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Judith T. Won Pat, Ed. D.

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# GUAHAN ACADEMY CHARTER SCHOOL

# ANNUAL REPORT FISCAL YEAR 2013

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“WHERE EDUCATIONAL REFORM IS REALITY  
NOT RHETORIC”

96



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# FISCAL YEAR 2013 ANNUAL REPORT

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## I. INTRODUCTION

The development of the charter school is predicated on the belief that children deserve the opportunity to observe, explore and learn in environments that are enriched and stimulating, that support them emotionally and help them develop intellectually. They deserve access to programs that have empirical evidence of their effectiveness. They deserve academically challenging educational programs that promote self-esteem, citizenship and self-confidence.

The Guahan Academy Charter School would not be in operation without the efforts of individuals who believe in providing families a choice in public education. The founding group of the charter school is comprised of individuals who have maintained professional relationships and personal friendships for a number of years. They are persons who are born and raised on Guam, as well as those who have relocated to the island and made Guam their home; teachers who have spent careers in public education; and individuals who themselves are parents concerned about the quality of education. We salute our founders.

## II GENERAL OVERVIEW

**A. Charter:** On January 30, 2009, the Guam Legislature passed the Guam Academy Charter School Act (“Charter Law”), which became Public Law 29-140 (Title 17 GCA Education, Chapter 12). The first petition was submitted by Dr. Donna Dwiggins and the Guahan Academy Charter School in January 2010, in compliance with the deadline mandated by the Charter Law. At that time, there was not a full complement of members on the Guam Academy Charter School Council (“Council”). As a result, the Council was not able to act on the original petition in a timely fashion, thus compelling the delay in the approval of the subsequent petition that was submitted and eventually approved on August 3, 2010.

The current Charter School Law mandates that any and all amendments to an existing charter or new petitions be filed on the first Monday in the month of August. On August 5, 2013, Guahan Academy Charter School’s Revised Charter for the following school year was registered with the Council. The Council is also directed by law to hold a public hearing “no later than 45 days after filing” and to give notice of such public hearing “10 days prior to the hearing” (§12106, Chapter 12, 17GCA). Three months have lapsed and to date no action has been taken on the Revised Charter. Even in the most recently scheduled meeting of the Council on October 22, 2013, the submission of the Revised Charter was not an item for discussion on the agenda.

**B. Governance:** The Guahan Academy Charter School, Inc. filed its Articles of Incorporation and Bylaws as a nonprofit corporation. The Charter School is established (1) to provide a free, public charter school that is non-discriminatory in its admission policies; (2) to enroll students who reside throughout any of the villages on Guam; and (3) to serve as a

prototype school for National Institute for Direct Instruction (NIFDI's) School-Wide Reform Model.

Initially, Guahan Academy Charter School operated under NIFDI's tax exemption status, which was issued by U.S. Department of Treasury, Determination of Exemption, on August 12, 1999. The Guam Department of Revenue and Taxation issued its Tax Exemption Certificate to NIFDI on November 21, 2008, signed by Artemio B. Illagan, Commissioner of Revenue & Taxation.

The corporation changed the composition of its membership and filed its First Amended and Restated Articles and Bylaws on May 24, 2013. The Tax Exemption Certificate was issued on July 18, 2013, by John P. Camacho, Commissioner of Revenue and Taxation. The Guahan Academy Charter School is governed by a locally constituted Board of Trustees.

**C. Mission:** The mission of Guahan Academy Charter School is to provide an equal opportunity, quality, tuition-free, public education grades kindergarten through 12 to all students regardless of sex, race, special needs, religion or belief.

**D. Goals:** It is Guahan Academy Charter School's goal to implement an academic program that meets the needs of a wide range of learners, including gifted students, as well as those who are at risk of academic failure (e.g., exceptional learners, children living in homeless shelters, and English Language Learners). We will create a learning environment where diversity is celebrated through the study of various cultures and civilizations, their art, music, customs and spiritual belief systems. Our program will promote tolerance and acceptance of those who are different, and attempt to instill in our students a sense of community and respect.

To complement the Direct Instruction programs in math, reading and language, and the higher-order thinking skills taught within those programs, Guahan Academy Charter School will incorporate curricula for teaching pro-social skills and for the direct teaching of thinking. These curricula will provide opportunities for extension and application of problem-solving routines. In addition to these core curricula, students will participate in art, music, and physical education instruction as part of their overall program.

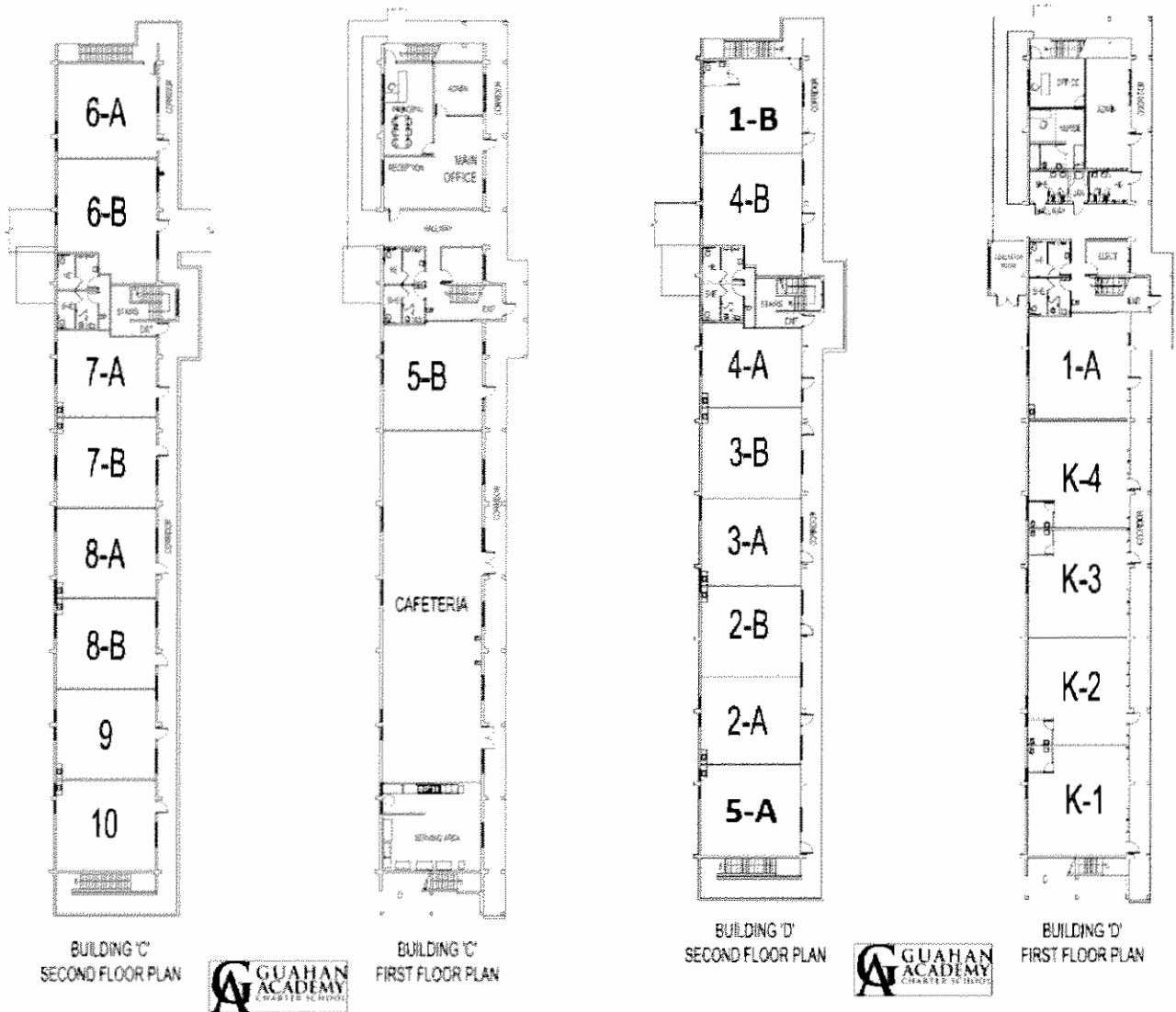
## **E. Facilities**

- **Search** - Three years have passed since the charter was granted and the school did not commence operation as initially proposed. Absent any local funding, the Charter School began an ambitious agenda. The Board of Trustees actively engaged in dialogue with owners of facilities that could serve as possible sites for the school. Five (5) written Facilities Requests for the use of three (3) buildings on the Tiyan Campus were submitted to the Governor, and the first Request was submitted on February 8, 2011. These Requests further delineated the Charter School's updated plan for the first year's operation to include kindergarten through 8<sup>th</sup> grade and a Literacy Academy.

- **Bid Award** - Years of investigating potential sites led to two possible locations: (1) former Ben Franklin (Pangelinan) Building and (2) the Core Tech Tiyan buildings. An Invitation for Bid was published and the proprietors of these two buildings made an offer. On April 4, 2013,

bids were opened and on April 19, 2013, the Board awarded the bid to Core Tech International for the school facility.

- **Layout** – The following layout plan was adopted.



- **Government Certification** – Occupancy permit was issued on July 29, 2013. Collateral equipment were assembled and placed in the appropriate places. The cafeteria received its Sanitary Permit and began operations. On August 24, 2013, we received our sanitation Letter Grade A.

● **Expansion of School Facilities** - The Board is mindful that the current site is inadequate to implement the adopted programs for Guahan Academy Charter School. The Board has authorized the Development Director to seek out suitable sites and develop plans for an expansion of the school's capacity for SY2014-2015, and the Board has adopted the appropriate resolution.

