



PINER-OLIVET UNION SCHOOL DISTRICT

REGULAR MEETING - GOVERNING BOARD

Wednesday, May 12, 2021

Meeting Opening 6:00 p.m.

Closed Session 6:02 p.m.

Public Session 7:00 p.m.

Adjournment 10:00 p.m.

This meeting will be held virtually via Zoom. The public may observe and address the meeting by going to:

Join Zoom Meeting <https://pousd-org.zoom.us/j/98261920188> Meeting ID: 982 6192 0188 One tap mobile +16699009128,,98261920188# US (San Jose)

AGENDA

A copy of the agenda, complete with backup materials, may be reviewed in the District Office, 3450 Coffey Lane, Santa Rosa, beginning the Monday prior to the Wednesday Board Meeting. Office hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday or as otherwise posted. Agendas are always posted at the District Office, and on our web site at www.pousd.org. ADA Compliance: In compliance with Government Code § 54954.2(a), the Piner-Olivet Union School District will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American with Disabilities Acts of 1990 (42 U.S.C. § 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Cathy Manno, Executive Secretary to the Superintendent, Piner-Olivet Union School District, 3450 Coffey Lane, Santa Rosa, CA 95403 (707) 522-3000 or email cmanno@pousd.org at least two days before the meeting date.

www.pousd.org

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT ON CLOSED SESSION AGENDA
4. ADJOURNMENT TO CLOSED SESSION
5. CLOSED SESSION

Adjournment to Closed Session during this meeting to consider and/or take action upon any of the following items:

- 5.1 With respect to every item of business to be discussed in closed session pursuant to Gov. Code Section 54957:
 - 5.1.1 PUBLIC EMPLOYMENT DISCIPLINE/DISMISSAL/RELEASE
(No additional information required)
 - 5.1.2 PUBLIC EMPLOYMENT EMPLOYMENT/APPOINTMENT
Title: Supervisor of IT Services, POCS Principal, PA/Yard Duty
 - 5.1.3 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Superintendent
- 5.2 With respect to every item of business to be discussed in closed session pursuant to Gov. Code Section 54959.6:
 - 5.2.1 CONFERENCE WITH LABOR NEGOTIATOR
Name of Agency Negotiator: Dr. Steve Charbonneau
Name of organization representing employees: Piner-Olivet Educators' Association, CTA Affiliate
 - 5.2.2 CONFERENCE WITH LABOR NEGOTIATOR
Name of Agency Negotiator: Dr. Steve Charbonneau
Name of organization representing employees: Piner-Olivet Classified Association, CSEA Affiliate.
 - 5.2.3 CONFERENCE WITH LABOR NEGOTIATOR
Name of Agency Negotiator: Dr. Steve Charbonneau
Name of organization representing employees: Confidential, Supervisory, Administrative Staff

6. RECONVENE TO PUBLIC MEETING
7. REPORT OF CLOSED SESSION ACTION, IF ANY
8. FLAG SALUTE (Suspended during virtual meetings)
9. AGENDA MODIFICATION
10. COMMUNICATIONS, PETITIONS AND DELEGATIONS

Persons addressing the Board without giving previous notice should realize that the action upon any request may be delayed. This is a time for members of the audience to address the Board regarding items not on the agenda. Individual speakers will be allowed three minutes to address the Board under this agenda item. The Board will not respond but may place the subject on a future Board Agenda. Anyone desiring an item to be placed on the prepared agenda shall notify the Secretary ten (10) working days prior to the meeting.

11. COMMENTS FROM THE GOVERNING BOARD

12. RECOGNITION OF EXCELLENCE

Greg Bickel- Retirement
Linda Galloway – Retirement
Sharon Schuler – Retirement

13. SUPERINTENDENT’S REPORT

13.1 Announcements

14. ASSOCIATION REPORTS

14.1 POEA
14.2 POCA

15. BOARD POLICIES

15.1 Review and Approval of Board Policy 0420.42 Charter School Renewal, Board Policy 3110 Transfer Funds, Board Policy/Administrative Regulation 3230 Federal Grant Fund, Administrative Regulation 3311.2 Lease- Leaseback Contracts, Administrative Regulation 3311.3 Design-Build Contracts, Administrative Regulation 3320 Claims and Actions Against the District, Board Policy 3452 Student Activity Funds, Board Policy 3600 Consultants, Administrative Regulation 4161.2, 4261.1, 4361.2 Personal Leaves, Administrative Regulation 4161.8, 4261.8, 4361.8 Family Care and Medical Leave, Board Policy 7210 Facilities Financing *(Attachment 1) (Pgs. 4-9)*

16. DISCUSSION/INFORMATION ITEMS

None

17. ACTION ITEMS

17.1 Approval of Authorization as a School-Connected Organization for Olivet Families

The Board of Trustees will review, discuss, and consider approval of the 2021-2022 Olivet Families Application as a School-Connected Organization. A representative from the organization will be present to answer any questions. *(Action 1) (Pgs. 10-78)*

17.2 Approval of Authorization as a School-Connected Organization for Schaefer Families

The Board of Trustees will review, discuss, and consider approval of the 2021-2022 Schaefer Families Application as a School-Connected Organization. A representative from the organization will be present to answer any questions. *(Action 2) (Pgs. 79-117)*

17.3 Approval of Authorization as a School-Connected Organization for Piner-Olivet Charter Parent Club

The Board of Trustees will review, discuss, and consider approval of the 2021-2022 Piner-Olivet Charter Parent Club Application as a School-Connected Organization. A representative from the organization will be present to answer any questions. *(Action 3) (Pgs. 118-141)*

17.4 Approval of Authorization as a School-Connected Organization for Piner-Olivet Educational Foundation

The Board of Trustees will review, discuss, and consider approval of the 2021-2022 Piner-Olivet Educational Foundation Application as a School-Connected Organization. A representative from the organization will be present to answer any questions. *(Action 4) (Pgs. 142-172)*

17.5 Public Hearing and Ratification of Closed Session Action Regarding 2020-2021 Contract Agreements Between the Piner-Olivet Union School District and the Piner-Olivet Classified Association (POCA)

The Board of Trustees will hold a public hearing, review, discuss and consider ratification of Closed Session action regarding 2020-2021 contract agreements between the District and POCA. *(Action 5) (Pgs. 173-176)*

17.6 Approval of Contract with Van Pelt Construction Services (VPCS) for Construction Management Services for Bond-Funded Projects

The Board of Trustees will review, discuss, and consider approval of contract with Van Pelt Construction Services (VPCS) for construction management services for bond-funded project. *(Action 6) (Pgs. 177-190)*

17.7 Ratification of Closed Session Action for the Addendums to Memorandum of Understanding Dated April 1, 2021 between the District and Piner-Olivet Educators' Association Regarding the COVID-19 Pandemic and School Reopening During the 2020-2021 School Year

The Board of Trustees will consider ratifying action taken during closed session regarding the Addendums to the MOU (Dated April 1, 2021) between the District and Piner-Olivet Educators' Association regarding the COVID-19 pandemic and school reopening during the 2020-2021 school year. **(Action 7) (Pgs. 191-197)**

17.8 Approval of Expanded Learning Opportunities Grant Plans for Jack London Elementary School, Olivet Elementary Charter School, Schaefer Charter School, Piner-Olivet Charter School, and Northwest Prep Charter School

The Board of Trustees will review, discuss, and consider approval of Expanded Learning Opportunities Grant Plans for Jack London Elementary School, Olivet Elementary Charter School, Schaefer Charter School, Piner-Olivet Charter School, and Northwest Prep Charter School. **(Action 8) (Pgs. 198-238)**

18. CONSENT ITEMS

All matters listed under "consent items" are considered by the Board to be routine and will be enacted upon in one motion. The public has a right to comment on any consent item. At the request of any member of the Board, during "agenda modifications" any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item. Members of the public may request the Board to place a "consent item" on the regular agenda during "agenda modifications."

18.1 Approval of Minutes of Special Board Meeting of April 7, 2021 (Consent 1) (Pgs. 239-240)

18.2 Approval of Minutes of Regular Board Meeting of April 14, 2021 (Consent 2) (Pgs. 241-244)

18.3 Approval of Personnel Action Report (Consent 3) (Pg. 245)

18.4 Approval of Vendor Warrants (Consent 4) (Pgs. 246-253)

18.5 Approval of Routine Budget Updates (Consent 5) (Pgs. 254-258)

19. ROUND TABLE COMMENTS FROM THE GOVERNING BOARD

20. DATES AND FUTURE AGENDA ITEMS

20.1 Next Regular Board Meeting – June 2, 2021

20.2 Next Special Board Meeting – June 16, 2021

21. PUBLIC COMMENT ON CLOSED SESSION AGENDA

22. RECESS TO CLOSED SESSION (If Necessary)

23. RECONVENE TO PUBLIC MEETING

24. REPORT OF CLOSED SESSION ACTION NOT ON THE ACTION AGENDA

25. ADJOURNMENT

15.1

BOARD POLICIES

Review & Approval @ May 12, 2021 Board Meeting

- Board Policy 0420.42 Charter School Renewal
 - Board Policy 3110 Transfer Funds
- Board Policy/Administrative Regulation 3230 Federal Grant Fund
 - Administrative Regulation 3311.2 Lease-Leaseback Contracts
 - Administrative Regulation 3311.3 Design-Build Contracts
- Administrative Regulation 3320 Claims and Action Against the District
 - Board Policy 3452 Student Activity Funds
 - Board Policy 3600 Consultants
- Administrative Regulation 4161.2, 4261.1, 4361.2 Personal Leaves
- Administrative Regulation 4161.8, 4261.8, 4361.8 Family Care and Medical Leave
 - Board Policy 7210 Facilities Financing

**Policies are available for review at the
Piner-Olivet District Office
3450 Coffey Lane
Santa Rosa, CA 95403**

CSBA POLICY GUIDE SHEET March 2021

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

Board Policy 0420.42 - Charter School Renewal

Policy updated to reflect **NEW LAW (SB 98, 2020)** which amends the criteria for renewal when the two consecutive years immediately preceding the renewal include the 2019-20 school year (i.e., renewals submitted in 2020-21 and 2021-22). Policy adds the requirement that the determination of a charter school's academic progress be based on all the state indicators in the California School Dashboard for which it receives performance levels, provided that the charter school has schoolwide performance levels on at least two measurements of academic performance per year and for at least two student subgroups. Policy also reflects action taken by the State Board of Education (SBE) in November 2020 to approve a list of valid and reliable indicators of academic progress and postsecondary outcomes that may be used to demonstrate a charter school's academic performance.

Board Policy 3110 - Transfer of Funds

Policy updated to reflect **NEW LAW (SB 98, 2020)** which authorizes, for the 2020-21 and 2021-22 fiscal years if the state defers any payments owed to districts, the temporary transfer of up to 85 percent of the maximum amount held in any fund or account for the payment of obligations. Item #4 revised to clarify requirements for transfers from special reserve funds for capital outlay or other purposes into the general fund for general operating purposes of the district.

Board Policy 3230 - Federal Grant Funds

Policy updated to reflect **NEW FEDERAL REGULATIONS (85 Fed. Reg. 49506)**, effective November 12, 2020, which clarify and renumber requirements for the use and accounting of federal grant funds pursuant to the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called the "Uniform Guidance"). Policy reflects an amendment to the Uniform Guidance which extends the timeframe for submitting the final performance report from 90 to 120 calendar days after the ending date of the grant.

Administrative Regulation 3230 - Federal Grant Funds

Regulation updated to reflect **NEW FEDERAL REGULATIONS (85 Fed. Reg. 49506)**, effective November 12, 2020, which clarify and renumber requirements for the use and accounting of federal grant funds pursuant to the Uniform Guidance. Regulation reflects amendments to the Uniform Guidance which (1) extend the timeframe for paying all obligations of federal funds from 90 to 120 calendar days after the end of the funding period; (2) require districts to give a preference to the purchase, acquisition, or use of goods, products, or materials from the United States as practicable; and (3) increase the threshold for "micro-purchases" and "small purchases" that qualify for simplified procurement procedures. Regulation also adds the requirement to provide for disciplinary actions to be applied when officers, employees, or representatives of the district violate conflict of interest standards. Section on "Personnel" revised to (1) add the district's responsibility to check employee records and ensure that the charges are accurate, allowable, and properly allocated and (2) clarify the documentation requirements for employees whose salary is paid with state or local funds but is used to meet a cost-sharing or matching requirement of the federal grant.

Administrative Regulation 3311.2 - Lease-Leaseback Contracts

Regulation updated to (1) include the maximum term for the lease-leaseback contract as specified in law, (2) reflect the requirement for site and plan approval prior to entering into an agreement, (3) add optional language for a board resolution declaring the intent to enter into a lease-leaseback contract, and (4) move evaluation criteria into the list of items that must be included in the request for sealed proposals. Regulation also reflects **NEW LAW (AB 2311, 2020)** which requires districts to include in all bid documents and construction contracts a notice that the project is subject to state "skilled and trained workforce" requirements.

Administrative Regulation 3311.3 - Design-Build Contracts

Regulation updated to reflect **NEW LAW (AB 2311, 2020)** which requires districts to include in all bid documents and construction contracts a notice that the project is subject to state "skilled and trained workforce" requirements. Regulation also adds a definition of "skilled and trained workforce," and describes the district's responsibilities if the contractor fails to demonstrate compliance with these requirements.

Administrative Regulation 3320 - Claims and Actions Against the District

Regulation updated to add introductory information explaining the procedures that may be used to file a claim for money or damages against the district depending on the cause of action. Section on "Time Limitations" reorganized and clarified, especially with regard to the time limits for claims related to causes of actions which are excepted from the Government Claims Act, are not governed by any other claim presentation statute or regulation, and are addressed through procedures established by the district. Regulation also reflects **NEW LAW (SB 1473, 2020)** which allows a person to submit a claim, amendment to a claim, or application for a late claim by electronic means, if so authorized by a board resolution, in which case the subsequent notices provided by the district must be sent to the electronic address from which the claim was sent unless the claimant specifies an alternative electronic address for that purpose.

Board Policy 3452 - Student Activity Funds

Policy updated to clarify that the policy does not apply to school-connected organizations that are not composed entirely of students or subject to the board's control and regulation. Section on "Fundraising" adds a reference to policy that addresses online fundraising, and addresses fundraising events that involve the sale of foods and/or beverages. Section on "Management and Reporting of Funds" updated to reflect Governmental Accounting Standards Board (GASB) Statement 84, which provides that, if the district has administrative or direct financial involvement with the student organization's assets, as defined, the student activity fund may be considered a governmental fund subject to specific accounting and financial reporting requirements.

Board Policy 3600 - Consultants

Policy updated to reflect **NEW LAW (AB 2257, 2020)** which recodifies the three-part test established in Dynamex Operations West, Inc. v. Superior Court of Los Angeles to determine whether a person providing services for remuneration should be classified as an employee or an independent contractor, and **NEW LAWS (AB 2257 and AB 323, 2020)** which establish exceptions to the use of the three-part test. Requirement to afford equal opportunity for contracts revised to add ethnicity and reflect **NEW LAW (AB 3364, 2020)** which changes the term "military and veteran status" to "veteran or military status."

Administrative Regulation 4161.2/4261.2/4361.2 - Personal Leaves

Regulation updated to reflect **NEW LAW (AB 2992, 2020)** which extends leave for employees who are victims of domestic violence, sexual assault, or stalking to include employees who are victims of a crime that caused physical injury, or mental injury with a threat of physical injury, and employees whose immediate family member is deceased as a direct result of a crime. Regulation also reflects provisions of AB 2992 which require districts to inform employees of their rights for such leave and authorize employees, when an unscheduled absence occurs, to submit documentation from a victim advocate or any other form of documentation that reasonably verifies that the crime or abuse occurred, including, but not limited to, a written statement signed by the employee or an individual acting on the employee's behalf.

Administrative Regulation 4161.8/4261.8/4361.8 - Family Care and Medical Leave

Regulation updated to reflect **NEW LAW (SB 1383, 2020)** which, for purposes of leave under the California Family Rights Act, (1) revises the definition of "child" to include the child of a registered domestic partner; includes an employee's grandparent, grandchild, sibling, and registered domestic partner as persons for whom an employee may take leave for a serious health condition; (3) repeals a provision of law which had limited any leave related to the birth or placement of the child to only one parent if a district employs both parents, thereby requiring the district to grant leave to each employee; (4) eliminates the district's authority to deny reinstatement, upon return from leave, for an employee who is among the highest paid 10 percent of district employees when the employee's absence would cause substantial and grievous economic injury to district operations; and (5) authorizes military family leave to attend to an exigency arising when the employee's registered domestic partner is on active duty or on call to active duty status in the National Guard or Reserves or is a member of the regular Armed Forces on deployment to a foreign count

Board Policy 7210 - Facilities Financing

Policy updated to add state facilities funding from the Leroy F. Greene School Facilities Act as a method of funding facilities and to reflect **NEW LAW (SB 820, 2020)** which requires filing the audit of completed facilities projects with the California State Controller. Policy also adds the requirement to comply with law and board policy regarding debt issuance and management.

Policy 3452: Student Activity Funds

Status: ADOPTED

Original Adopted Date: 09/01/1988 | **Last Revised Date:** 03/01/2021 | **Last Reviewed Date:** 07/01/2007

The Governing Board recognizes that student organizations can provide students with an opportunity to conduct worthwhile cocurricular activities while helping students learn about effective financial practices and develop leadership and management skills. To that end, the Board may approve the formation of associated student body organizations which are composed entirely of students, operate under the oversight of the principal or other district-employed advisor, and are subject to the control and regulation of the Board. Student organizations may raise and spend funds to support activities that promote the general welfare, morale, and educational experiences of the student body.

Fundraising

At the beginning of each school year, each principal or designee shall submit to the Superintendent or designee a list of the fundraising events that each student organization proposes to hold that year. The Superintendent or designee shall review the proposed events and determine whether the events contribute to the educational experience and do not conflict with or detract from the school's educational program. When reviewing proposed events, the Superintendent or designee shall consider the effects of the activities on student health and safety, evaluate the risk of liability to the district, and ensure that the proposed activities are in compliance with law, Board policy, and administrative regulation.

Fundraising events that involve the sale of food and/or beverages shall comply with applicable state and/or federal nutrition standards and BP/AR 3554 - Other Food Sales. If the fundraising event involves the sale of noncompliant food and/or beverages, it shall not take place from midnight until at least one-half hour after the end of the school day, or not be conducted on school premises.

Management and Reporting of Funds

Student body funds shall be managed in accordance with law, regulations, Board policies, and sound business procedures designed to encourage the largest possible educational return to students without sacrificing the security of funds.

The Superintendent or designee shall develop internal control procedures to safeguard the organization's assets, promote the success of fundraising ventures, provide reliable financial information, protect employees and volunteers from accusations of impropriety, and reduce the risk and promote the detection of fraud and abuse.

These procedures shall detail the oversight of activities and funds including, but not limited to, the appropriate role and provision of training for staff and students, parameters for events on campus, appropriate and prohibited uses of funds, and accounting and record-keeping processes, including procedures for handling questionable expenditures.

The principal or designee shall be responsible for the proper conduct of all student organization financial activities.

The budget adopted by the student body organization should serve as the financial plan for the school year and shall be submitted to the Superintendent or designee at the beginning of each school year. The Superintendent or designee shall monitor the budget and periodically review the organization's use of funds to ensure compliance with the district's internal control procedures.

Funds derived from the student body shall be expended according to procedures established by the student organization. All expenditures must be approved by a Board-designated employee or official, the certificated employee who is the designated student organization advisor, and a student organization representative. (Education Code 48933)

When student body funds are expended for equipment, supplies, or activities that support the district's athletic program, the Superintendent or designee shall ensure that the expenditures are aligned with the district's commitment to provide equitable opportunities for males and females.

Because of the district's administrative and/or direct financial involvement in the assets of the student organization, the student activity fund shall be reported within the district's fund in accordance with Governmental Accounting Standards Board Statement 84.

The Board shall provide an annual audit of student organization accounts by a certified public accountant or licensed public accountant. The cost of the audit shall be paid from district funds. (Education Code 41020)

Agenda Item Summary

Action Item: 17.1 <i>Approval of Authorization as a School-Connected Organization for Olivet Families</i>
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Regular Meeting of: May 12, 2021	Action Item	Report Format: Oral
Attachment:	Correspondence Board Policy	

Presented by: Dr. Charbonneau, Superintendent

Background

This is an annual report required by BP and AR 1230.

Issue(s)

Plan/Discussion/Detail

Olivet Families will be prepared to answer any questions the Board may have of the organization. The organization's submission has been reviewed and all Board Policy required items were submitted.

Fiscal Impact

Options

Recommendation

Approve.

2021-2022

OLIVET FAMILIES

REQUEST FOR AUTHORIZATION AS A
SCHOOL-CONNECTED ORGANIZATION

SCHOOL-CONNECTED ORGANIZATIONS CHECK OFF LIST

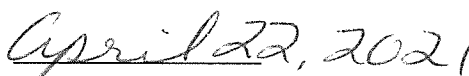
Request for authorization as a school-connected organization shall contain:

(Please complete this form and check off each item before turning in to the Superintendent. Thank you!)

- 1. Desired use for any money remaining at the end of the year if the organization is not continued for authorized to continue in the future. (Attachment #1)
- 2. The name of the organization: **Olivet Families PTO**
- 3. The date of the application: **April 26, 2021**
- 4. Copy of the By-laws (to include #9). (Attachment #2)
- 5. Membership quotas or qualifications. Described: **Membership is open to all interested persons within the Olivet School Community. There is no membership quota.**
- 6. The names, addresses, phone numbers and general duties of all officers. (Attachment #3)
- 7. A brief description of the organization's purpose: **Olivet Families promotes the wellbeing of children in home, school & community. It exists to promote & facilitate parent, student & teacher interaction for the benefit of Olivet Students.**
- 8. A list of specific annual objectives and planned activities (Attachment #4)
- 9. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds. One signature should be the site administrator, superintendent or designee. Check with bank or need both signatures to get information (Attachment #5)
- 10. The site where the organization will based, school site or district office.
Olivet Elementary Charter School 1825 Willowside Rd. Santa Rosa, CA 95401
- 11. Evidence of liability insurance as required by law. (Attachment #6)
- 12. Evidence of having properly filed appropriate IRS forms. (Attachment #7)
- 13. Annual financial statement showing prior year activities, total funds raised from each activity , total funs allocated and the purpose of each allocation, and the fund balance at year-end. (Attachment #8)
- 14. The signature of the site administrator who supports the requested authorization. (See signature line below)



Site Administrator Signature



Date

ATTACHMENT #1

Olivet Elementary Charter School

Olivet Families PTO

Request for Authorization - AR 1230 (a)

2021/2022

Desired use of any money remaining at the end of the school year if the organization is not continued or authorized to continue in the future.

After paying or adequately providing for debts and obligation of the organization, the remaining monies should be spent on a major purchase for the school as a whole, or transferred to Piner-Olivet Educational Foundation.

ATTACHMENT #2

OLIVET FAMILIES BY-LAWS

Article I: Meetings

- Section 1. Olivet Families meetings shall be set by the officers at their first meeting of the fiscal year.
- Section 2. Olivet Families meeting quorum shall consist of not less than seven members, including three officers.
- Section 3. Special meetings may be called by the Olivet Families President or by two (2) other officers. Notification must be posted twenty-four (24) hours prior to the meeting at the school site.

Article II: Officers, Their Duties and Election

- Section 1. The duties of the President shall be to preside over and preserve order at all meetings and enforce the Constitution and By-Laws
- Section 2. The duties of the Vice President shall be to assist the President and to preside in the President's absence.
- Section 3. The duties of the Secretary shall be to keep the minutes and to maintain correspondence.
- Section 4. The duties of the Treasurer shall be to:
- a. Keep permanent books of accounts, records and receipts of Olivet Families transactions.
 - b. Maintain copies of treasury reports and copies of reconciled bank statement.
 - c. Present a Treasurer's report at every meeting.
 - d. Be responsible for filing the nonprofit State and Federal tax returns, as necessary.
- Section 5. Olivet Families Officers for the ensuing year shall be elected by ballot or voice vote at the last meeting of the fiscal year.
- Section 6. The offices of President and Treasurer will be held for a term of two years, with an option of serving an additional term as voted by a two-thirds (2/3) majority vote.
- Section 7. The Olivet Families officers' term shall coincide with the fiscal year of Olivet Families.
- Section 8. The duties of the Officers shall be:
- a. To transact necessary business in the intervals between meetings and other business as may be referred to Olivet Families,
 - b. To create special committees,
 - c. To present a report at Olivet Families meetings,
 - d. To select a committee to review the Treasurer's accounts,
 - e. To approve bills within the limits of the budget.
- Section 9. Officers can be removed from their office by a two-thirds (2/3) majority vote, including two (2) officers, if they fail to fulfill their duties as stated in the By-Laws and the Constitution of Olivet Families.

Article III: Business & Finance

- Section 1. Olivet Families shall maintain a bank account at a financial institution with the President and Treasurer as signatories, with two signatures required on all checks written.
- Section 2. Olivet Families may deposit funds from their own hosted activities and spend their net proceeds to benefit their own school and/or students.

Section 3. Minutes of each Olivet Families meeting shall record items of official business, i.e. allocations, budget items, and elections.

Article IV: Amendments

Section 1. The By-Laws may be amended by a two-thirds (2/3) majority of votes cast at any Olivet Families meeting providing notice has been given at the previous Olivet Families meeting, OR thirty (30) days written notice has been given to the membership.

Article V: Fiscal Year and Tax ID Number

Section 1. The fiscal year for Olivet Families shall begin on July 1 and end on June 30.

Section 2. The Internal Revenue Service Employer Identification Number for Olivet Families is 68-0424350.

Section 3. The name of Olivet Families and/or its tax identification number shall only be used and/or cited in the conduct of official business and activities of Olivet Families or its committees.

Article VI: Parliamentary – Authority

Section 1. Any procedural item not covered in the Constitution or By-Laws is to be done in accordance with Robert's Rules of Order.

ATTACHMENT #3

Olivet Families Officers

2021/2022 School Year

President

Shall preside over & preserve order at all meetings and enforce Constitution & By-laws.

Jessica Crain
1651 Clover Dr
Santa Rosa, CA 95401
707-477-7448

Vice President

Shall assist the president and preside in the president's absence.

Katie Nagle-Kopriva
2428 Redpine Ct.
Santa Rosa, CA 95403
707-328-0209

Treasurer

Shall keep permanent books of accounts, records and receipts of Olivet Families transactions. Maintain copies of the Treasurer's report at every meeting, be responsible for gilling non profit State & Federal tax returns.

Maren McCloud
2427 Bramble Way
Santa Rosa, CA 95403
707-888-4686

Secretary

Shall keep the meeting minutes and maintain correspondence.

Stephanie Silvas
1562 Alegra St.
Santa Rosa, CA 95403
530-515-3705

ATTACHMENT #4

OLIVET

Home of the Ospreys



Important Dates & Calendar of Events

Specific Planned Events

2021 - 2022

Due to COVID 19 and ever changing conditions of the pandemic, this year's planned events are subject to change. This list includes events that we hope to be able to facilitate should conditions allow it, following State, Local & POUUSD guidelines.

- Kindergarten welcome
- Back to School BBQ
- Fall Book Fair
- Fall Fundraiser
- Fall Clean Up
- Harvest Fair Event
- Holiday Shop
- Spring Clean Up
- Spring Dinner & Auction Fundraiser
- Movie Night
- Outdoor Adventure Day
- Spring Book Fair
- End of Year BBQ

ATTACHMENT #5

Olivet Families Banking Information

2020/2021 School Year

Account

Redwood Credit Union Account Ending *****2702

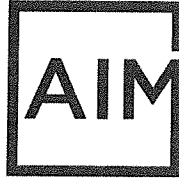
Authorized Signors

Dr. Anna Moore, Principal

Jessica Crain, Vice President

Maren McCloud, Treasurer

ATTACHMENT #6



**ASSOCIATION
INSURANCE
MANAGEMENT INC**

MEMBER CERTIFICATE OF INSURANCE

4/20/21

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #: CA164243

NAMED INSURED MEMBER:

Olivet Families PTO
Attn: Jessica Crain or Current Officer
1825 Willowside Rd.
Santa Rosa, CA 95401

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 674051
Dallas TX, 75267-4051

PRODUCER NAME

AIM Association Insurance
Management, Inc.
PO Box 674051
Dallas TX, 75267-4051

Company / Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance
Gotham Insurance Company / Commercial General Liability	GL2021PTA05629	3/17/21 - 3/17/22	\$ 0	Each Occurrence \$2,000,000 General Aggregate \$2,000,000 Products - COMP/OPS - Subject to General Aggregate Included Personal & Advertising Injury \$2,000,000 Fire Damage (any one fire) \$50,000
Gotham Insurance Company / Extended Medical Payments	GL2021PTA05629	3/17/21 - 3/17/22	\$ 0	Any One Person \$5,000
Gotham Insurance Company / Professional Liability (Directors & Officers Liability)	DO2021PTA05299	3/17/21 - 3/17/22	\$ 0	Aggregate \$1,000,000
Retro-active Effective Date:		3/17/16		

Certificate Holder:

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any, complete the above numbered policy. Copies of the Master Policies are available upon request or may be printed at www.aim-companies.com

AUTHORIZED REPRESENTATIVE

CERTIFICATE OF COVERAGE

This "Certificate of Coverage", together with the master policy to which it is attached, constitute the policy issued to the "Certificate Holder". Any coverage listed below is subject to the terms, conditions and limitations set forth below and in the master policy referenced.

POLICYHOLDER NAME AND ADDRESS:											
Education Support Purchasing Group c/o Association Insurance Management P.O. Box 742946 Dallas, TX 75374-2946											
CERTIFICATE HOLDER (NAMED INSURED) NAME AND ADDRESS:											
Olivet Families PTO 1825 Willowside Rd. Santa Rosa, CA 95401											
Insured #: CA164243											
The Certificate Holder is:											
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Organization/Corporation <input type="checkbox"/> Trust <input checked="" type="checkbox"/> Other Non-Profit											
Location of Business:	Business Description:										
1825 Willowside Rd. Santa Rosa, CA 95401	Parent Teacher Organization										
ITEM 1	COVERAGE PERIOD: Effective: 3/17/2021 To: 3/17/2022 At 12:01 A.M. Standard Time at the mailing address of the policyholder shown above. CERTIFICATE NUMBER: DO2021PTA05299 PRIOR CERTIFICATE NUMBER: New										
ITEM 2	INSURER: Gotham Insurance Company Master Policy Number: DO2021PTA00001										
ITEM 3	PRODUCER NAME AND ADDRESS: AIM Association Insurance Management, Inc. P.O. Box 742946 Dallas, TX 75374-2946 Surplus Lines License #1615689										
ITEM 4	SCHEDULE OF CHARGES: <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Directors And Officers Liability Premium</td> <td style="text-align: right;">\$ 34.00</td> </tr> <tr> <td>Policy Fees</td> <td style="text-align: right;">\$ 37.53</td> </tr> <tr> <td>Surplus Lines Tax</td> <td style="text-align: right;">\$ 3.47</td> </tr> <tr> <td>Stamping Fee</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Grand Total</td> <td style="text-align: right;">\$ 75.00</td> </tr> </table>	Directors And Officers Liability Premium	\$ 34.00	Policy Fees	\$ 37.53	Surplus Lines Tax	\$ 3.47	Stamping Fee	\$	Grand Total	\$ 75.00
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ITEM 5	SCHEDULE OF COVERAGE AND LIMITS OF INSURANCE*: <table style="width: 100%; border: none;"> <tr> <td colspan="2">DIRECTORS AND OFFICERS LIABILITY (D&O) INSURANCE</td> </tr> <tr> <td>Directors And Officers (D&O) Aggregate Limit</td> <td style="text-align: right;">\$1,000,000</td> </tr> <tr> <td>Directors And Officers (D&O) Retention</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Directors And Officers (D&O) Prior or Pending Litigation Date</td> <td style="text-align: right;">None</td> </tr> </table>	DIRECTORS AND OFFICERS LIABILITY (D&O) INSURANCE		Directors And Officers (D&O) Aggregate Limit	\$1,000,000	Directors And Officers (D&O) Retention	\$0	Directors And Officers (D&O) Prior or Pending Litigation Date	None		
DIRECTORS AND OFFICERS LIABILITY (D&O) INSURANCE											
Directors And Officers (D&O) Aggregate Limit	\$1,000,000										
Directors And Officers (D&O) Retention	\$0										
Directors And Officers (D&O) Prior or Pending Litigation Date	None										

ITEM 6 SCHEDULE OF COVERAGE AND LIMITS OF INSURANCE*:**EMPLOYMENT-RELATED PRACTICES LIABILITY (EPL) INSURANCE**

Employment-Related Practices Liability (EPL) Aggregate Limit	Not Covered
Employment-Related Practices Liability (EPL) Deductible	Not Covered
Employment-Related Practices Liability (EPL) Retroactive Date	Not Covered

ITEM 7 MASTER POLICY FORMS & ENDORSEMENT SCHEDULE

Form #	Description
MLDO DS 00 03 21	PRIVATE COMPANY DIRECTORS AND OFFICERS LIABILITY DECLARATIONS
IL 00 01 05 19	SIGNATURE PAGE
IL 00 12 07 11	SCHEDULE OF FORMS AND ENDORSEMENTS
IL PS 0019 10 12	SERVICE OF SUITS - GOTHAM INSURANCE COMPANY
PN 04 99 TX GOT 11 19	IMPORTANT NOTICE TO ALL TEXAS POLICYHOLDERS
IL P 001 01 04	U.S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL (OFAC) ADVISORY NOTICE TO POLICYHOLDERS
ML 00 01 01 19	LIABILITY COVERAGE PARTS COMMON POLICY TERMS AND CONDITIONS
ML 00 02 01 19	PRIVATE COMPANY DIRECTORS AND OFFICERS LIABILITY COVERAGE FORM.
MLDO 0001 03 21	DIRECTORS AND OFFICERS AMENDATORY ENDORSEMENT
IL 30 68 03 21	MINIMUM EARNED PREMIUM
ML 10 10 01 19	CONDITIONS AMENDED – TERRITORY (U.S., U.S. TERRITORIES AND POSSESSIONS, PUERTO RICO AND CANADA)
ML 10 11 01 19	NUCLEAR ENERGY LIABILITY EXCLUSION
MLDO 0002 03 21	FUNGI OR BACTERIA EXCLUSION
ML 10 28 01 19	EXCLUSION OF TERRORISM
MLDO 0003 03 21	FAILURE TO MAINTAIN INSURANCE EXCLUSION
ML 20 06 01 19	DEFINITION OF DAMAGES AMENDED – PUNITIVE DAMAGES EXCLUDED (D&O)
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IL 09 85 01 15	DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE ACT
ML 10 23 01 19	CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM
ML 10 27 01 19	EXCLUSION OF OTHER ACTS OF TERRORISM COMMITTED OUTSIDE THE UNITED STATES; CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM
ML 10 13 01 19	ADDITIONAL EXTENDED REPORTING PERIOD ELECTED
IL 31 14 07 20	POLICY CONDITIONS ADDED
MLEL 00001 03 21	LIMITS OF INSURANCE AMENDED
EP 00 01 11 09	EMPLOYMENT-RELATED PRACTICES LIABILITY COVERAGE FORM
EP 01 19 09 07	LIABILITY TO VOLUNTEERS
IL N 001 09 03	FRAUD STATEMENT
PN 04 99 72 06 20	HOW TO REPORT A CLAIM

ITEM 8 FORMS SPECIFIC TO CERTIFICATE HOLDER SHOWN ON THIS CERTIFICATE:

Form #	Description
ML 10 19 01 19	PRIOR WRONGFUL ACTS EXCLUSION

*Any payments made under EPL Item #6 (if covered), reduces the D&O Aggregate Limit under Item #5.

POLICY NUMBER:
MEMBER CERTIFICATE NUMBER: DO2021PTA05299

MANAGEMENT PROTECTION
ML 10 19 01 19

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIOR WRONGFUL ACTS EXCLUSION

This endorsement only applies to and modifies insurance provided under the checked Coverage Forms. It does not apply to Coverage Forms that are not checked.

<input checked="" type="checkbox"/>	Private Company Directors And Officers Liability Coverage Form
<input type="checkbox"/>	Employment-related Practices Liability Coverage Form
<input type="checkbox"/>	Fiduciary Liability Coverage Form

SCHEDULE

Prior Acts Date: 3/17/2016
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to the **Exclusions** of each Coverage Form(s) checked above:

Prior Acts Exclusion

Based upon, arising out of or attributable to any "wrongful act" or "interrelated wrongful acts" that occurred before the Prior Acts Date shown in the Schedule of this endorsement.

If Private Company Directors And Officers Liability Coverage Form is checked, this exclusion is applicable to all insuring agreements.

DIRECTORS AND OFFICERS LIABILITY AND EMPLOYMENT-RELATED PRACTICES LIABILITY DECLARATIONS

THIS POLICY CONSISTS OF THIS POLICY DECLARATIONS, THE LIABILITY COVERAGE PARTS COMMON POLICY TERMS AND CONDITIONS, PRIVATE COMPANY DIRECTORS AND OFFICERS LIABILITY COVERAGE PART, EMPLOYMENT-RELATED PRACTICES LIABILITY COVERAGE PART, ATTACHED ENDORSEMENTS AND THE APPLICATION(S).

THIS POLICY PROVIDES CLAIMS-MADE AND REPORTED COVERAGE. CLAIMS MUST BE FIRST MADE AGAINST THE INSURED DURING THE POLICY PERIOD OR ANY APPLICABLE EXTENDED REPORTING PERIODS OR RUN-OFF COVERAGE PERIOD, AND REPORTED TO US AS SOON AS PRACTICABLE, BUT IN NO EVENT LATER THAN 60 DAYS AFTER THE END OF THE POLICY PERIOD, OR AFTER THE END OF ANY APPLICABLE EXTENDED REPORTING PERIODS OR RUN-OFF COVERAGE PERIOD.

THE LIMIT OF LIABILITY AND ANY RETENTION SHALL BE REDUCED BY AMOUNTS INCURRED AS DAMAGES AND DEFENSE COSTS.

PLEASE READ THIS POLICY CAREFULLY.

Insurer: Gotham Insurance Company 412 Mt Kemble Ave, Suite 300C Morristown, NJ 07960	Producer: AIM Association Insurance Management P.O. Box 742946 Dallas, TX 75374-2946
NAMED INSURED: Education Support Purchasing Group	
MAILING ADDRESS: c/o Association Insurance Management P.O. Box 742946, Dallas, TX 75374-2946	
POLICY PERIOD: FROM 1/1/2021 TO 1/1/2023 AT 12:01 A.M. TIME AT YOUR MAILING ADDRESS SHOWN ABOVE	

IN CONSIDERATION OF THE PAYMENT OF THE PREMIUM AND SUBJECT TO THE DECLARATIONS AND ALL TERMS, LIMITATIONS AND CONDITIONS OF THIS POLICY, THE INSURED AND INSURER AGREE AS FOLLOWS:

PRIVATE COMPANY DIRECTORS AND OFFICERS LIABILITY (D&O) COVERAGE:	
D&O AGGREGATE LIMIT	\$ Per Coverage Certificate
D&O RETENTION	\$ Per Coverage Certificate
D&O PRIOR OR PENDING LITIGATION DATE	Per Coverage Certificate

EMPLOYMENT-RELATED PRACTICES LIABILITY (EPL) COVERAGE:	
EPL AGGREGATE LIMIT	\$ Per Coverage Certificate, if applicable
EPL DEDUCTIBLE	\$ Per Coverage Certificate, if applicable
EPL RETROACTIVE DATE	Per Coverage Certificate, if applicable

EXTENDED REPORTING PERIOD AND RUN-OFF COVERAGE PERIOD (OPTIONAL):			
Extended Reporting Period: Coverage: (D&O or EPL) Per Coverage Certificate	1. Additional Premium:	\$ Per Coverage Certificate	% of Annual Premium
	2. Additional Period:	Per Coverage Certificate	Year(s)
Run-Off Coverage Period: (D&O Coverage only)	1. Additional Premium:	\$ Per Coverage Certificate	% of Annual Premium
	2. Additional Period:	Per Coverage Certificate	Year(s)

TOTAL POLICY PREMIUM:	\$ 1.00
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SIGNATURE PAGE

In witness whereof, Gotham Insurance Company has caused this policy to be signed by its president and secretary.



Larry Hannon
President

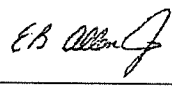


Frank D. Papalia
Secretary

Named Insured: Education Support Purchasing Group
Policy #: DO2021PTA00001
Policy Period: 1/1/2021-1/1/2023

IL 0001 (0519)

SCHEDULE OF FORMS AND ENDORSEMENTS

NAMED INSURED Education Support Purchasing Group	EFFECTIVE DATE 1/1/2021-1/1/2023	POLICY NUMBER DO2021PTA00001																																																																																	
IF THIS ENDORSEMENT IS LISTED IN THE POLICY DECLARATIONS, IT IS IN EFFECT FROM THE TIME COVERAGE UNDER THIS POLICY COMMENCES. OTHERWISE, THE EFFECTIVE DATE OF THIS ENDORSEMENT IS AS SHOWN ABOVE AT THE SAME TIME OR HOUR OF THE DAY AS THE POLICY BECAME EFFECTIVE.	COUNTERSIGNED BY: <div style="text-align: right; margin-right: 50px;">  </div> <hr style="width: 80%; margin-left: auto; margin-right: auto;"/> AUTHORIZED REPRESENTATIVE																																																																																		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; padding: 2px;">MLDO DS 00</td> <td style="width: 10%; padding: 2px;">03 21</td> <td style="padding: 2px;">PRIVATE COMPANY DIRECTORS AND OFFICERS LIABILITY DECLARATIONS</td> </tr> <tr> <td style="padding: 2px;">IL 00 01</td> <td style="padding: 2px;">05 19</td> <td style="padding: 2px;">SIGNATURE PAGE</td> </tr> <tr> <td style="padding: 2px;">IL 00 12</td> <td style="padding: 2px;">07 11</td> <td style="padding: 2px;">SCHEDULE OF FORMS AND ENDORSEMENTS</td> </tr> <tr> <td style="padding: 2px;">IL PS 0019</td> <td style="padding: 2px;">10 12</td> <td style="padding: 2px;">SERVICE OF SUITS - GOTHAM INSURANCE COMPANY</td> </tr> <tr> <td style="padding: 2px;">PN 04 99 TX GOT</td> <td style="padding: 2px;">11 19</td> <td style="padding: 2px;">IMPORTANT NOTICE TO ALL TEXAS POLICYHOLDERS</td> </tr> <tr> <td style="padding: 2px;">IL P 001</td> <td style="padding: 2px;">01 04</td> <td style="padding: 2px;">U.S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL (OFAC) ADVISORY NOTICE TO POLICYHOLDERS</td> </tr> <tr> <td style="padding: 2px;">ML 00 01</td> <td style="padding: 2px;">01 19</td> <td style="padding: 2px;">LIABILITY COVERAGE PARTS COMMON POLICY TERMS AND CONDITIONS</td> </tr> <tr> <td style="padding: 2px;">ML 00 02</td> <td style="padding: 2px;">01 19</td> <td style="padding: 2px;">PRIVATE COMPANY DIRECTORS AND OFFICERS LIABILITY COVERAGE FORM.</td> </tr> <tr> <td style="padding: 2px;">MLDO 0001</td> <td style="padding: 2px;">03 21</td> <td style="padding: 2px;">DIRECTORS AND OFFICERS AMENDATORY ENDORSEMENT</td> </tr> <tr> <td style="padding: 2px;">IL 30 68</td> <td style="padding: 2px;">03 21</td> <td style="padding: 2px;">MINIMUM EARNED PREMIUM</td> </tr> <tr> <td style="padding: 2px;">ML 10 10</td> <td style="padding: 2px;">01 19</td> <td style="padding: 2px;">CONDITIONS AMENDED – TERRITORY (U.S., U.S. TERRITORIES AND POSSESSIONS, PUERTO RICO AND CANADA)</td> </tr> <tr> <td style="padding: 2px;">ML 10 11</td> <td style="padding: 2px;">01 19</td> <td style="padding: 2px;">NUCLEAR ENERGY LIABILITY EXCLUSION</td> </tr> <tr> <td style="padding: 2px;">MLDO 0002</td> <td style="padding: 2px;">03 21</td> <td style="padding: 2px;">FUNGI OR BACTERIA EXCLUSION</td> </tr> <tr> <td style="padding: 2px;">ML 10 28</td> <td style="padding: 2px;">01 19</td> <td style="padding: 2px;">EXCLUSION OF TERRORISM</td> </tr> <tr> <td style="padding: 2px;">MLDO 0003</td> <td style="padding: 2px;">03 21</td> <td style="padding: 2px;">FAILURE TO MAINTAIN INSURANCE EXCLUSION</td> </tr> <tr> <td style="padding: 2px;">ML 20 06</td> <td style="padding: 2px;">01 19</td> <td style="padding: 2px;">DEFINITION OF DAMAGES AMENDED – PUNITIVE DAMAGES EXCLUDED (D&O)</td> </tr> <tr> <td style="padding: 2px;">ML 10 19</td> <td style="padding: 2px;">01 19</td> <td style="padding: 2px;">PRIOR WRONGFUL ACTS EXCLUSION</td> </tr> <tr> <td style="padding: 2px;">IL 09 85</td> <td style="padding: 2px;">01 15</td> <td style="padding: 2px;">DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE ACT</td> </tr> <tr> <td style="padding: 2px;">ML 10 23</td> <td style="padding: 2px;">01 19</td> <td style="padding: 2px;">CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM</td> </tr> <tr> <td style="padding: 2px;">ML 10 27</td> <td style="padding: 2px;">01 19</td> <td style="padding: 2px;">EXCLUSION OF OTHER ACTS OF TERRORISM COMMITTED OUTSIDE THE UNITED STATES; 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SERVICE OF SUITS

Service of Suit

It is agreed that in the event of our failure to pay any amount claimed to be due under this policy, we agree to submit to the jurisdiction of any court of competent jurisdiction within the United States in which a suit for those amounts may be brought. Nothing in this condition constitutes or should be understood to constitute a waiver of our right to commence an action in any court of competent jurisdiction in the United States, to remove an action to a United States District Court or to seek a transfer of a case to another court as permitted by the laws of the United States or of any state in the United States.

