



PINER-OLIVET UNION SCHOOL DISTRICT

REGULAR MEETING - GOVERNING BOARD

Wednesday, May 11, 2022

Meeting Opening 4:30 p.m.

Closed Session 4:32 p.m.

Public Session 6:00 p.m.

Adjournment 9:00 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/89303207043>

Meeting ID: 893 0320 7043

One tap mobile

+12532158782,,89303207043# US (Tacoma)

+13462487799,,89303207043# US (Houston)

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 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: Teacher, Principal
 - 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**

Any person wishing to be heard by the Board shall first be recognized by the president. Members of the public may have up to three minutes per speaker and up to 15 minutes per item, when more than one individual is addressing the same topic. The Board will not comment on items unless they are agendized, however the board reserves the right to clarify or correct any misinformation stated. Each individual speaker may only address the board one (1) time per un-agendized or agendized item. The Board may remove disruptive individuals and/or order the room cleared for persistent disruption or statements that threaten the safety of any person(s) at the meeting. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the 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

- Holly Miller - Retirement - Presented by Dr. Anna Moore
- Deborah Berry - Retirement - Presented by Heather Graham
- Lynn Matteoli - Presented by Heather Graham
- Donna LeCave – Retirement - Presented by Olga Venegas
- Lynn Garlock- Retirement - Presented by Kathy Harris
- Will Hart – Retirement -Presented by Kathy Harris
- Kathy Harris - Retirement - Presented by Tracy Henry

13. SUPERINTENDENT’S REPORT

13.1 Announcements

14. ASSOCIATION REPORTS

- 14.1 POEA
- 14.2 POCA

15. BOARD POLICIES

None

16. DISCUSSION/INFORMATION ITEMS

- 16.1 Enrollment Study - Presented by Rob Murray, Kings Consulting (*Attachment 1*) (Pgs. 4-30)
- 16.2 Celebration of Student Academic Growth 2021-22 - Presented by Dr. Tina Rasori

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 2022-2023 Olivet Families Application as a School-Connected Organization. A representative from the organization will be present to answer any questions. (*Action 1*) (Pgs.31-72)

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 2022-2023 Schaefer Families Application as a School-Connected Organization. A representative from the organization will be present to answer any questions. (*Action 2*) (Pgs. 73-113)

17.3 Approval of Authorization as a School-Connected Organization for Jack London Families

The Board of Trustees will review, discuss, and consider approval of the 2022-2023 Jack London Families Application as a School-Connected Organization. A representative from the organization will be present to answer any questions. (*Action 3*) (Pgs. 114-138)

17.4 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 2022-2023 Piner-Olivet Charter Parent Club Application as a School-Connected Organization. A representative from the organization will be present to answer any questions. **(Action 4) (Pgs. 139-168)**

17.5 Approval of Authorization as a School-Connected Organization for Northwest Prep Parent-Teacher-Student Organization (PTSO)

The Board of Trustees will review, discuss, and consider approval of the 2022-2023 Northwest Prep Parent-Teacher-Student Organization (PTSO) Application as a School-Connected Organization. A representative from the organization will be present to answer any questions. **(Action 5) (Pgs. 169-210)**

17.6 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 2022-2023 Piner-Olivet Educational Foundation Application as a School-Connected Organization. A representative from the organization will be present to answer any questions. **(Action 6) (Pgs. 211-241)**

17.7 Approval of the Extended Learning Opportunities Program Plans for Jack London Elementary School, Olivet Elementary Charter School, and Schaefer Charter School.

The Board of Trustees will review, discuss, and consider approval of the Extended Learning Opportunities Program Plans for Jack London Elementary School, Olivet Elementary Charter School, and Schaefer Charter School **(Action 7) (Pgs. 242-253)**

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 Regular Board Meeting of April 13, 2022 (Consent 1) (Pgs. 254-257)

18.2 Approval of Personnel Action Report (Consent 2) (Pg. 258)

18.3 Approval of Vendor Warrants (Consent 3) (Pgs. 259-267)

18.4 Approval of Routine Budget Updates (Consent 4) (Pgs. 268-290)

18.5 Approval of Bond Change Order - Site Olivet Elementary Charter School, (Proposal # 1-7-23096), POUSD Various Sites Marquee Signs (Proposal # 1-7-23012) Site NWP Charter (Proposal# 1-7-23022) (Consent 5) (Pgs. 291-309)

18.6 Approval of Developer Fee (Consent 6) (Pgs. 310-318)

18.7 Approval of Swimming Field Trip for Piner-Olivet Charter School 7th & 8th Grades Field Trip to Wikiup Tennis & Swim Club on May 16, 20122. (Consent 7) (Pgs. 319-320)

18.8 Approval of SMAA Interagency Agreement 2022 (Consent 8) (Pgs. 321-381)

18.9 Approval of Confidential Salary Schedule (Consent 9) (Pg. 382)

18.10 Approval of Swimming Field Trip for Piner-Olivet Charter School 7th & 8th Grades Field Trip to Wikiup Tennis & Swim Club on September 9, 2022 (Consent 10) (Pgs. 383-384)

18.11 Approval of Contract Agreement between SRCS and POUSD for Vended Meal Services from June 3, 2022 through August 10, 2022 (Consent 9) (Pgs. 385-389)

19. ROUND TABLE COMMENTS FROM THE GOVERNING BOARD

20. DATES AND FUTURE AGENDA ITEMS

20.1 Next Regular Board Meeting – June 8, 2022

20.2 Next Special Board Meeting – June 22, 2022

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



Demographic Analysis & Enrollment Projections

May 11, 2022

Presented by King Consulting

Agenda

- Purpose of the Study
- Demographic Analysis and Enrollment Projections
 - *District and Community Demographics*
 - *Student Generation Rates and Residential Development*
 - *Enrollment Projections*
- Next Steps



Demographic Analysis and Enrollment Projections Summary



Piner-Olivet USD

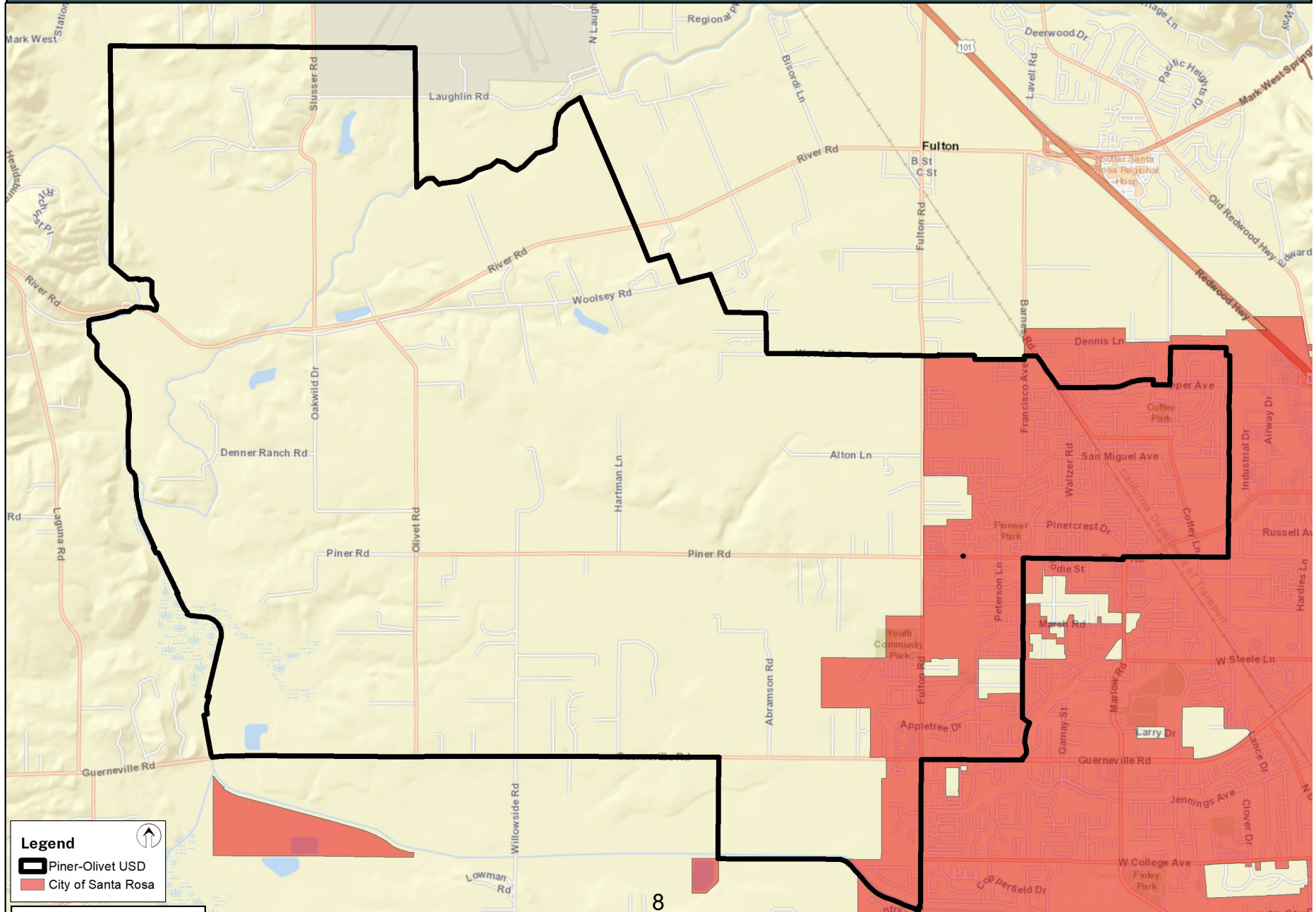
Overview



- District **enrollment peaked in 2008-09** and has decreased almost every year since.
- Local and regional demographics continue to indicate **fewer school age children** available to enroll.
- The upcoming **expansion of Transitional Kindergarten will help** to offset what would otherwise be a more pronounced enrollment decrease.
- The District can **evaluate enrollment trends** to find opportunities to attract and/or retain additional students beyond current projections.

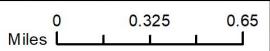
District Map

Piner-Olivet Union School District



Legend

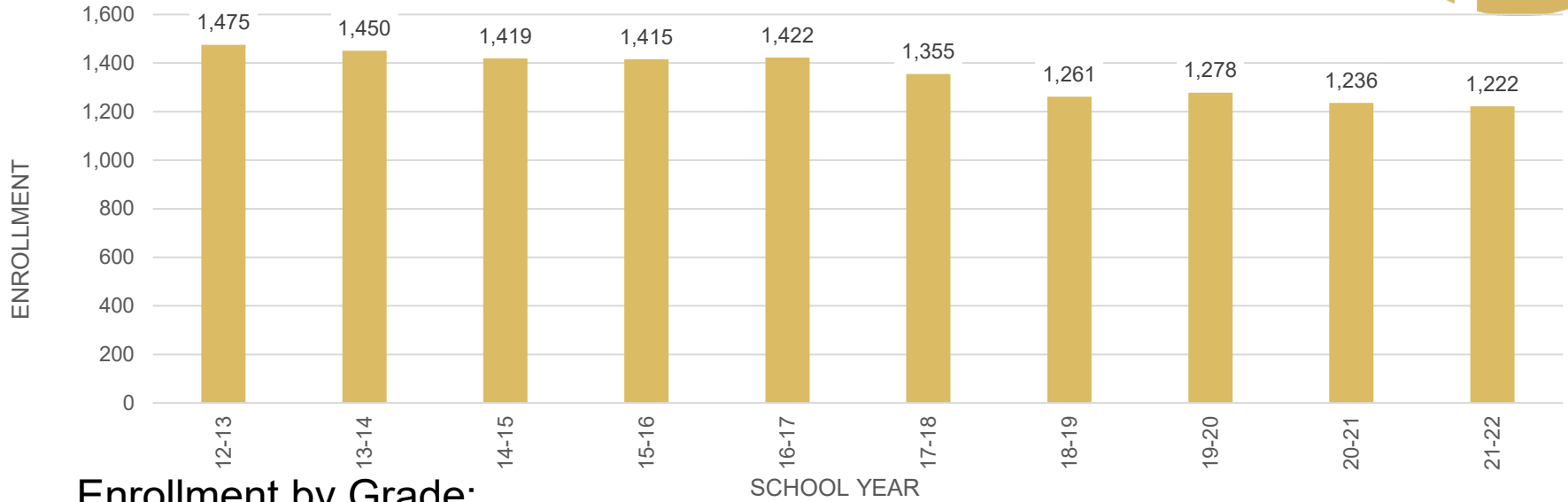
- Piner-Olivet USD
- City of Santa Rosa



District and Community Demographics

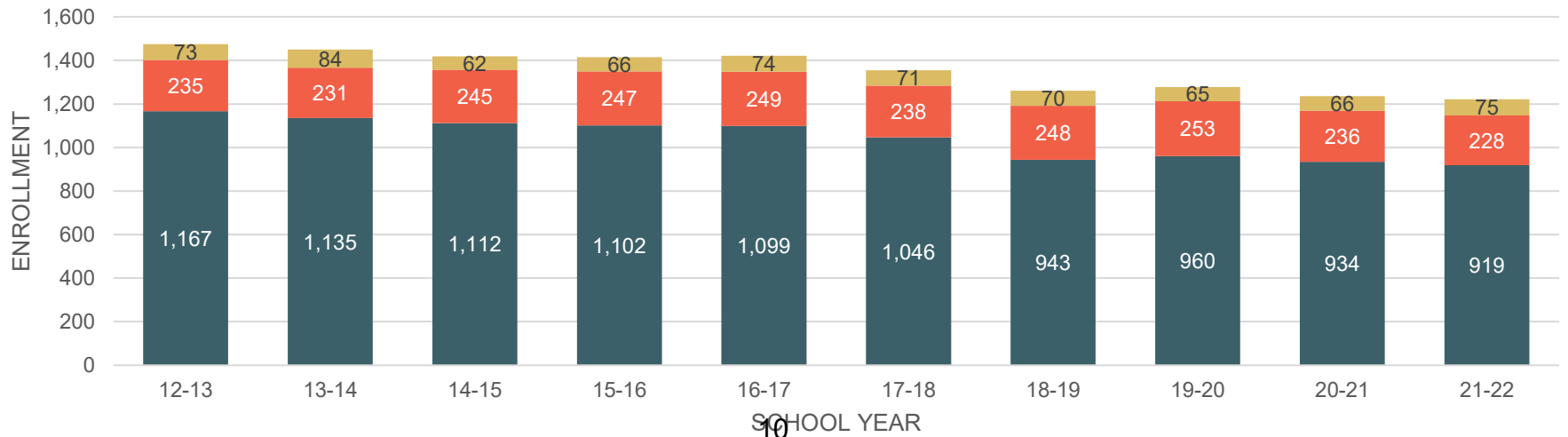


Historical Enrollment Trends

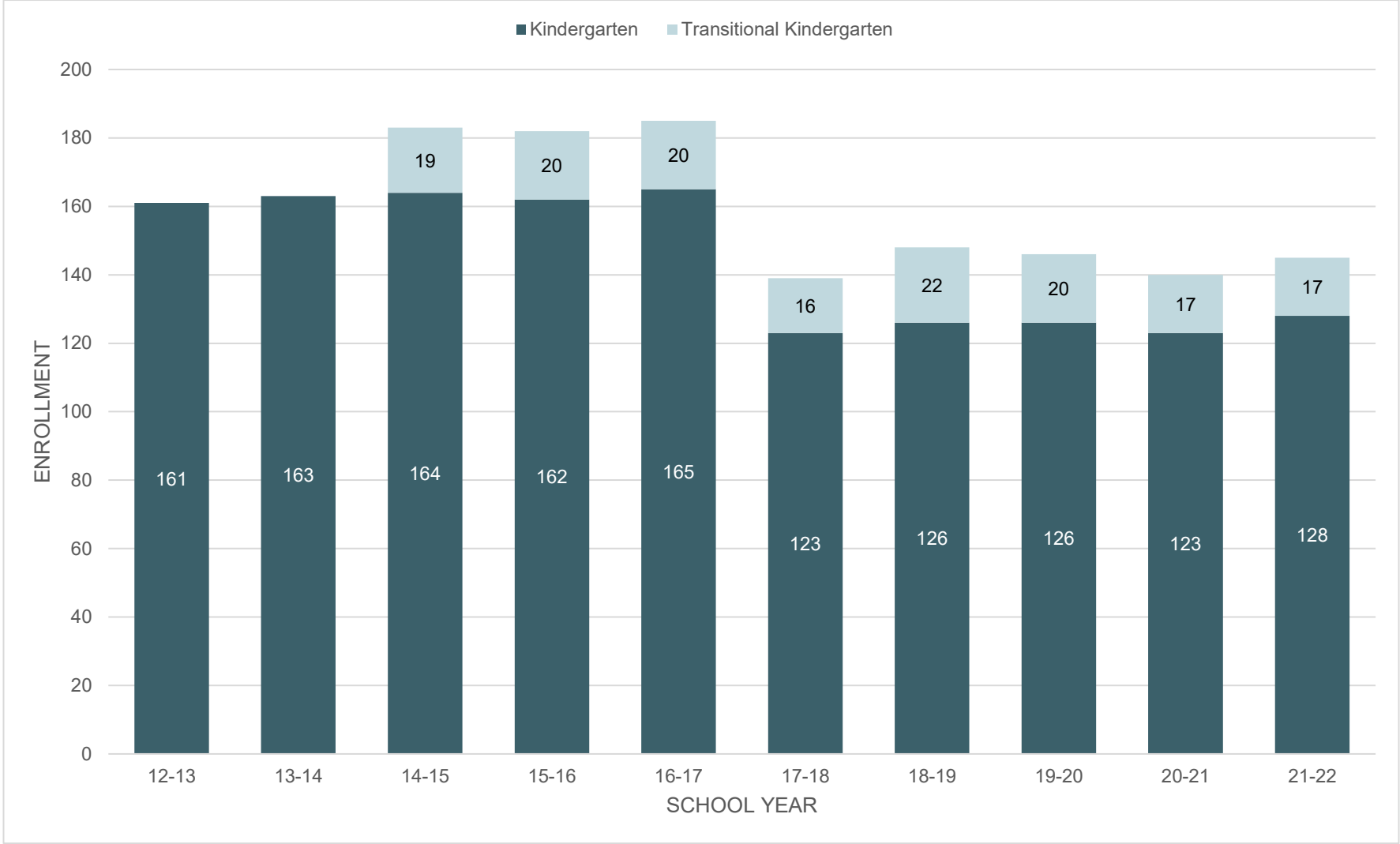


Enrollment by Grade:

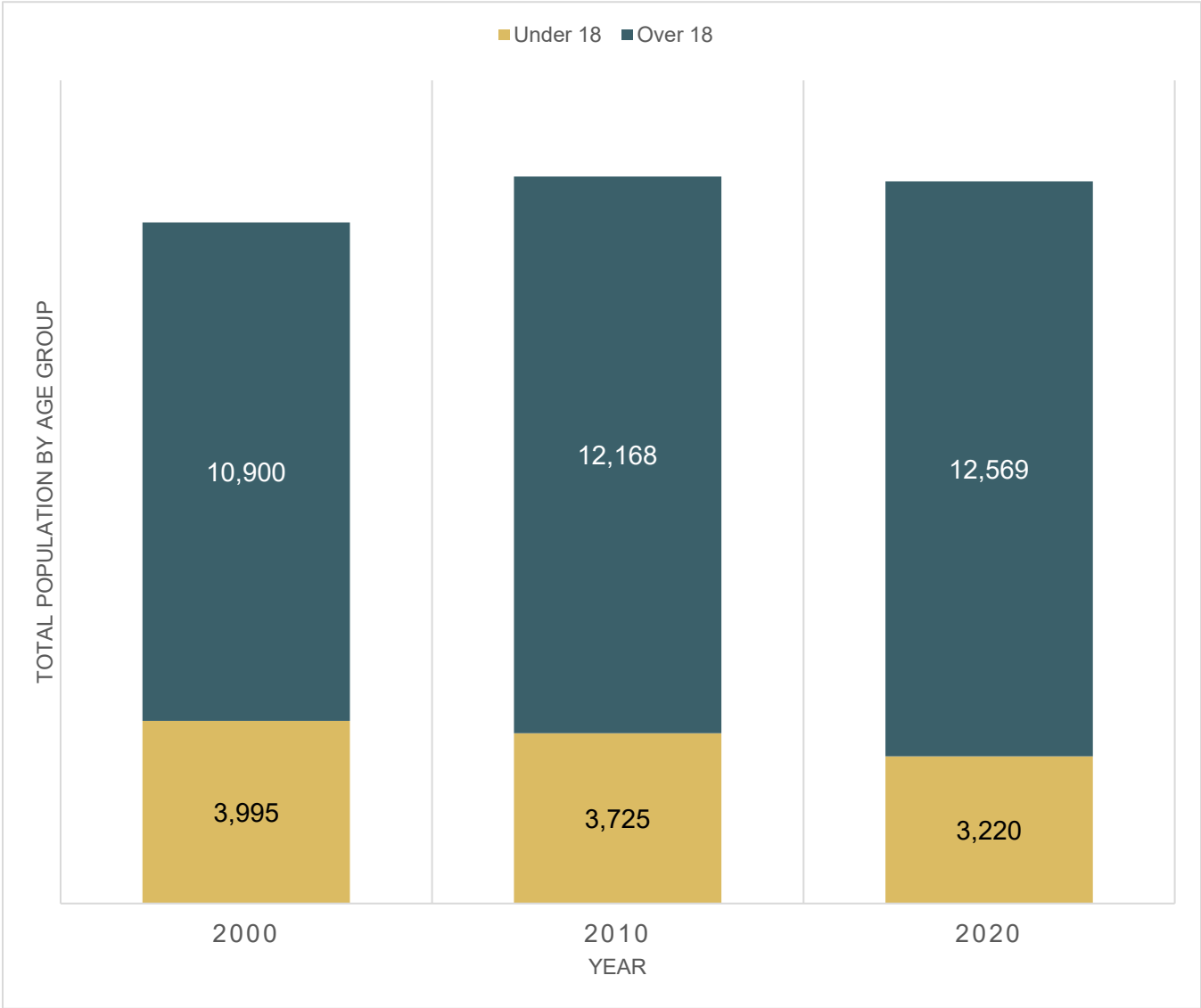
■ TK-6 ■ 7-8 ■ 9-12



Kindergarten and TK Trends



Community Demographics



Student Generation Rates and Residential Development



Student Generation Rates, New Construction



- Student generation rates calculate the impact of residential development.
- Recent construction is surveyed to see how many POUSD students were generated.

Grade	Single-Family Detached SGR
TK-6	0.110
7-8	0.011
Total TK-8	0.121

Residential Development

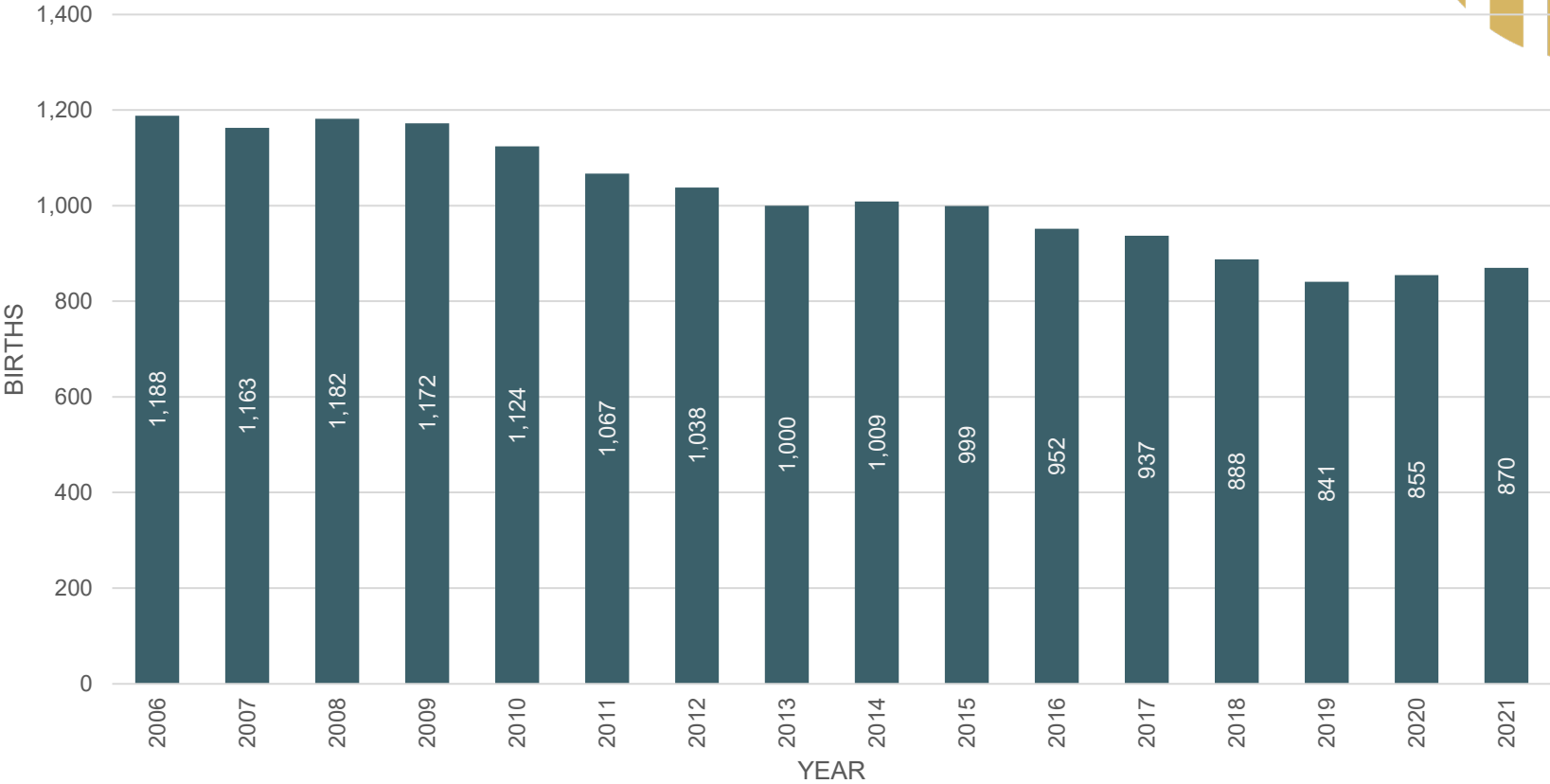


Name	Type	Units Remaining
Aria Place/Wildflower Sub	Single-Family Detached	30
Courtney Estates	Single-Family Detached	50
Courtney Estates	Multi-Family	10
North Village II	Multi-Family	120
Total		210

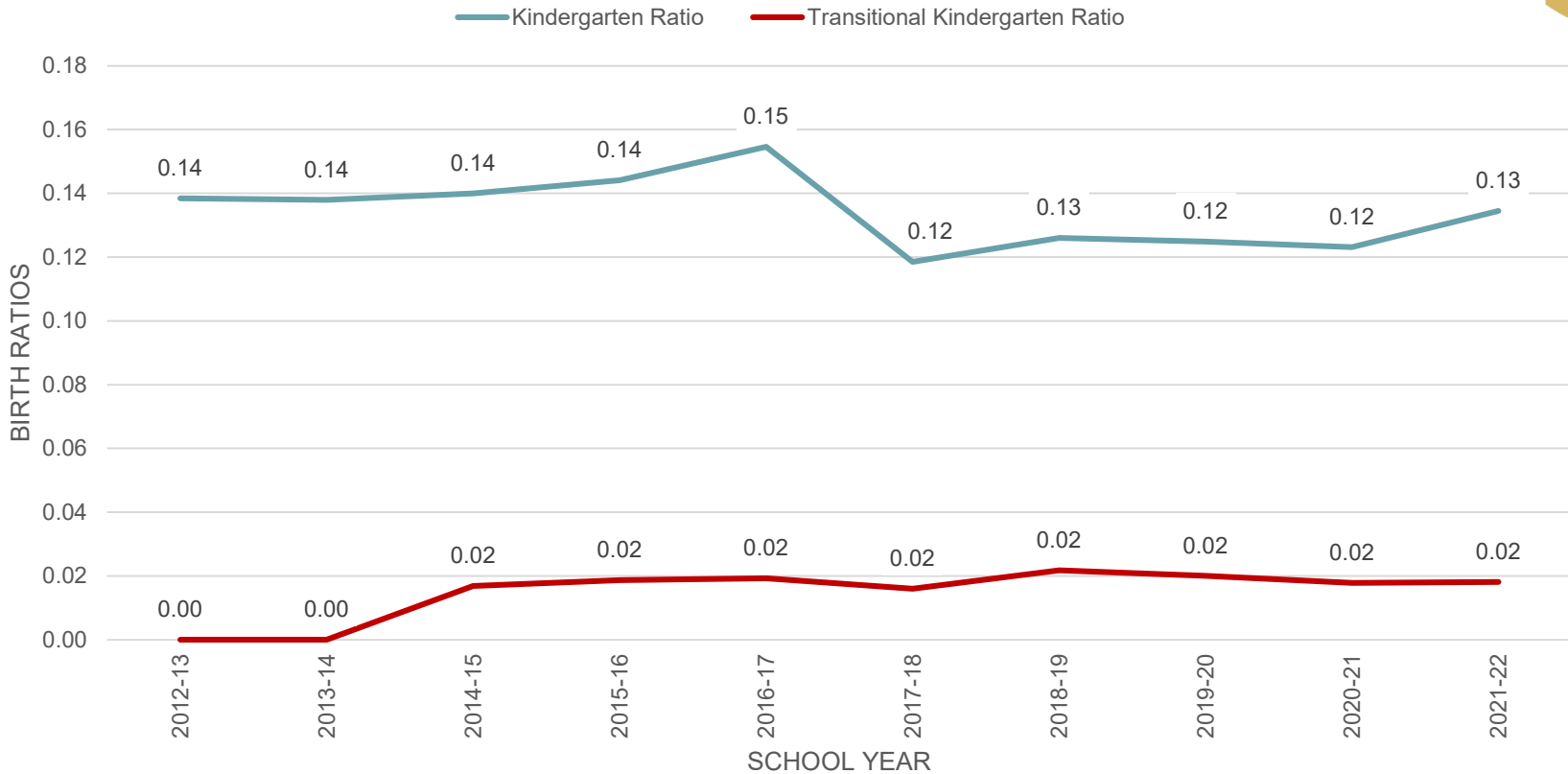
Enrollment Projections



Local Births

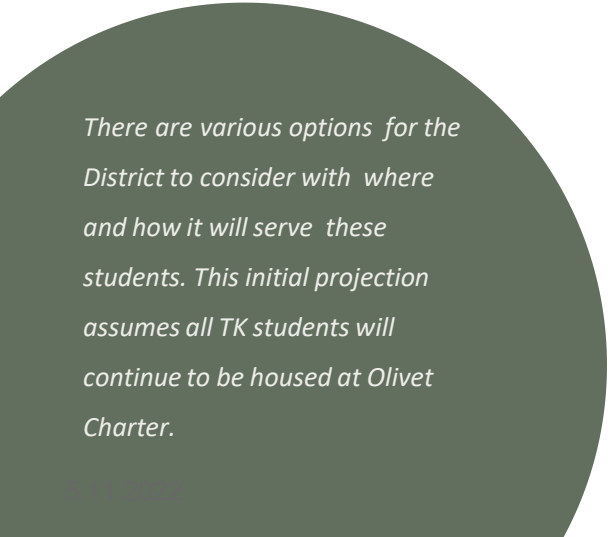
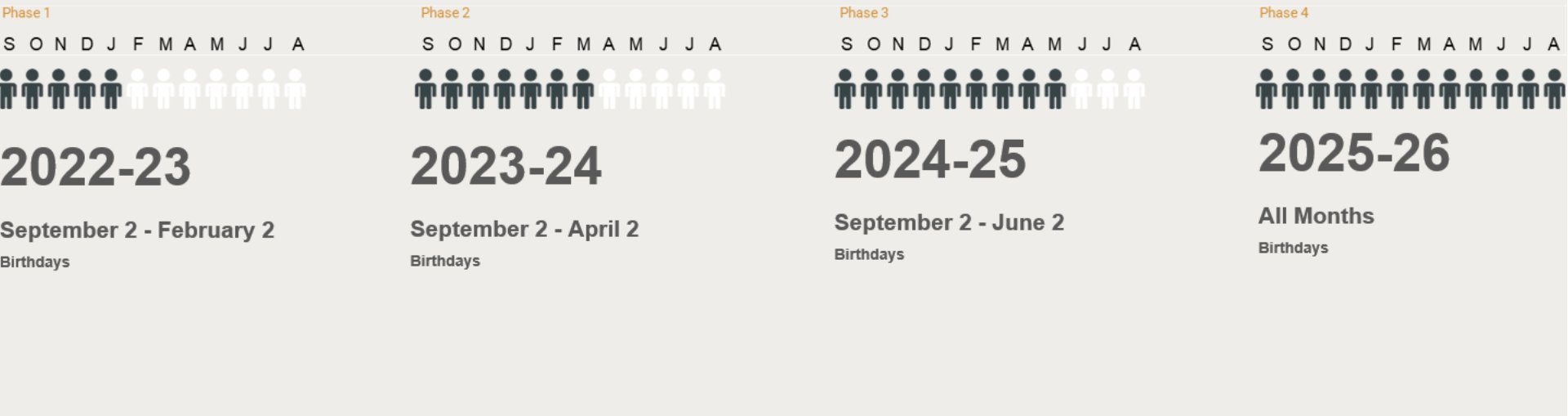


Ratio of Births to Kindergarten/TK



- *However, the TK program is about to change significantly.*

Full Year Transitional Kindergarten

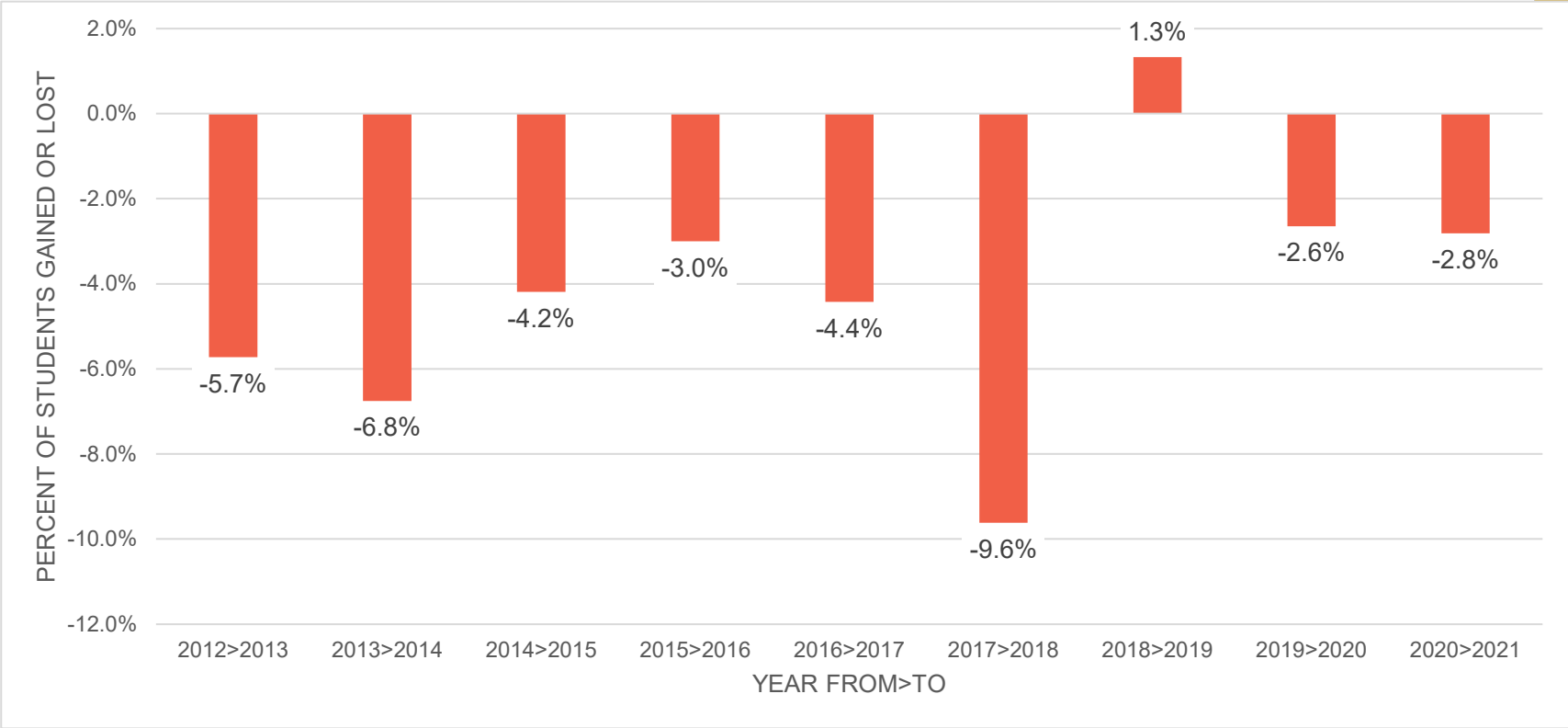


There are various options for the District to consider with where and how it will serve these students. This initial projection assumes all TK students will continue to be housed at Olivet Charter.

