite. Employees will have the same responsibility for safe practices, accident prevention, and accident/injury reporting as in the regular worksite. In case of injury, accident, theft, loss, or tort liability related to telework, the employee must immediately report the event to their supervisor and allow the School or its authorized agent to investigate and/or inspect the telework site as needed.

Employees are responsible for establishing and maintaining a designated, adequate workspace at their telework location. When the telework location is the employee's home, the employee is responsible for ensuring the location is safe (free from hazards and other dangers to the employee or equipment), clean, professional, and free of distractions (e.g., children, pets, electronic devices, etc.).

## **Supplies, Equipment, and Furniture**

The School will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, and photocopiers) for each telework assignment on a case-by-case basis. The School will not provide office furniture for the workspace at home.

For those employees with School supplied and maintained technology equipment, it is to be used for work purposes only. Employees must sign an inventory of all School property and agree to protect the items from damage or theft. Employees shall not be entitled to reimbursement for their use of School property. Employees shall be held liable to the School whenever their wrongful or negligent act or omission causes loss, theft, disappearance, damage to, or destruction of School property. Upon cessation of a telework assignment, all School property must be returned to the School.

For those employees who do not have School issued technology equipment, all necessary technology shall be supplied by the employee. All technology supplied by the employee shall be maintained by the employee. The School accepts no responsibility for damage or repairs to employee-owned equipment. Employees who supply personal technology for School-related use shall be eligible for reimbursement for the use of their technology pursuant to the "Reimbursement" section below.

## **Reimbursement**

The School shall reimburse employees for actual and necessary expenses incurred in the employee carrying out School business when such expenses are expressly authorized and preapproved by the School.

**INTERNET REIMBURSEMENT:** The School shall reimburse an employee's costs for internet at \$10 per month, based upon a reasonable percentage of work-related use.

**CELL PHONE REIMBURSEMENT:** The School shall reimburse an employee's cell phone bill at \$10 per month, based upon a reasonable percentage of work-related use. Phone expenses are limited to the *employee's share* of the plan, taxes, and access fees. (i.e., an employee on a "family plan" may receive reimbursement only for the cost of their phone line).



Employees who believe their expenses exceed the reimbursement the School provides shall be required to submit copies of their internet and/or cell phone bill for review. Such bills may be redacted as needed to remove any private/confidential information.

### **Information Security and Confidentiality**

Employees must never provide any third parties access to the School network or share network access passwords, and must comply with all policies and procedures related to information security and network access.

Consistent with the School's expectations of information security for employees working at the office, teleworking employees must ensure that their telework location is secure and communications provided or sensitive work performed from the telework location remain confidential, away from the presence of family members or guests. Any School materials taken home, such as confidential personnel or pupil records, must be kept in a secure space within the telework location and not be made accessible to any third parties, including the employee's family members or guests. Steps which employees may take to increase security of School materials/information include use of locked file cabinets and desks, regular password maintenance, shielding computer monitors, and any other actions appropriate for the position and the telework location.

### **Performance Standards**

Employees must maintain the same or an improved level of productivity and work quality while teleworking. If productivity and/or work quality begin to decline, the telework assignment will be reevaluated to determine if changes can be made or termination of the telework assignment is warranted. Telework allows a high amount of flexibility for an employee to complete their work in a timely and proper manner, and it is expected that employees will not abuse this opportunity by allowing their productivity or work quality to decline.

### **Professional Boundaries**

Employees must maintain appropriate levels of professionalism when interacting remotely with students and/or student's family members in full compliance with the School's "Professional Boundaries: Staff/Student Interaction" policy and as summarized below:

- Limit communications with students to issues involving School activities or classes only;
- Ensure professional communications with students by avoiding conversations of an overly personal, inappropriate, sexual, offensive, or indecent nature;
- Respect the privacy rights of students by ensuring communications and/or documents involving confidential pupil information are safeguarded appropriately;
- Maintain the same degree of formality as would be appropriate when working on-site, including in manner of speech, tone, method of communication, and appearance and dress, particularly when the employee may be communicating with students via video chat; and
- Continue to comply with any and all School policies, including enforcing appropriate student behavior and student discipline, child abuse and neglect reporting protocols, and prohibitions on harassment or other inappropriate conduct.

For a copy of the School's Policy, please visit

[https://www.greatvalleyacademy.com/protected/files/6717/file/great-valley-academy-student\\_staff-interaction-2019.047-final.pdf](https://www.greatvalleyacademy.com/protected/files/6717/file/great-valley-academy-student_staff-interaction-2019.047-final.pdf) Employees who fail to demonstrate acceptable professional boundaries during a telework assignment may be subject to disciplinary action, up to and including termination from employment.

### **Evaluation & Duration**

Evaluation of employee performance during the teleworking assignment may include daily interaction by video, phone and/or email between the employee and the supervisor, and weekly face-to-face and/or video meetings whenever possible to discuss work progress and problems, as needed.

The School may modify or terminate telework assignments at any time, with or without cause or advance notice. Although not required, the School shall endeavor to provide seven (7) days' notice of the modification or termination of any telework assignment whenever possible.

### **Ad Hoc Arrangements**

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects, pandemics or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization.

Date Approved:

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**Signature, President or Secretary**

Board Action:

AYES:

NAYS:

ABSENT:

ABSTAIN:



## **BOARD POLICY NO.: 2020.057**

### **Education of Foster and Mobile Youth Policy**

#### **Introduction**

The Governing Board of Great Valley Academy ("Great Valley Academy" or the "Charter School") recognizes that Foster and Mobile Youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. To enable such students to achieve state and charter school academic standards, Great Valley Academy shall provide them with full access to Great Valley Academy's educational program and implement strategies identified as required by law and necessary for the improvement of the academic achievement of foster youth in Great Valley Academy's local control and accountability plan ("LCAP").

#### **Definitions**

- *"Foster youth"* means a child who has been removed from his/her home pursuant to California Welfare and Institutions Code section 309 and/or is the subject of a petition filed under Welfare and Institutions Code section 300 or 602. This includes children who are the subject of cases in dependency court and juvenile justice court.
- *"Child of a military family"* refers to a student who resides in the household of an active duty military member.
- *"Currently Migratory Child"* refers to a child who, within the last 12-months, has moved with a parent, guardian, or other person having custody to the Charter School from another Local Educational Agency ("LEA"), either within California or from another state, so that the child or a member of the child's immediate family might secure temporary or seasonal employment in an agricultural or fishing activity, and whose parents or guardians have been informed of the child's eligibility for migrant education services. "Currently Migratory Child" includes a child who, without the parent/guardian, has continued to migrate annually to secure temporary or seasonal employment in an agricultural or fishing activity.
- *"Pupil participating in a newcomer program"* means a pupil who is participating in a program designed to meet the academic and transitional needs of newly arrived immigrant pupils that has as a primary objective the development of English language proficiency.
- *"Educational Rights Holder" ("ERH")* means a parent, guardian, responsible adult appointed by a court to make educational decisions for a minor pursuant to Welfare and Institutions Code sections 319, 361 or 726, or a person holding the right to make educational decisions for the pupil pursuant to Education Code section 56055.
- *"School of origin"* means the school that the foster youth attended when permanently housed or the school in which the foster youth was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is

some other school that the foster youth attended within the immediately preceding 15 months, the Charter School liaison for foster youth, in consultation with and with the agreement of the foster youth and the ERH for the youth, shall determine, in the best interests of the foster youth, the school that shall be deemed the school of origin.