It is further agreed that service of process in such suit may be made upon:

Gotham Insurance Company
412 Mt Kemble Avenue, Suite 300C
Morristown, NJ 07960
Attn: General Counsel

and in any suit instituted against such person upon this policy, the insurer will abide by the final decision of such court or of any Appellate Court in the event of an appeal.

Pursuant to any provision of any statute of any state, territory, or district of the United States, we hereby designate the Superintendent, Commissioner or Director of Insurance, or other officer specified for that purpose in the statute, or his successor or successors in office, as our true and lawful attorney upon whom may be served any lawful process in any action, suit, or proceeding instituted by you or on your behalf or any beneficiary hereunder arising out of this policy, and we hereby designate the above named Counsel as the person to whom the said officer is authorized to mail such process or a true copy thereof.

All other terms and conditions of this policy remain unchanged.

This endorsement, which forms a part of and is for attachment to the Policy issued by the designated Insurers, takes effect on the effective date of said Policy at the hour stated in said Policy, unless another effective date is shown below, and expires concurrently with said Policy.

IMPORTANT NOTICE TO ALL TEXAS POLICYHOLDERS

HAVE A COMPLAINT OR NEED HELP?

If you have a problem with a claim or your premium, call your insurance company or HMO first. If you can't work out the issue, the Texas Department of Insurance may be able to help.

Even if you file a complaint with the Texas Department of Insurance, you should also file a complaint or appear through your insurance company or HMO. If you don't, you may lose your right to appeal.

Gotham Insurance Company

To get information or file a complaint with your insurance company or HMO:

Toll-free: 1-800-PSI-2755

Email: CustomerInquiries@proightspecialty.com

Mail: 412 Mt. Kemble Avenue, Ste 300C

Morristown, NJ 07960

Attn: General Counsel

The Texas Department of Insurance

To get help with an insurance question or file a complaint with the state:

Call with a question: 1-800-252-3439

File a complaint: www.tdi.texas.gov

Email: ConsumerProtection@tdi.texas.gov

Mail: MC 111-1A, P.O. Box 149091,
Austin, TX 78714-9091

¿TIENE UNA QUEJA O NECESITA AYUDA?

Si tiene un problema con una reclamación o con su prima de seguro, llame primero a su compañía de seguros o HMO. Si no puede resolver el problema, es posible que el Departamento de Seguros de Texas (Texas Department of Insurance, por su nombre, en inglés) pueda ayudar.

Aun si usted presenta una queja ante el Departamento de Seguros de Texas, también debe presentar una queja a través del proceso de quejas o de apelaciones de su compañía de seguros o HMO. Si no lo hace, podría perder su derecho para apelar.

Gotham Insurance Company

Para obtener información o para presentar una queja ante su compañía de seguros o HMO:

Teléfono gratuito: 1-800-PSI-2755

En línea: CustomerInquiries@proightspecialty.com

Dirección postal: 412 Mt. Kemble Avenue,
Ste 300C

Morristown, NJ 07960

Attn: General Counsel

El Departamento de Seguros de Texas

Para obtener ayuda con una pregunta relacionada con los seguros o para presentar una queja ante el estado:

Llame con sus preguntas al: 1-800-252-3439

Presente una queja en: www.tdi.texas.gov

Correo electrónico:

ConsumerProtection@tdi.state.tx.gov

Dirección postal: MC 111-1A, P.O. Box 149091,
Austin, TX 78714-9091

U.S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL ("OFAC") ADVISORY NOTICE TO POLICYHOLDERS

No coverage is provided by this Policyholder Notice nor can it be construed to replace any provisions of your policy. You should read your policy and review your Declarations page for complete information on the coverages you are provided.

This Notice provides information concerning possible impact on your insurance coverage due to directives issued by OFAC. **Please read this Notice carefully.**

The Office of Foreign Assets Control (OFAC) administers and enforces sanctions policy, based on Presidential declarations of "national emergency". OFAC has identified and listed numerous:

- Foreign agents;
- Front organizations;
- Terrorists;
- Terrorist organizations; and
- Narcotics traffickers;

as "Specially Designated Nationals and Blocked Persons". This list can be located on the United States Treasury's web site – <http://www.treas.gov/ofac>.

In accordance with OFAC regulations, if it is determined that you or any other insured, or any person or entity claiming the benefits of this insurance has violated U.S. sanctions law or is a Specially Designated National and Blocked Person, as identified by OFAC, this insurance will be considered a blocked or frozen contract and all provisions of this insurance are immediately subject to OFAC. When an insurance policy is considered to be such a blocked or frozen contract, no payments nor premium refunds may be made without authorization from OFAC. Other limitations on the premiums and payments also apply.

CERTIFICATE OF COVERAGE

This "Certificate of Coverage", together with the master policy to which it is attached, constitute the policy issued to the "Certificate Holder". Any coverage listed below is subject to the terms, conditions and limitations set forth below and in the master policy referenced.

POLICYHOLDER NAME AND ADDRESS:																
Education Support Purchasing Group c/o Association Insurance Management P.O. Box 742946 Dallas, TX 75374-2946																
CERTIFICATE HOLDER (NAMED INSURED) NAME AND ADDRESS:																
Olivet Families PTO 1825 Willowside Rd. Santa Rosa, CA 95401 Insured # CA164243																
The Certificate Holder is:																
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Organization/Corporation <input type="checkbox"/> Trust <input checked="" type="checkbox"/> Other Non-Profit																
Location of Business: 1825 Willowside Rd. Santa Rosa, CA 95401 Business Description: Parent Teacher Organization																
ITEM 1	COVERAGE PERIOD: Effective: 3/17/2021 To: 3/17/2022 At 12:01 A.M. Standard Time at the mailing address of the policyholder shown above. CERTIFICATE NUMBER: GL2021PTA05629 PRIOR CERTIFICATE NUMBER: New															
ITEM 2	INSURER: Gotham Insurance Company Master Policy Number: GL2021PTA00001															
ITEM 3	PRODUCER NAME AND ADDRESS: AIM Association Insurance Management P.O. Box 742946 Dallas, TX 75374-2946 Surplus Lines License #1615689															
ITEM 4	SCHEDULE OF CHARGES: <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Commercial General Liability Premium</td> <td style="width: 5%; text-align: center;">\$</td> <td style="width: 15%; text-align: right;">136.00</td> </tr> <tr> <td>Policy Fees</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">102.44</td> </tr> <tr> <td>Surplus Lines Tax</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">11.56</td> </tr> <tr> <td>Stamping Fee</td> <td style="text-align: center;">\$</td> <td></td> </tr> <tr> <td>Grand Total</td> <td style="text-align: center;">\$</td> <td style="text-align: right;">250.00</td> </tr> </table>	Commercial General Liability Premium	\$	136.00	Policy Fees	\$	102.44	Surplus Lines Tax	\$	11.56	Stamping Fee	\$		Grand Total	\$	250.00
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Stamping Fee	\$															
Grand Total	\$	250.00														
ITEM 5	SCHEDULE OF CASUALTY COVERAGE AND LIMITS OF INSURANCE: COMMERCIAL GENERAL LIABILITY COVERAGE FORM General Aggregate Limit (Other Than Products Completed Operations) \$ 2,000,000 Products-Completed Operations Aggregate Limit \$ Included Personal and Advertising Injury Limit \$ 2,000,000 Each Occurrence Limit \$ 2,000,000 Damage to Premises Rented To You Limit (Any One Premises) \$ 50,000 Medical Expense Limit (Any One Person) \$ 5,000 Medical Expense Aggregate Limit \$ 1,000,000 ABUSIVE CONDUCT LIMITED LIABILITY COVERAGE Abusive Conduct Each Incident Limit \$ Not Covered Abusive Conduct Aggregate Limit \$ Not Covered															

Deductible	\$ Not Covered
Retroactive Date	3/17/2016
ELECTRONIC CHATROOM/BULLETIN BOARD ACTIVITIES COVERAGE	
Each Offense Limit	\$ Not Covered
Aggregate Limit	\$ Not Covered
EMPLOYEE BENEFITS LIABILITY COVERAGE	
Each Employee Limit	\$ Not Covered
Aggregate	\$ Not Covered
Deductible (Each Employee)	\$ Not Covered
Retroactive Date	Not Covered
HIRED AND NON-OWNED AUTO LIABILITY COVERAGE	
Hired Auto Liability Limit (Per Occurrence)	\$ Not Covered
Non-Owned Auto Liability Limit (Per Occurrence)	\$ Not Covered

ITEM 6 MASTER POLICY FORMS & ENDORSEMENT SCHEDULE

Form #	Description
CG DS 01 10 01	COMMERCIAL GENERAL LIABILITY DECLARATIONS
IL 00 01 05 19	SIGNATURE PAGE
IL 00 12 07 11	SCHEDULE OF FORMS AND ENDORSEMENTS
IL 00 17 11 98	COMMON POLICY CONDITIONS
IL 00 21 09 08	NUCLEAR ENERGY LIABILITY EXCLUSION ENDORSEMENT (BROAD FORM)
IL PS 0019 10 12	SERVICE OF SUITS - GOTHAM INSURANCE COMPANY
PN 04 99 TX GOT 1119	IMPORTANT NOTICE TO ALL TEXAS POLICYHOLDERS
IL P 001 01 04	U.S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL (OFAC) ADVISORY NOTICE TO POLICYHOLDERS
CG 00 01 04 13	COMMERCIAL GENERAL LIABILITY COVERAGE FORM
GL 06 02 06 20	AMENDED – WHO IS AN INSURED
GL 06 04 06 20	MEDICAL PAYMENTS COVERAGE
IL 30 68 06 20	MINIMUM EARNED PREMIUM
CG 21 07 05 14	EXCLUSION – ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION AND DATA RELATED LIABILITY – LIMITED BODILY INJURY EXCEPTION NOT INCLUDED
CG 21 09 06 15	EXCLUSION – UNMANNED AIRCRAFT
CG 21 32 05 09	COMMUNICABLE DISEASE EXCLUSION
CG 21 33 11 85	EXCLUSION – DESIGNATED PRODUCTS
CG 21 36 03 05	EXCLUSION – NEW ENTITIES
CG 21 39 10 93	CONTRACTUAL LIABILITY LIMITATION
CG 21 47 12 07	EMPLOYMENT-RELATED PRACTICES EXCLUSION
CG 21 53 01 96	EXCLUSION – DESIGNATED ONGOING OPERATIONS
CG 21 55 09 99	TOTAL POLLUTION EXCLUSION WITH HOSTILE FIRE EXCEPTION
CG 21 67 12 04	FUNGI OR BACTERIA EXCLUSION
CG 21 90 01 06	EXCLUSION OF TERRORISM
CG 21 96 03 05	SILICA OR SILICA-RELATED DUST EXCLUSION
GL 02 23 10 13	ASBESTOS EXCLUSION
GL 02 35 10 13	LEAD EXCLUSION
GL 02 89 06 13	CROSS LIABILITY EXCLUSION INCLUDING SUITS BROUGHT BY EMPLOYEES
GL 03 19 06 14	EXCLUSION – PUNITIVE DAMAGES
GL 04 06 03 15	ABUSIVE CONDUCT EXCLUSION
GL 05 42 03 19	DEFENSE COSTS INCLUDED WITHIN LIMITS OF LIABILITY
GL 05 65 04 19	RADON EXCLUSION
GL 06 05 06 20	MOBILE EQUIPMENT EXCLUSION AMENDED
GL 06 07 06 20	PYROTECHNICS AND EXPLOSIVES EXCLUSION
GL 06 08 06 20	NON-STACKING OF LIMITS
IL 09 85 01 15	DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE ACT

CG 21 71 01 15	EXCLUSION OF OTHER ACTS OF TERRORISM COMMITTED OUTSIDE THE UNITED STATES; CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM
CG 21 76 01 15	EXCLUSION OF PUNITIVE DAMAGES RELATED TO A CERTIFIED ACT OF TERRORISM
CG 21 84 01 15	EXCLUSION OF CERTIFIED NUCLEAR, BIOLOGICAL, CHEMICAL OR RADIOLOGICAL ACTS OF TERRORISM; CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM
CG 04 35 12 07	EMPLOYEE BENEFITS LIABILITY COVERAGE
GL 05 92 11 19	HIRED AND NON-OWNED AUTO LIABILITY INSURANCE
GL 03 12 06 14	ABUSIVE CONDUCT LIMITED LIABILITY ENDORSEMENT CLAIMS-MADE AND DWL
GL 06 03 06 20	ELECTRONIC CHATROOM/BULLETIN BOARD ACTIVITIES COVERAGE
CG 27 15 12 07	EXTENDED REPORTING PERIOD ENDORSEMENT FOR EMPLOYEE BENEFITS LIABILITY COVERAGE
GL 06 09 06 20	SCHEDULED WAIVER OF SUBROGATION
CG 20 26 12 19	ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION
CG 20 01 12 19	PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION
CG 21 44 04 17	LIMITATION OF COVERAGE TO DESIGNATED PREMISES, PROJECT OR OPERATION
IL 31 14 07 20	POLICY CONDITIONS ADDED
PN 04 99 72 06 20	HOW TO REPORT A CLAIM

ITEM 7 FORMS SPECIFIC TO CERTIFICATE HOLDER SHOWN ON THIS CERTIFICATE:

Form #	Description
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COMMERCIAL GENERAL LIABILITY DECLARATIONS

COMPANY NAME AREA Gotham Insurance Company 412 Mt Kemble Ave, Suite 300C Morristown, NJ 07960	PRODUCER NAME AREA AIM Association Insurance Management, Inc. PO Box 742946 Dallas, TX 75374
NAMED INSURED: <u>Education Support Purchasing Group</u> MAILING ADDRESS: <u>c/o Association Insurance Management</u> <u>P.O. Box 742946, Dallas, TX 75374-2946</u> POLICY PERIOD: FROM <u>1/1/2021</u> TO <u>1/1/2023</u> AT 12:01 A.M. TIME AT YOUR MAILING ADDRESS SHOWN ABOVE	

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

LIMITS OF INSURANCE	
EACH OCCURRENCE LIMIT	\$ <u>Per Coverage Certificate</u>
DAMAGE TO PREMISES RENTED TO YOU LIMIT	\$ <u>Per Coverage Certificate</u> Any one premises
MEDICAL EXPENSE LIMIT	\$ <u>Per Coverage Certificate</u> Any one person
PERSONAL & ADVERTISING INJURY LIMIT	\$ <u>Per Coverage Certificate</u> Any one person or organization
GENERAL AGGREGATE LIMIT	\$ <u>Per Coverage Certificate</u>
PRODUCTS/COMPLETED OPERATIONS AGGREGATE LIMIT	\$ <u>Per Coverage Certificate</u>

RETROACTIVE DATE (CG 00 02 ONLY)
THIS INSURANCE DOES NOT APPLY TO "BODILY INJURY", "PROPERTY DAMAGE" OR "PERSONAL AND ADVERTISING INJURY" WHICH OCCURS BEFORE THE RETROACTIVE DATE, IF ANY, SHOWN BELOW. RETROACTIVE DATE: <u>Per Coverage Certificate</u> (ENTER DATE OR "NONE" IF NO RETROACTIVE DATE APPLIES)

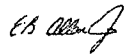
DESCRIPTION OF BUSINESS	
FORM OF BUSINESS: <u>Per Coverage Certificate</u>	
<input type="checkbox"/> INDIVIDUAL	<input type="checkbox"/> PARTNERSHIP
<input type="checkbox"/> LIMITED LIABILITY COMPANY	<input type="checkbox"/> JOINT VENTURE
	<input type="checkbox"/> TRUST
	<input type="checkbox"/> ORGANIZATION, INCLUDING A CORPORATION (BUT NOT INCLUDING A PARTNERSHIP, JOINT VENTURE OR LIMITED LIABILITY COMPANY)
BUSINESS DESCRIPTION: <u>Per Coverage Certificate</u>	

ALL PREMISES YOU OWN, RENT OR OCCUPY	
LOCATION NUMBER	ADDRESS OF ALL PREMISES YOU OWN, RENT OR OCCUPY
	Per Coverage Certificate

CLASSIFICATION AND PREMIUM							
LOCATION NUMBER	CLASSIFICATION	CODE NO.	PREMIUM BASE	RATE		ADVANCE PREMIUM	
				Prem/Ops	Prod/Comp Ops	Prem/Ops	Prod/Comp Ops
	Per Coverage Certificate		\$	\$	\$	\$	\$
STATE TAX OR OTHER (if applicable)				\$	_____		
TOTAL PREMIUM (SUBJECT TO AU-DIT)				\$	1.00		
PREMIUM SHOWN IS PAYABLE:				AT INCEPTION	\$	_____	
				AT EACH ANNIVERSARY	\$	_____	
				(IF POLICY PERIOD IS MORE THAN ONE YEAR AND PREMIUM IS PAID IN ANNUAL INSTALLMENTS)			
AUDIT PERIOD (IF APPLICABLE)		<input type="checkbox"/> ANNUALLY		<input type="checkbox"/> SEMI-ANNUALLY		<input type="checkbox"/> QUARTERLY	
<input type="checkbox"/> MONTHLY							

ENDORSEMENTS
ENDORSEMENTS ATTACHED TO THIS POLICY:
<u>See Schedule of forms and endorsements</u>

THESE DECLARATIONS, TOGETHER WITH THE COMMON POLICY CONDITIONS AND COVERAGE FORM(S) AND ANY ENDORSEMENT(S), COMPLETE THE ABOVE NUMBERED POLICY.

Countersigned: Elgin B Allen Jr.	By: 
(Date) 2/23/2021	(Authorized Representative)

NOTE

OFFICERS' FACSIMILE SIGNATURES MAY BE INSERTED HERE, ON THE POLICY COVER OR ELSEWHERE AT THE COMPANY'S OPTION.

SIGNATURE PAGE

In witness whereof, (insert writing company name) has caused this policy to be signed by its president and secretary.



Larry Hannon
President

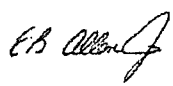


Frank D. Papalia
Secretary

Named Insured: Education Support Purchasing Group
Policy #: GL2021PTA00001
Policy Period: 1/1/2021-1/1/2023

IL 0001 (0519)

SCHEDULE OF FORMS AND ENDORSEMENTS

NAMED INSURED Education Support Purchasing Group	EFFECTIVE DATE 1/1/21-1/1/23	POLICY NUMBER GL2021PTA00001																																																																																																																												
IF THIS ENDORSEMENT IS LISTED IN THE POLICY DECLARATIONS, IT IS IN EFFECT FROM THE TIME COVERAGE UNDER THIS POLICY COMMENCES. OTHERWISE, THE EFFECTIVE DATE OF THIS ENDORSEMENT IS AS SHOWN ABOVE AT THE SAME TIME OR HOUR OF THE DAY AS THE POLICY BECAME EFFECTIVE.		COUNTERSIGNED BY: <div style="text-align: right; margin-top: 10px;">  _____ AUTHORIZED REPRESENTATIVE </div>																																																																																																																												
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CG 00 01	04 13	COMMERCIAL GENERAL LIABILITY COVERAGE FORM																																																																																																																												
GL 06 02	06 20	AMENDED – WHO IS AN INSURED																																																																																																																												
GL 06 04	06 20	MEDICAL PAYMENTS COVERAGE																																																																																																																												
IL 30 68	06 20	MINIMUM EARNED PREMIUM																																																																																																																												
CG 21 07	05 14	EXCLUSION – ACCESS OR DISCLOSURE OF CONFIDENTIAL OR PERSONAL INFORMATION AND DATA RELATED LIABILITY – LIMITED BODILY INJURY EXCEPTION NOT INCLUDED																																																																																																																												
CG 21 09	06 15	EXCLUSION – UNMANNED AIRCRAFT																																																																																																																												
CG 21 32	05 09	COMMUNICABLE DISEASE EXCLUSION																																																																																																																												
CG 21 33	11 85	EXCLUSION – DESIGNATED PRODUCTS																																																																																																																												
CG 21 36	03 05	EXCLUSION – NEW ENTITIES																																																																																																																												
CG 21 39	10 93	CONTRACTUAL LIABILITY LIMITATION																																																																																																																												
CG 21 47	12 07	EMPLOYMENT-RELATED PRACTICES EXCLUSION																																																																																																																												
CG 21 53	01 96	EXCLUSION – DESIGNATED ONGOING OPERATIONS																																																																																																																												
CG 21 55	09 99	TOTAL POLLUTION EXCLUSION WITH HOSTILE FIRE EXCEPTION																																																																																																																												
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CG 21 90	01 06	EXCLUSION OF TERRORISM																																																																																																																												
CG 21 96	03 05	SILICA OR SILICA-RELATED DUST EXCLUSION																																																																																																																												
GL 02 23	10 13	ASBESTOS EXCLUSION																																																																																																																												
GL 02 35	10 13	LEAD EXCLUSION																																																																																																																												
GL 02 89	06 13	CROSS LIABILITY EXCLUSION INCLUDING SUITS BROUGHT BY EMPLOYEES																																																																																																																												
GL 03 19	06 14	EXCLUSION – PUNITIVE DAMAGES																																																																																																																												
GL 04 06	03 15	ABUSIVE CONDUCT EXCLUSION																																																																																																																												
GL 05 42	03 19	DEFENSE COSTS INCLUDED WITHIN LIMITS OF LIABILITY																																																																																																																												
GL 05 65	04 19	RADON EXCLUSION																																																																																																																												
GL 06 05	06 20	MOBILE EQUIPMENT EXCLUSION AMENDED																																																																																																																												
GL 06 07	06 20	PYROTECHNICS AND EXPLOSIVES EXCLUSION																																																																																																																												
GL 06 08	06 20	NON-STACKING OF LIMITS																																																																																																																												
IL 09 85	01 15	DISCLOSURE PURSUANT TO TERRORISM RISK INSURANCE ACT																																																																																																																												
CG 21 71	01 15	EXCLUSION OF OTHER ACTS OF TERRORISM COMMITTED OUTSIDE THE UNITED STATES; CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM																																																																																																																												
CG 21 76	01 15	EXCLUSION OF PUNITIVE DAMAGES RELATED TO A CERTIFIED ACT OF TERRORISM																																																																																																																												
CG 21 84	01 15	EXCLUSION OF CERTIFIED NUCLEAR, BIOLOGICAL, CHEMICAL OR RADIOLOGICAL ACTS OF TERRORISM; CAP ON LOSSES FROM CERTIFIED ACTS OF TERRORISM																																																																																																																												
CG 04 35	12 07	EMPLOYEE BENEFITS LIABILITY COVERAGE																																																																																																																												
GL 05 92	11 19	HIRED AND NON-OWNED AUTO LIABILITY INSURANCE																																																																																																																												
GL 03 12	06 14	ABUSIVE CONDUCT LIMITED LIABILITY ENDORSEMENT CLAIMS-MADE AND DWL																																																																																																																												
GL 06 03	06 20	ELECTRONIC CHATROOM/BULLETIN BOARD ACTIVITIES COVERAGE																																																																																																																												

CG 27 15	12 07	EXTENDED REPORTING PERIOD ENDORSEMENT FOR EMPLOYEE BENEFITS LIABILITY COVERAGE
GL 06 09	06 20	SCHEDULED WAIVER OF SUBROGATION
CG 20 26	12 19	ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION
CG 20 01	12 19	PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION
CG 21 44	04 17	LIMITATION OF COVERAGE TO DESIGNATED PREMISES, PROJECT OR OPERATION
IL 31 14	07 20	POLICY CONDITIONS ADDED
PN 04 99 72	06 20	HOW TO REPORT A CLAIM

ATTACHMENT #7

- Families
Willowside Rd.
a Rosa, CA
95401

Franchise Tax Board
P.O. Box 942857
Sacramento, CA
94257-0501

Olivet Families
68-0424350
1825 Willowside Rd
Santa Rosa, CA 95401

1091
90-7758/3211

DATE 11/13/2020

PAY TO THE ORDER OF Franchise Tax Board \$ 10⁰⁰

ten and no/100 DOLLARS

FOR 2019 FYE TAXES

Redwood Credit Union
3033 Cleveland Ave Suite #100
Santa Rosa, CA 95403

Email approved
2nd sig 11/12/20

M. McCloud

① Photo Safe Deposit

①

①00①09①①① ①32①①77586① ①①000000622702①①

Olivet Families
68-0424350
1825 Willowside Rd
Santa Rosa, CA 95401

1090
90-7758/3211

DATE 11/13/2020

PAY TO THE ORDER OF H & R Block \$ 150⁰⁰

one hundred fifty & no/100 DOLLARS

FOR Taxes 2019-2020

Redwood Credit Union
3033 Cleveland Ave Suite #100
Santa Rosa, CA 95403

2nd sig approved
via email
11/12/20

M. McCloud

① Photo Safe Deposit

①

①00①09①①① ①32①①77586① ①①000000622702①①

44

Families
Willowside Rd.
Santa Rosa, CA
95401

Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA
94203 - 4470

Families
Willowside Rd.
Santa Rosa, CA 95401

Department of the Treasury
Internal Revenue Service ctr.
Ogden, UT 84201-0027

Olivet Families
68-0424350
1825 Willowside Rd
Santa Rosa, CA 95401

1089
90-7758/3211

DATE 11/13/2020

PAY TO THE ORDER OF

Registry of Charitable Trusts

\$ 50⁰⁰

Oliver and Police

DOLLARS



Redwood Credit Union
3033 Cleveland Ave Suite #100
Santa Rosa, CA 95403

45

and in



Office of the Attorney General
Registry of Charitable Trusts
Privacy Notice
As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The Attorney General's Registry of Charitable Trusts (Registry), a part of the Public Rights Division, collects the information requested on this form as authorized by the Supervision of Trustees and Fundraisers for Charitable Purposes Act (Gov. Code § 12580 et seq.) and regulations adopted pursuant to the Act (Cal. Code Regs., tit. 11, §§ 300-316). The Registry uses the information in the administration and enforcement of the Act, including to register, renew, or update your organization's registration or to prepare reports pursuant to the Act. The Attorney General may also use the information for additional purposes, including in support of investigations and law enforcement actions, providing public access to information as required by the Act (Gov. Code §§ 12587, 12587.1, 12590), and making referrals to other law enforcement agencies. Any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The Department of Justice's general privacy policy is available at www.oag.ca.gov/privacy-policy.

Providing Personal Information. All the personal information requested in the form must be provided. An incomplete submission may result in the Registry not accepting the form, and cause your organization to be out of compliance with legal requirements to operate in California.

Access to Your Information. The completed form is a public filing that will be made available on the Attorney General's website at www.oag.ca.gov/charities pursuant to the public access requirements of the Act. You may review the records maintained by the Registry that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process the applicable registration, renewal, registration update, application, or report, we may need to share the information on this form with other government agencies. We may also share the information to further an investigation, including an investigation by other government or law enforcement agencies. In addition, the information is available and searchable on the Attorney General's website.

The information provided may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- To another government agency consistent with state or federal law.

Contact Information. For questions about this notice or access to your records, contact the Registrar of Charitable Trusts, 1300 I Street, Sacramento, CA 95814 at rct@doj.ca.gov or (916) 210-6400.

MAIL TO:
Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470
(916) 210-6400

WEBSITE ADDRESS:
www.oag.ca.gov/charities

**INSTRUCTION FOR FILING
ANNUAL REGISTRATION RENEWAL FEE REPORT
TO ATTORNEY GENERAL OF CALIFORNIA**

Section 12586 and 12587, California Government Code
11 Cal. Code Regs. section 301-306, 309, 311 and 312

(FORM RRF-1)



The purpose of the Annual Registration Renewal Fee Report (Form RRF-1) is to assist the Attorney General's Office with early detection of charity fiscal mismanagement and unlawful diversion of charitable assets.

WHO MUST FILE A FORM RRF-1?

Every charitable nonprofit corporation, unincorporated association or trustee holding assets for charitable purposes that is required to register with the Attorney General's Office is also required to annually file Form RRF-1, even if the corporation does not file Form 990s annually or is on extended reporting with the Internal Revenue Service. Only those charitable entities and trustees required by law to register with the Attorney General are required to file Form RRF-1. Entities exempt from the filing requirement include:

- (1) a government agency,
- (2) a religious corporation sole,
- (3) a cemetery corporation regulated under Chapter 12 of Division 3 of the Business and Professions Code,
- (4) a political committee defined in Section 82013 of the California Government Code which is required to and which does file with the Secretary of State any statement pursuant to the provisions of Article 2 (commencing with Section 84200) of Chapter 4 of Title 9,
- (5) a charitable corporation organized and operated primarily as a religious organization, educational institution or hospital,
- (6) a health care service plan that is licensed pursuant to Section 1349 of the Health and Safety Code and reports annually to the Department of Managed Health Care,
- (7) corporate trustees which are subject to the jurisdiction of the Commissioner of Financial Institutions of the State of California or to the Comptroller of Currency of the United States. However, for testamentary trusts, such trustees should file a copy of a complete annual financial summary which is prepared in the ordinary course of business. See Probate Code sections 16060-16063.

WHAT TO FILE

ALL REGISTRANTS, regardless of the amount of total revenue, must file Form RRF-1 with the Attorney General's Registry of Charitable Trusts no later than four months and fifteen days after the organization's accounting period ends (May 15 for calendar year filers).

A copy of IRS Form 990, 990-PF, 990-EZ, or 1120 as filed with IRS, together with all attachments and schedules, must be filed with the Attorney General's Registry of Charitable Trusts, together with Form RRF-1. Organizations whose revenue falls below the threshold for filing IRS Form 990-EZ shall file Form RRF-1 with the Registry, together with a treasurer's report (CT-TR-1) sufficient to identify and account for revenue, assets and disbursements. [See instructions for Form CT-TR-1.]

EXTENSIONS FOR FILING

Extensions of time for filing Form RRF-1 will be allowed if an organization has received an extension from the Internal Revenue Service for filing the IRS Form 990, 990-PF, 990-EZ, or 1120. An organization shall file both forms (RRF-1 and IRS Form 990, 990-PF, 990-EZ, or 1120) with the Registry of Charitable Trusts at the same time, together with (1) the applicable renewal fee; and (2) a copy of all requests to IRS for an extension and, where approval of the extension is not automatic, a copy of each approved extension request. **IT IS NOT NECESSARY TO SEND A COPY OF THE EXTENSION REQUEST PRIOR TO FILING THE REPORT.**

ANNUAL REGISTRATION RENEWAL FEE

All registrants must include with Form RRF-1 the appropriate registration renewal fee based on the registrant's gross annual revenue (reported as total revenue on Form 990, 990-PF, or 990-EZ) for the preceding fiscal year, as follows:

Gross Annual Revenue	Fee
Less than \$25,000	0
Between \$25,000 and \$100,000	\$25
Between \$100,001 and \$250,000	\$50
Between \$250,001 and \$1 million	\$75
Between \$1,000,001 and \$10 million	\$150
Between \$10,000,001 and \$50 million	\$225
Greater than \$50 million	\$300

NOTE: A REGISTRATION FEE IS NOT DUE WITH AN AMENDED REPORT FOR ANY REPORT PERIOD IN WHICH A FEE HAS ALREADY BEEN PAID UNLESS AN AMENDED REPORT CHANGES THE AMOUNT OF THE FEE DUE.

STATE CHARITY REGISTRATION NUMBER

The State Charity Registration Number is the Charitable Trust (CT) number assigned to an organization by the Registry of Charitable Trusts at the time of registration. If you do not know the organization's State Charity Registration Number, you may look it up using the Registry Search feature on the Attorney General's website at www.oag.ca.gov/charities. If you are unable to locate the State Charity Registration Number, leave that line blank and Registry staff will insert the number when it is received in the Registry of Charitable Trusts.

OTHER IDENTIFICATION NUMBERS

The corporation number is a seven-digit number assigned by the Office of the Secretary of State and is stamped on the organization's articles of incorporation.

The organization number is a seven-digit number assigned by the Franchise Tax Board for non-corporate entities.

The Federal Employer Identification Number is a nine-digit number assigned by the Internal Revenue Service.

The following will assist you in responding to the questions on Form RRF-1:

PART A

Provide the beginning and ending dates of the most recent full accounting period (Month/Day/Year). An accounting period may be by calendar year (ex: 01/01/2016-12/31/2016) or by fiscal year (ex: 07/01/2016-06/30/2017).

For each amount, report only whole dollars without rounding (e.g., \$100.99 should be reported as \$100).

Gross Annual Revenue - is the amount earned and received during the current year and it includes all contributions, gifts, grants, investment income, membership dues, program service revenues and other revenue. For charities reporting to the IRS it is the amount reported as total revenue on IRS Form 990, Part 1, line 12; IRS Form 990-EZ, Part 1, line 9; IRS Form 990-PF, Part 1, line 12.

Noncash Contributions - Are noncash donations made to a charity. Common examples are donations of food, clothing, equipment, pharmaceutical and medical supplies. Noncash contributions exclude contributions made by cash, check, electronic funds transfer, debit card, credit card, or payroll deduction. For charities reporting to the IRS it is the amount reported to the IRS Form 990, Part VIII, line 1g.

Total Assets - Are resources owned by the charity which have current or future economic value that can be measured. For charities reporting to the IRS it is the amount reported in IRS Form 990, Part X, line 16, column (B); IRS Form 990-EZ, Part II, line 25, column (B); and IRS Form 990-PF, Part II, line 16, column (B).

Program Expenses - Are expenses incurred by the organization to further its exempt purposes. For charities reporting to the IRS it is the amount reported in IRS Form 990, Part IX, line 25, column (B); IRS Form 990-EZ, Part III, line 32; and IRS Form 990-PF, Part 1, line 24. If you are not required to file Form 990, 990-EZ, nor 990-PF with the IRS because total annual revenue was under \$50,000, and are instead filing the required Form CT-TR-1, leave Program Expense blank.

Total Expenses - Are all expenses paid or incurred by the organization including program expenses, fundraising expenses, employee salary & wages, accounting, depreciation, management and administrative expenses. For charities reporting to the IRS it is the amount reported in IRS Form 990, Part IX, line 25, column (A); IRS Form 990-EZ, Part 1, line 17; and IRS Form 990-PF, Part 1, line 26.

PART B

PART B, QUESTION #1

If "yes," provide the following information on the attachment:

- 1) Full name of the director, trustee, or officer involved and position with the organization.
- 2) Nature of the transaction, e.g., loan to director, contract with officer's business, etc.
- 3) Attach a copy of the board of directors' meeting minutes authorizing the transaction.
- 4) Include, if applicable, the date of transaction; purpose of transaction; amount of the loan or contract; interest rates; repayment terms; balance due; type of collateral provided; copy of contract, loan or other agreement; amount paid to director, trustee, or officer for the period; evidence of other bids received related to the transaction.

PART B, QUESTION #2

If "yes," provide the following information on the attachment:

- 1) Nature, date, amount of loss, and parties involved.
- 2) Description of the steps the organization took to recover the loss. Attach a copy of any police and/or insurance report.
- 3) Description of the procedures the organization implemented to prevent a recurrence of the situation.

PART B, QUESTION #3

If "yes," provide the following information on the attachment:

- 1) Description of the fine, penalty, or judgment and the circumstances that resulted in the payment, together with the name and title of the person(s) responsible and why the payment was made with the organization's funds.
- 2) Name of the organization or government agency that issued the fine, penalty or judgment, the amount and date of payment.
- 3) Copies of all communications with any governmental agency regarding the fine, penalty, or judgment.
- 4) Description of procedures the organization implemented to prevent a reoccurrence of the fine, penalty, or judgment.

PART B, QUESTION #4

If "yes," provide an attachment listing the name, mailing address, telephone number, and e-mail address of each commercial fundraiser, fundraising counsel, or commercial coventurer.

PART B, QUESTION #5

If "yes," provide an attachment listing the name of each funding source, the name of the agency, mailing address, contact person, and telephone number. **Do not submit IRS Schedule B as a response to this question.** The required attachment must be made available for public viewing.

PART B, QUESTION #6

If "yes," provide an attachment listing the date of each raffle.

PART B, QUESTION #7

If "yes," provide an attachment describing whether the vehicle donation program is operated by the charity or a commercial fundraiser, together with the name, mailing address, telephone number and e-mail address for each commercial fundraiser.

PART B, QUESTION #8

If you received over \$2 million in total revenue, as reported on IRS Form 990, 990-PF or 990-EZ, audited financial statements using generally accepted accounting principles are required. Audit must be conducted by independent certified public accountant in conformity with generally accepted auditing standards. You may deduct from total revenue grants and contracts for services with governmental entities for which the governmental entity requires an accounting of how grant funds were spent (to the issuing government entity).

PART B, QUESTION #9

"Restricted assets" are assets the charity holds that may be used only for a specific purpose. The restriction may come from the governing documents, a condition imposed by the donor, or the solicitation that led to the donation. Examples of restrictions are endowment funds, building funds, gifts for specific purposes, and fiscally-sponsored projects. For organizations filing the IRS Form 990, refer to the Balance Sheet. If the line reporting unrestricted net assets is a negative number, and either or both of the lines reporting temporarily restricted or permanently restricted net assets are positive number(s), answer "yes."

If "yes," provide the following information on the attachment:

- 1) A written statement confirming that all restricted funds were used consistent with their restricted purpose, and explaining why unrestricted net assets were negative at the end of the reporting period, and
- 2) Proof of directors' and officers' liability insurance coverage. Please include a cover note stating "confidential" when submitting the proof of insurance.

SIGNATURE

A signature of an authorized agent is required. An authorized agent may be the president or chief executive officer, treasurer or chief financial officer of a public benefit corporation; or a trustee if the organization is a trust; or other authorized agent of the organization. Signatures do not need to be original inked signature. Copies or electronic signatures are acceptable.

Short Form
Return of Organization Exempt From Income Tax
 Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
 (except private foundations)

Department of the Treasury
 Internal Revenue Service

▶ **Do not enter social security numbers on this form, as it may be made public.**
 ▶ **Go to www.irs.gov/Form990EZ for instructions and the latest information.**

Open to Public Inspection

A For the 2019 calendar year, or tax year beginning **JULY 01**, 2019, and ending **JUNE 30**, 20**20**

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	C Name of organization OLIVET FAMILIES Number and street (or P.O. box if mail is not delivered to street address) Room/suite 1825 WILLOWSIDE ROAD City or town, state or province, country, and ZIP or foreign postal code SANTA ROSA CA 95401	D Employer identification number 68-0424350 E Telephone number (707) 217-9054 F Group Exemption Number ▶
--	--	---

G Accounting Method: Cash Accrual Other (specify) ▶ _____ **H** Check if the organization is **not** required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: ▶ N/A

J Tax-exempt status (check only one) -- 501(c)(3) 501(c)() (insert no.) 4947(a)(1) or 527

K Form of organization: Corporation Trust Association Other

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ 112,010

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)
 Check if the organization used Schedule O to respond to any question in this Part I

		1 Contributions, gifts, grants, and similar amounts received							
		2 Program service revenue including government fees and contracts							
		3 Membership dues and assessments							
		4 Investment income							
		5a Gross amount from sale of assets other than inventory	5a						
		b Less: cost or other basis and sales expenses	5b						
		c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)						5c	
		6 Gaming and fundraising events:							
		a Gross income from gaming (attach Schedule G if greater than \$15,000)	6a						
		b Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	6b				112,010		
		c Less: direct expenses from gaming and fundraising events	6c				97,669		
		d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)						6d	14,341
		7a Gross sales of inventory, less returns and allowances	7a						
		b Less: cost of goods sold	7b						
		c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)						7c	
		8 Other revenue (describe in Schedule O)						8	
		9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8						9	14,341
		10 Grants and similar amounts paid (list in Schedule O)						10	
		11 Benefits paid to or for members						11	
		12 Salaries, other compensation, and employee benefits						12	
		13 Professional fees and other payments to independent contractors						13	
		14 Occupancy, rent, utilities, and maintenance						14	
		15 Printing, publications, postage, and shipping						15	
		16 Other expenses (describe in Schedule O)						16	1,330
		17 Total expenses. Add lines 10 through 16						17	1,330
		18 Excess or (deficit) for the year (Subtract line 17 from line 9)						18	13,011
		19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)						19	96,303
		20 Other changes in net assets or fund balances (explain in Schedule O)						20	
		21 Net assets or fund balances at end of year. Combine lines 18 through 20						21	109,314

Part II Balance Sheets (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

	(A) Beginning of year		(B) End of year
22 Cash, savings, and investments	96,303	22	44,901
23 Land and buildings	0	23	0
24 Other assets (describe in Schedule O)	0	24	0
25 Total assets	96,303	25	44,901
26 Total liabilities (describe in Schedule O)	0	26	0
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	96,303	27	44,901

Part III Statement of Program Service Accomplishments (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III

What is the organization's primary exempt purpose? SEE ATTACHMENT
Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

Expenses
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

28 <u>SEE ATTACHMENT</u>		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	28a	
29		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	29a	
30		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	30a	
31 Other program services (describe in Schedule O)		
(Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	31a	
32 Total program service expenses (add lines 28a through 31a)	32	0

Part IV List of Officers, Directors, Trustees, and Key Employees (list each one even if not compensated -- see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
SEE ATTACHMENT				

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V

Form 990-EZ (2019) questions 33-45b regarding organizational activities, financials, and compliance. Includes checkboxes for 'Yes' and 'No' and input fields for amounts and descriptions.