The Board is also conscious that in due time the secondary school grades will probably occupy a different facility. There are additional buildings on the Tiyan site. As the school develops, decisions can be made regarding the transfer of secondary level students to a new facility, which would increase space available in the elementary school. A Strategic Plan will be developed by March 2014 that includes objectives to be accomplished and target dates for completion.

**F. Funding:** The Thirty-First Guam Legislature passed the Fiscal Year 2013 Budget (P.L. 31-233), appropriating \$5,500 per enrollee for the Guahan Academy Charter School. The funding was reduced by \$1,000 from the Council-approved budget of \$6,500 per student. On April 1, 2013, the amount of \$687,500 was released to Guahan Academy Charter School as the allocated budget for the remaining quarter of FY2013. The charter school applies for federal grants and seeks private grant funding and corporate donors to support its ongoing operations and program development.

P.L. 31-233 (page 16) reads:

*Section 3. Notwithstanding any provision of law for the School Year 2013-2013, the Superintendent of Education is hereby authorized and directed to deduct Five Thousand Five Hundred Dollars (\$5,500) per enrollee for the Guahan Academy Charter School from [t]he total General Fund appropriation to the Department of Education based on the actual Enrollment at the time, multiplied by the per pupil cost.*

As early as November of 2012, the Charter School requested to participate in the USDA Child Nutrition Program as a food service satellite under the Guam Department of Education Program. In June, 2013, a formal written request was again put forth to the State Chief Officer and Superintendent of GDOE. Since GDOE had already received the USDA subsidy through the remainder of the FY2013, the charter school requested that, at a minimum, August and September 2013 meals be delivered to the school. This request was denied by the Superintendent. The Charter School was left with the unfunded mandate to feed all students regardless of their ability to pay, at a cost to the Charter School of approximately \$11,000 to \$12,000 per week.

The FY2014 budget to fund the operation of the Guahan Academy Charter School remained at \$5,500 per enrollee without consideration to fund programs that are similar to GDOE programs being funded by the Guam Legislature (e.g., the U.S.D.A. Child Nutrition Program). This continues to impact the financial viability of the Charter School.

The Guahan Academy Charter School has complied with all protocols identified by GDOE Federal Program. To date, the school has (1) signed the Memorandum of Understanding; (2)

provided non-discriminatory assurances; (3) collected and verified parent/guardian applications; (4) submitted an approved 21-day menu cycle; (5) initiated a STORES account with the Defense Logistics Agency; and (6) purchased a Point of Sale terminal and keypad as well as software for the nondiscriminatory implementation and reporting for the Child Nutrition Program (CNP). And yet Guahan Academy Charter School is still not a participant and will not be qualified for subsidies until sometime in the future; hopefully, participation and qualification will materialize in the near future.

The cost charged to parents/guardians for meals at the Charter School is the same as that charged by GDOE. Currently, we have identified 300 students who qualify for free or reduced meals, for which we are not currently receiving any reimbursements. While fully-paid students contribute \$2.50 per day toward the cost of lunch, they must still be subsidized to the same extent as those who qualify for free and reduced meals once the program is fully implemented. Our best estimates are that the charter school will be required to fund approximately \$3.50 per day per child that participates in the school meals program.

## **G. STUDENT RECRUITMENT**

- **Outreach to the Community** – A series of meetings were held throughout the communities in churches, libraries and other public meeting areas to distribute information regarding the charter school and its program. Announcements were made on the public access television station and in newspapers, including those published in other languages. The school participated in several public forums for charter school recruitment. Informational brochures were distributed to various community agencies and housing units, health clinics, doctors' offices, etc. Translated versions of recruitment materials were printed and made available for parents whose primary language is not English and were distributed in those neighborhoods with significant numbers of non-English speaking residents.

- **Recruitment of Students** – The school embarked in a marketing campaign with print ads in newspapers and television commercials giving public notice for an open registration, with students admitted on a first-come, first-serve basis for kindergarten through 8<sup>th</sup> grade.

- **Edu-Lottery** - Registration of students for kindergarten through eighth grade began in June 2012, and continued until close of registration on June 15, 2013. Because the number of registered students totaled more than 800, the Board authorized an edu-lottery to be conducted. Guam's first ever Edu-Lottery was held on June 19, 2013, at 3:00 PM at the Agana Shopping Center, to admit 500 students to populate the kindergarten through 8<sup>th</sup> grade classrooms and the 9<sup>th</sup> and 10<sup>th</sup> grade Literacy Program.

- **Enrollment** – Enrollment packets were made available for parents who attended the Edu-Lottery and the rest were sent out or picked up by parents and guardians. Parents and guardians were notified of their child's or children's acceptance immediately as a result of the lottery. Completed enrollment packets, including a map to the closest bus pickup, were turned in to the school within two weeks to ensure placement of the student(s) in the appropriate grades.

- **Waiting List** – Remaining applicants who were not registered through the Edu-Lottery are placed on a waiting list. From this waiting list pool of applicants, the school has filled slots that became vacated through either a last-minute withdrawal or a non-responsive registrant.

- **Official Count** - Guahan Academy Charter School submitted its official count of 515 students together with the list of students enrolled as of September 30, 2013, to the Governor of Guam, the Speaker of the Guam Legislature, Chairperson of the Guam Academy Charter School Council and the Superintendent of the Guam Department of Education.

- **Classroom and Ethnicity Composition** – Our classrooms comprise of the following count:

CLASSROOM	NUMBER	STUDENT POPULATION
Kindergarten	4	81
First Grade	2	47
Second Grade	2	44
Third Grade	2	48
Fourth Grade	2	40
Fifth Grade	2	52
Sixth Grade	2	58
Seventh Grade	2	50
Eighth Grade	2	50
Literacy Academy 9 <sup>th</sup> Grade	1	25
Literacy Academy 10 <sup>th</sup> Grade	1	20
<b>HOMEROOM TOTAL</b>	<b>22</b>	<b>515</b>
Art/Music	1	
ESL	1	
Chamorro Language and Culture	2	
<b>TOTAL</b>	<b>26</b>	<b>515</b>

RACE	NUMBER
Chamorro	291
Chuukese	89
Filipino	36
Caucasian	14
Micronesian	13
mixed	
Pohnpeian	11
Pacific Islander	11
Japanese	8
Palauan	8
Kosraean	4
Nukoran	4
Korean	3
African American	2
Mexican	2
Australian	1
Vietnamese	1
Tahitian	1
Tongan	1
German	1
Unreported	14
<b>TOTAL</b>	<b>515</b>

**As of September 30, 2013**

- **Village Composition** – Numerous meetings were held with the Department of Public Works Director and the Superintendent for Bus Operations. At these meetings, data was made available to include students of the Guahan Academy Charter School in the busing schedule. The charter school gathered the statistics from maps provided by parents and guardians of the nearest bus stop for proposed bus pick up for charter school students.



<b>VILLAGE</b>	<b>SUBTOTAL</b>	<b>TOTAL</b>
<b>Agana Heights</b>		<b>1</b>
<b>Agat</b>		<b>16</b>
<b>Asan</b>		<b>2</b>
<b>Barrigada</b>		<b>29</b>
Barrigada Vicinity	<b>28</b>	
Barrigada Heights	<b>1</b>	
<b>Chalan Pago</b>		<b>6</b>
<b>Dededo</b>		<b>104</b>
Main Village	<b>91</b>	
Astumbo-Dededo	<b>3</b>	
Liguan Terrace-Dededo	<b>1</b>	
NCS-Dededo	<b>8</b>	
Santa Ana-Dededo	<b>1</b>	
<b>Harmon</b>		<b>4</b>
<b>Inarajan</b>		<b>6</b>
Inarajan Vicinity	<b>4</b>	
Malojloj-Inarajan	<b>2</b>	
<b>Latte Heights</b>		<b>1</b>
<b>Maina</b>		<b>2</b>
<b>Mangilao</b>		<b>46</b>
Mangilao Vicinity	<b>45</b>	
Pagat-Mangilao	<b>1</b>	
<b>Mongmong</b>		<b>6</b>
<b>Piti</b>		<b>1</b>
<b>Santa Rita</b>		<b>5</b>
<b>Sinajana</b>		<b>8</b>
<b>Talofoto</b>		<b>5</b>
Ipan-Talofoto		<b>3</b>
<b>Tamuning</b>		<b>17</b>
<b>Tumon</b>		<b>2</b>
Upper Tumon		<b>4</b>
<b>Yigo</b>		<b>133</b>
<b>Yona</b>		<b>17</b>
<b>Maps not submitted</b>		<b>94</b>
<b>TOTAL</b>		<b>515</b>

- **Student Bus Schedule** – From data collected by Guahan Academy Charter School and provided to Bus Operations at the Department of Public Works, the charter school developed its own bus schedule in collaboration with the Superintendent of Bus Operations. The schedule was distributed at Orientation Day, August 18, 2013, and remains available for dissemination for any student or parent/guardian.

## H. SCHOOL OPERATIONS

- **School Year** – Guahan Academy Charter School operates on a calendar consisting of 180 school days arranged in 9-week quarters with five (5) staff development and training days distributed throughout the school year. The school schedule closely mirrors the schedule of the Department of Education and contains the same school holidays.

Guahan Academy Charter School officially opened its doors on August 19, 2013. Orientation activities were held each day for different grade levels of students attending the school. During the initial orientation, curriculum placement tests were administered and baseline data on academic performance was collected. The orientation schedule was as follows:

- Monday – 8<sup>th</sup> graders plus Literacy Academy 9<sup>th</sup> and 10<sup>th</sup> graders
- Tuesday – 6<sup>th</sup> and 7<sup>th</sup> graders
- Wednesday – 4<sup>th</sup> and 5<sup>th</sup> graders
- Thursday – 2<sup>nd</sup> and 3<sup>rd</sup> graders
- Friday – Kindergarten and 1<sup>st</sup> graders

- **School Hours** – The Charter School campus opens at 7:15AM. Breakfast is served from 7:15AM to 8:00AM, with students reporting to their homeroom classes with all instructions beginning at 8:15AM and ending at 3:00PM. Teachers report to their duty stations at 7:45AM. The S.T.A.R.S. (Student Tutorial in Arts, Recreation and Sciences) After-School Program operates daily from 3:00PM to 5:30PM.