- “*Best interests*” means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, the opportunity to be educated in the least restrictive educational program and the foster youth’s access to academic resources, services, and extracurricular and enrichment activities that are available to all Charter School students.

### **Foster and Mobile Youth Liaison**

In order to help facilitate the enrollment, placement, and transfer of Foster and Mobile Youth to Great Valley Academy, the Governing Board shall designate a Foster and Mobile Youth liaison. The Governing Board designates the following position as Great Valley Academy’s liaison for Foster and Mobile Youth:

Modesto Campus – Brianna deVisser – [b.devisser@greatvalleyacademy.com](mailto:b.devisser@greatvalleyacademy.com)

Homeschool Site – Christine Frost – [c.frost@greatvalleyacademy.com](mailto:c.frost@greatvalleyacademy.com)

Salida Campus – Roop Pannu – [r.pannu@greatvalleyacademy.com](mailto:r.pannu@greatvalleyacademy.com)

The Foster and Mobile Youth Liaison shall be responsible for the following:

1. Ensure and facilitate proper educational placement, enrollment in, and checkout of foster youth from Great Valley Academy.
2. Ensure proper transfer of credits, records, and grades when foster youth transfer to or from Great Valley Academy.

When a foster youth is enrolling in Great Valley Academy, the Foster and Mobile Youth Liaison shall contact the school last attended by the student within two (2) business days to obtain all academic and other records. The last school attended by the foster youth shall provide all required records to the new school regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to the school last attended. When a foster youth is transferring to a new school, the Foster and Mobile Youth Liaison shall provide the student’s records to the new school within two (2) business days of receiving the new school’s request, regardless of any outstanding fees, fines, textbooks, or other items or moneys owed to Great Valley Academy.

3. When required by law, notify the foster youth’s attorney and the appropriate representative of the county child welfare agency at least ten (10) calendar days preceding the date of the following:
  - a. An expulsion hearing for a discretionary act under Great Valley Academy’s charter.
  - b. Any meeting to extend a suspension until an expulsion decision is rendered if the decision to recommend expulsion is a discretionary act under Great Valley Academy’s charter. The foster youth’s attorney and the agency representative will be invited to participate.
  - c. A manifestation determination meeting prior to a change in the foster youth’s placement if the change in placement is due to an act for which the recommendation for expulsion is discretionary and the student is a student with a disability under state and federal special education laws. The foster youth’s attorney and the agency representative will be invited to participate.

4. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973.
5. As needed, ensure that students in foster care receive appropriate school-based services, such as counseling and health services, supplemental instruction, and after-school services.
6. Develop protocols and procedures for creating awareness for Charter School staff, including but not limited to principals, office managers, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth.
7. Collaborate with the county placing agency, social services, probation officers, juvenile court officers, and other appropriate agencies to help coordinate services for Great Valley Academy's foster youth.
8. Monitor the educational progress of foster youth and provide reports to the Principal or designee and the Governing Board based on indicators identified in Great Valley Academy's local control and accountability plan.

This Policy does not grant the Foster and Mobile Youth Liaison authority that supersedes the authority granted under state and federal law to a parent or legal guardian retaining educational rights, a responsible person appointed by the court to represent the child pursuant to Welfare and Institutions Code sections 319, 361 or 726, a surrogate parent, or a foster parent exercising authority under Education Code section 56055. The role of the Foster and Mobile Youth Liaison is advisory with respect to placement options and determination of the school of origin.

### **School Stability and Enrollment**

Great Valley Academy will work with foster youth and their ERH to ensure that each foster youth is placed in the least restrictive educational programs and has access to the academic resources, services, and extracurricular and enrichment activities that are available to all pupils, including, but not limited to, interscholastic sports. All decisions regarding a foster youth's education and placement will be based on the best interest of the child and shall consider, among other factors, educational stability and the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress.

Foster youth and children of military families have the right to remain in their school of origin if it is their best interest. Great Valley Academy will immediately enroll a foster youth or child of a military family seeking reenrollment in Great Valley Academy as his/her school of origin (subject to Great Valley Academy's capacity and pursuant to the procedures stated in Great Valley Academy's charter and Board policy).

A foster youth or child of a military family who seeks to transfer to Great Valley Academy will be immediately enrolled (subject to Great Valley Academy's capacity and pursuant to the procedures stated in Great Valley Academy's charter and Board policy) even if he/she has outstanding fees, fines, textbooks, or other items or monies due to the school last attended or is unable to meet normal enrollment documentation or school uniform requirements (e.g. producing medical records or academic records from a previous school).

At the initial detention or placement, or any subsequent change in placement, a foster youth may continue in his/her school of origin for the duration of the court's jurisdiction. A child of a military family may continue in his/her school of origin as long as the student meets the definition of a child of a military family

as described above. Foster youth and children of military families have the right to remain in their school of origin following the termination of the court's jurisdiction or termination of the child's status as a child of a military family, as follows:

1. For students in Kindergarten through eighth grade, inclusive, the student will be allowed to continue in the school of origin through the duration of the academic year in which the student's status changed.

If the foster youth or child of a military family is transitioning between school grade levels, he/she shall be allowed to continue in the district of origin in the same attendance area to provide him/her the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The Foster and Mobile Youth Liaison may, in consultation with and with the agreement of the foster youth and the ERH for the foster youth, recommend that the foster youth's right to attend the school of origin be waived and he/she be enrolled in any district school that the student would otherwise be eligible to attend as a resident of the school district or in Great Valley Academy consistent with current enrollment procedures. All decisions shall be made in accordance with the foster youth's best interests.

Prior to making any recommendation to move a foster youth from his/her school of origin, the Foster and Mobile Youth Liaison shall provide the foster youth and the foster youth's ERH with a written explanation of the basis for the recommendation and how the recommendation serves the foster youth's best interests.

If any dispute arises regarding a foster youth's request to remain in Great Valley Academy as the foster youth's school of origin, the foster youth has the right to remain in Great Valley Academy pending resolution of the dispute. The dispute shall be resolved in accordance with the existing Charter School dispute resolution process.

### **Transportation**

Great Valley Academy shall not be responsible for providing transportation to allow a foster youth to attend school, unless there is an agreement with a local child welfare agency that Great Valley Academy assumes part or all of the transportation costs in accordance with Section 6312(c)(5) of Title 20 of the United States Code, or unless required by federal law. Great Valley Academy is not prohibited from providing transportation, at its discretion, to allow a foster youth to attend school.

In accordance with Section 6312(c)(5) of Title 20 of the United States Code, Great Valley Academy shall collaborate with local child welfare agencies to develop and implement clear written procedures to address the transportation needs of foster youth to maintain them in their school of origin, when it is in the best interest of the youth.

For any student who has an individualized education program ("IEP"), the student's IEP team will determine if the student requires special education transportation as a related service regardless of the student's status as a foster youth or child of a military family.

### **Effect of Absences on Grades**

The grades of a foster youth shall not be lowered for any absence from Great Valley Academy that is due to either of the following circumstances:

- a. A decision by a court or placement agency to change the student's placement, in which case the student's grades shall be calculated as of the date he/she left school.
- b. A verified court appearance or related court-ordered activity.

### **Transfer of Coursework and Credits**

Great Valley Academy shall accept coursework satisfactorily completed by a Foster and Mobile Youth while attending another public school\*\*, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school or agency even if the pupil did not complete the entire course and shall issue that pupil full or partial credit for the coursework completed.