	Yes	No
46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

	Yes	No
47 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
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
49a Did the organization make any transfers to an exempt non-charitable related organization?		X
b If "Yes," was the related organization a section 527 organization?		X

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
NONE				

f Total number of other employees paid over \$100,000 . . . ▶

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
NONE		

d Total number of other independent contractors each receiving over \$100,000 . . . ▶

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A . . . ▶ Yes No

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: MAREN MCLOUD, TREASURER. Date: _____
Type or print name and title

Paid Preparer Use Only
Print/Type preparer's name: LAURA MOORE-PHILLI
Preparer's signature: _____ Date: _____
Check if self-employed PTIN: P00811069
Firm's name: HRB TAX GROUP INC Firm's EIN: 431871840
Firm's address: 1583 FARMERS LN Phone no.: 707-545-4567

May the IRS discuss this return with the preparer shown above? See instructions . . . ▶ Yes No

SCHEDULE A
(Form 990 or 990-EZ)

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.

OMB No. 1545-0047

2019

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Name of the organization OLIVET FAMILIES	Employer identification number 68-0424350
--	---

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 1
 - 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) SEE ATTACHMENT						
(B)						
(C)						
(D)						
(E)						
Total						

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule A (Form 990 or 990-EZ) 2019

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
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.	X	
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		X
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		X
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)? If "Yes," describe in Part VI when and how the organization made the determination.		X
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		X
4a Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.		X
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		X
c 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)? If "Yes," explain in Part VI 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.		X
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI , 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).		X
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		X
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		X
6 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? If "Yes," provide detail in Part VI .		X
7 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? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		X
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		X
9a 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))? If "Yes," provide detail in Part VI .		X
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? If "Yes," provide detail in Part VI .		X
c 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? If "Yes," provide detail in Part VI .		X
10a 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)? If "Yes," answer 10b below.		X
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		X

Part IV Supporting Organizations (continued)		Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?		
a	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?	11a	X
b	A family member of a person described in (a) above?	11b	X
c	A 35% controlled entity of a person described in (a) or (b) above? If "Yes" to a, b, or c, provide detail in Part VI .	11c	X

Section B. Type I Supporting Organizations

	Yes	No
1		
2		

Section C. Type II Supporting Organizations

	Yes	No
1		

Section D. All Type III Supporting Organizations

	Yes	No
1		X
2		X
3		X

Section E. Type III Functionally Integrated Supporting Organizations

1	Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).	
a	<input checked="" type="checkbox"/>	The organization satisfied the Activities Test. Complete line 2 below.
b	<input type="checkbox"/>	The organization is the parent of each of its supported organizations. Complete line 3 below.
c	<input type="checkbox"/>	The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).
2	Activities Test. Answer (a) and (b) below.	
a		
b		
3	Parent of Supported Organizations. Answer (a) and (b) below.	
a		
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 Adjusted Net Income (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 Total (add lines 1a, 1b, and 1c)	1d		
e Discount claimed for blockage or other factors (explain in detail in Part VI):	0%		
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 Minimum Asset Amount (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 Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6		0

7 Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	
4	Amounts paid to acquire exempt-use assets	
5	Qualified set-aside amounts (prior IRS approval required)	
6	Other distributions (describe in Part VI). See instructions.	
7	Total annual distributions. Add lines 1 through 6.	
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9	Distributable amount for 2019 from Section C, line 6	0
10	Line 8 amount divided by Line 9 amount	

Section E - Distribution Allocations (see instructions)		(i) Excess Distributions	(ii) Underdistributions Pre-2019	(iii) Distributable Amount for 2019
1	Distributable amount for 2019 from Section C, line 6			0
2	Underdistributions, if any, for years prior to 2019 (reasonable cause required—explain in Part VI). See instructions.			
3	Excess distributions carryover, if any, to 2019			
a	From 2014			
b	From 2015			
c	From 2016			
d	From 2017			
e	From 2018			
f	Total of lines 3a through e			
g	Applied to underdistributions of prior years			
h	Applied to 2019 distributable amount			
i	Carryover from 2014 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4	Distributions for 2019 from Section D, line 7: \$			
a	Applied to underdistributions of prior years			
b	Applied to 2019 distributable amount			
c	Remainder. Subtract lines 4a and 4b from 4.			
5	Remaining underdistributions for years prior to 2019, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
6	Remaining underdistributions for 2019. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7	Excess distributions carryover to 2020. Add lines 3j and 4c.			
8	Breakdown of line 7:			
a	Excess from 2015			
b	Excess from 2016			
c	Excess from 2017			
d	Excess from 2018			
e	Excess from 2019			

SCHEDULE G
(Form 990 or 990-EZ)

Supplemental Information Regarding Fundraising or Gaming Activities

OMB No. 1545-0047

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.

2019

Department of the Treasury
Internal Revenue Service

▶ Attach to Form 990 or Form 990-EZ.

Open to Public
Inspection

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Name of the organization

Employer identification number

OLIVET FAMILIES

68-0424350

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 col. (i)	(vi) Amount paid to (or retained by) organization
		Yes	No			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total						

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.

Part II Fundraising Events. Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events	
		SCRIP PRO (event type)	FALL FUNDR (event type)	15 (total number)	(add col. (a) through col. (c))	
Revenue	1	Gross receipts	39,559	17,454	54,997	112,010
	2	Less: Contributions				
	3	Gross income (line 1 minus line 2)	39,559	17,454	54,997	112,010
Direct Expenses	4	Cash prizes				
	5	Noncash prizes				
	6	Rent/facility costs				
	7	Food and beverages				
	8	Entertainment				
	9	Other direct expenses	36,774	8,076	52,819	97,669
	10	Direct expense summary. Add lines 4 through 9 in column (d)				97,669
11	Net income summary. Subtract line 10 from line 3, column (d)				14,341	

Part III Gaming. Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (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: _____

10a 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 O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

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 for the latest information.

OMB No. 1545-0047

2019

Open to Public
Inspection

Name of the organization

OLIVET FAMILIES

Employer identification number

68-0424350

990EZ PART ONE, LINE 16 EXPENSES -

BANK FEES - 10

CHILDCARE - 280

RETURNED CHECKS - 92

INSURANCE - 375

MEETING SUPPLIES - 42

OFFICE SUPPLIES - 283

TAXES - 248

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2019 FORM 990 PRIMARY EXEMPT PURPOSE

ATTACHMENT 1: PAGE 1 - 990-EZ PAGE 2, PART III

OPEN TO PUBLIC				
INSPECTION	For calendar year 2019, or tax period beginning	07-01-2019, and ending	06-30-2020.	
Name of Organization	OLIVET FAMILIES		Employer Identification Number	68-0424350

Primary Purpose
TO BRING TOGETHER OLIVET ELEMENTARY SCHOOL STUDENTS, PARENTS AND TEACHERS AND TO CREATE A SENSE OF COMMUNITY. OLIVET FAMILIES' SPONSORED SEVERAL EVENTS THROUGHOUT THE SCHOOL YEAR IN ORDER TO BRING TOGETHER FAMILIES AND TEACHERS. PROCEEDS FROM THESE VARIOUS EVENTS WERE DISTRIBUTED TO INDIVIDUAL CLASSROOMS, PHYSICAL EDUCATION, ART, MUSIC AND MANY OTHER ENRICHMENT PROGRAMS WITHIN OLIVET ELEMENTARY SCHOOL. THESE PROCEEDS BENEFITTED THE STUDENTS OF OLIVET ELEMENTARY SCHOOL BY PROVIDING THEM WITH THE LEARNING TOOLS AND OUTSIDE ACTIVITIES IN WHICH THEY WOULD OTHERWISE BE UNABLE TO PARTICIPATE.

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2019 FORM 990 PROGRAM SERVICE ACCOMPLISHMENT

ATTACHMENT 2: PAGE 1 - 990-EZ PAGE 3, PART III

OPEN TO PUBLIC
INSPECTION For calendar year 2019, or tax period beginning 07-01-2019, and ending 06-30-2020.

Name of Organization OLIVET FAMILIES Employer Identification Number 68-0424350

Part III - Statement of Program Service Accomplishments

Grants and allocations Amount includes foreign grants Program service expenses
Exempt Purpose Achievements

N/A

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2019 FORM 990 CURRENT OFFICERS, DIRECTORS, TRUSTEES, AND KEY EMPLOYEES

ATTACHMENT 3: PAGE 1 - 990-EZ PAGE 2, PART IV

OPEN TO PUBLIC INSPECTION For calendar year 2019, or tax period beginning 07-01-2019, and ending 06-30-2020.

Name of Organization OLIVET FAMILIES Employer Identification Number 68-0424350

(A) Name and Title	(B) Average hours per week devoted to position	(C) Compensation (Form W-2/1099-MISC) (if not paid, enter -0-)	(D) Cont. to employee ben. plans & def. comp.	(E) Expense account & other compensation
CHRISTI EISIMINGER PRESIDENT	0.00	0	0	0
SONIA RAMIREZ VICE PRESIDENT	0.00	0	0	0
MAREN MCCLOUD TREASURER	0.00	0	0	0
STEPHANIE SILVAS SECRETARY	0.00	0	0	0

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2019 FORM 990 BOOKS ARE IN CARE OF

ATTACHMENT 4 - 990-EZ PAGE 3, PART V, LINE 42A

OPEN TO PUBLIC INSPECTION	For calendar year 2019, or tax period beginning 07-01-2019, and ending 06-30-2020.
Name of Organization OLIVET FAMILIES	Employer Identification Number 68-0424350
Part V - Line 42a	

Individual Name OLIVET FAMILIES TREASURER
or
Business Name:

Street Address 1825 WILLOWSIDE ROAD

U.S. Address:

Zip code 95401 City SANTA ROSA State CA

or

Foreign Address

City

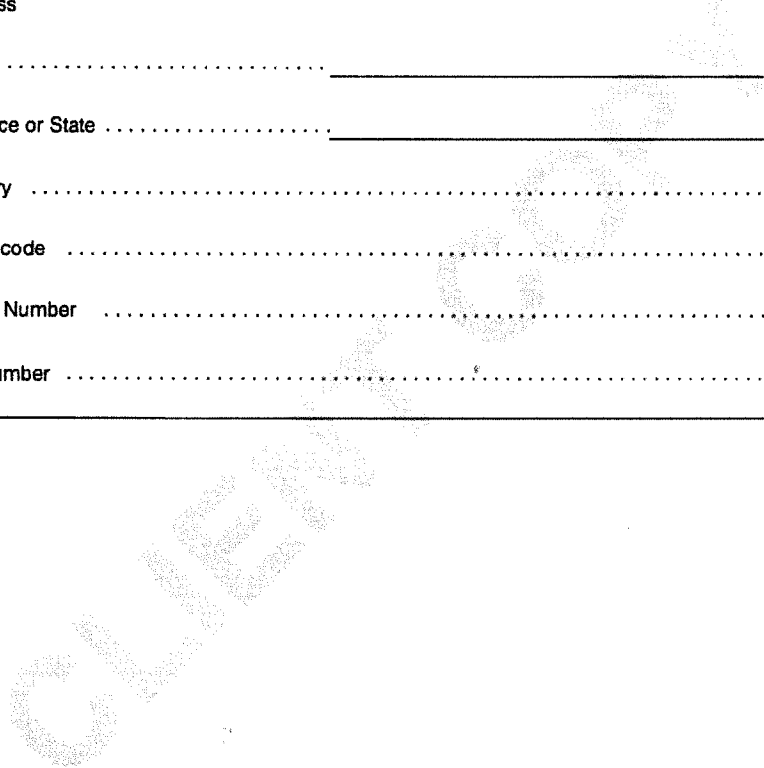
Province or State

Country

Postal code

Phone Number (707) 522-3045

Fax Number



2019 FORM 990 INFORMATION ABOUT SUPPORTED ORGANIZATIONS

ATTACHMENT 5: SCH A PAGE 1, PART I, LINE 12G - INFO ABOUT SUPPORTED ORGS

OPEN TO PUBLIC

INSPECTION

For calendar year 2019, or tax period beginning 07-01-2019, and ending 06-30-2020.

Name of Organization

Employer Identification Number

OLIVET FAMILIES

68-0424350

(i) Name of Supported Organization	(ii) EIN	(iii) Type of Org (Described on lines 1-10 or IRC Section (See instructions))	(iv) Organization Listed in Governing Document		(v) Amount of Monetary Support (See instructions)	(vi) Amount of Other Support (See instructions)
			Yes	No		
OLIVET ELEMENTARY SCHOOL						
Total						

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TAXABLE YEAR **California Exempt Organization**
2019 Annual Information Return

FORM

199

Calendar Year 2019 or fiscal year beginning (mm/dd/yyyy) 07/01/2019, and ending (mm/dd/yyyy) 06/30/2020

Corporation/Organization name OLIVET FAMILIES	California corporation number 9800689
Additional information. See instructions.	FEIN 68-0424350

Street address (suite or room) 1825 WILLOWSIDE ROAD	PMB no.
City SANTA ROSA	State CA
	Zip code 95401
Foreign country name	Foreign province/state/county
	Foreign postal code

A First Return <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	J If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B Amended Return <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	K Is the organization exempt under R&TC Sec. 23701g? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C IRC Section 4947(a)(1) trust <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If "Yes," enter the gross receipts from nonmember sources \$
D Final Information Return? <input type="checkbox"/> Dissolved <input type="checkbox"/> Surrendered (Withdrawn) <input type="checkbox"/> Merged/Reorganized Enter date: (mm/dd/yyyy) ●	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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
E Check accounting method: (1) <input checked="" type="checkbox"/> Cash (2) <input type="checkbox"/> Accrual (3) <input type="checkbox"/> Other	M Is the organization a Limited Liability Company? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
F Federal return filed? (1) <input type="checkbox"/> 990T (2) <input type="checkbox"/> 990PF (3) <input type="checkbox"/> Sch H (990) (4) <input type="checkbox"/> Other 990 series	N Did the organization file Form 100 or Form 109 to report taxable income? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
G Is this a group filing? See instructions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	O 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
H Is this organization in a group exemption <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," what is the parent's name?	P Is federal Form 1023/1024 pending? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
I 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	Date filed with IRS

Part I Complete Part I unless not required to file this form. See General Information B and C.

Receipts and Revenues	1 Gross sales or receipts from other sources. From Side 2, Part II, line 8 ●	1	
	2 Gross dues and assessments from members and affiliates ●	2	
	3 Gross contributions, gifts, grants, and similar amounts received ●	3	
	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	
	5 Cost of goods sold ●	5	
	6 Cost or other basis, and sales expenses of assets sold ●	6	
	7 Total costs. Add line 5 and line 6 ●	7	
	8 Total gross income. Subtract line 7 from line 4 ●	8	
Ex-penses	9 Total expenses and disbursements. From Side 2, Part II, line 18 ●	9	1,330
	10 Excess of receipts over expenses and disbursements. Subtract line 9 from line 8 ●	10	-1,330
Filing Fee	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	10
	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	10

Sign Here	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.
	Signature of officer TREASURER Title Date Telephone
Paid Preparer's Use Only	Preparer's signature Date Check if self-employed <input type="checkbox"/> ●PTIN P00811069
	Firm's name (or yours, if self-employed) and address HRB TAX GROUP INC 1583 FARMERS LN SANTA ROSA CA 95405 ●Firm's FEIN 431871840 ●Telephone 7075454567
	May the FTB discuss this return with the preparer shown above? See instructions <input type="checkbox"/> Yes <input checked="" 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	7	
	8	Total gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1	8	
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	11	
	12	Other salaries and wages	12	
	13	Interest	13	
	14	Taxes	14	
	15	Rents	15	
	16	Depreciation and depletion (See instructions)	16	
	17	Other Expenses and Disbursements. Attach schedule	17	1,330
	18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9	18	1,330

Schedule L Balance Sheet		Beginning of taxable year		End of taxable year	
		(a)	(b)	(c)	(d)
Assets					
1	Cash		96,303		44,901
2	Net accounts receivable				
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				
	b Less accumulated depreciation	()		()	
11	Land				
12	Other assets. Attach schedule				
13	Total assets		96,303		44,901
Liabilities and net worth					
14	Accounts payable				
15	Contributions, gifts, or grants payable				
16	Bonds and notes payable				
17	Mortgages payable				
18	Other liabilities. Attach schedule				
19	Capital stock or principal fund				
20	Paid-in or capital surplus. Attach reconciliation				
21	Retained earnings or income fund				
22	Total liabilities and net worth				

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	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
5	Expenses recorded on books this year not deducted in this return. Attach schedule		
6	Total. Add line 1 through line 5		

2019 DETAIL STATEMENTS

OLIVET FAMILIES
68-0424350

PAGE 1

STATEMENT #1 - OTHER INCOME (CA 199 PG 2 PT 2 LN 7)

INCOME FROM SPECIAL EVENTS
PROGRAM SERVICE REVENUE

TOTAL CARRIED TO CA 199 PG 2 PT 2 LN 7

STATEMENT #2 - CONTRIBS, GIFTS, GRANTS, OTHER (CA 199 PG 2 PT 2 LN 9)

SCHOOL/EDUCATION - OLIVET ELEMENTARY SCHOOL

TOTAL CARRIED TO CA 199 PG 2 PT 2 LN 9

STATEMENT #3 - OTHER (CA 199 PG 2 PT 2 LN 17)

ACCOUNTING FEES
CHILDCARE
ENRICHMENT, CAMPS, FIELDTRIPS
INSURANCE
OFFICE EXPENSE
YEARBOOK PRINTING
ROOM RENT
SPECIAL EVENT EXPENSES
TAXES/FILING FEES

TOTAL CARRIED TO CA 199 PG 2 PT 2 LN 17

CLIENT CONFIDENTIAL

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Certified Mail Fee	\$3.55	0660
Extra Services & Fees (check box, add fee as appropriate)	\$2.85	32
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	Postmark Here
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
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Total Postage and Fees	\$4.95	
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Street and Apt. No. or PO Box No.	PO Box 942857	
City, State, ZIP+4®	Sacramento CA 94257	

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

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Certified Mail Fee	\$3.55	0660
Extra Services & Fees (check box, add fee as appropriate)	\$2.85	32
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	Postmark Here
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$1.60	11/13/2020
Total Postage and Fees	\$8.00	
Sent To	ILS	
Street and Apt. No. or PO Box No.	Ogden, UT 84201-0077	
City, State, ZIP+4®		

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 1290 0000 9044 6505

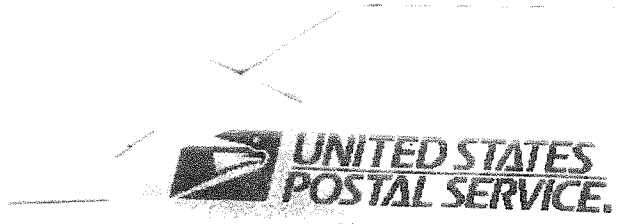
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Sacramento, CA 94203

Certified Mail Fee	\$3.55	0660
Extra Services & Fees (check box, add fee as appropriate)	\$2.85	32
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00	Postmark Here
<input type="checkbox"/> Return Receipt (electronic)	\$0.00	
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00	
<input type="checkbox"/> Adult Signature Required	\$0.00	
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00	
Postage	\$0.55	11/13/2020
Total Postage and Fees	\$6.95	
Sent To	Registry of Civil Trusts	
Street and Apt. No. or PO Box No.	PO Box 903447	
City, State, ZIP+4®	Sacramento, CA 9420372	

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SANTA ROSA
 730 2ND ST
 SANTA ROSA, CA 95404-4750
 (800) 275-8777

11/13/2020 11:42 AM

Product	Qty	Unit Price	Price
First-Class Mail® Large Envelope	1		\$1.60
Ogden, UT 84201 Weight: 0 lb 3.50 oz Estimated Delivery Date Tue 11/17/2020			
Certified Mail®			\$3.55
Tracking #:	7020129000090446512		
Return Receipt			\$2.85
Tracking #:	9590 9402 4760 8344 2828 55		
Total			\$8.00

First-Class Mail® Large Envelope	1		\$1.60
Sacramento, CA 94257 Weight: 0 lb 3.20 oz Estimated Delivery Date Mon 11/16/2020			
Certified Mail®			\$3.55
Tracking #:	7020129000090446529		
Return Receipt			\$2.85
Tracking #:	9590 9402 4760 8344 2828 48		
Total			\$8.00

First-Class Mail® Letter	1		\$0.55
Sacramento, CA 94203 Weight: 0 lb 0.50 oz Estimated Delivery Date Tue 11/17/2020			
Certified Mail®			\$3.55
Tracking #:	7020129000090446505		
Return Receipt			\$2.85
Tracking #:	9590 9402 4760 8344 2828 31		
Total			\$6.95

Grand Total: \$22.95

Debit Card Remitted \$22.95

Card Name: VISA
 Account #: XXXXXXXXXXXX6099
 Approval #
 Transaction #: 761
 Receipt #: 024067
 Debit Card Purchase: \$22.95
 AID: A0000000980840
 AL: US DEBIT
 PIN: Verified

ATTACHMENT #8

Cash Flow Statement
Olivet Families - March 2021

RCU Account

Category	Beginning Balance	Inflows	Outflows	Fund Transfers	Ending Balance	Comments
<u>Enrichment</u>						
Assemblies	0.00				0.00	
Awesome Ospreys Store	0.00				0.00	
Boys Night Out	0.00				0.00	
Breakfast (6th Grade)	0.00				0.00	
Camp (6th Grade)	6752.21				6752.21	
Chorus	0.00				0.00	
Family BINGO Night	0.00				0.00	
Field Trip Fund	9132.05			-590.76	8541.29	<i>Trn to general enrichment/</i>
Garden Sanctuary	581.43				581.43	<i>reconcile FTF</i>
General Enrichment	4186.01			590.76	4776.77	<i>Trn from FTF - reconciliation</i>
Girls Night Out/PJ Party	0.00				0.00	
Harvest Fair Carnival	0.00				0.00	
Harvest Fair Dinner	0.00				0.00	
Homework Folders	0.00				0.00	
Ice Cream Social	0.00				0.00	
Kindergarten Welcome	0.00				0.00	
Library Fund	0.00				0.00	
Movie Night	0.00				0.00	
Oral Reading Event	500.00				500.00	
Outdoor Adventure Day	0.00				0.00	
Principal Discretion	414.18				414.18	
Promotion/Grad Gifts (6th)	0.00				0.00	
Room Parent Dinner	0.00				0.00	
School Beautification	0.00				0.00	
Spirit Items	486.38	105.1			591.48	<i>quarterly payout</i>
Staff Appreciation	0.00				0.00	
Sunshine Committee	0.00				0.00	
Teacher Welcome	0.00				0.00	
Variety Show	0.00				0.00	
Welcome Back BBQ	0.00				0.00	
Yearbook	407.44				407.44	
Olivet Art Gallery	0.00				0.00	
Zumba Lunch	0.00				0.00	
Art Enrichment	540.00				540.00	
Contest Rewards - <i>NEW</i>	130.00				130.00	
<u>Misc./Reassign later</u>						
Hudson Memorial	9.37				9.37	
Winter Wonderland	0.00				0.00	
Holiday Appreciation	0.00				0.00	
Total This Page	23139.07	105.10	0.00	0.00	23,244.17	

Category	Ending Balance	Inflows	Outflows	Fund Transfers	Ending Balance	Comments
<u>Fundraisers/Donations</u>						
6th Grade Dinner	0.00				0.00	
6th Grade Recycling	0.00				0.00	
6th Grade Silent Auction	0.00				0.00	
Auction Dinner	3149.51				3149.51	
Amazon Smile	70.19			-70.19	0.00	trn to general
Bickel/Carter Class Mall	399.86				399.86	
Book Fair	0.00				0.00	
EOY Basket Raffle	0.00				0.00	
EOY Celebration	0.00				0.00	
Fall Fundraiser	1738.04	50			1788.04	grandparent donation
Holiday Shop	0.00				0.00	
Mary's Pizza Night (D&D)	0.00				0.00	
Misc Donations	0.00				0.00	
See's Candy (PE Only)	48.50				48.50	
Shed	0.00				0.00	
Skate Night	0.00				0.00	
6th Grade Dance	0.00				0.00	
<u>Scrip & Box Tops</u>						
Box Tops	6848.90	63.6			6912.50	check deposit
Box Tops Contest Rewards	0.91				0.91	
Scrip Sales/Purch. (Clearing)	3152.73	523.61			3676.34	scrip deposits
Scrip (Teacher Benefit Pmts)	5898.16				5898.16	
Scrip Inventory Balance	0.00				0.00	
Scrip Contest Rewards	0.00				0.00	
<u>Operations</u>						
Accounting Service	0.00				0.00	
Childcare (Meetings)	0.00				0.00	
Event Insurance	0.00		325	325	0.00	alloc from general, pmt cleared
Meeting Refreshments	0.00				0.00	
Office Supplies	116.56				116.56	
Taxes (Atty General & FTB)	0.00				0.00	
<u>General Fund (GF)</u>						
Savings Account/Interest	75.00				75.00	
General Fund Balance	6952.76			-4.81	6947.95	trn in, allocation out
Bank Fees	0.00				0.00	
Misc Deposit	250.00	53.56		-250	53.56	trn to general, misc donations
Total This Page	\$ 28,701.12	\$690.77	\$325.00	\$0.00	\$29,066.89	
Total Previous Page	\$ 23,139.07	\$105.10	\$0.00	\$0.00	\$23,244.17	
Total All Pages	\$ 51,840.19	\$795.87	\$325.00	\$0.00	\$52,311.06	- 75 = prev

Change in Monthly Balance

Income
From
P+L
Match

Expense
From P+L
Match

470.87

Reconciliation
ending
beg. balance

**Olivet Families
Reconciliation Detail
REDWOOD CREDIT UNION, Period Ending 03/31/2021**

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						
Cleared Transactions						51,955.19
Checks and Payments - 2 items						
Check	02/04/2021	1097	CARMEN RUBEN	X	-150.00	-150.00
Check	03/05/2021	1098	AIM	X	-325.00	-475.00
Total Checks and Payments						-475.00
Deposits and Credits - 8 items						
Deposit	03/02/2021			X	24.00	24.00
Deposit	03/04/2021			X	24.72	48.72
Deposit	03/04/2021			X	28.84	77.56
Deposit	03/04/2021			X	50.00	127.56
Deposit	03/04/2021			X	63.60	191.16
Deposit	03/04/2021			X	105.10	296.26
Deposit	03/29/2021			X	400.00	696.26
Deposit	03/30/2021			X	99.61	795.87
Total Deposits and Credits						795.87
Total Cleared Transactions						320.87
Cleared Balance						320.87
Uncleared Transactions						
Checks and Payments - 1 item						
Check	08/19/2019	75	KAREN KRISTENS...		-40.00	-40.00
Total Checks and Payments						-40.00
Total Uncleared Transactions						-40.00
Register Balance as of 03/31/2021						52,236.06
Ending Balance						52,236.06

*
 + 75 = \$52,311.06
 Savings
 Monthly
 balance
 ending
 from
 COOP Flow

Olivet Families
Profit & Loss
 March 2021

	Mar 21	
Ordinary Income/Expense		
Income		
Box Tops Income	63.60	
FALL FUNDRAISER	50.00	
MISC. DONATIONS	53.56	
SCRIP SALES/PURCHASES (INCOME)	523.61	
SPIRIT ITEMS	105.10	
Total Income	795.87	- matches cash flow income
Gross Profit	795.87	
Expense		
INSURANCE	325.00	- matches cash flow expense
Total Expense	325.00	
Net Ordinary Income	470.87	
Net Income	<u>470.87</u>	

2019-2020 Field Trip Fund

Grade	Teacher	Aug 2020 Balance	Post Sept 2020 Mtg	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Total
TK	Powers	539.92	539.92								\$ 539.92
K	Potter	590.43	590.43								\$ 590.43
K	Sorentino	590.92	590.92								\$ 590.92
1	Green	724.09	724.09						\$ 75.00		\$ 649.09
1	Belfils	724.09	724.09						\$ 75.00		\$ 649.09
2	Gallagher	672.92	672.92								\$ 672.92
2	Forrest	697.92	697.92								\$ 697.92
3	Seliga	566.92	566.92								\$ 566.92
3	Doughty	583.92	583.92								\$ 583.92
4	Bickel	1146.58	1146.58								\$ 1,146.58
4&5	Ressegue	0	700								\$ 700.00
5	A True	0	700					\$ 159.21			\$ 540.79
6	Miller	613.24	613.24								\$ 613.24
-	Retired	2,215.31	815.31	\$ 815.31							\$ -
		9666.26	9666.26	\$ 815.31	\$ -	\$ -	\$ -	\$ 159.21	\$ 150.00		\$ 8,541.74

**Funds moved to General Enrichment, which other teachers can ask for if needed (e.g. run out of FTF/Scrip)*

Agenda Item Summary

Action Item: **17.2** *Approval of Authorization as a School-Connected Organization for Schaefer Families*

Regular Meeting of: May 12, 2021 **Action Item** Report Format:**Oral**

Attachment: **Correspondence Board Policy**

Presented by: Dr. Charbonneau, Superintendent

Background

This is an annual report required by BP and AR 1230.

Issue(s)

Plan/Discussion/Detail

Schaefer Families will be prepared to answer any questions the Board may have of the organization. The organization's submission has been reviewed and all Board Policy required items were submitted.

Fiscal Impact

Options

Recommendation

Approve.

2021-2022

SCHAEFER FAMILIES

REQUEST FOR AUTHORIZATION AS A
SCHOOL-CONNECTED ORGANIZATION

SCHOOL-CONNECTED ORGANIZATIONS CHECK OFF LIST

Requests for authorization as a school-connected organization shall contain:

(Please complete this form and check off each item before turning in to the Superintendent. Thank you!)

- 1. Desired use for any money remaining at the end of the year if the organization is not continued for authorized to continue in the future. (Attachment #1)
- 2. The name of the organization: SCHAEFER LIFE + FAMILIES
- 3. The date of application: 5/03/2021
- 4. Copy of the By-laws (to include #9). (Attachment #2)
- 5. Membership quotas or qualifications. Described: MEMBERSHIP IS OPEN TO ALL INTERESTED PEOPLE WITHIN SCHAEFER CHARTER SCHOOL COMMUNITY.
- 6. The names, addresses, phone numbers and general duties of all officers. (Attachment #3)
- 7. A brief description of the organization's purpose. TO PROMOTE AND FACILITATE PARENT, STUDENT AND TEACHER INTERACTION FOR THE BENEFIT OF STUDENTS.
- 8. A list of specific annual objectives and planned activities. (Attachment #4)
- 9. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds. One signature should be the site administrator, Superintendent or designee. Check with bank or need both signatures to get information. (Attachment #5)
- 10. The site where the organization will be based, school site or district office. SCHAEFER CHARTER SCHOOL, 1370 SAN MIGUEL RD. SANTA ROSA CA 95403
- 11. Evidence of liability insurance as required by law. (Attachment #6)
- 12. Evidence of having filed appropriate IRS forms. (Attachment #7)
- 13. An annual financial statement showing prior year activities, total funds raised from each activity, total funds allocated and the purpose of each allocation, and the fund balance at year-end. (Attachment #8)
- 14. The signature of the site administrator who supports the request for authorization. (See signature line below)

Site Administrator Signature Date

Kathy Harris May 3, 2021

ATTACHMENT #1

Attachment #1

Schaefer Charter School – Schaefer Families

Request for Authorization – AR 1230(a) – 2021-2022

Desired use of any money remaining at the end of the school year if the organization is not continued or authorized to continue in the future.

After paying or adequately providing for the debts and obligations of the association, the remaining moneys should be spent on a major purchase for the school as a whole, or transferred to Piner-Olivet Education Foundation.

ATTACHMENT #2

Schaefer Families

By-Laws

Article I: Meetings

- Section 1. The Schaefer Families meetings for the upcoming year shall be set by the officers at the last meeting of the fiscal year and reported to the district office in June so the meetings can be included in the yearly District calendar.
- Section 2. The general meeting quorum shall consist of not less than six (6) members, including three (3) officers.
- Section 3. Special meetings may be called by the Schaefer Families President or by two other officers.

Article II: Officers Duties and Election

- Section 1. The duties of the President shall be to preside over and preserve order at all meetings, and enforce the Constitution and By-laws.
- Section 2. The duties of the Vice-President shall be to assist the President and to preside in the President's absence.
- Section 3. The duties of the Secretary shall be to keep the minutes and to maintain correspondence.
- Section 4. The duties of the Treasurer shall be to:
- a. Keep permanent books of accounts, records, and receipts of Schaefer Families transactions.
 - b. Maintain copies of treasury reports and copies of reconciled bank statements.
 - c. Present a treasurer's report at every meeting.
 - d. Be responsible for filing the non-profit State and Federal tax returns as necessary.
- Section 5. Officers shall be elected by ballot or voice vote at the last meeting of the fiscal year.
- Section 6. The offices of President and Treasurer may not be held for more than two consecutive years by the same person in the same position. However, if there are no individuals who want to run for president or Treasurer and the incumbent is willing to serve an additional term this person is permitted to run again and be elected at the last meeting of the fiscal year.
- Section 7. The Schaefer Families officers' term shall coincide with the district fiscal year.
- Section 8. The duties of the officers shall be:
- a. To transact necessary business in the intervals between meetings and other business as may be referred to Schaefer Families.
 - b. To create special committees
 - c. To present a report at general meetings

- d. To select a committee to review the Treasurer's accounts
- e. To approve bills within the limits of the budget.

Section 9. When charged with breach of duties as stated in the Schaefer Families By-laws, an officer can be removed from office by two-thirds (2/3) majority vote, including two (2) officers.

Article III: Business and Finance

Section 1. Schaefer Families shall maintain a bank account at a financial institution with the President, Treasurer, and the school principal as signatories, with two signatures required.

- a. All statements related to Schaefer Families bank accounts (Scrip account and checking account) must be opened by the President, reviewed against the Treasurer Report & Scrip report and then initialed before given to the Treasurer and Scrip coordinator to begin their monthly reconciliation. If the President is unable to perform this task in five (5) days or if the President is unavailable, the Vice-President or Principal may do so in the President's absence.

Section 2. Schaefer Families may deposit funds from their own-hosted activities and spend their net proceeds to benefit their own school and/or students.

Section 3. Minutes of each Schaefer Families meeting shall record items of official business, i.e. allocations, budget items, elections and upcoming events.

Article IV: Amendments

Section 1. The By-laws may be amended by a two-thirds (2/3) majority of votes cast at any general meeting providing notice has been given at the previous General Meeting, or thirty (30) days written notice has been given to the membership.

Article V: Fiscal Year and Tax ID Number

Section 1. The fiscal year for Schaefer Families shall begin on July 1 and end on June 30.

Section 2. The Internal Revenue Service Employer Identification Number for Schaefer Families is 94-3322476.

Section 3. The name of Schaefer Families and/or its tax identification number shall only be used and/or cited in the conduct of official business and activities of Schaefer Families or its committees.

ATTACHMENT #3

Attachment #3

Schaefer Charter School – Schaefer Families

Request for Authorization – AR 1230(a) – 2021-2022

The names, addresses, phone numbers and general duties of officers:

PRESIDENT

The duties of the President shall be to preside over and preserve order at all meetings, and enforce the Constitution and By-laws.

Jecca Clark
3676 Banyan Place
Santa Rosa, CA 95403
Ph. (707) 338-1534

VICE PRESIDENT

OPEN

SECRETARY

The duties of the Secretary shall be to keep the minutes and to maintain correspondence

Juliane Sevilla
3497 Walnut Grove St.
Santa Rosa, CA 95403

TREASURER

Shall keep permanent books of accounts, records and receipts of Schaefer Families transactions. Maintain copies of the Treasurer's report at every meeting, be responsible for filling non profit State and Federal tax returns.

Alexandra Egler
1933 San Miguel Rd
Santa Rosa, CA 95403
Ph. (707) 239-1378

Duties of the officers:

The officers shall supervise the affairs of Schaefer Families and fill vacancies of all elected positions.

ATTACHMENT #4

Attachment #4

Schaefer Charter School – Schaefer Families

Request for Authorization – AR 1230(a) – 2021-2022

A list of specific annual objectives and planned activities:

Schaefer Families Planned Events for 2021-2022

Allocated Events:

Welcome Reception (Kindergarten) - August 2021

Online Fall Fundraiser - October 2021

Costume Ball - October 2021

Campus Beautification (Fall 2021/Spring 2022 - pending Health Code/District Restrictions)

Ice Skate Nights (2)

Movie Nights (2-3)

Cookie Dough (Fall 2021/Spring 2022 - pending Health Code/District Restrictions)

Book Fair (Fall 2021 & Spring 2022 pending Health Code/District Restrictions)

Big Bear Little Bear Dance - February 2022

Staff Appreciation Lunch - May 2022

Field Day (pending Health Code/District Restrictions) - May 2022

Other Allocated Items:

Assemblies (2-3 depending on cost)

Yearbook

Staff Appreciation Gifts

Kindergarten

1st Grade

2nd Grade

3rd Grade

4th Grade

5th Grade

6th Grade

6th Grade Promotion Gifts

General Operating Expenses

 Taxes & Quickbooks

 Insurance

ATTACHMENT #5

Attachment #5

Schaefer Charter School – Schaefer Families

Request for Authorization – AR 1230(a) – 2020-2021

Name of the bank where the groups account will be located and the names of those authorized to withdraw funds. One signature should be the site administrator, Superintendent or designee. This account requires two signatures on every check written.

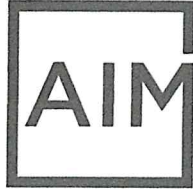
SCHAEFER FAMILIES BANK ACCOUNT INFORMATION:

Exchange Bank
1300 Guerneville Rd.
Santa Rosa, CA

This account is a two signature account and those authorized on the account are:

- Jecca Clark, President
- Alexandra Egler, Treasurer
- Kathy Harris, Principal

ATTACHMENT #6



**ASSOCIATION
INSURANCE
MANAGEMENT INC**

MEMBER CERTIFICATE OF INSURANCE

3/3/21

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #: CA155292

NAMED INSURED MEMBER:

Schaefer LIFE PTO
1370 San Miquel Rd.
Santa Rosa, CA 95403

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 674051
Dallas TX, 75267-4051

PRODUCER NAME

AIM Association Insurance
Management, Inc.
PO Box 674051
Dallas TX, 75267-4051

Company / Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance	
Gotham Insurance Company / Commercial General Liability	GL2021PTA06579	2/28/21 - 2/28/22	\$ 0	Each Occurrence	\$1,000,000
				General Aggregate	\$2,000,000
				Products - COMP/OPS - Subject to General Aggregate	Included
				Personal & Advertising Injury	\$1,000,000
				Fire Damage (any one fire)	\$50,000
Gotham Insurance Company / Extended Medical Payments	GL2021PTA06579	2/28/21 - 2/28/22	\$ 0	Any One Person	\$5,000
Gotham Insurance Company / Professional Liability (Directors & Officers Liability)	DO2021PTA06033	2/28/21 - 2/28/22	\$ 0	Aggregate	\$1,000,000
	Retro-active Effective Date:	2/28/21			

Certificate Holder:

Piner-Olivet Union School District
3450 Coffey Lane
Santa Rosa, Ca 95403

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any, complete the above numbered policy. Copies of the Master Policies are available upon request or may be printed at www.aim-companies.com

AUTHORIZED REPRESENTATIVE

ATTACHMENT #7

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form, as it may be made public.

▶ Go to www.irs.gov/Form990EZ for instructions and the latest information.

A For the 2019 calendar year, or tax year beginning 7/01, 2019, and ending 6/30, 2020

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C Name of organization Schaefer Life
 Number and street (or P.O. box if mail is not delivered to street address) 1370 San Miguel Rd. Room/suite _____
 City or town, state or province, country, and ZIP or foreign postal code Santa Rosa, Ca 95401

D Employer identification number 94-332247
E Telephone number 707-239-1378
F Group Exemption Number ▶ _____

G Accounting Method: Cash Accrual Other (specify) ▶ _____
H Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

I Website: ▶ n/a

J Tax-exempt status (check only one) — 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527

K Form of organization: Corporation Trust Association Other _____

L Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$ 35,303.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (see the instructions for Part I)

Check if the organization used Schedule O to respond to any question in this Part I

		1	2	3	4	5a	5b	5c	6a	6b	6c	6d	7a	7b	7c	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Revenue	1	Contributions, gifts, grants, and similar amounts received																14,129.											
	2	Program service revenue including government fees and contracts																											
	3	Membership dues and assessments																											
	4	Investment income																											
	5a	Gross amount from sale of assets other than inventory																											
	b	Less: cost or other basis and sales expenses																											
	c	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)																											
	6	Gaming and fundraising events:																											
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)																											
	b	Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)																21,174.											
c	Less: direct expenses from gaming and fundraising events																14,768.												
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)																6,406.												
7a	Gross sales of inventory, less returns and allowances																												
b	Less: cost of goods sold																												
c	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)																												
8	Other revenue (describe in Schedule O)																												
9	Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶																20,535.												
Expenses	10	Grants and similar amounts paid (list in Schedule O)																											
	11	Benefits paid to or for members																											
	12	Salaries, other compensation, and employee benefits <input type="checkbox"/>																											
	13	Professional fees and other payments to independent contractors <input type="checkbox"/>																345.											
	14	Occupancy, rent, utilities, and maintenance																											
	15	Printing, publications, postage, and shipping																											
	16	Other expenses (describe in Schedule O) <input type="checkbox"/>																24,229.											
17	Total expenses. Add lines 10 through 16 ▶																24,574.												
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)																-4,039.											
	19	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)																29,635.											
	20	Other changes in net assets or fund balances (explain in Schedule O)																											
	21	Net assets or fund balances at end of year. Combine lines 18 through 20 ▶																25,596.											

Part V Other Information (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Schedule O to respond to any question in this Part V

33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?
35b If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O
35c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N
37a Enter amount of political expenditures, direct or indirect, as described in the instructions
37b Did the organization file Form 1120-POL for this year?
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?
38b If "Yes," complete Schedule L, Part II, and enter the total amount involved
39 Section 501(c)(7) organizations. Enter:
39a Initiation fees and capital contributions included on line 9
39b Gross receipts, included on line 9, for public use of club facilities
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911; section 4912; section 4955
40b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I
40c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958
40d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization
40e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T
41 List the states with which a copy of this return is filed
42a The organization's books are in care of
42b 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)? If "Yes," enter the name of the foreign country
42c At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here and enter the amount of tax-exempt interest received or accrued during the tax year
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ
44b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ
44c Did the organization receive any payments for indoor tanning services during the year?
44d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?
45b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I Yes No
46

Part VI Section 501(c)(3) Organizations Only

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

47 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 Yes No
47

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E 48

49a Did the organization make any transfers to an exempt non-charitable related organization? 49a

b If "Yes," was the related organization a section 527 organization? 49b

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
NONE				

f Total number of other employees paid over \$100,000 ▶ _____

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
NONE		

d Total number of other independent contractors each receiving over \$100,000 ▶ _____

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A ▶ Yes No

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 _____
 ALEXANDRA VELIE _____ TREASURER
 Type or print name and title

Paid Preparer Use Only Print/Type preparer's name _____ Date _____ Check if self-employed PTIN _____
 Firm's name _____ Firm's EIN _____
 Firm's address _____ Phone no. _____

May the IRS discuss this return with the preparer shown above? See instructions ▶ Yes No



SCHEDULE A
(Form 990 or 990-EZ)

Public Charity Status and Public Support

OMB No. 1545-0047

2019

Open to Public Inspection

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 for instructions and the latest information.