- **Curriculum** - Special subjects such as Chamorro Language and Culture and Art are scheduled for 30-45 minute blocks of time daily. Science, social studies and thinking skills instructions are also scheduled throughout the week.

- **Compulsory Attendance** – When students are absent for 3 consecutive days, teachers are required to initiate contact with a parent or guardian and students are required to get a doctor's note if the absence is due to the student being ill. When a student is absent in excess of 10 days, cumulative or consecutive, the School Counselor is required to contact the parent or guardian to discuss any problem that may be contributing to poor attendance. Dates of absences are analyzed to determine if any pattern exists that indicate a particular problem.

A parent or guardian is required to send a written notice or personally contact the school to have the absence excused. Excused absences in excess of 12 days require a certified letter to be sent

to the parent or guardian warning of excessive absences and requesting a meeting with the School Administrator.

Excessive absences, excused or unexcused, require that notification be sent to all parties involved with the family (social services, juvenile court counselors, etc.) and the case will be forwarded to the juvenile court.

Chronic tardiness, meaning more than ten (10) minutes late for more than one (1) day per week requires teachers to initiate contact with a parent or guardian.

● **Meals Program**

► GACS School Lunch Program – The Board and Management of the charter school have been engaged in its own meals program by feeding all students that attend the school, which include breakfast in the classroom and lunch served by the schools meals vendor.

To implement this program, requests for proposals were sent to four food service providers: LSG Sky Chefs; Island Cuisine; B&G Pacific, LLC and Global Food Services, LLC. One did not send in a formal proposal and therefore was not considered upon the review process. A visit the kitchen facilities of two prospective vendors were conducted. These two facilities were deemed to have gone through some stringent review of their existing health certificates, the certifications received by the vendors and experience in providing meals to schools.

On August 9, 2013, B&G, LLC was awarded a month-to-month invoicing to prepare the meals for the charter school. Every student at the school was fed and the charter school absorbed (and continues to absorb) about \$12,000 a month for this meals program. No reimbursement or government subsidies have been received to help relieve this cost.

► Federal Child Nutrition Program - On June 12, 2013, Guahan Academy Charter School wrote a letter to the State Agency Head requesting that charter school be part as a satellite school under the Child Nutrition Program currently administered under GDOE's vendor, Sodexo. On June 28, 2013, GDOE advised that given the short period of time of the request, it did not appear "practical to consider adding Guahan Academy Charter School to GDOE's meals services for School Year 2013-2014" and that as a qualified LEA, the charter school could make its own arrangement for providing school lunch.

Charter school employees attended the announced training, and management continued vigilantly to seek guidance and assistance from the Federal Programs Office facilitating the Child Nutrition Program. On September 12, 2013, a Memorandum of Agreement (MOA) signed by the Chairman of the Board of Trustees, Mayor Robert Hofmann, counter-signed by Donna Dwiggins, Ph.D., CEO and approved by Legal Counsel, Daniel Somerfleck, was submitted to GDOE. The MOA was approved on September 24, 2013, by Stephanie Chargualaf, as Acting Administrator for Federal Programs. There under, Guahan Academy Charter School as a School Food Authority has agreed to administer the National School Lunch Program (NSLP) with the Afterschool Snack and Fresh Fruit and Vegetable under the NSLP and the School Breakfast Program (SBP).

We have sent out the applications for parents and guardians to fill out and return to the school. From these applications, review and verification of income eligibility will determine those who will receive free or reduced price meals and those who will pay. We have forwarded our meal planning menus and contents to mirror meals approved for other GDOE schools. The charter school received no objection and is now pursuing to finalize its eligibility list.

● **After-School Program** – Guahan Academy Charter School, in response to numerous requests made by parents and guardians of students, developed an After-School Program, called **S.T.A.R.S.** (**S**tudent **T**utorial in **A**rts, **R**ecreation and **S**ciences). The program runs on all school days from 3:00 until 5:30 PM. The cost for the program is \$125 per quarter. If a child is picked up after 5:30 PM, a charge of \$5 for every 10 minutes will be collected.

The Board of Trustees adopted this S.T.A.R.S. After-School Program in a resolution and has authorized that the monies derived from this program be separate and a bank account for this program be opened with the current signatories on other accounts to be the signatories of this account.

● **Parent-Teacher Organization** – A Notice of an Organizational Meeting for a Parent-Teacher Organization of Guahan Academy Charter School was sent out to parents and guardians of the enrolled students. On September 5, 2013, over 200 family members attended the organizational meeting and participated in the election of officers. Pro-Tem Presider Lindsay Rousan conducted the meeting, called for nominations and the following are the newly elected officers:

President	Arthur Taimanglo
Vice-President	Stephanie N. Santos
Recording Secretary	Arlene Cruz Sayco
Communications Secretary	Rowena S. Zacarias
Treasurer	Joane J. Messier

The President automatically sits as a member of the Board of Trustees representing the organization and the parents.

The general assembly voted to have a monthly meeting every first Thursday of the month and have been meeting regularly.

To exist as a tax-exempt, nonprofit corporation, the Guahan Academy Charter School filed its Articles of Incorporation and Bylaws with the Department of Revenue and Taxation. A separate bank account was established to deposit all monies raised by the organization from fundraising events initiated by the PTO.

### III EDUCATION

If we as educators believe that learning to behave intelligently is at the core of what it takes to be successful in today's society, then we must structure our curriculum to teach those skills and we must hold students accountable for learning them. We must integrate and apply those skills in a consistent and cohesive way throughout the curriculum and practice them until they become internalized. Acosta (2001) states:

*"The goal of education, therefore, should be to liberate and develop more fully these habits of mind and the skills associated with them. When we hold children accountable for this kind of intelligent behavior, they take it as a signal that we think they are smart, and they come to accept this judgment. The paradox is that children become smart by being treated as if they already are intelligent."*

**A. Academic Design:** Our Charter Plan provides consistent, explicit instruction with the goal of accelerating all students' academic performance for all the years they attend school. This goal will be accomplished by: 1) implementing DI programs with complete fidelity, including providing sufficient instructional time in each of the DI programs; and 2) providing students who complete the DI program series with a systematic, challenging and closely-monitored instructional sequence that allows them to master higher-order material at an accelerated rate.

**B. Student Performance:** Guahan Academy Charter School opened on August 19, 2013, for a week of orientation with different classes on each day. During Orientation Day, students were administered preliminary placement tests together with individual- and group-administered base-line assessment measures. Full classroom instruction began on August 26, 2013. The school has procured and implemented the RenWeb School Management Software, and the faculty and staff are using the program to input data to record and compile the required information. Daily attendance and progress reports will be available and will be incorporated in the Student Report Card. Paper and pencil records at this time indicated at 93% attendance rate for the first six (6) weeks of the school year.

- **District-Wide Assessments** - No district-wide assessments have occurred since the opening of the Guahan Academy Charter School. The charter school has scheduled SAT-10 testing to occur in April of 2014 in concert with the GDOE assessment schedule. While district-wide assessments have not occurred, the charter school has initiated its own individualized assessment of student's performance. During the initial weeks of the school year, both individual- and group-administered norm and criterion-referenced measures were implemented in order to establish base-line scores and student placement within the curriculum.

- **Grade Advancement** - Students are enrolled in a Mastery Learning/Competency-Based Curriculum, which requires satisfactory completion of instructional objectives before students are advanced to the next level of instruction. While no data is currently available regarding

grade advancement due to the school being in the initial start-up phase, data on weekly progress toward mastery of specified objectives is currently being collected and analyzed.

Although currently enrolled as 8<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> graders, students participating in the Literacy Academy are currently performing between 2<sup>nd</sup> and 6<sup>th</sup> grade skill in reading, math and language arts. Grade advancement will be dependent upon their basic skills and demonstration of entry-level skills requisite for successful completion of high school course work. It is anticipated that many of these students may remain for two (2) years in the Literacy Academy before advancing to regular high school diploma coursework.

- **Graduation Rates** – The recent opening of the school also precludes any reports on graduation rates, college admission test scores or college admission rates.

### **C. Students With Disabilities:**

Because Guahan Academy Charter School is open to all students without regard to race, socioeconomic status, national origin or disabilities, students already identified as having a disability prior to entering the charter school will always be a part of the makeup of the student population. The charter school currently has 23 enrolled students with IEPs and the school immediately initiated the process to provide the required services as outlined in the IEPs. A Memorandum of Understanding (MOU) was developed between the Guahan Academy Charter School and the Guam Department of Education regarding the provision of Special Education Services to all identified students. Reportedly, this MOU is under review of the USDOE Office of Special Education Program (OSEP).

Students who are identified as having a disability are provided Special Education services in accordance with the Individuals with Disabilities Education Act (IDEA) and its regulations. All procedural safeguards are also implemented in compliance with IDEA regulations.

## IV ADMINISTRATION

**A. Board of Trustees** - The Charter School Act, §12108, created the Board of Trustees to be *“the fiduciaries of the school and shall set overall policy for the school. The Trustees may make final decisions on matters related to the operation of the school.”*

● **Founding Members:**

Sole Member: NIFDI – Kurt Engelmann, President  
NIFDI – Christine Wlaschin, Secretary-Treasurer

Other Founding Members: Donna Dwiggins, Ph.D.  
Arlene Cruz Sayco  
Lindsey Rousan, M.Ed.  
Stephen Nygard  
Rhea Nygard  
Robert D.C. Hofmann  
Gregory D. Perez  
David M. Blas, Jr.