If the Foster and Mobile Youth did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall not be required to retake the portion of the course that he/she completed at another school. Whenever partial credit is issued to a Foster and Mobile Youth in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course.

### **Eligibility for Extracurricular Activities**

A pupil who is in foster care whose residence changes pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities.

### **Waiver of Fees for Afterschool Programs**

Great Valley Academy shall not charge any student who Great Valley Academy knows is currently in foster care any family fees associated with an After School Education and Safety ("ASES") Program operated by Great Valley Academy.

### **Student Records**

When Great Valley Academy receives a transfer request and/or student records request for the educational information and records of a foster youth from a new LEA, Great Valley Academy shall provide these student records within two (2) business days. Great Valley Academy shall compile the complete educational record of the pupil, including but not limited to a determination of seat time, full or partial credits earned, current classes and grades, immunization and other records, and, if applicable, a copy of the pupil's special education records including assessments, IEPs, and/or 504 plans. All requests for student records will be shared with the Foster and Mobile Youth Liaison, who shall be aware of the specific educational record keeping needs of Foster and Mobile Youth.

In accordance with Great Valley Academy's Educational Records and Student Information Policy, under limited circumstances, Great Valley Academy may disclose student records or personally identifiable information contained in those records to certain requesting parties including but not limited to a foster family agency and state and local authorities within a juvenile justice system, without parental consent.

### **Complaints of Noncompliance**

Complaints of noncompliance with this Policy shall be governed by Great Valley Academy's Uniform Complaint Procedures. A copy of the Uniform Complaint Policy and Procedures is available upon request at the main office.

\*\* For purposes of coursework completed by a student who is a child of a military family, "public school" includes schools operated by the United States Department of Defense.

Date Approved:

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**Signature, President or Secretary**

Board Action:

AYES:

NAYS:

ABSENT:

ABSTAIN:





**ITEM n.**

Approval of Reappointment for 3 year term ending 6/30/23 for Vince Jamison

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**ITEM o.**

Approval of Reappointment for 3 year term ending 6/30/23 for Yolanda Meraz

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**ITEM p.**

Approval of 1 year term extension ending 6/30/22 for Steve Payne

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**Modesto Campus**

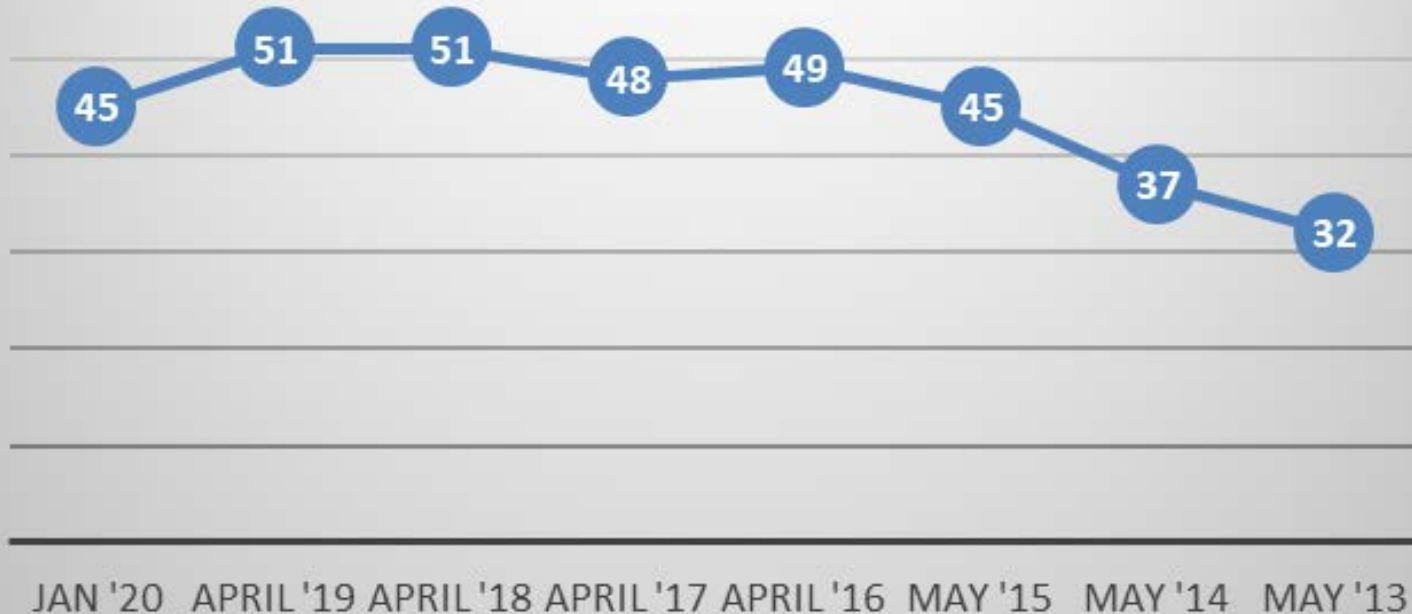
*presentation*  
*notes*

**Teacher Survey  
Results  
Winter 2020**

# Survey Background Info



## Teacher Staffing



# Looking at the numbers



## *What to look for;*

- Average of the four-point response
  - Above a 3
  - Below a 2
- Spread across the four point responses or the “range”
- Comparison to previous years’ scores

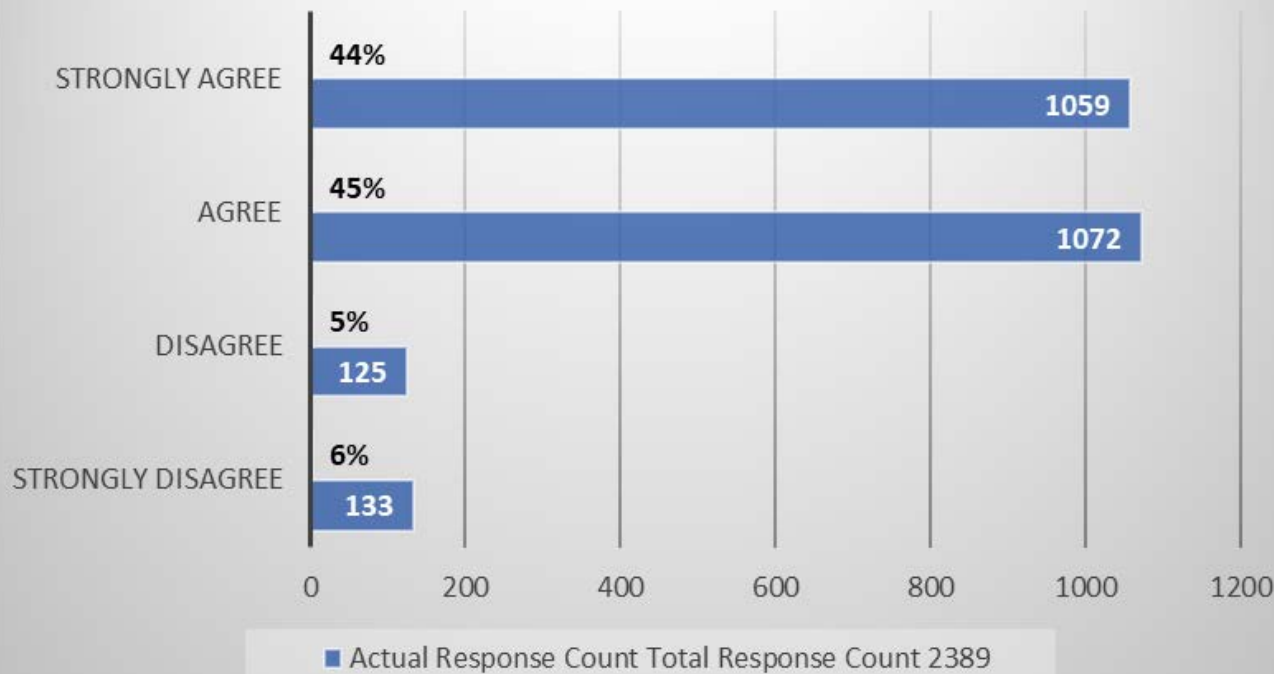
# Overall Responses

89% Agree/Strongly Agree

11% Disagree/Strongly Disagree



## Response Count by Choice



Total number of possible responses:

2475 100%

Total number of actual responses:

2389 97%

Total skipped:

86 3%

# Snapshot of overall average results



Questions with averages at 3.0 & above

- 45/55, or
- 82%

Questions with averages of 2.0 & lower

- 0/55
- 0%



# Survey highlights

## *2020 Average Responses for 2019 “Areas of Concern”*



- 5. Students respect others who go above & beyond (**3.0/2.8**)
- 16. Students go above & beyond to challenge themselves (**2.7** same)
- 29. Connecting Room is effective for students & teachers (**3.0/2.6**)
- 32. Appropriate forms/system for SST (**3.0/2.7**)
- 44. GVS training prepares me to utilize GVS (**2.9/2.7**)
- 45. GVS Push In & Intervention executed effectively (**2.9/2.8**)
- 47. Adequate Common Core training/resources (**2.8** same)
- 48. On-site PD is appropriate & valuable (**2.9/2.7**)

# Survey highlights

*New Gains (>0.2 gain from 2019)*



- 3.** Teachers respect the professional competence of their colleagues. **3.3/3.1**
- 9.** Teachers are committed to going above and beyond for students. **3.5/3.3**
- 15.** The learning environment is orderly and engaging. **3.2/3.0**
- 20.** The GVA staff members work collaboratively to respond the needs and concerns expressed by community members. **3.3/3.1**
- 21.** GVA Teachers feel empowered to respond to parents' needs and concerns. **3.3/3.1**
- 32.** I feel that this school has appropriate forms and an efficient system for a Student Study Team (SST) approach for struggling students who need additional attention. **3.0/2.7**
- 54.** The District Office provides Human Resources support to staff. **3.1/2.9**



# Areas of Concern

Responses averaging below 3.0

(2020/2019)



- 16.** Students go above and beyond to challenge themselves academically. **2.7/2.7**
- 30.** Student access to technology is adequate. **2.8/2.9**
- 44.** GVS training prepares me to effectively utilize GVS strategies in my classroom. **2.9/2.7**
- 45.** GVS *Push in* and GVS *Intervention* are executed effectively for students at GVA. **2.9/2.8**
- 46.** FOR K-2ND GRADE TEACHERS ONLY: The SRS program positively impacts students. **2.7/2.9**
- 47.** GVA provides adequate Common Core training and resources. **2.8/2.8**
- 48.** On-site professional development is appropriate and valuable. **2.9/2.7**
- 53.** The District Office provides support for technology needs. **2.9/2.9**

# Everyone agrees!



- 40.** My vice-principal is organized and effectively communicates with staff
- 56.** The District Office provides support related to expense reimbursement
- 57.** I enjoy working at GVA.

# Pattern of disagree/strongly disagree



- Questions

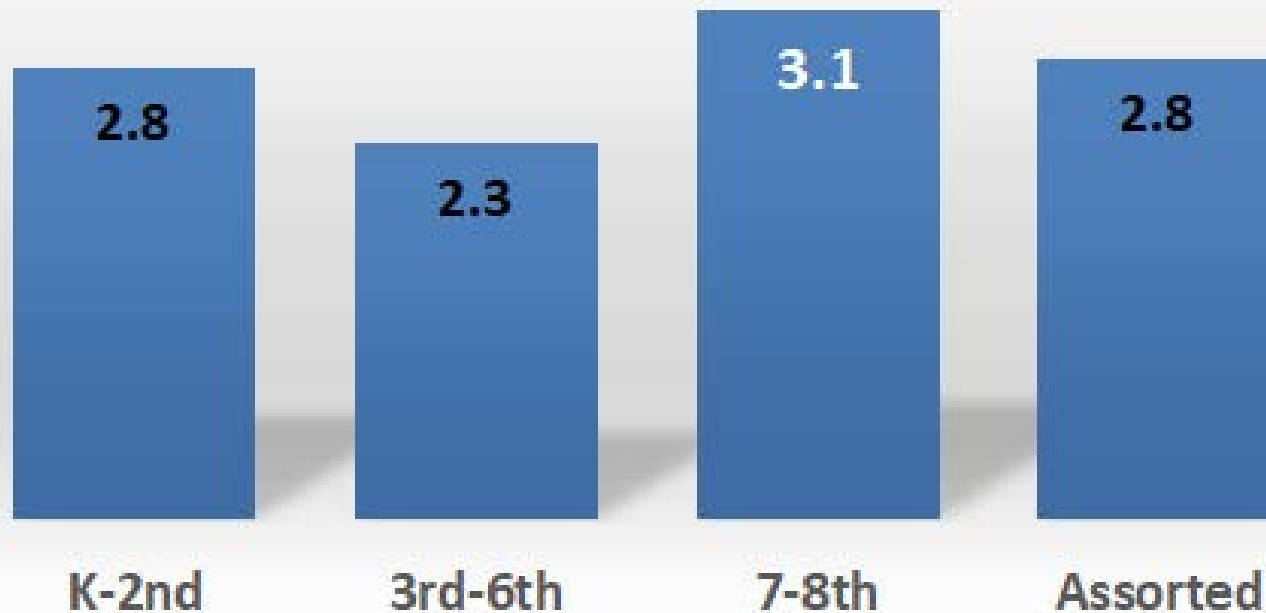
**#16\*** Students go above and beyond to challenge themselves academically.