Department of the Treasury
Internal Revenue Service

Name of the organization

SCHAEFER LIFE

Employer identification number

94-3322476

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) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(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 Total. 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 Public support. Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(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 Total support. Add lines 7 through 10						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 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 ▶ <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

14 Public support percentage for 2019 (line 6, column (f) divided by line 11, column (f))	14		%
15 Public support percentage from 2018 Schedule A, Part II, line 14	15		%
16a 33 1/3% support test—2019. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>			
b 33 1/3% support test—2018. 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 stop here. The organization qualifies as a publicly supported organization ▶ <input type="checkbox"/>			
17a 10%-facts-and-circumstances test—2019. 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 stop here. 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 10%-facts-and-circumstances test—2018. 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 stop here. 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 Private foundation. 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) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	13,868.	19,825.	11,996.	12,615.	14,129.	72,433.
2 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	54,032.	41,413.	30,727.	32,632.	21,174.	179,318
3 Gross receipts from activities that are not an unrelated trade or business under section 513						0.
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						0.
5 The value of services or facilities furnished by a governmental unit to the organization without charge						0.
6 Total. Add lines 1 through 5	67,900.	61,238.	42,723.	45,247.	35,303.	251,751.
7a Amounts included on lines 1, 2, and 3 received from disqualified persons	0.	0.	0.	0.	0.	0.
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	0.	0.	0.	0.	0.	0.
c Add lines 7a and 7b	0.	0.	0.	0.	0.	0.
8 Public support. (Subtract line 7c from line 6.)						251,751

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2015	(b) 2016	(c) 2017	(d) 2018	(e) 2019	(f) Total
9 Amounts from line 6	67,900.	61,238.	42,723.	45,247.	35,393.	251,751.
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						0.
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						0.
c Add lines 10a and 10b	0.	0.	0.	0.	0.	0.
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						0.
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						0.
13 Total support. (Add lines 9, 10c, 11, and 12.)	67,900.	61,238.	42,723.	45,247.	35,393.	251,751.
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 ▶ <input type="checkbox"/>						

Section C. Computation of Public Support Percentage

15 Public support percentage for 2019 (line 8, column (f), divided by line 13, column (f))	15	100.00 %
16 Public support percentage from 2018 Schedule A, Part III, line 15	16	100.00 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2019 (line 10c, column (f), divided by line 13, column (f))	17	0.00 %
18 Investment income percentage from 2018 Schedule A, Part III, line 17	18	0.00 %

19a 33 1/3% support tests—2019. 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—2018. 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
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 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 Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a 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 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 Part VI when and how the organization made the determination.</i>		
c 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 Part VI what controls the organization put in place to ensure such use.</i>		
4a 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 Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c 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 Part VI 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>		
5a 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 Part VI, 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 Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 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 Part VI.</i>		
7 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>		
8 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>		
9a 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 Part VI.</i>		
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 Part VI.</i>		
c 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 Part VI.</i>		
10a 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 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
11	Has the organization accepted a gift or contribution from any of the following persons?		
a	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	A family member of a person described in (a) above?		
c	A 35% controlled entity of a person described in (a) or (b) above? <i>If "Yes" to a, b, or c, provide detail in Part VI.</i>		

Section B. Type I Supporting Organizations

		Yes	No
1	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? <i>If "No," describe in Part VI 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.</i>		
2	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? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>		

Section C. Type II Supporting Organizations

		Yes	No
1	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)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		

Section D. All Type III Supporting Organizations

		Yes	No
1	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?		
2	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? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
3	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? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		

Section E. Type III Functionally Integrated Supporting Organizations

1	Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
a	<input type="checkbox"/>	The organization satisfied the Activities Test. Complete line 2 below.	
b	<input type="checkbox"/>	The organization is the parent of each of its supported organizations. Complete line 3 below.	
c	<input type="checkbox"/>	The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).	
2	Activities Test. Answer (a) and (b) below.		
a		Yes	No
	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? <i>If "Yes," then in Part VI 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.</i>		
b		Yes	No
	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? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>		
3	Parent of Supported Organizations. Answer (a) and (b) below.		
a		Yes	No
	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? <i>Provide details in Part VI.</i>		
b		Yes	No
	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>		

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 Adjusted Net Income (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 Total (add lines 1a, 1b, and 1c)	1d		
e Discount claimed for blockage or other factors (explain in detail in Part VI):			
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 Minimum Asset Amount (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 Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6		

7 Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D—Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2019 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E—Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2019	(iii) Distributable Amount for 2019
1 Distributable amount for 2019 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2019 (reasonable cause required—explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2019			
a From 2014			
b From 2015			
c From 2016			
d From 2017			
e From 2018			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2019 distributable amount			
i Carryover from 2014 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2019 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2019 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2019, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
6 Remaining underdistributions for 2019. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7 Excess distributions carryover to 2020. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2015			
b Excess from 2016			
c Excess from 2017			
d Excess from 2018			
e Excess from 2019			

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.)

Part II Fundraising Events. Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events	
		FALL FUNDRAISER (event type)	COOKIE DOUGH (event type)	(total number)	(add col. (a) through col. (c))	
Revenue	1	Gross receipts	10,296.	8,501.	18,797.	
	2	Less: Contributions				
	3	Gross income (line 1 minus line 2)	10,296.	8,501.	18,797.	
Direct Expenses	4	Cash prizes				
	5	Noncash prizes				
	6	Rent/facility costs				
	7	Food and beverages				
	8	Entertainment				
	9	Other direct expenses	4,237.	6,780.	11,017.	
	10	Direct expense summary. Add lines 4 through 9 in column (d) ▶				11,017.
	11	Net income summary. Subtract line 10 from line 3, column (d) ▶				7,780.

Part III Gaming. Complete if the organization answered "Yes" on Form 990, Part IV, line 19, or reported more than \$15,000 on Form 990-EZ, line 6a.

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))	
Revenue	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: _____

10a Were any of the organization's gaming licenses revoked, suspended, or terminated during the tax year? Yes No
 b If "Yes," explain: _____

SCHEDULE O
(Form 990 or 990-EZ)

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 for the latest information.

OMB No. 1545-0047

2019

Open to Public
Inspection

Department of the Treasury
Internal Revenue Service

Name of the organization

SCHAEFER LIFE

Employer identification number

94-3322476

FORM 990-EZ, Part I, Line 16

Other Expenses

CHILD ADVOCACY & EDUCATION

\$ 19,660.

CLASS SUPPLIES

\$ 1,698.

INSURANCE

\$ 254.

SCHOOLWIDE SUPPORT

\$ 2,617.

TOTAL:

\$ 24,229

Form 990-EZ, Part III, - Organization's Primary Exemp Purpose

SCHAEFER LIFE IS COMMITTED TO INVOLVING PARENTS AND FAMILIES IN THE EDUCATION OF OUR CHILDREN

Form 990-EZ, Part V - Regarding Transfers Associated with Personal Benefit Contracts

(a) Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?

NO

(b) Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?

NO

MAIL TO:
 Registry of Charitable Trusts
 P.O. Box 903447
 Sacramento, CA 94203-4470
 Telephone: (916) 445-2021

WEB SITE ADDRESS:
<http://ag.ca.gov/charities/>

ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Sections 12586 and 12587, California Government Code
 11 Cal. Code Regs. sections 301-307, 311 and 312

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties as defined in Government Code section 12586.1. IRS extensions will be honored.



State Charity Registration Number <u>CT020063</u> SCHAEFER LIFE Name of Organization Address (Number and Street) <u>1370 SAN MIGUEL RD., SANTA ROSA, CA 95403</u> City or Town, State and ZIP Code	Check if: <input type="checkbox"/> Change of address <input type="checkbox"/> Amended report Corporate or Organization No. <u>9800690</u> Federal Employer I.D. No. <u>94-3322476</u>
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ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311 and 312)
 Make Check Payable to Attorney General's Registry of Charitable Trusts

Gross Annual Revenue	Fee	Gross Annual Revenue	Fee	Gross Annual Revenue	Fee
Less than \$25,000	0	Between 100,001 and \$250,000	\$50	Between \$1,000,001 and \$10 million	\$150
Between \$25,000 and \$100,000	\$25	Between \$250,001 and \$1 million	\$75	Between \$10,000,001 and \$50 million	\$225
				Greater than \$50 million	\$300

PART A - ACTIVITIES

For your most recent full accounting period (beginning 7 / 01 / 2019 ending 6 / 30 / 2020) list:

Gross annual revenue \$ 21,875 Total assets \$ 25,596

PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

Note: If you answer "yes" to any of the questions below, you must attach a separate sheet providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

	Yes	No
1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof either directly or with an entity in which any such officer, director or trustee had any financial interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. During this reporting period, did non-program expenditures exceed 50% of gross revenues?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. During this reporting period, were any organization funds used to pay any penalty, fine or judgment? If you filed a Form 4720 with the Internal Revenue Service, attach a copy.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. During this reporting period, were the services of a commercial fundraiser or fundraising counsel for charitable purposes used? If "yes," provide an attachment listing the name, address, and telephone number of the service provider.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. During this reporting period, did the organization receive any governmental funding? If so, provide an attachment listing the name of the agency, mailing address, contact person, and telephone number.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. During this reporting period, did the organization hold a raffle for charitable purposes? If "yes," provide an attachment indicating the number of raffles and the date(s) they occurred.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. Does the organization conduct a vehicle donation program? If "yes," provide an attachment indicating whether the program is operated by the charity or whether the organization contracts with a commercial fundraiser for charitable purposes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9. Did your organization have prepared an audited financial statement in accordance with generally accepted accounting principles for this reporting period?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Organization's area code and telephone number (707) 239 - 1378

Organization's e-mail address _____

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, it is true, correct and complete.

COPY

Signature of authorized officer

ALEXANDRA VELIE

Printed Name

TREASURER

Title

Date

California Exempt Organization Annual Information Return

Calendar Year 2019 or fiscal year beginning (mm/dd/yyyy) 7/01/2019 and ending (mm/dd/yyyy) 6/30/2020

Corporation/Organization name SCHAEFFER LIFE California corporation number 9800690

Additional information. See instructions. FEIN 94-3322476

Street address (suite or room) 1370 SAN MIGUEL RD. City SANTA ROSA State CA Zip code 95403

Foreign country name Foreign province/state/county Foreign postal code

- A First Return
B Amended Return
C IRC Section 4947(a)(1) trust
D Final Information Return?
E Check accounting method
F Federal return filed?
G Is this a group filing?
H Is this organization in a group exemption?
I Did the organization have any changes to its guidelines not reported to the FTB?
J If exempt under R&TC Section 23701d, has the organization engaged in political activities?
K Is the organization exempt under R&TC Section 23701g?
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?
N Did the organization file Form 100 or Form 109 to report taxable income?
O Is the organization under audit by the IRS or has the IRS audited in a prior year?
P Is federal Form 1023/1024 pending?

Part I Complete Part I unless not required to file this form. See General Information B and C.

Table with 4 columns: Description, Line Number, Amount, and Balance. Rows include Receipts and Revenues (1-8), Expenses (9-10), and Filing Fee (11-17).

Sign Here section containing signature lines for officer and preparer, title (TREASURER), date, telephone (707-239-1378), and PTIN.

May the FTB discuss this return with the preparer shown above? See instructions

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		00
	2	Interest	2		00
	3	Dividends	3		00
	4	Gross rents	4		00
	5	Gross royalties	5		00
	6	Gross amount received from sale of assets (See instructions)	6		00
	7	Other income. Attach schedule	7		21,174.00
	8	Total gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1	8		21,174.00
Expenses and Disbursements	9	Contributions, gifts, grants, and similar amounts paid. Attach schedule	9		00
	10	Disbursements to or for members	10		00
	11	Compensation of officers, directors, and trustees. Attach schedule	11		0.00
	12	Other salaries and wages	12		00
	13	Interest	13		00
	14	Taxes	14		00
	15	Rents	15		00
	16	Depreciation and depletion (See instructions)	16		00
	17	Other Expenses and Disbursements. Attach schedule	17		39,342.00
	18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9	18		39,342.00

Schedule L Balance Sheet

Beginning of taxable year

End of taxable year

	(a)	(b)	(c)	(d)
Assets				
1 Cash		29,635.		25,596.
2 Net accounts receivable				
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				
b Less accumulated depreciation				
11 Land				
12 Other assets. Attach schedule				
13 Total assets		29,635.		25,596.
Liabilities and net worth				
14 Accounts payable				
15 Contributions, gifts, or grants payable				
16 Bonds and notes payable				
17 Mortgages payable				
18 Other liabilities. Attach schedule				
19 Capital stock or principal fund		29,635.		25,596.
20 Paid-in or capital surplus. Attach reconciliation				
21 Retained earnings or income fund				
22 Total liabilities and net worth		29,635.		25,596.

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		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	
5 Expenses recorded on books this year not deducted in this return. Attach schedule			
6 Total. Add line 1 through line 5			

COPY

ATTACHMENT #8

Schaefer Families
MAY 2021

Income Statement						
Events/Activities	Income	YTD Income	Expenses	YTD Expenses	Profit/Loss	Notes
Bear Wear		\$ 103.00			\$ 103.00	
Beautification Day					\$ -	
Big Bear Little Bear Dance					\$ -	
Bingo					\$ -	
Box tops for Education		\$ 61.90			\$ 61.90	
Cookie Dough					\$ -	
Costume Ball					\$ -	
Dine & Donates					\$ -	
Donations		\$ 132.12			\$ 132.12	
Fall Fund Raising Assembly					\$ -	
Fall Fundraiser		\$ 955.10			\$ 955.10	
Field Day					\$ -	
Graduation					\$ -	
Ice Skate Night					\$ -	
Misc. (bank fees, etc.)				\$ 255.00	\$ (255.00)	
Montgomery Village					\$ -	
Movie Night					\$ -	
Roller Skate Night					\$ -	
Snack Bar					\$ -	
Staff Appreciation Lunch					\$ -	
Welcome Reception			\$ -	\$ 1,138.80	\$ (1,138.80)	
Yearbooks		\$ 759.36		\$ 1,466.21	\$ (706.85)	
					\$ -	
Kindergarten					\$ -	
1st Grade					\$ -	
2nd Grade					\$ -	
3rd Grade					\$ -	
4th Grade					\$ -	
5th Grade					\$ -	
6th Grade					\$ -	
					\$ -	
<i>Totals</i>	\$ -	\$ 1,908.48	\$ -	\$ 2,860.01	\$ (951.53)	
LIBRARY -				YTD		
Events/Activities	Income	YTD Income	Expenses	Expenses	Balance	
						5781.23
Book Fair-Fall/Spring						
Library Purchases						
PG&E Rebate Program						
Lost/Damaged Book Fee						
NSF Checks/Fees						
<i>Totals</i>						
Account Information						
4/30/2021						
Checking Balance	\$ 9,073.16	Savings Balance	\$ 18,779.89	Combined account Balance	\$ 27,853.05	

Schaefer Families
~~2019~~-2020
 July -June

Budget

2019-2020 Allocated Events	Original Allocation	Allocations Spent	YTD Alloc. Spent	Allocations Balance	NOTES
General Operating Expenses	\$1,500.00		\$ 255.00	\$1,245.00	
6th Graduation Gift	\$250.00			\$250.00	
6th Graduation Reception	\$250.00			\$250.00	
Campus Beautification	\$500.00			\$500.00	
Field Day	\$1,000.00			\$1,000.00	
Fall Fund Raiser Incentives	\$500.00			\$500.00	
Staff Appreciation Lunch	\$600.00			\$600.00	
Welcome Reception	\$1,200.00		\$1,138.80	\$61.20	
Field Trips					
Kindergarten	\$1,000.00			\$1,000.00	
1st Grade	\$1,000.00			\$1,000.00	
2nd Grade	\$1,000.00			\$1,000.00	
3rd Grade	\$1,000.00			\$1,000.00	
4th Grade	\$1,000.00			\$1,000.00	
5th Grade	\$1,000.00			\$1,000.00	
6th Grade	\$1,000.00			\$1,000.00	
<i>Totals</i>	\$12,800.00	\$0.00	\$1,393.80	\$11,406.20	

Agenda Item Summary

Action Item: **17.3** *Approval of Authorization as a School-Connected Organization for Piner-Olivet Charter School Parent Club*

Regular Meeting of: May 12, 2021 **Action Item** Report Format: **Oral**

Attachment: **Correspondence Board Policy**

Present by: Dr. Charbonneau, Superintendent

Background

This is an annual report required by BP and AR 1230.

Issue(s)

Plan/Discussion/Detail

The Piner-Olivet Charter School Parent Club will be prepared to answer any questions the Board may have of the organization. The organization's submission has been reviewed and all Board Policy required items were submitted.

Fiscal Impact

Options

Recommendation

Approve.

2021-2022

PINER-OLIVET CHARTER SCHOOL
PARENT CLUB

REQUEST FOR AUTHORIZATION AS A
SCHOOL-CONNECTED ORGANIZATION

SCHOOL-CONNECTED ORGANIZATIONS CHECK OFF LIST

Requests for authorization as a school-connected organization shall contain:

(Please complete this form and check off each item before turning in to the Superintendent. Thank you!)

1. Desired use for any money remaining at the end of the year if the organization is not continued for authorized to continue in the future. *(Attachment #1)*
2. The name of the organization: **Piner-Olivet Charter School**
3. The date of application: **April 25, 2021**
4. Copy of the By-Laws (to include #9). *(Attachment #2)*
5. Membership quotas or qualifications. Described:
Membership open to all interested parties within the school community
6. The names, addresses, phone numbers and general duties of all officers.
(Attachment #3)
7. A brief description of the organization's purpose.
Support Piner-Olivet Charter School and its activities.
8. A list of specific annual objectives and planned activities. *(Attachment #4)*
9. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds. One signature should be the site administrator, Superintendent or designee. Check with bank or need both signatures to get information. *(Attachment #5)*
10. The site where the organization will be based, school site or district office.
Piner-Olivet Charter School.
11. Evidence of liability insurance as required by law. *(Attachment #6)*
12. Evidence of having filed appropriate IRS forms. *(Attachment #7)*
13. An annual financial statement showing prior year activities, total funds raised from each activity, total funds allocated and the purpose of each allocation, and the fund balance at year-end, including SCRJP Fund Accounts for that fiscal year. *(Attachment #8)*
14. The signature of the site administrator who supports the request for authorization. *(See signature line below)*



Site Administrator Signature

05 / 03 / 2021

Date

ATTACHMENT #1

Article IX: Dissolution (POCS Parent Club Constitution)

Upon dissolution of the organization, assets shall be distributed to Piner-Olivet Charter School for one or more exempt purposes within the meaning of section 501c(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ATTACHMENT # 2

Piner-Olivet Charter School (POCS) Parent Club By-Laws

Article I: Purposes

Section 1. POCS Parent Club is organized exclusively to support Piner-Olivet Charter School, an organization as defined in 509(a)(1) of the Internal Revenue Code.

Section 2. In carrying out Section 1 of this Article, POCS Parent Club shall be supervised by and operated in connection with Piner-Olivet Charter School.

Section 3. In carrying out Section 1 of this Article, POCS Parent Club is organized exclusively for charitable, education, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organization under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article II: Meetings

Section 1. The POCS Parent Club General Meetings shall be set by the officers at their first meeting of the fiscal year.

Section 2. The General Meeting quorum shall consist of not less than three (3) members, including two (2) officers.

Section 3. Special meetings may be called as needed by the POCS Parent Club Lead Parent or by agreement of two (2) other officers.

Article III: Officers – Their Duties and Election

Section 1. The duties of the Lead Parent shall be to:

- a. preside over and preserve order at all meetings;
- b. enforce the Constitution and By-laws of the POCS Parent Club; and
- c. assist other officers and to preside in their absence, if necessary.

Section 2. The duties of the Secretary shall be to keep the Minutes and to maintain the correspondence of the POCS Parent Club.

Section 3. The duties of the Treasurer shall be to:

- a. keep permanent records of accounts, including the receipts and expenses of POCS Parent Club transactions;
- b. maintain copies of treasury reports and copies of reconciled bank account statements;
- c. present a Treasurer's Report at every meeting; and
- d. be responsible for filing the non-profit state and federal tax returns as necessary.

Section 4. Officers shall be elected by ballot or voice vote at either the last meeting of the current fiscal year or the first meeting of the coming fiscal year.

Section 5. The offices of Lead Parent or Treasurer may not be held for more than four consecutive years by the same person in the same position (unless it cannot be filled).

Section 6. The term of service of the POCS Parent Club officers shall coincide with the district's fiscal year.

Section 7. The duties of the Officers shall be to:

- a. transact necessary business in the intervals between meetings and other business as may be referred to POCS Parent Club;
- b. create special committees;
- c. present a report at the General Meeting;
- d. select a committee to review the Treasurer's accounts; and
- e. approve bills within the limits of the budget.

Section 8. When charged with a breach of duty an officer can be removed from office by a two-thirds (2/3) majority vote of members when a quorum is present.

Article IV: Business and Finance

Section 1. POCS Parent Club shall maintain a bank account at a financial institution with the Lead Parent, the Treasurer, the school principal and one Piner-Olivet Charter School certificated staff member as signatories, with two signatories required.

Section 2. POCS Parent Club may deposit funds from their own hosted activities and spend their net proceeds to benefit the Piner/Olivet Charter School and its students.

Section 3. Minutes of each POCS Parent Club meeting shall record items of official business, i.e. allocations, budget items, elections.

Article V: Compensation

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its member, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

Article VI: Activities Permitted and Prohibited

No Substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purposes not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under 170(c)(2) of the Internal Revenue code, or corresponding section of any future federal tax code.

Article VII: Amendments

The By-laws may be amended by a two-thirds (2/3) majority of votes cast at a General Meeting providing notice has been given at the previous General Meeting or thirty (30) days written notice has been given to the membership.

Article VIII: Fiscal Year and Tax ID Number

Section 1. The fiscal year for POCS Parent Club shall begin on July 1st and end on June 30th.

Section 2. The Internal Revenue Service Employer Tax Identification Number for POCS Parent Club is: 72-160401.

Section 3. The name of POCS Parent Club and/or its Tax Identification Number shall only be used and/or cited in the conduct of official business and activities of POCS Parent Club or its committees.

Article IX: Dissolution (POCS Parent Club Constitution)

Upon dissolution of the organization, assets shall be distributed to Piner-Olivet Charter School for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article X: Parliamentary Authority

Any procedural item not covered in the Constitution or By-laws is to be conducted in accordance with *Robert's Rules of Order*.

Adopted on this date of October 6, 2005.

ATTACHMENT # 3

2020-2021 Officers

PRESIDENT

Shona Johnson - shona_del@comcast.net (recruitment will commence in the fall of 2021-2022)

Duties: Preside over all parent club board and general meetings, creating an agenda with pertinent school business, i.e. school fundraisers, work day, upcoming events, or needs of the school. Help keep the meetings on track and on-time. Recruit potential board members. Mentor successor (Vice-President).

VICE PRESIDENT

Kelly Roberts danandkelly715@gmail.com (recruitment will commence in the fall of 2021-2022)

Duties: When President is not available, reside over parent club board and general meetings, creating an agenda with pertinent school business, i.e. school fundraisers, work day, upcoming events, or needs of the school. Help keep the meetings on track and on-time. Mentor successor.

TREASURER

Position vacant (recruitment ongoing)

Interim Treasurer - Kelly Roberts danandkelly715@gmail.com

Duties: Receive all funds from parent club events and fundraisers. Also payout all parent club debts, such as school needs, and the parent club has agreed to pay for and payments to fundraising companies for services/goods rendered or received. Ensure that deposits get to the bank in a timely manner. Be prepared to report what funds we have in our account at every parent club meeting. Manage 8th grade trip fundraising by individual student. Mentor successor.

SECRETARY

Darla Pimlot pimlottcat@gmail.com (recruitment will commence in the fall of 2021-2022)

Duties: Take notes at parent club board and general meetings on what was discussed and what events or needs there may be for the school. Share minutes with the parent club board and principal for e-mail distribution and approval at the following meeting. Mentor successor.

VOLUNTEER COORDINATOR

Alissa McCoy- alissa@comcast.net

Vacant (recruitment will commence in the fall of 2021-2022)

Duties: Maintain parent list and their interest and availability. Schedule them for events, workdays and fundraisers. Mentor successor.

ATTACHMENT # 4

POCS PARENT CLUB ANNUAL OBJECTIVES AND PLANNED ACTIVITIES

Our objectives for the 2021-2022 school year are:

- 1) To continue to fundraise to support student activities and incentive rewards
- 2) To continue to build community between parents, students and staff

August/September 2021	Fundraiser - funds student activities such as Challenge Day, Ropes Course, Swim Party, 1 st Apple Bee's breakfast fundraiser for 8 th grade trip
October 2021	Cookie dough sales (start date 10/11), Dine and Donate
November 2021	Pie sales - funds parent club operations expenses such as insurance, supplies, and parent club and student activities.
January 2022	Fundraiser of Dine and Donate
February 2022	2 nd Apple's Bee's breakfast fundraiser for 8 th grade trip
March 2022	Dine and donate - funds student activities such as graduation, graduation dinner and dance, sports uniforms, campus cleanup work days.
April 2022	Dine and donate - funds student activities such as graduation, graduation dinner and dance, sports uniforms, campus cleanup work days.
May 2022	8 th grade dinner/dance and 8 th grader graduation
Recurring	POCS Parent Club meeting are held the third Tuesday of most every month
Recurring	Monthly "Dine and Donate" night at various restaurants – building community amongst students and families. Fund raised support student activities.

ATTACHMENT # 5

Two Signatures are required to withdraw funds from this account.
The account is held at Exchange Bank.

Authorized signers on the account as follows:

1. Principal..... Kristen Sanft
2. Lead Teacher. Jessica Brandenburg
3. Additional Teacher...Janet McDonough
4. President..... Shona Johnson
5. Vice President.... Kelly Roberts
6. Treasurer. Kelly Roberts

Bank records will be updated to add and remove signers once new officers have been determined.

ATTACHMENT #6

Following is a copy of the Certificate of Liability Insurance



POCS Parent-Teacher Club
2707 Francisco Ave.
Santa Rosa , CA 95403

Specialty Insurance Products

Insurance Policy Number: NANPO0050273

Tel. (800) 364-2433

Email suppcrt@rvnuccio.com

Online rvnuccio.com

Office 10148 Riverside Drive
Toluca Lake, CA 91602

Your Insurance Policy

What's included:

- ✓ Your Certificate(s) of Insurance
- ✓ A copy of your Application
- ✓ Your Memorandum
- ✓ Your Coverages
- ✓ Your Quote Letter

Thank you for choosing R.V. Nuccio & Associates Insurance Brokers, Inc. — We look forward to helping with your specialty insurance needs.



EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
01/30/2021

THIS EVIDENCE OF PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

AGENCY R.V. Nuccio & Associates Insurance Brokers, Inc. 10148 Riverside Drive Toluca Lake, CA 91602 (800) 364-2433 Robert V. Nuccio		PHONE (A/C, No, Ext): 		COMPANY Fireman's Fund Insurance Company 777 San Marin Drive Novato, California 94998-2000	
FAX (A/C, No): (818) 980-1595		E-MAIL ADDRESS: support@rvnuccio.com			
CODE:		SUB CODE:			
AGENCY CUSTOMER ID #:					
INSURED POCS Parent-Teacher Club 2707 Francisco Ave. Santa Rosa, CA 95403		LOAN NUMBER		POLICY NUMBER NANPO0050273	
		EFFECTIVE DATE 2/20/2021		EXPIRATION DATE 2/20/2022	
				<input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED	
THIS REPLACES PRIOR EVIDENCE DATED:					

PROPERTY INFORMATION

LOCATION/DESCRIPTION

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

COVERAGE INFORMATION

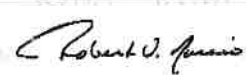
COVERAGE / PERILS / FORMS	AMOUNT OF INSURANCE	DEDUCTIBLE
Property/Equipment Insurance	\$10,000	\$250
Crime Insurance	Not Covered	\$250

REMARKS (Including Special Conditions)

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

ADDITIONAL INTEREST

NAME AND ADDRESS 	<input type="checkbox"/> MORTGAGEE	<input type="checkbox"/> ADDITIONAL INSURED
	<input type="checkbox"/> LOSS PAYEE	
LOAN # 		
AUTHORIZED REPRESENTATIVE Robert V. Nuccio 		

**SCHOOL SUPPORT GROUP/NONPROFIT ORGANIZATION
COMMERCIAL PACKAGE INSURANCE POLICY**

MEMORANDUM OF INSURANCE

Master Policy Number: XPK80998373	Memorandum Number: NANPO0050273
Issuing Company: The American Insurance Company 1465 N. McDowell Blvd Petaluma, California 94954 Nationwide Claims: 1-888-347-3428	National Program Administrator: R.V. Nuccio & Associates Insurance Brokers, Inc. 10148 Riverside Drive Toluca Lake, CA 91602 Nationwide: 1-800-567-2685

01. MEMORANDUM HOLDER NAME AND ADDRESS (MEMORANDUM HOLDER MEANS NAMED INSURED)

- a. Memorandum Holder: POCS Parent-Teacher Club
- b. Street Address: 2707 Francisco Ave.
- c. City: Santa Rosa
- d. State: CA
- e. Zip Code: 95403

02. COVERAGE PERIOD

Inception Date 2/20/2021 12:01A.M. to Expiration Date 2/20/2022 12:01A.M. Standard Time at the Named Insured's address as stated above.

03. BUSINESS TYPE

PTA PTO Booster Club Educational Foundation Nonprofit Organization

04. COVERAGE PART	LIMIT OF INSURANCE	DEDUCTIBLE	PREMIUM
a. INLAND MARINE PROPERTY COVERAGE PART			\$62.00
Business Personal Property/Equipment	\$10,000	\$250	
b. INLAND MARINE CRIME COVERAGE PART			\$0.00
(01)Employee Dishonesty	Not Covered	\$250	
(02)Forgery Or Alteration	Not Covered	\$250	
(03)Theft, Disappearance And Destruction Of Money			
(a)Inside The Premises	Not Covered	\$250	
(b)Outside The Premises	Not Covered	\$250	
c. GENERAL AND AUTOMOBILE LIABILITY COVERAGE PART			\$45.00
(01)General Aggregate	\$2,000,000	\$0	
(02)Products/Completed Operations Aggregate	\$2,000,000		
(03)Personal And Advertising Injury	\$1,000,000		
(04)Each Occurrence	\$1,000,000		
(05)Damage To Premises Rented To You	\$100,000		
(06)Medical Expense	\$5,000		
(07)Non-Owned And Hired Automobiles	Not Covered		
		State Guarantee Fund	\$0.00
05. TOTAL PREMIUM Due At Inception			<u>\$107.00</u>

06. FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION

Date Issued:
Form Number:NPOUWS001

By 
Robert V. Nuccio

**SCHOOL SUPPORT GROUP/NONPROFIT ORGANIZATION
DIRECTORS & OFFICERS LIABILITY INSURANCE POLICY**

MEMORANDUM OF INSURANCE

Master Policy Number: USF0769320	Memorandum Number: NPODO0056951
Issuing Company: Fireman's Fund Insurance Company 225 W. Washington Street, Ste 1800 Chicago, IL 60606-3484 Nationwide Claims: 1-888-347-3428	National Program Administrator: R.V. Nuccio & Associates Insurance Brokers, Inc. 10148 Riverside Drive Toluca Lake, CA 91602 Nationwide: 1-800-567-2685

01. MEMORANDUM HOLDER NAME AND ADDRESS (MEMORANDUM HOLDER MEANS NAMED INSURED)

- a. Memorandum Holder: POCS Parent-Teacher Club
- b. Street Address: 2707 Francisco Ave.
- c. City: Santa Rosa
- d. State: CA
- e. Zip Code: 95403

02. COVERAGE PERIOD

Inception Date 2/20/2021 12:01A.M. to Expiration Date 2/20/2022 12:01A.M. Standard Time at the Named Insured's address as stated above.

03. RETROSPECTIVE DATE: 2/20/2021

04. BUSINESS TYPE

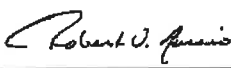
- PTA PTO Booster Club Educational Foundation Nonprofit Organization

05. COVERAGE

	LIMIT OF INSURANCE	RETENTION	PREMIUM
a. DIRECTORS & OFFICERS LIABILITY			\$24.75
01. Each Claim	\$1,000,000	\$0	
02. Annual Aggregate	\$1,000,000		
b. EMPLOYMENT PRACTICES LIABILITY	Covered	\$0	
		State Guarantee Fund	\$0.00
06. TOTAL PREMIUM Due At Inception			<u>\$24.75</u>

07. FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION

Date Issued: 01/30/2021
Form Number: NPOUWS001

By 
Robert V. Nuccio



Applicant Information

School Support Group Type	PTO
School Support Group Name	POCS Parent-Teacher Club
Website	
Is your group primarily a project graduation group?	No
Does your organization conduct its business from a school campus between the grades of K-12?	Yes
School Name	Piner-Olivet Charter School
School Address	2707 Francisco Ave.
School City	Santa Rosa
School State	CA
School Zip Code	95403
First Name	POCS
Last Name	Parent Teacher Club
Phone	707-522-3310
E-Mail Address	pocsparents@gmail.com
Membership dues	0
Cash grants/gifts/scrips/online sales	0
Bingo	0
Other Fund Raising Activities	10,000.00
Is the applicant's mailing address the same as the address indicated above?	Yes

Coverages

Effective Date	2/20/2021
Liability Plus	\$1,000,000/\$2,000,000
Damage to Premises Rented Limit	\$100 000
Bonding Plus	No, I do not want to purchase this coverage
I understand and agree that no coverage will be provided unless we install and maintain the required accounting procedures at inception and throughout the coverage period.	Not Applicable
Directors and Officers Plus	Yes
Accident Medical Plus	No, I do not want to purchase this coverage.
Property Plus	Limit \$10,000
Does your School Support Group (SSG) have any other Organizations, Auxiliaries, Clubs, Chapters, Groups or Entities operating along with, attached to, subordinate to or under your SSG; or any other Organizations, Auxiliaries, Clubs, Chapters, Groups or Entities over which you exercise any control and/or to which you might expect this insurance to also provide insurance coverage?	No
I agree that after diligent inquiry, neither I nor any of our Directors, Officers, or Members are aware of any circumstances, conditions, or situations which may give rise to a loss under this insurance.	Yes
Do you understand and agree that any known or existing circumstances, conditions, or situations which may give rise to a loss under this insurance will not be covered by the policy?	Yes
Do you understand and agree that if you select the Mail-in Check payment option, the effective date will be the date payment is processed by R.V. Nuccio & Associates or the requested effective date, whichever is later?	Yes
I understand and agree that the underwriter retains the right to review the application for accuracy, and that the policy will not provide any insurance coverage if any application information is falsely reported, falsely stated, incorrectly selected, incorrectly stated, misreported, misrepresented, misstated or wrongly stated, whether or not intentional. I understand and agree that by entering my name below, I am effectively signing this application for insurance.	Yes
Name	Kelly Roberts
Accepted Date	1/30/2021



Memorandum Number
Memorandum Number D&O
Memorandum Number AD&D
Expiration Date

NANPO0050273
NPCDO0056951

2/20/2022

Additional Insureds
Number of Additional Insureds

0



SCHOOL SUPPORT GROUP ANNUAL INSURANCE QUOTE

APPLICANT INFORMATION

Applicant Name: POCS Parent-Teacher Club

Date: 01/30/2021

Proposed Coverage Dates: 2/20/2021 12:01AM to 2/20/2022 12:01AM

Client ID#: 1676827

POLICY INFORMATION	LIMIT	COST
1. Liability Plus	\$1,000,000/\$2,000,000	\$ 45.00
RVNA, Inc. Administration & Unlimited Additional Insured Charge		\$ 110.00
2. Bonding Plus	Not Covered	\$ 0.00
RVNA, Inc. Administration Charge		\$ 0.00
3. Directors & Officers Liability Plus	\$1,000,000	\$ 24.75
RVNA, Inc. Administration Charge		\$ 25.25
4. Accident Medical Plus	Not Covered	\$ 0.00
RVNA, Inc. Administration Charge		\$ 0.00
5. Property Plus	\$10,000	\$ 62.00
RVNA, Inc. Administration Charge		\$ 38.00
RVNA, Inc. Loss Payee Charge		\$ 0.00
State Guarantee Fund		\$ 0.00
TOTAL		\$ 305.00

If you wish to purchase this exclusive insurance product, please log in at protectyournonprofit.com

NOTES

- This is a quotation only. Prices are subject to change without notice.
- Quotation is subject to online completion of the application and underwriting approval.
- It is the insureds responsibility to read the policy. Request a sample policy online at protectyournonprofit.com.
- Licensing information available upon request.
- Policy is underwritten by an A+ rated insurance carrier.

ATTACHMENT #7

Following are copies of appropriate IRS forms.



MAIL TO:
 Registry of Charitable Trusts
 P.O. Box 903447
 Sacramento, CA 94203-4470

STREET ADDRESS:
 1300 I Street
 Sacramento, CA 95814
 (916) 210-6400

WEBSITE ADDRESS:
www.sag.ca.gov/charities

ANNUAL TREASURER'S REPORT
ATTORNEY GENERAL OF CALIFORNIA
 Section 12686, California Government Code
 11 Cal. Code Regs., Section 301

(For Registry Use Only)

(FORM CT-TR-1)

POCS Parent Club Name of Organization	State Charity Registration Number <u>131317</u>
2707 Francisco Avenue Address (Number and Street)	Corporation or Organization No. <u>9802091</u>
Santa Rosa CA 95403 City or Town, State and ZIP Code	Federal Employer I.D. No. <u>72-1604701</u>

For annual accounting period (beginning 07 / 01 / 2019 ending 06 / 30 / 2020)

BALANCE SHEET

ASSETS

Cash	\$ 15,650.00
Savings	\$ 0.00
Investment	\$ 0.00
Land/Buildings	\$ 0.00
Other Assets	\$ 0.00
TOTAL ASSETS	\$ 15,650.00

LIABILITIES

Accounts Payable	\$ 0.00
Salary Payable	\$ 0.00
Other Liabilities	\$ 0.00
TOTAL LIABILITIES	\$ 0.00

FUND BALANCE

Total Assets less Total Liabilities	\$ 15,650.00
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REVENUE STATEMENT

REVENUE

Cash Contributions	\$ 9,106.00
Noncash Contributions	\$ 0.00
Program Revenue	\$ 0.00
Investments	\$ 0.00
Special Events	\$ 0.00
Other Revenue	\$ 0.00
TOTAL REVENUE	\$ 9,106.00

EXPENSES

Compensation of Officers/Directors	\$ 0.00
Compensation of Staff	\$ 0.00
Fundraising Expenses	\$ 4,956.00
Rent	\$ 0.00
Utilities	\$ 0.00
Supplies/Postage	\$ 0.00
Insurance	\$ 305.00
Other Expenses	\$ 3,907.00
TOTAL EXPENSES	\$ 9,168.00

NET REVENUE

Total Revenue less Total Expenses	\$ -62.00
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I hereby declare under penalty of perjury that I have examined this report, including accompanying documents, and, to the best of my knowledge and belief, the content is true, correct and complete and I am authorized to sign.

Shona Johnson
 Signature of Authorized Agent

Shona Johnson
 Printed Name

President
 Title

10/18/20
 Date



Office of the Attorney General

Registry of Charitable Trusts

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The Attorney General's Registry of Charitable Trusts (Registry), a part of the Public Rights Division, collects the information requested on this form as authorized by the Supervision of Trustees and Fundraisers for Charitable Purposes Act (Gov. Code § 12580 et seq.) and regulations adopted pursuant to the Act (Cal. Code Regs., tit. 11, §§ 300-316). The Registry uses the information in the administration and enforcement of the Act, including to register, renew, or update your organization's registration or to prepare reports pursuant to the Act. The Attorney General may also use the information for additional purposes, including in support of investigations and law enforcement actions, providing public access to information as required by the Act (Gov. Code §§ 12587, 12587.1, 12590), and making referrals to other law enforcement agencies. Any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The Department of Justice's general privacy policy is available at www.oag.ca.gov/privacy-policy.

Providing Personal Information. All the personal information requested in the form must be provided. An incomplete submission may result in the Registry not accepting the form, and cause your organization to be out of compliance with legal requirements to operate in California.

Access to Your Information. The completed form is a public filing that will be made available on the Attorney General's website at www.oag.ca.gov/charities pursuant to the public access requirements of the Act. You may review the records maintained by the Registry that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process the applicable registration, renewal, registration update, application, or report, we may need to share the information on this form with other government agencies. We may also share the information to further an investigation, including an investigation by other government or law enforcement agencies. In addition, the information is available and searchable on the Attorney General's website.

The information provided may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- To another government agency consistent with state or federal law.

Contact Information. For questions about this notice or access to your records, contact the Registrar of Charitable Trusts, 1300 I Street, Sacramento, CA 95814 at rct@doj.ca.gov or (916) 210-6400.

MAIL TO:
Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470
(916) 210-8400

WEBSITE ADDRESS:
www.oag.ca.gov/charities

**INSTRUCTIONS FOR FILING
ANNUAL TREASURER'S REPORT
ATTORNEY GENERAL OF CALIFORNIA**

Section 12586, California Government Code
11 Cal. Code Regs., Section 301



(FORM CT-TR-1)

Form CT-TR-1 requires reporting of the organization's fiscal year-end financial information and is designed to provide information to be used by the Attorney General and the public for those organizations whose total revenue falls below the threshold for filing IRS Form 990-EZ.

WHO MUST FILE FORM CT-TR-1?

Charitable organizations whose total revenue for the fiscal year is under \$50,000 must file Form CT-TR-1 and RRF-1 with the Attorney General's Office. Private foundations are not required to file Form CT-TR-1 and instead must file IRS Form 990-PF with the RRF-1. The CT-TR-1 filing requirement does not apply to nonprofit organizations exempt from registration with the Attorney General. These include:

- (1) a government agency,
- (2) a religious corporation sole,
- (3) a cemetery corporation regulated under Chapter 19 of Division 3 of the Business and Professions Code,
- (4) a political committee defined in Section 82013 of the California Government Code which is required to and which does file with the Secretary of State any statement pursuant to the provisions of Article 2 (commencing with Section 84200) of Chapter 4 of Title 9,
- (5) a charitable corporation organized and operated primarily as a religious organization, educational institution or hospital,
- (6) a health care service plan that is licensed pursuant to Section 1349 of the Health and Safety Code and reports annually to the Department of Managed Health Care,
- (7) corporate trustees which are subject to the jurisdiction of the Commissioner of Financial Institutions of the State of California or to the Comptroller of Currency of the United States.

Trustees of testamentary trusts should file a copy of a complete annual financial summary which is prepared in the ordinary course of business. See Probate Code sections 16060-16063.

WHAT TO FILE

ALL REGISTERED charities with less than \$50,000 in total revenue, except for those listed above as being exempt, must file the Annual Treasurer's Report (CT-TR-1) along with Form RRF-1, no later than four months and fifteen days after the organization's accounting period ends (May 15 for calendar year filers).

Organizations whose total revenue is less than \$50,000 are not required to file IRS Form 990-EZ. However, if a charity does file the 990-EZ, the 990-EZ can be filed with the Attorney General's Office in lieu of the CT-TR-1.

STATE CHARITY REGISTRATION NUMBER

The State Charity Registration Number is the Charitable Trust (CT) number assigned to an organization by the Registry of Charitable Trusts at the time of registration. If you do not know the organization's State Charity Registration Number, you may look it up using the "CT Number Search" on the Charitable Trusts Section pages of the Attorney General's website at www.oag.ca.gov/charities. If you are unable to locate the State Charity Registration Number, leave that line blank and Registry staff will insert the number when the CT-TR-1 is received in the Registry of Charitable Trusts.