First Board of Trustees: Kurt Engelmann President  
David M. Blas, Jr.  
Robert D.C. Hofmann  
Lou Leon Guerrero  
Rindraty Limtiaco  
Rose Rios Overstreet  
Amy Johnston  
Donna Dwiggins

Past Board Chairpersons: Juan Flores  
Robert D.C. Hofmann

Past Board Member: Monty McDowell

Current Board Members: David M. Blas, Jr. Vice-Chairperson  
Koisimy Rudolph Secretary-Treasurer  
Rose Rios Overstreet Member  
Arthur Taimanglo Member – PTO President  
Matthew Kane Member \*effective 10/25/13

● **Policies** - The Board of Trustees has adopted several policies and procedures, to-wit:

- Conflict in Interest Policy, adopted June 4, 2013.
- SY 2013-2014 School Policy Manual, adopted June 4, 2014.
- SY 2013-2014 Fiscal Policy Handbook, adopted June 4, 2014.
- Records Management, Retention and Disposition Policy, adopted October 25, 2013.

● **Board Resolutions Adopted at Board Meetings:**

DATE	RESOLUTION NO.	RESOLUTION SUBJECT
6-Mar-13	GACS 3-2013-001	●Requesting the Superintendent of Guam to Allocate to GACS the Appropriated Funds Authorized under P.L. 32-233, FY2013 Budget
	GACS 3-2013-002	●Reaffirming GACS' Authority to Issue an Invitation to Bid for a Building Space for the Charter School
	GACS 3-2013-003	●Authorizing GACS to apply for the YouthBuild Grant
	GACS 3-2013-004	●Authorizing GACS to apply for the AmeriCorps Mentoring Project Grant
11-Apr-13	GACS 4-2013-005	●Authorizing Chairman and the Bid Committee to Review Bid Proposals and Decide the Appropriate Action to Take
	GACS 4-2013-006	●Authorizing Chairman and Trustee Dwiggin to Prepare GACS FY2013 GACS Budget According to the Allocated Funding from GDOE and the Anticipated FY2014 Budget
	GACS 4-2013-007	●Authorizing the Opening of a Bank Account for Local Funds Deposit and On-Line Banking and Requiring the Appropriate Documentations and Signatories to Withdraw the First Draw-down for GACS Start-Up Cost for Operations
23-Apr-13 Executive Session No meeting	GACS 4-2013-008	●Authorizing the Appointment for Hire of an Interim Management Officer
	GACS 5-2013-009 By Consent and Certification of Sec. and Treas.	●Authorizing the Removal of Signatories to the Bank of Guam Federal and Local Accounts and Authorizing New Signatories to Replace Former Signatories
4-Jun-13	GACS 6-2013-010	●Authorizing the Charter School to Conduct an Edu-Lottery and Authorizing Funding Not To Exceed Five Thousand Dollars
	GACS 6-2013-011	●Approving the Recommendations of the Bid and Facilities Maintenance Committee Concerning the Lease, the Collateral Equipment and the Appropriate Layout/Interior Partitions of the Tiyan Facilities
	GACS 6-2013-012	●Confirming Trustee Dwiggin as Acting Chairperson
	GACS 6-2013-013	●Authorizing the hiring of a Fiscal and Operations Director
	GACS 6-2013-014	●Authorizing the Application for Tax Exemption and Annual Reports



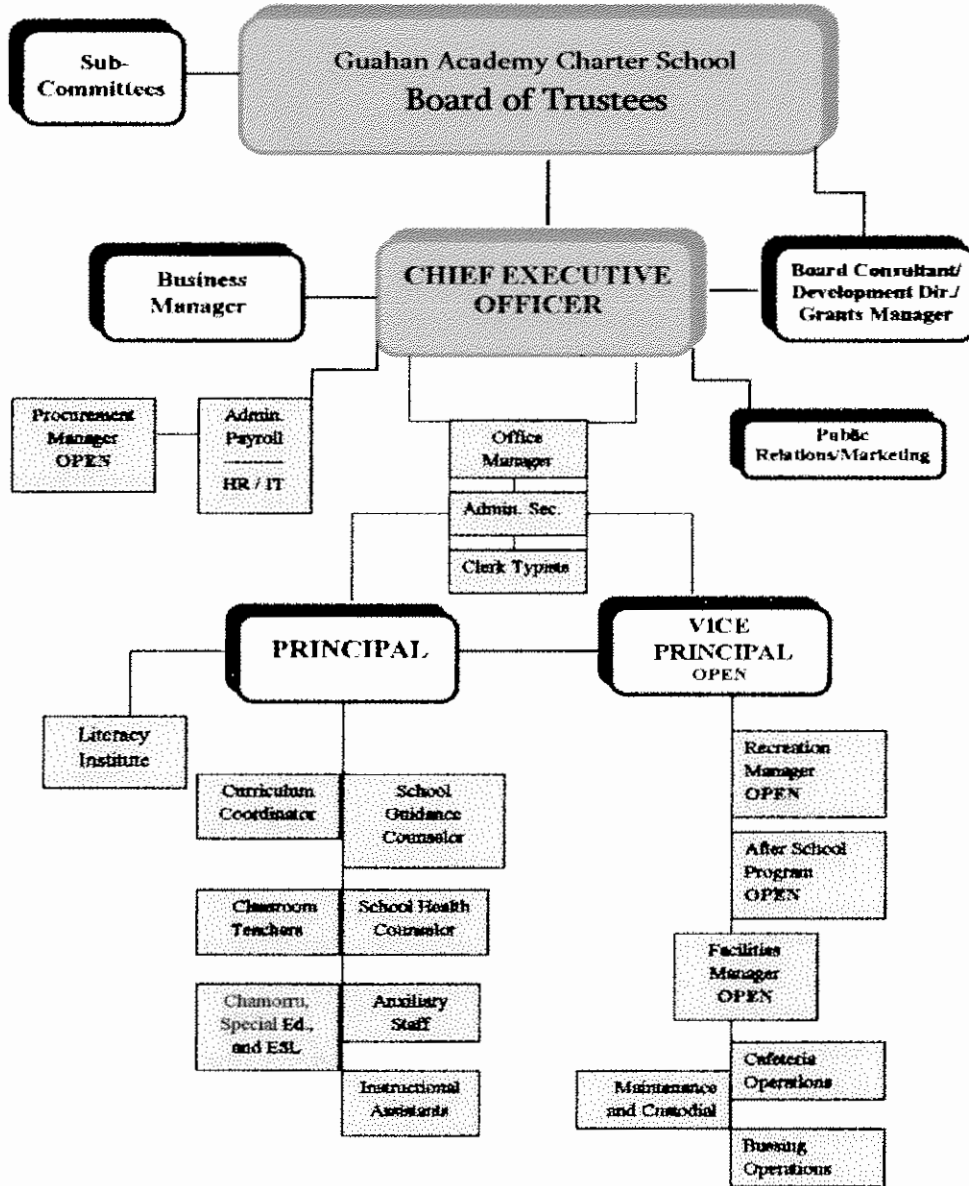
	GACS 6-2013-015	<ul style="list-style-type: none"> <li>● Adopting the SY2013-2014 Policy Manual and the SY2013-2014 Fiscal Policy Handbook</li> </ul>
	GACS 6-2013-016	<ul style="list-style-type: none"> <li>● Authorizing the Development of Donor-Benefactor Cultivation Programs, Endowment Foundation and Other Fund-Raising Events and Authorizing the Establishing of a Separate Bank Account for these Dev. Programs and Authorizing Dev. Dir. To be Fund Manager</li> </ul>
	GACS 6-2013-017	<ul style="list-style-type: none"> <li>● Authorizing the Development of a Technology Plan</li> </ul>
Executive Session	GACS 6-2013-018	<ul style="list-style-type: none"> <li>● Authorizing the Appointment and Hiring of the Chief Executive Officer</li> </ul>
2-Aug-13	GACS 6-2013-019	<ul style="list-style-type: none"> <li>● Authorizing the Establishment of GACS Food Service Advisory Committee to Review the Requests for Proposal and to Approve the Recommendation of the Committee for an Award to the Most Appropriate Vendor for Breakfast, Lunch and After School Snack Programs</li> </ul>
	GACS 8-2013-020	<ul style="list-style-type: none"> <li>● Authorizing the Charter of GACS to be updated and to bring the Charter current with its Plan of Operation and Make the Necessary Revisions to Allow Growth</li> </ul>
	GACS 8-2013-021	<ul style="list-style-type: none"> <li>● Authorizing the Development of a Procurement Policy and Procedures, Records Management, Retention and Disposition Policy and Other Required Policies</li> </ul>
6-Sep-13	GACS 8-2013-022	<ul style="list-style-type: none"> <li>● Approving the Award to B&amp;G Pacific, LLC as GACS Food Vendor and Authorizing CEO Pay for Meals until MOU for USDA CNP is Entered into and Authorizing the Opening of Separate Bank Account</li> </ul>
	GACS 8-2013-023	<ul style="list-style-type: none"> <li>● Authorizing the Board and Management to Appeal to Core Tech International for the Use and Rental of first floor (north side) of Building D to accommodate SPED needs, etc.</li> </ul>
	GACS 8-2013-024	<ul style="list-style-type: none"> <li>● Authorizing the Board Consultant/Dev. Dir. to prepare a Business Plan to incorporate the proposed expansion of student enrollment outlined in Revised Charter for next 5 years</li> </ul>
	GACS 8-2013-025	<ul style="list-style-type: none"> <li>● Authorizing a Legal Review of any Unconstitutional Issues and Other Legal Questions regarding GACS FY2014 Budget</li> </ul>
	GACS 8-2013-026	<ul style="list-style-type: none"> <li>● Authorizing the Continuing Contractual Services of both Board Consultant/Dev. Dir. and CEO now acting as Principal</li> </ul>