**#47\*** GVA provides adequate Common Core training and resources.

## Q16: Students go above and beyond to challenge themselves academically. (Avg 2.7)



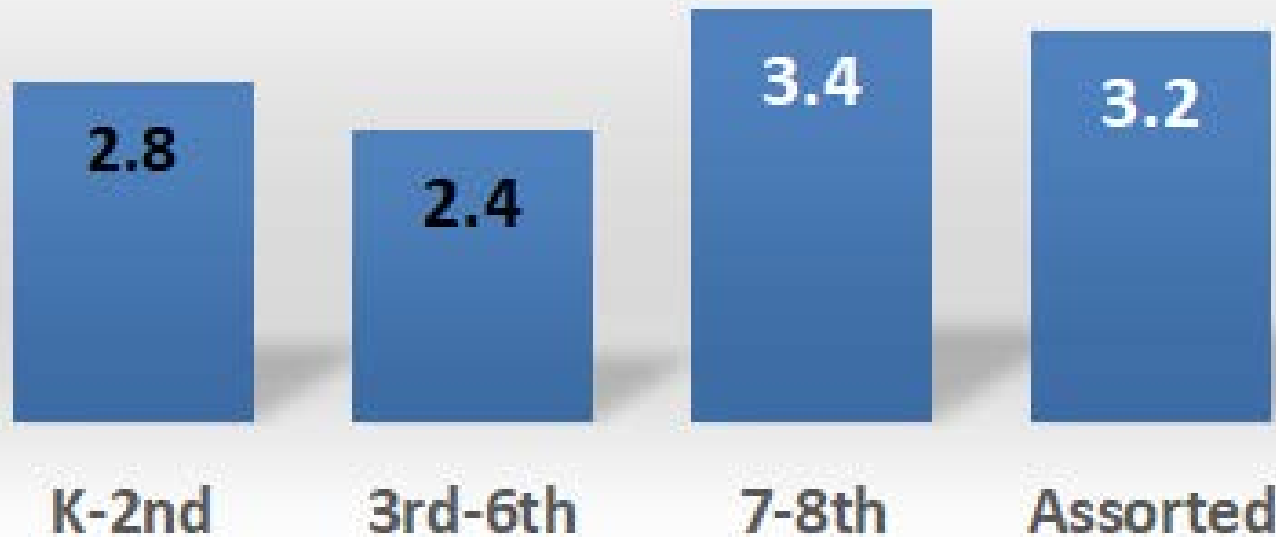
Q16 Rating Average by Grades



## Q47: GVA provides adequate Common Core training and resources (Avg. 2.8)



### Q47 Rating Average by Grades





## Percent of response averages at 3.0 or higher



- **2015: 68%**
- **2016: 74%**
- **2017: 76%**
- **2018: 85%**
- **2019: 75%**
- **2020: 82%**

# Trends from open-ended questions



# ONE recommendation about Common Core training



## **34 responses**

Majority of responses centered on ELA



- Training
- Planning Lessons
- Strategies
- Integrate within looping teams



# ONE recommendation for GVA's weekly PD regarding Common Core



## **34 responses**

- More whole faculty staff meetings to better integrate learning/collaboration

# ONE recommendation for GVA's annual August PD



## **33 responses**



- Reduce the Mandatory, Nuts and Bolts topics
- More time in classroom
- *“This year was the best one yet”*

# What are the strengths of GVA?



## 36 responses

- *“GVA’s strength is it’s collaborative spirit”*
- *“GVA is great because it gives me freedom to be the best teacher I can be”*
- *“GVA is a community of leaders...”*

# What specific suggestions do you have to improve GVA?”



## 30 responses

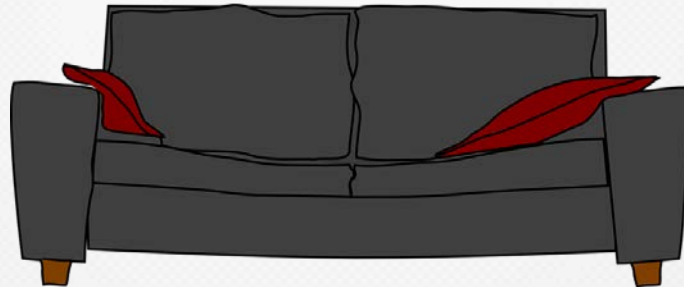
- *“Keep looking back at our roots and why our school was founded. Many outside factors have been pushing us to become more and more traditional...”*

# Reflections



The numbers are solid and consistent

Bottom line: “I enjoy working at GVA” **3.7!**







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Learning.



**Salida Campus**

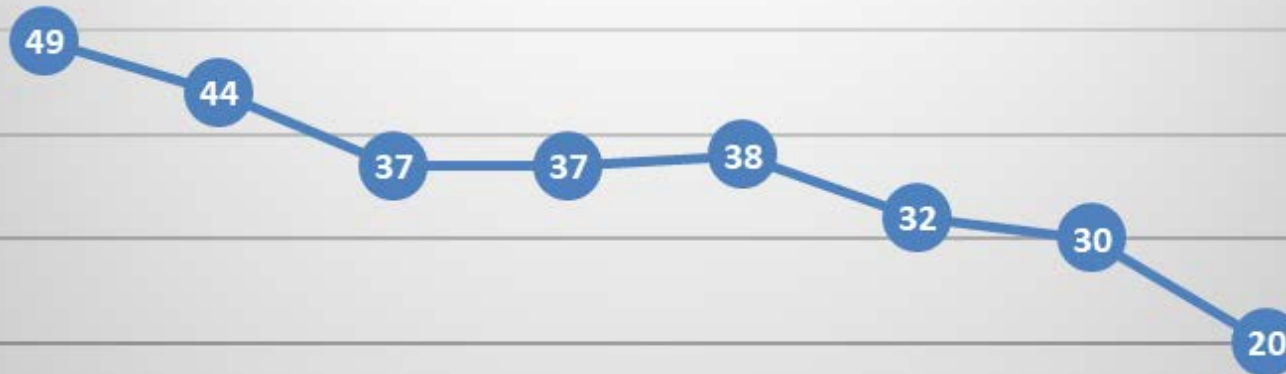
*presentation*  
*notes*

**Teacher Survey  
Results  
Winter 2020**

# Survey Background Info



## Teacher Staffing



JAN 2020   APRIL '19   APRIL '18   APRIL '17   APRIL '16   APRIL '15   MAY '14   MAY '13



# Looking at the numbers



## *What to look for;*

- Average of the four-point response
  - Above a 3
  - Below a 2
- Spread across the four point responses or the “range”
- Comparison to previous years’ scores

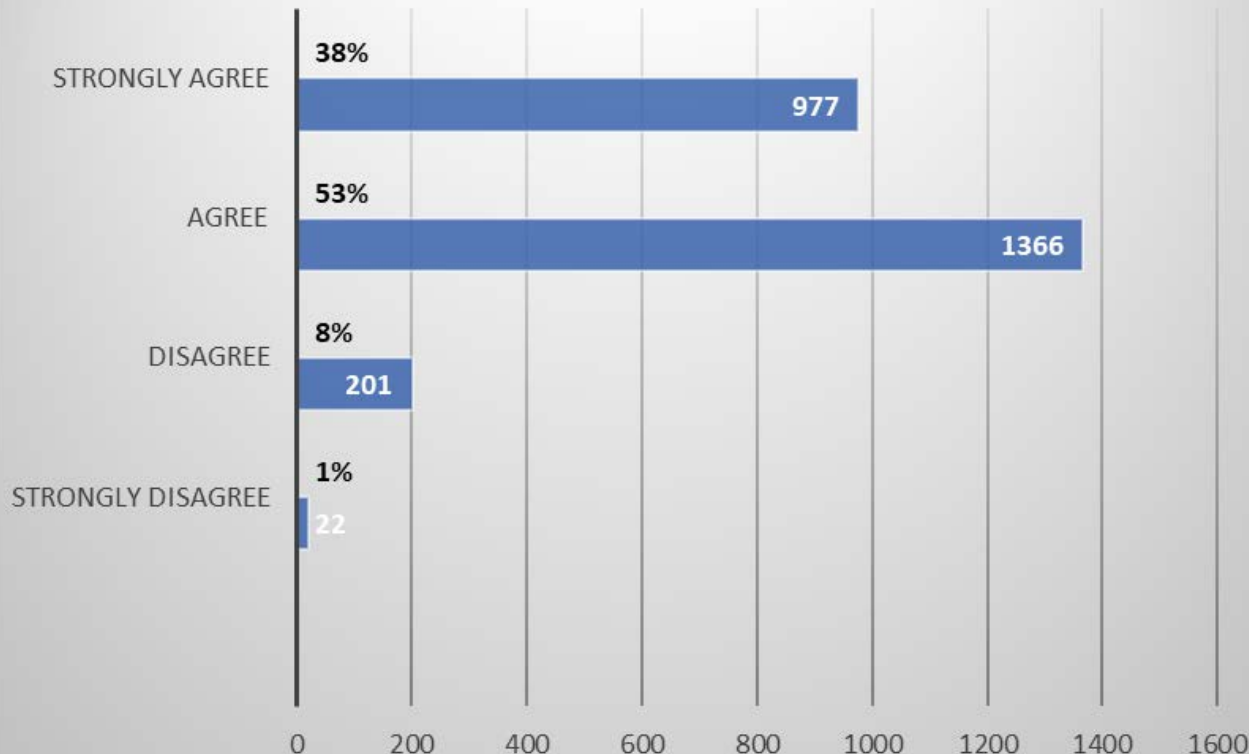
# Overall Responses

91% Agree/Strongly Agree

9% Disagree/Strongly Disagree



## Response Count by Choice



Total number of possible responses:

2965 100%

Total number of actual responses:

2566 95%

Total skipped:

129 5%

# Snapshot of overall average results



Questions with averages at 3.0 & above

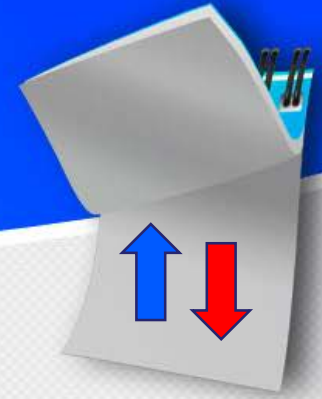
- 50/55, or
- 91%

Questions with averages of 2.0 & lower

- 0/55
- 0%

# Survey highlights

## *2020 Average Responses for 2019 “Areas of Concern”*



- 10. Academic achievement is recognized by school (2.9/2.7)
- 16. Students go above & beyond to challenge themselves (2.7/2.6)
- 29. Connecting Room is effective for students & teachers (2.7/2.8)
- 30. Student technology is adequate (2.9/2.8)
- 32. Appropriate forms/system for SST (2.9/2.8)
- 47. Adequate Common Core training/resources (3.0/2.6)



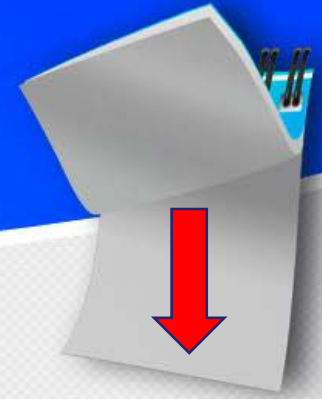
# Survey highlights

*New Gains (>0.2 gain from 2019)*



- 3. Teachers respect the professional competence of their colleagues. (3.3/3/1)
- 11. The principal explores all sides of topics and seeks other's opinions. (3.7/3.5)
- 12. The vice principal explores all sides of topics and seeks others' opinions. (3.6/3.4)
- 14. Teachers accomplish their jobs with enthusiasm. (3.3/3/1)
- 18. Site Administration lets faculty know what is expected of them. (3.3/3.1)
- 36. GVA has a system for peer observation in regard to teacher development (3.1/2.9)
- 38. My principal is organized and effectively communicates with staff. (3.4/3.2)
- 43. The GVS Vision is clearly defined for teachers. (3.4/3.1)
- 44. GVS training prepares me to effectively utilize GVS strategies in my classroom.  
(3.3/2.9)
- 47. GVA provides adequate Common Core training and resources. (3.0/2.6)
- 51. The teacher leader roles have made a positive impact on campus. (3.2/3.0)
- 53. The District Office provides support for technology needs. (3.1/2.9)

# Room for improvement



## Carryover from 2019 Survey;

29. Connecting Room is effective for students & teachers (**2.7**/2.8, steady decline since 2017 average of 3.1)

## Q5: Students respect other students who go above and beyond (Avg. 2.8)



Grades K-2	Average <b>2.4</b>
Grades 3-6	Average <b>2.9</b>
Grades 7-8	Average <b>2.9</b>
Assorted	Average <b>2.7</b>

**Q29: I feel that the “Connecting Room” is effective for students and teachers.**



Grades K-2	Average <b>3.0</b>
Grades 3-6	Average <b>3.4</b>
Grades 7-8	Average <b>2.3</b>
Assorted	Average <b>2.3</b>



## Q30: Student access to technology is adequate.



Grades K-2	Average	2.5
Grades 3-6	Average	2.8
Grades 7-8	Average	3.4
Assorted	Average	2.6

## Q47: GVA provides adequate Common Core training and resources (Avg. 2.8)



Grades K-2	Average	2.8
Grades 3-6	Average	2.2
Grades 7-8	Average	2.9
Assorted	Average	2.7

# Percent of response averages at 3.0 or higher



- **2016: 82%**
- **2017: 73%**
- **2018: 75%**
- **2019: 80%**
- **2020: 91%**

# Trends from open-ended questions



# ONE recommendation about Common Core training



## **32 responses**

- Differentiation for the range of teacher skill level
- Embedding the GVA Way into any new training





# ONE recommendation for GVA's weekly PD regarding Common Core



## **32 responses**

- Creating a variety of options
  - More PLC time
  - More classroom time
  - More choice or breakouts
  - More surveys to determine current needs

# ONE recommendation for GVA's annual August PD



## 37 responses

- Balanced approach to PD (Differentiated)
  - Classroom + grade level + looping team
  - Veteran needs versus newbie support
  - Whole group PD versus breakouts (choice)
- Focus on GVA specifics:
  - Unique culture (inspirational!!)
  - GVA way / Team building



# What are the strengths of GVA?



## **37 responses**

- Culture/environment/”family” “Best friends work here”
- Admin support
- Teacher support
- Whole child centered/character dev.
- Teacher freedom/autonomy (7)
- “Amazing...”



# What specific suggestions do you have to improve GVA?"



## **37 responses**

*Two themes emerged*

- Increase teacher salaries
- Recruitment/Retain quality teachers

# Reflections



The numbers are good and rising.

Bottom line: “I enjoy working at GVA” **3.6!**



Great Valley Academy Modesto  
May 2020

	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 19-May 20	Jul 19-May 20	Jun 20			A + C
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
8000 • Revenue Limit Sources	6,941,675	6,750,001	1,126,189	8,286,340	8,032,648	8,067,864
8100 • Federal Revenue	98,405	98,971	189,379	235,342	235,342	287,783
8300 • Other State Revenues	161,979	120,582	70,691	202,980	215,681	232,670
8600 • Other Local Revenue	500,082	514,085	83	356,500	526,500	500,165
8700 • Selpa	340,718	336,012	38,355	394,465	394,465	379,073
<b>Total Income</b>	<b>8,042,859</b>	<b>7,819,651</b>	<b>1,424,697</b>	<b>9,475,627</b>	<b>9,404,636</b>	<b>9,467,555</b>
 <b>Gross Profit</b>	 8,042,859	 7,819,651	 1,424,697	 9,475,627	 9,404,636	 9,467,555
 <b>Expense</b>						
1000 • Certificated Salaries	2,729,620	2,733,600	404,904	3,213,032	3,174,524	3,134,524
2000 • Classified Salaries	1,715,151	1,714,340	240,355	1,975,595	1,925,909	1,955,507
3000 • Employee Benefits	1,300,956	1,334,475	180,411	1,555,749	1,507,367	1,481,367
4000 • Books & Supplies	678,484	714,333	117,241	747,825	770,725	795,725
5000 • Services & Other Operating Exp	983,714	1,093,842	347,300	1,402,051	1,361,015	1,331,015
6000 • Capital Outlay	31,029	37,029	91,471	115,800	122,500	122,500
7430 • All Other Financing Uses	177,758	177,758	144,365	322,123	322,123	322,123
<b>Total Expense</b>	<b>7,616,712</b>	<b>7,805,377</b>	<b>1,526,048</b>	<b>9,332,175</b>	<b>9,184,163</b>	<b>9,142,761</b>
 <b>Net Ordinary Income</b>	 426,146	 14,274	 -101,352	 143,452	 220,473	 324,795