OTHER IDENTIFICATION NUMBERS

The corporate number is a seven-digit number assigned by the Office of the Secretary of State and is stamped on the organization's articles of incorporation.

The organization number is a seven-digit number assigned by the Franchise Tax Board for non-corporate entities.

The Federal Employer Identification Number is a nine-digit number assigned by the Internal Revenue Service.

ACCOUNTING PERIOD

Provide the beginning and ending dates of the most recent full accounting period (Month/Day/Year). An accounting period may be by calendar year (ex: 01/01/2016-12/31/2016) or by fiscal year (ex: 07/01/2016-06/30/2017).

BALANCE SHEET

Assets

Cash: Report all cash on hand and all funds held in all checking accounts. This includes petty cash.

Savings: Report all funds held in savings accounts, CDs and/or other investments that can easily be converted to cash.

Investments: Report all funds held for investment purposes. Examples include stocks and bonds.

Land/Buildings: Report all real property owned.

Other Assets: Report any assets not included in Cash, Savings, Investments, and Land/Building. Include a schedule describing each asset and the fair market value of each asset.

Liabilities

Accounts Payable: Report the total amount of funds the charity owes to other entities or individuals (not including salaries reported on the next line).

Salary Payable: Report the total amount of funds the charity owes in salary to all employees, officers or directors.

Other Liabilities: Report all other funds owed by the charity that are not disclosed in Accounts Payable and Salary Payable. Attach a list that includes each liability and the amount of each.

REVENUE STATEMENT

Revenue

Cash Contributions: Report all cash donations received, including grants.

Noncash Contributions: Noncash contributions exclude contributions made by cash, check, electronic fund transfer, debit card, credit card, or payroll deduction. Common examples are donations of food, clothing, equipment, pharmaceuticals and medical supplies.

Program Revenue: Report all funds received as a result of the program services provided by the organization.

Investments: Report all funds received as a result of interest, dividends, rent received, or any other return on investment.

Special Events: Report funds received as a result of special events held by the organization. Examples include raffles, dinners, auctions, and golf tournaments.

[Special events are defined as events that are not regularly and routinely held by the charity. Do not include this income in Contributions and Program Revenue.]

Other Revenue: Report any funds received that are not reported in Contributions, Program Revenue, Investments, and Special Events. Provide a list reflecting the source and the amount received from each source.

Expenses

Compensation of Officers/ Directors: Report the total amount of salary paid to the organization's officers and directors.

Compensation of Staff: Report the total amount of salary paid to all employees other than officers and directors.

Fundraising Expenses: Report the total amount of funds paid (1) to fundraising professionals, and/or (2) for fundraising events, mailings or any other expense incurred in the course of fundraising.

Rent: Report total lease payments.

Utilities: Report all telephone, water, electricity, and gas expenses.

Supplies/Postage: Report all office supplies and mailing expenses.

Insurance: Report all insurance payments including general liability, fire, automobile, health or any other insurance expense paid.

Other Expenses: Report any expense paid that is not reported in Compensation of Offices/Directors, Compensation of Staff, Fundraising Expenses, Rent, Utilities, Supplies/Postage, and Insurance. Provide a list describing the expenses and the amount of each expense.

2020-2021 Allocated Expenses	Activity Cost	Allocation	Allocations Spent	YTD Alloc. Spent	Allocations Balance	NOTES
Principal's Fund	\$0.00	\$1,000.00	\$145.00	\$145.00	\$855.00	Approved \$300 in 19/20; Proposed higher 20/21 to allow incentive for Distance Learning
Staff Appreciation	\$0.00	\$500.00			\$500.00	Share with Jack London; POCS was 19/20 but cancelled due to COVID so may be on for 20/21
Insurance	\$350.00	\$350.00	\$305.00	\$305.00	\$45.00	renew in Feb. each year (2/20 - 2/19); \$305 19/20
Student Recognition / BEST	\$0.00	\$0.00			\$0.00	2 per year; No request made 19/20
Swim Party (Fall)	\$850.00	\$0.00			\$0.00	\$850 spent 19/20; Removed due to COVID 20/21
8th Grade Trip (Spring)	\$24,000.00	\$0.00			\$0.00	Student Fundraised/POCS Parent to pay scholarship; No funds requested 18/19
Six Flags (Spring)	\$5,000.00				\$0.00	\$2400 plus busses; No funds requested 18/19
December Incentive					\$0.00	No request made 18/19
March Incentive					\$0.00	No request made 18/19
Safari West (Incentive)					\$0.00	No request made 18/19
Ropes Course (Fall)	\$12,000.00	\$0.00			\$0.00	\$1500 spent 19/20 to offset Ropes Course and Swim Party; Removed due to COVID 20/21
8th Grade Dinner/Dance & Grad	\$1,200.00	\$1,200.00			\$1,200.00	\$1100 spent 18/19; combined Dinner/Dance and Grad
Snacks for Testing	\$385.00	\$385.00			\$385.00	\$380 spent 18/19; none requested 19/20 due to COVID
SignUp Genius Membership	\$249.00	\$249.00	\$242.90	\$242.90	\$6.10	\$249 for Gold Level
Pasta Feed Movie Night	\$300.00	\$0.00			\$0.00	New event 19/20; didn't happen due to COVID; No allocation because event is unknown
Totals	\$44,334.00	\$3,684.00	\$692.90	\$692.90	\$2,991.10	

2020-2021 Events/Activities	Income	YTD Income	Expenses	YTD Expenses	Profit/Loss	Notes
Reallocation of 8th Grade Trip	\$4,000.00	\$4,000.00			\$4,000.00	
Amazon Smile Rebate	\$26.78	\$26.78			\$26.78	
Bank Fees					\$0.00	
eScrip Rebate	\$8.66	\$8.66			\$8.66	
Graduation / Dinner Dance					\$0.00	
Misc Deposit					\$0.00	
No Fundraiser Fundraiser					\$0.00	
School Luncheon					\$0.00	
Kozlowski Farms Fundraiser					\$0.00	
Habit Burger Dine & Donate					\$0.00	
Registry of Charitable Trusts					\$0.00	
Epicenter Play/Dine Donate					\$0.00	
Applebee's Flapjack Fundraiser					\$0.00	8th Grade Trip
Mary's Pizza Shack D&D					\$0.00	
Cookie Dough					\$0.00	8th Grade Trip
8th Grade Dinner/Dance					\$0.00	Grad signs for families 19/20
Totals	\$4,035.44	\$4,035.44	\$0.00	\$0.00	\$4,035.44	

Grade Level Funds	Income	YTD Income	Expenses	YTD Expenses	Balance	Notes
8th Grade Trip Roll Over Balance		\$3,417.01	\$4,000.00	\$4,000.00	\$10,066.86	\$4000 expense is reallocation of funds for 20/21

7th Grade Beginning Balance					\$ -	
7th Grade		\$0.00		\$0.00	\$ -	\$0.00
8th Grade Beginning Balance					\$ 1,469.00	
8th Grade		\$0.00		\$0.00	\$ -	\$1,469.00
<i>Unallocated</i>					\$ -	Extra cookie dough sales and pancake breakfast tips
<i>Totals</i>	\$0.00	\$3,417.01	\$4,000.00	\$4,000.00	\$11,535.86	Total of Column F
Account Information						
Beginning Bank Balance	\$15,650.38	7/1/2020				
Income	\$4,035.44					
Expenses	\$4,692.90					
to Petty Cash	\$0.00					
Old Cleared Checks	\$0.00		EB new acct	Uncleared	Balance	
Ending Bank Balance	\$14,992.92		\$15,137.92	\$145.00	\$14,992.92	February Statement Balanced

Agenda Item Summary

Action Item: **17.4** *Approval of Authorization as a School-Connected Organization for Piner-Olivet Educational Foundation*

Regular Meeting of: May 12, 2021 **Action Item** Report Format:**Oral**

Attachment: **Correspondence Board Policy**

Presented by: Dr. Charbonneau, Superintendent

Background

This is an annual report required by BP and AR 1230.

Issue(s)

Plan/Discussion/Detail

Piner-Olivet Educational Foundation will be prepared to answer any questions the Board may have of the organization. The organization's submission has been reviewed and all Board Policy required items were submitted.

Fiscal Impact

Options

Recommendation

Approve.

2021-2022

PINER-OLIVET EDUCATIONAL
FOUNDATION

REQUEST FOR AUTHORIZATION AS A
SCHOOL-CONNECTED ORGANIZATION


SCHOOL-CONNECTED ORGANIZATIONS CHECK OFF LIST

Requests for authorization as a school-connected organization shall contain:

(Please complete this form and check off each item before turning in to the Superintendent. Thank you!)

- 1. Desired use for any money remaining at the end of the year if the organization is not continued for authorized to continue in the future. (Attachment #1)
- 2. The name of the organization: **Piner-Olivet Educational Foundation**
- 3. The date of application: **5/3/2021**
- 4. Copy of the By-laws (to include #9). (Attachment #2)
- 5. Membership quotas or qualifications. Described: **No membership quota or qualifications**
- 6. The names, addresses, phone numbers and general duties of all officers. (Attachment #3)
- 7. A brief description of the organization's purpose. **POEF is an independent, non-profit, organization whose purpose is to raise funds to provide educational enrichment opportunities for the students within the POU SD.**
- 8. A list of specific annual objectives and planned activities. (Attachment #4)
- 9. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds. One signature should be the site administrator, Superintendent or designee. Check with bank or need both signatures to get information. (Attachment #5)
- 10. The site where the organization will be based, school site or district office.
**POEF is based at the POU SD District Office at:
3450 Coffey Lane, Santa Rosa, CA 95403**
- 11. Evidence of liability insurance as required by law. (Attachment #6)
- 12. Evidence of having filed appropriate IRS forms. (Attachment #7)
- 13. An annual financial statement showing prior year activities, total funds raised from each activity, total funds allocated and the purpose of each allocation, and the fund balance at year-end. (Attachment #8)
- 14. The signature of the site administrator who supports the request for authorization. (See signature line below)

Site Administrator Signature Date

 5/3/2021

ATTACHMENT #1

PINER-OLIVET EDUCATIONAL FOUNDATION

POEF Dissolution Statement in Articles of Incorporation

The property of this corporation is irrevocably dedicated to charitable purposes, and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a non-profit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

ATTACHMENT #2

BY-LAWS
OF
PINER-OLIVET EDUCATIONAL FOUNDATION
A California Nonprofit Public Benefit Corporation

ARTICLE I

NAME AND OFFICES

Section 1.1 Name

This corporation shall be known as the Piner-Olivet Educational Foundation (the "Corporation").

Section 1.2 Principal Office

The principal office of the Corporation shall be initially located in the County of Sonoma, State of California. The Board of Directors is granted full power and authority to change said principal office from one location to another both within and without said county.

Section 1.3 Other offices

Branch or subordinate offices may at any time be established by the Board of Directors at any place or places.

ARTICLE II

GOALS, OBJECTIVES, AND PURPOSES

Without in any way limiting the generality of the general purposes and powers of the Corporation set forth in the Articles of Incorporation of the Corporation (the "Articles"), the primary goals and specific objectives and purposes of the Corporation include, without being limited to, soliciting, managing and disbursing voluntary contributions to provide general financial support for the public schools of the Piner-Olivet Union School District in Santa Rosa, California, in order to provide and maintain consistently high quality educational opportunities for the children of the community served by such schools.

ARTICLE III

STATUTORY MEMBERS

Section 3.1 Statutory Members

The Corporation shall have no statutory members

Section 3.2 Associated Persons

Nothing in this Article III shall be construed as limiting the right of the Corporation to refer to persons associated with it as "members" even though such persons are not members, and no such reference shall constitute anyone a member, within the meaning of Section 5056 of the Nonprofit Corporation Law of the State of California, as amended (the "Nonprofit Corporation Law"). The Corporation may confer by amendment of the Articles or these By-Laws some or all of the rights of a member, as set forth in the Nonprofit Corporation Law, upon any person or persons; provided, however that no such person or persons shall be a member within the meaning of said section 5056 unless such person(s) is given the right, pursuant to a specific provision of the Articles and/or By-Laws, to

vote for the election of a Director or Directors, to vote on a disposition of all or substantially all of the assets of the Corporation, to vote on a merger or dissolution of the Corporation, and/or to vote on changes to the Articles and/or By-Laws.

Section 3.3 Actions by Members

Any action which would otherwise require a vote of members shall require only a vote of the Directors, and no meeting of members shall be required, any provision of the Articles or By-Laws to the contrary notwithstanding. All rights which would otherwise require a vote of members shall require only a vote of the Directors, and no meeting of members shall be required, any provision of the Articles or By-Laws to the contrary notwithstanding. All rights which would otherwise vest in the members shall vest in the Directors.

ARTICLE IV

Section 4.1 Powers

Subject to any limitations stated in the Articles, these By-Laws, and the Nonprofit Corporation Law, and subject to the duties of Directors as prescribed by the Nonprofit Corporation Law, all corporate powers shall be exercised by, or under the direction of, and the business and affairs of the Corporation shall be managed by, the Board of Directors. The individual Directors shall act only as members of the Board of Directors, and the individual Directors shall have no power as such.

Section 4.2 Number of Directors

The authorized number of Directors of the Corporation shall be not less than five, and no more than twenty, the exact number to be fixed by the Board of Directors from time to time.

The voting Board of Directors shall consist of no more than three (3) members who are full time employees of the Piner-Olivet Union School District.

There shall also be a reserved voting Director Representative, for each school within the Piner-Olivet Union School District (POUSD). All of the Director Representative positions may or may not be attended at each meeting, with the intention that each school is ensured a voting Director at each POEF meeting. At each POEF meeting, the Director Representative for each school will announce their attendance and the school they are representing.

In addition, there can be non-voting, ex-officio Board members. This would include one (1) administrator from the Piner-Olivet Union School District; one (1) member of the Board of Trustees of the Piner-Olivet Union School District; a teacher from each of the schools in the Piner-Olivet Union School District; one (1) classified staff member from the Piner-Olivet Union School District; and any committee chairperson, all being appointed by their own constituency.

Section 4.3 Elections, Term of Office, and Qualifications

- (a) The initial Directors shall be elected by the incorporator(s) of the Corporation. Thereafter, Directors shall be elected at least annually, and at the annual meeting of the Board of Directors provided for in Section 4.7 of these By-Laws or as otherwise determined by the Board of Directors.
- (b) Each Director shall hold office for a minimum of two (2) years. Directors may be re-elected. All directors shall hold office until their respective successors are elected, except in the case of the resignation, death, disability, or removal of a Director.
- (c) Each Director Representative position, for each school within the POUSD, shall be everlasting, with no expiration and no POEF vote required. It is the responsibility of each school's Parent-Teacher

Organization's (PTO) Officers to recruit and assign a Director Representative for their school. There will be no limitations on who, or how many times the same person can be a Director Representative, as long as the person is from the membership body of the school's PTO, that they are representing. In the absence of a POUSD Board sanctioned PTO, the Principal will have the responsibility to recruit and assign a Director for their school.

Section 4.4 Resignations

Any Director, other than the reserved Director Representative position for each school, may resign at any time by giving written notice of such resignation to the President, the Secretary, or the Board of Directors of the Corporation. Such resignation shall take effect at the time specified in the notice.

Section 4.5 Removals

- (a) Any number of Directors, other than the reserved Director Representative position for each school, may be removed by the Board of Directors, with or without cause, by a three-fourths vote of the Directors then in office.
- (b) No reduction of the authorized number of Directors shall have the effect of removing any Director prior to the expiration of such Directors' term of office.

Section 4.6 Vacancies

- (a) A vacancy in the Board of Directors shall be deemed to exist in case of the death, resignation, or removal of any Director, or if the authorized number of Directors is increased, or if the Board of Directors declares vacant the position of any Director whose term has expired.
- (b) Vacancies on the Board of Directors may be filled by a majority of the Directors then in office or by a sole remaining Director. The term of a Director so elected shall be the unexpired portion of the term of the Director, if any, the Director so elected is replacing.

Section 4.7 Annual Meeting

The annual meeting of the Board of Directors at which Directors shall be elected shall be held on the fourth Tuesday in May of each year at the principal office of the Corporation, or at such other time or place as the Board of Directors may otherwise establish. The Board of Directors shall, at least thirty days before the annual election meeting, place a public notice in the Piner-Olivet Union School District's school bulletins giving notice that persons interested in serving on the Board should submit a statement of interest.

Section 4.8 Other Regular or Special Meetings

The Board of Directors may establish the time and place for the holding of regular or special meetings of the Board of Directors.

Section 4.9 Calling Special Meetings

Special meetings of the Board of Directors also shall be held whenever called by the Chairman of the Board or the President or the Secretary or any three Directors of the corporation with 48 hours notice.

Section 4.10 Place of Meetings

Meetings of the Board of Directors shall be held at any place within the State of California which may be designated by the Board of Directors and stated in the notice of the meeting. In the absence of such designation, meetings of the Board of Directors shall be held at the principal office of the Corporation.

Section 4.11 Notice of Meetings

Written notice of the time and place of meetings of the Board of the Directors shall be delivered personally to each Director, or transmitted to each Director by first class mail, telephone, e-mail, or facsimile. In case such notice is sent by mail, it shall be deposited in the United States mail at least five days prior to the time of the holding of the meeting. For purposes of determining whether such five day requirement has been satisfied, the day of the meeting and the day notice is given shall each be counted as one full day regardless of the time of day the meeting is held or the notice is given. Each notice shall be deemed given to a Director when deposited, with postage thereon prepaid, in a post office or official depository under the exclusive care and custody of the United States post office department and addressed to such Director at the address designated by him for that purpose or, if none is designated, at his or her last known address. In case such notice is delivered personally, or transmitted by telephone, e-mail, or facsimile, it shall be so delivered at least forty-eight hours prior to the time of the holding of the meeting. Such notice may be given by the Secretary of the Corporation or by the persons who called said meeting. Such notice need not specify the purpose of the meeting, unless the meeting is to consider the election of a Director, the removal of a Director and/or an amendment to the By-Laws that will increase the number of Directors of the Corporation. Notice shall not be necessary if appropriate waivers, consents, and/or approvals are filed in accordance with Section 4.12 of these By-Laws.

Section 4.12 Waiver of Notice

Notice of a meeting need not be given to any Director who signs a waiver of notice, or a written consent to holding the meeting, or an approval of the minutes of the meeting whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to such Director. All such waivers, consents, and approvals shall be filed with the corporate records or made a part of the minutes of the meeting. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Directors, or of a committee of Directors, need be specified in any such waiver, consent, or approval.

Section 4.13 Action Without Meeting

Any action required or permitted to be taken by the Board of Directors may be taken without a meeting, if all members of the Board shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as a unanimous vote of such Directors.

Section 4.14 Quorum

A majority of the authorized number of Directors shall constitute a quorum (half of the voting Directors, plus one) for the transaction of business. The reserved Director Representatives, representing each of the schools in the POUSD, will not negate a quorum if a Director is absent, but will be included in the quorum if the Director is in attendance.

Every act, or decision done, or made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be the act of the Board of Directors, unless the Articles, these By-Laws, or the Nonprofit Corporation Law specifically require a greater number.

In the absence of a quorum at any meeting of the Board of Directors, a majority of the Directors present may adjourn the meeting as provided in Section 4.16 of these By-Laws. A meeting at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of enough Directors to leave less than a

quorum, if any action taken is approved by at least a majority of the required quorum for such meeting. Directors may not vote by proxy.

Section 4.15 Adjournment

Any meeting of the Board of Directors, whether or not a quorum is present, may be adjourned to another time and place by the vote of a majority of the Directors present. Notice of the time and place of the adjourned meeting need not be given to absent Directors if said time and place are fixed at the meeting adjourned; provided, however, that if the meeting is adjourned for more than forty-eight hours, notice of any adjournment to another time or place shall be given prior to the time and the adjourned meeting to the Directors who were not present at the time of the adjournment.

Section 4.16 Fees and Compensation

- (a) Directors shall not receive any stated fees or salary for their services as Directors. Directors may be reimbursed in such amounts as may be determined from time to time by the Board of Directors for expenses paid while acting on behalf of the Corporation. Nothing herein contained shall be construed to preclude any Director from serving the Corporation in any other capacity as an officer, agent, employee, or otherwise and receiving compensation therefore.
- (b) There shall be no dues. The corporation shall be exclusively financed by contributions to its fund and the earnings there from.

ARTICLE V

COMMITTEES

Section 5.1 Nominating Committee

The Board of Directors shall create a standing Nominating Committee consisting of three or more Directors selected annually by the Board of Directors. The Nominating Committee shall recommend to the Board of Directors candidates to serve as members of the Board of Directors to fill vacancies created by the expiration of a Director's term of office, the resignation of a Director, or otherwise.

Section 5.2 Executive and Other Committees of the Board of Directors

The Board of Directors may create an Executive Committee and/or other committees, consisting of two or more Directors. Such committees shall have such power and authority as may be determined by the Board of Directors, subject to the limitations imposed on such power and authority by the Nonprofit Corporation Law and/or the Articles.

Section 5.3 Advisory Committees

The Board of Directors may create one or more ad hoc advisory committees, consisting of such persons as may be determined by the Board of Directors or appointed by the person –designated by the Board of Directors to fill any such committee(s).

ARTICLE VI

OFFICERS

Section 6.1 Officers

The officers of the Corporation shall be a President, a Vice President, a Secretary, and a Treasurer, who shall be the Chief Financial Officer of the Corporation. The Corporation may also have, at the discretion of the Board of Directors, one or more additional Vice Presidents, one or more Assistant Secretaries, one or more Assistant Treasurers, and such other officers as may be appointed accordance with the provisions of Section 6.3 of these By-Laws. One person may hold no more than two offices; however, neither the Secretary nor the Treasurer may serve concurrently as the President.

Section 6.2 Elections and Term

The officers of the Corporation shall be elected annually by the Board of Directors at the annual meeting provided for the Section 4.7 of these By-Laws, and shall serve at the pleasure of the Board of Directors, subject to the rights, if any, of an officer under any contract of employment.

Section 6.3 Subordinate Officers, etc.

The Board of Directors may appoint such other officers as the business of the Corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in these By-Laws or as the Board of Directors may from time to time determine.

Section 6.4 Resignations

Any officer may resign at any time by giving written notice to the Corporation, subject to the rights, if any, of the Corporation under any contract to which the officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein, and the acceptance of such resignation shall not be necessary to make it effective.

Section 6.5 Vacancies

A vacancy in any office because of death, resignation, removal; disqualification, or any other cause shall be filled by the Board of Directors.

Section 6.6 Presidents

The President shall be the Chief Executive Officer of the Corporation and shall, subject to the control of the Board of Directors, have general supervision, direction and control of the business and affairs and the actions of the other officers on behalf of the Corporation. The President shall have the general powers and duties of management usually vested in the office of president of a corporation, and shall have such other powers and duties as may be prescribed by the Board of Directors or these By-Laws.

Section 6.7 Vice President

In the absence or disability of the Presidents the Vice Presidents in order of their rank as fixed by the Board of Directors, or if not ranked, the Vice President designated by the Board of Directors, shall perform the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the President. The Vice Presidents shall have such other powers and perform such other duties as from time to time may be prescribed for them respectively by the Board of Directors or these By-Laws.

Section 6.8 Secretaries

- (a) The Secretary shall keep, or cause to be kept, a book of minutes in written form of the proceedings of the Board of Directors and committees of the Board of Directors. Such minutes shall include, without limitation, all waivers of notice, consents to the holding meetings, or approvals of the minutes of meetings.
- (b) The Secretary shall give, or cause to be given, notice of all meetings of the Board of Directors required by these By-Laws or by law to be given, and shall cause the seal of the Corporation to be kept in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or these By-Laws.

Section 6.9 Treasurer

- (a) The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of account in written form or any other form capable of being converted into written form.
- (b) The Treasurer shall deposit all monies and other valuables in the name and to the credit of the Corporation with such depositories as may be designated by the Board of Directors, The Treasurer shall disburse or provide for the disbursement of all funds of the Corporation as may be ordered by the Board of Directors or as may be appropriately ordered by the appropriate Officers of the Corporation, shall render to the President and the Board of Directors, whenever they request it, an account of all the Treasurer's transactions as Treasurer and of the financial condition of the Corporation, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or these By-Laws.

Section 6.10 Assistant Secretary

An Assistant Secretary, if there shall be such an officer, shall have all the powers, and perform all the duties of, the Secretary in the absence or inability of the Secretary to act.

Section 6.11 Assistant Treasurer

An Assistant Treasurer, if there shall be such an officer, shall have all the powers and perform all the duties of, the Treasurer in the absence or inability of the Treasurer to act.

ARTICLE VII

BOOKS AND RECORDS

Section 7.1 Books and Records

The Corporation shall keep or cause to be kept adequate and correct books and records of account and minutes of the proceedings of the Board of Directors and committees of the Board of Directors.

Section 7.2 Annual Reports

- (a) Except as otherwise provided below in these By-Laws, the Board of Directors shall cause an annual report (the "Annual Report") to be sent to the Directors not later than one hundred twenty days after the close of the Corporation's fiscal year. The Annual Report shall state in appropriate detail the following:
 - (1) The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year;
 - (2) The principal changes in assets and liabilities, including trust funds, during the fiscal year;
 - (3) The revenue or receipts of the Corporation both unrestricted and restricted to particular purposes, during the fiscal year;

(4) The expenses or disbursements of the Corporation, for both general and restricted purposes, during the fiscal year; and

(5) Any information required by Section 6322 of the Nonprofit Corporation Law.

(b) The Annual Report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of an authorized officer of the Corporation that such statement were prepared without audit from the books and records of the Corporation.

ARTICLE VIII

GRANTS – CONTRACTS – LOANS

Section 8.1 Grants

The making of grants and contributions and otherwise rendering financial assistance for the purposes of the Corporation, may be authorized by the Board of Directors, The Board of Directors may authorize any officer or officers, agent or agents, in the name of and on behalf of the Corporation, to make any such grants, contributions, or assistance.

Section 8.2 Execution of Contracts

The Board of Directors may authorize any officer, employee or agent in the name and on behalf of the Corporation to enter into any contract or execute and satisfy any instrument, and any such authority may be general or confined to specific instances or otherwise limited. In the absence of any action by the Board of Directors to the contrary, the President shall be authorized to execute such instruments on behalf of the corporation.

Section 8.3 Checks, Drafts, Etc.

All checks, drafts, and other orders for the payment of money out of the funds of the Corporation and all notes or other evidences of indebtedness of the Corporation shall be signed on behalf of the Corporation in such manner as shall from time to time be determined by resolution of the Board of Directors. There will be four validating signatures on the bank accounts and two signatures will be necessary for all checks, drafts, and other orders for the payment of money out of the funds of the Corporation.

ARTICLE IX

INDEMNIFICATION OF DIRECTORS AND OFFICERS

Section 9.1 Indemnifications by Corporation

The Directors and officers shall be indemnified and held harmless to the extent and in the manner permitted in California Nonprofit Corporation Law.

Section 9.2 Insurance

The Corporation shall have power to purchase and maintain insurance on behalf of any agent of the corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the Corporation would have the power to indemnify the agent against such liability under the provisions of this section; provided, however, that the Corporation shall have no power to purchase and maintain such insurance to indemnify any agent of the Corporation for a violation of Section 5233 of the Nonprofit Corporation Law (relating to self-dealing transactions).

ARTICLE X

ASSETS AND INVESTMENTS

Section 10.1 Dedication of Assets

The properties and assets of this Corporation are irrevocably dedicated to the Corporation's being an exempt organization within the meaning of Section 501(c)(3) of the United States Internal Revenue Code of 1954, as amended (the "Internal Revenue Code"), and Section 23701 of the California Revenue and Taxation Code, as amended (the "Taxation Code"). (All references to the Internal Revenue Code and the Taxation Code contained in these By-Laws are deemed to include corresponding provisions of any future United States or California taxation law, as the case may be).

Section 10.2 Standards, Retention of Property

- (a) In investing, reinvesting, purchasing, acquiring, exchanging, selling and managing the Corporation's investments, the Board of Directors shall act in accordance with the provisions of Section 5240 of the Nonprofit Corporation Law. The Board of Directors shall avoid speculation, looking instead to the permanent disposition of the funds, considering the probable income, as well as the probable safety of the Corporation's capital.
- (b) Unless limited by the Articles, the Corporation may continue to hold property properly acquired or contributed to it if and as long as the Board of Directors, acting in accordance with the provisions of Section 5240 of the Nonprofit Corporation Law, may consider that retention is in the best interests of the Corporation. No retention of donated assets violates this Section 10.2 where such retention was required by the donor in the instrument under which the assets were received by the Corporation, except that no such requirement may be effective more than ten years after the death of the donor.
- (c) Notwithstanding any other provision in these By-Laws, the Corporation may reject any donation, acceptance of which the Board of Directors deems would not further the purposes of the Corporation or the acceptance of which would impose an undue burden on the Corporation.

Section 10.3 Endowment Fund

- (a) The Corporation may receive donations earmarked for an endowment fund from any source in cash or in other property acceptable to the Board of Directors, provided the terms and conditions, if any, are consistent with the purposes and powers of the Corporation as set forth in the Articles and-or these By-Laws. All donations so received together with the income there from (referred to in these By-Laws as the "fund") shall be held, managed, administered, and paid out-in accordance with any terms and conditions with respect thereto. Unless otherwise specifically required, the Corporation may mingle such restricted donations with other assets of the Fund. The Corporation may reject any donation carrying restrictions deemed by the Board of Directors to be incompatible with the purposes of the Fund and/or the Corporation.
- (b) The Corporation shall keep a complete record of the source of all gifts made to the Fund and shall take such steps as the Board of Directors deem appropriate to recognize and commemorate each such gift, to the end that the memory of the gift, and of the donor shall be appropriately preserved.
- (c) The Corporation shall disburse the Fund or the income therefore at such time and in such a manner and in such amounts as the Board of Directors may in its discretion determine for the Corporation or its related activities.

ARTICLE XI

DISTRIBUTION OF INCOME AND PROHIBITED ACTIVITIES

In the event that the Corporation shall at any time be a private foundation within the meaning of Section 509 of the Code, the Corporation, so long as it shall be such a private foundation, shall distribute its income for each taxable year at such time and in such manner as not to subject it to the tax on undistributed income imposed by Section 4942 of the Code, and the Corporation shall not (i) engage in any act of self-dealing as defined in Section 4941(d) of the Code; (ii) retain any excess business holdings as defined in Section 4943© of the Code; (iii) make any investments in such manner as to subject the Corporation to any tax under Section 4944 of the Code; or (iv) make any taxable expenditures as defined in Section 4945 (d) of the Code.

ARTICLE XII

FISCAL YEAR

Section 12.1 Fiscal Year

The fiscal year of the Corporation shall end on June 30 of each year unless and until changed by the Board of Directors.

ARTICLE XIII

AMENDMENTS

New By-Laws may be adopted or these By-Laws may be amended or repealed by the Board of Directors, except as otherwise provided by law or by the Articles in accordance to Section 4.9.

ATTACHMENT #3

PINER-OLIVET EDUCATIONAL FOUNDATION

2021-2022 Officers

PRESIDENT

Deanne Bonta
135 California Ave.
Santa Rosa, CA 95405
(707) 544-1571

VICE PRESIDENT

Open

TREASURER

Danielle Foster
1581 Jennings Ave.
Santa Rosa, CA 95401
(707) 542-6945

SECRETARY

Virginia Garcia
79 Hop Ranch Rd.
Santa Rosa, CA 95403
(707) 542-4531

ATTACHMENT #4

ANNUAL OBJECTIVES & PLANNED ACTIVITIES

Our objectives for the 2021-2022 school year are:

1. To continue to fundraise for field trips, educational and music programs for each elementary school site.
2. To identify enrichment opportunities for Northwest Prep and POCS and proceed with fundraising.

Activities:

Fall 2021 - TBD	Pancake Breakfast fundraiser / community building event for all schools.
Spring 2022 - TBD	See's Candy Fundraiser – helps to build up the reserve of funds that will be utilized to fund enrichment programs.
April/May 2022	Fun Run/Color Run – a fundraiser to help finance field trips throughout the district.
Summer 2022 – TBD	Montgomery Village Concert / wine pouring fundraiser
Ongoing	Annual Fund fundraiser via brochure and online/PayPal (soliciting one time or monthly recurring donations from supporters) – an ongoing fundraiser for our general fund, building up the resources that we have to draw upon for educational and music programs.
Recurring	POEF meetings are held the last Tuesday of every month.

ATTACHMENT #5

**PINER-OLIVET EDUCATIONAL FOUNDATION
2021-2022**

BANKING INFORMATION

Exchange Bank
1300 Guerneville Road
Santa Rosa, CA 95403
(707) 542-3000

Individuals currently authorized to sign:

1. Deanne Bonta..... President
2. Danielle Foster.....Treasurer
3. Carmen Diaz-French.....Superintendent
4. Virginia Garcia.....Secretary

Carmen Diaz-French will be removed and the new Superintendent will be added, along with any other removals or additions as needed, in June.

ATTACHMENT #6



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/31/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER R.V. Nuccio & Associates Insurance Brokers, Inc. 10148 Riverside Drive Toluca Lake, CA 91602	CONTACT NAME: Robert V. Nuccio PHONE (A/C, No, Ext): (800) 364-2433 E-MAIL ADDRESS: support@rvnuccio.com		FAX (A/C, No): (818) 980-1595
	INSURER(S) AFFORDING COVERAGE INSURER A: Fireman's Fund Insurance Company		NAIC # 21873
INSURED Piner-Olivet Educational Foundation 3450 Coffey Lane Santa Rosa, CA 95403	INSURER B: Nationwide Life Insurance Company		66869
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<input checked="" type="checkbox"/>		XPK80998373 NANPO0050040	1/1/2021	1/1/2022	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Directors and Officers			NPODO0056673	1/1/2021	1/1/2022		\$1,000,000
A	Sexual Misconduct Liability			NANPO0050040	1/1/2021	1/1/2022		1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured: / Sexual Misconduct Liability included. Event Description: Piner-Olivet Educational Foundation Start Date: 1/1/2021 End Date: 12/31/2021

CERTIFICATE HOLDER**CANCELLATION**

Piner-Olivet Union School District 3450 Coffey Lane Santa Rosa, CA 95403	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Robert V. Nuccio

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ATTACHMENT #7

Attached are copies of the most recent taxes that were filed in 8/2020.

The current fiscal year ends on 6/30/2021 and the taxes for this year will be filed shortly thereafter.

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2019

Open to Public Inspection

A For the 2019 Calendar year, or tax year beginning 2019-07-01 and ending 2020-06-30**B** Check if available Terminated for Business Gross receipts are normally \$50,000 or less**C** Name of Organization: PINER OLIVET EDUCATIONALFOUNDATION3450 Coffey Lane, SantaRosa, CA, US, 95403**D** Employee IdentificationNumber 94-2915172**E** Website:**F** Name of Principal Officer: Danielle Foster3450 Coffey Lane, SantaRosa, CA, US, 95403

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

Note: This image is provided for your records only. Do Not mail this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.



Confirmation

Print this page for your records. The Confirmation Number below is proof that you successfully filed your 199N e-Postcard.

We received your 199N e-Postcard on 8/10/2020 11:17:17 AM.

Confirmation Number: 114784422305

Entity ID: 1147844
Entity Name: PINER OLIVET EDUCATIONAL
FOUNDATION

Account Period Information

Account Period Beginning: 7/1/2019
Account Period Ending: 6/30/2020

This is not your entity's first year in business.

Your entity has not terminated or gone out of business.

Your entity has not changed the account period.

Gross Receipts: \$17749

This is not an amended return.

An IRS Form 1023/1024 is not pending.

Entity Information

FEIN: 942915172

Doing Business As:

Website Address:

Entity's Mailing Address

3450 Coffey Lane
Santa Rosa CA 95403

Principal Officer's Information

Danielle Foster
3450 Coffey Lane
Santa Rosa CA 95403

Contact Information

Name: Danielle Foster
Phone: 7073607107

After we process your 199N e-Postcard, you may receive a bill if the three year [gross receipt average](#) is greater than the amount allowed for filing a 199N e-Postcard.

Print

Log Out



MAIL TO:
Registry of Charitable Trusts
P.O. Box 903447
Sacramento, CA 94203-4470

ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

(For Registry Use Only)

STREET ADDRESS:
1300 I Street
Sacramento, CA 95814
(916) 210-6400

**Sections 12586 and 12587, California Government Code
11 Cal. Code Regs. sections 301-306, 309, 311, and 312**

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties. Revenue & Taxation Code section 23703; Government Code section 12586.1. IRS extensions will be honored.

WEBSITE ADDRESS:
www.oag.ca.gov/charities

<p>Piner-Olivet Educational Foundation Name of Organization</p> <hr/> <p>List all DBAs and names the organization uses or has used 3450 Coffey Lane Address (Number and Street)</p> <p>Santa Rosa, CA, 95403 City or Town, State, and ZIP Code</p> <p>707-360-7107 Telephone Number</p> <p style="text-align: right;">E-mail Address</p>	<p>Check if:</p> <p><input type="checkbox"/> Change of address</p> <p><input type="checkbox"/> Amended report</p> <hr/> <p>State Charity Registration Number <u>052032</u></p> <hr/> <p>Corporation or Organization No. <u>1147844</u></p> <hr/> <p>Federal Employer ID No. <u>94-2915172</u></p>
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ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311, and 312)
Make Check Payable to Department of Justice

Gross Annual Revenue	Fee	Gross Annual Revenue	Fee	Gross Annual Revenue	Fee
Less than \$25,000	0	Between \$100,001 and \$250,000	\$50	Between \$1,000,001 and \$10 million	\$150
Between \$25,000 and \$100,000	\$25	Between \$250,001 and \$1 million	\$75	Between \$10,000,001 and \$50 million	\$225
				Greater than \$50 million	\$300

PART A - ACTIVITIES

For your most recent full accounting period (beginning 07 / 01 / 2019 ending 06 / 30 / 2020) list:

Gross Annual Revenue \$ 17,749.00 Noncash Contributions \$ 0.00 Total Assets \$ 60,490.00

Program Expenses \$ 3,150.00 Total Expenses \$ 13,652.00

PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

Note: All questions must be answered. If you answer "yes" to any of the questions below, you must attach a separate page providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

	Yes	No
1. During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof, either directly or with an entity in which any such officer, director or trustee had any financial interest?		✓
2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?		✓
3. During this reporting period, were any organization funds used to pay any penalty, fine or judgment?		✓
4. During this reporting period, were the services of a commercial fundraiser, fundraising counsel for charitable purposes, or commercial coventurer used?		✓
5. During this reporting period, did the organization receive any governmental funding?		✓
6. During this reporting period, did the organization hold a raffle for charitable purposes?		✓
7. Does the organization conduct a vehicle donation program?		✓
8. Did the organization conduct an independent audit and prepare audited financial statements in accordance with generally accepted accounting principles for this reporting period?	✓	
9. At the end of this reporting period, did the organization hold restricted net assets, while reporting negative unrestricted net assets?		✓

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete, and I am authorized to sign.

Signature of Authorized Agent

Danielle Foster
Printed Name

Treasurer
Title

8/10/2020
Date

ATTACHMENT #8

Piner Olivet Educational Foundation
Profit & Loss by Class
 July 2020 through April 2021

	<u>See's Candy</u>	<u>Fun Run / Color Run</u>	<u>Montgomery Village</u>	<u>Pancake Breakfast</u>	<u>POEF</u>	<u>TOTAL</u>
Ordinary Income & Expense						
Income						
Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit	0.00	0.00	0.00	0.00	0.00	0.00
Expense						
Postage & Printing	0.00	0.00	0.00	0.00	0.00	0.00
Bank Service Charges	0.00	0.00	0.00	0.00	0.00	0.00
Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00
Event Expenses	0.00	0.00	0.00	0.00	0.00	0.00
Insurance	0.00	0.00	0.00	0.00	305.00	305.00
Tax filing fees / penalties	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>305.00</u>	<u>305.00</u>
Net Ordinary Income	0.00	0.00	0.00	0.00	-305.00	-305.00
Other Income / Expenses						
Other Expense						
Allocated Profit	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>0.00</u></u>	<u><u>-305.00</u></u>	<u><u>-305.00</u></u>

Piner Olivet Educational Foundation

Balance Sheet

July 2020 through April 2021

	<u>April 30, 2021</u>
ASSETS	
Current Assets	
Checking / Savings	
PayPal Account	0.00
West America Bank	418.91
Exchange Bank - GF	55012.46
Total Checking / Savings	<u>55431.37</u>
Total Current Assets	<u>55431.37</u>
TOTAL ASSETS	<u><u>55431.37</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Color Run Funds Allocated	14042.00
Fire Relief - Funds Allocated	1403.47
SuperWalk - Funds Allocated	
Schaefer	2020.50
Olivet	2749.31
Jack London	1968.88
POCS	830.00
NWP	530.50
Total SuperWalk - Funds Allocated	<u>8099.19</u>
Total Other Current Liabilities	<u>15445.47</u>
Total Current Liabilities	<u>23544.66</u>
Total Liabilities	<u>23544.66</u>
Equity	
Retained Earnings	32191.71
Net Income	-305
Total Equity	<u>31886.71</u>
TOTAL LIABILITIES & EQUITY	<u><u>55431.37</u></u>

Agenda Item Summary

Action Item: **17.5 Public Hearing and Ratification of Closed Session Action Regarding 2020-2021 Contract Agreements Between the District and the Piner-Olivet Classified Association (POCA)**

Special Meeting of: May 12, 2021	Action Item	Report Format: Oral
----------------------------------	-------------	---------------------

Attachment: Tentative Agreement

Presented by: Steve Charbonneau, Superintendent

Background

The District and POCA negotiating team met and tentatively agreed to contract changes for 2020-2021. POCA members have ratified these agreements.

Issue(s)

To take effect, the Governing Board must approve the agreement in Closed Session and then ratify that action in Open Session.

Fiscal Impact

No fiscal impact

Options

Recommendation

Ratify Closed Session action

**Tentative Agreement
Between
Piner-Olivet Union School District
And
California School Employees Association Chapter No. 45**

The Tentative Agreement is entered into this 15th day of March ,2021 by and between the Piner-Olivet Union School District (“District”) and California School Employees Association, Chapter No. 45 (“CSEA”) complete negotiations for 2020-21.

The Parties agree as follows:

Title Page

Date change:

November 1, 2021 – October 31, 2024

Article 2 - Recognition

Update 2.2, list of bargaining unit positions:

LVN (Licensed Vocational Nurse)

Payroll Technician

Technology Coordinator

Article 7 – Holidays

Add language to 7.1, #11

7.1 Nine and a half (9 1/2) to twelve (12) month classified unit members are entitled to the following holidays:

1. New Year’s Day
2. Martin Luther King’s Birthday
3. Lincoln’s Birthday
4. Washington’s Birthday
5. Memorial Day
6. Labor Day
7. Veteran’s Day
8. Thanksgiving Day
9. Day after Thanksgiving (in lieu of Admission Day)
10. Christmas Day
11. Floating holiday: all unit members, who are in paid status on that day, shall be granted one (1) floating holiday. ***For eleven (11) and twelve (12) month unit members, such day shall be taken on a non-instructional day.***

Article 9 – Leaves

New language: Parent/Child Bonding Leave

See Attachment

Article 25 Evaluation

Update language (Ed Code 45113)

9.9

Parental/Child Bonding Leave

- 9.9.1 Unit members with at least 12 months of service at the District are eligible to take up to 12 workweeks of parental/child bonding leave within the 12-month period following the birth of a child of the employee or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee.
- 9.9.2 Unit members accessing paid parental leave under this section shall use all current and accumulated illness/injury leave during the 12 workweek period. Upon exhaustion of current and accumulated illness/injury leave, the employee will receive the difference between his/her regular salary and the substitute's salary, or the salary a substitute would have received, or 50% of the employee's regular salary, whichever is greater. The employee shall continue to receive health and welfare benefits. No unit member will receive both regular and differential pay.
- 9.9.3 The unit member shall provide the District with at least 30 days' advance notice of the expected date of delivery signed by a health care provider, or with the expected date of placement of the child in the home of the unit member in the case of adoption or foster care. If 30 days' advance notice is not possible, the unit member shall notify the District of the expected date of birth or placement as soon as possible.
- 9.9.4 If both parents are employees of the District, both shall be entitled to this leave up to a cumulative 12 weeks unless the law requires more.
- 9.9.5 Parental leave under this section shall run concurrently with baby bonding leave under CFRA. It is the intent of this section to implement the terms and conditions of Education Code Section 44977.5 and Government Code 12945.2, and further interpretations of these laws will apply.
- 9.9.6 Following the 12 work week period of parental/bonding leave, the unit member may request, and the Board in its sole discretion may grant, an additional unpaid child rearing leave in accordance with the other provisions of this Article.