	GACS 10-2013-029	Authorized by GACS 8-2013-021 on 8/2/13
	GACS 10-2013-030	• Adopting FY2013 Financial Reports to be attached to GACS Annual Report
	GACS 10-2013-031	• Adopting Records Management, Retention and Disposition Policy and Procedures for GACS Start-Up Cost for Operations
7-Nov-13	By Consent and Without Meeting	• Board Resolution Approving GACS FY 2013 Annual Report

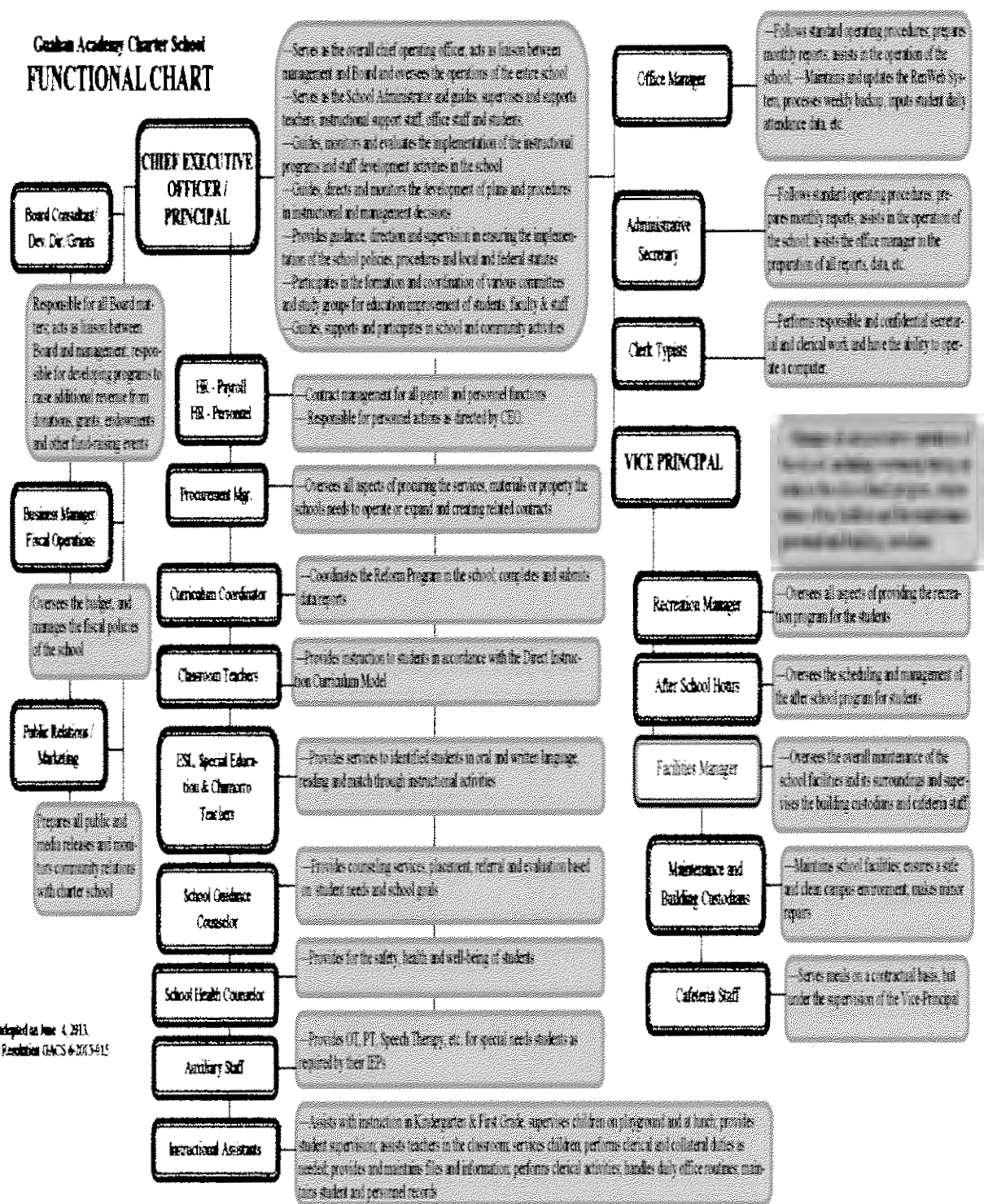
- **Organizational Chart** - In the submission of the Fiscal Year 2014 Budget, the Board-approved Organizational Chart was appended as part of the budget documents.

Guahan Academy Charter School  
**ORGANIZATIONAL CHART**

As adopted on June 1, 2013, by Board Resolution GACS 6-2013-015



● **Functional Chart** – This chart illustrates the function or the job description of each of the position identified in the organizational chart if the position is filled by an employee.



Adopted on June 4, 2013.  
 1 Resolution GACS 6-2013-015

## **B. Faculty Recruitment:**

- **Policy** - The charter school resolves to hire individuals who have a commitment to and a history of working with extremely “at-risk” populations. Professionals selected to work at our school are those who both understand and share our sense of “urgency.” They recognize that our students, because of where they are starting from, require the highest level of commitment, quality educational experiences and opportunities to reach the academic goals that will make them truly competitive in the world at large. They are individuals who are compassionate and caring, yet able to set boundaries and establish the highest expectations for our students, both academically and behaviorally. These professionals view themselves as lifelong learners and accept change as an opportunity for growth. To work in our school one must genuinely like children and be respectful of the families we serve.

- **Recruitment** – Advertisements were placed in all local media markets. Individuals were able to download applications from the website and submit them online or in person at the Mangilao office. Applicants were interviewed at a job fair held in Agana Shopping Center, as well as by appointment in the office.

The charter school was determined to hire individuals with teacher certification and varying degrees of classroom experience in order to have a balanced faculty. To ensure a high quality of implementation from the beginning, the school will actively recruit teachers with previous Direct Instruction teaching experience and training. However, absent those qualifications, we will hire individuals with a degree in a content area (e.g., math, science, history, etc.) who demonstrate a willingness to establish a Professional Development Plan and pursue avenues for alternative certification. Teachers must recognize that to build a community of learning, all students must be viewed as the responsibility of all teachers and staff; that we must act in concert with each other to provide a nurturing and safe environment where all children are valued. Individuals with backgrounds in art, music and physical education will be recruited to fill specialist positions.

Applicants for teaching positions are expected to submit a cover letter containing a brief statement of their philosophy of education and why they desire to work in the charter school. A copy of their resumes, child-abuse and criminal background clearances, transcripts, copies of certifications, and list of current references should accompany the cover letter. Prior to beginning work, all employees are required to submit an up-to-date criminal background clearance.

Instructional Assistants and other support staff are required to fill out an application form. Copies of high school diplomas, GEDs, and certifications will be submitted as part of the application. Anyone selected for employment at the school will be required to obtain child-abuse and criminal background clearances prior to beginning work. Parents will be actively recruited to fill paraprofessional and other staff positions within the school.

**Training** – From July 29 through August 16, 2013, training was conducted at the Core Tech Training Center in Tiyan. Topics covered at this training were as follows:

1. Program Training in Math, Reading and Language Arts
2. Classroom Management and Positive Behaviour Intervention and Support (PBIS) systems;
3. School Policies and Procedures
4. *CoRT* Thinking Skills
5. Systematic Supervision; and
6. Google Docs Training

• **Pupil-Teacher Ratio** – The pupil-teacher ratio for regular education classes will be 20:1 for kindergarten through second grade and 24:1 for all other grades with the exception of the Literacy Preparatory Academy, which will be 20:1. Guahan Academy Charter School has 22 homeroom teachers with 1 teacher for the ESL Program, 1 teacher for Art, and 2 teachers for the Chamorro Language and Culture.

CLASSROOM	NUMBER	STUDENT POPULATION	TEACHER
Kindergarten	K-1	20	1
	K-2	20	1
	K-3	20	1
	K-4	21	1
First Grade	1-A	24	1
	1-B	23	1
Second Grade	2-A	22	1
	2-B	22	1
Third Grade	3-A	24	1
	3-B	24	1
Fourth Grade	4-A	20	1
	4-B	20	1
Fifth Grade	5-A	26	1
	5-B	26	1
Sixth Grade	6-A	29	1
	6-B	29	1
Seventh Grade	7-A	25	1
	7-B	25	1
Eighth Grade	8-A	25	1
	8-B	25	1
Literacy Academy 9 <sup>th</sup> Grade	9	25	1
Literacy Academy 10 <sup>th</sup> Grade	10	20	1
<b>HOMEROOM TOTAL</b>	<b>22</b>	<b>515</b>	<b>22</b>
<b>SPECIAL PROGRAM:</b>			
ESL	1		1
Art	1		1
Chamorro Language and Culture	2		2
<b>TOTAL</b>	<b>26</b>	<b>515</b>	<b>26</b>