2019-2020  
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	4,373,410.76	4,049,067.77	3,984,495.00	4,353,429.37	4,457,421.82	4,414,172.60	4,772,682.96	P1 4,864,971.96	4,775,467.11	5,046,068.35	5,224,747.54	5,246,683.19		
LCHF Revenue	8011	241,470.00	241,470.00	434,646.00	434,646.00	434,646.00	434,646.00	434,646.00	419,592.00	419,592.00	419,592.00	419,592.00	0.00	419,591.00	4,754,129.00
EPA Funding	8012	0.00	0.00	358,594.00		358,593.00				375,463.00			0.00	369,712.00	1,462,362.00
In-Lieu of Taxes Charter Funding	8096	0.00	94,816.00	189,631.00	126,421.00	126,421.00	126,421.00	126,421.00	126,421.00	0.00	391,575.00	130,525.00	130,525.00	130,526.00	1,699,703.00
Selpa Prop Tax	8097							75,835.00						75,835.00	151,670.00
Federal IDEA	8181												67,671.00	67,671.00	135,342.00
Federal Food	8220	0.00	0.00	0.00		12,195.52	18,583.67	35,341.42	0.00	14,850.87	17,433.08	0.00	39,536.52	14,500.00	152,441.08
State Food Revenue	8520	0.00	0.00	0.00		1,025.19	15,072.14	3,003.93	0.00	1,259.42	2,976.54		3,358.21	2,670.00	29,365.43
Educator Effectiveness	8550													2,700.00	2,700.00
Mandated Cost Reimb	8550						14,910.00							0.00	14,910.00
One Time Funds	8590										14,231.00			0.00	14,231.00
Lottery	8560							46,220.90			44,740.01			43,778.54	134,739.45
Lottery, prop 20	8561													47,555.10	47,555.10
Other	8590		45.00							2,514.00				0.00	2,559.00
Prior Year Payments	prior year		(1,189.00)	7,319.17	12,674.66			2,719.50	(4,675.00)	8,482.00	(4,675.00)	(4,675.00)	(4,675.00)	(24,696.00)	(13,389.67)
Uniform Sales	8638	12,705.00	28,453.00	7,243.00	8.00	3,763.05	2,634.00	828.00	886.00	758.00	296.00	26.00		0.00	57,600.05
Other Local (Kids Care)	8689	23,291.47	24,135.48	23,147.57	26,784.13	26,327.98	22,124.18	27,379.05	24,134.69	18,935.64	4,537.24	3,416.66	83.34	0.00	224,297.43
Other Local (Fundraiser +)	8600-8699	5,653.39	4,745.82	53,950.90	45,654.40	63,089.45	7,523.52	9,500.49	5,749.48	9,678.81	12,024.99	696.21		0.00	218,267.46
Selpa	8792	17,028.00	17,028.00	30,650.00	30,650.00	30,650.00	30,650.00	30,650.00	38,353.00	38,353.00	38,353.00	38,353.00	0.00	38,355.00	379,073.00
TOTAL REVENUES		300,147.86	409,504.30	1,105,181.64	676,838.19	698,118.19	1,031,157.51	792,545.29	610,461.17	889,886.74	941,083.86	587,933.87	236,499.07	1,188,197.64	9,467,555.33
EXPENDITURES															
Certificated Salaries	1000-1999	37,024.41	269,774.38	266,000.70	267,612.93	271,291.57	260,701.52	256,050.09	275,294.94	279,849.79	273,676.20	272,343.85	404,903.84	0.00	3,134,524.22
Classified Salaries	2000-2999	70,232.16	152,514.38	161,865.61	167,925.40	168,766.49	161,124.43	162,185.53	169,213.00	160,512.72	170,937.16	169,874.52	240,355.25	0.00	1,955,506.65
Employee Benefits	3000-3999	39,535.15	118,256.70	119,738.86	131,962.02	117,969.95	123,545.57	134,557.27	130,630.59	138,279.08	123,686.98	122,793.94	180,411.05	0.00	1,481,367.16
Books & Supplies	4000-4999	30,336.53	92,538.11	66,258.35	74,476.25	72,297.02	94,204.73	53,670.03	48,202.05	42,350.12	63,135.81	41,014.51	117,241.49	0.00	795,725.00
Services & Other Operating Expenses	5000-5999	62,693.13	60,496.60	252,546.47	116,115.84	89,430.03	82,910.95	88,486.84	79,507.20	61,654.82	48,411.15	41,461.00	347,300.49	0.00	1,331,014.52
Capital Outlay	6000-6999	0.00	5,691.48	0.00	0.00	25,337.54	0.00	0.00	0.00	0.00	0.00	0.00	91,470.98	0.00	122,500.00
Other Outgo	7100-7499	17,671.76	1,040.09	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	144,365.31	0.00	322,123.00
TOTAL EXPENDITURES		257,493.14	700,311.74	884,081.75	775,764.20	762,764.36	740,158.96	712,621.52	720,519.54	700,318.29	697,519.06	665,159.58	1,526,048.41		9,142,760.55
NET INCREASE/DECREASE		42,654.72	(290,807.44)	221,099.89	(98,926.01)	(64,646.17)	290,998.55	79,923.77	(110,058.37)	189,568.45	243,564.80	(77,225.71)	(1,289,549.34)	1,188,197.64	324,794.78
Accruals Received		208,312.30	144,121.00	0.00	168,386.12										520,819.42
Liabilities		(575,310.01)	(97,886.33)	147,834.48	34,532.34	21,396.95	67,511.81	12,365.23	20,553.52	81,032.79	(64,885.61)	99,161.36	(263,095.79)		0.00
Line of Credit (1,000,000)															
Loan From Manteca (to Manteca)	(1,248,676)		180,000.00										68,675.92		(1,000,000.00)
ENDING CASH BALANCE		4,049,067.77	3,984,495.00	4,353,429.37	4,457,421.82	4,414,172.60	4,772,682.96	4,864,971.96	4,775,467.11	5,046,068.35	5,224,747.54	5,246,683.19	3,762,713.98		