25.2 Probationary unit members shall be formally evaluated at least twice during the probationary period of ~~twelve (12)~~ *six (6)* months of service. The first evaluation shall be not later than the end of the ~~fourth (4th)~~ *third (3)* month and the second not later than the end of the ~~eleventh (11th)~~ *fifth (5)* month of employment.

Article 30- Duration

Update dates for 30.1, 30.2.1, 30.2.2, and 30.2.3

30.1 ~~November 1, 2018 through October 31, 2021~~

November 1, 2021 through October 31, 2024

30.2.1 ~~2018-2019~~ *2021-2022*

30.2.2 ~~2019-2020~~ *2022-2023*

30.2.3 ~~2020-2021~~ *2023-2024* and October 31, ~~2021~~ *2024*



Dr. Steve Charbonneau, Superintendent

3/17/2021

Date



Emily Tunheim, Chapter President No. 45



Leslie Perry, Labor Rep

3/17/2021

Date

Agenda Item Summary

Action Item: **17.6** *Approval of Contract with Van Pelt Construction Services (VPCS) for Construction Management Services for Bond-funded Projects*

Regular Meeting of: May 12, 2021

Action Item

Report Format: Oral

Attachment: Contract

Presented by: Dr. Kay Vang

Background

Pursuant to Government Code section 4529.10 et seq., the District invited proposals from qualified firms to provide construction management services to the District for the project identified in the Request for Proposal. Finalists were invited to interview with the District. The District selected the firm that best meets the District's needs to perform the construction administration services as described in the Request for Proposal.

Bond funds available for projects total \$6.2 million. Some projects may include updating technology infrastructure at five sites, landscaping, roofing, and new security systems. It is the District's intent to begin work on projects during the summer of 2021 of such projects to be determined with VPCS.

Fiscal Impact

Schedule of fees is included in the contract.

Recommendation

Approve the contract to select VPCS as the Construction Manager.

**AGREEMENT FOR CONSTRUCTION PROJECT
MANAGEMENT SERVICES**

THIS AGREEMENT is made by and between the **Piner-Olivet Union School District**, a political subdivision of the State of California ("DISTRICT"), and **Van Pelt Construction Services**, a California corporation, ("PROJECT MANAGER").

The DISTRICT and PROJECT MANAGER hereby agree as follows:


1. Description of Services:
PROJECT MANAGER agrees to provide construction project management services as set forth in Attachment B to DISTRICT in conjunction with the projects identified in Attachment A (individually called "PROJECT" and collectively called "PROJECTS").
2. Selection and Qualifications of PROJECT MANAGER:
PROJECT MANAGER was selected to perform the services under the Agreement in compliance with Government Code section 4525 *et seq.* DISTRICT has determined that PROJECT MANAGER is licensed as a General Building Contractor by the State of California (#871147) and possesses the demonstrated competence and professional qualifications for the services to be performed.
3. Contract Documents:
The contract documents consist of the Agreement for Construction Project Management Services, the General Provisions, Attachments "A", "B", and "C" and completed insurance forms.
4. Compensation:
As full compensation for all services contemplated by this Agreement, PROJECT MANAGER shall be paid as set forth in Attachment "C."
5. Term of Agreement:
This Agreement begins effective June 2021, and completes upon completion of services under the Agreement, unless terminated sooner, whether pursuant to the provisions of Section 7 of the General Provisions or otherwise.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year written below.

Piner-Olivet Union School District

Van Pelt Construction Services

4707 Mangel BLVD.
Fairfield, CA 94534

By: 
Dr. Steve Charbonneau

By: 
Michael Van Pelt

Title: Superintendent

Title: Director

Date: 04 / 21 / 2021

Date: 04 / 20 / 2021

GENERAL PROVISIONS

(AGREEMENT FOR CONSTRUCTION PROJECT MANAGEMENT SERVICES)

1. ASSIGNMENT/DELEGATION: Neither party hereto shall assign or transfer any interest in this Agreement or any duty hereunder without written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party shall have so consented.
2. STATUS OF PROJECT MANAGER: The parties intend that PROJECT MANAGER, in performing the services herein specified, shall act as an independent contractor and shall have control of the work and the manner in which it is performed. PROJECT MANAGER is not to be considered an agent or employee of DISTRICT and is not entitled to participate in any pension plans, insurance, bonus or similar benefits DISTRICT provides its employees.
3. INDEMNIFICATION:
 - (a) PROJECT MANAGER shall indemnify, defend with counsel acceptable to DISTRICT, and hold harmless to the full extent permitted by law, DISTRICT and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature in connection with PROJECT MANAGER'S performance of the project or its failure to comply with any of its obligations contained in these contract documents, except such Liability cause by the sole negligence or willful misconduct of the DISTRICT. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for PROJECT MANAGER or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.
 - (b) PROJECT MANAGER shall be liable to DISTRICT for any loss or damage to DISTRICT property arising from PROJECT MANAGER's performance hereunder.
 - (c) The obligations set forth in this section 3 shall continue beyond the term of this Agreement as to any act or omission which occurred during or under this Agreement.
4. INSURANCE: With respect to the performance of work under this Agreement, PROJECT MANAGER shall maintain and shall require all of its subconsultants to maintain insurance as described below:
 - (a) Worker's compensation insurance with statutory limits as required by the Labor Code or the State of California. Said policy shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the DISTRICT."
 - (b) Commercial or Comprehensive General Liability insurance covering bodily injury and property damage utilizing an occurrence policy form, in an amount no less than \$1,000,000 combined single limit for each occurrence. Said insurance shall include, but not be limited to: premises and operations liability, independent contractors' liability, and personal injury liability.
 - (c) Automobile liability insurance covering bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence. Said insurance shall include coverage for owned, hired, and non-owned vehicles.

- (d) Each said comprehensive or commercial general liability and automobile liability insurance policy shall be endorsed with the following specific language:
- (1) DISTRICT, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this Agreement.
 - (2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.
 - (3) The insurance provided herein is primary coverage to DISTRICT with respect to any insurance or self-insurance programs maintained by DISTRICT and no insurance held or owned by DISTRICT shall be called upon to contribute to a loss.
 - (4) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT.
- (e) Professional Liability (Errors and Omissions) Insurance for all activities of the PROJECT MANAGER arising out of or in connection with this Agreement is an amount no less than \$1,000,000 combined single limit for each occurrence endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT."
- (f) Documentation: The following documentation shall be submitted to the DISTRICT:
- (1) Properly executed Certificates of Insurance clearly evidencing all coverages, limits, and endorsements required above. Said certificates shall be submitted prior to the execution of this Agreement.
 - (2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement.
 - (3) Upon DISTRICT's written request, certified copies of insurance policies. Said policy copies shall be submitted within thirty (30) days of DISTRICT's request.
- (g) Policy Obligations: PROJECT MANAGER's indemnity and other obligations shall not be limited by the foregoing insurance requirements.
- (h) Material Breach: If PROJECT MANAGER, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement; the same shall be deemed a material breach of contract. DISTRICT, at its sole option, may terminate this Agreement and obtain damages from the PROJECT MANAGER resulting from said breach. Alternatively, DISTRICT may purchase such required insurance coverage, and without further notice to PROJECT MANAGER, DISTRICT may deduct from sums due to PROJECT MANAGER any premium costs advanced by DISTRICT for such insurance. These remedies shall be in addition to any other remedies available to DISTRICT.
5. METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS AND MAKING PAYMENTS: All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notice, bills and payments sent by mail shall be addressed as follows:

DISTRICT:

Piner-Olivet Union School District
3450 Coffey Lane
Santa Rosa, CA 95403
Telephone: 707-522-3000
Fax: 707-522-3007

PROJECT MANAGER:

Van Pelt Construction Services
4707 Mangel BLVD.
Fairfield, CA 94534
Telephone: 707-438-3790
Fax: 707-438-3793

and when so addressed, shall be deemed given upon receipt via United States Mail, postage prepaid, provided it is forwarded "certified," or "registered" with proof of receipt. In all other instances, notices, bills, and payments shall be deemed given at the time of actual personal delivery. Changes may be made in names and addresses of the person to whom notices, bills, and payments are to be given by giving notice pursuant to this paragraph.

6. MERGER: This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

7. TERMINATION AND SUSPENSION:
 - (a) If either party fails to perform any of its obligations hereunder, within the time and in the manner hereunder provided or otherwise violates any of the terms of the Agreement, either party may terminate this Agreement by giving written notice of such termination, stating the reason for such termination. In such event, PROJECT MANAGER shall be entitled to receive payment for all services satisfactorily rendered provided, however, that there shall be deducted from such amount the amount of liquidated damage, if any, sustained by DISTRICT by virtue of any breach of the Agreement by PROJECT MANAGER.
 - (b) DISTRICT shall also have the right in its sole discretion to terminate the Agreement for its own convenience and without cause by giving thirty (30) calendar days written notice to PROJECT MANAGER. Upon written notice from the DISTRICT of such termination, shall immediately cease work under the Agreement, except such work as may be required to comply with Section 12(b) of this Agreement. The DISTRICT shall pay the PROJECT MANAGER only the fee associated with the services provided since the last invoice that has been paid and up to the notice of termination, except for the fee for such work as may be required to comply with Section 12(b) of this Agreement.
 - (c) Termination of the Agreement shall have no effect upon any of the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination.
 - (d) If, at any time, the DISTRICT determines that any of the individual PROJECTS should be terminated, the PROJECT MANAGER, upon written notice from the DISTRICT of such termination, shall immediately cease work on the PROJECT(S) so terminated, except such work as may be required to comply with Section 12(b) of this Agreement. For any such PROJECT(S), the DISTRICT shall pay the PROJECT MANAGER only the

fee associated with the services provided since the last invoice that has been paid and up to the notice of termination, except the fee for such work as may be required to comply with Section 12(b) of this Agreement. PROJECT MANAGER agrees to continue to perform all non-terminated portions of this Agreement in that case, and the Parties agree that PROJECT MANAGER'S compensation shall be adjusted accordingly.

- (e) DISTRICT retains the right to terminate, either for convenience or for cause, PROJECT MANAGER'S performance on any of the individual PROJECTS. Upon written notice from the DISTRICT of such termination, shall immediately cease work on the PROJECT(S) on which PROJECT MANAGER's services have been so terminated, except such work as may be required to comply with Section 12(b) of this Agreement. For any such PROJECT(S), the DISTRICT shall pay the PROJECT MANAGER only the fee associated with the services provided since the last invoice that has been paid and up to the notice of termination, except the fee for such work as may be required to comply with Section 12(b) of this Agreement. PROJECT MANAGER agrees to continue to perform all non-terminated portions of this Agreement in that case, and the Parties agree that PROJECT MANAGER'S compensation shall be adjusted accordingly.
- (f) DISTRICT also retains the right to suspend, either for convenience or for cause, PROJECT MANAGER'S performance of services under the Agreement as to any or all of the individual PROJECTS. Upon written notice from the DISTRICT of such suspension, shall immediately cease work on any PROJECT(S) so suspended. The DISTRICT shall pay the PROJECT MANAGER only the fee associated with the services provided since the last invoice that has been paid and up to the notice of suspension.

8. TRANSFER OF RIGHTS: PROJECT MANAGER assigns to DISTRICT all rights throughout the work in perpetuity in the nature of copyright, trademark, patent, right to ideas, in and to all versions of the plans and specifications now or later prepared by PROJECT MANAGER in connection with the project, if any.

PROJECT MANAGER agrees to take such actions as are necessary to protect the rights assigned to DISTRICT in this Agreement, and to refrain from taking any action which would impair those rights. PROJECT MANAGER's responsibilities under this contract include, but are not limited to, placing proper notice of copyright on all versions of the plans and specifications as PROJECT MANAGER may direct, and refraining from disclosing any versions of the plans and specifications to any third party without first obtaining written permission of DISTRICT.

9. NONDISCRIMINATION: PROJECT MANAGER shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.
10. EXTRA (CHANGED) WORK: Only the Superintendent may authorize extra (and/or changed) work. The parties expressly recognize that DISTRICT and School personnel are without authorization to either order extra (and/or changed) work or waive contract requirements. Failure of the PROJECT MANAGER to secure proper authorization for extra work shall constitute a waiver of any and all right to adjustment in the contract price or contract time due to such unauthorized extra work and the PROJECT MANAGER thereafter shall be entitled to no compensation whatsoever for the performance of such work.
11. CONFLICT OF INTEREST: PROJECT MANAGER represents that it presently has no interest which would conflict in any manner or degree with the performance of services contemplated by this Agreement. PROJECT MANAGER further represents that in the performance of this Agreement, no person having such interest will be employed.

12. OWNERSHIP OF WORK PRODUCT:

- (a) DISTRICT shall be the owner of and shall be entitled to immediate possession of accurate reproducible copies of any design computations, plans, correspondence or other pertinent data and information gathered or computed by PROJECT MANAGER prior to termination of this Agreement by DISTRICT or upon completion of the work pursuant to this Agreement.
- (b) After completion of each PROJECT, after termination by DISTRICT of PROJECT MANAGER's services as to any PROJECT, and after termination of this Agreement, PROJECT MANAGER shall deliver to DISTRICT a complete set of PROJECT records for each PROJECT on which services were provided, including without limitation all documents generated by PROJECT MANAGER, copies of all documents exchanged with or copied to or from all other PROJECT participant, and all closeout documents. Said PROJECT records for each PROJECT shall be indexed and appropriately organized for easy use by DISTRICT personnel.
- (c) The parties understand that under this Section 12, all documentation generated by PROJECT MANAGER will be turned over to the school district and that PROJECT MANAGER has no patent or copyright materials and/or product any such items that require this section in the contract.

13. PROJECT MANAGER'S WARRANTY: DISTRICT has relied upon the professional ability and training of PROJECT MANAGER as a material inducement to enter into this Agreement. PROJECT MANAGER hereby warrants that all its work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of PROJECT MANAGER's work by DISTRICT shall not operate as a waiver or release.

14. TAXES: PROJECT MANAGER agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this Agreement. In case DISTRICT is audited for compliance regarding any applicable taxes, PROJECT MANAGER agrees to furnish DISTRICT with proof of payment of taxes on those earnings.

15. DUE PERFORMANCE: Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may, in writing, demand adequate assurance of due performance and until such written assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received.

16. NO THIRD-PARTY BENEFICIARIES: There are no intended third-party beneficiaries of this Agreement.

17. NO WAIVER OF BREACH: The waiver by DISTRICT of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of any subsequent breach of the same or any other term or promise contained in this Agreement.

18. FINGERPRINTING. By execution of the Agreement/Contract, the PROJECT MANAGER acknowledges that Education Code Section 45125.1 applies to contracts for the provision of school and classroom janitorial, school site administrative, school site grounds and landscape maintenance, pupil transportation and school site food-related services. Section 45125.1 requires that employees of entities providing such services to school districts must be fingerprinted by the California Department of Justice for a criminal records check, unless the DISTRICT determines that the PROJECT MANAGER and PROJECT MANAGER's employees will have limited contact with pupils. In making this determination, the DISTRICT will consider the totality of the

circumstances, including factors such as the length of time the PROJECT MANAGER and PROJECT MANAGER's employees will be on school grounds, whether pupils will be in proximity with the site where the PROJECT MANAGER and PROJECT MANAGER's employees will be working, and whether the PROJECT MANAGER and PROJECT MANAGER's employees will be alone or with others. The DISTRICT further reserves the right to determine, on a case-by-case basis, to require any entity providing school site services to comply with the requirements of this paragraph.

(a) **DISTRICT Determination of Fingerprinting Requirement Application**

The DISTRICT has considered the totality of the circumstances concerning the Project and has determined that the PROJECT MANAGER and PROJECT MANAGER's employees:

 X are subject to the fingerprinting requirements of Education Code Sections 45125.1 and Paragraph (b) below, is applicable.

 are not subject to the fingerprinting requirements of Education Code Section 45125.1 and Paragraph (c) below, is applicable.

- (b) If the DISTRICT has determined that fingerprinting is required, the PROJECT MANAGER expressly acknowledges that: (1) PROJECT MANAGER and all of PROJECT MANAGER's employees working on the school site must submit or have submitted fingerprints in a manner authorized by the Department of Justice, together with the requisite fee as set forth in Education Code Section 45125.1; (2) PROJECT MANAGER shall not permit any employee to come in contact with students until the Department of Justice has ascertained that the employee has not been convicted of a serious or violent felony; (3) PROJECT MANAGER shall certify in writing to the Governing Board of the DISTRICT that none of its employees who may come in contacts with students have been convicted of a serious or violent felony; and (4) PROJECT MANAGER shall provide to the Governing Board of the DISTRICT a list of names of its employees who may come in contact with students. The PROJECT MANAGER is required to fulfill these requirements at its own expense.
- (c) Even if the DISTRICT has determined that fingerprinting is not required, the PROJECT MANAGER expressly acknowledges that the following conditions shall apply to any work performed by the PROJECT MANAGER and/or PROJECT MANAGER's employees on a school site: (1) PROJECT MANAGER and PROJECT MANAGER's employees shall check in with the school office each day immediately upon arriving at the school site; (2) PROJECT MANAGER and PROJECT MANAGER's employees shall inform school office staff of their proposed activities and location at the school site; (3) Once at such location, PROJECT MANAGER and PROJECT MANAGER's employees shall not change locations without contacting the school office; (4) PROJECT MANAGER and PROJECT MANAGER's employees shall not use student restroom facilities; and (5) If PROJECT MANAGER and/or PROJECT MANAGER's employees find themselves alone with a student, PROJECT MANAGER and PROJECT MANAGER's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

19. **APPLICABLE LAW:** The laws of the State of California govern this Contract. Each and every provision of law and clause required by law to be included in the Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were included. Solano County, California, in which the DISTRICT is located, shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement, and no other place.

20. REPORTS TO IRS: The parties understand that Federal Internal Revenue regulations require this office to report all payments to PROJECT MANAGER for services.

21. DISPUTE RESOLUTION PROVISIONS:

(a) MEDIATION

- (1) Any claim, dispute or other matter in question arising out of or related to this Agreement may be subject to mediation if the parties mutually agree.
- (2) A request for mediation shall be filed in writing with the other party to this Agreement.
- (4) The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon.

Attachment A

The Project Manager shall assist the District with all projects as assigned in writing.

Project	Projected Cost:
School Marquees 1. Schaefer Charter School 2. Olivet Elementary Charter School 3. Northwest Prep Charter School	\$100,000-\$200,000 DSA - No
Covered Eating Area 1. Olivet Elementary Charter School	\$200,000-\$500,000 DSA - Yes
School Grounds Fire Abatement 1. Schaefer Charter School 2. Piner-Olivet Charter/Jack London Elementary* 3. Northwest Prep Charter School	\$650,000-\$1,000,000 DSA - Yes
Tech/Wifi Infrastructure 1. District-wide	\$350,000-\$500,000 DSA - No
Security Alarm System 1. District-wide	\$450,000-\$850,000 DSA - No
Paint Projects 1. Northwest Prep Charter School 2. Olivet Elementary Charter School	\$300,000-\$400,000 DSA - No
Roofing Repairs 1. All School Sites	\$650,000-\$800,000 DSA - No

Attachment B

SCOPE OF SERVICES

a. **Program and Design Phase Services:** Project Manager shall provide the necessary service to implement the District's Master Plan. The Project may be asked to perform the following scope of services.

- a. Assist the District with the updating the master schedule.
- b. Assist the District with Site Design Committee Meetings at each school site.
- c. Work with the Architect and District Consultants (CEQA, Hazmat, Surveying, Geotechnical, and others) to develop and refine the design plan at each school. Coordinate the work of the Architect and consultants as needed.
- d. Perform Constructability Reviews of every project on plans and specifications with written comments at 90% CD of the design drawings. Review should include but not be limited to site visit, as built check, constructability issues, site access, phasing plan, and detailed coordination of drawings and specification. CM is required to back check and verify that comments in the reviews have been addressed by the Architect.
- e. Cost estimating services at various stages (schematic design, design development, 75% construction documents, and completed construction documents) of each project to ensure design work is within the program budget. Coordinate estimating work with the Architect and recommend areas of value engineering to the District.
- f. Scheduling services to assist in achieving the required design, submission, and approval of the plans of the Master Schedule milestones. Report on a regular basis the status of all design work including local and state agency approvals.
- g. Coordinate with the Architect and District in developing detailed construction phasing and coordination plans.
- h. Assist the District with any utility coordination, permits, service upgrades and connections as related the program.
- i. Attend bi-weekly District Facility Committee meetings.
- j. Provide assistance and advice on hiring Project Inspectors and other consultants needed.
- k. Provide document control and filing of all relevant program documents.

b. **Bid and Award Phase Services:** Provide comprehensive bid and award phase services including the following:

- c.
 - a. Assist the District with bid marketing to ensure the most responsive and competitive bids.
 - b. Assist the District with pre-bid walks and bidder orientation.
 - c. Assist the District with reviewing bids for responsiveness and advice on any bidding issues or complications. Assist the District with pre-construction tasks.
 - d. Assist in processing executed contracts, purchase orders, insurance certificates, performance and payment bonds, and distribution of contract to all legal parties.

d. **Construction Phase Services:** Provide comprehensive Construction Management services for the projects included in the Master Plan. Project Manager is to assume all management and coordination responsibilities for construction activities, including but not limited to the following:

- a. Scheduling services to monitor construction phase work, evaluate contractor baseline schedule, all monthly updates, and all two week look-ahead schedules. Maintain separate as built schedule.
- b. Provide cost estimating services required to review, reconcile, and validate contractor change order submission.
- c. Track all construction cost vs. budgets and report to the District on a regular basis.

- d. Review quality and correctness of work and report any deficiencies not corrected by the contractor to District.
- e. Provide filing system for all projects.
- f. Verify contractor is implementing CHPS requirements as specified in the contract documents.
- g. Verify contractor is implementing required Storm Water Pollution Plan meeting local, state, and federal laws.
- h. Coordinate all public agency permits, connections, and other related coordination work during the construction phase.
- i. Schedule and conduct the pre-construction meeting with the contractor and all relevant team members. Coordinate a separate hazardous material abatement pre-construction meeting.
- j. Verify contractor is maintaining the record documents on a regular basis. All revisions should be recorded on a single set at the construction site.
- k. Assist the District with moving and storage work that may be required to perform the construction work in the Master Plan. Coordinate and manage work with site staff and District staff to minimize disruptions to the school operations.
- l. Manage the established document controls for RFIs, Submittals, Change Orders, and other project logs and files.
- m. Review shop drawings and submittals for completeness and monitor the status of all submittals, shop drawings, and related correspondence.
- n. Document the progress of construction work with daily reports and digital photos that document project progress, unforeseen conditions, and non-compliant work.
- o. Coordinate and lead all weekly construction meetings.
- p. Ensure contractors meet all Division 00 and 01 contract requirements.
- q. Manage and oversee the Project Inspector is performing their work per his or her contract requirements.
- r. Prepare monthly reports for all projects that include executive summary of the program and detailed status of each project.
- s. Analyze and review all change orders proposals. Verify scope and accuracy of cost and submit a recommendation to the District.
- t. Evaluate all claims and make recommendations to the District on the most effective way to mitigate and/or resolve.
- u. Review contractor payment applications request and gather required signature for further processing by the District.
- v. Monitor all liens and stop notices and advise the District. Monitor contractor compliance with insurance certificates, endorsements, limits, and other legal documents.
- w. Assist District in issuing and managing small contracts needed to accomplish the work of the larger projects and programs.

e.

f. Post Construction and Project Close Out Services:

- g. Coordinate with Architect and consultants the development of the punch list into a single document. Monitor and assist in the verification and completion of the punch list work.
- h. Prepare all close out documents needed for DSA, OPSC Funding, County (File Notice of Completion) and permits.
- i. Coordinate submission of all Contractual documentation from the Contractor to the District including Record Drawings, Warranties and Operation and Maintenance Manuals. Review and approve as appropriate.
- j. Coordinate all required close out documents and transmit to the District, including resolution of all project issues, RFIs, PCOs, COs, RFIs, ASI, Project Photos, O&M Manuals, and correspondences. All documents to be submitted in an organized and filed in appropriate boxes. Provide electronic version of all relevant information in a safe and reliable format.
- k. Assist and coordinate the District move into its new facilities including installation of District equipment and furnishings.
- l. **Assist in the implementation of commissioning process of the projects or coordinating**

- the** training of the new facilities to District staff and personnel.
- m. Prepare close checklist for DSA and OPSC. Consultant to assist Architect and District that all projects are closed with both OPSC and DSA.

Attachment C

The Consultant shall be paid the following fee:



April 19, 2021

Piner-Olivet Union School District
 3450 Coffey Lane
 Santa Rosa, California 95403
 Attention: Kay Vang, Chief Business Official

Reference: General Obligation Bond Program
 Subject: Fee Proposal for Bond Program/Construction Management

Dear Ms. Vang,

It is our pleasure to submit this fee proposal for the General Obligation Bond Program Management services required by the above referenced Bond Program.

As previously discussed, VPCS will provide all services delineated in the District's RFQ at a rate of 6.5% of the \$6.2 million program. The lump sum fee will be divided equally over the 24 month program timeline and billed monthly:

Total Lump Sum Fee:	\$403,000
Program Duration:	24 months
Monthly Fee:	\$16,791

We look forward to our new working relationship with the Piner-Olivet Union School District on this very important program.

Very Truly Yours,
 VAN PELT CONSTRUCTION SERVICES

Michael Van Pelt
 Director

Agenda Item Summary

Action Item: 17.7 *Ratification of Closed Session Action for the Addendums to Memorandum of Understanding Dated April, 2021 between the District and Piner-Olivet Educators' Association Regarding the COVID-19 Pandemic and School Reopening During the 2020-2021 School Year*

Special Meeting of: May 12, 2021

Action Item

Report Format:

Attachment: None

Presented by: Dr. Steve Charbonneau, Superintendent

Background

The District and the Piner-Olivet Educators' Association agreed to the COVID-19 pandemic and school reopening MOU dated April 1, 2021. The Board will review the addendums to the MOU between POEA and POUUSD dated April 1, 2021.

Plan/Discussion/Detail

To take effect, the Governing Board must approve the Addendums to the MOU in closed session and then ratify that action in open session.

Recommendation

Ratify closed session action.

Memorandum of Understanding
Between
Piner-Olivet Union School District
And
Piner-Olivet Educators' Association

May 3, 2021

In light of unit members having the opportunity to be vaccinated as of April 7, 2021:


- 1) This Memorandum of Understanding ("MOU") shall serve as an addendum to the parties' April 1, 2021 MOU for reopening.
- 2) This addendum will serve to amend item 11-b of the POUSD and POEA Memorandum of Understanding dated April 1, 2021 in regards to promotion and graduation ceremonies.
- 3) "Drive-thru" graduation and/or promotion ceremonies will be offered at POUSD school sites. As per Sonoma County Public Health official's recommendation, families, students and staff involved in such activities will perform the COVID self-health screening prior to such events. This includes everyone in each vehicle, even though family members are not to exit their vehicles.
- 4) June 4th will be a minimum day held virtually for all students
 - a) 6th grade student promotion will be held on the morning of June 4th
 - b) POCS 8th grade promotion will be held on Thursday, June 3, as has been done historically
 - c) High school graduation (NWP) will be held on Friday, June 4, as has been done historically

Signatures:



Jack Potter, Lead Negotiator

5/3/2021
Date



Dr. Steve Charbonneau, Superintendent

5/3/2021
Date

MEMORANDUM OF UNDERSTANDING

Between

Piner-Olivet Union School District

And

Piner-Olivet Education Association

Spring 2021

This Memorandum of Understanding (“MOU”) shall serve as an addendum to the parties’ April 1, 2021 MOU for reopening.

Staff of Piner-Olivet Charter School request a change to Article 7, Section vi of the Spring 2021 MOU, regarding the number of stable groups staff are able to see. Our purpose in requesting such a waiver is to secure equal availability of all core teachers to all students for in-person academic instruction while maintaining consistency with distance learning students.

This plan is as follows:

Piner-Olivet Charter School, a small-by-design charter school, has 7th and 8th grade students with a population of 210 students. Our classrooms are arranged to provide ample space, with 6+ feet clearance between student work stations and teachers, with health and safety of students and staff in mind. We have one campus location with a total of 8 classrooms available for creating stable groups for our students.

We have assigned the students in the classrooms as noted:

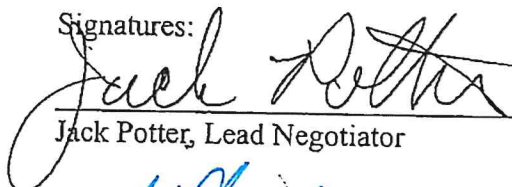
7th Grade Math/Science - E4
7th Grade English/History - F1
7th Grade Math/Science - F5
7th Grade English/History - F7
8th Grade Math/Science - F3
8th Grade English/History - F4
8th Grade Math/Science - F6
8th Grade English/History - F2

- Each core class will be divided into two stable groups of students who do not interact with the other stable group.
- Stable groups of students will be on campus two days per week, one with the English/History teacher and one with the Math/Science teacher.
- In the event stable groups are half a class size or smaller, students will be on campus 4 days, two with the English/History teacher and two with the Math/Science teacher
- Every attempt will be made to ensure siblings in the same grade band will be in the same stable group.

- Teachers will work with only one stable group per day. The remaining stable groups and distant learning students will receive asynchronous assignments.
- On Wednesdays, all students will participate in zoom classes focusing on Career Exploration.
- Afternoons will be maintained for office hours, small groups, and individuals meetings determined by the teacher and based on the needs of each class.


Piner-Olivet Charter School plans to move into the hybrid model on May 17th, and carry through the end of the school year on June 4th.

Signatures:



Jack Potter, Lead Negotiator

5/3/2021
Date



Dr. Steve Charbonneau, Superintendent

5/3/2021
Date

MEMORANDUM OF UNDERSTANDING

Between

Piner-Olivet Union School District

And

Piner-Olivet Education Association

Spring 2021

This Memorandum of Understanding (“MOU”) shall serve as an addendum to the parties’ April 1, 2021 MOU for reopening.

Staff of Northwest Prep Charter School request a change to Article 7, Section vi of the Spring 2021 MOU, regarding the number of stable groups staff are able to see. Our purpose in requesting such a waiver is to secure equal availability of all subject-specific teachers to all students for in-person academic instruction.

In order to facilitate this more easily, Northwest Prep Charter has already submitted a plan to the Sonoma County Health Department, and that plan has already been given approval. This plan is as follows:

Northwest Prep plans to minimize crossover between students. Adults in our departmentalized setting will have only AA or BB students in their classrooms during designated days:

Northwest Prep Charter School, a small-by-design charter school, has a 7-12th grade student population of 72 students. We have planned our classrooms carefully to provide more than ample space, with 6+ feet clearance between student work stations and teachers. With health and safety of students and staff in mind. We have one campus location with a total of 10 classrooms available for creating stable groups for our 72 7-12 students.

We have assigned the students in the classrooms as noted:

Science- Rm. 2
High School Math- Rm. 3
Middle School Math and Spanish 1- Rm. 4
ELA- Rm. 17
Social Studies- Rm. 16

- Students are assigned to one of two stable groups of 36 students that do not interact with the other stable group.
- Every attempt will be made to ensure siblings in the same grade band will be in the same stable group.
- Each stable group consists of (4) 5-13 student sub-stable groups each, who travel to 2 different departmentalized classrooms per day with 6+ foot clearance between student workstations and teachers.

- Teachers will work with only two sub stable groups that are on campus each day. The other two sub stable groups will be with two different teachers in different rooms. The remaining four sub stable groups not on campus will receive instruction via Zoom and will complete asynchronous activities.
- Stable groups will be maintained with a hybrid schedule based on the AA/BB model. That is, Monday and Tuesday will have Group A on campus for a partial day, with Group B coming on campus on Thursday and Friday. When not on campus, all groups will participate in asynchronous learning activities. On Wednesdays, all students will participate in zoom classes and virtual small group lessons.
- Breaks will be outdoors and in designated spaces with a staggered schedule so that each stable group does not commingle.

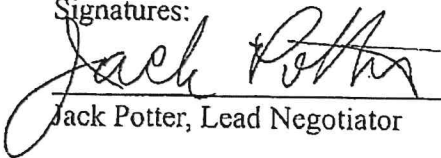
This grouping will begin on NWP's movement into the hybrid model on May 17th, and carry through the end of the school year on June 4th.


This grouping will follow*the following schedule:

NWP Hybrid Model					
Students are in Cohort A (M/T) Cohort B (Th/Fri) or Cohort C (home)					
	M: Cohort A on Campus	T: Cohort A on Campus	Wed	Th: Cohort B on Campus	F: Cohort B on Campus
8:10-8:30 (arrival)	Group A-1: 8:10 AM Group A-2: 8:15 AM Group A-3: 8:20 AM Group A-4: 8:25 AM Students go to their advisory or on their dots	Group A-1: 8:10 AM Group A-2: 8:15 AM Group A-3: 8:20 AM Group A-4: 8:25 AM Students go to their advisory or on their dots		Group B-1: 8:10 AM Group B-2: 8:15 AM Group B-3: 8:20 AM Group B-4: 8:25 AM Students go to their advisory or on their dots	Group B-1: 8:10 AM Group B-2: 8:15 AM Group B-3: 8:20 AM Group B-4: 8:25 AM Students go to their advisory or on their dots
8:30-9:00	Advisory	Advisory	Advisory	Advisory	Advisory
9-10:30	7A/C - ELA 8A/C- Science 9 A/C- Spanish (10B/C zoom SS) 11A/C Math (12B/C virtual) seniors not taking math come at 10:45	7A/C - Math 8A/C - Social Systems 9 A/C - ELA (10B/C virtual) 11A/C - Science (12B/C virtual)	Asynchronous Electives and Crossroads work on Google Classroom	7B/C - ELA Virtual 8B/C- Science Virtual 10B/C- Soc Systems (9 a/c zoom spanish) 12B/C - Math (Acellus) seniors not taking math come at 10:45	7B/C -Math Virtual 8B/C - Social Systems Virtual 10B/C - ELA (9A/C Virtual) 12B/C - Science (11A/C Virtual)
	Break	Break	Teacher	Break	Break

10:30-10:45			Office Hours:		
10:50-12:20	7A/C - Science 8A/C - ELA 9A/C- Math (10B/C virtual) 11A/C- Social Systems (12 virtual)	7A/C - Soc Systems 8A/C - Math 9A/C - Science (10B/C virtual) 11A/C - ELA (12B/C virtual)	10:00-11:00 0 <u>Dossat</u> 11:00-12:00 0 <u>Jhaveri</u>	7B/C -Science Virtual 8B/C -ELA Virtual 10B/C - Math (9A/C Virtual) 12B/C - Social Systems (11A/C Virtual)	7B/C -Soc Systems Virtual 8B/C - Math Virtual 10B/C - Science (9A/C Virtual) 12B/C - ELA (11A/C Virtual)
@ home	Lunch Kids grab bagged lunch and go home for the day	Lunch Kids grab bagged lunch and go home for the day	12:00-1:00 <u>Zavala</u> 1:00-2:00 <u>Boone</u>	Lunch Kids grab bagged lunch and go home for the day	Lunch Kids grab bagged lunch and go home for the day
Departure	Group A-1: 12:20 Group A-2: 12:25 Group A-3: 12:30 Group A-4: 12:35	Group A-1: 12:20 Group A-2: 12:25 Group A-3: 12:30 Group A-4: 12:35	2:00-3:00 <u>Edmondson</u>	Group A-1: 12:20 Group A-2: 12:25 Group A-3: 12:30 Group A-4: 12:35	Group A-1: 12:20 Group A-2: 12:25 Group A-3: 12:30 Group A-4: 12:35
1:30-3:30	Staff Meeting Academic Support by Appointment	Academic Support by Appointment	Classrooms get thoroughly cleaned	Teacher Planning Meeting Academic Support by Appointment	Academic Support by Appointment

Signatures:


 Jack Potter, Lead Negotiator


 Dr. Steve Charbonneau, Superintendent

5/3/2021
 Date

5/3/2021
 Date

Agenda Item Summary

Action Item: **17.8 Approval of Expanded Learning Opportunities Grant Plans for Jack London Elementary School, Olivet Elementary Charter School, Schaefer Charter School, Piner-Olivet Charter School, and Northwest Prep Charter School**

Regular Meeting of: May 12, 2021

Action Item

Report Format: Oral

Attachment: Expanded Learning Opportunities Grant Plans

Presented by: Dr. Kay Vang, CBO

Background

The Expanded Learning Opportunities Grant (ELO) Plan must be completed by school districts, county offices of education, or charter schools, collectively referred to as Local Educational Agencies (LEAs), that receive Expanded Learning Opportunities (ELO) Grant funds under California *Education Code (EC)* Section 43521(b). The plan must be adopted by the local governing board or body of the LEA at a public meeting on or before June 1, 2021, and must be submitted to the county office of education, the California Department of Education, or the chartering authority within five days of adoption, as applicable. The plan must be updated to include the actual expenditures by December 1, 2022.

The plan will explain how the LEA will use the funds it receives through the Expanded Learning Opportunities (ELO) Grant to implement a learning recovery program for at least the students included in one or more of the following groups: low-income students, English learners, foster youth, homeless students, students with disabilities, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

Fiscal Impact

Estimated Allocation for each LEA:

- District (Jack London) - \$186,043
- Northwest Prep - \$69,645
- Olivet Charter - \$197,407
- Schaefer Charter - \$205,904
- Piner-Olivet Charter - \$122,152

Recommendation

Approve each LEA's Expanded Learning Opportunities (ELO) Grant plan

Expanded Learning Opportunities Grant Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Piner-Olivet Union School District	Olga Venegas Principal	ovenegas@pousd.org 707 522-3030

The following is the local educational agency’s (LEA’s) plan for providing supplemental instruction and support to students, including those identified as needing academic, social-emotional, and other supports, including the provision of meals and snacks. The plan will explain how the LEA will use the funds it receives through the Expanded Learning Opportunities (ELO) Grant to implement a learning recovery program for at least the students included in one or more of the following groups: low-income students, English learners, foster youth, homeless students, students with disabilities, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For specific requirements please refer to the Expanded Learning Opportunities Grant Plan Instructions.

Plan Descriptions

A description of how parents, teachers, and school staff were involved in the development of the plan.

There were several meetings held including teachers, classified staff, parents, administrators, and students. These meetings included Learning Loss Mitigation Collaboration Meeting, School Site Council, Student Council, PTO, and staff meetings. . For example, our LCAP meetings for SSC and PTO as well as our Learning Loss Mitigation Plan Committee.

A description of how students will be identified and the needs of students will be assessed.

Throughout the year, each site created and maintained a data collection document that served to capture students' names in need. Students were assessed using a variety of district-wide assessments in ELA and Math. Administrators and teachers will collaborate on how the assessment data will inform the students’ needs and serve as a springboard for determining the next steps for each student.

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.

The district wide communication system, ParentSquare, will serve as the primary means for communicating with parents and guardians of students the opportunities provided by the district for supplemental instruction and support. Teachers will also communicate these opportunities through email and classroom communication systems.

A description of the LEA’s plan to provide supplemental instruction and support.

1) Extending instructional learning time- After School Tutoring/Intervention//Homework Club; Training provided for paraprofessionals

- 2) Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports; Coaching and mentoring to provide effective implementation of district curriculum.
- 3) Integrated student supports to address other barriers to learning: Differentiated, Responsive Teaching Training for teachers and paraprofessionals to identify and provide targeted support for students. Culturally responsive teaching practices and implicit bias awareness training. SAY SC Counseling Partnership.
- 4) Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports. After school computer lab open for students and parents to use and receive tech support by a trained support provider. Training provided for paraprofessionals. Afterschool enrichment opportunities such as physical education/sports, art, and music.
- 5) Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility. N/A
- 6) Additional academic services for students: Diagnostic, Progress Monitoring, and Benchmark Assessments of student learning.
- 7) Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs: Toolbox Professional Development for teachers, paraprofessionals and parents.
- 8) Total Funds to implement the Strategies

Expenditure Plan

The following table provides the LEA's expenditure plan for how it will use ELO Grant funds to support the supplemental instruction and support strategies being implemented by the LEA.

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Extending instructional learning time	30,000.00	
Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports	40,000.00	

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Integrated student supports to address other barriers to learning	66,000.00	
Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports	32,543.00	
Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility		
Additional academic services for students	15,000.00	
Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs	2,500.00	
Total Funds to implement the Strategies	186,043.00	

A description of how ELO Grant funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA.

ESSER I funds were used to purchase necessary technology devices and computer software programs to support distance learning. These devices and computer software programs will be utilized in providing supplemental in-person instruction for identified students.

ESSER II funds are being used to finance the expenses related to summer school which will provide extended learning opportunities for students of need. These students have been identified as having challenges in accessing the curriculum and distance learning opportunities. Targeted and differentiated instruction will be provided in the summer school program and provide a bridge that will supplement learning that happened the previous year and upcoming school year.



Expanded Learning Opportunities Grant Plan Instructions: Introduction

The Expanded Learning Opportunities Grant Plan must be completed by school districts, county offices of education, or charter schools, collectively referred to as Local Educational Agencies (LEAs), that receive Expanded Learning Opportunities (ELO) Grant funds under California *Education Code (EC)* Section 43521(b). The plan must be adopted by the local governing board or body of the LEA at a public meeting on or before June 1, 2021, and must be submitted to the county office of education, the California Department of Education, or the chartering authority within five days of adoption, as applicable. The plan must be updated to include the actual expenditures by December 1, 2022.

For technical assistance related to the completion of the Expanded Learning Opportunities Grant Plan, please contact ELOGrants@cde.ca.gov or lcff@cde.ca.gov

Instructions: Plan Requirements

An LEA receiving ELO Grant funds under *EC* Section 43521(b) is required to implement a learning recovery program that, at a minimum, provides supplemental instruction, support for social and emotional well-being, and, to the maximum extent permissible under the guidelines of the United States Department of Agriculture, meals and snacks to, at a minimum, students who are included in one or more of the following groups:

- low-income,
- English learners,
- foster youth,
- homeless students,
- students with disabilities,
- students at risk of abuse, neglect, or exploitation,
- disengaged students, and
- students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For purposes of this requirement

- “Supplemental instruction” means the instructional programs provided in addition to and complementary to the LEAs regular instructional programs, including services provided in accordance with an individualized education program (IEP).
- “Support” means interventions provided as a supplement to those regularly provided by the LEA, including services provided in accordance with an IEP, that are designed to meet students’ needs for behavioral, social, emotional, and other integrated student supports, in order to enable students to engage in, and benefit from, the supplemental instruction being provided.
- “Students at risk of abuse, neglect, or exploitation” means students who are identified as being at risk of abuse, neglect, or exploitation in a written referral from a legal, medical, or social service agency, or emergency shelter.