Grade	Last Name	First Name	Undergrad Degree	Institution	Graduate Degree/Course	Institution	# Yrs Teaching	Grades Taught	Certifications	Prior Experience	Special Interests	Awards
3rd	Teacher I-C	H-02	Bryson	Monette Lenada	BA History, Religious Studies, Arabic	San Diego State University	1	K-6 ESL	Temporary K-12	ESL, YMCA Youth Leader, Business	women's	
3rd	Teacher II	K-4	Menthusan	Cartha	BA Early Childhood/Elem Ed	University of Guam	5	3rd	Temporary K-12	Assistant Elem	Christmas Toy Drive/Guam Fire Dept & Guam Menorah Hospital, Ind Reading Assoc	
2nd	Teacher II	L-04	Mabol	Beverly	BA English, ESL	University of Guam	3	9-12	K-12	Guam Temporary		
2nd	Teacher IV	LT-12	Sanasa	Audrey	BS Elem, Ed	University of Guam	12	K-6	Guam Elem Education K-6	DI Reading Coordinator, elem & middle school teaching		
1st	Teacher II	K-02	Westad	Ariqal	BS Elem Ed	University of Central Missouri	1	1st	Connecticut 7-12 Certification in Language Arts, Connecticut K-6 Certification	Guam Temporary K-6		
1st	Teacher IV	LT-01	Thompson	Lacey	BA English	Eastern Connecticut State Univ	4	5-8	Connecticut 7-12 Certification in Language Arts, Connecticut K-6 Certification	Guam Temporary K-6		
Kindler	Teacher II	K-02	Bunngat	Rohelin	BS Elementary Education	University of Guam	2	1st	Guam Temporary K-6	Mount Carmel		
Kindler	Teacher II	K-02	Tamam	Jessica	BA Early Childhood/Elem Ed	University of Guam						
Kindler	Teacher I-C	L-02	Tayama	Nicole	BA Health Science	University of Guam	1	1st	Temporary K-12	IB	pre-physical therapy, volunteered in hospital rehabilitative services dept	Dean's List
Kindler	Teacher II	K-08	Kim	JungSook	BA Foreign Language Education, BA Education	Hanknam Univ, Korea, Univ of Guam	22	k-college level	experience Temporary K-12	Instructor/Univ of Maryland, Ind, SCCC, 7 yrs Elem		Principal's Award-Brook Elem, Merit Award for Teaching - Korea
Curriculum Coordinator	Teacher IV	LT-04	Edwards	Mary	BA Psychology	Mount St Mary's, Santa Monica, CA	38	K-5	Guam Elementary Education K-6	DI Coordinator, Classroom 30		
Counselor	Teacher IV	LT-08	Rousan	Lindsey	BA Psychology	North Carolina A & T State University	8	K-12	Counseling Professional Counseling K-12	Teaching, research, media, performing arts		
ESL	Teacher III	L-04	Kahn	Ria	BA Philosophy	UC Berkeley	5	ESL	TESOL	teaching, research, media, performing arts	opera	
Chamorro	Teacher I-D	LT-04	Walker	Dorlane	BS Science	University of Guam	7	K-5, 9-	Basic Educator Chamorro Language K-12	high school speed & LA, JMC	performing arts	





## C. PERSONNEL

Guahan Academy Charter School has five personnel that are on contractual basis: • Chief Executive Officer and Principal; • Business Manager; • Board Consultant and Director of the Office of Development; • Director of Marketing and Public Relations and • On Call General Counsel.

Personnel that are on salary with benefits are: • Vice-Principal; • Curriculum Coordinator (teacher); • School Counselor (teacher); • Nurse; • 26 Teachers; • 9 Instructional Assistants; • Office Manager; • 2 Administrative Assistants – currently assigned to the Lunch Program; and • 2 Maintenance Workers.

### •Contractual:

•**Chief Executive Officer** - The mandate of the CEO is to manage the day-to-day operations of Guahan Academy Charter School and ensure that operations are consistent with the policies developed by the Board of Trustees and are carried out in such a way that meets the requirements of the Guam Academy Charter Schools Act (12 GCA §12101 - §12121).

Resolution GACS 06-2013-018, duly adopted by the Board of Trustees on June 4, 2013, authorized the hiring of a Chief Executive Officer (CEO) to serve as the chief operating officer of Guahan Academy Charter School (GACS). The CEO is an ex-officio member of the Board of Trustees of GACS. The CEO reports to the Board on behalf of the school administrators, faculty and staff. The CEO shall collaborate with the Principal to affirm the implementation of the National Institute for Direct Instruction School-Wide Reform Model and ensure that the Principal and faculty carry out the NIFDI model. The CEO shall be responsible for the professional leadership and overall management of GACS and shall act as a primary spokesperson for GACS. The CEO will coordinate with the Board Consultant who acts as the Board's liaison with the school management for all governing administrative and fiscal policy guidance, direction and implementation to ensure compliance and reporting required by law, rules and regulations. The Board is responsible to ensure that the CEO is not subject to political interference.

•**Qualifications:** CEO's educational career has spanned over 40 years and includes teaching grades K-12, fifteen years in teacher education at the undergraduate and graduate levels, program administration, and educational consulting. She taught English as a Second Language in Micronesia, has an undergraduate degree in Studio Art and graduate degrees in Special Education. She has been the executive director of two startup elementary schools, the second being one of the first charter schools opened in North Carolina.

The CEO has consulted with numerous school districts across the country, conducted staff development workshops and seminars, and provided ongoing curriculum implementation support for schools using the Direct Instruction School-Wide Reform Model. During her tenure as a coordinator of a graduate teacher-training program in Special Education, the CEO also served as a Due Process Hearing Officer and a State

Level Review Officer for the Exceptional Children's Division of the North Carolina Department of Public Instruction.

In 1999, the CEO was recruited by the Pennsylvania State Department of Education to manage the implementation of a Direct Instruction School-Wide Reform Project. The project was implemented at Columbus Elementary, the lowest performing elementary school in the Chester-Upland School District, which was the lowest performing district in the state. An independent evaluation during the third year of the project indicated that Columbus' first and second graders were reading three times more fluently and accurately than those at the comparison school and demonstrated reading achievement rates comparable to those of middle-income students. Columbus Elementary served 1200 students in a K-5 school setting with a 99.5% minority population and 94% of its students living at or below the poverty level.

**•Principal** – The Principal will be the School Administrator. She was recruited but has resigned due to health reasons. As soon as funds are available and a potential candidate is identified, a Principal will be hired.

The Principal is the educational leader of a school that is committed to the ongoing development and wellbeing of its students, teachers and staff. The Principal will provide strategic and instructional leadership and will oversee management of the day to day operations of the school. The Principal is accountable for:

- Providing strategic leadership for school improvement and development
- Ensuring high standards of achievement for all students
- Ensuring an orderly, motivational and aspirational culture and a strong school community where teaching, learning and health relationships can thrive
- Ensuring responsive and effective systems and management of people and Systems such that all students, parents, teachers and staff are well supported

**•Qualifications:** The CEO is acting as Principal. Prior to moving back to Guam, she was the principal of a residential school for seriously emotionally disturbed students ages 6-19. The program served 200 students and was operated under the auspices of Devereaux Schools of Pennsylvania. For the past seven years, she has served as the On-Island Project Coordinator for the Direct Instruction School-Wide Reform Model here on Guam. She will be involved in program development and establishment of community partnerships.

**•Business Manager** – The Business Manager was recruited to handle the interviewing and hiring of the administrative staff as assigned by the Chief Executive Officer. The Business Manager will also be responsible for the facilities maintenance and janitorial Services and other responsibilities necessary for the continuing operations of the school. budget reviews, financial reports, and a business plan were specific tasks assigned to the Business Manager.

**•Qualifications:** The Business Manager currently serves as the Domestic and International Business Management Consultant at the University of Guam, SBDC. He mentored and assisted over fifty business clients to develop formal business plans,

finance plans (to take to the bank for a loan), and/or export plans causing a marked increase in sales and profits for a vast majority of those clients

**•Board Consultant** – The Board of Trustees desired to have someone knowledgeable who has had experience in the policy decision-making to help the Board implement its mandated responsibilities. By its adopted GACS Resolution 4-2013-008, the Board authorized the employment of an Interim Management Officer to enable GACS to be functional and to handle the daily administrative workload and continuing operations of the School pending the opening of the school facility and (a) to serve as Board Consultant and develop the required policies and procedures for the Board of Trustees' review, approval and implementation for the ongoing management and operations of the Charter School; (b) to perform all tasks requested by the Board and continue to act as Recording Secretary of the Board in the management of all Board meetings, including notices, agendas, minutes and approved resolutions and record keeper of all governing documents; (c) to serve as Liaison between the Board and Management of the Charter School; and (d) to formulate governing policies and programs for the continuing development of Board membership and continuing education on board management of charter schools.

**•Qualifications:** The consultant offers a myriad of services, including but not limited to executive management, government policies with emphasis on legislative procedures, program development, implementation and management and has demonstrated its capacity to provide the described services, having been hired by GACS to perform other services in the past months -- services performed and delivered supported the mission of the Guahan Academy Charter School and the objectives of the Guahan Academy Charter School Board of Trustees.

**•Legal Counsel** – Under the direction of the CEO and/or School Administrator, general counsel provides legal advice to the Board and Management of Guahan Academy Charter School on complex matters involving civil or criminal law; provides advice and opinions on all legal questions regarding the review of charter school petitions and conduct of the Charter Council and the Guam Department of Education Board and Management; prepares drafts of legal documents advising officials of their rights, obligations, practices and of applicable local and federal law; and reviews contracts and agreements.

**•Qualifications:** Legal Counsel is a Juris Doctorate graduate from an accredited law school, is a member in good standing in the Guam Bar Association, and has experience as a practicing attorney in educational and other public agencies. He has offered pro bono work in the past with the charter school.

**•Director of Development** – The Director is recruited to help the Board and Management to identify and cultivate donors; to develop and maintain the development, marketing and grants calendars; and to initiate grants research, writing and management and program reporting. The director will implement the yearly fundraising goals and objectives as outlined in the strategic plan through the creation of an annual fundraising plan

involving individuals, corporations, foundation grants, special events and government. The Director of Development will align marketing, public relations and communications efforts into a cohesive fundraising plan to raise revenue and awareness to support the organization's mission.