Details on expansion of TK

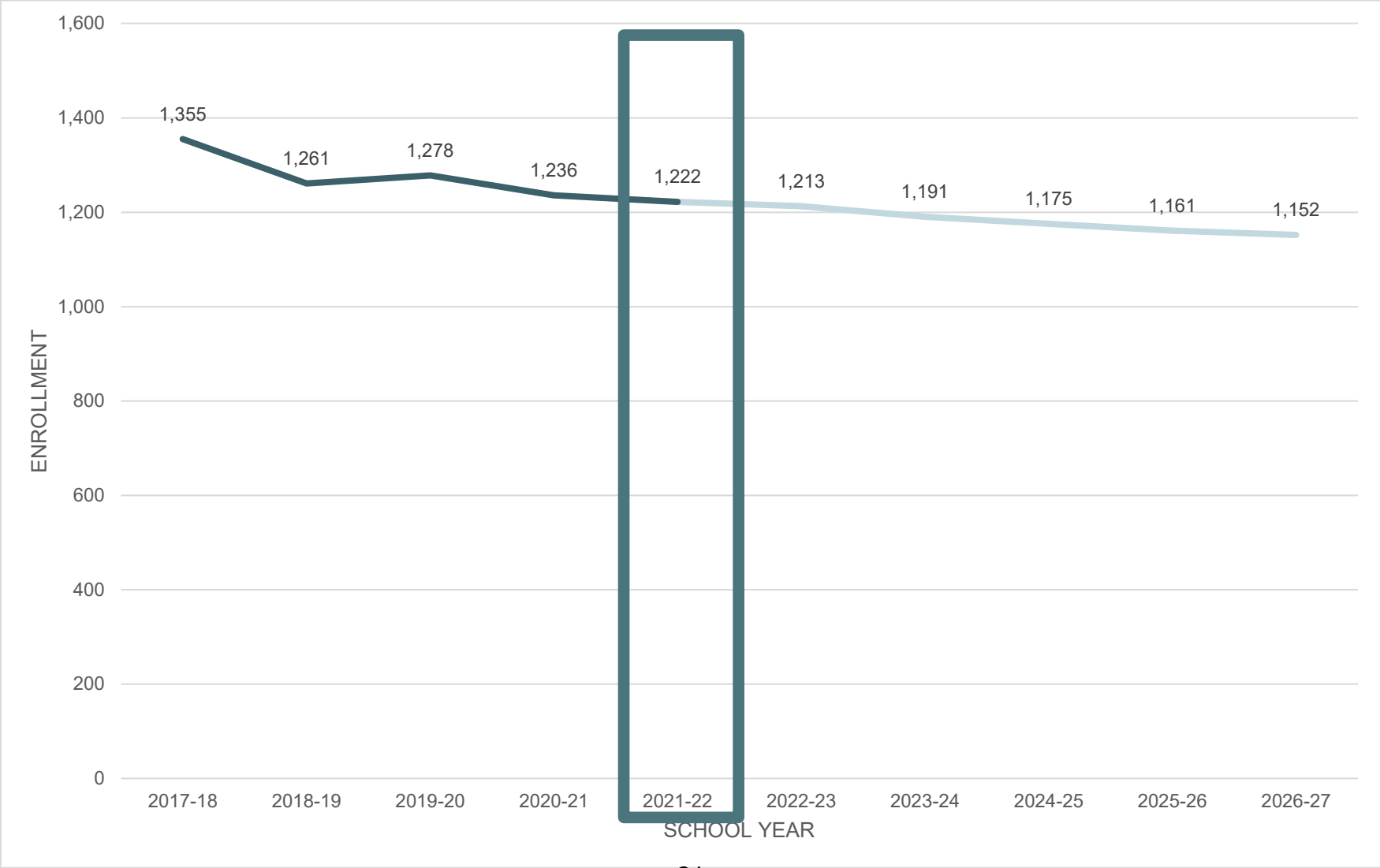
- Effective new grade level to serve all 4 year-old students in California
- Beginning in 2022-23
- District will be required to serve TK students, but students are not required to enroll
- Districts can enroll younger students than the requirement in 2022-23 through 2024-25 (but these students do not generate ADA)

Grade-to-Grade Migration



- POUSD has a consistently high rate of negative migration from 5th to 6th grade.

POUSD Enrollment Projection



POUSD Enrollment Projection



Grade	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27
TK	20	17	17	29	38	50	68	69
K	126	123	128	119	113	107	109	111
1	129	123	131	132	123	116	110	112
2	125	128	124	132	133	123	117	111
3	153	126	124	123	131	131	122	116
4	154	148	117	119	118	125	126	117
5	150	146	149	116	118	117	124	125
6	103	123	129	128	100	102	101	107
7	118	114	120	119	119	103	105	104
8	135	122	108	119	118	118	102	104
9	18	16	26	20	20	20	20	18
10	16	17	16	26	19	20	20	20
11	16	18	17	16	26	20	20	20
12	15	15	16	15	15	23	17	18
<i>TK-6</i>	<i>960</i>	<i>934</i>	<i>919</i>	<i>898</i>	<i>874</i>	<i>871</i>	<i>877</i>	<i>868</i>
<i>7-8</i>	<i>253</i>	<i>236</i>	<i>228</i>	<i>238</i>	<i>237</i>	<i>221</i>	<i>207</i>	<i>208</i>
<i>9-12</i>	<i>65</i>	<i>66</i>	<i>75</i>	<i>77</i>	<i>80</i>	<i>83</i>	<i>77</i>	<i>76</i>
Total	1,278	1,236	1,222	1,213	1,191	1,175	1,161	1,152

POUSD Enrollment Projection



Grade	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27
TK	20	17	17	29	38	50	68	69
K	126	123	128	119	113	107	109	111
1	129	123	131	132	123	116	110	112
2	125	128	124	132	133	123	117	111
3	153	126	124	123	131	131	122	116
4	154	148	117	119	118	125	126	117
5	150	146	149	116	118	117	124	125
6	103	123	129	128	100	102	101	107
7	118	114	120	119	119	103	105	104
8	135	122	108	119	118	118	102	104
9	18	16	26	20	20	20	20	18
10	16	17	16	26	19	20	20	20
11	16	18	17	17	26	20	20	20
12	15	15	16	15	15	23	17	18
<i>TK-6</i>	<i>960</i>	<i>934</i>	<i>919</i>	<i>898</i>	<i>874</i>	<i>871</i>	<i>877</i>	<i>868</i>
<i>7-8</i>	<i>253</i>	<i>236</i>	<i>228</i>	<i>238</i>	<i>237</i>	<i>221</i>	<i>207</i>	<i>208</i>
<i>9-12</i>	<i>65</i>	<i>66</i>	<i>75</i>	<i>78</i>	<i>80</i>	<i>83</i>	<i>77</i>	<i>76</i>
Total	1,278	1,236	1,222	1,214	1,191	1,175	1,161	1,152

POUSD Enrollment Projection



Grade	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27
TK	20	17	17	29	38	50	68	69
K	126	123	128	119	113	107	109	111
1	129	123	131	132	123	116	110	112
2	125	128	124	132	133	123	117	111
3	153	126	124	123	131	131	122	116
4	154	148	117	119	118	125	126	117
5	150	146	149	116	118	117	124	125
6	103	123	129	128	100	102	101	107
7	118	114	120	119	119	103	105	104
8	135	122	108	119	118	118	102	104
9	18	16	26	20	20	20	20	18
10	16	17	16	26	19	20	20	20
11	16	18	17	17	26	20	20	20
12	15	15	16	15	15	23	17	18
TK-6	960	934	919	898	874	871	877	868
7-8	253	236	228	238	237	221	207	208
9-12	65	66	75	78	80	83	77	76
Total	1,278	1,236	1,222	1,214	1,191	1,175	1,161	1,152

School Enrollment Projections



Grade	19-20	20-21	21-22		22-23	23-24	24-25	25-26	26-27
K	33	34	31		32	30	29	29	30
1	35	33	38		34	34	32	30	31
2	35	36	34		39	35	35	33	31
3	46	35	35		34	39	34	34	32
4	44	46	30		34	33	37	32	33
5	49	42	50		33	38	36	40	35
6	33	37	42		49	31	36	34	38
Total	275	263	260		255	240	239	232	230

Grade	19-20	20-21	21-22		22-23	23-24	24-25	25-26	26-27
TK	20	17	17		29	38	50	68	69
K	48	42	43		40	37	36	35	37
1	46	46	48		47	42	39	38	37
2	45	45	39		47	47	41	38	37
3	50	45	44		40	47	47	41	38
4	48	43	35		41	37	43	43	38
5	43	45	39		35	39	34	40	40
6	37	33	30		30	25	29	24	29
Total	337	316	295		309	312	319	327	325

School Enrollment Projections



Grade	19-20	20-21	21-22		22-23	23-24	24-25	25-26	26-27
K	45	47	47		44	42	39	41	40
1	48	44	45		47	43	41	38	40
2	45	47	45		44	47	43	42	38
3	57	46	37		45	44	47	42	41
4	62	59	46		39	45	45	48	42
5	58	59	52		46	37	44	43	46
6	33	53	54		48	41	33	39	39
Total	348	355	326		313	299	292	293	286

Grade	19-20	20-21	21-22		22-23	23-24	24-25	25-26	26-27
7	100	100	107		105	105	92	93	93
8	109	101	91		103	101	101	89	90
Total	209	201	198		208	206	193	182	183

School Enrollment Projections



Grade	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27
K			7	4	4	4	4	4
1			0	4	4	4	4	4
2			6	1	4	4	4	4
3			8	3	1	4	4	4
4			6	4	3	1	4	4
5			8	3	4	3	1	4
6			3	2	3	4	3	1
7	18	14	13	14	14	11	11	11
8	26	21	17	15	16	16	13	13
9	18	16	26	20	20	20	20	18
10	16	17	16	26	19	20	20	20
11	16	18	17	16	26	20	20	20
12	15	15	16	15	15	23	17	18
Total	109	101	143	127	133	134	125	125

Next Steps



Next Steps



Thank You



Agenda Item Summary

Action Item: **17.1** *Approval of Authorization as a School-Connected Organization for Olivet Families*

Regular Meeting of: May 11, 2022 Item: Action 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.

2022-2023

OLIVET FAMILIES

REQUEST FOR AUTHORIZATION AS A
SCHOOL-CONNECTED ORGANIZATION

SCHOOL-CONNECTED ORGANIZATION CHECK OFF LIST

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

(Please complete this form and check off each item before turning into 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: **May 2, 2022**
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 groups' 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.
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 funds allocated and the purpose of each allocations, 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

E Moore

Date 5.02.2022

ATTACHMENT #1

Olivet Elementary Charter School

Olivet Families PTO

Request for Authorization - AR 1230 (a)

2022/2023

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

2022/2023 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.

Marjorie Peterson
2166 Rachel Dr
Santa Rosa, CA 95401
707-548-0099

Secretary

Shall keep the meeting minutes and maintain correspondence.

Karla Torres
7493 Maximilian Pl
Rohnert Park, CA 94928
707-583-5039

ATTACHMENT #4

OLIVET

Home of the Ospreys



Olivet Families Planned Events & Activities 2022 - 2023

- Kindergarten welcome
- Back to School BBQ
- Fall Book Fair
- Fall Fundraiser
- Fall Clean Up
- Harvest Fair Event
- Holiday Shop
- Winter Wonderland Treats
- Oral Reading Event Books & Treats
- Spring Clean Up
- Spring Dinner & Auction Fundraiser
- Movie Night Fall & Spring
- Outdoor Adventure Day
- Spring Book Fair
- End of Year BBQ
- Popsicle Days
- Teacher Appreciation
- Yearbook

ATTACHMENT #5

Olivet Families Banking Information

2022/2023 School Year

Account

Summit State Bank Account Ending *****4703

Authorized Signors

Dr. Anna Moore, Principal

Jessica Crain, President

Marjorie Peterson, Treasurer

ATTACHMENT #6

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
PN 04 99 06 20	NOTICE TO POLICYHOLDER - TEXAS
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
MLDO 0003 03 21	FAILURE TO MAINTAIN INSURANCE EXCLUSION
ML 20 06 01 19	DEFINITION OF DAMAGES AMENDED – PUNITIVE DAMAGES EXCLUDED (D&O)
ML 10 19 01 19	PRIOR WRONGFUL ACTS EXCLUSION
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 0001 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.

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: 3/29/2022
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.

ATTACHMENT #7

**IRS e-file Signature Authorization
for an Exempt Organization**

For calendar year 2020, or fiscal year beginning 07-01, 2020, and ending 06-30, 2021

Department of the Treasury
Internal Revenue Service

▶ **Do not send to the IRS. Keep for your records.**
▶ **Go to www.irs.gov/Form8879EO for the latest information.**

2020

Name of exempt organization or person subject to tax <u>OLIVET FAMILIES</u>	Taxpayer identification number <u>68-0424350</u>
--------------------------------------------------------------------------------	-----------------------------------------------------

Name and title of officer or person subject to tax
MAREN MCCLOUD TREASURER

Part I Type of Return and Return Information (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, or 7a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, or 7b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a Form 990 check here ▶ <input type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	
2a Form 990-EZ check here ▶ <input checked="" type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b	<u>9,732</u>
3a Form 1120-POL check here ▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a Form 990-PF check here ▶ <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a Form 8868 check here ▶ <input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b	
6a Form 990-T check here ▶ <input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b	
7a Form 4720 check here ▶ <input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b	

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that I am an officer of the above organization or I am a person subject to tax with respect to (name of organization) _____, (EIN) _____ and that I have examined a copy of the 2020 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

I authorize BLOCK ADVISORS to enter my PIN 95401 as my signature
ERO firm name **Enter five numbers, but do not enter all zeros**

on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer or person subject to tax with respect to the organization, I will enter my PIN as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶ *M. McCloud* Date ▶ 10/27/2021

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

686779 77090

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2020 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ *M. McCloud* Date ▶ 10-25-2021

**ERO Must Retain This Form - See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So**

For Paperwork Reduction Act Notice, see the instructions.

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)

2020

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 2020 calendar year, or tax year beginning **JULY 01**, 2020, and ending **JUNE 30**, 20 21

<p>B Check if applicable:</p> <p><input type="checkbox"/> Address change</p> <p><input type="checkbox"/> Name change</p> <p><input type="checkbox"/> Initial return</p> <p><input type="checkbox"/> Final return/terminated</p> <p><input type="checkbox"/> Amended return</p> <p><input type="checkbox"/> Application pending</p>	<p>C Name of organization OLIVET FAMILIES</p> <p>Number and street (or P.O. box if mail is not delivered to street address) Room/suite 1825 WILLOWSIDE ROAD</p> <p>City or town, state or province, country, and ZIP or foreign postal code SANTA ROSA CA 95401</p>	<p>D Employer identification number 68-0424350</p> <p>E Telephone number (707) 217-9054</p> <p>F Group Exemption Number ▶</p>
<p>G Accounting Method: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual Other (specify) ▶</p>		<p>H Check <input checked="" type="checkbox"/> if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).</p>
<p>I Website: ▶ N/A</p>		
<p>J Tax-exempt status (check only one) -- <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c)() ◀ (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527</p>		
<p>K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other</p>		
<p>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 ▶ \$ 19,263</p>		

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	1	678
	2 Program service revenue including government fees and contracts	2	
	3 Membership dues and assessments	3	
	4 Investment income	4	
	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	18,575
	c Less: direct expenses from gaming and fundraising events	6c	9,531
	d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	9,044
	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	10
	9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	9	9,732
Expenses	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	5,709
	17 Total expenses. Add lines 10 through 16	17	5,709
Net Assets	18 Excess or (deficit) for the year (subtract line 17 from line 9)	18	4,023
	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	44,901
	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	48,924

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

		Yes	No
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		X
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		X
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)?		X
b	If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O		X
c	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		X
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		X
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions <input type="text" value="37a"/>		
b	Did the organization file Form 1120-POL for this year?		X
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?		X
b	If "Yes," complete Schedule L, Part II, and enter the total amount involved <input type="text" value="38b"/>		
39	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on line 9 <input type="text" value="39a"/>		
b	Gross receipts, included on line 9, for public use of club facilities <input type="text" value="39b"/>		
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 <input type="text"/> ; section 4912 <input type="text"/> ; section 4955 <input type="text"/>		
b	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		X
c	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 <input type="text"/>		
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization <input type="text"/>		
e	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		X
41	List the states with which a copy of this return is filed <input type="text" value="NONE"/>		
42a	The organization's books are in care of <input type="text" value="SEE ATTACHMENT"/> Telephone no. <input type="text"/> Located at <input type="text"/> ZIP + 4 <input type="text"/>		
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country <input type="text"/>	Yes	No
	See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		X
c	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 <input type="text"/>		X
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 -- Check here <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year <input type="text" value="43"/>		
44a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		X
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		X
c	Did the organization receive any payments for indoor tanning services during the year?		X
d	If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O <input type="text" value="N/A"/>		
45a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b	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		X

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 Yes No
48

49a Did the organization make any transfers to an exempt non-charitable related organization? Yes No
49a

b If "Yes," was the related organization a section 527 organization? Yes No
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 MAREN MCCLOUD Date _____
 Type or print name and title TREASURER

Paid Preparer Use Only Print/Type preparer's name LAURA MOORE-PHILLI Preparer's signature _____ Date _____
 Firm's name ▶ BLOCK ADVISORS Check if self-employed PTIN P00811069
 Firm's address ▶ 765 BAYWOOD DR Firm's EIN ▶ 431871840
 Phone no. 707-773-0255

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

2020

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 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					6644	

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

Schedule A (Form 990 or 990-EZ) 2020

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, 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 lines 3b and 3c 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 box 12a or 12b in Part I, answer lines 4b and 4c 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 lines 5b and 5c 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 line 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 lines 11b and 11c below, the governing body of a supported organization?		X
b	A family member of a person described in line 11a above?		X
c	A 35% controlled entity of a person described in line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI .		X

Section B. Type I Supporting Organizations

		Yes	No
1	Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? 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 officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
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? 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.		

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)? 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).		

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?		X
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? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		X
3	By reason of the relationship described in line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		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 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 lines 2a and 2b below.		
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in 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.		
b	Did the activities described in line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in 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.		
3	Parent of Supported Organizations. Answer lines 3a and 3b below.		
a	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? If "Yes" or "No," provide details in Part VI .		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		

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 0.015 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 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C - Distributable Amount		(A) Prior Year	Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 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	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required—provide details in Part VI)	5
6	Other distributions (describe in Part VI). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8
9	Distributable amount for 2020 from Section C, line 6	9 0
10	Line 8 amount divided by line 9 amount	10

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2020	(iii) Distributable Amount for 2020
1 Distributable amount for 2020 from Section C, line 6			0
2 Underdistributions, if any, for years prior to 2020 (reasonable cause required—explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2020			
a From 2015			
b From 2016			
c From 2017			
d From 2018			
e From 2019			
f Total of lines 3a through 3e			
g Applied to underdistributions of prior years			
h Applied to 2020 distributable amount			
i Carryover from 2015 not applied (see instructions)			

4	Section D, line 7: a Applied to underdistributions of prior years b Applied to 2020 distributable amount c Remainder. Subtract lines 4a and 4b from line 4c.			
5	Remaining underdistributions for years prior to 2020, 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 2020. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
7	Excess distributions carryover to 2021. Add lines 3j and 4c.			
8	Breakdown of line 7: a Excess from 2016 b Excess from 2017 c Excess from 2018 d Excess from 2019 e Excess from 2020			

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)		Current Year	
Section D - Distributions			
1	Amounts paid to supported organizations to accomplish exempt purposes	1	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3	
4	Amounts paid to acquire exempt-use assets	4	
5	Qualified set-aside amounts (prior IRS approval required—provide details in Part VI)	5	
6	Other distributions (describe in Part VI). See instructions.	6	
7	Total annual distributions. Add lines 1 through 6.	7	
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8	
9	Distributable amount for 2020 from Section C, line 6	9	0
10	Line 8 amount divided by line 9 amount	10	
Section E - Distribution Allocations (see instructions)			
		(i) Excess Distributions	(ii) Underdistributions Pre-2020
1	Distributable amount for 2020 from Section C, line 6		0
2	Underdistributions, if any, for years prior to 2020 (reasonable cause required—explain in Part VI). See instructions.		
3	Excess distributions carryover, if any, to 2020		
a	From 2015		
b	From 2016		
c	From 2017		
d	From 2018		
e	From 2019		
f	Total of lines 3a through 3e		
g	Applied to underdistributions of prior years		
h	Applied to 2020 distributable amount		
i	Carryover from 2015 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from 3f.		
4	Distributions for 2020 from Section D, line 7: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2020 distributable amount		
c	Remainder. Subtract lines 4a and 4b from line 4.		
5	Remaining underdistributions for years prior to 2020, 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 2020. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions.		
7	Excess distributions carryover to 2021. Add lines 3j and 4c.		
8	Breakdown of line 7:		
a	Excess from 2016		
b	Excess from 2017		
c	Excess from 2018		
d	Excess from 2019		
e	Excess from 2020		

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.

2020

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

OLIVET FAMILIES

Employer identification number

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 PROC (event type)	FALL FUNDR (event type)	6 (total number)	(add col. (a) through col. (c))		
Revenue	1	Gross receipts	10,139	1,788	6,648	18,575	
	2	Less: Contributions					
	3	Gross income (line 1 minus line 2)	10,139	1,788	6,648	18,575	
Direct Expenses	4	Cash prizes					
	5	Noncash prizes					
	6	Rent/facility costs					
	7	Food and beverages					
	8	Entertainment					
	9	Other direct expenses	8,220		1,311	9,531	
	10	Direct expense summary. Add lines 4 through 9 in column (d)					9,531
	11	Net income summary. Subtract line 10 from line 3, column (d)					9,044

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				
	2	Cash prizes				
Direct Expenses	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

2020

Open to Public
Inspection

Name of the organization

OLIVET FAMILIES

Employer identification number

68-0424350

EZ PART 1- REVENUE - LINE 1 - DONATIONS \$678

EZ PART 1 - REVENUE LINE 8 - TAX REIMBURSEMENT - \$10

EZ PART 1 - LINE 16 EXPENSES - BANK FEES - 7 CONTEST REWARDS - 534
DONATION EXPENSE - 25 TAXES - 241 PROMOTION - 2049 INSURANCE - 325
OFFICE SUPPLIES - 71 CLASSROOM EXPENSES - 2422

TAXABLE YEAR **California Exempt Organization**
2020 Annual Information Return

FORM

199

Calendar Year 2020 or fiscal year beginning (mm/dd/yyyy) 07/01/2020, and ending (mm/dd/yyyy) 06/30/2021

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	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
B Amended 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
C IRC Section 4947(a)(1) trust	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	K Is the organization exempt under R&TC Sec. 23701g? If "Yes," enter the gross receipts from nonmember sources	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D Final information return? <input type="checkbox"/> Dissolved <input type="checkbox"/> Surrendered (Withdrawn) <input type="checkbox"/> Merged/Reorganized		L Is the organization a limited liability company?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Enter date: (mm/dd/yyyy)		M Did the organization file Form 100 or Form 109 to report taxable income?	<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		N 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
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		O Is federal Form 1023/1024 pending? Date filed with IRS	<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		
H Is this organization in a group exemption? If "Yes," what is the parent's name?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

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	10
	2 Gross dues and assessments from members and affiliates	2	
	3 Gross contributions, gifts, grants, and similar amounts received	3	678
	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	688
	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	688
Ex-penses	9 Total expenses and disbursements. From Side 2, Part II, line 18	9	5,709
	10 Excess of receipts over expenses and disbursements. Subtract line 9 from line 8	10	-5,021
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 Penalties and Interest. See General Information J	15	
16 Balance due. Add line 12 and line 15. Then subtract line 11 from the result	16		

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	Title TREASURER	Date	Telephone
Preparer's signature	Date 10/25/2021	Check if self-employed <input type="checkbox"/>	PTIN P00811069
Firm's name (or yours, if self-employed) and address	BLOCK ADVISORS 765 BAYWOOD DR PETALUMA CA 94954		Firm's FEIN 431871840 Telephone 7077730255

May the FTB discuss this return with the preparer shown above? See instructions Yes 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	10
	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	10
Ex-penses and Dis-burse-ments	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	5,709
	18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9		18	5,709

Schedule L Balance Sheet		Beginning of taxable year		End of taxable year	
Assets		(a)	(b)	(c)	(d)
1	Cash		44,901	●	50,769
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		44,901		50,769
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				

2020 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

ATTACHMENT #8

Olivet Families

Balance Sheet

As of March 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
REDWOOD CREDIT UNION	0.00
Redwood Credit Union SAVINGS	0.00
Summit State Bank	53,926.85
West America Bank	0.00
Total Bank Accounts	\$53,926.85
Other Current Assets	
Inventory Asset	-2,289.50
Scrip Inventory	2,289.50
Total Other Current Assets	\$0.00
Total Current Assets	\$53,926.85
TOTAL ASSETS	\$53,926.85
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	36,942.12
Unrestricted Net Assets	14,706.52
Net Income	2,278.21
Total Equity	\$53,926.85
TOTAL LIABILITIES AND EQUITY	\$53,926.85

Olivet Families

Profit and Loss

March 2022

	TOTAL
Income	
SCRIP SALES/PURCHASES (INCOME)	1,103.39
Total Income	\$1,103.39
GROSS PROFIT	\$1,103.39
Expenses	
ACCOUNTING SERVICE	25.00
INSURANCE	325.00
Total Expenses	\$350.00
NET OPERATING INCOME	\$753.39
NET INCOME	\$753.39

Cash Flow Statement

SSB Account

Olivet Families -March 2022

Category	Beginning Balance	Inflows	Outflows	Fund Transfers	Ending Balance	Comments
<u>Enrichment</u>						
Art Enrichment	0.00				0.00	
Assemblies	0.00				0.00	
Awesome Ospreys	350.00				350.00	
Boys Night Out	0.00				0.00	
Breakfast (6th Grad	0.00				0.00	
Camp (6th Grade)	5822.21				5822.21	
Contest Rewards	0.00				0.00	
Family BINGO Night	0.00				0.00	
Field Trip Fund	8095.16				8095.16	
Garden Sanctuary	581.43				581.43	
Enrichment	4001.26				4001.26	
Girls Night Out/PJ P	0.00				0.00	
Halloween	94.30				94.30	
Harvest Fair Carniva	0.00				0.00	
Harvest Fair Dinner	0.00				0.00	
Holiday Appreciatio	0.00				0.00	
Homework Folders	0.00				0.00	
Ice Cream Social	0.00				0.00	
Kindergarten Welcc	0.00				0.00	
Library Fund	0.00				0.00	
Movie Night	0.00				0.00	
Olivet Art Gallery	0.00				0.00	
Oral Reading Event	660.00				660.00	
Outdoor Adventure	0.00				0.00	
Principal Discretion	317.23				317.23	
Promotion/Grad Gil	0.00				0.00	
Room Parent Dinne	0.00				0.00	
School Beautificatio	0.00				0.00	
Spirit Items	0.00				0.00	
Staff Appreciation	-105.38	250			144.62	Transfer from RCU
Sunshine Committe	100.00				100.00	
Teacher Welcome	0.00				0.00	
Testing Treats	0.00			1300	1300.00	Frm GF-Treats for testing
Variety Show	0.00				0.00	
Welcome Back BBQ	0.00				0.00	
Winter Wonderlanc	0.00				0.00	
Yearbook	25.44				25.44	
Zumba Lunch	0.00				0.00	
<u>Misc./Reassign later</u>						
	0.00				0.00	
	0.00				0.00	
Total This Page	19941.65	250.00	0.00	1,300.00	21,491.65	

Category	Ending Balance	Inflows	Outflows	Fund Transfers	Ending Balance	Comments
<u>Fundraisers/Donations</u>						
6th Grade Dance	0.00				0.00	
6th Grade Dinner	0.00				0.00	
6th Grade Recycling	0.00				0.00	
6th Grade Silent Au	0.00				0.00	
Auction Dinner	0.00				0.00	
Amazon Smile	0.00				0.00	
Book Fair	0.00				0.00	
Dine & Donates	0.00				0.00	
EOY Basket Raffle	0.00				0.00	
EOY Celebration	0.00				0.00	
Fall Fundraiser	7938.64				7938.64	
Holiday Shop	0.00				0.00	
Misc Donations	0.00				0.00	
Shed Upkeep	0.00				0.00	
Skate Night	0.00				0.00	
<u>Scrip & Box Tops</u>						
Box Tops	6564.40				6564.40	
Box Tops Contest R	0.00				0.00	
Scrip Sales/Purch. (-726.80	1871.11			1144.31	Scrip-\$1048, tns fm RCU \$823.11
Scrip (Teacher Bene	530.00	6847.54			7377.54	Transfer From RCU
Scrip Inventory Bala	0.00	25			25.00	Transfer From RCU
Scrip Contest Rewar	0.00				0.00	
<u>Operations</u>						
Accounting Service	-25.00	225	25		175.00	QB-Intuit 425, Trns Frm SSB 225.
Childcare (Meetings	0.00				0.00	
Event Insurance	700.00		325		375.00	Insurance
Meeting Refreshme	0.00				0.00	
Office Supplies	62.50				62.50	
Taxes (Atty General	0.00				0.00	
<u>General Fund (GF)</u>						
Savings Account/Int	0.00	75			75.00	Trans frm RCU
General Fund Balan	-675.00	10077.42		-1300	8102.42	Trn to Testing Treats, Trns frm RCU \$10077.42
Bank Fees	0.00				0.00	
Misc Deposit	0.00	500			500.00	Trans frm RCU
Total This Page	\$ 14,368.74	\$19,621.07	\$350.00	-\$1,300.00	\$32,339.81	
Total Previous Page	\$ 19,941.65	\$250.00	\$0.00	\$1,300.00	\$21,491.65	
Total All Pages	\$ 34,310.39	\$19,871.07	\$350.00	\$0.00	\$53,831.46	

Change in Monthly Balance

19,521.07

Agenda Item Summary

Action Item: 17.2 <i>Approval of Authorization as a School-Connected Organization for Schaefer Families</i>

Regular Meeting of: May 11, 2022 Item: Action 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

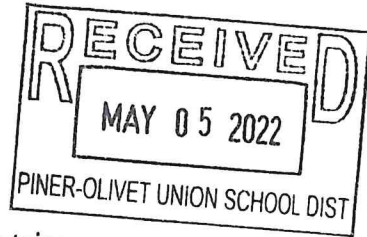
Recommendation

Approve.

2022-2023

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: 5/5/22
- 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 2D, 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 Kathy Harris Date May 5, 2022

ATTACHMENT #1

Attachment #1

Schaefer Charter School – Schaefer Families

Request for Authorization – AR 1230(a) – 2022-2023

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) – 2022-2023

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.

Alexandra Egler
126 Sandalwood Ct.
Santa Rosa, CA 95401
Ph. (707) 239-1378

VICE PRESIDENT

The duties of the Vice-President shall be to assist the President and to preside in the President's absence.

Sheridan Rapolla
1804 Sansone Dr.
Santa Rosa, Ca 95403

SECRETARY

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

Danielle Roberts
2396 Francisco Ave.
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.

Dalia Velie
1933 San Miguel Rd
Santa Rosa, CA 95403

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) – 2022-2023

A list of specific annual objectives and planned activities:

Schaefer Families Planned Events for 2022-2023

Allocated Events:

Welcome Reception (Kindergarten) - August 2022
Fall Fundraiser - September 2022
Costume Ball - October 2022
Campus Beautification (Fall 2022/Spring 2023)
Ice Skate Nights (2)
Movie Nights (2-3)
Cookie Dough (Fall 2022/Spring 2023)
Book Fair (Fall 2022 & Spring 2023)
Big Bear Little Bear Dance - February 2023
Staff Appreciation Lunch - May 2023
Field Day - 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) – 2022-2023

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:

- Alexandra Egler, President
- Sheridan Rapolla, Vice-President
- Dalia Velie, Treasurer
- Kathy Harris, Principal

ATTACHMENT #6



**ASSOCIATION
INSURANCE
MANAGEMENT INC**

MEMBER CERTIFICATE OF INSURANCE

4/3/22

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
Attn: Alexandra Velle or Current Officer
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	3/28/22 - 3/28/23	\$ 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	3/28/22 - 3/28/23	\$ 0	Any One Person	\$5,000
Gotham Insurance Company / Professional Liability (Directors & Officers Liability)	DO2021PTA06033	3/28/22 - 3/28/23	\$ 0	Aggregate	\$1,000,000
	Retro-active Effective Date:	3/28/22			

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

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)

2020

Open to Public Inspection

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 2020 calendar year, or tax year beginning 7/01, 2020, and ending 6/30, 2021

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) ▶ _____

I Website: ▶ n/a

H Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

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. ▶ \$ 2,863

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																											
	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)																											
c	Less: direct expenses from gaming and fundraising events																												
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)																												
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																												
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																											
	13	Professional fees and other payments to independent contractors																											
	14	Occupancy, rent, utilities, and maintenance																											
	15	Printing, publications, postage, and shipping																											
	16	Other expenses (describe in Schedule O)																											
	17	Total expenses. Add lines 10 through 16																											
Net Assets	18	Excess or (deficit) for the year (subtract line 17 from line 9)																											
	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)																											
	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																											

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

	Yes	No
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		<input checked="" type="checkbox"/>
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)?		<input checked="" type="checkbox"/>
b If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O		<input checked="" type="checkbox"/>
35b 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		<input checked="" type="checkbox"/>
35c		<input checked="" type="checkbox"/>
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		<input checked="" type="checkbox"/>
37a Enter amount of political expenditures, direct or indirect, as described in the instructions <input type="text" value="0"/>		
b Did the organization file Form 1120-POL for this year?		<input checked="" type="checkbox"/>
37b		<input checked="" type="checkbox"/>
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?		<input checked="" type="checkbox"/>
b If "Yes," complete Schedule L, Part II, and enter the total amount involved <input type="text" value="0"/>		
38b		
39 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on line 9 <input type="text" value="0"/>		
39a		
b Gross receipts, included on line 9, for public use of club facilities <input type="text" value="0"/>		
39b		
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 <input type="text" value="0"/> ; section 4912 <input type="text" value="0"/> ; section 4955 <input type="text" value="0"/>		
b 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		<input checked="" type="checkbox"/>
40b		<input checked="" type="checkbox"/>
c 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 <input type="text" value="0"/>		
d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization <input type="text" value="0"/>		
e 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		<input checked="" type="checkbox"/>
40e		<input checked="" type="checkbox"/>
41 List the states with which a copy of this return is filed <input type="text" value="NONE"/>		
42a The organization's books are in care of <input type="text" value="DALIA VELIE"/> Telephone no. <input type="text" value="707-479-6402"/> Located at <input type="text" value="1370 SAN MIGUEL RD. SANTA ROSA CA"/> ZIP + 4 <input type="text" value="95403"/>		
b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country <input type="text"/>		<input checked="" type="checkbox"/>
42b		<input checked="" type="checkbox"/>
See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
c 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 <input type="text"/>		<input checked="" type="checkbox"/>
42c		<input checked="" type="checkbox"/>
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041—Check here <input type="checkbox"/> and enter the amount of tax-exempt interest received or accrued during the tax year <input type="text" value="0"/>		N/A
43		N/A
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		<input checked="" type="checkbox"/>
44a		<input checked="" type="checkbox"/>
b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ		<input checked="" type="checkbox"/>
44b		<input checked="" type="checkbox"/>
c Did the organization receive any payments for indoor tanning services during the year?		<input checked="" type="checkbox"/>
44c		<input checked="" type="checkbox"/>
d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O		<input checked="" type="checkbox"/>
44d		<input checked="" type="checkbox"/>
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		<input checked="" type="checkbox"/>
45a		<input checked="" type="checkbox"/>
b 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		<input checked="" type="checkbox"/>
45b		<input checked="" type="checkbox"/>

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		<input checked="" type="checkbox"/>

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		<input checked="" type="checkbox"/>

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

48		<input checked="" type="checkbox"/>
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49a Did the organization make any transfers to an exempt non-charitable related organization?

49a		<input checked="" type="checkbox"/>
-----	--	-------------------------------------

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

49b		<input checked="" type="checkbox"/>
-----	--	-------------------------------------

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

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

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: **ALEXANDRA EGLER** Date: _____
 Type or print name and title: **PRESIDENT**

Paid Preparer Use Only
 Print/Type preparer's name: _____ Preparer's signature: _____ 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

2020

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

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.

Name of the organization

Employer identification number

SCHAEFFER LIFE

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) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(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) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(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 5 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 2020 (line 6, column (f), divided by line 11, column (f))	14	%
15 Public support percentage from 2019 Schedule A, Part II, line 14	15	%
16a 33 1/3% support test—2020. 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—2019. 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—2020. 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—2019. 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) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	19,825	11,996	12,625	14,129	953	59,528
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	41,413	30,727	32,632	21,174	0	125,946
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	61,238	42,723	45,247	35,303	953	185,464
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.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
9 Amounts from line 6	61,238	42,723	45,247	35,303	953	185,464
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.)	61,238	42,723	45,247	35,303	953	185,464
14 First 5 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 2020 (line 8, column (f), divided by line 13, column (f))	15	100.00 %
16 Public support percentage from 2019 Schedule A, Part III, line 15	16	100.00 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2020 (line 10c, column (f), divided by line 13, column (f))	17	0.00 %
18 Investment income percentage from 2019 Schedule A, Part III, line 17	18	0.00 %

19a **33 1/3% support tests—2020.** 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—2019.** 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 box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, 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.		
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).		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer lines 3b and 3c below.		
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.		
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.		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.		
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.		
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.		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer lines 5b and 5c 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).		
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? If "Yes," provide detail in Part VI .		
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).		
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).		
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 .		
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 .		
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 .		
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 line 10b below.		
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.)		

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 lines 11b and 11c below, the governing body of a supported organization?		
b	A family member of a person described in line 11a above?		
c	A 35% controlled entity of a person described in line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI .		

Section B. Type I Supporting Organizations

		Yes	No
1	Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? 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 officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
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? 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.		

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)? 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).		

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? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
3	By reason of the relationship described in line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		

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 governmental entity (see instructions).	
2	Activities Test. Answer lines 2a and 2b 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? 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.		
b	Did the activities described in line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in 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.		
3	Parent of Supported Organizations. Answer lines 3a and 3b below.		
a	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? If "Yes" or "No," provide details in Part VI .		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.		

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		
2	Recoveries of prior-year distributions		
3	Other gross income (see instructions)		
4	Add lines 1 through 3.		
5	Depreciation and depletion		
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)		
7	Other expenses (see instructions)		
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)		
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		
b	Average monthly cash balances		
c	Fair market value of other non-exempt-use assets		
d	Total (add lines 1a, 1b, and 1c)		
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets		
3	Subtract line 2 from line 1d.		
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).		
5	Net value of non-exempt-use assets (subtract line 4 from line 3)		
6	Multiply line 5 by 0.035.		
7	Recoveries of prior-year distributions		
8	Minimum Asset Amount (add line 7 to line 6)		
Section C—Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)		
2	Enter 0.85 of line 1.		
3	Minimum asset amount for prior year (from Section B, line 8, column A)		
4	Enter greater of line 2 or line 3.		
5	Income tax imposed in prior year		
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).		
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

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	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required—provide details in Part VI)	5
6	Other distributions (describe in Part VI). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8
9	Distributable amount for 2020 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E—Distribution Allocations (see instructions)

Section E—Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2020	(iii) Distributable Amount for 2020
1	Distributable amount for 2020 from Section C, line 6		
2	Underdistributions, if any, for years prior to 2020 (reasonable cause required—explain in Part VI). See instructions.		
3	Excess distributions carryover, if any, to 2020		
a	From 2015		
b	From 2016		
c	From 2017		
d	From 2018		
e	From 2019		
f	Total of lines 3a through 3e		
g	Applied to underdistributions of prior years		
h	Applied to 2020 distributable amount		
i	Carryover from 2015 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.		
4	Distributions for 2020 from Section D, line 7: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2020 distributable amount		
c	Remainder. Subtract lines 4a and 4b from line 4.		
5	Remaining underdistributions for years prior to 2020, 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 2020. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.		
7	Excess distributions carryover to 2021. Add lines 3j and 4c.		
8	Breakdown of line 7:		
a	Excess from 2016		
b	Excess from 2017		
c	Excess from 2018		
d	Excess from 2019		
e	Excess from 2020		

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.

Revenue		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events (add col. (a) through col. (c))
		FALL FUNDRAISER (event type)	(event type)	(total number)	
Revenue	1	Gross receipts	955		955
	2	Less: Contributions			
	3	Gross income (line 1 minus line 2)	955		955
Direct Expenses	4	Cash prizes			
	5	Noncash prizes			
	6	Rent/facility costs			
	7	Food and beverages			
	8	Entertainment			
	9	Other direct expenses	0		0
	10	Direct expense summary. Add lines 4 through 9 in column (d) ▶			
11	Net income summary. Subtract line 10 from line 3, column (d) ▶				955

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

Revenue		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add 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

OMB No. 1545-0047

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

2020

Department of the Treasury
Internal Revenue Service

▶ Attach to Form 990 or 990-EZ.