EC Section 43522(b) identifies the seven supplemental instruction and support strategies listed below as the strategies that may be supported with ELO Grant funds and requires the LEA to use the funding only for any of these purposes. LEAs are not required to implement each supplemental instruction and support strategy; rather LEAs are to work collaboratively with their community partners to identify the

supplemental instruction and support strategies that will be implemented. LEAs are encouraged to engage, plan, and collaborate on program operation with community partners and expanded learning programs, and to leverage existing behavioral health partnerships and Medi-Cal billing options in the design and implementation of the supplemental instruction and support strategies being provided (*EC* Section 43522[h]).

The seven supplemental instruction and support strategies are:

1. Extending instructional learning time in addition to what is required for the school year by increasing the number of instructional days or minutes provided during the school year, providing summer school or intersessional instructional programs, or taking any other action that increases the amount of instructional time or services provided to students based on their learning needs.
2. Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports including, but not limited to, any of the following:
 - a. Tutoring or other one-on-one or small group learning supports provided by certificated or classified staff.
 - b. Learning recovery programs and materials designed to accelerate student academic proficiency or English language proficiency, or both.
 - c. Educator training, for both certificated and classified staff, in accelerated learning strategies and effectively addressing learning gaps, including training in facilitating quality and engaging learning opportunities for all students.
3. Integrated student supports to address other barriers to learning, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for support for family or student needs.
4. Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports.
5. Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility.
6. Additional academic services for students, such as diagnostic, progress monitoring, and benchmark assessments of student learning.
7. Training for school staff on strategies, including trauma-informed practices, to engage students and families in addressing students' social-emotional health needs and academic needs.

As a reminder, *EC* Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an applicable IEP.

Fiscal Requirements

The following fiscal requirements are requirements of the ELO grant, but they are not addressed in this plan. Adherence to these requirements will be monitored through the annual audit process.

- The LEA must use at least 85 percent (85%) of its apportionment for expenditures related to providing in-person services in any of the seven purposes described above.
- The LEA must use at least 10 percent (10%) of the funding that is received based on LCFF entitlement to hire paraprofessionals to provide supplemental instruction and support through the duration of this program, with a priority for full-time paraprofessionals. The supplemental instruction and support provided by the paraprofessionals must be prioritized for English learners and students with disabilities. Funds expended to hire paraprofessionals count towards the LEAs requirement to spend at least 85% of its apportionment to provide in-person services.

- An LEA may use up to 15 percent (15%) of its apportionment to increase or improve services for students participating in distance learning or to support activities intended to prepare the LEA for in-person instruction, before in-person instructional services are offered.

Instructions: Plan Descriptions

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA's local community.

A description of how parents, teachers, and school staff were involved in the development of the plan

Describe the process used by the LEA to involve, at a minimum, parents, teachers, and school staff in the development of the Expanded Learning Opportunities Grant Plan, including how the LEA and its community identified the seven supplemental instruction and support strategies that will be implemented. LEAs are encouraged to engage with community partners, expanded learning programs, and existing behavioral health partnerships in the design of the plan.

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.

Describe the LEA's plan for informing the parents and guardians of students identified as needing supplemental instruction and support of the availability of these opportunities, including an explanation of how the LEA will provide this information in the parents' and guardians' primary languages, as applicable.

A description of how students will be identified and the needs of students will be assessed

Describe the LEA's plan for identifying students in need of academic, social-emotional, and other integrated student supports, including the LEA's plan for assessing the needs of those students on a regular basis. The LEA's plan for assessing the academic needs of its students may include the use of diagnostic and formative assessments.

As noted above in the Plan Requirements, "other integrated student supports" are any supports intended to address barriers to learning, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for support for family or student needs.

A description of the LEA's plan to provide supplemental instruction and support

Describe the LEA's plan for how it will provide supplemental instruction and support to identified students in the seven strategy areas defined in the Plan Requirements section. As a reminder, the LEA is not required to implement each of the seven strategies; rather the LEA will to work collaboratively with its community to identify the strategies that will be implemented. The plan must include a description of how supplemental instruction and support will be provided in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports. The plan must also include a description of how the services will be provided through a program of engaging learning experiences in a positive school climate.

As a reminder, *EC* Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an applicable individualized education program. Additionally, LEAs are encouraged to collaborate with community partners and expanded learning programs, and to leverage existing behavioral health partnerships and Medi-Cal billing options in the implementation of, this plan (*EC* Section 43522[h]).

Instructions: Expenditure Plan

The 'Supplemental Instruction and Support Strategies' column of the Expenditure Plan data entry table lists the seven supplemental instruction and support strategies that may be supported with ELO Grant funds.

Complete the Expenditure Plan data entry table as follows:

In the 'Planned Expenditures' column of the data entry table, specify the amount of ELO Grant funds being budgeted to support each supplemental instruction and support strategies being implemented by the LEA and the total of all ELO Grant funds being budgeted.

The plan must be updated to include the actual expenditures by December 1, 2022. In the 'Actual Expenditures' column of the data entry table the LEA will report the amount of ELO Grant funds that the LEA actually expended in support of the strategies that it implemented, as well as the total ELO Grant funds expended.

A description of how these funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA

Describe how the LEA is coordinating its ELO Grant funds with funds received from the federal Elementary and Secondary School Emergency Relief (ESSER) Fund provided through the federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (Public Law 116-260), also known as ESSER II, to maximize support for students and staff.

California Department of Education
March 2021



Expanded Learning Opportunities Grant Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Olivet Charter School - Piner-Olivet Union School District	Anna Moore Principal	amoore@pousd.org 7075223045

The following is the local educational agency’s (LEA’s) plan for providing supplemental instruction and support to students, including those identified as needing academic, social-emotional, and other supports, including the provision of meals and snacks. The plan will explain how the LEA will use the funds it receives through the Expanded Learning Opportunities (ELO) Grant to implement a learning recovery program for at least the students included in one or more of the following groups: low-income students, English learners, foster youth, homeless students, students with disabilities, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For specific requirements please refer to the Expanded Learning Opportunities Grant Plan Instructions.

Plan Descriptions

A description of how parents, teachers, and school staff were involved in the development of the plan.

There were several meetings held including teachers, classified staff, parents, administrators and students. These meetings included Learning Loss Mitigation Collaboration Meeting, School Site Council, Student Council, PTO and staff meetings. For example, our LCAP meetings for SSC and PTO as well as our Learning Loss Mitigation Plan Committee.

A description of how students will be identified and the needs of students will be assessed.

Throughout the year, each site created and maintained a data collection document that served to capture the names of students of need. Students were assessed using a variety of district wide assessments in ELA and Math. Administrators and teachers will collaborate on how the assessment data will inform the students' needs and serve as a springboard for determining next steps for each student.

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.

The district wide communication system, Parentsquare, will serve as the primary means for communicating with parents and guardians of students the opportunities provided by the district for supplemental instruction and support. Teachers will also communicate these opportunities through email and classroom communication systems.

A description of the LEA's plan to provide supplemental instruction and support.

Extending instructional learning time:

- After School Tutoring/Homework Club; Training provided for paraprofessionals

Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports:

- Coaching and mentoring to provide effective implementation of district curriculum.

Integrated student supports to address other barriers to learning:

- Differentiated, ResponsiveTeacher Training for teachers and paraprofessionals to identify and provide targeted support for students.
- Culturally responsive teaching practices and implicit bias awareness training.
- SAY SC Counseling Partnership (2 years)

Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports:

- After school computer lab open for students and parents to use and receive tech support by a trained support provider. Training provided for paraprofessional.
- After school enrichment opportunities such as physical education/sports, art, and music.

Additional academic services for students:

- Diagnostic Assessments

Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs:

- Toolbox reboot and parent and staff training; SAY SC Counseling Partnership.

Expenditure Plan

The following table provides the LEA's expenditure plan for how it will use ELO Grant funds to support the supplemental instruction and support strategies being implemented by the LEA.

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Extending instructional learning time	30,000.00	
Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports	40,000.00	
Integrated student supports to address other barriers to learning	66,000.00	
Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports	32,500.00	
Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility	0.00	
Additional academic services for students	21,500.00	
Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs	7407.00	
Total Funds to implement the Strategies	197,407.00	

A description of how ELO Grant funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA.

ESSR (II) funds are being used to finance the expenses related to summer school which will provide extended learning opportunities for students of need. These students have been identified as being challenged in accessing the curriculum and distance learning opportunities. Targeted and differentiated instruction will be provided. The summer school program will provide a bridge that will supplement learning that happened during the previous learning year and the upcoming school year.

Expanded Learning Opportunities Grant Plan Instructions: Introduction

The Expanded Learning Opportunities Grant Plan must be completed by school districts, county offices of education, or charter schools, collectively referred to as Local Educational Agencies (LEAs), that receive Expanded Learning Opportunities (ELO) Grant funds under California *Education Code (EC)* Section 43521(b). The plan must be adopted by the local governing board or body of the LEA at a public meeting on or before June 1, 2021, and must be submitted to the county office of education, the California Department of Education, or the chartering authority within five days of adoption, as applicable. The plan must be updated to include the actual expenditures by December 1, 2022.

For technical assistance related to the completion of the Expanded Learning Opportunities Grant Plan, please contact ELOGrants@cde.ca.gov or lcff@cde.ca.gov

Instructions: Plan Requirements

An LEA receiving ELO Grant funds under *EC* Section 43521(b) is required to implement a learning recovery program that, at a minimum, provides supplemental instruction, support for social and emotional well-being, and, to the maximum extent permissible under the guidelines of the United States Department of Agriculture, meals and snacks to, at a minimum, students who are included in one or more of the following groups:

- low-income,
- English learners,
- foster youth,
- homeless students,
- students with disabilities,
- students at risk of abuse, neglect, or exploitation,
- disengaged students, and
- students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For purposes of this requirement

- “Supplemental instruction” means the instructional programs provided in addition to and complementary to the LEAs regular instructional programs, including services provided in accordance with an individualized education program (IEP).
- “Support” means interventions provided as a supplement to those regularly provided by the LEA, including services provided in accordance with an IEP, that are designed to meet students’ needs for behavioral, social, emotional, and other integrated student supports, in order to enable students to engage in, and benefit from, the supplemental instruction being provided.
- “Students at risk of abuse, neglect, or exploitation” means students who are identified as being at risk of abuse, neglect, or exploitation in a written referral from a legal, medical, or social service agency, or emergency shelter.

EC Section 43522(b) identifies the seven supplemental instruction and support strategies listed below as the strategies that may be supported with ELO Grant funds and requires the LEA to use the funding only for any of these purposes. LEAs are not required to implement each supplemental instruction and support strategy; rather LEAs are to work collaboratively with their community partners to identify the

supplemental instruction and support strategies that will be implemented. LEAs are encouraged to engage, plan, and collaborate on program operation with community partners and expanded learning programs, and to leverage existing behavioral health partnerships and Medi-Cal billing options in the design and implementation of the supplemental instruction and support strategies being provided (*EC* Section 43522[h]).

The seven supplemental instruction and support strategies are:

1. Extending instructional learning time in addition to what is required for the school year by increasing the number of instructional days or minutes provided during the school year, providing summer school or intersessional instructional programs, or taking any other action that increases the amount of instructional time or services provided to students based on their learning needs.
2. Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports including, but not limited to, any of the following:
 - a. Tutoring or other one-on-one or small group learning supports provided by certificated or classified staff.
 - b. Learning recovery programs and materials designed to accelerate student academic proficiency or English language proficiency, or both.
 - c. Educator training, for both certificated and classified staff, in accelerated learning strategies and effectively addressing learning gaps, including training in facilitating quality and engaging learning opportunities for all students.
3. Integrated student supports to address other barriers to learning, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for support for family or student needs.
4. Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports.
5. Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility.
6. Additional academic services for students, such as diagnostic, progress monitoring, and benchmark assessments of student learning.
7. Training for school staff on strategies, including trauma-informed practices, to engage students and families in addressing students' social-emotional health needs and academic needs.

As a reminder, *EC* Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an applicable IEP.

Fiscal Requirements

The following fiscal requirements are requirements of the ELO grant, but they are not addressed in this plan. Adherence to these requirements will be monitored through the annual audit process.

- The LEA must use at least 85 percent (85%) of its apportionment for expenditures related to providing in-person services in any of the seven purposes described above.
- The LEA must use at least 10 percent (10%) of the funding that is received based on LCFF entitlement to hire paraprofessionals to provide supplemental instruction and support through the duration of this program, with a priority for full-time paraprofessionals. The supplemental instruction and support provided by the paraprofessionals must be prioritized for English learners and students with disabilities. Funds expended to hire paraprofessionals count towards the LEAs requirement to spend at least 85% of its apportionment to provide in-person services.

- An LEA may use up to 15 percent (15%) of its apportionment to increase or improve services for students participating in distance learning or to support activities intended to prepare the LEA for in-person instruction, before in-person instructional services are offered.

Instructions: Plan Descriptions

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA's local community.

A description of how parents, teachers, and school staff were involved in the development of the plan

Describe the process used by the LEA to involve, at a minimum, parents, teachers, and school staff in the development of the Expanded Learning Opportunities Grant Plan, including how the LEA and its community identified the seven supplemental instruction and support strategies that will be implemented. LEAs are encouraged to engage with community partners, expanded learning programs, and existing behavioral health partnerships in the design of the plan.

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.

Describe the LEA's plan for informing the parents and guardians of students identified as needing supplemental instruction and support of the availability of these opportunities, including an explanation of how the LEA will provide this information in the parents' and guardians' primary languages, as applicable.

A description of how students will be identified and the needs of students will be assessed

Describe the LEA's plan for identifying students in need of academic, social-emotional, and other integrated student supports, including the LEA's plan for assessing the needs of those students on a regular basis. The LEA's plan for assessing the academic needs of its students may include the use of diagnostic and formative assessments.

As noted above in the Plan Requirements, "other integrated student supports" are any supports intended to address barriers to learning, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for support for family or student needs.

A description of the LEA's plan to provide supplemental instruction and support

Describe the LEA's plan for how it will provide supplemental instruction and support to identified students in the seven strategy areas defined in the Plan Requirements section. As a reminder, the LEA is not required to implement each of the seven strategies; rather the LEA will work collaboratively with its community to identify the strategies that will be implemented. The plan must include a description of how supplemental instruction and support will be provided in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports. The plan must also include a description of how the services will be provided through a program of engaging learning experiences in a positive school climate.

As a reminder, *EC* Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an applicable individualized education program. Additionally, LEAs are encouraged to collaborate with community partners and expanded learning programs, and to leverage existing behavioral health partnerships and Medi-Cal billing options in the implementation of, this plan (*EC* Section 43522[h]).

Instructions: Expenditure Plan

The 'Supplemental Instruction and Support Strategies' column of the Expenditure Plan data entry table lists the seven supplemental instruction and support strategies that may be supported with ELO Grant funds.

Complete the Expenditure Plan data entry table as follows:

In the 'Planned Expenditures' column of the data entry table, specify the amount of ELO Grant funds being budgeted to support each supplemental instruction and support strategies being implemented by the LEA and the total of all ELO Grant funds being budgeted.

The plan must be updated to include the actual expenditures by December 1, 2022. In the 'Actual Expenditures' column of the data entry table the LEA will report the amount of ELO Grant funds that the LEA actually expended in support of the strategies that it implemented, as well as the total ELO Grant funds expended.

A description of how these funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA

Describe how the LEA is coordinating its ELO Grant funds with funds received from the federal Elementary and Secondary School Emergency Relief (ESSER) Fund provided through the federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (Public Law 116-260), also known as ESSER II, to maximize support for students and staff.

California Department of Education
March 2021

Expanded Learning Opportunities Grant Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Morrice Schaefer Elementary School	Kathy Harris Principal	kharris@pousd.org 707-522-3015

The following is the local educational agency’s (LEA’s) plan for providing supplemental instruction and support to students, including those identified as needing academic, social-emotional, and other supports, including the provision of meals and snacks. The plan will explain how the LEA will use the funds it receives through the Expanded Learning Opportunities (ELO) Grant to implement a learning recovery program for at least the students included in one or more of the following groups: low-income students, English learners, foster youth, homeless students, students with disabilities, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For specific requirements please refer to the Expanded Learning Opportunities Grant Plan Instructions.

Plan Descriptions

A description of how parents, teachers, and school staff were involved in the development of the plan.

There were several meetings held including teachers, classified staff, parents, administrators and students. These meetings included Learning Loss Mitigation Collaboration Meeting, School Site Council, Student Council, PTO and staff meetings. For example, our LCAP meetings for SSC and PTO as well as our Learning Loss Mitigation Plan Committee.

A description of how students will be identified and the needs of students will be assessed.

Throughout the year, each site created and maintained a data collection document that served to capture the names of students of need. Students were assessed using a variety of district wide assessments in ELA and Math. Administrators and teachers will collaborate on how the assessment data be used to inform us of student needs and serve as a springboard for determining next steps for each student.

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.

The district wide communication system, ParentSquare, will serve as the primary means for communicating with parents and guardians of students the opportunities provided by the district for supplemental instruction and support. Teachers will also communicate these opportunities through email and classroom communication systems.

A description of the LEA’s plan to provide supplemental instruction and support.

Extending instructional learning time

- After School Tutoring/Intervention//Homework Club; Training provided for paraprofessionals

Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports:

- Coaching and mentoring to provide effective implementation of district curriculum

Integrated student supports to address other barriers to learning:

- Differentiated, Responsive Teaching Training for teachers and paraprofessionals to identify and provide targeted support for students.
- Culturally responsive teaching practices and implicit bias awareness training.
- Social Advocates for Youth (SAY) Sonoma County Counseling Partnership.

Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports: .

- After school computer lab open for students and parents to use and receive tech support by a trained support provider. Training provided for paraprofessionals.
- Afterschool enrichment opportunities such as physical education/sports, art, and music.

Additional academic services for students:

- Diagnostic, Progress Monitoring, and Benchmark Assessments of student learning.

Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs:

- Toolbox Professional Development for teachers, paraprofessionals and parents;
- Training for teachers and paraprofessionals on strategies to support intervention in ELA and Math.

Expenditure Plan

The following table provides the LEA's expenditure plan for how it will use ELO Grant funds to support the supplemental instruction and support strategies being implemented by the LEA.

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Extending instructional learning time	\$30,000	

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports	\$34,904	
Integrated student supports to address other barriers to learning	\$66,000	
Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports	\$40,000	
Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility	N/A	
Additional academic services for students	\$20,000	
Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs	\$15,000	
Total Funds to implement the Strategies	\$205,904	

A description of how ELO Grant funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA.

ESSER I funds were used to purchase necessary technology devices and computer software programs to support distance learning. These devices and computer software programs will be utilized in providing supplemental in-person instruction for identified students.

ESSER II funds are being used to finance the expenses related to summer school which will provide extended learning opportunities for students of need. These students have been identified as having challenges in accessing the curriculum and distance learning opportunities.

Targeted and differentiated instruction will be provided in the summer school program and provide a bridge that will supplement learning that happened the previous year and upcoming school year.

Expanded Learning Opportunities Grant Plan Instructions: Introduction

The Expanded Learning Opportunities Grant Plan must be completed by school districts, county offices of education, or charter schools, collectively referred to as Local Educational Agencies (LEAs), that receive Expanded Learning Opportunities (ELO) Grant funds under California *Education Code (EC)* Section 43521(b). The plan must be adopted by the local governing board or body of the LEA at a public meeting on or before June 1, 2021, and must be submitted to the county office of education, the California Department of Education, or the chartering authority within five days of adoption, as applicable. The plan must be updated to include the actual expenditures by December 1, 2022.

For technical assistance related to the completion of the Expanded Learning Opportunities Grant Plan, please contact ELOGrants@cde.ca.gov or lcff@cde.ca.gov

Instructions: Plan Requirements

An LEA receiving ELO Grant funds under *EC* Section 43521(b) is required to implement a learning recovery program that, at a minimum, provides supplemental instruction, support for social and emotional well-being, and, to the maximum extent permissible under the guidelines of the United States Department of Agriculture, meals and snacks to, at a minimum, students who are included in one or more of the following groups:

- low-income,
- English learners,
- foster youth,
- homeless students,
- students with disabilities,
- students at risk of abuse, neglect, or exploitation,
- disengaged students, and
- students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For purposes of this requirement

- “Supplemental instruction” means the instructional programs provided in addition to and complementary to the LEAs regular instructional programs, including services provided in accordance with an individualized education program (IEP).
- “Support” means interventions provided as a supplement to those regularly provided by the LEA, including services provided in accordance with an IEP, that are designed to meet students’ needs for behavioral, social, emotional, and other integrated student supports, in order to enable students to engage in, and benefit from, the supplemental instruction being provided.
- “Students at risk of abuse, neglect, or exploitation” means students who are identified as being at risk of abuse, neglect, or exploitation in a written referral from a legal, medical, or social service agency, or emergency shelter.

EC Section 43522(b) identifies the seven supplemental instruction and support strategies listed below as the strategies that may be supported with ELO Grant funds and requires the LEA to use the funding only for any of these purposes. LEAs are not required to implement each supplemental instruction and support strategy; rather LEAs are to work collaboratively with their community partners to identify the

supplemental instruction and support strategies that will be implemented. LEAs are encouraged to engage, plan, and collaborate on program operation with community partners and expanded learning programs, and to leverage existing behavioral health partnerships and Medi-Cal billing options in the design and implementation of the supplemental instruction and support strategies being provided (*EC* Section 43522[h]).

The seven supplemental instruction and support strategies are:

1. Extending instructional learning time in addition to what is required for the school year by increasing the number of instructional days or minutes provided during the school year, providing summer school or intersessional instructional programs, or taking any other action that increases the amount of instructional time or services provided to students based on their learning needs.
2. Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports including, but not limited to, any of the following:
 - a. Tutoring or other one-on-one or small group learning supports provided by certificated or classified staff.
 - b. Learning recovery programs and materials designed to accelerate student academic proficiency or English language proficiency, or both.
 - c. Educator training, for both certificated and classified staff, in accelerated learning strategies and effectively addressing learning gaps, including training in facilitating quality and engaging learning opportunities for all students.
3. Integrated student supports to address other barriers to learning, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for support for family or student needs.
4. Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports.
5. Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility.
6. Additional academic services for students, such as diagnostic, progress monitoring, and benchmark assessments of student learning.
7. Training for school staff on strategies, including trauma-informed practices, to engage students and families in addressing students' social-emotional health needs and academic needs.

As a reminder, *EC* Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an applicable IEP.

Fiscal Requirements

The following fiscal requirements are requirements of the ELO grant, but they are not addressed in this plan. Adherence to these requirements will be monitored through the annual audit process.

- The LEA must use at least 85 percent (85%) of its apportionment for expenditures related to providing in-person services in any of the seven purposes described above.
- The LEA must use at least 10 percent (10%) of the funding that is received based on LCFF entitlement to hire paraprofessionals to provide supplemental instruction and support through the duration of this program, with a priority for full-time paraprofessionals. The supplemental instruction and support provided by the paraprofessionals must be prioritized for English learners and students with disabilities. Funds expended to hire paraprofessionals count towards the LEAs requirement to spend at least 85% of its apportionment to provide in-person services.

- An LEA may use up to 15 percent (15%) of its apportionment to increase or improve services for students participating in distance learning or to support activities intended to prepare the LEA for in-person instruction, before in-person instructional services are offered.

Instructions: Plan Descriptions

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA's local community.

A description of how parents, teachers, and school staff were involved in the development of the plan

Describe the process used by the LEA to involve, at a minimum, parents, teachers, and school staff in the development of the Expanded Learning Opportunities Grant Plan, including how the LEA and its community identified the seven supplemental instruction and support strategies that will be implemented. LEAs are encouraged to engage with community partners, expanded learning programs, and existing behavioral health partnerships in the design of the plan.

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.

Describe the LEA's plan for informing the parents and guardians of students identified as needing supplemental instruction and support of the availability of these opportunities, including an explanation of how the LEA will provide this information in the parents' and guardians' primary languages, as applicable.

A description of how students will be identified and the needs of students will be assessed

Describe the LEA's plan for identifying students in need of academic, social-emotional, and other integrated student supports, including the LEA's plan for assessing the needs of those students on a regular basis. The LEA's plan for assessing the academic needs of its students may include the use of diagnostic and formative assessments.

As noted above in the Plan Requirements, "other integrated student supports" are any supports intended to address barriers to learning, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for support for family or student needs.

A description of the LEA's plan to provide supplemental instruction and support

Describe the LEA's plan for how it will provide supplemental instruction and support to identified students in the seven strategy areas defined in the Plan Requirements section. As a reminder, the LEA is not required to implement each of the seven strategies; rather the LEA will work collaboratively with its community to identify the strategies that will be implemented. The plan must include a description of how supplemental instruction and support will be provided in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports. The plan must also include a description of how the services will be provided through a program of engaging learning experiences in a positive school climate.

As a reminder, *EC* Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an applicable individualized education program. Additionally, LEAs are encouraged to collaborate with community partners and expanded learning programs, and to leverage existing behavioral health partnerships and Medi-Cal billing options in the implementation of, this plan (*EC* Section 43522[h]).

Instructions: Expenditure Plan

The 'Supplemental Instruction and Support Strategies' column of the Expenditure Plan data entry table lists the seven supplemental instruction and support strategies that may be supported with ELO Grant funds.

Complete the Expenditure Plan data entry table as follows:

In the 'Planned Expenditures' column of the data entry table, specify the amount of ELO Grant funds being budgeted to support each supplemental instruction and support strategies being implemented by the LEA and the total of all ELO Grant funds being budgeted.

The plan must be updated to include the actual expenditures by December 1, 2022. In the 'Actual Expenditures' column of the data entry table the LEA will report the amount of ELO Grant funds that the LEA actually expended in support of the strategies that it implemented, as well as the total ELO Grant funds expended.

A description of how these funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA

Describe how the LEA is coordinating its ELO Grant funds with funds received from the federal Elementary and Secondary School Emergency Relief (ESSER) Fund provided through the federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (Public Law 116-260), also known as ESSER II, to maximize support for students and staff.

California Department of Education
March 2021

Expanded Learning Opportunities Grant Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Piner-Olivet Charter School - Piner-Olivet Union School District	Kirsten Sanft Principal	kwofford@pousd.org 707-522-3310

The following is the local educational agency’s (LEA’s) plan for providing supplemental instruction and support to students, including those identified as needing academic, social-emotional, and other supports, including the provision of meals and snacks. The plan will explain how the LEA will use the funds it receives through the Expanded Learning Opportunities (ELO) Grant to implement a learning recovery program for at least the students included in one or more of the following groups: low-income students, English learners, foster youth, homeless students, students with disabilities, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For specific requirements please refer to the Expanded Learning Opportunities Grant Plan Instructions.

Plan Descriptions

A description of how parents, teachers, and school staff were involved in the development of the plan.

Several meetings were held including teachers, classified staff, parents, and students to involve all stakeholders. Examples include LCAP planning, Learning Loss Mitigation Plan Committee, Piner-Olivet Charter School Executive Committee, and Staff Meetings.

A description of how students will be identified and the needs of students will be assessed.

Our team is collating a variety of data points on all students including and not limited to: attendance, grades, scores on benchmark assessments in English Language Arts and mathematics, and teacher and parent feedback.

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.

The district-wide communication system, ParentSquare, will serve as the primary means for communicating to the parents and and guardians of students regarding the opportunities provided by the district for supplemental instruction and support. Teachers, Office Manager, and administrator will also communicate these opportunities through email and classroom communication systems.

A description of the LEA’s plan to provide supplemental instruction and support.

Extending instructional learning time:
After school tutoring and enrichment activities

Accelerating progress to close learning gaps, implementation, expansion, or enhancement of learning supports:
 Each teacher will have and use a Benchmark Assessment System that will provide data to allow enhancement and targeted learning support.
 Offer science-based, hands on elective classes to complement and deepen learning in math and science in a highly engaging environment??
 Expand use of FOSS curriculum to expand hands on learning experiences for students.
 Software to support easy access to curriculum (\$1500 Zoom, \$1500 Writable, \$3146 Nearpod)

Integrated student supports to address other barriers to learning:
 Differentiated, responsive teaching training for teachers and classified staff to identify and provide targeted support for students.
 Culturally responsive teaching practices and implicit bias awareness training.

Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports:
 After school computer lab open for students use.
 Technology hardware readily available such as WiFi hot spots, and headphones.

Additional academic services for students:
 Additional sections of targeted academic support electives.
 Each teacher will have and use a Benchmark Assessment System that will provide data to allow enhancement and targeted learning support.

Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs:
 Project Wayfinder (professional development for all staff + curriculum, 2 years)
 Restorative Practice Training
 Trauma Informed Practices

Expenditure Plan

The following table provides the LEA's expenditure plan for how it will use ELO Grant funds to support the supplemental instruction and support strategies being implemented by the LEA.

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Extending instructional learning time	30780	

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports	28074	
Integrated student supports to address other barriers to learning	11146	
Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports		
Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility		
Additional academic services for students		
Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs	47402	
Total Funds to implement the Strategies	122152	

A description of how ELO Grant funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA.

ESSR II funds are being used to finance the expenses related to summer school which will provide extended learning opportunities for students of need. These students have been identified as having challenges in accessing the curriculum and distance learning opportunities. Targeted and differentiated instruction will be provided in the summer school program and provide a bridge that will supplement learning that happened the previous year and upcoming school year.

Expanded Learning Opportunities Grant Plan Instructions: Introduction

The Expanded Learning Opportunities Grant Plan must be completed by school districts, county offices of education, or charter schools, collectively referred to as Local Educational Agencies (LEAs), that receive Expanded Learning Opportunities (ELO) Grant funds under California *Education Code (EC)* Section 43521(b). The plan must be adopted by the local governing board or body of the LEA at a public meeting on or before June 1, 2021, and must be submitted to the county office of education, the California Department of Education, or the chartering authority within five days of adoption, as applicable. The plan must be updated to include the actual expenditures by December 1, 2022.

For technical assistance related to the completion of the Expanded Learning Opportunities Grant Plan, please contact ELOGrants@cde.ca.gov or lcff@cde.ca.gov

Instructions: Plan Requirements

An LEA receiving ELO Grant funds under *EC* Section 43521(b) is required to implement a learning recovery program that, at a minimum, provides supplemental instruction, support for social and emotional well-being, and, to the maximum extent permissible under the guidelines of the United States Department of Agriculture, meals and snacks to, at a minimum, students who are included in one or more of the following groups:

- low-income,
- English learners,
- foster youth,
- homeless students,
- students with disabilities,
- students at risk of abuse, neglect, or exploitation,
- disengaged students, and
- students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For purposes of this requirement

- “Supplemental instruction” means the instructional programs provided in addition to and complementary to the LEAs regular instructional programs, including services provided in accordance with an individualized education program (IEP).
- “Support” means interventions provided as a supplement to those regularly provided by the LEA, including services provided in accordance with an IEP, that are designed to meet students’ needs for behavioral, social, emotional, and other integrated student supports, in order to enable students to engage in, and benefit from, the supplemental instruction being provided.
- “Students at risk of abuse, neglect, or exploitation” means students who are identified as being at risk of abuse, neglect, or exploitation in a written referral from a legal, medical, or social service agency, or emergency shelter.

EC Section 43522(b) identifies the seven supplemental instruction and support strategies listed below as the strategies that may be supported with ELO Grant funds and requires the LEA to use the funding only for any of these purposes. LEAs are not required to implement each supplemental instruction and support strategy; rather LEAs are to work collaboratively with their community partners to identify the

supplemental instruction and support strategies that will be implemented. LEAs are encouraged to engage, plan, and collaborate on program operation with community partners and expanded learning programs, and to leverage existing behavioral health partnerships and Medi-Cal billing options in the design and implementation of the supplemental instruction and support strategies being provided (*EC* Section 43522[h]).

The seven supplemental instruction and support strategies are:

1. Extending instructional learning time in addition to what is required for the school year by increasing the number of instructional days or minutes provided during the school year, providing summer school or intersessional instructional programs, or taking any other action that increases the amount of instructional time or services provided to students based on their learning needs.
2. Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports including, but not limited to, any of the following:
 - a. Tutoring or other one-on-one or small group learning supports provided by certificated or classified staff.
 - b. Learning recovery programs and materials designed to accelerate student academic proficiency or English language proficiency, or both.
 - c. Educator training, for both certificated and classified staff, in accelerated learning strategies and effectively addressing learning gaps, including training in facilitating quality and engaging learning opportunities for all students.
3. Integrated student supports to address other barriers to learning, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for support for family or student needs.
4. Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports.
5. Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility.
6. Additional academic services for students, such as diagnostic, progress monitoring, and benchmark assessments of student learning.
7. Training for school staff on strategies, including trauma-informed practices, to engage students and families in addressing students' social-emotional health needs and academic needs.

As a reminder, *EC* Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an applicable IEP.

Fiscal Requirements

The following fiscal requirements are requirements of the ELO grant, but they are not addressed in this plan. Adherence to these requirements will be monitored through the annual audit process.

- The LEA must use at least 85 percent (85%) of its apportionment for expenditures related to providing in-person services in any of the seven purposes described above.
- The LEA must use at least 10 percent (10%) of the funding that is received based on LCFF entitlement to hire paraprofessionals to provide supplemental instruction and support through the duration of this program, with a priority for full-time paraprofessionals. The supplemental instruction and support provided by the paraprofessionals must be prioritized for English learners and students with disabilities. Funds expended to hire paraprofessionals count towards the LEAs requirement to spend at least 85% of its apportionment to provide in-person services.

- An LEA may use up to 15 percent (15%) of its apportionment to increase or improve services for students participating in distance learning or to support activities intended to prepare the LEA for in-person instruction, before in-person instructional services are offered.

Instructions: Plan Descriptions

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA's local community.

A description of how parents, teachers, and school staff were involved in the development of the plan

Describe the process used by the LEA to involve, at a minimum, parents, teachers, and school staff in the development of the Expanded Learning Opportunities Grant Plan, including how the LEA and its community identified the seven supplemental instruction and support strategies that will be implemented. LEAs are encouraged to engage with community partners, expanded learning programs, and existing behavioral health partnerships in the design of the plan.

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.

Describe the LEA's plan for informing the parents and guardians of students identified as needing supplemental instruction and support of the availability of these opportunities, including an explanation of how the LEA will provide this information in the parents' and guardians' primary languages, as applicable.

A description of how students will be identified and the needs of students will be assessed

Describe the LEA's plan for identifying students in need of academic, social-emotional, and other integrated student supports, including the LEA's plan for assessing the needs of those students on a regular basis. The LEA's plan for assessing the academic needs of its students may include the use of diagnostic and formative assessments.

As noted above in the Plan Requirements, "other integrated student supports" are any supports intended to address barriers to learning, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for support for family or student needs.

A description of the LEA's plan to provide supplemental instruction and support

Describe the LEA's plan for how it will provide supplemental instruction and support to identified students in the seven strategy areas defined in the Plan Requirements section. As a reminder, the LEA is not required to implement each of the seven strategies; rather the LEA will work collaboratively with its community to identify the strategies that will be implemented. The plan must include a description of how supplemental instruction and support will be provided in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports. The plan must also include a description of how the services will be provided through a program of engaging learning experiences in a positive school climate.

As a reminder, *EC* Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an applicable individualized education program. Additionally, LEAs are encouraged to collaborate with community partners and expanded learning programs, and to leverage existing behavioral health partnerships and Medi-Cal billing options in the implementation of, this plan (*EC* Section 43522[h]).

Instructions: Expenditure Plan

The 'Supplemental Instruction and Support Strategies' column of the Expenditure Plan data entry table lists the seven supplemental instruction and support strategies that may be supported with ELO Grant funds.

Complete the Expenditure Plan data entry table as follows:

In the 'Planned Expenditures' column of the data entry table, specify the amount of ELO Grant funds being budgeted to support each supplemental instruction and support strategies being implemented by the LEA and the total of all ELO Grant funds being budgeted.

The plan must be updated to include the actual expenditures by December 1, 2022. In the 'Actual Expenditures' column of the data entry table the LEA will report the amount of ELO Grant funds that the LEA actually expended in support of the strategies that it implemented, as well as the total ELO Grant funds expended.

A description of how these funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA

Describe how the LEA is coordinating its ELO Grant funds with funds received from the federal Elementary and Secondary School Emergency Relief (ESSER) Fund provided through the federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (Public Law 116-260), also known as ESSER II, to maximize support for students and staff.

California Department of Education
March 2021



Expanded Learning Opportunities Grant Plan

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Northwest Prep-Piner-Olivet Union School District	Adam Napoleon Principal	anapoleon@pousd.org 707-522-3320

The following is the local educational agency’s (LEA’s) plan for providing supplemental instruction and support to students, including those identified as needing academic, social-emotional, and other supports, including the provision of meals and snacks. The plan will explain how the LEA will use the funds it receives through the Expanded Learning Opportunities (ELO) Grant to implement a learning recovery program for at least the students included in one or more of the following groups: low-income students, English learners, foster youth, homeless students, students with disabilities, students at risk of abuse, neglect, or exploitation, disengaged students, and students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For specific requirements please refer to the Expanded Learning Opportunities Grant Plan Instructions.

Plan Descriptions

A description of how parents, teachers, and school staff were involved in the development of the plan.

There were several meetings held including teachers, classified staff, parents, administrators and students. These meetings included Learning Loss Mitigation Collaboration Meeting, School Site Council, Student Council, PTO and staff meetings.

A description of how students will be identified and the needs of students will be assessed.

Throughout the year, each site created and maintained a data collection document that served to capture the names of students of need. Students were assessed using a variety of district wide assessments in ELA and Math. Administrators and teachers will collaborate on how the assessment data will inform the students' needs and serve as a springboard for determining next steps for each student.

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.

The district wide communication system, Parentsquare, will serve as the primary means for communicating with parents and guardians of students the opportunities provided by the district for supplemental instruction and support. Teachers will also communicate these opportunities through email and classroom communication systems.

A description of the LEA's plan to provide supplemental instruction and support.

Extending instructional learning time- After School Tutoring/Homework Club (including credit recovery programs). Includes- Certificated Employee, Credit Recovery Software, and training for teachers and paraprofessionals on the credit recovery software. .

Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports- Trauma Informed Practices linked Project Based Learning Design Session for all certificated teachers.

Integrated student supports to address other barriers to learning: Differentiated, Responsive Teaching Training for teachers and paraprofessionals to identify and provide targeted support for students. Culturally responsive teaching practices and implicit bias awareness training for teachers and paraprofessionals. Trauma Informed Practices training for teachers and paraprofessionals. Mindfulness training/coaching for students and staff. After School Music Club including a certificated employee and needed supplies. Yoga Instructor (Classified) and necessary supplies. After School Garden Club including certificated employee and necessary supplies. After School Sports Program including a certificated employee and necessary supplies. SEL program/curriculum (Project Wayfinder)

Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports: After school programs with high speed internet and technology hardware readily available: such as Chromebooks, and headphones. Continuous technology upgrades to support the district-wide tech system including Zoom subscription.

Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility: After school credit recovery and academic assistance programs, culturally responsive teaching practices and implicit bias awareness training. Trauma Informed Instruction training for teachers.

Additional academic services for students: Diagnostic Assessments

Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs: Differentiated, Responsive Teaching Training for teachers and paraprofessionals to identify and provide targeted support for students. Culturally responsive teaching practices and implicit bias awareness training for teachers and paraprofessionals. Trauma Informed Practices training for teachers and paraprofessionals. Mindfulness training/coaching for students and staff. SEL Program training for teachers.

Expenditure Plan

The following table provides the LEA's expenditure plan for how it will use ELO Grant funds to support the supplemental instruction and support strategies being implemented by the LEA.

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Extending instructional learning time	\$18,125	
Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports	\$3,150	
Integrated student supports to address other barriers to learning	\$37,720	
Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports	\$1,500	
Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility	0.00	
Additional academic services for students	0.00	
Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs	\$9,150	

Supplemental Instruction and Support Strategies	Planned Expenditures	Actual Expenditures
Total Funds to implement the Strategies	\$69,645	

A description of how ELO Grant funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA.

ESSER I funds were used to purchase necessary technology devices and computer software programs to support distance learning. These devices and computer software programs will be utilized in providing supplemental in-person instruction for identified students.

ESSER II funds are being used to finance the expenses related to summer school which will provide extended learning opportunities for students of need. These students have been identified as having challenges in accessing the curriculum and distance learning opportunities. Targeted and differentiated instruction will be provided in the summer school program and provide a bridge that will supplement learning that happened the previous year and upcoming school year.

Expanded Learning Opportunities Grant Plan Instructions: Introduction

The Expanded Learning Opportunities Grant Plan must be completed by school districts, county offices of education, or charter schools, collectively referred to as Local Educational Agencies (LEAs), that receive Expanded Learning Opportunities (ELO) Grant funds under California *Education Code (EC)* Section 43521(b). The plan must be adopted by the local governing board or body of the LEA at a public meeting on or before June 1, 2021, and must be submitted to the county office of education, the California Department of Education, or the chartering authority within five days of adoption, as applicable. The plan must be updated to include the actual expenditures by December 1, 2022.

For technical assistance related to the completion of the Expanded Learning Opportunities Grant Plan, please contact ELOGrants@cde.ca.gov or lcff@cde.ca.gov

Instructions: Plan Requirements

An LEA receiving ELO Grant funds under *EC* Section 43521(b) is required to implement a learning recovery program that, at a minimum, provides supplemental instruction, support for social and emotional well-being, and, to the maximum extent permissible under the guidelines of the United States Department of Agriculture, meals and snacks to, at a minimum, students who are included in one or more of the following groups:

- low-income,
- English learners,
- foster youth,
- homeless students,
- students with disabilities,
- students at risk of abuse, neglect, or exploitation,
- disengaged students, and
- students who are below grade level, including, but not limited to, those who did not enroll in kindergarten in the 2020–21 school year, credit-deficient students, high school students at risk of not graduating, and other students identified by certificated staff.

For purposes of this requirement

- “Supplemental instruction” means the instructional programs provided in addition to and complementary to the LEAs regular instructional programs, including services provided in accordance with an individualized education program (IEP).
- “Support” means interventions provided as a supplement to those regularly provided by the LEA, including services provided in accordance with an IEP, that are designed to meet students’ needs for behavioral, social, emotional, and other integrated student supports, in order to enable students to engage in, and benefit from, the supplemental instruction being provided.
- “Students at risk of abuse, neglect, or exploitation” means students who are identified as being at risk of abuse, neglect, or exploitation in a written referral from a legal, medical, or social service agency, or emergency shelter.

EC Section 43522(b) identifies the seven supplemental instruction and support strategies listed below as the strategies that may be supported with ELO Grant funds and requires the LEA to use the funding only for any of these purposes. LEAs are not required to implement each supplemental instruction and support strategy; rather LEAs are to work collaboratively with their community partners to identify the

supplemental instruction and support strategies that will be implemented. LEAs are encouraged to engage, plan, and collaborate on program operation with community partners and expanded learning programs, and to leverage existing behavioral health partnerships and Medi-Cal billing options in the design and implementation of the supplemental instruction and support strategies being provided (*EC* Section 43522[h]).