**•Qualifications:** The Development Director has (1) helped raised and secured over \$100,000 for a private high school through creative marketing strategies with major corporate contribution and alumnae networks - funding three major events and donating the remaining proceeds to the school's ongoing scholarship program; (2) increased Program Sponsorship and raised the annual revenue 3 times within 6 months through creative bundling of sponsorship strategies; and (3) developed and managed a fundraising campaign as a political candidate for 12 years.

**• Director of Marketing and Public Relations** – The Director is responsible for planning, development and implementation of all of the marketing strategies, marketing communications, and public relations activities, both external and internal; oversees development and implementation of support materials and services for chapters in the area of marketing, communications and public relations; directs the marketing, communications and public relations efforts; and coordinates at the strategic and tactical levels with the other functions of Guahan Academy Charter School.

**•Qualifications:** The Director recruited has more than the minimum required 4-6 years of experience in the marketing industry; extensive experience of developing, maintaining and delivering marketing strategies to meet company objective; has a strong understanding of customer and market dynamics and requirements; and has a proven ability to oversee all marketing, advertising and promotional staff and activities.

**• Other Administrative Personnel:**

**•Office Manager** – The Office Manager is under the direction and supervision of the charter school's CEO-Principal and collaborates with the Board Consultant. The Manager is required to fulfill multiple tasks including, but not limited to, managing the general administrative operations of the charter school; supervising the secretarial and clerical staff; handling the purchasing of services and goods; recording the inventory of collateral equipment, and maintaining the records of the charter school.

**•Qualifications:** The Office Manager comes with over 12 years of experience in the hotel industry in a managerial capacity, supervising all employees in the lobby operations of a 600-room hotel; is knowledgeable in Microsoft Office Programs such as Excel and Outlook; develops Payroll System, Health Plan and Benefits for employees; evaluates and secures vendor contracts for office and cleaning supplies based on pricing and value; organizes and inventories all supplies for the office; develops systems to track all expenses by utilizing MS Excel; complies with all office OSHA requirements for safety and security; and coordinates repairs and maintenance issues of the school facility, among others.

• **Administrative Assistants** – The administrative assistants are an integral part of the Team reporting to the CEO and demonstrate a compassionate working relationship with children, parents and co-workers. They are flexible and able to provide clerical support to management in the various administrative duties supporting the Office of Student Support Services, the Office of the Curriculum Coordinator and the School Counselor. Working under the Supervision of the Office Manager; the administrative assistants are the first responders to visitors, parents and students in person and over the telephone for the purpose of providing the necessary assistance or referring the matter to an appropriate staff member; and are able to work independently with little supervision and explore opportunities to add value to job accomplishments.

• **Qualifications** - (1) One of the administrative assistant comes from years of experience in the visitor industry having excellent customer service traits and the ability to manage and handle several service providers for the hotel; has extensive experience in preparing administrative and financial reporting protocols. (2) The other administrative assistant has experience in managing and monitoring school and budget records at an elementary school in San Pedro, California.

• **Maintenance Workers** – The charter school decided to hire two part-time maintenance workers who will maintain the facility in a sanitary, safe and attractive environment for students, staff and the public, providing equipment and furniture Arrangements for meetings, classroom activities and events, and minimizing property damage, loss and liability exposure. The maintenance workers are required to respond to immediate safety and/or operational concerns (e.g. facility damaged, injured and ill students, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.

**Qualifications:** The AM maintenance person reports to the school at 6:30AM Opening up the school and turning on the lights and fulfilling his AM duties. He briefs the PM maintenance man when he gets in at 12PM before he leaves at 12:30PM. The PM maintenance person reports to work at 12:00PM and takes over the duties left to be done by the AM maintenance person. He closes up the school and secures the classrooms and the campus. His hours are from 12PM to 6:30PM.

## D. PROGRAMS

### • Grants

- ▶ **USDOE Charter School's Program Grant** – The remainder of the Planning and Implementation Grant was released. Total funding for the 3-year grant was \$595,000.
  
- ▶ **AmeriCorps Grant** – The Gualan Academy Charter School applied for and was awarded an AmeriCorps Grant that will focus on providing mentoring and tutoring opportunities for students attending the charter school. These 20 half-time positions are currently being recruited and the program is expected to begin by December 1, 2013.

► **DOI-OIA TAP Grant** – Guahan Academy Charter School applied and submitted this grant on September 30, 2013, and then the federal government shut down. The school is waiting for an award announcement. This Grant proposes to enhance the Literacy Academy and establish an Adult Literacy Institute for parents of charter school students and other adults in our community.

● **Development: Fund-raising events:**

► **Ribbon Cutting Ceremony and Parent-Orientation**

Project Number: 0001-2013-08 – Sunday ~August 28, 2013 - 2:00PM – 4:00PM

On August 18, 2013, Guahan Academy Charter School opened its doors with a Ribbon Cutting Ceremony by students representing grades kindergarten through eighth and the ninth and tenth grades at the Literacy Academy. This is an historical occasion for the charter school founders who struggled to push forward a public education that offered choice for parents and guardians. It was orientation for parents and guardians of students to familiarize themselves with the campus facility and grounds and to dialogue with the teachers and staff.

The Ribbon Cutting Ceremony and Parent-Teacher Orientation Day is the first event under the auspices of the Development Office. Notice of the ceremony was given to the parents/guardians and posted in the school's website: [www.guahanacademy.org](http://www.guahanacademy.org). It was a day dedicated to the students and their families.

Donor: Unanimous: \$1000.00

► **Fall Carnival**

Project Number: 0002-2013-08 – Friday ~October 25, 2013 – 4:00 PM

On October 25, 2013, the faculty and staff held a carnival at the school.  
Total Donations Collected: \$3,400.00

► **The Stephen Nygard Memorial Cup and Banquet**

Project Number: 0003-2013-11 – Saturday ~ November 23, 2013 – 11:00 AM Showtime

The Development Office is launching its first major fund-raising event on November 23, 2013. The Stephen Nygard Memorial Cup and Banquet is sponsored by the charter school.

V  
FINANCIAL MANAGEMENT AND ACCOUNTING

**A. POLICY AND PROGRAM**

● **Fiscal Oversight Handbook** – The Board adopted a Fiscal Oversight Handbook setting forth the guidelines to maintain a sound and responsible cash management policy. Guahan Academy Charter School is expanding the handbook to include other necessary procedures.

● **School Management Software Program** – The Board has authorized the procurement of a School Management Software Program. Proposals from Power School and RenWeb were received. A review of the proposals led to the procurement of RenWeb,. The financial management controls and accounting procedures used will align staff and authority with the program responsibilities to be carried out, improving both effectiveness and accountability. Procedures followed will include management accountability—focused on quality and timeliness of program performance, increasing productivity, controlling costs and mitigating adverse aspects of school operations, and assuring that programs are managed with integrity and in compliance with applicable law.

● **Audit Policy** – The Board has adopted an annual audit policy. Requests for proposals have been sent to four licensed accounting firms on the island to conduct a financial audit of the charter school. The accounting books and records of the school operations will be audited in accordance with requirements of a nonprofit organization. The auditing will also assess the accounting principles used and significant estimates made by management, as well as evaluation of the overall financial statement presentation, and ensure that all practices are in accordance with the generally accepted governing accounting principles.

**B. FINANCIAL REPORTS**

The following unaudited reports were compiled and prepared by an accounting agency hired by the charter school.



**Expenditure Report - Unaudited  
Local Account  
March 2013 through September 2013  
Accrual Basis**

<b>Funds Received from Gov Guam</b>	
<b>Government Grants</b>	
Local Government Grants	<u>687,500.00</u>
<b>Total Government Grants</b>	<u>687,500.00</u>
<b>Total Funds Received from Gov Guam</b>	687,500.00
<b>Expense</b>	
<b>Personnel Services</b>	
Regular Salaries	201,286.05
Payroll Tax Expense	15,398.43
Payroll Processing Fees	1,076.47
<b>Benefits</b>	
403B Expense	<u>12,120.85</u>
<b>Total Benefits</b>	<u>12,120.85</u>
<b>Total Personnel Services</b>	229,881.80
<b>Operations</b>	
<b>Contract Services</b>	
<b>Outside Contract Services</b>	
Consulting Services	80,786.75
Project Management Services	30,802.10
Media Expense	26,545.00
Marketing Expense	35,736.00
Student Meals	78,565.25
Accounting Fees	2,812.50
Legal Fees	4,190.00
Training Stipends	8,650.00
The Advocate Services	<u>12,500.00</u>
<b>Total Outside Contract Services</b>	<u>280,587.60</u>
<b>Total Contract Services</b>	280,587.60
<b>Supplies and Materials</b>	
Office Supplies	19,235.93
Maintenance/Janitorial Supplies	10,971.02
Postage, Mailing Service	350.00

School Supplies	2,414.35
Books, Subscriptions, Reference	<u>11,182.92</u>
<b>Total Supplies and Materials</b>	<b>44,154.22</b>
Equipment	2,232.88
Office Space Rental	8,500.00
Miscellaneous	
Insurance Expense	
General Liability - Insurance	318.75
Property - Insurance	574.88
Worker Compensation - Insurance	423.50
Burglary - Insurance	25.01
Money & Securities - Insurance	25.01
Fidelity Bond - Insurance	12.50
Certified Insurance Expense	<u>153.00</u>
<b>Total Insurance Expense</b>	<b>1,532.65</b>
Meals & Entertainment	320.00
Gas/Mileage Expense	400.00
Bank Charges	170.00
Miscellaneous - Other	<u>560.42</u>
<b>Total Miscellaneous</b>	<b>2,983.07</b>
<b>Total Operations</b>	<b>338,457.77</b>
Utilities	
Power	4,176.85
Water/Sewer	236.41
Telephone/Toll	<u>1,840.81</u>
<b>Total Utilities</b>	<b>6,254.07</b>
<b>Total Expense</b>	<b><u>574,593.64</u></b>
<b>Funds Remaining from Gov Guam</b>	<b><u>112,906.36</u></b>
<b>Funds Remaining from Gov Guam</b>	<b><u><u>112,906.36</u></u></b>