Open to Public
Inspection

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

Name of the organization

SCHAEFER LIFE

Employer identification number

94-3322476

FORM 990-EZ, Part 1, Line 16

Other Expenses

CLASS SUPPLIES

\$2,605

INSURANCE

\$ 255

TOTAL:

\$2,860

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 Trasfers 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>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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 / 2020 ending 6 / 30 / 2021) list:

Gross annual revenue \$ 1,908 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 SCHAEFERFAMILIES@GMAIL.COM

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

<u>ALEXANDRA EGLER</u> Signature of authorized officer	<u>PRESIDENT</u> Printed Name	 Title	 Date
-----------------------------------------------------------	----------------------------------	-----------	----------

California Exempt Organization Annual Information Return

Calendar Year 2020 or fiscal year beginning (mm/dd/yyyy) 07/01/2020 and ending (mm/dd/yyyy) 06/30/2021

Corporation/Organization name

California corporation number

SCHAEFER LIFE

9800690

Additional information. See instructions.

FEIN

94-3322476

Street address (suite or room)

PMB no.

1370 SAN MIGUEL RD.

City

State

Zip code

SANTA ROSA

CA

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... J If exempt under R&TC Section 23701d... K Is the organization exempt under R&TC Section 23701g?... L Is the organization a limited liability company?... M Did the organization file Form 100 or Form 109... N Is the organization under audit... O 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 3 columns: Description, Line Number, Amount. Rows include Receipts and Revenues (lines 1-8), Expenses (lines 9-10), and Filing Fee (lines 11-16).

Sign Here section containing signature of officer (PRESIDENT), date, telephone number, and preparer information.

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		955 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		955 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		2,860 00
	18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9	18		2,860 00

Schedule L Balance Sheet	Beginning of taxable year		End of taxable year	
	(a)	(b)	(c)	(d)
Assets				
1 Cash.....		25,596		24,644
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		25,596		24,644
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.....		25,596		24,644
20 Paid-in or capital surplus. Attach reconciliation.....				
21 Retained earnings or income fund.....				
22 Total liabilities and net worth		25,596		24,644

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.....			

ATTACHMENT #8

Schaefer Families
May 2022

Income Statement						
Events/Activities	Income	YTD Income	Expenses	YTD Expenses	Profit/Loss	Notes
Bear Wear		\$ 1,231.00		\$ 1,296.00	\$ (65.00)	
Beautification Day					\$ -	
Big Bear Little Bear Dance					\$ -	
Bingo					\$ -	
Box tops for Education		\$ 41.60			\$ 41.60	
Cookie Dough					\$ -	
Costume Ball					\$ -	
Dine & Donates					\$ -	
Donations		\$ 1,304.42			\$ 1,304.42	
Fall Fund Raising Assembly					\$ -	
Fall Fundraiser		\$4,256			\$ 4,256.00	
Field Day					\$ -	
Graduation					\$ -	
Ice Skate Night					\$ -	
Misc. (bank fees, etc.)					\$ -	
Montgomery Village					\$ -	
Movie Night			\$ 516.00	\$ 516.00	\$ (516.00)	
Retirement Gift				\$ 100.00	\$ (100.00)	
Roller Skate Night					\$ -	
Seasonal Activity				\$ 1,294.86	\$ (1,294.86)	
Snack Bar					\$ -	
Staff Appreciation Lunch					\$ -	
Welcome Reception					\$ -	
Yearbooks		\$ 480.99			\$ 480.99	
Old Liability - 4th Grade				\$ 728.87	\$ (728.87)	
					\$ -	
Kindergarten					\$ -	
1st Grade					\$ -	
2nd Grade				\$ 50.00	\$ (50.00)	
3rd Grade					\$ -	
4th Grade					\$ -	
5th Grade					\$ -	
6th Grade					\$ -	
					\$ -	
Totals	\$ -	\$ 6,083.01	\$ 516.00	\$ 3,985.73	\$ 3,393.28	
LIBRARY -						
Events/Activities	Income	YTD Income	Expenses	YTD Expenses	Balance	
Book Fair-Fall/Spring						Scholastic Balance: 5781.23
Library Purchases						
PG&E Rebate Program						
Lost/Damaged Book Fee						
NSF Checks/Fees						
Totals						
Account Information						
Checking Balance	\$ 13,205.30	Savings Balance	\$ 18,779.89	Combined account Balance	\$ 31,985.19	

Schaefer Families
2021-2022
July - June

Budget

2019-2020 Allocated Events	Original Allocation	Allocations Spent	YTD Alloc. Spent	Allocations Balance	NOTES
General Operating Expenses	\$1,500.00			\$1,500.00	
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	
Retirement Gift	\$100.00		\$100.00	\$0.00	
Staff Appreciation Lunch	\$600.00			\$600.00	
Seasonal Activity	\$1,340.00		\$1,294.86	\$45.14	
Welcome Reception	\$0.00			\$0.00	
Field Trips					
Kindergarten	\$1,000.00			\$1,000.00	
1st Grade	\$1,000.00			\$1,000.00	
2nd Grade	\$1,000.00		\$50.00	\$950.00	
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	
Totals	\$13,040.00	\$0.00	\$1,444.86	\$11,595.14	

Scrip Report April 2022

	Rostel K	Gutting K	Rinkor 1	Gregorio 1	Lewis 2	Rankin 2	Carlock 3	Henry 3	DeSena 4	Janssen 4	Dreizler 5	Hart 5	Martin 6	Showalter-Garcia 6
Starting Balance	\$458.19	\$458.19	\$458.19	\$458.19	\$458.19	\$458.19	\$458.19	\$458.19	\$458.19	\$458.19	\$458.19	\$458.19	\$458.19	\$458.19
Paper Scrip														
July August	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
September	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
October	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
November	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
December	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35
January	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Paper	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35
e-Scrip monthly Deposit														
July (April Report)	\$1.15	\$1.15	\$1.15	\$1.15	\$1.15	\$1.15	\$1.15	\$1.15	\$1.15	\$1.15	\$1.15	\$1.15	\$1.15	\$1.15
August (May Report)	\$1.11	\$1.11	\$1.11	\$1.11	\$1.11	\$1.11	\$1.11	\$1.11	\$1.11	\$1.11	\$1.11	\$1.11	\$1.11	\$1.11
September (June Report)	\$1.55	\$1.55	\$1.55	\$1.55	\$1.55	\$1.55	\$1.55	\$1.55	\$1.55	\$1.55	\$1.55	\$1.55	\$1.55	\$1.55
October (July Report)	\$0.91	\$0.91	\$0.91	\$0.91	\$0.91	\$0.91	\$0.91	\$0.91	\$0.91	\$0.91	\$0.91	\$0.91	\$0.91	\$0.91
November (August Report)	\$1.19	\$1.19	\$1.19	\$1.19	\$1.19	\$1.19	\$1.19	\$1.19	\$1.19	\$1.19	\$1.19	\$1.19	\$1.19	\$1.19
December (September Report)	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67	\$1.67
January (October Report)	\$0.37	\$0.37	\$0.37	\$0.37	\$0.37	\$0.37	\$0.37	\$0.37	\$0.37	\$0.37	\$0.37	\$0.37	\$0.37	\$0.37
February (November Report)	\$0.17	\$0.17	\$0.17	\$0.17	\$0.17	\$0.17	\$0.17	\$0.17	\$0.17	\$0.17	\$0.17	\$0.17	\$0.17	\$0.17
March (December Report)	\$3.52	\$3.52	\$3.52	\$3.52	\$3.52	\$3.52	\$3.52	\$3.52	\$3.52	\$3.52	\$3.52	\$3.52	\$3.52	\$3.52
April (January Report)	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87	\$1.87
May (February Report)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June (March Report) Total e-Scrip	\$13.51	\$13.51	\$13.51	\$13.51	\$13.51	\$13.51	\$13.51	\$13.51	\$13.51	\$13.51	\$13.51	\$13.51	\$13.51	\$13.51
Donations														
Total of ALL SCRIP	\$472.05	\$472.05	\$472.05	\$472.05	\$472.05	\$472.05	\$472.05	\$472.05	\$472.05	\$472.05	\$472.05	\$472.05	\$472.05	\$472.05
Payments														
Payments														
Payments														
Payments														
Payments														
Total Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BALANCE	\$472.05	\$472.05	\$472.05	\$472.05	\$181.03	\$472.05	\$252.05	\$252.05	\$97.92	\$472.05	\$472.05	\$472.05	\$472.05	\$472.05

Office	Operating	Total
\$458.19	\$0.03	\$6,872.88
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.35	\$0.01	\$5.26
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$0.35	\$0.01	\$5.26
\$1.15	\$0.03	\$17.28
\$1.11	\$0.03	\$16.68
\$1.55	\$0.07	\$23.32
\$0.91	\$0.12	\$13.77
\$1.19	\$0.08	\$17.93
\$1.67	\$0.11	\$25.16
\$0.37	\$0.09	\$5.64
\$0.17	\$0.01	\$2.56
\$3.52	\$0.07	\$52.87
\$1.87	\$0.02	\$28.07
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00
\$13.51	\$0.63	\$203.28
\$472.05	\$0.67	\$7081.42
\$0.00	\$0.00	-\$1105.15
\$472.05	\$0.67	\$5976.27

Agenda Item Summary

Action Item: **17.3** *Approval of Authorization as a School-Connected Organization for Jack London Families*

Regular Meeting of: May 11, 2022 **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

Jack London 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.

2022-2023

JACK LONDON 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: Jack London Families PTO
- 3. The date of application: 5/2/2022
- 4. Copy of the By-laws (to include #9). (Attachment #2)
- 5. Membership quotas or qualifications. Described: All interested parties within our 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. (See attachment.)
- 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. Jack London Elementary 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. (Attachment #8)
- 14. The signature of the site administrator who supports the request for authorization. (See signature line below)

Site Administrator Signature



Date

5/2/2022

ATTACHMENT #1

Attachment # 1

Desired use for any money remaining at the end of the year if the organization is not continued or authorized in the future:

Article VII: Dissolution (Jack London Families Constitution)

Upon dissolution of Jack London Families, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to the Piner Olivet Educational Foundation, whose purpose is to raise funds to provide enriched educational opportunities for the students of the Piner-Olivet Union School District.

ATTACHMENT #2

Jack London Families By-Laws

Article I: Name

The name of the organization shall be Jack London Families PTO (JLF PTO).

Article II: Purpose

Jack London Families PTO shall promote the well being of children in home, school and community. They shall promote and facilitate interaction between parents, students and charitable and educational purposes.

Article III: Members

Any parent or legal guardian of a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights.

Article IV: Officers & Elections

Section 1a. Officers- The officers shall consist of President, Vice President, Secretary and Treasurer.

- a. President – The President shall preside over and preserve order at all meetings of the organization and serve as the primary contact for the Principal, represent the organization at meetings outside the organization, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
- b. Vice President – The Vice President shall assist the President and carry out the President’s duties in his or her absence or inability to serve.
- c. Secretary – The Secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, send notices of meetings to the membership, and prepare and distribute notices of all PTO events.
- d. Treasurer – The Treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the PTO officers and members. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. He or she will also be responsible for filing the non-profit State and Federal tax returns as necessary.

Section 1b. Officers Duties- The officers shall transact business in the intervals between meetings and other business as may be referred to Jack London Families. They are to create event committees, present a report at the general meetings, and approve bills within the limits of the budgets.

Section 2- Nominations & Elections- Nomination ballots will be distributed following the second to last meeting of the year with a requested return date of one week prior to the last meeting of the year. At the last meeting nominations may be made if the nominee is present to accept the

nomination. During the last meeting voting shall take place by voice vote unless multiple candidates are running for a position and in that case voting will be done by ballot vote.

Section 3. Terms of Office- Jack London Families officers' terms shall coincide with the School District fiscal year. Officers are elected for a two year term. The offices of President and Treasurer may serve no more than two consecutive terms of the same person in the same position. Each person elected shall hold only one office at a time. In the event an officer is replaced during their term the replacement may serve out the remainder of that term and the time fulfilled will not be included as time served if elected again.

Section 4. Vacancies- If there is a vacancy in the office of President, the Vice President will become the President. At the next regularly scheduled meeting a new Vice President will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regularly scheduled meeting.

Section 5. JLF PTO prefer to have single representation on all board positions, but should it be necessary, the board approves the use of co-chairs on any/all board positions when single representation is not available.

Section 6. Removal From Office- Officers, when charged with a breach of duties, can be removed from office by a two-thirds majority vote, including two officers.

Article V: Meetings

Section 1. Regular Meetings- The regular meeting of the organization shall be held in the Teacher's Lounge on the second Tuesday of each month during the school year at 6:30 p.m., or at a time and place determined by the officers at least one month before the meeting.

Section 2. Special Meetings- Special meetings may be called by the President or two other officers submitting a special request to the Secretary. Previous notice of the special meeting shall be sent to the members at least 48 hours prior to the meeting by flyer and phone call.

Section 3. Quorum- The quorum shall be no less than 6 members of the organization, including two officers.

Article VI: Committees

Committees may consist of members, officers, and other parent volunteers from the school, with the President acting as an ex officio member of all committees. The committees will be in charge of any and all necessary tasks to assist putting on a JLF PTO event.

Article VII: Business & Finances

Section 1. JLF PTO shall maintain a bank account at a Federally Insured financial institution with the President, Vice President, Secretary, Treasurer and school Principal as signatories, with two signatures required.

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

Section 3. Minutes of each JLF PTO meeting shall record items of official business, i.e., allocations, budget items, elections, etc.

Section 4. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Article VIII: Parliamentary Authority

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

Article IX: Fiscal Year and Tax ID Number

Section 1. The fiscal year for the JLF PTO shall begin on July 1st and end on June 30th.

Section 2. The IRS EIN for JLF PTO is 33-1071375.

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

Article X: Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XI: Additions

The By-Laws may be amended by a two-thirds majority of votes cast at any general meeting, provided notice has been given at the previous general meeting, or thirty days written notice has been given to the members.

ATTACHMENT #3

Jack London Families PTO

Organization's Purpose:

To promote the well-being of children in home, school and community. Promotes and facilitates interaction between parents, students and charitable and educational purposes.

Jack London Families PTO Officers 2022-2023

The **President** facilitates monthly board meetings, acts as a liaison between the school and the JLF PTO and supports the JLF board in its efforts.

President (OPEN)

The **Vice President** assists the President throughout the year, is responsible for registering members and organizing member volunteers to support PTO functions. Presides over JLF monthly meetings in the absence of the President.

Vice President
Lindsey Colman
2001 Piner Road #269
Santa Rosa, CA 95403
(707) 331-7395
lcolman707@gmail.com

The **Secretary** records monthly board meeting minutes, conducts the PTO's correspondence and assembles the email/phone directory of active JLF participants.

Secretary
Katherine Hess

Santa Rosa, CA 95403
(707) 235-9623
kwelliver25@hotmail.com

The **Treasurer** receives and disburses funds, maintains bank accounts, prepares tax documents and provides monthly financial reports to board members (budget, income statement and balance sheet).

Treasurer (OPEN)

ATTACHMENT #4



Jack London Families Parent Teacher Organization

Events & Activities for 2022-2023 School Year

Friday, August 19, 2022	Ice Cream Social
9/12/22 to 9/23/22	Fall Fundraiser - Charleston Wrap
Friday, September 30, 2022	Kids Invite Someone Special (1)
Saturday, October 08, 2022	Fall Campus Beautification Day
Friday, October 28, 2022	Monster Mash Bash
10/10/22-10/21/22	Fundraiser (6th Grade Camp) - Cookie Dough
Friday, November 18, 2022	Bingo Night
Thursday, December 15, 2022	Winter Wonderland
Friday, January 13, 2023	Movie Night
Saturday, February 18, 2023	Spring Fundraiser - Crab Feed
2/27/23-3/3/23	Read Across America
Friday, March 03, 2023	Book Lover's Ball
Friday, April 14, 2023	Kids Invite Someone Special (2)
Saturday, April 22, 2023	Spring Campus Beautification Day
Thursday, June 01, 2023	End of Year BBQ

PTO Meetings are 2nd Tuesday of each month 6:30 - 8:00 in the Teachers Lounge

ATTACHMENT #5

Jack London Elementary School

2707 Francisco Avenue
Santa Rosa, CA 95403
Phone 707-522-3030
Fax 707-522-3317
www.pousd.org

May 2, 2022 *J*

~~July 1, 2021~~

Exchange Bank
1300 Guerneville Road
Santa Rosa, CA 95403

Re: Jack London Families: Account #0102035318
Jack London Families and Scrip: Account #1100021771

Dear Madam/Sir:

Jack London Families has had changes to the executive board. Please make the following changes on our accounts.

Signature Privileges:

President	Open
Vice-President	Cassandra Voight
Treasurer	Lindsey Colman
Secretary	Aimee App
Principal	Olga Venegas

current as of 5/2/22

Deletions:

President	Colleen Verdu
Vice President	Allen Foster
Treasurer	Sarah Salmon
Secretary	Ashely Cleveland

Two signatures are required to draw funds from these accounts.

Should you have any questions, please contact the current Treasurer of Jack London Families, Lindsey Colman, at (707) 331-7395.

Sincerely,

Allen Foster
Treasurer
Jack London Families

Colleen Verdu
President
Jack London Families

2022-2023 *JP*

Exchange Bank
Coddington Branch
1300 Guerneville Road
Santa Rosa, CA 95403

Authorized Signers
Principal - Olga Venegas
President - Open
Vice President - Cassanda Voight
Secretary - Aimee App
Treasurer - Lindsey Colman

Jack
5/2/22
current

ATTACHMENT #6



EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
11/09/2021

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		COMPANY Fireman's Fund Insurance Company 777 San Marin Drive Novato, California 94998-2000	
PHONE (A/C, No, Ext):		E-MAIL ADDRESS: support@rvnuccio.com	
FAX (A/C, No): (818) 980-1595		SUB CODE:	
CODE:		POLICY NUMBER NANPO0053735	
AGENCY CUSTOMER ID #:		LOAN NUMBER	
INSURED Jack London Families 2707 Francisco Ave SANTA ROSA , CA 95403-7608		EFFECTIVE DATE EXPIRATION DATE 1/10/2022 1/10/2023	
		<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)

Evidence of Insurance Only

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 Evidence of Insurance Only	MORTGAGEE	ADDITIONAL INSURED
	LOSS PAYEE	
	LOAN #	
	AUTHORIZED REPRESENTATIVE Robert V. Nuccio	



Applicant Information

School Support Group Type	PTO
School Support Group Name	Jack London Families
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	Jack London Elementary
School Address	2707 Francisco Ave
School City	SANTA ROSA
School State	CA
School Zip Code	95403-7608
First Name	ASHLEY
Last Name	CLEVELAND
Phone	707-304-1249
E-Mail Address	ashleynichole1026@yahoo.com
Membership dues	0
Cash grants/gifts/scrips/online sales	6000
Bingo	100
Other Fund Raising Activities	5000
Is the applicant's mailing address the same as the address indicated above?	Yes

Coverages

Effective Date	1/10/2021
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	Ashley Cleveland
Accepted Date	1/6/2021

ATTACHMENT #7

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: JACK LONDON FAMILIES2707 Francisco Avenue,
Santa Rosa, CA, US, 95403

D Employee Identification

Number 33-1071375

E Website:

F Name of Principal Officer: Cassandra Voight2535 Pawnee Street, Santa
Rosa, 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.

ATTACHMENT #8

Income Statement

Jack London PTO

YTD April 1, 2022

2021-2022

Financial Statements in U.S. Dollars

	Revenue	Cost	Net Revenue
AmazonSmile Foundation	\$ 207.33		\$ 207.33
Front Stream Deposit	\$ 70.00		\$ 70.00
Fall Cookie Kits	\$ 783.92	\$ 630.00	\$ 153.92
Donations	\$ 870.00		\$ 870.00
6th Grade Funds	\$ 624.00		\$ 624.00
Script			\$ -
Winter Cookie Kits	\$ 707.44	\$ 555.00	\$ 152.44
Charleston Wrap	\$ 2,578.40		\$ 2,578.40
Gift Card donations	\$ 160.76		\$ 160.76
Spirit Wear	\$ 1,140.24	\$ 2,195.60	\$ (1,055.36)
Less: Sales Returns and Allowances			\$ -
Net Revenue	\$ 7,142.09	\$ 3,380.60	\$ 3,761.49

Operating Expenses	
Attorney General Registry of Charitable Trusts	
Child Care for JLF Meetings	\$ 30.00
Holiday Decorations	\$ 117.80
Teacher Appreciation November	\$ 22.00
Paws & Popsicles	\$ 146.75
Insurance Renewal	\$ 305.00
Paws Store	\$ 621.11
Square Readers	
2021-2022 Reimbursements	\$ 1,827.68
Teacher Appreciation December	\$ 338.75
Valentines stuff for Students	\$ 247.21
Winter Treats for kids	\$ 139.04
Square Fees	\$ 68.64
Sprit Wear 2021-2022	\$ 2,953.00
Total Operating Expenses	\$ 6,816.98
Total Cost + Operating Expenses	\$ 10,197.58
Net Operating Income	\$ (3,055.49)

Bank Reconciliation	
Beginning Bank Balance as of 2/28/22	\$21,001.42
Bank fees and returned Checks	\$0.00
Deposits	\$76.33
Other Credits	
Other Debits	
Cleared Checks	-
*Minus outstanding checks	
	\$0.00
Ending Bank Balance 3/31/22	\$21,077.75
*Minus 6th Grade Funds	\$11,864.09
*Minus outstanding checks	
*Deposits in Transit	
	\$0.00
*Plus Petty Cash On Hand	\$341.99
*Plus Outstanding Deposits	
Year Book 2018/2019	\$0.00
Available Funds	\$9,554.65

Agenda Item Summary

Action Item: 17.4 <i>Approval of Authorization as a School-Connected Organization for Piner-Olivet Charter School Parent Club</i>

Regular Meeting of: May 11, 2022	Action Item	Report Format: Oral
Attachment:	Correspondence Board Policy	

Presented by: Dr. Charbonneau

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.

2022-2023

PINER-OLIVET CHARTER SCHOOL PARENT
CLUB

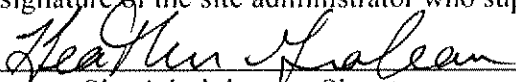
REQUEST FOR AUTHORIZATION AS A
SCHOOL-CONNECTED ORGANIZATION

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: May 11, 2022
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

5-2-22
Date

ATTACHMENT #1

ATTACHMENT #1

Article I X: 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

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 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.

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

ATTACHMENT # 3

2022-2023 Officers

PRESIDENT

Kelly Roberts danandkelly715@gmail.com

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

Bridget Ross smilygal97@aol.com

Duties: When the 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

Kelly Roberts (Interim) danandkelly715@gmail.com (recruitment will commence in the fall of 2022-2023)

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 students. Mentor successor.

SECRETARY

Vacant - Kelly Roberts (interim) (recruitment will commence in the fall of 2022-2023)

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(s)

(recruitment will commence in the fall of 2022-2023)

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

ATTACHMENT #4

ATTACHMENT # 4

POCS PARENT CLUB ANNUAL OBJECTIVES AND PLANNED ACTIVITIES

Our objectives for the 2022-2023 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 2022	"No Fundraiser" Fundraiser - funds student activities such as Challenge Day, Ropes Course, Swim Party, first fundraiser for 8th-grade trip
October 2022	Cookie dough sales (start date 10/7), Dine and Donate
November 2022	Pie sales - funds parent club operations expenses such as insurance, supplies, and parent club and student activities.
January 2023	Fundraiser of Dine and Donate
February 2023	Fundraiser for 8th-grade trip
March 2023	Dine and donate - funds student activities such as graduation, graduation dinner/dance, sports uniforms, and campus cleanup workdays.
April 2023	Dine and donate - funds student activities such as graduation, graduation dinner and dance, sports uniforms, and campus cleanup workdays.
May 2023	8 th grade dinner/dance and 8 th grader graduation
Recurring	POCS Parent Club meetings are held on the third Tuesday of almost every month
Recurring	Monthly "Dine and Donate" nights at various restaurants – building a community amongst students and families while fundraising to support student activities.

ATTACHMENT #5

ATTACHMENT # 5

Two Signatures are required to withdraw funds from this account.

Authorized signers on the account are as follows:

1. Principal..... Heather Graham
2. Lead Teacher. Jessica Brandenburg
3. President..... Kelly Roberts
4. Vice President.... Bridget Ross
5. Treasurer. Kelly Roberts (interim)

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

ATTACHMENT #6

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: NANPC0054199

Tel. (800) 364-2433

Email support@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 Coverpages
- ✓ Your Quotation Letter

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/10/2022

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 FAX (A/C, No): (818) 980-1595 E-MAIL ADDRESS: support@rvnuccio.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED POCS Parent-Teacher Club 2707 Francisco Ave. Santa Rosa, CA 95403	INSURER A: Fireman's Fund Insurance Company	NAIC # 21873
	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(SUBR) INSR 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		XPK80998373 NANPO0054199	2/20/2022	2/20/2023	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES	\$ 100,000
						MEDICAL EXPENSE	\$ 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	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <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) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A			WC STATU-TOBY LIMITS	OTH-ER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$
A	Directors and Officers		NPODO0061437	2/20/2022	2/20/2023		\$1,000,000
A	Sexual Misconduct Liability		NANPO0054199	2/20/2022	2/20/2023		1,000,000

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

Evidence of Insurance Only

CERTIFICATE HOLDER

CANCELLATION

Evidence of Insurance Only

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



Applicant Information

School Support Group Type	PTO
Full Legal 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	Parents Club
Phone	7075223301
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

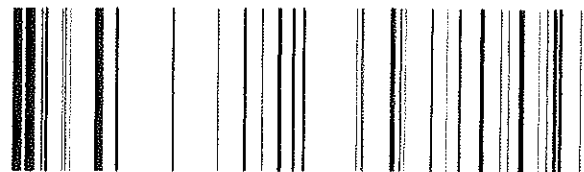
Coverages

Effective Date	2/20/2022
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 Group have any other booster clubs or groups operating along with or under your School Group or does your School Group have any other booster clubs or groups over which you exercise any control?	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	1/10/2022
Memorandum Number	NANPO0054199



R.V. NUCCIO & ASSOCIATES, INC.

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



NPODO0061437

2/20/2023

Additional Insureds

Number of Additional Insureds

0

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

MEMORANDUM OF INSURANCE

Master Policy Number: XPK80998373	Memorandum Number: NANPO0054199
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 2/20/2022 12:01A.M. to Expiration Date 2/20/2023 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

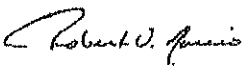
	LIMIT OF INSURANCE	DEDUCTIBLE	PREMIUM
a. INLAND MARINE PROPERTY COVERAGE PART			\$62.00
Business Personal Property/Equipment	\$10,000	\$250	
b. INLAND MARINE CRIME COVERAGE PART			\$0.00
(01)Employee Dishonesty	Not Covered	\$250	
(02)Forgery Or Alteration	Not Covered	\$250	
(03)Theft, Disappearance And 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 \$107.00

06. FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION

Date Issued:
Form Number:NPOUWS001

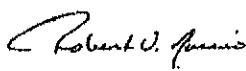
By 
Robert V. Nuccio

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

MEMORANDUM OF INSURANCE

Master Policy Number: USF00769321	Memorandum Number: NPODO0061437
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 2/20/2022 12:01A.M. to Expiration Date 2/20/2023 12:01A.M. Standard Time at the Named Insured's address as stated above.	
03. RETROSPECTIVE DATE: 2/20/2022	
04. BUSINESS TYPE	
<input type="checkbox"/> PTA <input checked="" type="checkbox"/> PTO <input type="checkbox"/> Booster Club <input type="checkbox"/> Educational Foundation <input type="checkbox"/> Nonprofit Organization	
05. COVERAGE	LIMIT OF INSURANCE
a. DIRECTORS & OFFICERS LIABILITY	RETENTION
01. Each Claim	PREMIUM
02. Annual Aggregate	\$24.75
b. EMPLOYMENT PRACTICES LIABILITY	\$0
	\$0
	State Guarantee Fund
	\$0.00
06. TOTAL PREMIUM Due At Inception	\$24.75
07. FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION	

Date Issued: 01/10/2022
Form Number: NPOUWS001

By 
Robert V. Nuccio



EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
01/10/2022

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 NANPO0054199	
		EFFECTIVE DATE 2/20/2022	EXPIRATION DATE 2/20/2023	<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)

Evidence of Insurance Only

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 Evidence of Insurance Only	MORTGAGEE	ADDITIONAL INSURED
	LOSS PAYEE	
	LOAN #	
AUTHORIZED REPRESENTATIVE Robert V. Nuccio		

ATTACHMENT #7

ATTACHMENT #7

Following are copies of appropriate IRS forms.

RENEW REGISTRATION – REVIEW & SUBMIT

Please review this information carefully to ensure it is correct. Use the **Menu** on the left to go back to any step in this process.

Your annual registration renewal fee will be calculated based on your Gross Annual Revenue and shown on the next page along with directions for submitting a payment online using your checking account.

NAME AND ADDRESS OF ORGANIZATION**POCS PARENT CLUB**

2707 FRANCISCO AVENUE
SANTA ROSA, CA 95403
pocsparents@gmail.com
7075223310

REGISTRATION FOR RENEWAL**Charity Registration**

Registration Number:	131317	Registration Status:	Current
Date Issued:	12/31/1990	Renewal Due Date:	11/15/2021
DBA:			

FORM RRF-1 DATA PART 1 - FOR FEE CALCULATION

Gross Annual Revenues	172
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FORM RRF-1 DATA PART 2

Question	Answer
For your most recent full accounting period beginning (MM/DD/YYYY)	07/01/2020
And ending (MM/DD/YYYY)	06/30/2021
Noncash Contributions (whole dollars - do not round)	0
Total Assets (whole dollars - do not round)	14474
Program Expenses (whole dollars - do not round)	1348
Total Expenses (whole dollars - do not round)	1348
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?	N
2. During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?	N
3. During this reporting period, were any organization funds used to pay any penalty, fine or judgment?	N
4. During this reporting period, were the services of a commercial fundraiser, fundraising counsel for charitable purposes, or commercial coventurer used?	N
5. During this reporting period, did the organization receive any governmental funding?	N
6. During this reporting period, did the organization hold a raffle for charitable purposes?	N
7. Does the organization conduct a vehicle donation program?	N
8. Did the organization conduct an independent audit and prepare audited financial statements in accordance with generally accepted accounting principles for this reporting period?	N
9. At the end of this reporting period, did the organization hold restricted net assets, while reporting negative unrestricted net assets?	N
Electronic Signature of Authorized Agent (name of person completing this report)	Kelly Roberts
Title of Authorized Agent	President

ATTACHED DOCUMENTS

The document below named "OnlineFiling_[Reg#].pdf" with Document Type "Online Renewal Submission" is generated by the system to preserve the data you entered. You will be able to view and download it using the [Registry Verification Search tool](#) after your filing is reviewed. You may also use the **Print** button to save a copy of this page.

Document Name	Document Type
2020 - CT-TR-1.pdf	-Please Select A Document Type- ▼
OnlineFiling_131317.pdf	Online Renewal Submission ▼

ATTESTATION

Having typed my name as shown above in the **Electronic Signature of Authorized Agent** field and by submitting this report electronically, I certify under penalty of perjury to the following: (a) I have examined this report including accompanying attached documents listed above, and to the best of my knowledge the content thereof is true, correct, and complete; (b) I am authorized to sign and submit this report and all accompanying attached documents on behalf of the registrant; (c) I understand an electronic signature has the same legal effect as a hand-written signature; and (d) I understand that submitting this report through the Registry's Online Renewal System (eGov) is optional and that I have the alternative option of signing and submitting this report and all attachments through a non-electronic method.

Select **Confirm & Calc. Fee** to agree and proceed.

Department of the Treasury
Internal Revenue Service

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

2020

Open to Public Inspection

A For the 2020 Calendar year, or tax year beginning 2020-07-01 and ending 2021-06-30

B Check if available

- Terminated for Business
 Gross receipts are normally \$50,000 or less

C Name of Organization: P O C S PARENT CLUB

2707 Francisco Avenue,
Santa Rosa, CA, US, 95403

D Employee Identification

Number 72-1604701

E Website:

F Name of Principal Officer: Kelly Roberts

2707 Francisco Avenue,
Santa Rosa, 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.

ATTACHMENT #8

Agenda Item Summary

Action Item: **17.5** *Approval of Authorization as a School-Connected Organization for Northwest Prep Parent-Teacher-Student Organization (PTSO)*

Regular Meeting of: May 11, 2022 Item: Action 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 Northwest Prep Parent-Teacher-Student Organization (PTSO) 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.

2022-2023

NORTHWEST PREP
PARENT-TEACHER-STUDENT
ORGANIZATION

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:
3. The date of application:
4. Copy of the By-laws (to include #9). (Attachment #2)
5. Membership quotas or qualifications. Described:
6. The names, addresses, phone numbers and general duties of all officers. (Attachment #3)
7. A brief description of the organization's purpose.
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.
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

3/2/22

Request for Authorization to Serve a School-Connected Organization
for
The Northwest Prep Parent-Teacher-Student Organization at
Northwest Prep Charter School in the Piner-Olivet Union School District
in the Calender Year 2022 to 2023

Pursuant to the terms outlined by the Board Policy and Administrative Regulations regarding School-Connected Organizations the undersigned submit the following report in order to receive approval by the Piner-Olivet Union School District for the Northwest Prep Parent-Teacher-Student Organization (PTSO) to act as School-Connected Organization for the Northwest Prep Charter School for the School Calendar Year 2022 to 2023.

Name of Organization: Northwest Prep Parent-Teacher-Student Organization (PTSO)

Site the Organization is based: Northwest Prep Charter School, 2590 Piner Rd,
Santa Rosa, CA 9540

Date of this Application: May 2, 2022

Description of the Organizations Purpose:

The Northwest Prep PTSO is a Federal and California State registered 501(C3) Corporation whose specific purpose is to support the education of students at Northwest Prep by fostering relationships between the school, parents, students and teachers. To this end, it is our intention to provide support both through fund-raising efforts and in-person assistance at the School Staff's request.

History:

The Northwest PTSO formally received its Federal EIN Number (86-2600167) on 3/12/2021 but did not receive its formal recognition as a Not-For-Profit until 10/08/2021.

The Northwest Prep PTSO was formally recognized as an entity by the State of California on 9/19/2021 (Entity C4748778) but did not receive formal recognition as a Not-For-Profit until 1/6/2022.

Membership Quotas and/or Qualifications:


As outlined in the By-Laws submitted to both the IRS and the California Franchise Tax-Board pursuant to our applications for Not-For-Profit status (and included in Attachment

#2 of this document):

Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights. Members have one vote per household.

In addition three (3) students shall be identified from the general student body to represent the student population. Each shall have voting rights.

As evidenced by the above and the following attachments, it is our belief that the Northwest Prep Parent-Teacher-Student Organization will serve as a positive School-Connected Organization for the Northwest Prep Charter School and respectfully submit this request to the Piner-Olivet Union School District Board for authorization.



Norman Easley, President, Northwest Prep PTSO

5/1/22
Date



Adam Napoleon, Site Administrator, Northwest Prep

5/2/22
Date

Enclosed:

- Attachment 1:** Description of desired use for end of year funds in not authorized
- Attachment 2:** Copy of Northwest PTSO By-Laws (most recent dated 6/27/2021)
- Attachment 3:** Contact information and General Duties of PTSO Officers
- Attachment 4:** Specific Annual Objectives and planned activities
- Attachment 5:** Bank Information
- Attachment 6:** Liability Insurance
- Attachment 7:** Government Filings, including most recent IRS forms

ATTACHMENT #1

Attachment #1: Use of Remaining Funds in the Event of the Organization's Dissolution

Naturally, it is the hope of the Parents, Teachers and Students who have worked to establish the Northwest Prep Parent, Teacher Student Organization (PTSO) that the organization will see many years of good relations and positive effects on the school, staff and students of Northwest Prep Charter School. However, in the event that the Northwest Prep PTSO should have to be dissolved and operations discontinued it is our hope that the funds could be passed on to the Principal of Northwest Prep Charter School for use as a discretionary to be used for the benefit of the School's students and staff. Barring this, we would wish for those funds to pass to the Piner-Olivet Union School District to be shared, in a similar manner, with all of the Schools in the District.

ATTACHMENT #2

Northwest Prep Parent-Student-Teacher-Organization Bylaws

Article I – Name

The name of the organization shall be the Northwest Prep Parent-Student-Teacher Organization

Article II – Purpose

The organization is organized for the purpose of supporting the education of children at Northwest Prep Charter School by fostering relationships among the school, parents, students, and teachers.

Article III – Membership and Dues

Section 1. Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any teacher employed at the school may be a member and have voting rights. Members have one vote per household.

Section 1A. In addition 3 students shall be identified from the general student body to represent the student population. . Each shall have voting rights.

Section Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

Article IV – Officers and Elections

Section 1. Officers. The officers shall be a president, vice president, secretary, and treasurer. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization.

a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

Northwest Prep Parent-Student-Teacher-Organization Bylaws

b. **Vice President.** The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee the committees of this organization.

b. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

c. **Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

Section 2. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 3. Nominations and Elections. Elections will be held at the second to last meeting of the school year. The nominating committee shall select a candidate for each office and present the slate at a meeting held one month prior to the election. At that meeting, nominations may also be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 4. Terms of Office. Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office.

Section 5. Removal From Office. Officers can be removed from office with or without cause by a two thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

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Section 6. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 3. Meetings. Regular meetings shall be held monthly, on the same day and at the same time each month, to be determined by the board. Special meetings may be called by any two board members, with 24 hours notice.

Article V – Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the same day and at the same time each month, to be determined by the executive board.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or five general members submitting a written request to the secretary. Previous notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by flyer and phone calls.

Section 3. Annual Meeting. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

Section 4. Quorum. The quorum shall consist of as large as can be depended upon for being present for all meetings when the weather is not exceptionally bad. At least five members must be present.

Section 5. Notification of Meetings. The secretary will notify the members of the meetings via email at least one week prior to the meeting.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers, principal, and standing committee chairs.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

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Article VII – Committees

Section 1. Membership. Committees may consist of general members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization: Fundraising, Communications, Arts and Enrichment, and Audit.

Section 3. Additional Committees. The board may appoint additional committees as needed.

Article VIII – Finances

Section 1. A tentative budget shall be drafted in spring for the following school year and approved at a fall meeting by a majority vote of the members present.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The board shall approve all expenses of the organization.

Section 4. Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the president, vice president, secretary, treasurer, and principal.

Section 5. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Audit Committee.

Section 6. The fiscal year shall coordinate with the school year.

Section 7. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the school.

Article IX – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws or any other

special/ standing rules.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two thirds vote of those present at the meeting.

Article XII – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, email, hard copy, or fax. Amendments will be approved by a two thirds vote of those present, assuming a quorum.