The seven supplemental instruction and support strategies are:

1. Extending instructional learning time in addition to what is required for the school year by increasing the number of instructional days or minutes provided during the school year, providing summer school or intersessional instructional programs, or taking any other action that increases the amount of instructional time or services provided to students based on their learning needs.
2. Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports including, but not limited to, any of the following:
 - a. Tutoring or other one-on-one or small group learning supports provided by certificated or classified staff.
 - b. Learning recovery programs and materials designed to accelerate student academic proficiency or English language proficiency, or both.
 - c. Educator training, for both certificated and classified staff, in accelerated learning strategies and effectively addressing learning gaps, including training in facilitating quality and engaging learning opportunities for all students.
3. Integrated student supports to address other barriers to learning, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for support for family or student needs.
4. Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports.
5. Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility.
6. Additional academic services for students, such as diagnostic, progress monitoring, and benchmark assessments of student learning.
7. Training for school staff on strategies, including trauma-informed practices, to engage students and families in addressing students' social-emotional health needs and academic needs.

As a reminder, *EC* Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an applicable IEP.

Fiscal Requirements

The following fiscal requirements are requirements of the ELO grant, but they are not addressed in this plan. Adherence to these requirements will be monitored through the annual audit process.

- The LEA must use at least 85 percent (85%) of its apportionment for expenditures related to providing in-person services in any of the seven purposes described above.
- The LEA must use at least 10 percent (10%) of the funding that is received based on LCFF entitlement to hire paraprofessionals to provide supplemental instruction and support through the duration of this program, with a priority for full-time paraprofessionals. The supplemental instruction and support provided by the paraprofessionals must be prioritized for English learners and students with disabilities. Funds expended to hire paraprofessionals count towards the LEAs requirement to spend at least 85% of its apportionment to provide in-person services.

- An LEA may use up to 15 percent (15%) of its apportionment to increase or improve services for students participating in distance learning or to support activities intended to prepare the LEA for in-person instruction, before in-person instructional services are offered.

Instructions: Plan Descriptions

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broad understanding among the LEA's local community.

A description of how parents, teachers, and school staff were involved in the development of the plan

Describe the process used by the LEA to involve, at a minimum, parents, teachers, and school staff in the development of the Expanded Learning Opportunities Grant Plan, including how the LEA and its community identified the seven supplemental instruction and support strategies that will be implemented. LEAs are encouraged to engage with community partners, expanded learning programs, and existing behavioral health partnerships in the design of the plan.

A description of how parents and guardians of students will be informed of the opportunities for supplemental instruction and support.

Describe the LEA's plan for informing the parents and guardians of students identified as needing supplemental instruction and support of the availability of these opportunities, including an explanation of how the LEA will provide this information in the parents' and guardians' primary languages, as applicable.

A description of how students will be identified and the needs of students will be assessed

Describe the LEA's plan for identifying students in need of academic, social-emotional, and other integrated student supports, including the LEA's plan for assessing the needs of those students on a regular basis. The LEA's plan for assessing the academic needs of its students may include the use of diagnostic and formative assessments.

As noted above in the Plan Requirements, "other integrated student supports" are any supports intended to address barriers to learning, such as the provision of health, counseling, or mental health services, access to school meal programs, before and after school programs, or programs to address student trauma and social-emotional learning, or referrals for support for family or student needs.

A description of the LEA's plan to provide supplemental instruction and support

Describe the LEA's plan for how it will provide supplemental instruction and support to identified students in the seven strategy areas defined in the Plan Requirements section. As a reminder, the LEA is not required to implement each of the seven strategies; rather the LEA will work collaboratively with its community to identify the strategies that will be implemented. The plan must include a description of how supplemental instruction and support will be provided in a tiered framework that bases universal, targeted, and intensive supports on students' needs for academic, social-emotional, and other integrated student supports. The plan must also include a description of how the services will be provided through a program of engaging learning experiences in a positive school climate.

As a reminder, *EC* Section 43522(g) requires that all services delivered to students with disabilities be delivered in accordance with an applicable individualized education program. Additionally, LEAs are encouraged to collaborate with community partners and expanded learning programs, and to leverage existing behavioral health partnerships and Medi-Cal billing options in the implementation of, this plan (*EC* Section 43522[h]).

Instructions: Expenditure Plan

The 'Supplemental Instruction and Support Strategies' column of the Expenditure Plan data entry table lists the seven supplemental instruction and support strategies that may be supported with ELO Grant funds.

Complete the Expenditure Plan data entry table as follows:

In the 'Planned Expenditures' column of the data entry table, specify the amount of ELO Grant funds being budgeted to support each supplemental instruction and support strategies being implemented by the LEA and the total of all ELO Grant funds being budgeted.

The plan must be updated to include the actual expenditures by December 1, 2022. In the 'Actual Expenditures' column of the data entry table the LEA will report the amount of ELO Grant funds that the LEA actually expended in support of the strategies that it implemented, as well as the total ELO Grant funds expended.

A description of how these funds are being coordinated with other federal Elementary and Secondary School Emergency Relief Funds received by the LEA

Describe how the LEA is coordinating its ELO Grant funds with funds received from the federal Elementary and Secondary School Emergency Relief (ESSER) Fund provided through the federal Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (Public Law 116-260), also known as ESSER II, to maximize support for students and staff.

California Department of Education
March 2021

PINER-OLIVET UNION SCHOOL DISTRICT
3450 COFFEY LANE
SANTA ROSA, CA 95403
SPECIAL MEETING – GOVERNING BOARD MINUTES
April 7, 2021

1. CALL TO ORDER

The special meeting of the Governing Board of the Piner-Olivet Union School District was called to order at 5:30p.m., April 7, 2021, conducted remotely as a Zoom meeting ID. 977 1852 8310 President, Cindy Pryor, presided.

2. ROLL CALL

Governing Board

Cindy Pryor, President PRESENT
Mindy Mohr, Vice-President PRESENT
Janae Franicevic, Clerk PRESENT
Mardi Hinton, Member PRESENT
Tony Roehrick, Ed.D, Member PRESENT

Staff

Dr. Steve Charbonneau, Superintendent and Secretary to the Board
Dr. Kay Vang, Chief Business Official
Cathy Manno, Executive Secretary

3. PUBLIC COMMENT ON CLOSED SESSION AGENDA

Parent asked for clarification when they can comment on agenda items. Ms. Pryor clarified the process. Parents commented that they are unhappy and frustrated about the timeline and staggered re-entry to return to in-person instruction.

4. ADJOURNMENT TO CLOSED SESSION

The meeting adjourned to Closed Session at 6:16 p.m.

5. CLOSED SESSION

5.1 With respect to every item of business discussed in closed session pursuant to Gov. Code Section 54957:

5.1.1 PUBLIC EMPLOYMENT DISCIPLINE/DISMISSAL/RELEASE

(No additional information required)

5.1.2 PUBLIC EMPLOYMENT-EMPLOYMENT/APPOINTMENT

Title: None

5.1.3 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Superintendent

5.2 With respect to every item of business discussed in closed session pursuant to Gov. Code Section 54957.6:

5.2.1 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Dr. Steve Charbonneau

Name of organization representing employees: Piner-Olivet Educators' Association, CTA Affiliate

5.2.2 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Dr. Steve Charbonneau

Name of organization representing employees: Piner-Olivet Classified Association, CSEA Affiliate

5.2.3 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Dr. Steve Charbonneau

Name of organization unrepresented employees: Confidential, Supervisory, Administrative Staff

6. RECONVENE TO PUBLIC MEETING

The meeting reconvened to Open Session at 7:14 p.m.

7. REPORT OF CLOSED SESSION ACTION, IF ANY

Ms. Pryor reported that no action was taken.

8. ADENDA MODIFICATION

There were none.

9. COMMUNICATIONS, PETITIONS AND DELEGATIONS

Parents commented that they are unhappy and frustrated about the timeline and staggered re-entry to return to in-person instruction. Parents commented about technology problems they are having while in distance learning.

10. ACTION ITEMS

10.1 Ratification of Closed Session Action between the District and Piner-Olivet Educators' Association Regarding the COVID -19 Pandemic and School Reopening During the 2020-2021 School Year MOU (Dated April 1, 2021)

Dr. Charbonneau gave highlights of the MOU between POUUSD and POEA. Ms. Franicevic moved to ratify Closed Session Action between the District and Piner-Olivet Educators' Association Regarding the COVID-19 Pandemic and School Reopening during the 2020-2021 School Year MOU (Dated April 1, 2021), seconded by Ms. Hinton, Parents commented that they are not happy with the staggered re-entry to return to in-person instruction. The Board commented that they appreciate the comments from the public and they wanted them to know that they are listening and hearing their comments and concerns.

Roll Call Vote: Ms. Franicevic – aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Dr. Roehrick - aye.

11. **ADJOURNMENT**
The meeting adjourned at 8:51 pm.

Respectfully submitted,

Dr. Steve Charbonneau
Secretary to the Board

APPROVED:

Janae Franicevic, Clerk of the Board

PINER-OLIVET UNION SCHOOL DISTRICT
3450 COFFEY LANE
SANTA ROSA, CA 95403
REGULAR MEETING – GOVERNING BOARD MINUTES
April 14, 2021

1. CALL TO ORDER

The regular meeting of the Governing Board of the Piner-Olivet Union School District was called to order at 5:11 p.m., Wednesday, April 14, 2021, conducted remotely as a Zoom meeting ID 98924004524 President, Cindy Pryor, presided.

2. ROLL CALL

Governing Board

Cindy Pryor, President PRESENT
Mindy Mohr, Vice-President PRESENT
Janae Franicevic, Clerk PRESENT
Mardi Hinton, Member PRESENT
Tony Roehrick, Ed.D., Member PRESENT

Staff

Dr. Steve Charbonneau, Superintendent and
Secretary to the Board
Dr. Kay Vang, Chief Business Official
Cathy Manno, Executive Secretary

3. PUBLIC COMMENT ON CLOSED SESSION AGENDA

Ms. Pryor announced that items to be discussed in Closed Session were issues regarding personnel and collective bargaining.

4. ADJOURNMENT TO CLOSED SESSION

The meeting adjourned to Closed Session at 5:15p.m.

5. CLOSED SESSION

5.1 With respect to every item of business discussed in closed session pursuant to Gov. Code Section 54957:

5.1.1 PUBLIC EMPLOYMENT DISCIPLINE/DISMISSAL/RELEASE

(No additional information required)

5.1.2 PUBLIC EMPLOYMENT-EMPLOYMENT/APPOINTMENT

Title, Chief Business Official (CBO),

5.1.3 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Superintendent

5.2 With respect to every item of business discussed in closed session pursuant to Gov. Code Section 54957.6:

5.2.1 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Dr. Steve Charbonneau

Name of organization representing employees: Piner-Olivet Educators' Association, CTA Affiliate

5.2.2 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Dr. Steve Charbonneau

Name of organization representing employees: Piner-Olivet Classified Association, CSEA Affiliate

5.2.3 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Dr. Steve Charbonneau

Name of organization unrepresented employees: Confidential, Supervisory, Administrative Staff

6. RECONVENE TO PUBLIC MEETING

The meeting reconvened to Open Session at 6:06 p.m.

7. REPORT OF CLOSED SESSION ACTION, IF ANY

Ms. Pryor commented that the Governing Board reviewed unpaid child rearing leaves absences for 3 certificated and 2 classified staff members.

8. FLAG SALUTE (Suspended during virtual meetings)

9. A.GENDA MODIFICATIONS

There were none.

10. COMMUNICATIONS, PETITIONS AND DELEGATIONS

There were none.

11. COMMENTS FROM THE GOVERNING BOARD

Ms. Hinton explained Board meeting procedures. Ms. Franicevic commented on the role of a Board member.

12. RECOGNITION OF EXCELLENCE

There were none.

13. SUPERINTENDENT’S REPORT

13.1 Announcements

Dr. Charbonneau updated the Board that the reopening is underway with Special Education students back as of this week. Dr. Charbonneau commented in addition, our plan includes a phased-in approach for students to come back for in-person learning. He commented that the district has received confirmation from County Public Health that two key features of our plan have their full endorsement. Quotes from County Public Health regarding two key features of POUUSD’s reopening process “Staggered or Phased-In Reopening Process” A staggered approach is safer. It will give you time to practice and perfect the mitigation measures you have in place with fewer students, as well as give you an idea of how those measures are working before you are at full capacity.”6’ vs 3’ Physical Distancing inside a Classroom“ A factor to keep in mind is that while 3ft spacing is permissible, to allow more children to return to school, CDC’s definition of “close contact” remains at 6ft at this time. This means that if there is an infectious case who causes an exposure event in a classroom, having only 3ft between desks may result in more students being exposed and being required to quarantine.” Nevertheless, it has been a very challenging year for our students and families. We understand that completely. There is a strong desire for them of them to return to a pre-pandemic program as soon as possible. We are committed to maintaining a safe reopening program, while using parent feedback to improve our plans. That is presently happening.

14. ASSOCIATION REPORTS

14.1 POEA

Ms. Zavala commented her term is up as POEA president and this would be her last report. She commented that the District and POEA have been working together to get students back to in-person learning.

14.2 POCA

Ms. Tunheim commented that the classified staff are excited to get back to in-person learning. The association appreciated the Governing Board and Dr. Charbonneau for their hard work getting the students back to in-person learning.

15. BOARD POLICIES

15.1 Review and Approval of BP/AR 5126 Awards for Achievement, BP 6146.1- High School Graduation Requirements, BP/E 6146.2 – Certificate of Proficiency/High School Equivalency/AR 5126 Awards for Achievement, BP/E 6146.2 Certificate of Proficiency/High School Equivalency.

Ms. Hinton moved to approved BP/AR 5126 Awards for Achievement, BP 6146.1- High School Graduation Requirements, BP/E 6146.2 – Certificate of Proficiency/High School Equivalency/AR 5126 Awards for Achievement, BP/E 6146.2 Certificate of Proficiency/High School Equivalency, seconded by Ms. Franicevic, all aye.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Dr. Roehrick - aye

16. DISCUSSION/INFORMATION ITEMS

There were none.

17. ACTION ITEMS

17.1 Acceptance of the 2019-2020 District Audit Report

Dr. Vang reviewed the highlights of the District’s 2019-2020 Audit Report which includes the District and all four charter schools. The 2019-2020 District Audit Report was accepted as presented on the motion of Ms. Franicevic, seconded by Ms. Hinton, all aye.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Dr. Roehrick - aye

17.2 Acceptance of the 2019-2020 Measure L General Obligation Bond Fund Financial Audit Report

Dr. Vang reviewed the highlights of the 2019-2020 Measure L General Obligation Bond Fund Financial Audit Report. The 2019-2020 Measure L General Obligation Bond Fund Financial Audit Report was accepted as presented on the motion of Ms. Franicevic, seconded by Ms. Mohr, all aye.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Dr. Roehrick - aye

17.3 Acceptance of the 2019-2020 Measure L General Obligation Bond Fund Performance Audit Report

Dr. Vang reviewed the highlights of the 2019-2020 Measure L General Obligation Bond Fund Performance Audit Report. The 2019-2020 Measure L General Obligation Bond Fund Performance Audit Report was accepted as presented on the motion of Ms. Franicevic, seconded by Dr. Roehrick, all aye.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Dr. Roehrick - aye

17.4 Consideration of Approval of the 2020 Summer School Program

The 2020 Summer School Program was approved as presented on the motion of Ms. Hinton, seconded by Ms. Franicevic, all aye.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Dr. Roehrick - aye

17.5 Consideration of Approval of Declaration of Surplus Property with a Value of Less than \$2,500

The Declaration of Surplus Property with a value of less than \$2,500 was approved on the motion of Ms. Franicevic, seconded by Dr. Roehrick, all aye.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Dr. Roehrick - aye

17.6 Consideration of Public Session Meeting Time Change

The public session meeting time change to 7:00 pm. on the motion of Ms. Franicevic, seconded by Ms. Mohr, all aye.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Dr. Roehrick - aye

17.7 Approval of the Northwest Prep Charter School 2021-2022 Calendar

The Northwest Prep Charter School 2021-2022 calendar was approved as presented on the motion of Ms. Hinton, seconded by Ms. Franicevic, all aye.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Dr. Roehrick - aye

17.8 Approval of the Piner-Olivet Charter School 2021-2022 Calendar

The Piner-Olivet Charter School 2021-2022 calendar was approved as presented on the motion of Ms. Franicevic, seconded by Ms. Hinton, all aye.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Dr. Roehrick – aye

17.9 Consideration to Rescind the Reduction of Certificated Services (1 F.T. E.) Music Teacher for the 2021-2022 School Year

Ms., Hinton moved to rescind the reduction of certificated services (1F.T.E.) music teacher for the 2021-2022 school year, seconded by Ms. Mohr, all aye.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Dr. Roehrick – aye

17.10 Approval of Resolution # 549 A Commitment to Returning Students to In-Person Learning by the First Day of School Year 2021-2022

Resolution # 549 A Commitment to Returning Students to In-Person Learning by the First Day of School Year 2021-2022 was approved as presented on the motion of Ms. Hinton, seconded by Ms. Franicevic, all aye.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Dr. Roehrick – aye

17.11 Ratification of Closed Session Action for the Addendum to Memorandum of Understanding Dated April 1, 2021 between the District and Piner-Olivet Educators' Association Regarding the COVID-19 Pandemic and School Reopening during the 2020-2021 School Year.

Dr. Charbonneau gave highlights of the MOU. Ms. Hinton motion to approve the ratification of Closed Session Action for the Addendum to Memorandum of Understanding Dated April 1, 2021 between the District and Piner-Olivet Educators' Association Regarding the COVID-19 Pandemic and School Reopening during the 2020-2021 School Year seconded by, Ms. Franicevic, all aye.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Dr. Roehrick – aye

18. CONSENT ITEMS

The following consent items were approved with on the motion of Ms. Hinton, seconded by Ms. Franicevic, all aye.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Dr. Roehrick – aye

18.1 The minutes of the regular Board meeting held March 10, 2021,

18.2 The minutes of the special Board meeting held March 18, 2021.

18.3 The Personnel Action Report,

18.4 The vendor warrants,

18.5 The Routine Budget Updates

18.6 The Williams Settlement Quarterly Uniform Complaint Report Summary. Reporting period from January 1, 2021 to March 31, 2021

18.7 The Renaissance cost proposal for product and services by Renaissance from 8/1/2021 through 7/31/2024

18.8 The MOU between Sonoma County Library, and the Piner-Olivet Union School District for participation in the Library's Student OneCard program, and

18.9 The retainer agreement for legal services between Piner-Olivet Union School District and School and College Legal Services effective July 1, 2021 for legal services.

19. **ROUND TABLE COMMENTS FROM THE GOVERNING BOARD**
Ms. Hinton commented on the two generations and family members that have attended and currently attending POUSD.
20. **DATES AND FUTURE AGENDA ITEMS**
20.1 The next regular board meeting -May 12, 2021 Open session at 7:00pm.
21. **PUBLIC COMMENT ON CLOSED SESSION**
There was no Closed Session.
22. **RECESS TO CLOSED SESSION**
23. **RECONVENE TO PUBLIC MEETING**
24. **REPORT OF CLOSED SESSION ACTION NOT ON THE ACTION AGENDA**
25. **ADJOURNMENT**
The meeting adjourned at 7:40p.m.

Respectfully submitted,

APPROVED:

Dr. Steve Charbonneau
Secretary to the Board

Janae Franicevic, Clerk of the Board

Piner-Olivet Union School District

TO: Board of Trustees

PERSONNEL ACTION REPORT

Meeting of:

May 12, 2021

Name	Assignment	Salary	Funding Source	Effective	Type of Appointment	Information Assignment	Recommendation	Cost To Budget
Rich Levine	Supervisor of IT	Step 6	General Ed	May 10, 2021	New Hire	District	Acknowledge	0
Heather Graham	POCS Principal	Step 8	General Ed	July 1, 2021	New Hire	District	Acknowledge	0
Linda Galloway	PA/Yard Duty	Step 6	General Ed	June 4, 2021	Retire	Olivet	Acknowledge	0
Alisa Brown	PA/Yard Duty	Step 6	General Ed	April 30, 2021	Resign	Schaefer	Acknowledge	0

VENDOR WARRANTS

Checks Dated 04/01/2021 through 04/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1828933	04/01/2021	Aaction Rents	01-4380	2020/21 Open PO -Supplies		69.00
1828934	04/01/2021	Anova Center of Education	01-5810	SPED/ NPS 2020/21 - LJ	3,672.60	
				SPED/ NPS 2020/21 - TR	2,081.14	
				SPED/ NPS 2020/21 - TS	4,280.42	10,034.16
1828935	04/01/2021	AT&T Mobility	01-5900	Mobile Phone for Maint Supervisor		82.99
1828936	04/01/2021	CASBO	Cancelled	Online Courses		790.00 *
1828937	04/01/2021	Cancelled on 04/26/2021 Casco Refrigeration Inc.	13-5630	Refridgeration Repair - Schaefer Elementary		697.24
1828938	04/01/2021	City Of Santa Rosa	01-5530	City Water Acct# 021026 2020/21 -JL	213.43	
				City Water Acct# 023537 2020/21 - NWP	334.10	
			05-5530	City Water Acct# 026852 2020/21 SCH	391.52	
			09-5530	City Water Acct# 023537 2020/21 - NWP	179.90	1,118.95
1828939	04/01/2021	Univ of OR DBA Cntr On Teaching/Learning	05-4340	DIBELS Next Training Course 2019		264.00
1828940	04/01/2021	Esp & Alarm Inc	01-5880	Alarm Monitoring 2020/21		198.00
1828941	04/01/2021	Fishman Supply	01-4370	Open-Cleaning and PPE supplies COVID	3,248.71	
			04-4370	Open-Cleaning and PPE supplies COVID	3,920.84	
			05-4370	Open-Cleaning and PPE supplies COVID	4,032.87	11,202.42
1828942	04/01/2021	Friedman's Home Improvement	01-4380	Open Maintenance Supplies 20/21	116.29	
			09-4380	Open Maintenance Supplies 20/21	20.29	136.58
1828943	04/01/2021	Fulwider Outdoor Power Equip	01-5630	Chain install and repair on chainsaws - DO		456.61
1828944	04/01/2021	Hitmen Termite & Pest Control	01-5630	Rodent & Yellow Jacket Control @ JL	120.00	
				Rodent & Yellow Jacket Control @ SCH	60.00	180.00
1828945	04/01/2021	Kelly Moore Paint Co	01-4380	Paint & Paint Supplies for 20/21		2,038.79
1828946	04/01/2021	Kenwood Lumber & Hardware	01-4380	2020/21 Open PO all sites		43.49
1828947	04/01/2021	KYOCERA Document Solutions Northern California, Inc	01-5632	Copier Maintenance Contract-JL/POCS Office	38.99	
			04-5632	Copier Maintenance Contract -Olivet-Staff Rm	33.01	
			09-5632	Copier Maintenance Contract-NWP Office & Workroom	98.99	170.99
1828948	04/01/2021	McLea's Tire & Automotive Svs	01-4380	Truck and Tractor Repair	25.63	
			01-5630	Truck and Tractor Repair	14.12	39.75
1828949	04/01/2021	Mead Clark	01-4380	Maint Supplies for all sites 2020/21	343.36	
			09-4380	Maint Supplies for all sites 2020/21	197.68	541.04
1828950	04/01/2021	Office Depot	01-4370	Open PO for District Supplies (COVID) - 2020-21	62.85	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 04/01/2021 through 04/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1828950	04/01/2021	Office Depot	04-4370	Open PO for District Supplies (COVID) - 2020-21	62.85	
			05-4370	Open PO for District Supplies (COVID) - 2020-21	62.85	
			09-4370	Open PO for District Supplies (COVID) - 2020-21	62.85	251.40
1828951	04/01/2021	PresenceLearning, Inc.	01-4340	SPED Platform usage fee - COVID	130.50	
			01-5830	SLP Services & Assessments Contracted 2020-21	2,918.00	
			04-4340	SPED Platform usage fee - COVID	157.50	
			05-4340	SPED Platform usage fee - COVID	162.00	3,368.00
1828952	04/01/2021	School & College Legal Service	01-5202	SCLS Workshop - Human Resource		75.00
1828953	04/01/2021	Shell Wex Bank	01-4362	Fuel for trucks 2020/21		393.37
1830065	04/08/2021	Vang, Kay	01-5860	Reim Fingerprinting		20.00
1830066	04/08/2021	AT&T	01-5900	Calnet3 Billing / AT&T		159.92
1830067	04/08/2021	D & S Awards, LLC	01-5880	Plates, Door Signs & Retirement Clocks		383.68
1830068	04/08/2021	Bond Discount Carpets dba Discount Carpets	01-6200	New Carpet Install - DO		1,453.00
1830069	04/08/2021	Glacier Springs	09-4390	Water Delivery on regular basis 2020/21		38.00
1830070	04/08/2021	Greenfield Learning, Inc.	05-4310	Headsets	2,725.00	
			05-4340	Rosetta Stone License Subscription	20,500.00	23,225.00
1830071	04/08/2021	Pacific Gas & Electric	01-5510	Acct #0532988800-1 Olivet/NWP/VC/DO/SCH	69.03	
			01-5520	Acct #0532988800-1 Olivet/NWP/VC/DO/SCH	340.22	
			04-5510	Acct #0532988800-1 Olivet/NWP/VC/DO/SCH	413.00	
			04-5520	Acct #0532988800-1 Olivet/NWP/VC/DO/SCH	2,442.48	
			05-5510	Acct #0532988800-1 Olivet/NWP/VC/DO/SCH	1,579.71	
			05-5520	Acct #0532988800-1 Olivet/NWP/VC/DO/SCH	737.69	
			09-5510	Acct #0532988800-1 Olivet/NWP/VC/DO/SCH	37.17	
			09-5520	Acct #0532988800-1 Olivet/NWP/VC/DO/SCH	24.19	5,643.49
1830072	04/08/2021	Jan Radke	01-5830	School Counseling Services 2020-2021		6,678.75
1830073	04/08/2021	RESIG	01-5880	Analytical Fees - Jack London		285.48
1832198	04/22/2021	Walker, Monique T	05-4310	Reimbursement - COVID MOU		256.14

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ESCAPE ONLINE

Checks Dated 04/01/2021 through 04/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1832199	04/22/2021	Business Card	01-4390	Safeway - Interviews	7.80	
			01-5880	CASBO - Membership	1,000.00	1,007.80
1832200	04/22/2021	CASBO	01-5202	Online Courses	140.00	
			04-5202	Online Courses	140.00	
			05-5202	Online Courses	140.00	
			09-5202	Online Courses	140.00	560.00
1832201	04/22/2021	D & S Awards, LLC	05-4310	COVID-Reopening SSSCSP		1,624.23
1832202	04/22/2021	Fagen Friedman & Fulfroost LLP	01-5823	2020/21 Legal Services		433.50
1832203	04/22/2021	Friedman's Home Improvement	01-4380	Open Maintenance Supplies 20/21		341.97
1832204	04/22/2021	Office Depot	01-4310	covid - student supply kits	491.43	
				Open PO for Office Supplies-JL 2020-21	71.08	
			01-4350	Open PO for District Office Supplies - 2020-21	393.34	
				Open PO for Office Supplies-JL 2020-21	401.63	
			05-4310	Open PO for Office Supplies - Schaefer 2020-21	17.49	
			05-4350	Open PO for Office Supplies - Schaefer 2020-21	57.41	1,432.38
1832205	04/22/2021	PACE Supply Corp.	01-4380	Open PO for Maintenance Supplies 2020/21		492.29
1832206	04/22/2021	PresenceLearning, Inc.	01-4340	SPED Platform usage fee - COVID	130.50	
			01-5830	SLP Services & Assessments Contracted 2020-21	3,511.67	
			04-4340	SPED Platform usage fee - COVID	157.50	
			05-4340	SPED Platform usage fee - COVID	162.00	3,961.67
1832207	04/22/2021	Santa Rosa City Schools Business Services	13-4700	Meals for 2020/21		8,100.00
1832208	04/22/2021	Santa Rosa Computers	01-4340	Setup equipment for Jill & Tori + 2 headsets		256.09
1832209	04/22/2021	Specialized Ed. of Calif.Inc. dba Sierra School of So County	01-5810	SPED/ NPS 2020/21 - MC		233.86
1832210	04/22/2021	Sonoma Media Investments	01-5825	Registration Ad		1,523.24
1832211	04/22/2021	Weeks Drilling & Pump Co Inc	01-5630	NWP Water System Service	248.54	
				Olivet Water System Service	350.00	
			01-6100	Booster pump replacement	2,005.42	
			09-5630	NWP Water System Service	133.83	2,737.79
1833216	04/29/2021	ACSA	01-5300	ACSA Membership - K. Vang		328.14
1833217	04/29/2021	Alpha Analytical Labs, Inc.	01-5830	Well Water Testing - 2020-21 NWP	53.30	
				Well Water Testing - 2020/21 Olivet	82.00	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 04/01/2021 through 04/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1833217	04/29/2021	Alpha Analytical Labs, Inc.	09-5830	Well Water Testing - 2020-21 NWP	28.70	164.00
1833218	04/29/2021	AT&T Mobility	01-5900	Mobile Phone for Maint Supervisor		83.12
1833219	04/29/2021	AT&T	01-5900	Calnet3 Billing / AT&T		1,249.06
1833220	04/29/2021	CASBO	01-5202	Online Courses	127.50	
			04-5202	Online Courses	127.50	
			05-5202	Online Courses	127.50	
			09-5202	Online Courses	127.50	510.00
1833221	04/29/2021	Christy White Accountancy Corp	01-5821	2019-20 Financial and Bond Audit	892.85	
			09-5821	2019-20 Financial and Bond Audit	107.15	1,000.00
1833222	04/29/2021	City Of Santa Rosa	01-5530	City Water Acct# 021026 2020/21 -JL	200.80	
				City Water Acct# 023537 2020/21 - NWP	334.10	
			05-5530	City Water Acct# 026852 2020/21 SCH	433.64	
			09-5530	City Water Acct# 023537 2020/21 - NWP	179.90	1,148.44
1833223	04/29/2021	California's Valued Trust	01-9574	Dental - May 2021	9,154.88	
			01-9575	Vision - May 2021	2,583.36	11,738.24
1833224	04/29/2021	Dept Of Justice Accounting Office	01-5860	Open PO for Personnel Fingerprinting 2020/21		49.00
1833225	04/29/2021	Fishman Supply	01-4370	Annual Custodial Supplies-JL,NWP/VC,Olv,SCH	23.85	
			04-4370	Annual Custodial Supplies-JL,NWP/VC,Olv,SCH	13.90	
			05-4370	Annual Custodial Supplies-JL,NWP/VC,Olv,SCH	12.83	
			09-4370	Annual Custodial Supplies-JL,NWP/VC,Olv,SCH	6.94-	43.64
1833226	04/29/2021	Friedman's Home Improvement	01-4380	Open Maintenance Supplies 20/21	996.01	
			09-4380	Open Maintenance Supplies 20/21	88.84	1,084.85
1833227	04/29/2021	Heinemann Publishing	01-5202	Conference for Rasori		500.00
1833228	04/29/2021	Hitmen Termite & Pest Control	01-5630	Rodent & Yellow Jacket Control @ SCH		60.00
1833229	04/29/2021	Kenwood Lumber & Hardware	01-4380	2020/21 Open PO all sites	22.56	
			09-4380	2020/21 Open PO all sites	8.45	31.01
1833230	04/29/2021	KYOCERA Document Solutions Northern California, Inc	01-4311	Supplies for Risograph - JL/POCS	220.87	
			01-5632	Copier Maintenance Contract - D.O	400.22	
				Copier Maintenance Contract -JL/POCS-Staff Rm	237.42	858.51
1833231	04/29/2021	Mead Clark	01-4380	Maint Supplies for all sites 2020/21		46.58
1833232	04/29/2021	Gallegos Fam Enterprises Inc. dba Minuteman Press of SR	09-4310	home study yard signs		221.45

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 04/01/2021 through 04/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1833233	04/29/2021	Pacific Gas & Electric	01-5510	Acct #8210388297-1 - Jack London 80% & POCS 20%	897.26	
			01-5520	Acct #8210388297-1 - Jack London 80% & POCS 20%	21.38	918.64
1833234	04/29/2021	Piner-Olivet Charter School	01-9555	EDD POCS QTR 1		149.38
1833235	04/29/2021	Piner-Olivet USD	01-9555	EDD POUUSD QTR 1		1,021.81
1833236	04/29/2021	Recology Sonoma Marin	01-5560	Waste Bin Monthly Charges 20/21 all site	562.65	
			04-5560	Waste Bin Monthly Charges 20/21 all site	451.20	
			05-5560	Waste Bin Monthly Charges 20/21 all site	451.20	
			09-5560	Waste Bin Monthly Charges 20/21 all site	157.20	1,622.25
1833237	04/29/2021	School & College Legal Service	01-5202	Psycho. Training	45.00	
				SCLS Workshop - Human Resource	75.00	120.00
1833238	04/29/2021	Shell Wex Bank	01-4362	Fuel for trucks 2020/21		510.32
1833239	04/29/2021	Sonoma Co Office Of Education	01-5828	Open PO for SCOE Graphics Per Site	43.02	
			04-5828	Open PO for SCOE Graphics Per Site	30.59	
			05-5828	Open PO for SCOE Graphics Per Site	45.40	
			09-5828	Open PO for SCOE Graphics Per Site	11.79	130.80
1833240	04/29/2021	The Standard Insurance Co.	01-9576	Life - April 2021	200.10	
				Life - May 2021	198.36	398.46
1833241	04/29/2021	Worthington Direct	05-4310	Activity Table		502.30
Total Number of Checks					70	117,490.06

	Count	Amount
Cancel	1	790.00
Net Issue		116,700.06

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	60	63,809.73
04	Olivet Charter School	11	7,950.37
05	Schaefer Charter School	18	34,285.78
09	Charter School Fund	19	1,856.94
13	Cafeteria	2	8,797.24

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 04/01/2021 through 04/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
		Total Number of Checks	69		116,700.06	
		Less Unpaid Sales Tax Liability			.00	
		Net (Check Amount)			116,700.06	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 04/01/2021 through 04/30/2021

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1828954	04/01/2021	City Of Santa Rosa	03-5530	City Water Acct# 021026		142.29
1828955	04/01/2021	ESP & Alarms, Inc	03-5880	Alarm Monitoring 2020/21		72.00
1828956	04/01/2021	Hitmen Termite & Pest Control	03-5630	Yellow Jacket, Rodent & Roach Abatement Services		80.00
1828957	04/01/2021	Kelly-Moore Paints Inc	03-4380	Maintenance Supplies for 2020/21		489.63
1828958	04/01/2021	KYOCERA Document Solutions	03-5632	Copier/Riso Maint-Instr Program		25.99
1830074	04/08/2021	Jan Radke	03-5830	Contract - Counseling Services 2020-2021		4,241.25
1833242	04/29/2021	City Of Santa Rosa	03-5530	City Water Acct# 021026		133.86
1833243	04/29/2021	KYOCERA Document Solutions	03-4311	2020/21 Supplies for Riso Machine	147.25	
			03-5632	Copier/Riso Maint-Instr Program	158.28	305.53
1833244	04/29/2021	Pacific Gas & Electric	03-5510	8775983334-3 & 20% of 88297-1 Gas & Electric Chgs	232.54	
			03-5520	8775983334-3 & 20% of 88297-1 Gas & Electric Chgs	628.57	861.11
1833245	04/29/2021	Recology Sonoma Marin	03-5560	POCS Portion of Waste 20/21		180.48
Total Number of Checks					10	6,532.14

Fund Summary

Fund	Description	Check Count	Expensed Amount
03	General Fund/charter School	10	6,532.14
	Total Number of Checks	10	6,532.14
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		6,532.14

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

BUDGET UPDATES

Effective 04/09/2021 through 04/22/2021

Fiscal Year 2021

Account	Description	From	To
JE # BR21-00154 JE Trans Date 04/09/2021 JE Posted 04/09/2021 Comment Balancing fund01 resource 9090			
01- 9090- 0- 0000- 0000- 8699- 000- 0000	All Other Local,Resig Safety Cr		DR 3,066.00
01- 9090- 0- 0000- 7200- 4310- 600- 0000	Instructional M,Other General A,Undistributed,Not Required		CR 2,483.00
01- 9090- 0- 0000- 7200- 4390- 600- 0000	Other Supplies,Other General A,Undistributed,Not Required		CR 424.00
01- 9090- 0- 0000- 7200- 4400- 600- 0000	Equipment Under,Other General A,Undistributed,Not Required		CR 3,707.00
01- 9090- 0- 0000- 8110- 5630- 600- 0000	Repairs,Maintenance,Undistributed,Not Required		CR 200.00
Net increase to Appropriations		.00	9,880.00

JE # BR21-00155 JE Trans Date 04/22/2021 JE Posted 04/22/2021 Comment Set up resource 3212			
01- 3212- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,ESSER II Fund		DR 322,304.00
01- 3212- 0- 1110- 1000- 4310- 600- 0000	Instructional M,Instruction,Regular Educati,Not Required		CR 322,304.00
Net increase to Appropriations		.00	644,608.00

JE # BR21-00156 JE Trans Date 04/22/2021 JE Posted 04/22/2021 Comment Set up Fund 04 resource 3212			
04- 3212- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,ESSER II Fund		DR 173,964.00
04- 3212- 0- 1110- 1000- 4310- 600- 0000	Instructional M,Instruction,Regular Educati,Not Required		CR 173,964.00
Net increase to Appropriations		.00	347,928.00

JE # BR21-00157 JE Trans Date 04/22/2021 JE Posted 04/22/2021 Comment Set up Fund05 resource 3212			
05- 3212- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,ESSER II Fund		DR 267,307.00
05- 3212- 0- 1110- 1000- 4310- 600- 0000	Instructional M,Instruction,Regular Educati,Not Required		CR 267,307.00
Net increase to Appropriations		.00	534,614.00

JE # BR21-00158 JE Trans Date 04/22/2021 JE Posted 04/22/2021 Comment Set up Fund05 resource 3212			
07- 3212- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,ESSER II Fund		DR 113,175.00
07- 3212- 0- 1110- 1000- 4310- 600- 0000	Instructional M,Instruction,Regular Educati,Not Required		CR 113,175.00
Net increase to Appropriations		.00	226,350.00

JE # BR21-00159 JE Trans Date 04/22/2021 JE Posted 04/22/2021 Comment Set up Fund05 resource 3212			
09- 3212- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,ESSER II Fund		DR 64,853.00
09- 3212- 0- 1110- 1000- 4310- 600- 0000	Instructional M,Instruction,Regular Educati,Not Required		CR 64,853.00
Net increase to Appropriations		.00	129,706.00

JE # BR21-00160 JE Trans Date 04/22/2021 JE Posted 04/22/2021 Comment Set up Fund01 resource 7425			
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Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 4/9/2021, Ending Post Date = 5/4/2021, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

ESCAPE ONLINE

Effective 04/09/2021 through 04/22/2021

Fiscal Year 2021

Account	Description	From	To
(continued) JE # BR21-00160 JE Trans Date 04/22/2021 JE Posted 04/22/2021 Comment Set up Fund01 resource 7425			
01- 7425- 0- 0000- 0000- 8590- 000- 0000	All Other State,ELO Grant	DR	167,439.00
01- 7425- 0- 1110- 1000- 4310- 600- 0000	Instructional M,Instruction,Regular Educati,Not Required	CR	167,439.00
Net increase to Appropriations		.00	334,878.00
JE # BR21-00161 JE Trans Date 04/22/2021 JE Posted 04/22/2021 Comment Set up Fund09 resource7425			
09- 7425- 0- 0000- 0000- 8590- 000- 0000	All Other State,ELO Grant	DR	62,680.00
09- 7425- 0- 1110- 1000- 4310- 600- 0000	Instructional M,Instruction,Regular Educati,Not Required	CR	62,680.00
Net increase to Appropriations		.00	125,360.00
JE # BR21-00162 JE Trans Date 04/22/2021 JE Posted 04/22/2021 Comment Set up Fund04 resource7425			
04- 7425- 0- 0000- 0000- 8590- 000- 0000	All Other State,ELO Grant	DR	177,666.00
04- 7425- 0- 1110- 1000- 4310- 600- 0000	Instructional M,Instruction,Regular Educati,Not Required	CR	177,666.00
Net increase to Appropriations		.00	355,332.00
JE # BR21-00163 JE Trans Date 04/22/2021 JE Posted 04/22/2021 Comment Set up Fund05 resource 7425			
05- 7425- 0- 0000- 0000- 8590- 000- 0000	All Other State,ELO Grant	DR	185,314.00
05- 7425- 0- 1110- 1000- 4310- 600- 0000	Instructional M,Instruction,Regular Educati,Not Required	CR	185,314.00
Net increase to Appropriations		.00	370,628.00
JE # BR21-00164 JE Trans Date 04/22/2021 JE Posted 04/22/2021 Comment Set up Fund07 resource 7425			
07- 7425- 0- 0000- 0000- 8590- 000- 0000	All Other State,ELO Grant	DR	109,937.00
07- 7425- 0- 1110- 1000- 4310- 600- 0000	Instructional M,Instruction,Regular Educati,Not Required	CR	109,937.00
Net increase to Appropriations		.00	219,874.00
JE # BR21-00165 JE Trans Date 04/22/2021 JE Posted 04/22/2021 Comment Set up Fund01 resource 7426			
01- 7426- 0- 0000- 0000- 8590- 000- 0000	All Other State,ELO paraprofess	DR	18,604.00
01- 7426- 0- 1110- 1000- 4310- 600- 0000	Instructional M,Instruction,Regular Educati,Not Required	CR	18,604.00
Net increase to Appropriations		.00	37,208.00
JE # BR21-00166 JE Trans Date 04/22/2021 JE Posted 04/22/2021 Comment Set up Fund09 resource 7426			
09- 7426- 0- 0000- 0000- 8590- 000- 0000	All Other State,ELO paraprofess	DR	6,965.00
09- 7426- 0- 1110- 1000- 4310- 600- 0000	Instructional M,Instruction,Regular Educati,Not Required	CR	6,965.00

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Account	Description	From	To
		Net increase to Appropriations	13,930.00
JE # BR21-00167 JE Trans Date 04/22/2021 JE Posted 04/22/2021 Comment Set up Fund04 resource 7426			
04- 7426- 0- 0000- 0000- 8590- 000- 0000	All Other State,ELO paraprofess	DR	19,741.00
04- 7426- 0- 1110- 1000- 4310- 600- 0000	Instructional M,Instruction,Regular Educati,Not Required	CR	19,741.00
		Net increase to Appropriations	39,482.00
JE # BR21-00168 JE Trans Date 04/22/2021 JE Posted 04/22/2021 Comment Set up Fund05 resource 7426			
05- 7426- 0- 0000- 0000- 8590- 000- 0000	All Other State,ELO paraprofess	DR	20,590.00
05- 7426- 0- 1110- 1000- 4310- 600- 0000	Instructional M,Instruction,Regular Educati,Not Required	CR	20,590.00
		Net increase to Appropriations	41,180.00
JE # BR21-00169 JE Trans Date 04/22/2021 JE Posted 04/22/2021 Comment Set up Fund07 resource 7426			
07- 7426- 0- 0000- 0000- 8590- 000- 0000	All Other State,ELO paraprofess	DR	12,215.00
07- 7426- 0- 1110- 1000- 4310- 600- 0000	Instructional M,Instruction,Regular Educati,Not Required	CR	12,215.00
		Net increase to Appropriations	24,430.00
		Total for Org 043	3,455,388.00
Org 043 Net <Decrease> in Estimated Fund Balance	3,748.00-		Net increase to Appropriations

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Account	Description	From	To
JE # BR21-00030	JE Trans Date 04/27/2021	JE Posted 04/27/2021	Comment Set up Fund03 resource 3212
03- 3212- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,ESSER II Fund	DR	113,175.00
03- 3212- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instruction,Regular Educati,District	CR	113,175.00
		Net increase to Appropriations	.00
		Total for Org 044	.00
Org 044 Net Increase in Estimated Fund Balance	0.00	Net increase to Appropriations	