Great Valley Academy Salida  
May 2020

	A Actual YTD  Jul 19-May 20	B Revised Budget YTD  Jul 19-May 20	C Actual Estimated Balance of year Jun 20	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	6,797,672	6,701,889	866,023	7,578,294	7,627,261	7,663,695
8100 • Federal Revenue	75,321	91,487	134,577	175,596	175,596	209,899
8300 • Other State Revenues	159,337	149,185	59,340	188,639	194,881	218,677
8600 • Other Local Revenue	339,906	361,279	0	345,000	375,000	339,906
8700 • SELPA	325,693	312,371	36,661	320,030	320,030	362,354
<b>Total Income</b>	<b>7,697,930</b>	<b>7,616,210</b>	<b>1,096,602</b>	<b>8,607,559</b>	<b>8,692,768</b>	<b>8,794,531</b>
 <b>Gross Profit</b>	 7,697,930	 7,616,210	 1,096,602	 8,607,559	 8,692,768	 8,794,531
<b>Expense</b>						
1000 • Certificated Salaries	2,595,886	2,640,562	384,669	2,950,579	2,950,554	2,980,555
2000 • Classified Salaries	1,427,283	1,415,249	181,380	1,633,613	1,618,663	1,608,663
3000 • Employee Benefits	1,161,734	1,186,992	168,544	1,375,435	1,355,278	1,330,278
4000 • Books & Supplies	493,308	555,930	154,416	618,350	647,724	647,724
5000 • Services & Other Operating Exp	928,379	1,013,628	358,123	1,358,278	1,316,502	1,286,502
6000 • Capital Outlay	41,014	51,014	159,621	164,500	206,635	200,635
7430 • All Other Financing Uses	313,130	313,130	95,962	409,092	409,092	409,092
<b>Total Expense</b>	<b>6,960,734</b>	<b>7,176,505</b>	<b>1,502,715</b>	<b>8,509,846</b>	<b>8,504,448</b>	<b>8,463,448</b>
 <b>Net Ordinary Income</b>	 737,196	 439,705	 -406,113	 97,713	 188,320	 331,083

2019 -2020  
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	2,688,561.94	2,866,441.23	2,503,193.05	2,461,385.39	2,593,211.67	2,616,446.92	2,703,912.49	2,865,940.51	2,893,110.12	2,871,417.06	3,328,027.72	3,346,226.31		
LCFF Revenue	8011	305,587.00	305,587.00	550,057.00	550,057.00	550,057.00	550,057.00	550,057.00	557,168.00	557,168.00	557,168.00	557,168.00	0.00	557,166.00	6,147,297.00
EPA Funding	8012		0.00	42,266.00			42,266.00			44,054.00			0.00	43,084.00	171,670.00
In-Lieu of Taxes Charter Funding	8096	0.00	64,127.00	128,255.00	85,503.00	85,503.00	85,503.00	85,503.00	85,503.00	0.00	289,925.00	96,642.00	96,642.00	96,640.00	1,199,746.00
Selpa Prop Tax	8097							72,491.00						72,491.00	144,982.00
Federal IDEA	8100-8299												52,798.00	52,798.00	105,596.00
Federal Food	8220	0.00	0.00	0.00		7,616.10	14,229.94	27,353.60	0.00	11,764.50	14,357.23		14,717.40	14,263.83	104,302.60
State Food Revenue	8520	0.00	0.00	0.00		612.72	14,651.84	2,275.07	0.00	983.13	2,697.32		2,438.96	1,262.60	24,921.64
Other St Revenue	8434													0.00	0.00
Mandated Cost Reimb	8550						14,252.00						0.00	0.00	14,252.00
One Time Funds	8590										15,221.00			0.00	15,221.00
Lottery	8560							44,163.29			42,748.33			40,996.38	127,908.00
Lottery, prop 20	8561										0.00		45,144.00	0.00	45,144.00
Other	8590		2,313.00							2,681.00			0.00	0.00	4,994.00
Prior Year Payments	prior year		2,768.00		8,319.66			13,474.60	(2,497.00)	(333.00)	(2,497.00)	(2,497.00)	(2,497.00)	(28,004.60)	(13,763.34)
Other Local (Kids Care)	8689	15,203.80	18,623.92	25,316.14	18,517.42	20,866.24	16,461.33	20,326.72	19,974.85	16,258.54	(44.10)	2,097.17	0.00	0.00	173,602.03
Other Local (Fundraiser +)	8600-8699	115.56	661.02	5,720.39	69,532.75	36,524.17	7,726.28	20,397.20	14,583.08	9,469.12	11,460.65	(9,886.02)	0.00	0.00	166,304.20
Selpa	8792	16,277.00	16,277.00	29,299.00	29,299.00	29,299.00	29,299.00	29,299.00	36,661.00	36,661.00	36,661.00	36,661.00	36,661.00	0.00	362,354.00
TOTAL REVENUES		337,183.36	410,356.94	780,913.53	761,228.83	730,478.23	774,446.39	865,340.48	711,392.93	678,706.29	967,697.43	680,185.15	245,904.36	850,697.21	8,794,531.13
EXPENDITURES															
Certificated Salaries	1000-1999	24,399.47	258,010.15	244,520.66	255,263.68	265,511.38	260,850.84	258,958.40	264,918.79	268,129.05	248,926.30	246,396.87	384,669.29	0.00	2,980,554.88
Classified Salaries	2000-2999	58,135.33	117,084.85	137,933.19	137,854.22	140,859.40	132,417.94	134,645.87	140,352.60	135,965.31	144,556.37	147,477.85	181,379.71	0.00	1,608,662.64
Employee Benefits	3000-3999	28,383.37	105,320.36	108,259.54	119,222.90	111,431.05	114,438.38	123,611.03	115,141.09	121,184.48	107,926.37	106,814.94	168,544.05	0.00	1,330,277.56
Books & Supplies	4000-4999	11,185.99	85,546.36	80,804.19	33,688.07	63,305.51	52,023.44	40,387.00	59,622.29	29,366.67	23,503.70	13,875.11	154,415.67	0.00	647,724.00
Services & Other Operating Expens	5000-5999	40,258.00	26,805.28	215,491.46	100,021.61	96,265.65	83,880.23	81,532.88	94,691.63	74,681.16	64,549.09	50,202.16	358,122.86	0.00	1,286,502.01
Capital Outlay	6000-6999	0.00	5,691.48	7,688.00	0.00	0.00	0.00	27,635.00	0.00	0.00	0.00	0.00	159,620.52	0.00	200,635.00
Other Outgo	7100-7499	29,869.99	14,429.64	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	95,962.46	0.00	409,092.00
TOTAL EXPENDITURES		192,232.15	612,888.12	824,567.03	675,920.47	707,242.98	673,480.82	696,640.17	704,596.39	659,196.66	619,331.82	594,636.92	1,502,714.56	0.00	8,463,448.09
NET INCREASE/DECREASE		144,951.21	(202,531.18)	(43,653.50)	85,308.36	23,235.25	100,965.57	168,700.31	6,796.54	19,509.63	348,365.61	85,548.23	(1,256,810.20)	850,697.21	331,083.04
Accruals Received		144,359.83	97,813.00	1,538.27	130,034.43										389,525.85
Liabilities Accrued (Paid)		(111,431.75)	(78,530.00)	307.57	(83,516.51)		(13,500.00)	(6,672.29)	20,373.07	(41,202.69)	108,245.05	(67,349.64)			0.00
Note Payable for Curriculum															
From Modesto (to Modesto)	\$ 1,248,676		(180,000.00)										(68,675.92)		1,000,000.00
Mortgage & Const Loan (Paid)															
Const costs from loan to BS															0.00
ENDING CASH BALANCE		2,866,441.23	2,503,193.05	2,461,385.39	2,593,211.67	2,616,446.92	2,703,912.49	2,865,940.51	2,893,110.12	2,871,417.06	3,328,027.72	3,346,226.31	2,020,740.19		