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Article XIII – Conflict of Interest Policy

Section 1. Purpose. The purpose of the conflict of interest policy is to protect this tax exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Definitions.

a. Interested Person. Any director, principal officer, or member of a committee with governing board delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

b. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement;

ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement; or

iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section 3b, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Procedures.

a. Duty To Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers who are considering the proposed transaction or arrangement.

b. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide whether a conflict of interest exists.

c. Procedures for Addressing the Conflict of Interest.

i. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

ii. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

iii. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

iv. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or

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committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

a. Violations of the Conflict of Interest Policy.

i. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

ii. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines that the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings. The minutes of the governing board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest; the nature of the financial interest; any action taken to determine whether a conflict of interest was present; and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement; the content of the discussion; including any alternatives to the proposed transaction or arrangement; and a record of any votes taken in connection with the proceedings.

Section 5. Compensation.

a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on

matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements. Each director, principal officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms that such person:

- Has received a copy of the conflict of interest policy;
- Has read and understood the policy;
- Has agreed to comply with the policy; and
- Understands that the organization is charitable and that in order to maintain its federal tax exempt status it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Section 7. Periodic Reviews. To ensure that the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

a. Whether compensation arrangements and benefits are reasonable, are based on competent survey information, and are the result of arm's length bargaining.

b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or an excess benefit transaction.

Section 8. Use of Outside Experts. When conducting the periodic reviews as provided for in Section 7, the organization may, but need not, use outside advisers. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring that periodic reviews are conducted.

ATTACHMENT #3

Attachment #3: Northwest Prep PTSO Officers & General Duties

As outlined in the Northwest Prep PTSO By-Laws:

The officers shall be a president, vice president, secretary, and treasurer. In addition to the duties listed below, each officer will also perform other such duties as applicable to the office as prescribed by the parliamentary authority of this organization.

President: The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

Vice President: The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. The vice president shall also oversee the committees of this organization.

Secretary: The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

Treasurer: The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

Current Northwest Prep PTSO Officers

President:	Norman Easley, 1321 Vallejo Street, Santa Rosa, CA 95404 Work: (707) 573-1107, Cell: (650) 740-1344
Vice President:	Tristan St. Germain, P.O. Box 1818, Sebastopol, CA 95472 Phone: (707) 354-4667
Secretary:	Megan Beardslee, 1528 Yardley Street, Santa Rosa, CA 95403 Phone: (707) 228-0323
Treasurer:	Ashleigh Day, 1541 Jainine Street, Santa Rosa, CA 95403 Phone: (707) 696.9131

ATTACHMENT #4

Attachment #4: Annual Objectives & Planned Activities for Year 1

GOALS:

- Reestablish relationships within our school community
 - Organize relationship-building activities within grade-level cohorts
 - Organize community-building activities for the entire school populous
 - Work to ensure language is not a barrier to family participation
 - Develop robust communications with families through Facebook, Parent-Square and direct communications channels

- Normalize PTSO operations
 - Improve event planning and scheduling as school operations return to in-person
 - Establish and expand PTSO connections to community
 - Establish communications with the Board and sister-schools within the District
 - Increase family participation in the PTSO
 - Work with Northwest Prep Charter School leadership to deepen our understanding of the school population's evolving needs and ensure that those needs can be met

- Facilitate and celebrate every child's and educator's accomplishments
 - Work with the school to plan and support events for student and Educator recognition
 - Set up a scholarship fund to recognize student achievement

PLANNED ACTIVITIES:

- Monthly general PTSO meeting
- Quarterly PTSO officers meeting
- Two (2) large-scale fund raising events
- Multiple grade-level cohort relationship-building events
- Multiple school-wide community-building events

ATTACHMENT #5

Attachment #5: Northwest Prep Banking Information

Northwest Prep PTSO formally established a Not-For-Profit Bank account for the organization at the end of 2021. Since we were not in possession of the Board Policy Manual and received no guidance at that time we were unaware of the Board's request to name either the site administrator, Superintendent or designee as a signator. Since neither materials provided by PTSO Today or the various PTA resources indicate that this is a standard practice (and in fact, it does sound a bit like a conflict of interest¹), we did initially set up the account in this matter, but are happy to work with the Board to remedy this issue as soon as possible.

BANK:

Sonoma Federal Credit Union

SIGNATORS (as of 5/1/22):

- Tristan St Germain
- Julie Hunter
- Ashleigh Day
- Megan Beardslee

¹ Please see: <https://www.federalregister.gov/documents/2013/03/06/2013-05243/government-employees-serving-in-official-capacity-in-nonprofit-organizations-sector-unit-investment>

ATTACHMENT #6

Attachment #6: Liability Insurance for Year 1

Since the Northwest Prep PTSO was not formally established and recognized as a Not-For-Profit until the end of 2021, and because it had no actual cash funds and did not establish a Bank account for the organization until around that same time, we have only recently had the opportunity to receive and log any funds with which to pay for anything!

We are currently in the process of purchasing insurance for our organization for the upcoming school year. It is our current intention to purchase the basic insurance package through PTO Today which will include Excess Accident Medical Coverage, General Liability and D&O coverage. It is our belief that we will have sufficient funds to cover this. We are not currently planning to purchase coverage for Crime or Property in as much as we have limited funds (it is unlikely an officer could currently abscond with much more than the additional insurance would cost us) and do not currently have any tangible property.

Information on the plan can be found at:

<https://www.ptotoday.com/insurance>

ATTACHMENT #7

Department of the Treasury
Internal Revenue Service

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

2021

Open to Public Inspection

A For the 2021 Calendar year, or tax year beginning 2021-01-01 and ending 2021-12-31

B Check if available

- Terminated for Business
- Gross receipts are normally \$50,000 or less

C Name of Organization: NORTHWEST PREP PARENT-
STUDENT-TEACHER ORGANIZATIO2590 PINER RD, Santa Rosa,
CA, US, 95401D Employee Identification
Number 86-2600167

E Website:

<https://www.northwestprep.org/northwest-prep-parent-teacher-student-organization.html>F Name of Principal Officer: Norman Easley1321 Vallejo Street, Santa
Rosa, CA, US, 95404

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.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Northwest Prep Parent Student Teacher Organization</p> <p>2 Business name/disregarded entity name, if different from above dba: Northwest Prep Parent-Teacher-Student Organization, dba: Northwest Prep PTSO</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ C</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input checked="" type="checkbox"/> Other (see instructions) ▶ Nonprofit corporation exempt under IRS Code Section 501(c)(3) <small>(Applies to accounts maintained outside the U.S.)</small></p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. 2590 PINER RD</p> <p>6 City, state, and ZIP code Santa Rosa, CA 95401</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
8	6	-	2	6	0	0	1	6	7

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*

For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

NORTHWEST PREP PARENT TEACHER STUDENT
ORGANIZATION
2590 PINER ROAD
SANTA ROSA, CA 95401-4035

Date:
10/08/2021
Employer ID number:
86-2600167
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
May 31, 2021
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053608002041

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

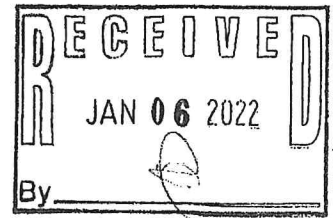
For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



STATE OF CALIFORNIA
FRANCHISE TAX BOARD
 PO Box 1286
 Rancho Cordova CA 95741-1286



NORTHWEST PREP PARENT-TEACHER-STUDENT ORGANIZATION
 2590 PINER RD
 SANTA ROSA CA 95401

Date: 12.14.2021
 Case: 26560778927399543
 Case Unit: 26560778927399546
 In reply refer to: 760:MJB:F120

Regarding : **Tax-Exempt Status**
 Organization's Name : NORTHWEST PREP PARENT-TEACHER-STUDENT ORGANIZATION
 CCN : 4748778
 Purpose : Charitable and Education
 R&TC Section : 23701d
 Form of Organization : Incorporated
 Accounting Period Ending : 12/31
 Tax-Exempt Status Effective : 05/31/2021

Exempt Determination Letter

We have determined the organization is tax-exempt from California franchise or income tax as stated in the above Revenue and Taxation Code (R&TC) section.

To retain tax-exempt status, the organization must be organized and operating for nonprofit purposes within the provisions of the above R&TC section. An inactive organization is not entitled to tax-exempt status.

We have based our decision on the information submitted and the assumption that the organization's present operations will continue unchanged or conform to those proposed in the organization's application. In order for us to determine any effect on the tax-exempt status, the organization must immediately report to us any change in:

- Operation
- Character
- Purpose
- Name
- Address

Our determination may no longer be applicable, if these changes occur:

- Material facts or circumstances relating to the organization application.
- Relevant statutory, administrative, or judicial case law.
- Federal interpretation of federal law in cases where our decision was based on such interpretation.

It is the organization's responsibility to be aware of these changes should they occur. This paragraph constitutes written advice, other than a chief counsel ruling, within the meaning of R&TC Section 21012(a)(2).

For filing requirements, get Pub. 1068, *Exempt Organizations - Filing Requirements and Filing Fees*. Go to ftb.ca.gov and search for **1068**.

All California public benefit corporations must register with the California Attorney General's Office Registry of Charitable Trusts within 30 days of first receiving any assets.

The Attorney General regulates charities and the professional fundraisers who solicit on their behalf. The purpose of this oversight is to protect charitable assets for their intended use and ensure that the charitable donations contributed by Californians are not misapplied and squandered through fraud or other means.

Please refer to oag.ca.gov/Charities for further information on registration requirements and contact information. Also see the publication Attorney General's Guide for Charities.

This exemption is for state franchise or income tax purposes only. For information regarding sales tax exemption, contact the California Department of Tax and Fee Administration at 800.400.7115, or go to their website at cdtfa.ca.gov.

Melanie J. Bond
Telephone: 916.845.4171
Fax: 916.843.1038
cc: NORMAN EISLEY



Secretary of State
Articles of Incorporation of a
Nonprofit Public Benefit Corporation

ARTS-PB-501(c)(3)



This Space For Office Use Only

IMPORTANT — Read Instructions before completing this form.

Filing Fee — \$30.00

Copy Fees — First page \$1.00; each attachment page \$0.50;
 Certification Fee - \$5.00

Note: A separate California Franchise Tax Board application is required to obtain tax exempt status. For more information, go to ftb.ca.gov.

1. Corporate Name (Go to www.sos.ca.gov/business/be/name-reservations for general corporate name requirements and restrictions.)

The name of the corporation is Northwest Prep Parent-Teacher-Student Organization

2. Business Addresses (Enter the **complete** business addresses. Item 2a cannot be a P.O.Box or "in care of" an individual or entity.)

a. Initial Street Address of Corporation - Do not enter a P.O. Box 2590 Piner Road	City (no abbreviations) Santa Rosa	State CA	Zip Code 95401
b. Initial Mailing Address of Corporation, if different than item 2a	City (no abbreviations)	State	Zip Code

3. Service of Process (Must provide either Individual **OR** Corporation.)

INDIVIDUAL — Complete Items 3a and 3b only. Must include agent's full name and California street address.

a. California Agent's First Name (if agent is not a corporation) Norman	Middle Name William	Last Name Eisley	Suffix
b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box 1321 Vallejo Street	City (no abbreviations) Santa Rosa	State CA	Zip Code 95404

CORPORATION — Complete Item 3c. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) — Do not complete Item 3a or 3b

4. Purpose Statement **Item 4a:** One or both boxes **must** be checked.
Item 4b: If "public" purposes is checked in Item 4a, or if you intend to apply for tax-exempt status in California, you **must** enter the specific purpose in Item 4b.)

a. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for: **public purposes.** **charitable purposes.**
 b. The specific purpose of this corporation is to Please see attached Statement of Purpose

5. Additional Statements (See Instructions and Filing Tips.)

- a. This corporation is organized and operated exclusively for the purposes set forth in **Article 4** hereof within the meaning of Internal Revenue Code section 501(c)(3).
- b. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
- c. The property of this corporation is irrevocably dedicated to the purposes in **Article 4** hereof 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.
- d. Upon the dissolution or winding up of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for **charitable, educational and/or religious** purposes and which has established its tax-exempt status under Internal Revenue Code section 501(c)(3).

6. Read and Sign Below (This form must be signed by each incorporator. **See Instructions.** Do not include a title.)

Signature

Norman W Eisley

Type or Print Name

Northwest Prep Parent-Teacher-Student Organization Statement of Purpose

The specific purpose of this corporation is to support the education of students at Northwest Prep by fostering relationships between the school, parents, students and teachers.



California Secretary of State
Electronic Certified Copy

I, SHIRLEY N. WEBER, Ph.D., Secretary of State of the State of California, hereby certify that the attached transcript of 2 pages is a full, true and correct copy of the original record in the custody of the California Secretary of State's office.



IN WITNESS WHEREOF, I execute
this certificate and affix the Great
Seal of the State of California on
this day of September 21, 2021

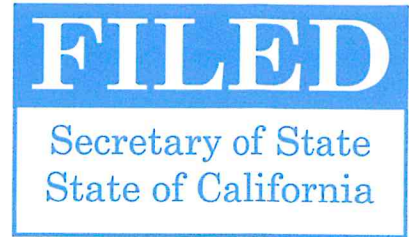
SHIRLEY N. WEBER, Ph.D.
Secretary of State

Verification Number: 6QZ1YZ7
Entity (File) Number: C4748778

To verify the issuance of this Certificate, use the Verification Number above
with the Secretary of State Electronic Verification Search available at
bizfile.sos.ca.gov



California Secretary of State
Electronic Filing



Corporation - Statement of Information

Entity Name: NORTHWEST PREP
PARENT-TEACHER-STUDENT
ORGANIZATION

Entity (File) Number: C4748778

File Date: 09/19/2021

Entity Type: Corporation

Jurisdiction: CALIFORNIA

Document ID: GW64040

Detailed Filing Information

- 1. Entity Name: NORTHWEST PREP
PARENT-TEACHER-STUDENT
ORGANIZATION
- 2. Business Addresses:
 - a. Street Address of Principal Office in California: 2590 Piner Road
Santa Rosa, California 95401
United States of America
 - b. Mailing Address: 2590 Piner Road
Santa Rosa, California 95401
United States of America
- 3. Officers:
 - a. Chief Executive Officer: Norman William Eisley
1321 Vallejo Street
Santa Rosa, California 95404
United States of America
 - b. Secretary: Megan Beardslee
1528 Yardley Street
Santa Rosa , California 95403
United States of America

Certificate Verification Number: 6QZ1YZ7
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Document ID: GW64040



California Secretary of State Electronic Filing

Officers (Cont'd):

c. Chief Financial Officer:

Ashleigh Day
1541 Jainine Street
Santa Rosa, California 95403
United States of America

4. Agent for Service of Process:

Norman William Eisley
1321 Vallejo Street
Santa Rosa, California 95404
United States of America

By signing this document, I certify that the information is true and correct and that I am authorized by California law to sign.

Electronic Signature: Norman William Eisley

Use bizfile.sos.ca.gov for online filings, searches, business records, and resources.

Certificate Verification Number: 6QZ1YZ7
Use bizfile.sos.ca.gov to verify the certified copy.

Document ID: GW64040

ATTACHMENT #8

Attachment #8: Annual Financial Statement for Prior Year

Since the Northwest Prep PTSO was not formally established and recognized as a Not-For-Profit until the end of 2021, and because it had no actual cash funds and did not establish a Bank account for the organization until around that same time, we have only recently had the opportunity to receive and log any funds with which to pay for anything!

On the following page you will find a balance sheet attempting to outline expected revenues and expenses for the Northwest Prep PTSO for the fiscal years 8/2021 to 6/2022, 8/2022 to 6/2023 and 8/2023 to 6/2024.

As of the end of 2021, the Northwest Prep PTSO is a wholly volunteer-based organization. All fiscal and material outlays have been donated by current board members with no remuneration expected.

Since the organization only recently earned 501(C)3 status, and only recently established a bank account and has not yet begun formal operations which would generate any form of income, these numbers are based on very rough estimates. Given the number of students at the school and the general financial situations of their families, the proposed revenues use an assumed average of slightly less than \$100 per student in the first year of the PTSO's operation. In this model, we assume that no families will be required to pay dues in order to join the organization and all revenues will be generated through fund-raising activities.

The model further assumes an average 10% per year growth in the student body and in commensurate revenues of the PTSO through continuance of those same activities.

As this is an initial budgeting proposal, and in light of the limited information we have on how these activities and programs will proceed, the economic and social conditions of our area or the nation and the timeline under which we remain given the lack of tax status, the Northwest Prep PTSO reserves the right to modify and/or amend any and all of this document in the future and can accept no liability for the ultimate accuracy of any of these numbers.

Northwest Prep Parent-Teacher-Student Organization

EIN: 86-2600167

Proposed Budget 2021 to 2025

	<i>Estimated Allocations</i>	<i>Current Tax Year, projected +10%</i>		<i>3 Succeeding Tax Years, Projected +10%</i>		
		<i>All Years</i>	<i>08/2021 - 06/2022</i>	<i>07/2022 - 06/2023</i>	<i>07/2023 - 06/2024</i>	
	(a)	(b)	(c)	(c)	(c)	
Gross receipts...						
<i>Opening Checkbook Balance</i>		\$-	\$795	\$989	\$1,101	
Holiday Bake sale		\$1,650	\$1,815	\$1,997	\$2,197	
Spring carnival		\$1,650	\$1,815	\$1,997	\$2,197	
Yearbook (w/Ads)		\$1,000	\$1,100	\$1,210	\$1,331	
Shopper loyalty cards		\$500	\$550	\$605	\$666	
Movie night tickets/concessions		\$250	\$275	\$303	\$333	
Contributions, gifts, grants...		\$1,650	\$1,815	\$1,997	\$2,197	
TOTAL		\$6,700	\$8,165	\$9,098	\$10,022	
Fundraising expenses						
Holiday Bake sale		\$500	\$550	\$605	\$666	
Spring carnival		\$500	\$550	\$605	\$666	
Yearbook		\$250	\$300	\$350	\$385	
Shopper loyalty card		\$-	\$-	\$-	\$-	
Movie night tickets/concessions		\$150	\$175	\$200	\$220	
TOTAL		\$-	\$1,400	\$1,575	\$1,760	
Net receipts...		\$5,300	\$6,590	\$7,338	\$8,085	

Line 23 - Other expenses...

Principal's Discretionary Fund	10%	\$530	\$659	\$734	\$808
Educational assemblies & Events	15%	\$795	\$989	\$1,101	\$1,213
Campus Improvement Fund	10%	\$530	\$659	\$734	\$808
Curriculum Enhancement & Materials	10%	\$530	\$659	\$734	\$808
Classroom supplies	10%	\$530	\$659	\$734	\$808
Staff appreciation	10%	\$530	\$659	\$734	\$808
Scholarship Fund	10%	\$530	\$659	\$734	\$808
Operations (Postage, Copying, etc)	10%	\$530	\$659	\$734	\$808
Carryover for next year	15%	\$795	\$989	\$1,101	\$1,213
Total	100%	\$5,300	\$6,590	\$7,338	\$8,085

Agenda Item Summary

Action Item: 17.6 <i>Approval of Authorization as a School-Connected Organization for Piner-Olivet Educational Foundation</i>

Regular Meeting of: May 11, 2022	Item: Action	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.

2022-2023

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: ***5/2/2022***
- 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 POUSD.***
- 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 POUSD 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 *Aschat* Date *5/3/2022*

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

2022-2023 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 2022-2023 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 2022 - TBD	Pancake Breakfast fundraiser / community building event for all schools.
Spring 2023 - TBD	See's Candy Fundraiser – helps to build up the reserve of funds that will be utilized to fund enrichment programs.
April/May 2023	Fun Run/Color Run – a fundraiser to help finance field trips throughout the district.
Summer 2023 – 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
2022-2023**

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. Steve Charbonneau.....Superintendent
4. Virginia Garcia.....Secretary

ATTACHMENT #6

ATTACHMENT #7

Attached are copies of the most recent taxes that were filed in 8/2021.

The current fiscal year ends on 6/30/2022 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

2020

Open to Public Inspection

A For the 2020 Calendar year, or tax year beginning 2020-07-01 and ending 2021-06-30

B Check if available

- Terminated for Business
- Gross receipts are normally \$50,000 or less

C Name of Organization: PINER OLIVET EDUCATIONAL
FOUNDATION3450 Coffey Lane, Santa
Rosa, CA, US, 95403

D Employee Identification

Number 94-2915172

E Website:

F Name of Principal Officer: Danielle Foster3450 Coffey Lane, Santa
Rosa, 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 8/2/2021 3:55:06 PM.

Confirmation Number: 114784412206

Entity ID: 1147844
Entity Name: PINER OLIVET EDUCATIONAL
FOUNDATION

Account Period Information

Account Period Beginning: 7/1/2020
Account Period Ending: 6/30/2021

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: \$0

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

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

WEBSITE ADDRESS:
www.oag.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 301-306, 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.

(For Registry Use Only)

<p>Piner-Olivet Educational Foundation Name of Organization</p> <hr/> <p>List all DBAs and names the organization uses or has used</p> <p>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>_____ 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**

Total Revenue	Fee	Total Revenue	Fee	Total Revenue	Fee
Less than \$50,000	\$25	Between \$250,001 and \$1 million	\$100	Between \$20,000,001 and \$100 million	\$800
Between \$50,000 and \$100,000	\$50	Between \$1,000,001 and \$5 million	\$200	Between \$100,000,001 and \$500 million	\$1,000
Between \$100,001 and \$250,000	\$75	Between \$5,000,001 and \$20 million	\$400	Greater than \$500 million	\$1,200

PART A - ACTIVITIES

For your most recent full accounting period (beginning 07 / 01 / 2020 ending 06 / 30 / 2021) list:

Total Revenue \$ _____
(including noncash contributions) 0 **Noncash Contributions \$** 0 **Total Assets \$** 55431.37

Program Expenses \$ 305.00 **Total Expenses \$** 5173.00

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.

	Danielle Foster	Treasurer	8/10/2021
Signature of Authorized Agent	Printed Name	Title	Date

ATTACHMENT #8

Piner Olivet Educational Foundation
Profit & Loss by Class
 May 2021 through April 2022

	See's Candy	Fun Run / Color Run	Montgomery Village	Pancake Breakfast	POEF	TOTAL
Ordinary Income & Expense						
Income	0.00	37,046.60	0.00	0.00	0.00	37,046.60
Total Income	0.00	37,046.60	0.00	0.00	0.00	37,046.60
Gross Profit	0.00	37,046.60	0.00	0.00	0.00	37,046.60
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	18,152.83	0.00	0.00	0.00	18,152.83
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	25.00	25.00
Miscellaneous	0.00	18,893.00	0.00	0.00	0.00	18,893.00
Total Expenses	0.00	37,045.83	0.00	0.00	330.00	37,375.83
Net Ordinary Income	0.00	0.77	0.00	0.00	-330.00	-329.23
Other Income / Expenses						
Other Expense						
Allocated Profit	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	0.00	0.77	0.00	0.00	-330.00	-329.23

Piner Olivet Educational Foundation
Balance Sheet
 May 2021 through April 2022

April 30, 2022

ASSETS	
Current Assets	
Checking / Savings	
PayPal Account	0.00
West America Bank	418.91
Exchange Bank - GF	54708.23
Total Checking / Savings	<u>55127.14</u>
Total Current Assets	<u>55127.14</u>
TOTAL ASSETS	<u><u>55127.14</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	31911.71
Net Income	-329.23
Total Equity	<u>31582.48</u>
TOTAL LIABILITIES & EQUITY	<u><u>55127.14</u></u>

Agenda Item Summary

Action Item: **17.7 Approval of the Expanded Learning Opportunities Program Plans for Jack London Elementary School, Olivet Elementary Charter School, and Schaefer Charter School**

Regular Meeting of: May 11, 2022	Action Item	Report Format: Oral
Attachment: Expanded Learning Opportunities Program Plan Guide		

Presented by: Dr. Tina Rasori

Background

The Expanded Learning Opportunities Program (ELOP) provides funding for after school and summer school enrichment programs for transitional kindergarten through sixth grade.

“Expanded learning” means before school, after school, summer, or intersession learning program that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.

Issue(s)

N/A

Fiscal Impact

ELOP funds are \$303,233-no fiscal impact to our budget.

Recommendation

Approve ELOP Plan

Expanded Learning Opportunities Program Plan Guide

EXPANDED LEARNING OPPORTUNITIES PROGRAM PLAN GUIDE

Prepared by: Expanded Learning Division

California Department of Education 1430 N Street, Suite 3400
Sacramento, CA 95814-5901
916-319-0923



This Program Plan Template Guide is required by California Education Code (EC) Section 46120(b)(2)

Note: This cover page is an example, programs are free to use their own logos and the name of their program.

Name of Local Educational Agency and Expanded Learning Opportunities Program Site(s)

Name of Local Educational Agency or Equivalent:	Piner-Olivet Union School District
Contact Name:	Steve Charbonneau
Contact Email:	scharbonneau@pousd.org
Contact Phone:	707-522-3000

Instructions: Please list the school sites that your LEA selected to operate the Expanded Learning Opportunities Program (ELO-P). Add additional rows as needed.

1. Jack London Elementary School
2. Morrice Schaefer Elementary Charter School
3. Olivet Elementary Charter School

Purpose

This template will aid LEAs in the development of a program plan as required by EC Section 46120(b)(2). In this program plan, LEAs will describe program activities that support the whole child, and students' Social and Emotional Learning (SEL) and development.

Definitions

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. (EC Section 8482.1[a])

"Expanded learning opportunities" has the same meaning as "expanded learning" as defined in EC Section 8482.1. "Expanded learning opportunities" does not mean an extension of instructional time, but rather, opportunities to engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. (EC Section 46120[e][1])

Instructions

This Program Plan needs to be approved by the LEA's Governing Board in a public meeting and posted on the LEA's website.

The program plan template guide is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community, updates in the law, and to provide continuous improvement in the development of an effective ELO-P.

The LEA is responsible for creating, reviewing, and updating the program plan every three years in accordance with EC Section 8482.3(g)(1). LEAs are encouraged to work collaboratively with partners and staff to develop and review the program plan. The LEA is responsible for the plan and the oversight of any community partners or subcontractors. The LEA should include any partners in the development and review of the plan. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the Quality Standards for Expanded Learning in California (Quality Standards) and introduced requirements for Continuous Quality Improvement (CQI) to help programs engage in reflection and be

intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard below. The LEA may customize and include additional prompts, such as describing SEL activities, or refining the plan. In addition to the narrative response, it may be useful to include tables, charts, or other visual representations that contribute to the understanding of the ELO-P. LEAs are encouraged to download and reference the Quality Standards in order to provide ongoing improvements to the program. The Quality Standards can be found on the California Department of Education's (CDE) Quality Standards and CQI web page, located at <https://www.cde.ca.gov/ls/ex/qualstandcqi.asp>.

1—Safe and Supportive Environment

Describe how the program will provide opportunities for students to experience a safe and supportive environment. Include if the program will be offered on the schoolsite or off campus. If not on site, describe where in the community it will be and how students will be supported to get there.

Our ELOP Program will provide opportunities for students to experience a safe and supportive environment on our school sites. For summer school, the program will be located at Jack London Elementary School. For enrichment activities during the 2022-2023 school year, the program will be housed at each of our 3 elementary school sites providing activities for students at each site.

2—Active and Engaged Learning

Describe how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day.

The program will provide opportunities for students to experience active and engaged learning that supports and supplements the instructional day. For summer school, the program will provide opportunities to be active and engaged through movement activities, games, book clubs groups and math games. In addition, our partner, YMCA, will provide multiple opportunities for students to be active and engaged throughout the summer school program.

For enrichment activities during the 2022-2023 school year, the program will rotate three different activities for a period of time. Each of these activities are based on input from our educational partners and student surveys. Some examples include sports, arts and crafts, gardening, Makers, Zumba, etc.. We are partnering with the YMCA as well as possible other organizations to provide these offerings.

3—Skill Building

Describe how the program will provide opportunities for students to experience skill building.

The program will provide opportunities for students to experience skill building. For summer school, the program will provide opportunities to experience skill building through book clubs groups, interactive computer programs, and math games. In addition, our partner, YMCA, will provide multiple opportunities for students to work on skill building throughout the summer school program.

For enrichment activities during the 2022-2023 school year, the program will not only offer three different activities for a period of time, the program will also offer a tutoring component. This tutoring will be linked specifically with each student's STAR Reading or Math scores to provide targeted support for student skill building in reading and math.

4—Youth Voice and Leadership

Describe how the program will provide opportunities for students to engage in youth voice and leadership.

The program will provide opportunities for students to engage in youth voice and leadership. For summer school, the program will provide opportunities for students to engage in youth voice and leadership by working with other grade

levels to create a community within the summer school program. In addition, our partner, YMCA, will provide multiple opportunities for students to engage in youth voice and leadership throughout the summer school program.

For enrichment activities during the 2022-2023 school year, the program will provide opportunities for students to engage in youth voice and leadership. Students were offered a survey to provide input on which type of activities they would like to have as before school and after school options. In addition, students will be in activities that are multi-grade levels so they will have opportunities to work with other grade levels to create a community during the enrichment activities.

5—Healthy Choices and Behaviors

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. Describe how students will be served nutritious meals and/or snacks during the ELO-P hours of programing.

The program will provide opportunities for students to engage in healthy choices and behaviors. For summer school, the program will provide opportunities for students to engage in healthy choices and behaviors by incorporating movement, community circles as well as other physical activities. In addition, our partner, YMCA, will provide multiple opportunities for students to engage in healthy choices and behaviors..

For enrichment activities during the 2022-2023 school year, the program will provide opportunities for students to engage in healthy choices and behaviors. Students will be offered three different activities for a period of time. Each of these activities include some aspect of healthy choices and behaviors such as sports, arts and crafts, gardening, Makers, Zumba, etc..

We are working with our partner, YMCA and the local Food Bank, to provide students with nutritious meals and/or snacks during the ELO-P hours of programing.

6—Diversity, Access, and Equity

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities.

The program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. For summer school, the program is offered to all of our unduplicated students. In addition, our curriculum is culturally diverse and we provide a social-emotional component to our summer school program through community circles and community building activities.

For enrichment activities during the 2022-2023 school year, the program is offered to all of our unduplicated students. In addition, our program provides an array of exposure to different types of activities for students to experience. Each of these offerings all focus on working together, learning together and creating community. Some examples of the activities offered are sports, arts and crafts, gardening, Makers, Zumba, etc..

The ELO-P will provide access and opportunities for students with disabilities to participate in both summer school and enrichment activities.

7—Quality Staff

Describe how the program will provide opportunities for students to engage with quality staff.

Both our summer school and enrichment activities programs will provide opportunities for students to engage with quality staff. Piner-Olivet Union School District will staff the teachers, admin and office support for summer school. The YMCA will hire quality staff to support the summer school program. In addition, the YMCA will hire quality staff to implement the enrichment program for the 2022-2023 school year. Other organizations may be hired as well depending on quality staff and quality of program offerings.

8—Clear Vision, Mission, and Purpose

Describe the program’s clear vision, mission, and purpose.

The program’s vision and mission are the same as our district’s vision and mission. The vision is “Inspiring joyful and innovative learning in an ever-changing world ” and the mission is “As a community, we engage in authentic, dynamic, and relevant learning that develops each student’s academic, emotional and social growth.” The purpose of the program is to expand learning before school, after school and during the summer which focuses on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. We are hoping to provide multiple opportunities to our students so they can engage in different activities throughout the school year to explore their interests and increase learning experiences.

9—Collaborative Partnerships

Describe the program’s collaborative partnerships. Local educational agencies are encouraged to collaborate with non-LEA entities to administer and implement ELO-P programs.

The program’s collaborative partnerships were brainstormed with our educational partners. To determine different possible partnerships and activities, the program lead met with all Instructional Leadership Teams, Parent Teacher Organizations, School Site Councils and the District English Language Advisory Committee. Throughout the meetings different ideas of organizations to partner with were discussed. One main partnership is with the YMCA who is already familiar with our school sites and district. The program is working with the YMCA during summer school and to help provide enrichment activities during the 2022-2023 school year.

10—Continuous Quality Improvement

Describe the program’s Continuous Quality Improvement plan.

The program’s Continuous Quality Improvement Plan will be based on several different factors. First, there will be check-in meetings with each of our partnering organizations. In addition, there will be possible surveys for students and parents to gain insight into how the program is implemented. Also, there will be input from different educational partners to determine what is working, what needs to be supported in order to continue to provide the best program possible for our students.

11—Program Management

Describe the plan for program management.

The plan for program management is to have a lead for the program who will conduct different checks and balances for the program throughout the program. For example, the program lead will have check-in meetings with each of our partnering organizations. During these check in meetings, logistics of the program will be discussed and next

steps will be determined. In addition, there will be possible surveys for students and parents to gain insight into how the program is implemented. Also, there will be input from different educational partners to determine what is working, what needs to be supported in order to continue to provide the best program possible for our students. The program lead will synthesize the data to determine next steps for the program.

General Questions

Existing After School Education and Safety (ASES) and 21st Community Learning Centers (21st CCLC) Elementary and Middle School grantees.

ASES, 21st CCLC Elementary/Middle School, and the ELO-P should be considered a single, comprehensive program. In coordinating all these funding streams to move towards a single program, the expectation is that the most stringent requirements will be adopted for program guidance. If one or both grants are held, please describe how the ELO-P funding will be used to create one comprehensive and universal Expanded Learning Program.

N/A

Transitional Kindergarten and Kindergarten

Programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1. (EC Section 46120[b][2][D]). Please address the proposed schedule and plan for recruiting and preparing staff to work in the program, including supporting them to understand how to work with younger children. How will the lower pupil-to-staff ratio be maintained? How will the curriculum and program be developmentally-informed to address this younger age group?

Each month, Y on Wheels will have a designated TK/K program offering that will have a lower pupil to staff ratio and be developmentally appropriate for the younger age group. We are working with the YMCA for the staffing of the program and to ensure that the curriculum and program will be developmentally-informed to address this younger age group.

Sample Program Schedule

Please submit a sample program schedule that describes how the ELO-P or other fund sources, including the California State Preschool Program for children enrolled in transitional kindergarten or kindergarten, will be combined with the instructional day to create a minimum of nine hours per day of programming (instructional day plus ELO-P or other supports). Also, submit a sample schedule for a minimum nine-hour summer or intersession day.

Sample Program for 9 hours per day of programming:

7:30-8:20 YMCA Before School Program (Breakfast and Books, Mindfulness)
8:20-1:45 School Day
1:45-4:30 YMCA After School Program

Sample for Y on Wheels After School Program:

6 weeks of programming:
Jack London: M- Basketball, T-Crafts, Th-Gardening
Schaefer: M-Gardening, T-Basketball, Th-Crafts
Olivet: M-Crafts, T-Gardening, Th- Basketball

6 weeks of programming: After School Tutoring
Jack London, Schaefer and Olivet: T/Th: 1 on 1 online tutoring

Sample schedule for 9 hour summer day:
Summer School: June 3rd-July 15th, 2022

Student Day- 7:30-6:00

7:30-8:30-YMCA provides before school activities

8:30-11:30-Summer School with focus on Social Emotional Learning, Math and ELA

11:30-6:00- YMCA provides after school enrichment activities

Below are additional legal requirements for the ELO-P. Please ensure your Program Plan meets all of these legal requirements:

EC Section 46120(b)(2):

[LEAs] operating expanded learning opportunities programs may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on the following;

(2) [LEAs] operating expanded learning opportunity programs pursuant to this section may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple schoolsites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on all of the following:

(A) The department's guidance.

(B) Section 8482.6.

(C) Paragraphs (1) to (9), inclusive, and paragraph (12) of subdivision (c) of Section 8483.3.

(D) Section 8483.4, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 46120(b)(1)(A):

On schooldays, as described in Section 46100 and Sections 46110 to 46119, inclusive, and days on which school is taught for the purpose of meeting the 175-instructional-day offering as described in Section 11960 of Title 5 of the California Code of Regulations, in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, are no less than nine hours of combined instructional time and expanded learning opportunities per instructional day.

EC Section 46120(b)(1)(B):

For at least 30 nonschooldays, during intersessional periods, no less than nine hours of in-person expanded learning opportunities per day.

EC Section 46120(b)(3):

[LEAs] shall prioritize services provided pursuant to this section at schoolsites in the lowest income communities, as determined by prior year percentages of pupils eligible for free and reduced-price meals, while maximizing the number of schools and neighborhoods with expanded learning opportunities programs across their attendance area.

EC Section 46120(b)(4):

[LEAs] may serve all pupils, including elementary, middle, and secondary school pupils, in expanded learning opportunity programs provided pursuant to this section.

EC Section 46120(b)(6):

[LEAs] are encouraged to collaborate with community-based organizations and childcare providers, especially those participating in state or federally subsidized childcare programs, to maximize the number of expanded learning opportunities programs offered across their attendance areas.

EC Section 46120(c):

A [LEA] shall be subject to the audit conducted pursuant to Section 41020 to determine compliance with subdivision (b).

EC Section 8482.3(d):

[LEAs] shall agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2.

[LEAs] shall agree that meals made available through a program shall conform to the nutrition standards of the United States Department of Agriculture’s at-risk afterschool meal component of the Child and Adult Care Food Program (42 United States Code [U.S.C.] Section 1766).

EC Section 8482.6:

Every pupil attending a school operating a program . . . is eligible to participate in the program, subject to program capacity. A program established . . . may charge family fees. Programs that charge family fees shall waive the cost of these fees for pupils who are eligible for free or reduced-price meals, for a child that is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a), or for a child who the program knows is in foster care. A program that charges family fees shall schedule fees on a sliding scale that considers family income and ability to pay.

EC sections 8483.4 and 46120(b)(2)(D):

The administrator of every program established pursuant to this article shall establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district. Selection of the program site supervisors shall be subject to the approval of the school site principal. The administrator shall also ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

EC Section 8482.3(c)(1)(A–B):

Each component of a program established pursuant to this article shall consist of the following two elements:

(A) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.

(B) An educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities.

PINER-OLIVET UNION SCHOOL DISTRICT
3450 COFFEY LANE
SANTA ROSA, CA 95403
REGULAR MEETING – GOVERNING BOARD MINUTES
April 13, 2022

1. CALL TO ORDER

The regular meeting of the Governing Board of the Piner-Olivet Union School District was called to order at 5:05 p.m., Wednesday, April 13, 2022 conducted remotely as a Zoom meeting ID 84765786968. President, Mardi Hinton, presided.

2. ROLL CALL

Governing Board

Mardi Hinton, President PRESENT
Cindy Pryor, Vice-President PRESENT
Janae Franicevic, Clerk PRESENT
Tony Roehrick, Ed.D, Member PRESENT
Toni Smith, Member PRESENT

Staff

Dr. Steve Charbonneau, Superintendent and
Secretary to the Board
Dr. Kay Vang, Chief Business Official (CBO)
Cathy Manno, Executive Secretary

3. PUBLIC COMMENT ON CLOSED SESSION AGENDA

The following individual addressed the Board during the time for public comment on the closed session agenda: Mr. Potter

4. ADJOURNMENT TO CLOSED SESSION

The meeting adjourned to closed session at 5:19 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: COVID-19 Liaison, HR/Personnel Tech, Temp. Custodian, Director of Innovative Learning, Principal, Reg. Ed. Teacher

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

6. RECONVENE TO PUBLIC MEETING

The meeting reconvened to Open Session at 6:33 p.m.