**Expenditure Report - Unaudited  
Local Account  
March 2013 through September 2013  
Cash Basis**

<b>Funds Received from Gov Guam</b>	
<b>Government Grants</b>	
Local Government Grants	<u>687,500.00</u>
<b>Total Government Grants</b>	<u>687,500.00</u>
<b>Total Funds Received from Gov Guam</b>	687,500.00
<b>Expense</b>	
<b>Personnel Services</b>	
Regular Salaries	201,286.05
Payroll Tax Expense	15,398.43
Payroll Processing Fees	1,076.47
<b>Benefits</b>	
403B Expense	<u>12,120.85</u>
<b>Total Benefits</b>	<u>12,120.85</u>
<b>Total Personnel Services</b>	229,881.80
<b>Operations</b>	
<b>Contract Services</b>	
<b>Outside Contract Services</b>	
Consulting Services	80,786.75
Project Management Services	30,802.10
Media Expense	28,120.00
Marketing Expense	35,736.00
Student Meals	72,430.25
Accounting Fees	2,812.50
Legal Fees	4,000.00
Training Stipends	8,650.00
The Advocate Services	<u>12,500.00</u>
<b>Total Outside Contract Services</b>	<u>273,837.60</u>
<b>Total Contract Services</b>	273,837.60
<b>Supplies and Materials</b>	
Office Supplies	17,478.69
Maintenance/Janitorial Supplies	10,636.02
Postage, Mailing Service	350.00

<b>School Supplies</b>	1,637.78
<b>Books, Subscriptions, Reference</b>	<u>11,182.92</u>
<b>Total Supplies and Materials</b>	41,285.41
<b>Equipment</b>	1,585.38
<b>Office Space Rental</b>	7,200.00
<b>Miscellaneous</b>	
<b>Insurance Expense</b>	
<b>General Liability - Insurance</b>	318.75
<b>Property - Insurance</b>	574.88
<b>Worker Compensation - Insurance</b>	423.50
<b>Burglary - Insurance</b>	25.01
<b>Money &amp; Securities - Insurance</b>	25.01
<b>Fidelity Bond - Insurance</b>	12.50
<b>Certified Insurance Expense</b>	<u>153.00</u>
<b>Total Insurance Expense</b>	1,532.65
<b>Meals &amp; Entertainment</b>	320.00
<b>Gas/Mileage Expense</b>	400.00
<b>Bank Charges</b>	170.00
<b>Miscellaneous - Other</b>	<u>560.42</u>
<b>Total Miscellaneous</b>	<u>2,983.07</u>
<b>Total Operations</b>	326,891.46
<b>Utilities</b>	
<b>Power</b>	4,176.85
<b>Water/Sewer</b>	236.41
<b>Telephone/Toll</b>	<u>1,383.33</u>
<b>Total Utilities</b>	<u>5,796.59</u>
<b>Total Expense</b>	<u>562,569.85</u>
<b>Funds Remaining from Gov Guam</b>	<u>124,930.15</u>
<b>Is Remaining from Gov Guam</b>	<u><u>124,930.15</u></u>

## VI CONCLUSION

It is with great excitement, anticipation, and appreciation that we finally opened our doors on August 19<sup>th</sup>. Over 500 people turned-out for our parent orientation meeting, as a kick-off to the Student Orientation Week. The start-up of the Parent Teacher Organization again demonstrated the extent of the parental involvement and support for the charter school. Two weeks later, several hundred people attended the first PTO meeting and participated in the selection of officers for the organization. At this juncture, the school is open, students' entry-level skills have been assessed, the curriculum is being implemented, and students are being fed. The school is completing the process required for participation in the National Child Nutrition Program and is moving forward in order to obtain Federal meals program reimbursements. The STARS after-school program was also implemented towards the end of the first quarter. Approximately 45 students are currently participating, with additional students slated to begin in the program for the second quarter of the year.

Our school has also been adopted by the Navy helicopter squadron, HSC Squadron 25, stationed at Anderson Air Force Base. They have volunteered every weekend at the school, along with servicemen and women from the *Frank Cable*, to build book shelves for each classroom and other projects for our playground.

The U.S. Department of Education is pleased with the progress and the opening of the school and has released the remainder of the *Program Planning and Implementation Grant* originally awarded in the fall of 2010. The school, through its development program, has also sought additional outside funding sources and is planning a golf-tournament to support an after-school sports program. A Department of Interior Technical Assistance Program Grant was also submitted to solicit additional funding to support the Literacy Academy programs at the Charter School. This grant funding would also enable the school to extend Literacy instruction to some of the parents of charter school students and other young adults in the after school hours. Finally, the charter school applied for and was awarded an AmeriCorps project. The 20 part-time positions funded under this grant will provide for tutoring and mentoring of Charter School students both during the regular school day and in the after-school program, thereby expanding the services available to our students.

The charter school staff, faculty and parents are extremely grateful for the support provided by the Office of the Governor and CoreTech International in helping this dream come to fruition and the Guam Legislature for its funding. We thank the Guam Academy Charter School Council for our current charter and look forward to their approving our expansion plan. Although there are still many hurdles and issues to be worked through, the charter school is open, providing quality services to students, moving forward in a problem-solving mode, and anticipating increased demand for its services over the coming years.

On behalf of the Board of Trustees, faculty, administrators and staff of the Guahan Academy Charter School, I herewith submit the FY2013 ANNUAL REPORT.

Dated: October 30, 2013.



Donna Dwiggins, Ph.D.  
CEO-Principal

VII  
APPENDIX



**BOARD OF TRUSTEES  
RESOLUTION NO. GACS 10-2013-031**

**Board Resolution Approving GACS FY2013 Annual Report**

WHEREAS, the Charter School Act (P.L. 29-140) requires charter schools to file an Annual Report thirty days after the ending of the fiscal year;

WHEREAS, Guahan Academy Charter School received the unaudited financial reports from the accounting firm it has hired;

WHEREAS, at a meeting of the Board of Trustees on October 25, 2013, members of the Board present unanimously approved the unaudited financial reports on the local account for the period March 2013 through September 2013, comprising the accrual basis and cash basis;

WHEREAS, the legal counsel and the members of the Board were given a copy of the Annual Report and suggested amendments were incorporated in the final report;

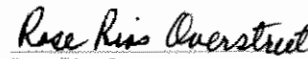
WHEREAS, under Article 7.6 of its Bylaws, "Trustees Acting Without a Meeting", the Trustees authorize the adoption of this resolution without a meeting and hereby file this resolution with the Secretary of the Corporation;

NOW BE IT THEREFORE RESOLVED, that the FY2013 Annual Report of Guahan Academy Charter School dated October 30, 2013, is hereby approved and adopted; and

BE IT FURTHER RESOLVED, that the Chief Executive Officer execute the Annual Report and provide copies to the Guam Academy Charter School Council, the Superintendent of Education, the Guam Education Board, *I Leheslaturan Guahan* and *I Maga'laha Guahan*, as required by §12107(n) of P.L. 29-140, and a copy to each member of the Board.

IN WITNESS WHEREOF, on this 7<sup>th</sup> day of November, 2013, we, the undersigned members of the Board attest and fix our signatures to this Resolution, and that this Resolution is now in full force and effect without modification or recession and request the Board Secretary to affix his signature or the corporate seal to this Resolution.

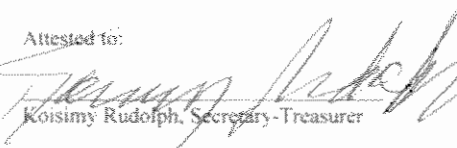
  
David M. Blas, Jr.

  
Rose Rios Overstreet

  
Matthew Kane

  
Koisimy Rudolph

  
Arthur M. Taimanglo

Attested to:  
  
Koisimy Rudolph, Secretary-Treasurer

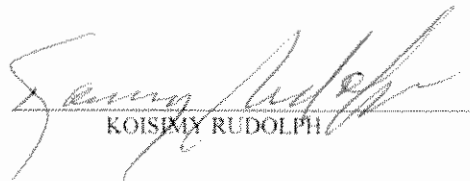


CERTIFICATION OF BOARD RESOLUTION  
GACS 10-2013-031  
for  
GUAHAN ACADEMY CHARTER SCHOOL

I, KOISIMY RUDOLPH, duly elected Secretary of GUAHAN ACADEMY CHARTER SCHOOL, a registered Guam non-profit corporation, do hereby certify that by written consent without a meeting according to Article 7.6 of its Bylaws the Board of Trustees of GUAHAN ACADEMY CHARTER SCHOOL has executed RESOLUTION GACS 10-2013-031, approving the Fiscal Year 2013 Annual Report.

I further certify that this approval was duly ratified by the majority consent of the Board of Trustees and has not been rescinded, amended, or modified, and is, and remains, in full force and effect as of the date hereof.

IN WITNESS WHEREOF, I have executed this Certificate this 7<sup>th</sup> day of November, 2013, and certify under penalty of perjury, that the above statement is true and accurate.

  
KOISIMY RUDOLPH

BY CONSENT: November 7, 2013

David M. Blas, Jr., Vice-Chairperson  
Kosimy Rudolph, Secretary-Treasurer  
Rose Rios Overstreet, Member  
Arthur Taimanglo, Member  
Matthew Kane, Member