7. REPORT OF CLOSED SESSION ACTION, IF ANY

Ms. Hinton commented that during Closed Session direction was given to the negotiating team.

8. FLAG SALUTE (Suspended during virtual meetings)

9. AGENDA MODIFICATIONS

There were none.

10. COMMUNICATIONS, PETITIONS AND DELEGATIONS

Ms. Hinton opened up communications, petitions and delegations. The following individuals addressed the Board during the time for public comment: Ms. McDonough, Ms. Gallagher, and Mr. Bushon.

11. COMMENTS FROM THE GOVERNING BOARD

There were none.

12. RECOGNITION OF EXCELLENCE

There were none.

13. SUPERINTENDENT’S REPORT

13.1 Announcements

Dr. Charbonneau thanked the staff for all of their hard work this school year.

14. ASSOCIATION REPORTS

14.1 POEA

Ms. McDonough updated the Board on the Association activities.

14.2 POCA

Ms. Wofford updated the Board on the Association activities.

15. BOARD POLICIES

There were none.

16. DISCUSSION/INFORMATION ITEMS

16.1 Summer School

Dr. Charbonneau gave an update on summer school 2022.

There were no public comments.

16.2 POUSD Initiatives and Achievements Presentation

Dr. Charbonneau gave a presentation on POUUSD Initiatives and Achievements. There were no public comments.

16.3 Staffing Standards

There was a discussion about Staffing Standards. Ms. Hinton and Dr. Roehrick volunteered to work on the Staffing Standards and bring them back to a future board meeting. The following individuals addressed the Board during the time for public comment: Mr. Potter, Ms. Henry, and Ms. McCorkell.

16.4 Governing Board Priorities for the Budget

Ms. Hinton commented on the Governing Board priorities for the budget. There was no discussion on this item. There were no public comments.

17. ACTION ITEMS

17.1 Approval of Resolution No. 563 Authorizing Filing of Application (s) for Preschool, Transitional Kindergarten and Full-Day Kindergarten Facility Grant Program

Ms. Gibb, representative from Kings Consulting gave highlights of the facility grant program. Ms. Pryor moved to approve Resolution # 563 authorizing filing of application for Preschool, Transitional Kindergarten and Full-Day Kindergarten Facility Grant Program, seconded by Ms. Smith, all aye.

The following individual addressed the Board during the time for public comment: Mr. Bushon

Roll call vote: Ms. Franicevic- aye, Ms. Hinton- aye, Ms. Pryor- aye, Dr. Roehrick- aye, Ms. Smith- aye

17.2 Approval of Developer Fee Justification Study

Ms. Gibb, representative from Kings Consulting gave highlights of the Developer Fee Justification Study. Ms. Smith moved to approve the Developer Fee Justification Study, seconded by Ms. Franicevic, all aye.

The following individual addressed the Board during the time for public comment: Ms. Henry

Roll call vote: Ms. Franicevic- aye, Ms. Hinton- aye, Ms. Pryor- aye, Dr. Roehrick- aye, Ms. Smith- aye

17.3 Consideration to Rescind the Reduction of 1.0(F.T.E.) Middle School Level (7-8) Teaching Service and 1.0 (F.T.E.)Elementary School Level Teaching Service

Ms. Franicevic moved to rescind the Reduction of 1.0 (F.T.E.) Middle School Level (7-8) Teaching Service and 1.0 (F.T.E.) Elementary School Level Teaching Services, seconded by Dr. Roehrick, all aye.

There were no public comments.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton – aye, Ms. Pryor- aye, Dr. Roehrick – aye, Ms. Smith – aye

17.4 Acceptance of the 2020-2021 Measure L General Obligation Bond Building Fund Financial Audit Report

The 2020-2021 Measure L General Obligation Bond Building Fund Financial Audit Report was accepted on the motion of Ms. Pryor, seconded by Ms. Smith, all aye.

There were no public comments.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton – aye, Ms. Pryor- aye, Dr. Roehrick – aye, Ms. Smith – aye

17.5 Approval of the A-G Completion Improvement Grant Program for Northwest Prep Charter School

The A-G Completion Improvement Grant Program for Northwest Prep Charter School was approved on the motion of Dr. Roderick, seconded by Ms. Pryor, all aye.

There were no public comments.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton – aye, Ms. Pryor- aye, Dr. Roehrick – aye, Ms. Smith – aye

17.6 Approval of the Northwest Prep Charter School 2022-2023 Calendar

The Northwest Prep Charter School 2022-2023 calendar was approved as presented on the motion of Dr. Roehrick, seconded by Ms. Smith, all aye.

There were no public comments.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton – aye, Ms. Pryor- aye, Dr. Roehrick – aye, Ms. Smith – aye

17.7 Approval of the Piner-Olivet Charter School 2022-2023 Calendar

The Piner-Olivet Charter School 2022-2023 calendar was approved as presented on the motion of Ms. Smith, seconded by Ms. Franicevic, all aye. There were no public comments.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton – aye, Ms. Pryor- aye, Dr. Roehrick – aye, Ms. Smith – aye

17.8 Approval of the Governance Handbook

The Governance Handbook was approved on the motion of Ms. Franicevic, seconded by Ms. Smith, all aye.

There were no comments from the public.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton – aye, Ms. Pryor- aye, Dr. Roehrick – aye, Ms. Smith – aye

17.9 Approval of the #10 Communications, Petitions and Delegations

The following narrative of the #10 Communications, Petitions and Delegations: Any person wishing to be heard by the Board shall first be recognized by the president. Members of the public may have up to three minutes per speaker and up to 15 minutes per item, when more than one individual is addressing the same topic. The Board will not comment on items unless they are agendaized, however the board reserves the right to clarify or correct any misinformation stated. Each individual speaker may only address the board one (1) time per un-agendaized or agendaized item. The Board may remove disruptive individuals and/or order the room cleared for persistent disruption or statements that threaten the safety of any person(s) at the meeting. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. Anyone desiring an item to be placed on the prepared agenda shall notify the Secretary ten (10) working days prior to the meeting was approved on the motion of Ms. Pryor, seconded by Ms. Franicevic.

The following individuals addressed the Board during the time for public comment: Ms. Wehrer, Ms. Henry, and Mr. Bushon

Roll call vote: Ms. Franicevic- aye, Ms. Hinton – nay, Ms. Pryor- aye, Dr. Roehrick – aye, Ms. Smith – aye (4-0)

17.10 Approval to Continue with AB 361 Virtual Meetings

Ms. Franicevic motion to discontinue with AB 361 Virtual meeting and resume to in person Board meeting starting on June 8th, seconded by Ms. Pryor.

The following individuals addressed the Board during the time for public comment: Ms. Sanchez, Mr. Bushon, Ms. McDonough, Ms. Henry, Ms. Wofford, and Ms. Voight

Dr. Roehrick motion to extend the meeting to 9:15pm., seconded by Ms. Franicevic

Roll call vote: Ms. Franicevic- aye, Ms. Hinton – aye, Ms. Pryor- aye, Dr. Roehrick – aye, Ms. Smith – aye

18. CONSENT ITEMS

The following consent items were approved on the motion of Ms. Franicevic, seconded by Ms. Smith, all aye.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton- aye, Ms. Pryor- aye, Dr. Roehrick- aye, Ms. Smith- aye

18.1 The minutes of regular Board Meeting of March 9, 2022,

18.2 The Personnel Action Report,

18.3 The vendor warrants,

18.4 The routine budget updates,

18.5 The Williams Settlement Quarterly Uniform Complaint Report Summary. Reporting period from January 1, 2022 through March 31, 2022

18.6 The lease agreement between Sonoma County Family YMCA and Piner-Olivet School District, and

18.7 The continue with AB 361 Virtual meetings, the public agency must reconsider the circumstances of the emergency every 30 days and determine that either the state of emergency continues to directly impact the ability of the members to meet safely in person; or, state or local officials continue to impose or recommend measures to promote social distancing. These findings must be made by majority vote. Gov. Code 54953 (e) (3).

19. ROUND TABLE COMMENTS FROM THE GOVERNING BOARD

Ms. Hinton commented that this is her last term of office.

20. FUTURE AGENDA ITEMS

20.1 The next regular board meeting – May 11, 2022

21. PUBLIC COMMENT ON CLOSED SESSION AGENDA

There was no Closed Session.

22. RECESS TO CLOSED SESSION

There was no Closed Session.

23. RECONVENE TO PUBLIC MEETING

There was no Closed Session.

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

There was no Closed Session.

25. ADJOURNMENT

The meeting adjourned at 9:08 p.m.

Respectfully submitted,

Dr. Steve Charbonneau
Secretary to the Board

APPROVED:

Janae Franicevic, Clerk of the Board

Piner-Olivet Union School District					PERSONNEL ACTION REPORT			
TO: Board of Trustees					Meeting of: May 11, 2022			
Name	Assignment	Salary	Funding Source	Effective	Type of Appointment	Information Assignment	Recommendation	Cost of Budget
Miller, Holly	Teacher	Step 23	General ED	6/2/2022	Retire	Olivet	Acknowledge	
Berry, Deborah	Teacher	Step 28	General ED	6/2/2022	Retire	POCS	Acknowledge	
Garlock, Lynn	Teacher	Step 25	General ED	6/2/2022	Retire	SCH	Acknowledge	
Hart, William	Teacher	Step 26	General ED	6/2/2022	Retire	SCH	Acknowledge	
Lecave, Donna	Teacher	Step 23	General ED	6/2/2022	Retire	Jack London	Acknowledge	
Beck, Terry	Teacher	Step 11	General ED	6/3/2022	Resigned	SCH	Acknowledge	
Harris, Kathy	Principal	Step 12	General ED	6/30/2022	Retire	SCH	Acknowledge	
Valenzuela, George	Principal	Step 10	General ED	7/14/2022	New Hire	SCH	Acknowledge	

VENDOR WARRANTS

Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1888507	04/01/2022	Dossat, Alyssa	09-4313	Stale Ch# 1848057- reissue for Red Folder 21/22		240.00
1888508	04/01/2022	Zepeda, Jessica M	01-5202	Prof. Devel/Virtual Summit		275.00
1888509	04/01/2022	Keobounleuang, Phetsamone	01-3402	Health reimb-Ortho	500.00	
			01-5950	Postage	8.95	508.95
1888510	04/01/2022	Aaction Rents	09-4380	Electric hammer/chisel-NWP	78.00	
				rotary hammer drill-NWP	65.79	143.79
1888511	04/01/2022	Anova Center of Education	01-5810	SPED/ NPS 2021/2022 - LJ	4,585.68	
				SPED/ NPS 2021/2022 - LS	2,292.84	
				SPED/ NPS 2021/2022 - SG	4,585.68	
				SPED/ NPS 2021/2022 - TS	4,667.64	16,131.84
1888512	04/01/2022	AT&T Mobility	01-5900	Mobile phone for maint super.		92.90
1888513	04/01/2022	AT&T	01-5900	Calnet3 Billing / AT&T		153.70
1888514	04/01/2022	California's Valued Trust	01-9574	Dental Coverage March 2022	9,384.01	
			01-9575	Vision Coverage March 2022	2,507.82	11,891.83
1888515	04/01/2022	CybrSchool LLC	09-4340	Cyberschool License		900.00
1888516	04/01/2022	Fagen Friedman & Fulfroost LLP	01-5823	teacher supply-Olivet		7,922.50
1888517	04/01/2022	Heinemann Publishing	01-5202	Prof. Development virtual event	533.34	
			04-4310	Fountas book clubs	7,384.32	
			04-5202	Prof. Development virtual event	533.33	
			05-5202	Prof. Development virtual event	533.33	8,984.32
1888518	04/01/2022	Hitmen Termite & Pest Control	01-5630	Rodent/Ants/Spider control-JL		214.00
1888519	04/01/2022	Interstate Batteries	01-4380	toilet battery for all sites	144.54	
			07-5630	toilet battery for all sites	48.18	
			09-5630	toilet battery for all sites	48.18	240.90
1888520	04/01/2022	Kenwood Lumber & Hardware	09-4380	concrete ready mix 60lb		9.83
1888521	04/01/2022	Office Depot	01-4310	Teacher supply-JL	80.89	
			04-4310	teacher supply-Olivet	132.54	
			04-4350	office supply-Olivet	38.08	
			07-4311	Bookcase-POCS	156.23	
				Office supply-POCS	71.94	479.68
1888522	04/01/2022	PACE Supply Corp.	01-4380	maint supply-JL		22.42
1888523	04/01/2022	Pacific Gas & Electric	01-5510	Acct # 0532988800-1	115.57	
				Olivet/NWP/VC/DO/SCH		
			01-5520	Acct # 0532988800-1	363.50	
				Olivet/NWP/VC/DO/SCH		
			04-5510	Acct # 0532988800-1	721.02	
				Olivet/NWP/VC/DO/SCH		

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 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1888523	04/01/2022	Pacific Gas & Electric	04-5520	Acct # 0532988800-1 Olivet/NWP/VC/DO/SCH	2,635.94	
			05-5510	Acct # 0532988800-1 Olivet/NWP/VC/DO/SCH	1,756.28	
			05-5520	Acct # 0532988800-1 Olivet/NWP/VC/DO/SCH	1,049.93	
			09-5510	Acct # 0532988800-1 Olivet/NWP/VC/DO/SCH	62.23	
			09-5520	Acct # 0532988800-1 Olivet/NWP/VC/DO/SCH	25.38	6,729.85
1888524	04/01/2022	Jan Radke	07-5830	Counseling service 2022		2,362.50
1888525	04/01/2022	Roberts Mechanical & Elect Inc	01-4380	Rm 15-thermostat repair-Schaefer	635.92	
				Rm 26-Defrost board and sensor repair-Schaefer	169.01	
				Rm 3-thermostat repair-Olivet	23.01	
			01-5630	Rm 10- thermostat repair-Schaefer	170.00	
				Rm 14-Replace motor and blower wheel-Schaefer	2,422.41	
				Rm 15-thermostat repair-Schaefer	918.50	
				Rm 26-Defrost board and sensor repair-Schaefer	668.00	
				Rm 3-thermostat repair-Olivet	334.00	5,340.85
1888526	04/01/2022	Sonoma Co Office Of Education	01-5828	Blow to the head form and envelopes		229.43
1888527	04/01/2022	T-Mobile USA Inc.	01-4310	Mobile Hotspot		100.00
1888528	04/01/2022	The Standard Insurance Co.	01-9576	Coverage for Feb 2022	174.00	
				Coverage for March 2022	163.49	337.49
1889383	04/06/2022	RESIG	04-2200	overpymt of temp disability 12/16/21-12/24/21		950.93
1889384	04/06/2022	Martin, Tawnya E	05-4313	Stale Chk Red Folder 21/22 re-issue		400.00
1889385	04/06/2022	All City Management Servcs Inc	01-5880	Crossguard 2021-2022	769.86	
			05-5880	Crossguard 2021-2022	769.86	
			07-5880	Crossguard 2021-2022	769.86	
			09-5880	Crossguard 2021-2022	769.86	3,079.44
1889386	04/06/2022	Amazon Capital Services, Inc.	01-4310	nurse supply-JL	289.46	
				recess supplies-JL	2,172.15	
			07-4310	light bulb-POCS	50.28	
				Nurse Supplies-POCS	297.91	2,809.80
1889387	04/06/2022	Art & Soul Music Studios	09-5830	Music lessons Mar 2022		800.00

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ESCAPE ONLINE

Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1889388	04/06/2022	City Of Santa Rosa	01-5530	City Water Acct# 023537 2021 - 2022 NWP/VC	589.25	
			09-5530	City Water Acct# 023537 2021 - 2022 NWP/VC	317.29	906.54
1889389	04/06/2022	Clover Stornetta Farms Inc	13-4700	District wide milk 2021-2022		1,072.00
1889390	04/06/2022	Fishman Supply	01-4370	Gloves sch nurse-JL	131.10	
				microfiber towels-JL	33.56	164.66
1889391	04/06/2022	J.M. King Consulting, Inc. dba King Consulting	25-5830	2021 Consulting Services		740.00
1889392	04/06/2022	KYA Services LLC	21-5830	JL Bond/Landscape		31,462.16
1889393	04/06/2022	Momentum in Teaching, LLC	07-5202	Pro Development		3,170.00
1889394	04/06/2022	Office Depot	07-4340	Meyer printer and hard drive	82.99	
				Printer brother-POCS	238.69	321.68
1889395	04/06/2022	Recology Sonoma Marin	01-5560	Waste bin-NWP/VC	296.96	
			09-5560	Waste bin-NWP/VC	159.90	456.86
1889396	04/06/2022	Recology Sonoma Marin	01-5560	Waste bin-JL/POCS	486.65	
			07-5560	Waste bin-JL/POCS	324.44	811.09
1889397	04/06/2022	Recology Sonoma Marin	04-5560	Waste bin-Olivet		458.97
1889398	04/06/2022	Recology Sonoma Marin	01-5560	Waste bin-SCH/DO	45.90	
			05-5560	Waste bin-SCH/DO	413.07	458.97
1889399	04/06/2022	Sonoma Media Investments	01-5825	Public Hearing 4/13 Press Demo		199.00
1889400	04/06/2022	Van Pelt Construction Services	21-5830	various project sitewide Mar 2022		16,791.00
1890139	04/08/2022	Nancy Morton	01-9213	Payroll Check NM		1,569.06
1890140	04/08/2022	Aaction Rents	01-4380	Machine rental-JL/POCS	328.00	
			07-4380	Machine rental-JL/POCS	218.67	546.67
1890141	04/08/2022	Amazon Capital Services, Inc.	07-4350	Office Supplies		97.86
1890142	04/08/2022	Clover Stornetta Farms Inc	13-4700	Milk site wide- 2021-2022		448.00
1890143	04/08/2022	Fishman Supply	05-4370	Noble Speed Scrub 15/Schaefer		5,272.59
1890144	04/08/2022	Friedman's Home Improvement	01-4380	bit set-DO	21.66	
				Pliers long nose/Chain-Schaefer-DO	102.50	
			09-4380	maintence supply/parts-NWP	43.72	167.88
1890145	04/08/2022	H & M Landscaping Inc	01-4380	Play fiber-Olivet		151.90
1890146	04/08/2022	Horizon	01-4380	Irrigation supplies-Olivet		434.26
1890147	04/08/2022	JD's Appliance Repair LLC	01-4380	Staff rm refrigrepair/compressor replace-Olivet	530.15	
			01-5630	Staff rm refrigrepair/compressor replace-Olivet	350.00	880.15
1890148	04/08/2022	Kenwood Lumber & Hardware	01-4380	Leaf Rake-Olivet		21.84
1890149	04/08/2022	KYOCERA Document Solutions Northern California, Inc	01-5632	printer maint-JL/POCS	68.75	

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ESCAPE ONLINE

Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1890149	04/08/2022	KYOCERA Document Solutions Northern California, Inc	07-5632	printer maint-JL/POCS	45.84	114.59
1890150	04/08/2022	Mead Clark	01-4380	Quick Seal/Gorilla glue-Olivet-DO		18.76
1890151	04/08/2022	PACE Supply Corp.	01-4380	Urinal Hanger, 2 wax John-Olivet	16.41	
				Urinal Hanger-Olivet	11.39	27.80
1890152	04/08/2022	Positive Behavior Supports Cancelled on 04/25/2022	Cancelled	Class Assist. SEL for Students with IEP's		4,555.00 *
1890153	04/08/2022	Project Wayfinder Inc	07-4340	Books for all teachers		689.08
1890154	04/08/2022	San Diego County Superintendent of Schools	01-5202	Equity Conference-Olga Venegas	400.00	
				Equity Conference-Tina Rasori	400.00	
			04-5202	Equity Conference-Anna Moore	400.00	1,200.00
1890155	04/08/2022	Santa Rosa Fire Equipment Inc	01-4380	Fire Alarm Repair/Service 2021/2022-NWP	156.00	
			01-5630	Fire Alarm Repair/Service 2021/2022-NWP	2,800.00	
			09-5800	Fire alarm repair/service 2021-2022 NWP	2,000.00	4,956.00
1890860	04/13/2022	Amazon Capital Services, Inc.	07-4310	Games for Strategic gaming course-Teachers-POCS		215.93
1890861	04/13/2022	CDW Government Inc	09-4310	Chromebooks-NWP		4,714.38
1890862	04/13/2022	Clover Stornetta Farms Inc	13-4700	Milk site wide 2021/2022		214.50
1890863	04/13/2022	Greenacre Homes Inc	01-5810	SPED/ NPS 2021/2022 - JG		4,811.32
1890864	04/13/2022	Kenwood Lumber & Hardware	09-4380	maint supply-NWP		6.41
1890865	04/13/2022	Office Depot	04-4310	Toner, Cannon, Cart-Olivet	66.39	
			07-4310	Basketball/Teacher supply-POCS	10.19	
			07-4311	Bookcase-POCS	156.23	232.81
1890866	04/13/2022	Pacific Gas & Electric	07-5510	Acct# 8775983334-3 POCS	743.56	
			07-5520	Acct# 8775983334-3 POCS	8.24	751.80
1890867	04/13/2022	Santa Rosa City Schools Business Services	13-4700	March Meals 2022		34,965.00
1890868	04/13/2022	School Specialty Inc	07-4310	Credits science curriculum fossil kits-POCS	4,236.23-	
				Science curriculum fossil kits-POCS	6,015.91	1,779.68
1890869	04/13/2022	Specialized Ed. of Calif.Inc. dba Sierra School of So County	01-5810	SPED/ NPS 2021/2022 - MC		3,807.30
1890870	04/13/2022	Soliant Health, LLC	01-5830	1:1 LPN-BH		1,784.25
1890871	04/13/2022	Weeks Drilling & Pump Co Inc	01-4380	Well service March 2021-2022 NWP	350.00	
			01-5630	Well service March 2021-2022 Olivet	350.00	700.00
1890872	04/13/2022	West County Transportation	01-5830	3rd QTR SE Transportation Costs		37,149.00
1891588	04/15/2022	Wiggins, Kristy J	01-5201	Emp. milieage reimb. March 2022		99.80
1891589	04/15/2022	AAA NCNU CAR CARE PLUS, INC	01-4380	Truck repair and tires	435.46	
			01-5630	Truck repair and tires	110.00	545.46
1891590	04/15/2022	Alpha Analytical Labs, Inc.	01-5830	Well water testing-Olivet		119.00

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.

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Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1891591	04/15/2022	Clover Stornetta Farms Inc	13-4700	Milk site wide-2021-2022		231.00
1891592	04/15/2022	H & M Landscaping Inc	01-4380	Play Fiber Jack London		2,021.13
1891593	04/15/2022	Hitmen Termite & Pest Control	01-5630	Rodent & Yellow Jacket Control @ JL/POCS		214.00
1891594	04/15/2022	Horizon	01-4380	Grounds supply-JL/POCS	28.39	
			07-5630	Grounds supply-JL/POCS	18.92	47.31
1891595	04/15/2022	Kelly Moore Paint Co	01-4380	Paint for maint supply-JL/POCS	65.39	
			07-4380	Paint for maint supply-JL/POCS	43.60	108.99
1891596	04/15/2022	KYOCERA Document Solutions Northern California, Inc	05-5632	Riso maint-Schaefer		14.87
1891597	04/15/2022	Office Depot	04-4310	School Supply-Olivet	161.46	
			05-4310	Foil stickers stars-Schaefer	3.81	
			05-4350	office supply-Schaefer	55.23	
				Ring speakers-Schaefer	65.54	
				Water cups-Schaefer	64.11	
			07-4310	ready to use paint-POCS	81.68	
			07-4311	Tape-POCS	74.83	506.66
1891598	04/15/2022	Plumfield Academy	01-5810	SpED NPS-KP		1,793.88
1891599	04/15/2022	Sonoma Co Office Of Education	01-5828	Behavior forms/study forms/envelopes-POCS		365.99
1892167	04/20/2022	All City Management Servcs Inc	01-5880	crossing guard 2021-2022	427.70	
			05-5880	crossing guard 2021-2022	427.70	
			07-5880	crossing guard 2021-2022	427.70	
			09-5880	crossing guard 2021-2022	427.70	1,710.80
1892168	04/20/2022	Amazon Capital Services, Inc.	01-4310	Professional Development books for teachers RECESS SUPPLIES	190.00 1,817.55	
			01-4390	Flag for Olga	55.03	
				Staff lanyard	42.57	
			07-4310	ELD Curriculum	210.44	
			07-4311	Professional Dev. Materials and Yearbook Supplies	135.90	
			07-4390	Professional Dev. Materials and Yearbook Supplies	50.73	2,502.22
1892169	04/20/2022	AT&T	01-5900	Calnet3 Billing / AT&T		1,249.49
1892170	04/20/2022	Amicita Partners, Inc. dba Batteries Plus #620	01-4380	Battery for sink sensor-Sch		28.73
1892171	04/20/2022	City Of Santa Rosa	05-5530	City Water Acct# 026852 2021 - 2022 SCH		755.27
1892172	04/20/2022	Clover Stornetta Farms Inc	13-4700	District Wide Milk - 2021-22		412.50
1892173	04/20/2022	Friedman's Home Improvement	09-4380	maint supply-NWP		22.05

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ESCAPE ONLINE

Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1892174	04/20/2022	Garibaldi Press LLC	09-4350	Wasc Materials		57.39
1892175	04/20/2022	KYOCERA Document Solutions Northern California, Inc	09-5632	maint for printer-NWP		394.79
1892176	04/20/2022	Mead Clark	01-4380	Paint supply-Schaefer		76.54
1892177	04/20/2022	Office Depot	01-4310	Film sheet Imnt-JL	112.41	
				Paper Craft-JL	61.64	174.05
1892178	04/20/2022	Soliant Health, LLC	01-5830	1:1 LVN BH		1,403.00
1892922	04/22/2022	Alpha Analytical Labs, Inc.	01-5830	Well Water Testing - NWP 2021 - 2022	109.85	
			09-5830	Well Water Testing - NWP 2021 - 2022	59.15	169.00
1892923	04/22/2022	Amazon Capital Services, Inc.	01-4350	Whiteboard for Phet	105.32	
			07-4380	Safety Team Radios	95.28	
			09-4350	Grad Certificates	37.58	238.18
1892924	04/22/2022	CDW Government Inc	09-4310	CBs for NWP		608.00
1892925	04/22/2022	Christy White Accountancy Corp	01-5821	2020-21 Measure L Bond Audit		1,500.00
1892926	04/22/2022	City Of Santa Rosa	01-5530	City Water Acct# 023537 2021 - 2022 NWP	294.63	
			09-5530	City Water Acct# 023537 2021 - 2022 NWP	158.64	453.27
1892927	04/22/2022	Clover Stornetta Farms Inc	13-4700	District Wide Milk 2021-2022		165.00
1892928	04/22/2022	California's Valued Trust	01-9574	Dental coverage for Apr. 2022	9,004.80	
			01-9575	Vison coverage for Apr. 2022	2,406.72	11,411.52
1892929	04/22/2022	Office Depot	01-4350	Office Supply-JL	92.14	
			04-4310	Teacher Supply-Olivet	1,306.81	
			05-4310	Teacher Supply-Sch	525.92	1,924.87
1892930	04/22/2022	Piner-Olivet USD	01-5890	Bank Fee POUUSD revolving		104.80
1892931	04/22/2022	PresenceLearning, Inc.	01-5830	SLP Eval. & Assessment		3,126.00
1892932	04/22/2022	Sonoma Co Office Of Education	04-5828	Envelopes-Azura		131.10
1893554	04/27/2022	Amazon Capital Services, Inc.	01-4380	Radios		97.22
1893555	04/27/2022	Anova Center of Education	01-5810	SPED/NPS 2021-2022- LJ	4,585.68	
				SPED/NPS 2021-2022- LS	4,585.68	
				SPED/NPS 2021-2022- SG	4,585.68	13,757.04
1893556	04/27/2022	Bill's Lock & Safe Service	09-4380	Front Office Door repair/NWP	453.39	
			09-5630	Front Office Door repair/NWP	190.00	643.39
1893557	04/27/2022	Fishman Supply	01-4370	Janitorial supply-NWP	570.89	
			04-4370	Janitorial supply-NWP	781.68	
			07-4370	Janitorial supply-NWP	380.59	1,733.16
1893558	04/27/2022	Fulwider Outdoor Power Equip	01-4380	Repair and Serv. for Maint. Dept. All sites		96.21
1893559	04/27/2022	H & M Landscaping Inc	01-4380	Play fiber for JL and POCs		3,092.87
1893560	04/27/2022	Kelly Moore Paint Co	01-4380	Paint supply-JL/POCS	79.73	
			07-4380	Paint supply-JL/POCS	53.16	132.89

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Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1893561	04/27/2022	KYOCERA Document Solutions Northern California, Inc	01-5632	JL/POCS - Copier Maintenance - Staff Room	483.77	
			07-5632	JL/POCS - Copier Maintenance - Staff Room	322.51	806.28
1893562	04/27/2022	Lexia Learning Systems LLC	09-4340	Reading/Powerup Lit Homestudy Subscription		332.88
1893563	04/27/2022	Office Depot	01-4350	Office supply-JL	19.63	
			07-4310	Teacher supply-JL	7.28	26.91
1893564	04/27/2022	Pacific Gas & Electric	01-5510	Acct # 0532988800-1 Olivet/NWP/VC/DO/SCH	261.66	
			01-5520	Acct # 0532988800-1 Olivet/NWP/VC/DO/SCH	323.02	
			04-5510	Acct # 0532988800-1 Olivet/NWP/VC/DO/SCH	448.41	
			04-5520	Acct # 0532988800-1 Olivet/NWP/VC/DO/SCH	1,726.16	
			05-5510	Acct # 0532988800-1 Olivet/NWP/VC/DO/SCH	1,037.47	
			05-5520	Acct # 0532988800-1 Olivet/NWP/VC/DO/SCH	949.21	
			09-5510	Acct # 0532988800-1 Olivet/NWP/VC/DO/SCH	140.90	
			09-5520	Acct # 0532988800-1 Olivet/NWP/VC/DO/SCH	23.77	4,910.60
1893565	04/27/2022	Positive Behavior Supports	01-5830	Class Assist. SEL for Students with IEP's		4,555.00
1893566	04/27/2022	STLR Corporation dba Ryland School Consult.	01-5830	Fiscal Services Support		14,857.50
1893567	04/27/2022	School Nurse Supply	04-4310	nurse supplies		298.66
1893568	04/27/2022	Shell Wex Bank	01-4362	Fuel for trucks 2021 - 2022	1,012.21	
			01-5890	Fuel for trucks 2021 - 2022	67.73	1,079.94
1893569	04/27/2022	Soliant Health, LLC	01-5830	1:1 LPN BH		1,784.25
ACH-00019985	04/08/2022	Nancy N. Morton	Cancelled			3,115.43 *
		Cancelled on 04/14/2022				
Total Number of Checks					122	326,655.59

	Count	Amount
Cancel	2	7,670.43
Net Issue		318,985.16

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.

Checks Dated 04/01/2022 through 04/30/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
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Fund Summary

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
01	General Fund	79	173,625.88
04	Olivet Charter School	13	18,175.80
05	Schaefer Charter School	12	14,094.19
07	Piner Olivet Charter School	26	13,440.92
09	Charter School Fund	25	13,147.21
13	Cafeteria	7	37,508.00
21	Building Fund	2	48,253.16
25	Capital Facilities Fund	1	740.00
Total Number of Checks		120	318,985.16
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			318,985.16

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 04/04/2022 through 04/30/2022

Fiscal Year 2022

Account	Description	From	To
JE # BR22-00947 JE Trans Date 04/04/2022 JE Posted 04/04/2022 Comment F05-3212 budget Revision			
05- 3212- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instruction,Regular Educati,Not Required	DR	3,313.00
05- 3212- 0- 1110- 1000- 1130- 000- XTRA	Teachers' Sals,Instruction,Regular Educati,Extra work	CR	3,000.00
05- 3212- 0- 1110- 1000- 3101- 000- XTRA	Benefits - Strs,Instruction,Regular Educati,Extra work	CR	200.00
05- 3212- 0- 1110- 1000- 3331- 000- XTRA	Benefits - Medi,Instruction,Regular Educati,Extra work	CR	44.00
05- 3212- 0- 1110- 1000- 3501- 000- XTRA	Benefits - Sui,Instruction,Regular Educati,Extra work	CR	15.00
05- 3212- 0- 1110- 1000- 3601- 000- XTRA	Benefits - Wcom,Instruction,Regular Educati,Extra work	CR	54.00
		3,313.00	3,313.00

JE # BR22-00948 JE Trans Date 04/04/2022 JE Posted 04/04/2022 Comment F01-3212 Budget Revision			
01- 3212- 0- 1110- 1000- 4310- 104- 0000	Instructional M,Instruction,Regular Educati,Not Required	DR	538.00
01- 3212- 0- 1110- 1000- 4310- 600- 0000	Instructional M,Instruction,Regular Educati,Not Required	DR	500.00
01- 3212- 0- 1110- 1000- 1130- 104- XTRA	Teachers' Sals,Instruction,Regular Educati,Extra work	CR	1,000.00
01- 3212- 0- 1110- 1000- 3331- 104- XTRA	Benefits - Medi,Instruction,Regular Educati,Extra work	CR	15.00
01- 3212- 0- 1110- 1000- 3501- 104- XTRA	Benefits - Sui,Instruction,Regular Educati,Extra work	CR	5.00
01- 3212- 0- 1110- 1000- 3601- 104- XTRA	Benefits - Wcom,Instruction,Regular Educati,Extra work	CR	18.00
		1,038.00	1,038.00

JE # BR22-00949 JE Trans Date 04/04/2022 JE Posted 04/04/2022 Comment F07-3212 Budget Revision			
07- 3212- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instruction,Regular Educati,Not Required	DR	2,414.00
07- 3212- 0- 1110- 1000- 1130- 000- XTRA	Teachers' Sals,Instruction,Regular Educati,Extra work	CR	2,000.00
07- 3212- 0- 1110- 1000- 3101- 000- XTRA	Benefits - Strs,Instruction,Regular Educati,Extra work	CR	339.00
07- 3212- 0- 1110- 1000- 3331- 000- XTRA	Benefits - Medi,Instruction,Regular Educati,Extra work	CR	29.00
07- 3212- 0- 1110- 1000- 3501- 000- XTRA	Benefits - Sui,Instruction,Regular Educati,Extra work	CR	10.00
07- 3212- 0- 1110- 1000- 3601- 000- XTRA	Benefits - Wcom,Instruction,Regular Educati,Extra work	CR	36.00
		2,414.00	2,414.00

JE # BR22-00950 JE Trans Date 04/04/2022 JE Posted 04/04/2022 Comment F09-0000 Increase budget for remainder of 2021-22			
09- 0000- 0- 1305- 1000- 1130- 000- SG01	Teachers' Sals,Instruction,Elective,Supp Grnt-G1	CR	1,984.00
09- 0000- 0- 1305- 1000- 3331- 000- SG01	Benefits - Medi,Instruction,Elective,Supp Grnt-G1	CR	18.00
09- 0000- 0- 1305- 1000- 3601- 000- SG01	Benefits - Wcom,Instruction,Elective,Supp Grnt-G1	CR	14.00
		Net increase to Appropriations	.00
			2,016.00

JE # BR22-00951 JE Trans Date 04/04/2022 JE Posted 04/04/2022 Comment F05-3212 Budget Revision			
05- 3212- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instruction,Regular Educati,Not Required	DR	666.00
05- 3212- 0- 0000- 3700- 2230- 000- XTRA	Xtra,Food Services,Undistributed,Extra work	CR	500.00

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 4/1/2022, Ending Post Date = 4/30/2022, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

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Fiscal Year 2022

Account	Description	From	To
(continued) JE # BR22-00951 JE Trans Date 04/04/2022 JE Posted 04/04/2022 Comment F05-3212 Budget Revision			
05- 3212- 0- 0000- 3700- 3202- 000- XTRA	Benefits - Pers,Food Services,Undistributed,Extra work	CR	115.00
05- 3212- 0- 0000- 3700- 3312- 000- XTRA	Benefits - Oasd,Food Services,Undistributed,Extra work	CR	31.00
05- 3212- 0- 0000- 3700- 3332- 000- XTRA	Benefits - Medi,Food Services,Undistributed,Extra work	CR	8.00
05- 3212- 0- 0000- 3700- 3502- 000- XTRA	Benefits - Sui,Food Services,Undistributed,Extra work	CR	3.00
05- 3212- 0- 0000- 3700- 3602- 000- XTRA	Benefits - Wcom,Food Services,Undistributed,Extra work	CR	9.00
		666.00	666.00

Account	Description	From	To
JE # BR22-00952 JE Trans Date 04/04/2022 JE Posted 04/04/2022 Comment F01-3212 Budget Revision			
01- 3212- 0- 1110- 1000- 3101- 104- 0000	Benefits - Strs,Instruction,Regular Educati,Not Required	DR	11,474.00
01- 3212- 0- 1110- 1000- 1130- 600- XTRA	Teachers' Sals,Instruction,Regular Educati,Extra work	CR	9,509.00
01- 3212- 0- 1110- 1000- 3331- 600- XTRA	Benefits - Medi,Instruction,Regular Educati,Extra work	CR	138.00
01- 3212- 0- 1110- 1000- 3501- 600- XTRA	Benefits - Sui,Instruction,Regular Educati,Extra work	CR	48.00
01- 3212- 0- 1110- 1000- 3601- 600- XTRA	Benefits - Wcom,Instruction,Regular Educati,Extra work	CR	170.00
01- 3212- 0- 1110- 1000- 3101- 600- XTRA	Benefits - Strs,Instruction,Regular Educati,Extra work	CR	1,609.00
		11,474.00	11,474.00

Account	Description	From	To
JE # BR22-00953 JE Trans Date 04/04/2022 JE Posted 04/04/2022 Comment F01-0000 Ortho reimbursement			
01- 0000- 0- 0000- 7200- 3402- 600- 0000	H & W Benefits,Other General A,Undistributed,Not Required	CR	500.00
		Net increase to Appropriations	.00
			500.00

Account	Description	From	To
JE # BR22-00954 JE Trans Date 04/04/2022 JE Posted 04/04/2022 Comment F04-0000 Budget Increase to Clear Negatives			
04- 0000- 0- 1110- 1000- 1130- 000- CELT	Teachers' Sals,Instruction,Regular Educati,Celdt Testing	CR	1,361.00
04- 0000- 0- 1110- 1000- 1149- 000- SUBS	Teacher Substit,Instruction,Regular Educati,Substitutes	CR	686.00
04- 0000- 0- 1110- 1000- 2100- 000- 0000	Instructional A,Instruction,Regular Educati,Not Required	CR	582.00
04- 0000- 0- 0000- 8300- 2900- 000- 0000	Other Classifie,Security,Undistributed,Not Required	CR	299.00
04- 0000- 0- 1110- 1000- 3421- 000- 0000	H & W Benefits/,Instruction,Regular Educati,Not Required	CR	163.00
04- 0000- 0- 1110- 1000- 3311- 000- SUBS	Benefits - Oasd,Instruction,Regular Educati,Substitutes	CR	79.00
04- 0000- 0- 1110- 1000- 3431- 000- 0000	H & W Benefits/,Instruction,Regular Educati,Not Required	CR	49.00
04- 0000- 0- 1110- 1000- 3601- 000- CELT	Benefits - Wcom,Instruction,Regular Educati,Celdt Testing	CR	25.00
04- 0000- 0- 1110- 1000- 3331- 000- CELT	Benefits - Medi,Instruction,Regular Educati,Celdt Testing	CR	20.00
04- 0000- 0- 1110- 1000- 3311- 000- 0000	Benefits - Oasd,Instruction,Regular Educati,Not Required	CR	18.00
04- 0000- 0- 1110- 1000- 3441- 000- 0000	H & W Benefits/,Instruction,Regular Educati,Not Required	CR	10.00
04- 0000- 0- 1110- 1000- 3501- 000- CELT	Benefits - Sui,Instruction,Regular Educati,Celdt Testing	CR	6.00
04- 0000- 0- 1110- 1000- 3331- 000- 0000	Benefits - Medi,Instruction,Regular Educati,Not Required	CR	2.00

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 4/1/2022, Ending Post Date = 4/30/2022, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

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Effective 04/04/2022 through 04/30/2022

Fiscal Year 2022

Account	Description	From	To
Net increase to Appropriations		.00	3,300.00

JE #	JE Trans Date	JE Posted	Comment		
BR22-00955	04/04/2022	04/04/2022	F05-0000 Budget Increase to Clear Negatives		
05-0000-0-0000-8300-2900-000-0000			Other Classifie,Security,Undistributed,Not Required	CR	1,928.00
05-0000-0-1110-1000-3421-000-0000			H & W Benefits/,Instruction,Regular Educati,Not Required	CR	1,315.00
05-0000-0-0000-8300-3202-000-0000			Benefits - Pers,Security,Undistributed,Not Required	CR	302.00
05-0000-0-0000-8300-3312-000-0000			Benefits - Oasd,Security,Undistributed,Not Required	CR	121.00
05-0000-0-1110-1000-3431-000-SUBS			H & W Benefits/,Instruction,Regular Educati,Substitutes	CR	68.00
05-0000-0-0000-8300-3602-000-0000			Benefits - Wcom,Security,Undistributed,Not Required	CR	34.00
05-0000-0-1110-1000-3431-000-0000			H & W Benefits/,Instruction,Regular Educati,Not Required	CR	30.00
05-0000-0-0000-8300-3332-000-0000			Benefits - Medi,Security,Undistributed,Not Required	CR	28.00
05-0000-0-1110-1000-3311-000-SUBS			Benefits - Oasd,Instruction,Regular Educati,Substitutes	CR	17.00
05-0000-0-1110-1000-3601-000-SUBS			Benefits - Wcom,Instruction,Regular Educati,Substitutes	CR	16.00
05-0000-0-1110-1000-3331-000-SUBS			Benefits - Medi,Instruction,Regular Educati,Substitutes	CR	14.00
05-0000-0-0000-8300-3502-000-0000			Benefits - Sui,Security,Undistributed,Not Required	CR	10.00
05-0000-0-1110-1000-3441-000-0000			H & W Benefits/,Instruction,Regular Educati,Not Required	CR	10.00
05-0000-0-1110-1000-3441-000-SUBS			H & W Benefits/,Instruction,Regular Educati,Substitutes	CR	3.00
05-0000-0-0000-8300-3452-000-0000			H & W Benefits/,Security,Undistributed,Not Required	CR	1.00
Net increase to Appropriations		.00	3,897.00		

JE #	JE Trans Date	JE Posted	Comment		
BR22-00956	04/04/2022	04/04/2022	F07-0000 Budget Increase to Clear Negatives		
07-0000-0-1110-1000-2100-000-SG03			Instructional A,Instruction,Regular Educati,Supp Grnt-G3	CR	325.00
07-0000-0-1110-1000-3401-000-0000			H & W Benefits,Instruction,Regular Educati,Not Required	CR	264.00
07-0000-0-1110-1000-1100-000-0000			Teachers' Salar,Instruction,Regular Educati,Not Required	CR	150.00
07-0000-0-1110-1000-3202-000-SG03			Benefits - Pers,Instruction,Regular Educati,Supp Grnt-G3	CR	75.00
07-0000-0-1110-1000-3311-000-SUBS			Benefits - Oasd,Instruction,Regular Educati,Substitutes	CR	62.00
07-0000-0-1110-1000-3312-000-SG03			Benefits - Oasd,Instruction,Regular Educati,Supp Grnt-G3	CR	36.00
07-0000-0-1110-1000-3101-000-0000			Benefits - Strs,Instruction,Regular Educati,Not Required	CR	24.00
07-0000-0-1110-1000-3332-000-SG03			Benefits - Medi,Instruction,Regular Educati,Supp Grnt-G3	CR	8.00
07-0000-0-1110-1000-3602-000-SG03			Benefits - Wcom,Instruction,Regular Educati,Supp Grnt-G3	CR	5.00
07-0000-0-1110-1000-3502-000-SG03			Benefits - Sui,Instruction,Regular Educati,Supp Grnt-G3	CR	2.00
07-0000-0-1110-1000-3601-000-0000			Benefits - Wcom,Instruction,Regular Educati,Not Required	CR	1.00
07-0000-0-1110-1000-3331-000-0000			Benefits - Medi,Instruction,Regular Educati,Not Required	CR	1.00
Net increase to Appropriations		.00	953.00		

JE #	JE Trans Date	JE Posted	Comment		
BR22-00957	04/05/2022	04/05/2022	GASB 68 Accounting Valuation Report		
01-0000-0-0000-7100-5800-000-FEES			Other Svcs & Op,Board & Superin,Undistributed,FEES	CR	700.00

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 4/1/2022, Ending Post Date = 4/30/2022, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

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Account	Description	From	To
		Net increase to Appropriations	700.00
JE # BR22-00958 JE Trans Date 04/05/2022 JE Posted 04/05/2022 Comment Special Ed Revenue Revision based on P-1			
01-6500-0-5001-0000-8792-000-0000	Trans Of Apport,Special Educati	CR	11,547.00
01-6500-0-5001-0000-8097-000-0000	Property Taxes,Special Educati	CR	61,471.00
01-3310-0-5001-0000-8181-000-0000	Sp Ed-entitleme,Sp Ed-idea Bas	DR	27,034.00
01-3310-0-5001-0000-8181-600-PRSC	Sp Ed-entitleme,Sp Ed-idea Bas	CR	7,203.00
01-3315-0-5001-0000-8182-000-0000	Sp Ed-discretio,Sp Ed-idea Pres	CR	3,495.00
		Net decrease to Appropriations	27,034.00
JE # BR22-00959 JE Trans Date 04/05/2022 JE Posted 04/05/2022 Comment F01-8150 Budget Increase for Jack London			
01-8150-0-0000-8110-5630-104-0000	Repairs,Maintenance,Undistributed,Not Required	DR	1,000.00
01-8150-0-0000-8110-4380-104-0000	Maintenance Sup,Maintenance,Undistributed,Not Required	CR	1,000.00
		1,000.00	1,000.00
JE # BR22-00960 JE Trans Date 04/07/2022 JE Posted 04/07/2022 Comment F01-8150 Budget Revision			
01-8150-0-0000-8110-4380-101-0000	Maintenance Sup,Maintenance,Undistributed,Not Required	CR	81.00
01-8150-0-0000-8110-4380-600-0000	Maintenance Sup,Maintenance,Undistributed,Not Required	DR	81.00
01-8150-0-0000-8110-4380-104-0000	Maintenance Sup,Maintenance,Undistributed,Not Required	CR	4,100.00
01-8150-0-0000-8110-5830-104-0000	Professional/co,Maintenance,Undistributed,Not Required	DR	2,100.00
01-8150-0-0000-8110-5630-104-0000	Repairs,Maintenance,Undistributed,Not Required	DR	1,000.00
01-8150-0-0000-8110-5630-103-0000	Repairs,Maintenance,Undistributed,Not Required	DR	1,000.00
		4,181.00	4,181.00
JE # BR22-00961 JE Trans Date 04/12/2022 JE Posted 04/12/2022 Comment Asbestos 3-year Reinspection			
01-8150-0-0000-8110-5830-600-0000	Professional/co,Maintenance,Undistributed,Not Required	CR	27,000.00
		Net increase to Appropriations	27,000.00
JE # BR22-00962 JE Trans Date 04/13/2022 JE Posted 04/13/2022 Comment F07-0000 Increase budget to cover PO#B22-00037			
07-0000-0-0000-2700-5828-000-0000	Graphics,School Administ,Undistributed,Not Required	CR	366.00
		Net increase to Appropriations	366.00
JE # BR22-00963 JE Trans Date 04/13/2022 JE Posted 04/13/2022 Comment F01-6500 Budget Revision (Positive Behavior Supports)			
01-6500-0-5760-3110-5830-600-0000	Professional/co,Guidance & Coun,Spec Ed, 5-22,Not Required	CR	8,200.00

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 4/1/2022, Ending Post Date = 4/30/2022, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

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Account	Description	From	To
		Net increase to Appropriations	8,200.00
JE # BR22-00964 JE Trans Date 04/13/2022 JE Posted 04/13/2022 Comment F01-3315 Prior Year Revenue			
01- 3315- 0- 5001- 0000- 8182- 000- AR00	Sp Ed-discretio,Sp Ed-idea Pres	DR	9,587.00
01- 3315- 0- 5001- 0000- 8182- 000- PY00	Sp Ed-discretio,Sp Ed-idea Pres	DR	12,952.00
		Net increase to Appropriations	22,539.00
JE # BR22-00965 JE Trans Date 04/13/2022 JE Posted 04/13/2022 Comment F01-6547 SpED Early Inter Preschool Grant Allocation			
01- 6547- 0- 5001- 0000- 8590- 000- 0000	All Other State,Sp Ed Int Pres	DR	41,388.00
		Net increase to Appropriations	41,388.00
JE # BR22-00966 JE Trans Date 04/13/2022 JE Posted 04/13/2022 Comment F01-6500 Budget Revision to clear negatives			
01- 6500- 0- 5770- 1110- 3432- 600- 0000	H & W Benefits/,Spec Ed-separat, Spec Ed - K-12, Not Require	CR	90.00
01- 6500- 0- 5770- 1120- 3432- 600- 0000	H & W Benefits/,Spec Ed-resourc, Spec Ed - K-12, Not Require	CR	17.00
		Net increase to Appropriations	107.00
JE # BR22-00967 JE Trans Date 04/14/2022 JE Posted 04/14/2022 Comment Increase Budget - NWP Printer Maintenance			
09- 0000- 0- 0000- 2700- 5632- 000- 0000	Copier Costs,School Administ,Undistributed,Not Required	DR	247.00
		Net decrease to Appropriations	.00
JE # BR22-00968 JE Trans Date 04/14/2022 JE Posted 04/14/2022 Comment Increase Budget - NWP Printer Maintenance			
09- 0000- 0- 0000- 2700- 5632- 000- 0000	Copier Costs,School Administ,Undistributed,Not Required	CR	247.00
		Net increase to Appropriations	247.00
JE # BR22-00969 JE Trans Date 04/14/2022 JE Posted 04/14/2022 Comment Increase Budget - NWP Printer Maintenance			
09- 0000- 0- 0000- 2700- 5632- 000- 0000	Copier Costs,School Administ,Undistributed,Not Required	CR	247.00
		Net increase to Appropriations	247.00
JE # BR22-00970 JE Trans Date 04/14/2022 JE Posted 04/14/2022 Comment F05-3010 Budget Revision to Clear Negatives			
05- 3010- 0- 1570- 1000- 3432- 000- 0000	H & W Benefits/,Instruction,Reading,Not Required	CR	11.00
05- 3010- 0- 1570- 1000- 4310- 000- 0000	Instructional M,Instruction,Reading,Not Required	DR	11.00
		Net increase to Appropriations	11.00

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 4/1/2022, Ending Post Date = 4/30/2022, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

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Account	Description	From	To
JE # BR22-00971 JE Trans Date 04/14/2022 JE Posted 04/14/2022 Comment F01-3315 Prior Year Revenue			
01- 3315- 0- 5001- 0000- 8182- 000- AR00	Sp Ed-discretio,Sp Ed-idea Pres	CR	9,587.00
01- 3315- 0- 5001- 0000- 8182- 000- PY00	Sp Ed-discretio,Sp Ed-idea Pres	CR	12,952.00
Net decrease to Appropriations			22,539.00
JE # BR22-00972 JE Trans Date 04/14/2022 JE Posted 04/14/2022 Comment F01-6547 Budget Set Up			
01- 6547- 0- 5731- 1110- 5830- 600- 0000	Professional/co,Spec Ed-separat,Non-intensive P,Not Required	CR	41,388.00
Net increase to Appropriations			.00
JE # BR22-00973 JE Trans Date 04/14/2022 JE Posted 04/14/2022 Comment F01-3315 Decrease budget based on revised allocation			
01- 3315- 0- 5731- 1110- 5830- 600- 0000	Professional/co,Spec Ed-separat,Non-intensive P,Not Required	DR	3,495.00
Net decrease to Appropriations			3,495.00
JE # BR22-00974 JE Trans Date 04/14/2022 JE Posted 04/14/2022 Comment F01-3310 Increase Expenditures w/Revised Allocation			
01- 3310- 0- 5730- 1110- 5830- 600- 0000	Professional/co,Spec Ed-separat,Spec Ed - Presc,Not Required	CR	19,831.00
Net increase to Appropriations			.00
JE # BR22-00975 JE Trans Date 04/14/2022 JE Posted 04/14/2022 Comment F01-6500 Decrease Budget			
01- 6500- 0- 5730- 1110- 5830- 600- 0000	Professional/co,Spec Ed-separat,Spec Ed - Presc,Not Required	DR	19,831.00
Net decrease to Appropriations			19,831.00
JE # BR22-00976 JE Trans Date 04/15/2022 JE Posted 04/15/2022 Comment F09-0000 Increase local revenue			
09- 0000- 0- 0000- 0000- 8699- 000- 0000	All Other Local,Unrestricted/no	DR	700.00
Net increase to Appropriations			.00
JE # BR22-00977 JE Trans Date 04/15/2022 JE Posted 04/15/2022 Comment F05-0000 Increase budget for SRC water bill			
05- 0000- 0- 0000- 8210- 5530- 000- 0000	Water,Operations,Undistributed,Not Required	CR	3,000.00
Net increase to Appropriations			.00
JE # BR22-00978 JE Trans Date 04/18/2022 JE Posted 04/18/2022 Comment SpED Psych contract - Debra Groff			
01- 6500- 0- 5770- 3120- 5830- 600- 0000	Professional/co,Psychological S, Spec Ed - K-12, Not Require	CR	4,875.00
Net increase to Appropriations			.00

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 4/1/2022, Ending Post Date = 4/30/2022, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

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Account	Description	From	To
JE # BR22-00979 JE Trans Date 04/18/2022 JE Posted 04/18/2022 Comment F01-6500 Increase budget for NPS contract			
01- 6500- 0- 5770- 1180- 5810- 600- 0000	Non-public Scho,Spec Ed-nonpubl, Spec Ed - K-12, Not Require	CR	3,000.00
		Net increase to Appropriations	3,000.00
JE # BR22-00980 JE Trans Date 04/19/2022 JE Posted 04/19/2022 Comment F09-0000 Increase Budget for Buses			
09- 0000- 0- 1110- 1000- 5806- 000- FT01	FT transport,Instruction,Regular Educati,FT - Goal 1	CR	40.00
		Net increase to Appropriations	40.00
JE # BR22-00981 JE Trans Date 04/19/2022 JE Posted 04/19/2022 Comment F01-0000 Increase Budget for Measure L Bond			
01- 0000- 0- 0000- 7190- 5821- 600- 0000	Audit Costs,External Financ,Undistributed,Not Required	CR	500.00
		Net increase to Appropriations	500.00
JE # BR22-00982 JE Trans Date 04/19/2022 JE Posted 04/19/2022 Comment F01-0000 Increase Budget for Measure L Bond			
01- 0000- 0- 0000- 7190- 5821- 600- 0000	Audit Costs,External Financ,Undistributed,Not Required	CR	40.00
		Net increase to Appropriations	40.00
JE # BR22-00983 JE Trans Date 04/20/2022 JE Posted 04/20/2022 Comment F09-0000 Budget for NWP Grad Cap and Gown			
09- 0000- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instruction,Regular Educati,Not Required	CR	760.00
		Net increase to Appropriations	760.00
JE # BR22-00984 JE Trans Date 04/20/2022 JE Posted 04/20/2022 Comment F25-9010 Increase Revenue Budget			
25- 9010- 0- 0000- 0000- 8681- 000- 0000	Mitigation/deve,Non-Agency	DR	60,000.00
		Net increase to Appropriations	60,000.00
JE # BR22-00985 JE Trans Date 04/21/2022 JE Posted 04/21/2022 Comment Increase budget to cover Bill's Lock & Safe invoice			
09- 0000- 0- 0000- 8110- 4380- 000- 0000	Maintenance Sup,Maintenance,Undistributed,Not Required	CR	400.00
		Net increase to Appropriations	400.00
JE # BR22-00986 JE Trans Date 04/21/2022 JE Posted 04/21/2022 Comment F04-3215 Budget Increase to Clear Negatives			
04- 3215- 0- 1110- 1000- 1130- 000- XTRA	Teachers' Sals,Instruction,Regular Educati,Extra work	CR	99.00
04- 3215- 0- 1110- 1000- 3311- 000- XTRA	Benefits - Oasd,Instruction,Regular Educati,Extra work	CR	6.00
04- 3215- 0- 1110- 1000- 3601- 000- XTRA	Benefits - Wcom,Instruction,Regular Educati,Extra work	CR	2.00
04- 3215- 0- 1110- 1000- 3331- 000- XTRA	Benefits - Medi,Instruction,Regular Educati,Extra work	CR	2.00

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 4/1/2022, Ending Post Date = 4/30/2022, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

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Account	Description	From	To
(continued) JE # BR22-00986 JE Trans Date 04/21/2022 JE Posted 04/21/2022 Comment F04-3215 Budget Increase to Clear Negatives			
04- 3215- 0- 1110- 1000- 3501- 000- XTRA	Benefits - Sui,Instruction,Regular Educati,Extra work	CR	1.00
04- 3215- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instruction,Regular Educati,Not Required	DR	110.00
		110.00	110.00

Account	Description	From	To
JE # BR22-00987 JE Trans Date 04/21/2022 JE Posted 04/21/2022 Comment Increase budget to cover invoices			
01- 0000- 0- 0000- 7200- 5830- 600- 0000	Professional/co,Other General A,Undistributed,Not Required	CR	20,000.00
	Net increase to Appropriations	.00	20,000.00

Account	Description	From	To
JE # BR22-00988 JE Trans Date 04/21/2022 JE Posted 04/21/2022 Comment F05-3212 Budget Revision			
05- 3212- 0- 1110- 1000- 1130- 000- XTRA	Teachers' Sals,Instruction,Regular Educati,Extra work	CR	3,216.00
05- 3212- 0- 1110- 1000- 3601- 000- XTRA	Benefits - Wcom,Instruction,Regular Educati,Extra work	CR	56.00
05- 3212- 0- 1110- 1000- 3331- 000- XTRA	Benefits - Medi,Instruction,Regular Educati,Extra work	CR	45.00
05- 3212- 0- 0000- 3140- 3432- 000- 0000	H & W Benefits/,Health Services,Undistributed,Not Required	CR	16.00
05- 3212- 0- 1110- 1000- 3501- 000- XTRA	Benefits - Sui,Instruction,Regular Educati,Extra work	CR	16.00
05- 3212- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instruction,Regular Educati,Not Required	DR	3,349.00
		3,349.00	3,349.00

Account	Description	From	To
JE # BR22-00989 JE Trans Date 04/21/2022 JE Posted 04/21/2022 Comment F04-0000 Budget Revision to Clear Negatives			
04- 0000- 0- 1110- 1000- 1149- 000- SUBS	Teacher Substit,Instruction,Regular Educati,Substitutes	CR	1,410.00
04- 0000- 0- 1110- 1000- 1130- 000- XTRA	Teachers' Sals,Instruction,Regular Educati,Extra work	CR	713.00
04- 0000- 0- 1110- 1000- 3421- 000- 0000	H & W Benefits/,Instruction,Regular Educati,Not Required	CR	600.00
04- 0000- 0- 1110- 1000- 3101- 000- XTRA	Benefits - Strs,Instruction,Regular Educati,Extra work	CR	121.00
04- 0000- 0- 1110- 1000- 3311- 000- SUBS	Benefits - Oasd,Instruction,Regular Educati,Substitutes	CR	58.00
04- 0000- 0- 0000- 8210- 3422- 000- 0000	H & W Benefits/,Operations,Undistributed,Not Required	CR	39.00
04- 0000- 0- 1110- 1000- 3601- 000- XTRA	Benefits - Wcom,Instruction,Regular Educati,Extra work	CR	13.00
04- 0000- 0- 1110- 1000- 3331- 000- XTRA	Benefits - Medi,Instruction,Regular Educati,Extra work	CR	11.00
04- 0000- 0- 0000- 8300- 3432- 000- 0000	H & W Benefits/,Security,Undistributed,Not Required	CR	9.00
04- 0000- 0- 1110- 1000- 3501- 000- XTRA	Benefits - Sui,Instruction,Regular Educati,Extra work	CR	4.00
04- 0000- 0- 0000- 8210- 3312- 000- 0000	Benefits - Oasd,Operations,Undistributed,Not Required	CR	2.00
	Net increase to Appropriations	.00	2,980.00

Account	Description	From	To
JE # BR22-00990 JE Trans Date 04/21/2022 JE Posted 04/21/2022 Comment Increase Budget for Interest obj 8660			
25- 0000- 0- 0000- 0000- 8660- 000- 0000	Interest,Unrestricted/no	DR	1,200.00
07- 0000- 0- 0000- 0000- 8660- 000- 0000	Interest,Unrestricted/no	DR	500.00
04- 0000- 0- 0000- 0000- 8660- 000- 0000	Interest,Unrestricted/no	DR	500.00

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 4/1/2022, Ending Post Date = 4/30/2022, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

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Account	Description	From	To
(continued) JE # BR22-00990 JE Trans Date 04/21/2022 JE Posted 04/21/2022	Comment Increase Budget for Interest obj 8660		
05- 0000- 0- 0000- 0000- 8660- 000- 0000	Interest,Unrestricted/no	DR	500.00
14- 0000- 0- 0000- 0000- 8660- 000- 0000	Interest,Unrestricted/no	DR	100.00
13- 5310- 0- 0000- 0000- 8660- 000- 0000	Interest,Child Nutrition	DR	50.00
17- 0000- 0- 0000- 0000- 8660- 000- 0000	Interest,Unrestricted/no	DR	50.00
Net increase to Appropriations		.00	2,900.00

Account	Description	From	To
JE # BR22-00991 JE Trans Date 04/21/2022 JE Posted 04/21/2022	Comment F25 - Decrease budget		
25- 0000- 0- 0000- 0000- 8660- 000- 0000	Interest,Unrestricted/no	CR	1,200.00
Net decrease to Appropriations		1,200.00	.00

Account	Description	From	To
JE # BR22-00992 JE Trans Date 04/21/2022 JE Posted 04/21/2022	Comment F01-3212 Budget Revision to Clear Negatives		
01- 3212- 0- 1110- 1000- 1130- 104- XTRA	Teachers' Sals,Instruction,Regular Educati,Extra work	CR	1,050.00
01- 3212- 0- 0000- 3140- 3432- 104- 0000	H & W Benefits/,Health Services,Undistributed,Not Required	CR	82.00
01- 3212- 0- 1110- 1000- 3601- 104- XTRA	Benefits - Wcom,Instruction,Regular Educati,Extra work	CR	19.00
01- 3212- 0- 1110- 1000- 3331- 104- XTRA	Benefits - Medi,Instruction,Regular Educati,Extra work	CR	14.00
01- 3212- 0- 1110- 1000- 3501- 104- XTRA	Benefits - Sui,Instruction,Regular Educati,Extra work	CR	5.00
01- 3212- 0- 0000- 7200- 4400- 600- 0000	Equipment Under,Other General A,Undistributed,Not Required	DR	1,170.00
Net decrease to Appropriations		1,170.00	1,170.00

Account	Description	From	To
JE # BR22-00993 JE Trans Date 04/21/2022 JE Posted 04/21/2022	Comment F01-3212 Budget Revision to Clear Negatives		
01- 3212- 0- 0000- 2700- 3502- 104- 0000	Benefits - Sui,School Administ,Undistributed,Not Required	CR	1.00
01- 3212- 0- 0000- 8110- 4380- 101- 0000	Maintenance Sup,Maintenance,Undistributed,Not Required	DR	1.00
Net decrease to Appropriations		1.00	1.00

Account	Description	From	To
JE # BR22-00994 JE Trans Date 04/22/2022 JE Posted 04/22/2022	Comment F07-3212 Budget Revision		
07- 3212- 0- 1110- 1000- 1130- 000- XTRA	Teachers' Sals,Instruction,Regular Educati,Extra work	CR	2,000.00
07- 3212- 0- 1110- 1000- 3101- 000- XTRA	Benefits - Strs,Instruction,Regular Educati,Extra work	CR	339.00
07- 3212- 0- 1110- 1000- 3331- 000- XTRA	Benefits - Medi,Instruction,Regular Educati,Extra work	CR	29.00
07- 3212- 0- 1110- 1000- 3501- 000- XTRA	Benefits - Sui,Instruction,Regular Educati,Extra work	CR	10.00
07- 3212- 0- 1110- 1000- 3601- 000- XTRA	Benefits - Wcom,Instruction,Regular Educati,Extra work	CR	36.00
07- 3212- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instruction,Regular Educati,Not Required	DR	2,414.00
Net decrease to Appropriations		2,414.00	2,414.00

Account	Description	From	To
JE # BR22-00995 JE Trans Date 04/21/2022 JE Posted 04/22/2022	Comment F04-3215 Budget Revision		

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 4/1/2022, Ending Post Date = 4/30/2022, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

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Account	Description	From	To
(continued) JE # BR22-00995 JE Trans Date 04/21/2022 JE Posted 04/22/2022 Comment F04-3215 Budget Revision			
04- 3215- 0- 0000- 3700- 3502- 000- XTRA	Benefits - Sui,Food Services,Undistributed,Extra work	DR	1.00
04- 3215- 0- 0000- 3700- 3332- 000- XTRA	Benefits - Medi,Food Services,Undistributed,Extra work	DR	4.00
04- 3215- 0- 0000- 3700- 3602- 000- XTRA	Benefits - Wcom,Food Services,Undistributed,Extra work	DR	4.00
04- 3215- 0- 0000- 3700- 3312- 000- XTRA	Benefits - Oasd,Food Services,Undistributed,Extra work	DR	17.00
04- 3215- 0- 0000- 3700- 3202- 000- XTRA	Benefits - Pers,Food Services,Undistributed,Extra work	DR	60.00
04- 3215- 0- 0000- 3700- 2230- 000- XTRA	Xtra,Food Services,Undistributed,Extra work	DR	266.00
04- 3215- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instruction,Regular Educati,Not Required	DR	316.00
04- 3215- 0- 1110- 1000- 1130- 000- XTRA	Teachers' Sals,Instruction,Regular Educati,Extra work	CR	553.00
04- 3215- 0- 1110- 1000- 3101- 000- XTRA	Benefits - Strs,Instruction,Regular Educati,Extra work	CR	94.00
04- 3215- 0- 1110- 1000- 3331- 000- XTRA	Benefits - Medi,Instruction,Regular Educati,Extra work	CR	8.00
04- 3215- 0- 1110- 1000- 3501- 000- XTRA	Benefits - Sui,Instruction,Regular Educati,Extra work	CR	3.00
04- 3215- 0- 1110- 1000- 3601- 000- XTRA	Benefits - Wcom,Instruction,Regular Educati,Extra work	CR	10.00
		668.00	668.00

JE # BR22-00996 JE Trans Date 04/21/2022 JE Posted 04/22/2022 Comment F05-3212 Budget Revision			
05- 3212- 0- 1110- 1000- 1130- 000- XTRA	Teachers' Sals,Instruction,Regular Educati,Extra work	CR	2,000.00
05- 3212- 0- 1110- 1000- 3101- 000- XTRA	Benefits - Strs,Instruction,Regular Educati,Extra work	CR	113.00
05- 3212- 0- 1110- 1000- 3331- 000- XTRA	Benefits - Medi,Instruction,Regular Educati,Extra work	CR	29.00
05- 3212- 0- 1110- 1000- 3501- 000- XTRA	Benefits - Sui,Instruction,Regular Educati,Extra work	CR	10.00
05- 3212- 0- 1110- 1000- 3601- 000- XTRA	Benefits - Wcom,Instruction,Regular Educati,Extra work	CR	36.00
05- 3212- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instruction,Regular Educati,Not Required	DR	2,188.00
		2,188.00	2,188.00

JE # BR22-00997 JE Trans Date 04/22/2022 JE Posted 04/22/2022 Comment Bond Projects Change Order for Marquees & NWP			
21- 0000- 0- 0000- 8500- 6150- 000- 0000	Site Support Co,Facilities Acqu,Undistributed,Not Required	CR	1,797.00
21- 0000- 0- 0000- 8500- 6100- 000- 0000	Sites & Improve,Facilities Acqu,Undistributed,Not Required	CR	34,142.00
21- 0000- 0- 0000- 8500- 6100- 209- 0000	Sites & Improve,Facilities Acqu,Undistributed,Not Required	CR	7,266.00
21- 0000- 0- 0000- 8500- 6150- 209- 0000	Site Support Co,Facilities Acqu,Undistributed,Not Required	CR	383.00

Net increase to Appropriations .00 43,588.00

JE # BR22-00998 JE Trans Date 04/24/2022 JE Posted 04/24/2022 Comment Westcoast Solar Engery Annual Service			
01- 8150- 0- 0000- 8110- 5830- 103- 0000	Professional/co,Maintenance,Undistributed,Not Required	CR	2,000.00
01- 8150- 0- 0000- 8110- 5830- 102- 0000	Professional/co,Maintenance,Undistributed,Not Required	CR	2,000.00
01- 8150- 0- 0000- 8110- 5830- 104- 0000	Professional/co,Maintenance,Undistributed,Not Required	CR	300.00
01- 8150- 0- 0000- 8110- 5830- 109- 0000	Professional/co,Maintenance,Undistributed,Not Required	CR	1,040.00
01- 8150- 0- 0000- 8110- 5830- 209- 0000	Professional/co,Maintenance,Undistributed,Not Required	CR	336.00

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 4/1/2022, Ending Post Date = 4/30/2022, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

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Account	Description	From	To
Net increase to Appropriations		.00	5,676.00
JE # BR22-00999 JE Trans Date 04/24/2022 JE Posted 04/24/2022 Comment 2021-22 P-2 Property Taxes			
01-0000-0-0000-0000-8044-000-0000	Supplemental Ta,Unrestricted/no	DR	39,660.00
01-0000-0-0000-0000-8045-000-0000	Ed Revenue Augm,Unrestricted/no	CR	53,221.00
Net decrease to Appropriations		53,221.00	39,660.00
JE # BR22-01000 JE Trans Date 04/24/2022 JE Posted 04/24/2022 Comment F01-3010 Budget Revision to Clear Negative			
01-3010-0-1570-1000-3432-104-0000	H & W Benefits/,Instruction,Reading,Not Required	CR	17.00
01-3010-0-1570-1000-4310-104-0000	Instructional M,Instruction,Reading,Not Required	DR	17.00
Net decrease to Appropriations		17.00	17.00
JE # BR22-01001 JE Trans Date 04/24/2022 JE Posted 04/24/2022 Comment F04-3010 Budget Revision to Clear Negatives			
04-3010-0-1570-1000-3432-000-0000	H & W Benefits/,Instruction,Reading,Not Required	CR	12.00
04-3010-0-1570-1000-3442-000-0000	H & W Benefits/,Instruction,Reading,Not Required	DR	2.00
04-3010-0-1570-1000-4340-000-0000	Computer Sftwar,Instruction,Reading,Not Required	DR	10.00
Net decrease to Appropriations		12.00	12.00
JE # BR22-01002 JE Trans Date 04/24/2022 JE Posted 04/24/2022 Comment F04-4035 Budget Revision			
04-4035-0-0000-7210-7310-000-0000	Dir Supp/indr C,General Admin C,Undistributed,Not Required	DR	35.00
04-4035-0-1110-1000-1100-000-0000	Teachers' Salar,Instruction,Regular Educati,Not Required	CR	35.00
Net increase to Appropriations		35.00	35.00
JE # BR22-01003 JE Trans Date 04/24/2022 JE Posted 04/24/2022 Comment F04 Indirect Cost			
04-0000-0-0000-7210-7310-000-0000	Dir Supp/indr C,General Admin C,Undistributed,Not Required	CR	35.00
Net increase to Appropriations		.00	35.00
JE # BR22-01004 JE Trans Date 04/24/2022 JE Posted 04/24/2022 Comment F05-3010 Budget Revision to Clear Negatives			
05-3010-0-1570-1000-3202-000-0000	Benefits - Pers,Instruction,Reading,Not Required	CR	95.00
05-3010-0-1570-1000-4310-000-0000	Instructional M,Instruction,Reading,Not Required	DR	95.00
Net decrease to Appropriations		95.00	95.00
JE # BR22-01005 JE Trans Date 04/24/2022 JE Posted 04/24/2022 Comment F05-3010 Budget Revision			

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 4/1/2022, Ending Post Date = 4/30/2022, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

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Account	Description	From	To
(continued) JE # BR22-01005 JE Trans Date 04/24/2022 JE Posted 04/24/2022 Comment F05-3010 Budget Revision			
05-3010-0-0000-7210-7310-000-0000	Dir Supp/indr C,General Admin C,Undistributed,Not Required	DR	543.00
05-0000-0-0000-7210-7310-000-0000	Dir Supp/indr C,General Admin C,Undistributed,Not Required	CR	543.00
05-3010-0-1570-1000-4310-000-0000	Instructional M,Instruction,Reading,Not Required	CR	543.00
Net increase to Appropriations		543.00	1,086.00

JE # BR22-01006 JE Trans Date 04/24/2022 JE Posted 04/24/2022 Comment F13 P-EBT revenue			
13-5810-0-0000-0000-8290-000-0000	All Other Feder,Other Federal	DR	614.00
Net increase to Appropriations		.00	614.00

JE # BR22-01007 JE Trans Date 04/24/2022 JE Posted 04/24/2022 Comment F13-5310 Budget Revision to Clear Negatives			
13-5310-0-0000-3700-2200-000-0000	Classified Supp,Food Services,Undistributed,Not Required	CR	75.00
13-5310-0-0000-3700-3202-000-0000	Benefits - Pers,Food Services,Undistributed,Not Required	CR	17.00
13-5310-0-0000-3700-3312-000-0000	Benefits - Oasd,Food Services,Undistributed,Not Required	CR	5.00
13-5310-0-0000-3700-3332-000-0000	Benefits - Medi,Food Services,Undistributed,Not Required	CR	1.00
13-5310-0-0000-3700-3602-000-0000	Benefits - Wcom,Food Services,Undistributed,Not Required	CR	1.00
13-5310-0-0000-3700-3452-000-0000	H & W Benefits/,Food Services,Undistributed,Not Required	CR	1.00
Net increase to Appropriations		.00	100.00

JE # BR22-01008 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F01-3213 Budget Revision to Clear Negatives			
01-3213-0-0000-8210-3422-104-0000	H & W Benefits/,Operations,Undistributed,Not Required	CR	4.00
01-3213-0-1110-1000-4310-104-0000	Instructional M,Instruction,Regular Educati,Not Required	DR	4.00
Net increase to Appropriations		4.00	4.00

JE # BR22-01009 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F04-3213 Budget Revision to Cover Negatives			
04-3213-0-0000-8210-3422-000-0000	H & W Benefits/,Operations,Undistributed,Not Required	CR	5.00
04-3213-0-1110-1000-4390-000-0000	Other Supplies,Instruction,Regular Educati,Not Required	DR	5.00
Net increase to Appropriations		5.00	5.00

JE # BR22-01010 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F04-3213 Budget Revision			
04-3213-0-0000-7200-2900-600-0000	Other Classifie,Other General A,Undistributed,Not Required	DR	6,172.00
04-3213-0-0000-7200-3202-600-0000	Benefits - Pers,Other General A,Undistributed,Not Required	DR	1,366.00
04-3213-0-0000-7200-3312-600-0000	Benefits - Oasd,Other General A,Undistributed,Not Required	DR	384.00
04-3213-0-0000-7200-3332-600-0000	Benefits - Medi,Other General A,Undistributed,Not Required	DR	89.00
04-3213-0-0000-7200-3422-600-0000	H & W Benefits/,Other General A,Undistributed,Not Required	DR	601.00

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 4/1/2022, Ending Post Date = 4/30/2022, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

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Account	Description	From	To
(continued) JE # BR22-01010 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F04-3213 Budget Revision			
04- 3213- 0- 0000- 7200- 3432- 600- 0000	H & W Benefits/,Other General A,Undistributed,Not Required	DR	91.00
04- 3213- 0- 0000- 7200- 3442- 600- 0000	H & W Benefits/,Other General A,Undistributed,Not Required	DR	18.00
04- 3213- 0- 0000- 7200- 3452- 600- 0000	H & W Benefits/,Other General A,Undistributed,Not Required	DR	2.00
04- 3213- 0- 0000- 7200- 3502- 600- 0000	Benefits - Sui,Other General A,Undistributed,Not Required	DR	30.00
04- 3213- 0- 0000- 7200- 3602- 600- 0000	Benefits - Wcom,Other General A,Undistributed,Not Required	DR	111.00
04- 3213- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instruction,Regular Educati,Not Required	CR	8,864.00
		8,864.00	8,864.00

JE # BR22-01011 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F04-3213 Budget Revision - Custodian			
04- 3213- 0- 0000- 8210- 2200- 000- 0000	Classified Supp,Operations,Undistributed,Not Required	DR	7,575.00
04- 3213- 0- 0000- 8210- 3202- 000- 0000	Benefits - Pers,Operations,Undistributed,Not Required	DR	3,238.00
04- 3213- 0- 0000- 8210- 3312- 000- 0000	Benefits - Oasd,Operations,Undistributed,Not Required	DR	877.00
04- 3213- 0- 0000- 8210- 3332- 000- 0000	Benefits - Medi,Operations,Undistributed,Not Required	DR	205.00
04- 3213- 0- 0000- 8210- 3502- 000- 0000	Benefits - Sui,Operations,Undistributed,Not Required	DR	71.00
04- 3213- 0- 0000- 8210- 3602- 000- 0000	Benefits - Wcom,Operations,Undistributed,Not Required	DR	253.00
04- 3213- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instruction,Regular Educati,Not Required	CR	12,219.00
		12,219.00	12,219.00

JE # BR22-01012 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F04-3213 Budget Revision - COVID Liaison			
04- 3213- 0- 0000- 7200- 2930- 600- XTRA	OthrCIXtra,Other General A,Undistributed,Extra work	DR	525.00
04- 3213- 0- 0000- 7200- 3202- 600- XTRA	Benefits - Pers,Other General A,Undistributed,Extra work	DR	330.00
04- 3213- 0- 0000- 7200- 3312- 600- XTRA	Benefits - Oasd,Other General A,Undistributed,Extra work	DR	33.00
04- 3213- 0- 0000- 7200- 3332- 600- XTRA	Benefits - Medi,Other General A,Undistributed,Extra work	DR	7.00
04- 3213- 0- 0000- 7200- 3502- 600- XTRA	Benefits - Sui,Other General A,Undistributed,Extra work	DR	3.00
04- 3213- 0- 0000- 7200- 3602- 600- XTRA	Benefits - Wcom,Other General A,Undistributed,Extra work	DR	9.00
04- 3213- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instruction,Regular Educati,Not Required	CR	907.00
		907.00	907.00

JE # BR22-01013 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F04-3213 Budget Revision - Floating Teacher			
04- 3213- 0- 1110- 1000- 1100- 000- 0000	Teachers' Salar,Instruction,Regular Educati,Not Required	DR	9,116.00
04- 3213- 0- 1110- 1000- 3101- 000- 0000	Benefits - Strs,Instruction,Regular Educati,Not Required	DR	1,543.00
04- 3213- 0- 1110- 1000- 3331- 000- 0000	Benefits - Medi,Instruction,Regular Educati,Not Required	DR	132.00
04- 3213- 0- 1110- 1000- 3501- 000- 0000	Benefits - Sui,Instruction,Regular Educati,Not Required	DR	46.00
04- 3213- 0- 1110- 1000- 3601- 000- 0000	Benefits - Wcom,Instruction,Regular Educati,Not Required	DR	163.00
04- 3213- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instruction,Regular Educati,Not Required	CR	11,000.00

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Account	Description	From	To
		<u>11,000.00</u>	<u>11,000.00</u>
JE # BR22-01014 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F04-3213 Budget Revision - PA Sub			
04- 3213- 0- 1110- 1000- 2140- 000- SUBS	Instr Aides - S,Instruction,Regular Educati,Substitutes	DR	8,280.00
04- 3213- 0- 1110- 1000- 3202- 000- SUBS	Benefits - Pers,Instruction,Regular Educati,Substitutes	DR	1,897.00
04- 3213- 0- 1110- 1000- 3312- 000- SUBS	Benefits - Oasd,Instruction,Regular Educati,Substitutes	DR	513.00
04- 3213- 0- 1110- 1000- 3332- 000- SUBS	Benefits - Medi,Instruction,Regular Educati,Substitutes	DR	120.00
04- 3213- 0- 1110- 1000- 3502- 000- SUBS	Benefits - Sui,Instruction,Regular Educati,Substitutes	DR	42.00
04- 3213- 0- 1110- 1000- 3602- 000- SUBS	Benefits - Wcom,Instruction,Regular Educati,Substitutes	DR	148.00
04- 3213- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instruction,Regular Educati,Not Required	CR	11,000.00
		<u>11,000.00</u>	<u>11,000.00</u>
JE # BR22-01015 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F07-1400 EPA Budget Revision			
07- 1400- 0- 1110- 1000- 3331- 000- 0000	Benefits - Medi,Instruction,Regular Educati,Not Required	CR	1.00
07- 1400- 0- 1110- 1000- 3421- 000- 0000	H & W Benefits/,Instruction,Regular Educati,Not Required	CR	2.00
07- 1400- 0- 1110- 1000- 3501- 000- 0000	Benefits - Sui,Instruction,Regular Educati,Not Required	CR	1.00
07- 1400- 0- 1110- 1000- 1100- 000- 0000	Teachers' Salar,Instruction,Regular Educati,Not Required	CR	358.00
07- 1400- 0- 0000- 0000- 8012- 000- 0000	EPA Rev,EPA	DR	362.00
		<u>.00</u>	<u>724.00</u>
JE # BR22-01016 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F09-1400 EPA Revise Revenue Allocation per Q3			
09- 1400- 0- 0000- 0000- 8012- 000- 0000	EPA Rev,EPA	CR	9,870.00
		<u>9,870.00</u>	<u>.00</u>
JE # BR22-01017 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F09-1400 EPA Revise Expenses per Q3			
09- 1400- 0- 1110- 1000- 1100- 000- 0000	Teachers' Salar,Instruction,Regular Educati,Not Required	DR	9,870.00
		<u>9,870.00</u>	<u>.00</u>
JE # BR22-01018 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F01-1400 EPA Revise Allocation per Q3			
01- 1400- 0- 0000- 0000- 8012- 000- 0000	EPA Rev,EPA	CR	10,406.00
01- 1400- 0- 1110- 1000- 1100- 104- 0000	Teachers' Salar,Instruction,Regular Educati,Not Required	DR	10,406.00
		<u>20,812.00</u>	<u>.00</u>
JE # BR22-01019 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F07-3010 Budget Revision			

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 4/1/2022, Ending Post Date = 4/30/2022, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

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Account	Description	From	To
(continued) JE # BR22-01019 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F07-3010 Budget Revision			
07- 3010- 0- 1110- 1000- 3432- 000- 0000	H & W Benefits/,Instruction,Regular Educati,Not Required	DR	52.00
07- 3010- 0- 1110- 1000- 3442- 000- 0000	H & W Benefits/,Instruction,Regular Educati,Not Required	DR	23.00
07- 3010- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instruction,Regular Educati,Not Required	CR	75.00
		75.00	75.00

Account	Description	From	To
JE # BR22-01020 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F01-4203 Budget Revision to Clear Negatives			
01- 4203- 0- 4760- 1000- 2100- 600- 0000	Instructional A,Instruction,Bilingual,Not Required	DR	85.00
01- 4203- 0- 4760- 1000- 3202- 600- 0000	Benefits - Pers,Instruction,Bilingual,Not Required	DR	18.00
01- 4203- 0- 4760- 1000- 3312- 600- 0000	Benefits - Oasd,Instruction,Bilingual,Not Required	DR	6.00
01- 4203- 0- 4760- 1000- 3332- 600- 0000	Benefits - Medi,Instruction,Bilingual,Not Required	DR	1.00
01- 4203- 0- 4760- 1000- 3432- 600- 0000	H & W Benefits/,Instruction,Bilingual,Not Required	CR	109.00
01- 4203- 0- 4760- 1000- 3452- 600- 0000	H & W Benefits/,Instruction,Bilingual,Not Required	CR	2.00
01- 4203- 0- 4760- 1000- 3602- 600- 0000	Benefits - Wcom,Instruction,Bilingual,Not Required	DR	1.00
		111.00	111.00

Account	Description	From	To
JE # BR22-01021 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F04-3212 Budget Revision to Clear Negatives			
04- 3212- 0- 0000- 2700- 2440- 000- 0000	Clerical&office,School Administ,Undistributed,Not Required	CR	1,224.00
04- 3212- 0- 0000- 2700- 3312- 000- 0000	Benefits - Oasd,School Administ,Undistributed,Not Required	CR	76.00
04- 3212- 0- 0000- 2700- 3602- 000- 0000	Benefits - Wcom,School Administ,Undistributed,Not Required	CR	19.00
04- 3212- 0- 0000- 2700- 3332- 000- 0000	Benefits - Medi,School Administ,Undistributed,Not Required	CR	18.00
04- 3212- 0- 0000- 2700- 3502- 000- 0000	Benefits - Sui,School Administ,Undistributed,Not Required	CR	13.00
04- 3212- 0- 0000- 3140- 3432- 000- 0000	H & W Benefits/,Health Services,Undistributed,Not Required	CR	10.00
04- 3212- 0- 1110- 1000- 2100- 000- 0000	Instructional A,Instruction,Regular Educati,Not Required	DR	1,247.00
04- 3212- 0- 1110- 1000- 3312- 000- 0000	Benefits - Oasd,Instruction,Regular Educati,Not Required	DR	76.00
04- 3212- 0- 1110- 1000- 3602- 000- 0000	Benefits - Wcom,Instruction,Regular Educati,Not Required	DR	19.00
04- 3212- 0- 1110- 1000- 3332- 000- 0000	Benefits - Medi,Instruction,Regular Educati,Not Required	DR	18.00
		1,360.00	1,360.00

Account	Description	From	To
JE # BR22-01022 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F05-32132 Budget Revision to Clear Negatives			
05- 3213- 0- 0000- 8210- 3422- 000- 0000	H & W Benefits/,Operations,Undistributed,Not Required	CR	5.00
05- 3213- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instruction,Regular Educati,Not Required	DR	5.00
		5.00	5.00

Account	Description	From	To
JE # BR22-01023 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F07-3213 Budget Revision to Clear Negatives			
07- 3213- 0- 0000- 8210- 3422- 000- 0000	H & W Benefits/,Operations,Undistributed,Not Required	CR	3.00

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Account	Description	From	To
JE # BR22-01023 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F07-3213 Budget Revision to Clear Negatives			
(continued) 07- 3213- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instruction,Regular Educati,Not Required	DR	3.00
			3.00
JE # BR22-01024 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F09-3213 Budget Revision to Clear Negatives			
09- 3213- 0- 0000- 8210- 3422- 000- 0000	H & W Benefits/,Operations,Undistributed,Not Required	CR	2.00
09- 3213- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instruction,Regular Educati,Not Required	DR	2.00
			2.00
JE # BR22-01025 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F05-7425 Budget Revision to Clear Negatives			
05- 7425- 0- 1110- 1000- 3201- 000- 0000	Benefits - Pers,Instruction,Regular Educati,Not Required	CR	84.00
05- 7425- 0- 1110- 1000- 3311- 000- 0000	Benefits - Oasd,Instruction,Regular Educati,Not Required	CR	23.00
05- 7425- 0- 1110- 1000- 1130- 000- 0000	Teachers' Sals,Instruction,Regular Educati,Not Required	DR	107.00
			107.00
JE # BR22-01026 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F01-1100 Budget Revision to Clear Negatives			
01- 1100- 0- 1110- 1000- 4313- 104- 0000	Teacher Allowan,Instruction,Regular Educati,Not Required	CR	300.00
01- 1100- 0- 0000- 3140- 4310- 104- 0000	Instructional M,Health Services,Undistributed,Not Required	DR	10.00
01- 1100- 0- 0000- 3140- 2200- 104- 0000	Classified Supp,Health Services,Undistributed,Not Required	DR	218.00
01- 1100- 0- 0000- 3140- 3202- 104- 0000	Benefits - Pers,Health Services,Undistributed,Not Required	DR	50.00
01- 1100- 0- 0000- 3140- 3312- 104- 0000	Benefits - Oasd,Health Services,Undistributed,Not Required	DR	14.00
01- 1100- 0- 0000- 3140- 3332- 104- 0000	Benefits - Medi,Health Services,Undistributed,Not Required	DR	3.00
01- 1100- 0- 0000- 3140- 3502- 104- 0000	Benefits - Sui,Health Services,Undistributed,Not Required	DR	1.00
01- 1100- 0- 0000- 3140- 3602- 104- 0000	Benefits - Wcom,Health Services,Undistributed,Not Required	DR	4.00
			300.00
JE # BR22-01027 JE Trans Date 04/25/2022 JE Posted 04/25/2022 Comment F09-1100 Budget Revision			
09- 0000- 0- 1110- 1000- 4313- 000- 0000	Teacher Allowan,Instruction,Regular Educati,Not Required	CR	38.00
			38.00
	Net increase to Appropriations		.00
JE # BR22-01028 JE Trans Date 04/26/2022 JE Posted 04/26/2022 Comment F01-0000 Increase budget			
01- 0000- 0- 0000- 7200- 5890- 600- 0000	Bank Fees,Other General A,Undistributed,Not Required	CR	500.00
			500.00
	Net increase to Appropriations		.00

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 4/1/2022, Ending Post Date = 4/30/2022, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

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Fiscal Year 2022

Account	Description	From	To
JE # BR22-01029 JE Trans Date 04/25/2022 JE Posted 04/26/2022 Comment F09-0000 Budget Revision to Clear Negatives			
09- 0000- 0- 1110- 1000- 1100- 000- 0000	Teachers' Salar,Instruction,Regular Educati,Not Required	CR	9,870.00
09- 0000- 0- 1110- 1000- 1130- 000- XTRA	Teachers' Sals,Instruction,Regular Educati,Extra work	CR	850.00
09- 0000- 0- 1110- 1000- 1130- 000- CELT	Teachers' Sals,Instruction,Regular Educati,Celdt Testing	CR	211.00
09- 0000- 0- 1110- 1000- 3101- 000- XTRA	Benefits - Strs,Instruction,Regular Educati,Extra work	CR	144.00
09- 0000- 0- 1305- 1000- 3311- 000- SG01	Benefits - Oasd,Instruction,Elective,Supp Grmt-G1	CR	60.00
09- 0000- 0- 1110- 1000- 3101- 000- CELT	Benefits - Strs,Instruction,Regular Educati,Celdt Testing	CR	59.00
09- 0000- 0- 1110- 1000- 3601- 000- XTRA	Benefits - Wcom,Instruction,Regular Educati,Extra work	CR	15.00
09- 0000- 0- 1110- 1000- 3331- 000- XTRA	Benefits - Medi,Instruction,Regular Educati,Extra work	CR	13.00
09- 0000- 0- 0000- 8210- 3422- 000- 0000	H & W Benefits/,Operations,Undistributed,Not Required	CR	8.00
09- 0000- 0- 1110- 1000- 3601- 000- CELT	Benefits - Wcom,Instruction,Regular Educati,Celdt Testing	CR	8.00
09- 0000- 0- 1110- 1000- 3331- 000- CELT	Benefits - Medi,Instruction,Regular Educati,Celdt Testing	CR	7.00
09- 0000- 0- 1110- 1000- 3501- 000- XTRA	Benefits - Sui,Instruction,Regular Educati,Extra work	CR	4.00
09- 0000- 0- 1110- 1000- 3501- 000- CELT	Benefits - Sui,Instruction,Regular Educati,Celdt Testing	CR	2.00
Net increase to Appropriations			.00
			11,251.00

JE # BR22-01030 JE Trans Date 04/28/2022 JE Posted 04/28/2022 Comment Increase Budget to Cover Negatives & Annual Debt Disclosu			
01- 0000- 0- 0000- 7200- 5830- 600- 0000	Professional/co,Other General A,Undistributed,Not Required	CR	5,000.00
Net increase to Appropriations			.00
			5,000.00

JE # BR22-01031 JE Trans Date 04/28/2022 JE Posted 04/28/2022 Comment F01-1400 EPA Revise Allocation per Q3			
01- 1400- 0- 0000- 0000- 8012- 000- 0000	EPA Rev,EPA	DR	10,406.00
01- 1400- 0- 1110- 1000- 1100- 104- 0000	Teachers' Salar,Instruction,Regular Educati,Not Required	CR	10,406.00
Net increase to Appropriations			.00
			20,812.00

JE # BR22-01032 JE Trans Date 04/28/2022 JE Posted 04/28/2022 Comment F07-1400 EPA Budget Revision			
07- 1400- 0- 1110- 1000- 3331- 000- 0000	Benefits - Medi,Instruction,Regular Educati,Not Required	DR	1.00
07- 1400- 0- 1110- 1000- 3421- 000- 0000	H & W Benefits/,Instruction,Regular Educati,Not Required	DR	2.00
07- 1400- 0- 1110- 1000- 3501- 000- 0000	Benefits - Sui,Instruction,Regular Educati,Not Required	DR	1.00
07- 1400- 0- 1110- 1000- 1100- 000- 0000	Teachers' Salar,Instruction,Regular Educati,Not Required	DR	358.00
07- 1400- 0- 0000- 0000- 8012- 000- 0000	EPA Rev,EPA	CR	362.00
Net decrease to Appropriations			724.00
			.00

JE # BR22-01033 JE Trans Date 04/28/2022 JE Posted 04/28/2022 Comment F09-1400 EPA Revise Revenue Allocation per Q3			
09- 1400- 0- 0000- 0000- 8012- 000- 0000	EPA Rev,EPA	DR	9,870.00

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 4/1/2022, Ending Post Date = 4/30/2022, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

ESCAPE ONLINE

Effective 04/04/2022 through 04/30/2022

Fiscal Year 2022

Account	Description	From	To
		Net increase to Appropriations	.00 9,870.00
JE # BR22-01034 JE Trans Date 04/28/2022 JE Posted 04/28/2022 Comment F09-1400 EPA Revise Expenses per Q3			
09- 1400- 0- 1110- 1000- 1100- 000- 0000	Teachers' Salar,Instruction,Regular Educati,Not Required	CR	9,870.00
		Net increase to Appropriations	.00 9,870.00
JE # BR22-01035 JE Trans Date 04/29/2022 JE Posted 04/29/2022 Comment F09-0000 Budget Revision			
09- 0000- 0- 1110- 1000- 1100- 000- 0000	Teachers' Salar,Instruction,Regular Educati,Not Required	DR	9,870.00
		Net decrease to Appropriations	9,870.00 .00
JE # BR22-01036 JE Trans Date 04/29/2022 JE Posted 04/29/2022 Comment F05-0000 Ice Skating			
05- 0000- 0- 1110- 1000- 5808- 000- FT03	Field Trip Fees,Instruction,Regular Educati,Field Trips-G3	CR	992.00
		Net increase to Appropriations	.00 992.00
JE # BR22-01037 JE Trans Date 04/29/2022 JE Posted 04/29/2022 Comment Bus Transportation for field trip			
01- 0000- 0- 1110- 1000- 5806- 104- FT03	FT transport,Instruction,Regular Educati,Field Trips-G3	CR	340.00
		Net increase to Appropriations	.00 340.00
JE # BR22-01038 JE Trans Date 04/29/2022 JE Posted 04/29/2022 Comment F01-4035 Budget Revision for Teacher Induction			
01- 4035- 0- 1110- 1000- 1100- 104- 0000	Teachers' Salar,Instruction,Regular Educati,Not Required	DR	2,900.00
01- 4035- 0- 1110- 1000- 3101- 104- 0000	Benefits - Strs,Instruction,Regular Educati,Not Required	DR	491.00
01- 4035- 0- 1110- 1000- 3331- 104- 0000	Benefits - Medi,Instruction,Regular Educati,Not Required	DR	42.00
01- 4035- 0- 1110- 1000- 3501- 104- 0000	Benefits - Sui,Instruction,Regular Educati,Not Required	DR	15.00
01- 4035- 0- 1110- 1000- 3601- 104- 0000	Benefits - Wcom,Instruction,Regular Educati,Not Required	DR	52.00
01- 4035- 0- 1110- 1000- 5830- 104- t 2pd	Professional/co,Instruction,Regular Educati,Title II PD	CR	3,500.00
		3,500.00	3,500.00
JE # BR22-01039 JE Trans Date 04/29/2022 JE Posted 04/29/2022 Comment F04-4035 Budget Revision for Teacher Induction			
04- 4035- 0- 1110- 1000- 1100- 000- 0000	Teachers' Salar,Instruction,Regular Educati,Not Required	DR	5,801.00
04- 4035- 0- 1110- 1000- 3101- 000- 0000	Benefits - Strs,Instruction,Regular Educati,Not Required	DR	982.00
04- 4035- 0- 1110- 1000- 3331- 000- 0000	Benefits - Medi,Instruction,Regular Educati,Not Required	DR	84.00
04- 4035- 0- 1110- 1000- 3501- 000- 0000	Benefits - Sui,Instruction,Regular Educati,Not Required	DR	29.00
04- 4035- 0- 1110- 1000- 3601- 000- 0000	Benefits - Wcom,Instruction,Regular Educati,Not Required	DR	104.00
04- 4035- 0- 1110- 1000- 5830- 000- t 2pd	Professional/co,Instruction,Regular Educati,Title II PD	CR	7,000.00

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 4/1/2022, Ending Post Date = 4/30/2022, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

ESCAPE ONLINE

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Fiscal Year 2022

Account	Description	From	To
		<u>7,000.00</u>	<u>7,000.00</u>
JE # BR22-01040 JE Trans Date 04/29/2022 JE Posted 04/29/2022 Comment F01-0000 Revenue Increase for Village Charter Lease			
01-0000-0-0000-0000-8677-101-VI LG	Interagency Svc,Unrestricted/no	DR	9,912.00
Net increase to Appropriations		<u>.00</u>	<u>9,912.00</u>
JE # BR22-01041 JE Trans Date 04/29/2022 JE Posted 04/29/2022 Comment F01-0000 Revenue Increase for Village Charter Lease			
01-0000-0-0000-0000-8677-101-VI LG	Interagency Svc,Unrestricted/no	CR	9,912.00
Net decrease to Appropriations		<u>9,912.00</u>	<u>.00</u>
JE # BR22-01042 JE Trans Date 04/29/2022 JE Posted 04/29/2022 Comment F01-0000 Village Charter			
01-0000-0-0000-0000-8677-101-VI LG	Interagency Svc,Unrestricted/no	DR	7,875.00
01-0000-0-0000-0000-8650-101-VI LG	Leases & Rental,Unrestricted/no	CR	28,350.00
Net decrease to Appropriations		<u>28,350.00</u>	<u>7,875.00</u>
JE # BR22-01043 JE Trans Date 04/29/2022 JE Posted 04/29/2022 Comment F01-0000 Budget Revision to Clear Negatives			
01-0000-0-1110-1000-1100-104-0000	Teachers' Salar,Instruction,Regular Educati,Not Required	CR	2,900.00
01-0000-0-1110-1000-1130-600-CELT	Teachers' Sals,Instruction,Regular Educati,Celdt Testing	CR	975.00
01-0000-0-1110-1000-3101-104-0000	Benefits - Strs,Instruction,Regular Educati,Not Required	CR	491.00
01-0000-0-0000-7100-5800-000-FEES	Other Svcs & Op,Board & Superin,Undistributed,FEES	CR	400.00
01-0000-0-1110-1000-1130-104-CELT	Teachers' Sals,Instruction,Regular Educati,Celdt Testing	CR	162.00
01-0000-0-0000-8210-5510-101-0000	Natural Gas Exp,Operations,Undistributed,Not Required	CR	154.00
01-0000-0-0000-7200-5201-600-0000	Mileage Reimbur,Other General A,Undistributed,Not Required	CR	100.00
01-0000-0-1110-1000-3601-104-0000	Benefits - Wcom,Instruction,Regular Educati,Not Required	CR	52.00
01-0000-0-1110-1000-3331-104-0000	Benefits - Medi,Instruction,Regular Educati,Not Required	CR	38.00
01-0000-0-1110-1000-3311-104-SUBS	Benefits - Oasd,Instruction,Regular Educati,Substitutes	CR	38.00
01-0000-0-4760-1000-3422-600-SG04	H & W Benefits/,Instruction,Bilingual,Supp Grnt-4	CR	20.00
01-0000-0-0000-8210-3422-101-0000	H & W Benefits/,Operations,Undistributed,Not Required	CR	16.00
01-0000-0-0000-8210-3422-104-0000	H & W Benefits/,Operations,Undistributed,Not Required	CR	14.00
01-0000-0-1110-1000-3601-104-SUBS	Benefits - Wcom,Instruction,Regular Educati,Substitutes	CR	14.00
01-0000-0-1110-1000-3331-104-SUBS	Benefits - Medi,Instruction,Regular Educati,Substitutes	CR	11.00
01-0000-0-1110-1000-3501-104-0000	Benefits - Sui,Instruction,Regular Educati,Not Required	CR	9.00
01-0000-0-1110-1000-3311-668-0000	Benefits - Oasd,Instruction,Regular Educati,Not Required	CR	6.00
01-0000-0-0000-7200-3432-600-0000	H & W Benefits/,Other General A,Undistributed,Not Required	CR	3.00
01-0000-0-0000-7200-3312-600-0000	Benefits - Oasd,Other General A,Undistributed,Not Required	CR	2.00

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ESCAPE ONLINE

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Fiscal Year 2022

Account	Description	From	To
Net increase to Appropriations		<u>.00</u>	<u>5,405.00</u>

JE #	JE Trans Date	JE Posted	Comment
BR22-01044	04/29/2022	04/29/2022	F04-0000 Budget Revision to Clear Negatives
04-0000-0-1110-1000-1100-000-0000			Teachers' Salar,Instruction,Regular Educati,Not Required CR 5,321.00
04-0000-0-1110-1000-3101-000-0000			Benefits - Strs,Instruction,Regular Educati,Not Required CR 906.00
04-0000-0-1110-1000-3601-000-0000			Benefits - Wcom,Instruction,Regular Educati,Not Required CR 95.00
04-0000-0-1110-1000-3331-000-0000			Benefits - Medi,Instruction,Regular Educati,Not Required CR 68.00
04-0000-0-1110-1000-3421-000-0000			H & W Benefits/,Instruction,Regular Educati,Not Required CR 42.00
04-0000-0-1110-1000-3501-000-0000			Benefits - Sui,Instruction,Regular Educati,Not Required CR 25.00
Net increase to Appropriations		<u>.00</u>	<u>6,457.00</u>

JE #	JE Trans Date	JE Posted	Comment
BR22-01045	04/29/2022	04/29/2022	F05-0000 Budget Revision to Clear Negatives
05-0000-0-0000-8300-3202-000-0000			Benefits - Pers,Security,Undistributed,Not Required CR 63.00
05-0000-0-1110-1000-3421-000-0000			H & W Benefits/,Instruction,Regular Educati,Not Required CR 60.00
05-0000-0-0000-8210-3422-000-0000			H & W Benefits/,Operations,Undistributed,Not Required CR 38.00
05-0000-0-1110-1000-3311-000-SUBS			Benefits - Oasd,Instruction,Regular Educati,Substitutes CR 37.00
05-0000-0-1110-1000-3601-000-SUBS			Benefits - Wcom,Instruction,Regular Educati,Substitutes CR 34.00
05-0000-0-1110-1000-3331-000-SUBS			Benefits - Medi,Instruction,Regular Educati,Substitutes CR 28.00
05-0000-0-1110-1000-3101-000-SUBS			Benefits - Strs,Instruction,Regular Educati,Substitutes CR 25.00
05-0000-0-0000-2700-3442-000-0000			H & W Benefits/,School Administ,Undistributed,Not Required CR 9.00
05-0000-0-0000-8210-3312-000-0000			Benefits - Oasd,Operations,Undistributed,Not Required CR 3.00
05-0000-0-0000-8300-3432-000-0000			H & W Benefits/,Security,Undistributed,Not Required CR 3.00
05-0000-0-1110-1000-3431-000-0000			H & W Benefits/,Instruction,Regular Educati,Not Required CR 2.00
Net increase to Appropriations		<u>.00</u>	<u>302.00</u>

JE #	JE Trans Date	JE Posted	Comment
BR22-01046	04/29/2022	04/29/2022	F07-0000 Budget Revision to Clear Negatives
07-0000-0-1110-1000-3311-000-SUBS			Benefits - Oasd,Instruction,Regular Educati,Substitutes CR 34.00
Net increase to Appropriations		<u>.00</u>	<u>34.00</u>

JE #	JE Trans Date	JE Posted	Comment
BR22-01047	04/29/2022	04/29/2022	F04-0000 Increase Budget for Certificated Subs
04-0000-0-1110-1000-1149-000-SUBS			Teacher Substit,Instruction,Regular Educati,Substitutes CR 1,000.00
04-0000-0-1110-1000-3101-000-SUBS			Benefits - Strs,Instruction,Regular Educati,Substitutes CR 160.00
Net increase to Appropriations		<u>.00</u>	<u>1,160.00</u>

JE #	JE Trans Date	JE Posted	Comment
BR22-01048	04/25/2022	04/30/2022	F04-3212 Budget Revision - OM

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 4/1/2022, Ending Post Date = 4/30/2022, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

ESCAPE ONLINE

Effective 04/04/2022 through 04/30/2022

Fiscal Year 2022

Account	Description	From	To
(continued) JE # BR22-01048 JE Trans Date 04/25/2022 JE Posted 04/30/2022 Comment F04-3212 Budget Revision - OM			
04- 3212- 0- 0000- 2700- 2440- 000- 0000	Clerical&office,School Administ,Undistributed,Not Required		CR 334.00
04- 3212- 0- 0000- 2700- 3202- 000- 0000	Benefits - Pers,School Administ,Undistributed,Not Required	368.00	DR
04- 3212- 0- 0000- 2700- 3312- 000- 0000	Benefits - Oasd,School Administ,Undistributed,Not Required		CR 21.00
04- 3212- 0- 0000- 2700- 3332- 000- 0000	Benefits - Medi,School Administ,Undistributed,Not Required		CR 5.00
04- 3212- 0- 0000- 2700- 3502- 000- 0000	Benefits - Sui,School Administ,Undistributed,Not Required		CR 2.00
04- 3212- 0- 0000- 2700- 3602- 000- 0000	Benefits - Wcom,School Administ,Undistributed,Not Required		CR 6.00
		368.00	368.00

JE # BR22-01049 JE Trans Date 04/30/2022 JE Posted 04/30/2022 Comment F25-9010 Community Playground			
25- 9010- 0- 0000- 8500- 5630- 104- 0000	Repairs,Facilities Acqu,Undistributed,Not Required		CR 13,999.00
25- 9010- 0- 0000- 8100- 4311- 102- 0000	Standard Suppli,Plant Maintenanc,Undistributed,Not Required		CR 11,343.00
25- 9010- 0- 0000- 8100- 4311- 103- 0000	Standard Suppli,Plant Maintenanc,Undistributed,Not Required		CR 10,111.00
	Net increase to Appropriations	.00	35,453.00

JE # BR22-01050 JE Trans Date 04/30/2022 JE Posted 04/30/2022 Comment F01-6500 Increase Budget to cover RVP			
01- 6500- 0- 5731- 1110- 5830- 600- 0000	Professional/co,Spec Ed-separat,Non-intensive P,Not Required		CR 3,495.00
	Net increase to Appropriations	.00	3,495.00

JE # BR22-01051 JE Trans Date 04/30/2022 JE Posted 04/30/2022 Comment Revise Budget for NTRWK TECH - Direct Costs to charters			
01- 1100- 0- 1230- 1000- 5750- 600- 0000	Dir Costs For I,Instruction,Computer Instru,Not Required	2,622.00	DR
04- 1100- 0- 1230- 1000- 5750- 000- 0000	Dir Costs For I,Instruction,Computer Instru,Not Required	4,370.00	DR
05- 1100- 0- 1230- 1000- 5750- 000- 0000	Dir Costs For I,Instruction,Computer Instru,Not Required		CR 1,748.00
	Net decrease to Appropriations	6,992.00	1,748.00

JE # BR22-01052 JE Trans Date 04/30/2022 JE Posted 04/30/2022 Comment Revise Budget for NTRWK TECH - Direct Costs to charters			
01- 1100- 0- 1230- 1000- 5750- 600- 0000	Dir Costs For I,Instruction,Computer Instru,Not Required		CR 2,622.00
04- 1100- 0- 1230- 1000- 5750- 000- 0000	Dir Costs For I,Instruction,Computer Instru,Not Required		CR 4,370.00
05- 1100- 0- 1230- 1000- 5750- 000- 0000	Dir Costs For I,Instruction,Computer Instru,Not Required	1,748.00	DR
	Net increase to Appropriations	1,748.00	6,992.00

JE # BR22-01053 JE Trans Date 04/30/2022 JE Posted 04/30/2022 Comment Correct Tech Direct Cost			
01- 1100- 0- 0000- 7700- 5750- 600- 0000	Dir Costs For I,Data Processing,Undistributed,Not Required	2,622.00	DR
04- 1100- 0- 0000- 7700- 5750- 600- 0000	Dir Costs For I,Data Processing,Undistributed,Not Required	4,370.00	DR
05- 1100- 0- 0000- 7700- 5750- 600- 0000	Dir Costs For I,Data Processing,Undistributed,Not Required		CR 1,748.00

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 4/1/2022, Ending Post Date = 4/30/2022, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

ESCAPE ONLINE

Effective 04/04/2022 through 04/30/2022

Fiscal Year 2022

Account	Description	From	To
		Net decrease to Appropriations	6,992.00
			1,748.00
JE # BR22-01054 JE Trans Date 04/30/2022 JE Posted 04/30/2022 Comment F01-1100 Budget Revision - NTRWRK TECH			
01- 1100- 0- 0000- 7700- 2400- 600- 0000	Clerical & Offi,Data Processing,Undistributed,Not Required	DR	2,622.00
		Net decrease to Appropriations	2,622.00
			.00
JE # BR22-01055 JE Trans Date 04/30/2022 JE Posted 04/30/2022 Comment F01-1100 Budget Revision - NTRWRK TECH			
01- 1100- 0- 0000- 7700- 2400- 600- 0000	Clerical & Offi,Data Processing,Undistributed,Not Required	CR	2,622.00
		Net increase to Appropriations	.00
			2,622.00
JE # BR22-01056 JE Trans Date 04/30/2022 JE Posted 04/30/2022 Comment Correct Tech Direct Cost			
01- 1100- 0- 0000- 7700- 5750- 600- 0000	Dir Costs For I,Data Processing,Undistributed,Not Required	CR	2,622.00
04- 1100- 0- 0000- 7700- 5750- 600- 0000	Dir Costs For I,Data Processing,Undistributed,Not Required	CR	4,370.00
05- 1100- 0- 0000- 7700- 5750- 600- 0000	Dir Costs For I,Data Processing,Undistributed,Not Required	DR	1,748.00
		Net increase to Appropriations	1,748.00
			6,992.00
JE # BR22-01057 JE Trans Date 04/30/2022 JE Posted 04/30/2022 Comment F01-1100 Budget Revision			
01- 1100- 0- 0000- 3140- 2200- 104- 0000	Classified Supp,Health Services,Undistributed,Not Required	DR	300.00
		Net decrease to Appropriations	300.00
			.00
		Total for Org 043	385,588.00
			630,245.00
Org 043 Net <Decrease> in Estimated Fund Balance	217,289.00-		Net increase to Appropriations



PREPARED FOR

Ray Green
Piner-Olivet Union Elementary
707-484-2974
ray.green@vpcsonline.com

04/18/2022

OES-Front-Landscape

Proposal Number 1-7-23096

CMAS: 4-20-78-0089C

Contact

Scott Day
1800 E. McFadden Ave.
Santa Ana, CA
925-404-9634

Scott.Day@theKYAgroup.com

Pages 6

CA LICENSE #984827 B + C15
DIR #1000003379



Proposal: 1-7-23096
To: Piner-Olivet Union Elementary
3450 Coffey Ln
Santa Rosa
California
95403

Date: April 18, 2022
Terms: Net 30
CMAS: 4-20-78-0089C
Base Contract: February 10, 2025
Contract Terms: Feb 26, 2020 - Feb 10, 2025

c/o: Piner-Olivet Union Elementary
RA: Scott Day
RA Phone: 925-404-9634
RA Email: Scott.Day@theKYAgroup.com
Site: Olivet Elementary
Address: 1825 Willowside rd
95401

Site Qualifications and General Scope of Work

DIR # 1000003379

Priced per CMAS- KYA GSA-(4-20-78-0089C)

- Supply and Apply metal header board around pine trees
- Supply and Apply weed block 16,000 SF
- Supply and Apply parking bumpers
- Remove Tree from south property line
- Remove brush from south property line
- Remove brush from north property line
- Minor Re-Grading in disturbed areas

Excludes:
Permits

Notes: Sales tax rate will be based upon the shipping address. Price is good for 30 days from date of quote.

Initials _____



SCOPE OF WORK - PRICING

	Quantity	U/M	Price	Value
OES-Front-Landscape				
<u>MIRAFI HP270 (SQ FT)</u>	30,454.00	SF	\$0.31	\$9,440.74
<u>COMPOSITE HEADER BOARD 2" X 4" X 20'</u>	3,000.00	LF	\$2.80	\$8,400.00
<u>LANDSCAPE STAPLES - 6"</u>	150.00	EA	\$50.00	\$7,500.00
<u>CLASS 2 AGGREGATE BASE- PERMEABLE</u>	590.00	CY	\$91.30	\$53,867.00
<u>COMPOSITE HEADER STAKES</u>	350.00	EA	\$50.00	\$17,500.00
<u>Removal of Existing Surface</u>	9,932.00	SF	\$2.30	\$22,843.60
<u>General Laborer Journeyman</u>	200.00	HRS	\$128.25	\$25,650.00
<u>Aggregate Base Application</u>	8,700.00	SF	\$2.30	\$20,010.00
<u>Substrate Compaction</u>	2,000.00	SF	\$1.23	\$2,460.00
<u>Bonding Fee</u>	1.00	EA	\$2,297.10	\$2,297.10
			Total Price	\$169,968.44

Initials _____

*This is a legal agreement - please read carefully
Complete and Initial all pages*

Proposal Number 1-7-23096



CONDITIONS AND WARRANTY

1) Proposal:

The above proposal is valid for 30 days from the date first set forth above. After 30 days, we reserve the right to increase prices due to the rise in cost of raw materials, fuel or other cost increases. When applicable, KYA Services LLC reserves the right to implement a surcharge for significant increases in raw materials, including, but not limited to; fuel, and materials. Due to the duration of time between proposals, contracts and final furnishing, KYA Services LLC reserves the right to implement this surcharge when applicable.

Any job that is accepted prior to December 31st of the current year and scheduled to install after December 31st of the current year is subject to price increase

2) Purchase:

By executing this proposal, or submitting a purchase order pursuant to this proposal (which shall incorporate the terms of this agreement specifically by reference) which is accepted by KYA Services LLC. (the "Company"), the purchaser identified above ("you" or the "Purchaser") agrees to purchase the materials and the services to be provided by the "Company", as detailed in the Pricing and "General Scope of Work" sections in this agreement, above.

3) Standard Exclusions:

Unless specifically included, this agreement does not include, and Company will not provide services, labor or materials for any of the following work: (a) removal or disposal of any material containing asbestos or any hazardous materials as defined by the EPA; neither we nor our installers are responsible for the handling, removal or abatement of asbestos contained floor material or adhesive. Further, our policy is to request an Asbestos Hazard Emergency Response Act (AHERA) report prior to proceeding with any floor material or floor adhesive removal. We and our installers consider it the owners responsibility to produce this report prior to executing this contract. (b) moving Owner's property around the installation site. (c) repair or replacement of any Purchaser or Owner- supplied materials. (d) repair of concealed underground utilities not located on prints, supplied to Company by Owner during the bidding process, or physically staked out of by the Owner, and which are damaged during construction; or (e) repair of damage to existing surfaces that could occur when construction equipment and vehicles are being used in the normal course of construction.

4) Insurance Requirements:

Company is not required to provide any insurance coverage in excess of Company's standard insurance. A copy of the Company's standard insurance is available for your review prior to acceptance of the Company's proposal.

5) Payment:

Terms of payment are defined in the "Pricing" details section and are specific to this contract. For purposes of this agreement, "Completion" is defined as being the point at which the materials have been furnished. In any event where Completion cannot be effected due to delays or postponements caused by the Purchaser or Owner, final payment (less 10% retainage) is due within 30 days of the date when the Completion was scheduled, had the delay not occurred. All payments must be made to KYA Services LLC 1800 E McFadden Ave, Santa Ana, CA 92705. If the Purchaser or Owner fails or delays in making any scheduled milestone payments, the Company may suspend the fulfillment of its obligations hereunder until such payments are made, or Company may be relieved of its obligations hereunder if payment is more than 60 days past due. Company may use all remedies available to it under current laws, including but not limited to filing of liens against the property and using a collection agency or the courts to secure the collection of the outstanding debt.

6) Lien Releases:

Upon request by Owner, Company will issue appropriate partial lien releases as corresponding payments are received from Purchaser, but prior to receiving final payment from Purchaser or Owner, Company will provide a full release of liens upon receipt of final payment. In accordance with state laws, Company reserves the right to place a lien on the property if final payment has not been received 10 days prior to the filing deadline for liens.

7) Site Plan Approval, Permit/s, Permit Fees, Plans, Engineering Drawings and Surveying:

Site plan approval, permits, permit fees, plans, engineering drawings and surveying are specifically excluded from this agreement and the Services unless specified under the "General Scope of Work". The Company does not in any way warrant or represent that a permit or site plan approval for construction will be obtained. Sealed engineered drawings that are required but not included in the "General Scope of Work" will result in additional cost to Purchaser.

8) Manufacturing and Delivery:

Manufacturing lead-time and delivery varies depending on the product purchased.

Initials _____

*This is a legal agreement - please read carefully
Complete and Initial all pages*

Proposal Number 1-7-23096



9) Returned Product, Deposits and/ or Cancelled Order:

From date of shipment from our facility, all returned product(s) and cancelled orders are subject to a 50% restocking fee. No returns are available following this date. All deposits are non-refundable.

10) Concealed Conditions:

“Concealed conditions” include, without limitation to, water, gas, sprinkler, electrical and sewage lines, post tension cables, and steel rebar. Observations that were able to be made either by visual inspection or by drawings and/or plans submitted by Owner at the time this agreement was approved. If additional Concealed Conditions are discovered once work has commenced which were not visible at the time this proposal was approved, Company will stop work and indicate these unforeseen Concealed Conditions to Purchaser or Owner so that Purchaser and Company can execute a change order for any additional work. In any event, any damage caused by or to unforeseen Concealed Conditions is the sole responsibility of the Purchaser and Company shall not be held liable for any such damage. Soil conditions are assumed to be soil that does not contain any water, hard rock (such as limestone, caliche, etc.), rocks bigger than 4inches in diameter or any other condition that will require additional labor, equipment and/or materials not specified by the purchaser or Owner in the bidding process.

Any condition requiring additional labor, equipment, and/or materials to complete the drilling or concrete operations will require a change order before Company will complete the process. Any variation will incur additional charges.

11) Changes in the Work:

During the course of this project, Purchaser may order changes in the work (both additions and deletions). The cost of these changes will be determined by the Company, and a change order must be completed and signed by both the Purchaser and the Company, which will detail the “General Scope of the Change Order”. Should any change be essential to the completion of the project, and the Purchaser refuses to authorize such change order, then Company will be deemed to have performed its part of the project, and the project and Services will be terminated. Upon such termination, Company will submit a final billing to Purchaser for payment, less labor allowance for work not performed but including additional charges incurred due to the stoppage. No credit will be allowed for materials sold and supplied, which will remain the property of the Purchaser.

12) Warranty; Limitations of Liability:

Company warrants that all Company-supplied labor and Services will be performed in a good and workmanlike manner. Purchaser shall notify the Company in writing detailing any defects in Service for which a warranty claim is being made.

COMPANY SHALL NOT IN ANY EVENT BE LIABLE FOR INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL, PUNITIVE OR LIQUIDATED DAMAGES IN ANY ACTION ARISING FROM OR RELATED TO THIS AGREEMENT, WHETHER BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), INTENDED CONDUCT OR OTHERWISE, INCLUDING WITHOUT LIMITATION, DAMAGES RELATING TO LOSS OF PROFITS, INCOME OR GOODWILL, REGARDLESS OF WHETHER COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

IN NO EVENT WILL COMPANY’S LIABILITY FOR MONETARY DAMAGES UNDER THIS AGREEMENT EXCEED THE FEES PAID OR DUE AND PAYABLE FOR THE SERVICE UNDER THIS AGREEMENT (OR RELEVANT PURCHASE ORDER).

The warranties or the materials are contained in a separate document between Company and the ultimate Owner of the materials, which will be provided to Owner at the time of completion of work.

13) Indemnification:

To the fullest extent permitted by law. Purchaser shall indemnify, defend and hold harmless the Company and its consultants, agents and employees or any of them from and against claims, damages, losses and expenses, including but not limited to attorney’s fees, relating to furnishing of the materials or performance of the Services, provided that such claim, damage, loss or expense is attributable to bodily injury to, sickness, disease or death of a person, or injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the Purchaser or its agents, employees, or subcontractors or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in Section 13.

14) Delegation: Subcontractors:

The Services and furnishing of materials may be performed by subcontractors under appropriate agreements with the Company

Initials _____



15) Force Majeure: Impracticability:

The Company shall not be charged with any loss or damage for failure or delay in delivering or furnishing of materials when such failure or delay is due to any cause beyond the control of the Company, due to compliance with governmental regulations, or orders, or due to any acts of God, lockouts, slowdowns, wars or shortages in transportation, materials or labor.

16) Dispute Resolution:

Any controversy or claim arising out of or related to this agreement must be settled by binding arbitration administered in Santa Ana, CA by a single arbitrator selected by the parties or by the American Arbitration Association, and conducted in accordance with the construction industry arbitration rules. Judgement upon the award may be entered in any court having jurisdiction thereof.

17) Entire Agreement; No Reliance:

This agreement represents and contains the entire agreement between the parties. Prior discussion or verbal representations by the parties that are not contained in this agreement are not part of this agreement. Purchaser hereby acknowledges that it has not received or relied upon any statements or representations by Company or its agents which are not expressly stipulated herein, including without limitation any statements as to the materials, warranties or services provided hereunder.

18) No Third-Party Beneficiaries:

This agreements creates no third party rights or obligations between Company and any other person, including any Owner who is not also a Purchaser. It is understood and agreed that the parties do not intend that any third party should be a beneficiary of this agreement.

19) Governing Law:

This agreement will be constructed and enforced in accordance with the laws of the State of California.

20) Assignment:

Purchaser may not assign this agreement, by operation of law or otherwise, without the prior written consent of the Company. The agreements shall be binding upon and ensure to the benefit of the Company and the Purchaser, and their successors and permitted assigns.

Executed to be effective as of the date executed by the Company:

KYA Services LLC

Accepted by:

Signature: _____ Signature: *Scott Day*

By: (Print) _____ By: (Print) Scott Day

Title: _____ Title: Regional Advisor

Date: _____ Date: April 18, 2022

Initials _____



PREPARED FOR

Ray Green
Piner-Olivet Union Elementary
707-484-2974
ray.green@vpcsonline.com

04/04/2022

**PINER-OLIVET-VARIOUS
SITES-MARQUE SIGNS**

Proposal Number 1-7-23012

CMAS: 4-20-78-0089C

Contact

Scott Day
1800 E. McFadden Ave.
Santa Ana, CA
925-404-9634
Scott.Day@theKYAgroup.com

Pages 6

**CA LICENSE #984827 B + C15
DIR #1000003379**



Proposal: 1-7-23012
To: Piner-Olivet Union Elementary
3450 Coffey Ln
Santa Rosa
California
95403

Date: April 4, 2022
Terms: Net 30
CMAS: 4-20-78-0089C
Base Contract: February 10, 2025
Contract Terms: Feb 26, 2020 - Feb 10, 2025

c/o: Piner-Olivet Union Elementary
RA: Scott Day
RA Phone: 925-404-9634
RA Email: Scott.Day@theKYAgroup.com
Site: Morrice Schaefer Charter
Address: 1370 San Miguel Ave.,
95403

Site Qualifications and General Scope of Work

DIR # 1000003379

122 lineal feet of trenching
Remove and replace 7' x 2' concrete path
Saw cut and trench 40' of asphalt
Trench 70' of grass
Remove and replace 2' of concrete curb
Trench will be 1' wide x 2' deep
Provide and install one 3/4" conduit from electrical service out to new sign location for power, 20amp 120v circuit from existing panel.

Notes: Sales tax rate will be based upon the shipping address. Price is good for 60 days from date of quote. Unless otherwise stated, delivery times are 6-8 weeks upon receipt of approved PO. Minimum order 25 - 65 syds depending on color.

Initials



SCOPE OF WORK - PRICING

PINER-OLIVET-VARIOUS SITES-MARQUE SIGNS	Quantity	U/M	Price	Value
<u>9mm 6'x8' LED 2 sided color Message Center</u>	3.00	EA	\$56,758.57	\$170,275.71
<u>Install 2 sided Message Boards</u>	1.00	EA	\$78,357.14	\$78,357.14
<u>(piner- olivet and Northwest prep) 122 lineal feet of trenching Remove and replace 7' x 2' concrete path Saw cut and trench 40' of asphalt Trench 70' of grass Remove and replace 2' of concrete curb Trench will be 1' wide x '2' deep Estimated time to complete project: 1 day to saw cut concrete and AC 1 day to dig trench 1 day to patch asphalt and concrete</u>	2.00	EA	\$16,428.57	\$32,857.14
<u>Napa Electrical Piner olivet</u>	1.00	EA	\$12,678.57	\$12,678.57
<u>Napa Electrical Northwest prep</u>	1.00	EA	\$19,421.43	\$19,421.43
<u>Freight</u>	1.00	EA	\$11,271.43	\$11,271.43
<u>Bonding Fee</u>	1.00	EA	\$4,445.32	\$4,445.32
<u>Adjustment</u>	-1.00	EA	\$385.71	-\$385.71
			Total Price	\$328,921.03



CHANGE ORDER - PRICING

PINER-OLIVET-VARIOUS SITES-MARQUE SIGNS	Quantity	U/M	Price	Value
Change Order A				
USA site Private locate utilities Pot hole all identified utilities Dig bore pits Furnish 350' of 1" HDPE roll pipe Directional Bore approx. 350' From sign location to lawn area next to school per Google earth provided by Dave. Provide all equipment need to preform work.	1.00	EA	\$22,152.73	\$22,152.73
Provide and install one 1" EMT conduit from electrical panel in Kindergarten room exterior of building. Connect to underground conduit from Boring contractor. Pull new #6 THHN from Panel to Sign (Approx 365') , provide 20amp 240v breaker for existing panel.	1.00	EA	\$13,785.71	\$13,785.71
			Total of Change Order A	\$35,938.44
			Total Price	\$364,859.47

Initials ABC



CONDITIONS AND WARRANTY

1) Proposal:

The above proposal is valid for 30 days from the date first set forth above. After 30 days, we reserve the right to increase prices due to the rise in cost of raw materials, fuel or other cost increases. When applicable, KYA Services LLC reserves the right to implement a surcharge for significant increases in raw materials, including, but not limited to; fuel, and materials. Due to the duration of time between proposals, contracts and final furnishing, KYA Services LLC reserves the right to implement this surcharge when applicable.

Any job that is accepted prior to December 31st of the current year and scheduled to install after December 31st of the current year is subject to price increase

2) Purchase:

By executing this proposal, or submitting a purchase order pursuant to this proposal (which shall incorporate the terms of this agreement specifically by reference) which is accepted by KYA Services LLC. (the "Company"), the purchaser identified above ("you" or the "Purchaser") agrees to purchase the materials and the services to be provided by the "Company", as detailed in the Pricing and "General Scope of Work" sections in this agreement, above.

3) Standard Exclusions:

Unless specifically included, this agreement does not include, and Company will not provide services, labor or materials for any of the following work: (a) removal or disposal of any material containing asbestos or any hazardous materials as defined by the EPA; neither we nor our installers are responsible for the handling, removal or abatement of asbestos contained floor material or adhesive. Further, our policy is to request an Asbestos Hazard Emergency Response Act (AHERA) report prior to proceeding with any floor material or floor adhesive removal. We and our installers consider it the owners responsibility to produce this report prior to executing this contract. (b) moving Owner's property around the installation site. (c) repair or replacement of any Purchaser or Owner- supplied materials. (d) repair of concealed underground utilities not located on prints, supplied to Company by Owner during the bidding process, or physically staked out of by the Owner, and which are damaged during construction; or (e) repair of damage to existing surfaces that could occur when construction equipment and vehicles are being used in the normal course of construction.

4) Insurance Requirements:

Company is not required to provide any insurance coverage in excess of Company's standard insurance. A copy of the Company's standard insurance is available for your review prior to acceptance of the Company's proposal.

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Terms of payment are defined in the "Pricing" details section and are specific to this contract. For purposes of this agreement, "Completion" is defined as being the point at which the materials have been furnished. In any event where Completion cannot be effected due to delays or postponements caused by the Purchaser or Owner, final payment (less 10% retainage) is due within 30 days of the date when the Completion was scheduled, had the delay not occurred. All payments must be made to KYA Services LLC 1800 E McFadden Ave, Santa Ana, CA 92705. If the Purchaser or Owner fails or delays in making any scheduled milestone payments, the Company may suspend the fulfillment of its obligations hereunder until such payments are made, or Company may be relieved of its obligations hereunder if payment is more than 60 days past due. Company may use all remedies available to it under current laws, including but not limited to filing of liens against the property and using a collection agency or the courts to secure the collection of the outstanding debt.

6) Lien Releases:

Upon request by Owner, Company will issue appropriate partial lien releases as corresponding payments are received from Purchaser, but prior to receiving final payment from Purchaser or Owner, Company will provide a full release of liens upon receipt of final payment. In accordance with state laws, Company reserves the right to place a lien on the property if final payment has not been received 10 days prior to the filing deadline for liens.

7) Site Plan Approval, Permit/s, Permit Fees, Plans, Engineering Drawings and Surveying:

Site plan approval, permits, permit fees, plans, engineering drawings and surveying are specifically excluded from this agreement and the Services unless specified under the "General Scope of Work". The Company does not in any way warrant or represent that a permit or site plan approval for construction will be obtained. Sealed engineered drawings that are required but not included in the "General Scope of Work" will result in additional cost to Purchaser.

8) Manufacturing and Delivery:

Manufacturing lead-time from Company's receipt of the "Purchase Order" is approximately 2 to 8 weeks or as otherwise noted.

Initials ASZ

*This is a legal agreement - please read carefully.
Complete and Initial all pages*

Proposal Number 1-7-23012



9) Returned Product, Deposits and/ or Cancelled Order:

From date of shipment from our facility, all returned product(s) and cancelled orders are subject to a 50% restocking fee. No returns are available following this date. All deposits are non-refundable.

10) Concealed Conditions:

"Concealed conditions" include, without limitation to, water, gas, sprinkler, electrical and sewage lines, post tension cables, and steel rebar. Observations that were able to be made either by visual inspection or by drawings and/or plans submitted by Owner at the time this agreement was approved. If additional Concealed Conditions are discovered once work has commenced which were not visible at the time this proposal was approved, Company will stop work and indicate these unforeseen Concealed Conditions to Purchaser or Owner so that Purchaser and Company can execute a change order for any additional work. In any event, any damage caused by or to unforeseen Concealed Conditions is the sole responsibility of the Purchaser and Company shall not be held liable for any such damage. Soil conditions are assumed to be soil that does not contain any water, hard rock (such as limestone, caliche, etc.), rocks bigger than 4 inches in diameter or any other condition that will require additional labor, equipment and/or materials not specified by the purchaser or Owner in the bidding process.

Any condition requiring additional labor, equipment, and/or materials to complete the drilling or concrete operations will require a change order before Company will complete the process. Any variation will incur additional charges.

11) Changes in the Work:

During the course of this project, Purchaser may order changes in the work (both additions and deletions). The cost of these changes will be determined by the Company, and a change order must be completed and signed by both the Purchaser and the Company, which will detail the "General Scope of the Change Order". Should any change be essential to the completion of the project, and the Purchaser refuses to authorize such change order, then Company will be deemed to have performed its part of the project, and the project and Services will be terminated. Upon such termination, Company will submit a final billing to Purchaser for payment, less labor allowance for work not performed but including additional charges incurred due to the stoppage. No credit will be allowed for materials sold and supplied, which will remain the property of the Purchaser.

12) Warranty, Limitations of Liability:

Company warrants that all Company-supplied labor and Services will be performed in a good and workmanlike manner. Purchaser shall notify the Company in writing detailing any defects in Service for which a warranty claim is being made.

COMPANY SHALL NOT IN ANY EVENT BE LIABLE FOR INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL, PUNITIVE OR LIQUIDATED DAMAGES IN ANY ACTION ARISING FROM OR RELATED TO THIS AGREEMENT, WHETHER BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), INTENDED CONDUCT OR OTHERWISE, INCLUDING WITHOUT LIMITATION, DAMAGES RELATING TO LOSS OF PROFITS, INCOME OR GOODWILL, REGARDLESS OF WHETHER COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

IN NO EVENT WILL COMPANY'S LIABILITY FOR MONETARY DAMAGES UNDER THIS AGREEMENT EXCEED THE FEES PAID OR DUE AND PAYABLE FOR THE SERVICE UNDER THIS AGREEMENT (OR RELEVANT PURCHASE ORDER).

The warranties or the materials are contained in a separate document between Company and the ultimate Owner of the materials, which will be provided to Owner at the time of completion of work.

13) Indemnification:

To the fullest extent permitted by law. Purchaser shall indemnify, defend and hold harmless the Company and its consultants, agents and employees or any of them from and against claims, damages, losses and expenses, including but not limited to attorney's fees, relating to furnishing of the materials or performance of the Services, provided that such claim, damage, loss or expense is attributable to bodily injury to, sickness, disease or death of a person, or injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the Purchaser or its agents, employees, or subcontractors or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in Section 13.

14) Delegation: Subcontractors:

The Services and furnishing of materials may be performed by subcontractors under appropriate agreements with the Company

Initials

ABC



15) Force Maieure: Impracticability:

The Company shall not be charged with any loss or damage for failure or delay in delivering or furnishing of materials when such failure or delay is due to any cause beyond the control of the Company, due to compliance with governmental regulations, or orders, or due to any acts of God, lockouts, slowdowns, wars or shortages in transportation, materials or labor.

16) Dispute Resolution:

Any controversy or claim arising out of or related to this agreement must be settled by binding arbitration administered in Santa Ana, CA by a single arbitrator selected by the parties or by the American Arbitration Association, and conducted in accordance with the construction industry arbitration rules. Judgement upon the award may be entered in any court having jurisdiction thereof.

17) Entire Agreement; No Reliance:

This agreement represents and contains the entire agreement between the parties. Prior discussion or verbal representations by the parties that are not contained in this agreement are not part of this agreement. Purchaser hereby acknowledges that it has not received or relied upon any statements or representations by Company or its agents which are not expressly stipulated herein, including without limitation any statements as to the materials, warranties or services provided hereunder.

18) No Third-Party Beneficiaries:

This agreements creates no third party rights or obligations between Company and any other person, including any Owner who is not also a Purchaser. It is understood and agreed that the parties do not intend that any third party should be a beneficiary of this agreement.

19) Governing Law:

This agreement will be constructed and enforced in accordance with the laws of the State of California.

20) Assignment:

Purchaser may not assign this agreement, by operation of law or otherwise, without the prior written consent of the Company. The agreements shall be binding upon and ensure to the benefit of the Company and the Purchaser, and their successors and permitted assigns.

Executed to be effective as of the date executed by the Company:

KYA Services LLC

Accepted by:

Signature: *[Handwritten Signature]*

Signature: *Scott Day*

By: (Print) *STEVE CHAR BOWNBAY*

By: (Print) Scott Day

Title: *SUPERINTENDENT*

Title: Regional Advisor

Date: *4/26/2022*

Date: April 04, 2022

Initials *[Handwritten Initials]*



PREPARED FOR

Ray Green
Piner-Olivet Union Elementary
707-484-2974
ray.green@vpcsonline.com

01/28/2022

NWCP-Front of School-Landscaping

Proposal Number 1-7-23022

CMAS: 4-20-78-0089C

Contact

Scott Day
1800 E. McFadden Ave.
Santa Ana, CA
925-404-9634
Scott.Day@theyyagroup.com

Pages 7

CA LICENSE #984827 B + C15
DIR #1000003379



Proposal: 1-7-23022
 To: Piner-Olivet Union Elementary
 3450 Coffey Ln
 Santa Rosa
 California
 95403

Date: January 28, 2022
 Terms: Net 30
 CMAS: 4-20-78-0089C
 Base Contract: February 10, 2025
 Contract Terms: Feb 26, 2020 - Feb 10, 2025

c/o: Piner-Olivet Union Elementary
 RA: Scott Day
 RA Phone: 925-404-9634
 RA Email: Scott.Day@theyyagroup.com
 Site: Northwest Prep Charter
 Address: 2590 Piner Rd.,
 95401

Site Qualifications and General Scope of Work

DIR # 1000003379

Priced per CMAS- GSA- KYA Services (4-20-78-0089C)
 Removal and repair of landscape
 Supply and Apply asphalt

Excludes:
 irrigation

Notes: Sales tax rate will be based upon the shipping address. Price is good for 60 days from date of quote. Unless otherwise stated, delivery times are 6-8 weeks upon receipt of approved PO. Minimum order 25 - 65 syds depending on color.

Initials 



SCOPE OF WORK - PRICING

	Quantity	U/M	Price	Value
NWCP-Front of School-Landscaping				
<u>ASPHALT</u>	900.00	SF	\$9.57	\$8,613.00
<u>BAR #4</u>	600.00	EA	\$6.11	\$3,666.00
<u>SEAL COAT ASPHALT</u>	900.00	SF	\$2.27	\$2,043.00
<u>MIRAFI HP270 (SQ FT)</u>	1,200.00	SF	\$0.31	\$372.00
<u>SOIL AMENDMENT</u>	800.00	SF	\$2.21	\$1,768.00
<u>Class 2 Aggregate Base- Permeable</u>	85.00	CY	\$91.30	\$7,760.50
<u>COMPOSITE HEADER BOARD 2" X 4" X 20'</u>	1,200.00	LF	\$2.80	\$3,360.00
<u>LANDSCAPE STAPLES - 6"</u>	375.00	EA	\$28.00	\$10,500.00
<u>Sundries</u>	10.00	EA	\$589.03	\$5,890.30
<u>TEMPORARY FENCING SYSTEM</u>	900.00	LF	\$11.58	\$10,422.00
<u>FERTILIZER INJECTOR - 2.5 GAL</u>	4.00	EA	\$959.12	\$3,836.48
<u>Natural Sod Maintenance</u>	950.00	SF	\$11.78	\$11,191.00
<u>Aggregate Base Application</u>	800.00	SF	\$2.30	\$1,840.00
<u>Application of Headerboard</u>	1,200.00	LF	\$5.36	\$6,432.00
<u>Removal of Existing Surface</u>	1,200.00	SF	\$2.30	\$2,760.00
<u>Application of Asphalt</u>	900.00	EA	\$10.73	\$9,657.00
<u>Application of tree wells</u>	500.00	LF	\$11.49	\$5,745.00
<u>Application of sealer</u>	900.00	SF	\$1.53	\$1,377.00
<u>Dumpster Service</u>	2.00	EA	\$788.17	\$1,576.34
<u>General Laborer Journeyman</u>	140.00	HRS	\$128.25	\$17,955.00
<u>General Laborer Material Handler Level 1</u>	47.00	HRS	\$88.79	\$4,173.13
<u>Construction Project Supervisor</u>	100.00	HRS	\$157.85	\$15,785.00
<u>Bonding Fee</u>	1.00	EA	\$1,873.10	\$1,873.10
			Total Price	\$138,595.85

Initials ase



CHANGE ORDER - PRICING

NWCP-Front of School-Landscaping

Change Order A	Quantity U/M	Price	Value
Removal of Existing Surface	3,325.00 EA	\$2.30	\$7,647.50
	Total of Change Order A		\$7,647.50
	Total Price		\$146,243.35

Initials ABC

*This is a legal agreement - please read carefully
Complete and Initial all pages*

Proposal Number 1-7-23022



CONDITIONS AND WARRANTY

1) Proposal:

The above proposal is valid for 60 days from the date first set forth above. After 60 days, we reserve the right to increase prices due to the rise in cost of raw materials, fuel or other cost increases. When applicable, KYA Services LLC reserves the right to implement a surcharge for significant increases in raw materials, including, but not limited to; fuel, and materials. Due to the duration of time between proposals, contracts and final furnishing, KYA Services LLC reserves the right to implement this surcharge when applicable.

2) Purchase:

By executing this proposal, or submitting a purchase order pursuant to this proposal (which shall incorporate the terms of this agreement specifically by reference) which is accepted by KYA Services LLC. (the "Company"), the purchaser identified above ("you" or the "Purchaser") agrees to purchase the materials and the services to be provided by the "Company", as detailed in the Pricing and "General Scope of Work" sections in this agreement, above.

3) Standard Exclusions:

Unless specifically included, this agreement does not include, and Company will not provide services, labor or materials for any of the following work: (a) removal or disposal of any material containing asbestos or any hazardous materials as defined by the EPA; neither we nor our installers are responsible for the handling, removal or abatement of asbestos contained floor material or adhesive. Further, our policy is to request an Asbestos Hazard Emergency Response Act (AHERA) report prior to proceeding with any floor material or floor adhesive removal. We and our installers consider it the owners responsibility to produce this report prior to executing this contract. (b) moving Owner's property around the installation site. (c) repair or replacement of any Purchaser or Owner- supplied materials. (d) repair of concealed underground utilities not located on prints, supplied to Company by Owner during the bidding process, or physically staked out of by the Owner, and which are damaged during construction; or (e) repair of damage to existing surfaces that could occur when construction equipment and vehicles are being used in the normal course of construction.

4) Insurance Requirements:

Company is not required to provide any insurance coverage in excess of Company's standard insurance. A copy of the Company's standard insurance is available for your review prior to acceptance of the Company's proposal.

5) Payment:

Terms of payment are defined in the "Pricing" details section and are specific to this contract. For purposes of this agreement, "Completion" is defined as being the point at which the materials have been furnished. In any event where Completion cannot be effected due to delays or postponements caused by the Purchaser or Owner, final payment (less 10% retainage) is due within 30 days of the date when the Completion was scheduled, had the delay not occurred. All payments must be made to KYA Services LLC 1800 E McFadden Ave, Santa Ana, CA 92705. If the Purchaser or Owner fails or delays in making any scheduled milestone payments, the Company may suspend the fulfillment of its obligations hereunder until such payments are made, or Company may be relieved of its obligations hereunder if payment is more than 60 days past due. Company may use all remedies available to it under current laws, including but not limited to filing of liens against the property and using a collection agency or the courts to secure the collection of the outstanding debt.

6) Lien Releases:

Upon request by Owner, Company will issue appropriate partial lien releases as corresponding payments are received from Purchaser, but prior to receiving final payment from Purchaser or Owner, Company will provide a full release of liens upon receipt of final payment. In accordance with state laws, Company reserves the right to place a lien on the property if final payment has not been received 10 days prior to the filing deadline for liens.

7) Site Plan Approval, Permit/s, Permit Fees, Plans, Engineering Drawings and Surveying:

Site plan approval, permits, permit fees, plans, engineering drawings and surveying are specifically excluded from this agreement and the Services unless specified under the "General Scope of Work". The Company does not in any way warrant or represent that a permit or site plan approval for construction will be obtained. Sealed engineered drawings that are required but not included in the "General Scope of Work" will result in additional cost to Purchaser.

8) Manufacturing and Delivery:

Manufacturing lead-time from Company's receipt of the "Purchase Order" is approximately 2 to 8 weeks or as otherwise noted.

Initials _____

*This is a legal agreement - please read carefully
Complete and Initial all pages*

Proposal Number 1-7-23022



9) Returned Product, Deposits and/ or Cancelled Order:

From date of shipment from our facility, all returned product(s) and cancelled orders are subject to a 50% restocking fee. No returns are available following this date. All deposits are non-refundable.

10) Concealed Conditions:

"Concealed conditions" include, without limitation to, water, gas, sprinkler, electrical and sewage lines, post tension cables, and steel rebar. Observations that were able to be made either by visual inspection or by drawings and/or plans submitted by Owner at the time this agreement was approved. If additional Concealed Conditions are discovered once work has commenced which were not visible at the time this proposal was approved, Company will stop work and indicate these unforeseen Concealed Conditions to Purchaser or Owner so that Purchaser and Company can execute a change order for any additional work. In any event, any damage caused by or to unforeseen Concealed Conditions is the sole responsibility of the Purchaser and Company shall not be held liable for any such damage. Soil conditions are assumed to be soil that does not contain any water, hard rock (such as limestone, caliche, etc.), rocks bigger than 4 inches in diameter or any other condition that will require additional labor, equipment and/or materials not specified by the purchaser or Owner in the bidding process.

Any condition requiring additional labor, equipment, and/or materials to complete the drilling or concrete operations will require a change order before Company will complete the process. Any variation will incur additional charges.

11) Changes in the Work:

During the course of this project, Purchaser may order changes in the work (both additions and deletions). The cost of these changes will be determined by the Company, and a change order must be completed and signed by both the Purchaser and the Company, which will detail the "General Scope of the Change Order". Should any change be essential to the completion of the project, and the Purchaser refuses to authorize such change order, then Company will be deemed to have performed its part of the project, and the project and Services will be terminated. Upon such termination, Company will submit a final billing to Purchaser for payment, less labor allowance for work not performed but including additional charges incurred due to the stoppage. No credit will be allowed for materials sold and supplied, which will remain the property of the Purchaser.

12) Warranty: Limitations of Liability:

Company warrants that all Company-supplied labor and Services will be performed in a good and workmanlike manner. Purchaser shall notify the Company in writing detailing any defects in Service for which a warranty claim is being made.

COMPANY SHALL NOT IN ANY EVENT BE LIABLE FOR INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL, PUNITIVE OR LIQUIDATED DAMAGES IN ANY ACTION ARISING FROM OR RELATED TO THIS AGREEMENT, WHETHER BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), INTENDED CONDUCT OR OTHERWISE, INCLUDING WITHOUT LIMITATION, DAMAGES RELATING TO LOSS OF PROFITS, INCOME OR GOODWILL, REGARDLESS OF WHETHER COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

IN NO EVENT WILL COMPANY'S LIABILITY FOR MONETARY DAMAGES UNDER THIS AGREEMENT EXCEED THE FEES PAID OR DUE AND PAYABLE FOR THE SERVICE UNDER THIS AGREEMENT (OR RELEVANT PURCHASE ORDER).

The warranties or the materials are contained in a separate document between Company and the ultimate Owner of the materials, which will be provided to Owner at the time of completion of work.

13) Indemnification:

To the fullest extent permitted by law. Purchaser shall indemnify, defend and hold harmless the Company and its consultants, agents and employees or any of them from and against claims, damages, losses and expenses, including but not limited to attorney's fees, relating to furnishing of the materials or performance of the Services, provided that such claim, damage, loss or expense is attributable to bodily injury to, sickness, disease or death of a person, or injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the Purchaser or its agents, employees, or subcontractors or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in Section 13.

14) Delegation: Subcontractors:

The Services and furnishing of materials may be performed by subcontractors under appropriate agreements with the Company

Initials *abc*



15) Force Majeure: Impracticability:

The Company shall not be charged with any loss or damage for failure or delay in delivering or furnishing of materials when such failure or delay is due to any cause beyond the control of the Company, due to compliance with governmental regulations, or orders, or due to any acts of God, lockouts, slowdowns, wars or shortages in transportation, materials or labor.

16) Dispute Resolution:

Any controversy or claim arising out of or related to this agreement must be settled by binding arbitration administered in Santa Ana, CA by a single arbitrator selected by the parties or by the American Arbitration Association, and conducted in accordance with the construction industry arbitration rules. Judgement upon the award may be entered in any court having jurisdiction thereof.

17) Entire Agreement; No Reliance:

This agreement represents and contains the entire agreement between the parties. Prior discussion or verbal representations by the parties that are not contained in this agreement are not part of this agreement. Purchaser hereby acknowledges that it has not received or relied upon any statements or representations by Company or its agents which are not expressly stipulated herein, including without limitation any statements as to the materials, warranties or services provided hereunder.

18) No Third-Party Beneficiaries:

This agreements creates no third party rights or obligations between Company and any other person, including any Owner who is not also a Purchaser. It is understood and agreed that the parties do not intend that any third party should be a beneficiary of this agreement.

19) Governing Law:

This agreement will be constructed and enforced in accordance with the laws of the State of California.

20) Assignment:

Purchaser may not assign this agreement, by operation of law or otherwise, without the prior written consent of the Company. The agreements shall be binding upon and ensure to the benefit of the Company and the Purchaser, and their successors and permitted assigns.

Executed to be effective as of the date executed by the Company:

KYA Services LLC

Accepted by:

Signature: [Handwritten Signature]

Signature: Scott Day

By: (Print) STEVE CHARBONNEAU

By: (Print) Scott Day

Title: SUPERINTENDENT

Title: Regional Advisor

Date: 4/20/2022

Date: January 28, 2022

Initials [Handwritten Initials]



Annual and Five-Year Reports

Piner-Olivet Union School District

December 13, 2021

Prepared for:

Piner-Olivet Union School District

3450 Coffey Lane

Santa Rosa, CA 95403

707.522.3000

www.pousd.org

Prepared by:

King Consulting

2901 35th St.

Sacramento, CA 95817

916.706.3538

www.kinginc.com

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INTRODUCTION

It is a requirement of Government Code Sections 66006 and 66001 that school districts provide certain financial information to the public each year. The report must be made available for public review 180 days after the close of the previous fiscal year. In addition, the governing board must review the information at its next regularly scheduled board meeting held no earlier than 15 days after the information becomes available to the public. Notice of the time and place of this meeting must be mailed at least 15 days prior to the meeting to anyone who has requested such notice. Developer fees are intended to be used for the construction and reconstruction of school facilities to accommodate impacts from new development. Developer fees are not intended for general revenue purposes.

The District provides the following information in compliance with Government Code Section 66006 FOR THE 2020-2021 FISCAL YEAR:

- I. A brief description of the type of fee in the account or fund.
- II. The amount of the fee.
- III. The beginning and ending balance of the account or fund.
- IV. Fees amounts collected.
- V. Amount of interest earned on fees.
- VI. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with the fees.
- VII. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, and the public improvement remains incomplete.
- VIII. A description of each interfund transfer or loan.
- IX. Amount of refunds.

The Reportable Fees do not include special tax proceeds, proceeds of bonds, or letters of credit to secure payment of Reportable Fees at a future date. Further, the School District identifies Reportable Fees have not been levied, collected, or imposed for general revenue purposes.

Additionally, the School District is required to identify the following:

- I. The purpose to which unexpended Reportable Fees will be spent.
- II. The Reasonable Relationship between the unexpended Reportable Fees and the purpose to which they are to be spent.
- III. The funding sources and expected funding availability date for school facilities projects for which unexpended Reportable Fees are required.

The following Annual and Five-Year Reports ("Reports") for the fiscal year ending June 30, 2021 include the information and proposed findings the School District intends to review and adopt in accordance with Sections 66001 and 66006 of the Government Code.

SECTION A: ANNUAL REPORT 2020-2021

In accordance with Government Code Section 66006(b)(1) and (2), the School District hereby presents the following information for fiscal year ending June 30, 2021 with regard to the Annual Reportable Fees:

I. Description of the Type of Reportable Fees in the Account or Sub-account(s) of the School District

The Reportable Fees of the School District for fiscal year ending June 30, 2021 consist of Statutory School Fees (also commonly referred to as "Level 1 Fees"). Statutory School Fees are collected by the School District, pursuant to Education Code Section 17620 and Government Code Section 65995, from new residential and commercial/industrial development.

II. Amount of the Reportable Fees

The amount of Reportable Fees is based on the effective Statutory School Fees.

Statutory School Fees

The Statutory School Fees for the period between July 1, 2020 and June 30, 2021 were established by the Board of the School District on ~~July 6, 2018~~ **April 6, 2016**. The Board adopted the Statutory School Fees for new residential and commercial/industrial development based on the reports titled "Level 1 Developer Fee Study" ("Study"), dated ~~July 6, 2018~~ **April 6, 2016**. The Piner-Olivet Union School District currently shares

Piner-Olivet Union SD: Annual and Five-Year Developer Fee Report
December 2021

developer fees with the Santa Rosa High School District. The developer fee sharing arrangement between the two school districts is currently 70 percent for the elementary school district and 30 percent to the high school district.

Table 1 on the following page lists the fee amounts and effective dates for the applicable Statutory School Fees for fiscal year ending June 30, 2021.

Table 1. Statutory School Fee Amounts

Item	Effective Dates (for FY 2020-2021)	Fee Amount (Per Square Foot)
Residential	July 1, 2020 - June 30, 2021	\$2.42
Commercial/Industrial ("CID")	July 1, 2020 - June 30, 2021	\$0.39
Self-Storage CID	July 1, 2020 - June 30, 2021	\$0.06

III. Beginning and Ending Balance of Account and Sub-Account(s):

Table 2 lists the fiscal year 2020-2021 beginning and ending balances for Fund 25, the Capital Facility Fund, which holds all Reportable Fees:

Table 2. Beginning and Ending Balances for Fund 25

Item	Fund Balance
Beginning Balance (July 1, 2020)	\$768,256.26
Ending Balance (June 30, 2021)	\$825,046.90

IV. Amount of the Reportable Fees Collected and Interest Earned

Table 3 on the following page shows the amount of Reportable Fees collected and interest earned during fiscal year 2020-2021 to accommodate students from additional development.

Table 3. Amount of Reportable Fees Collected

Item	Total Revenues
Reportable Fees Collected	\$44,934.56
Interest Earned	\$6,070.29
Other Local Funds / Adjustments	\$35,314.38
Total	\$86,319.23

V. Identification of Each Improvement on Which Reportable Fees Were Expended and the Amount of the Expenditures on Each Improvement, Including the Total Percentage of the Cost of Each Project of the School District that Was Funded with Reportable Fees

A total of \$29,528.59 of Reportable Fees were expended during Fiscal Year 2020-2021. Component C in this report identifies the amount of Reportable Fees expended on School Facilities in fiscal year 2020-2021, as well as the percentage of each improvement funded by Reportable Fees.

VI. Identification of an Approximate Date by Which the Construction of Project(s) of the School District will Commence if the School District Determines that Sufficient Funds have been Collected to Complete Financing on an Incomplete Project of the School District, as Identified in Paragraph (2) of Subdivision (A) of Section 66001, and the Project of the School District Remains Incomplete

The School District has determined that at the close of fiscal year 2020-2021, Reportable Fees and other sources of funding were not sufficient to complete the financing of additional school facilities of the School District.

VII. Description of each Interfund Transfer or Loan made from the Account or Sub-Account(s), Including Project(s) of the School District on which the Transferred or Loaned Reportable Fees will be Expended, and, in the Case of an Interfund Loan, the Date on which the Loan will be Repaid, and the Rate of Interest that the Account or Sub-Account(s) will Receive on the Loan

The School District's interfund transfer of \$10,000 into Fund 25 in fiscal year 2020-2021 included the repayment of funds loaded to Northwest Prep Charter School. The School District did not make any interfund transfers out of Fund 25 in fiscal year 2020-2021.

VIII. The Amount of Refunds Made or Revenues Allocated for Other Purposes if the Administrative Costs of Refunding Unexpended Revenues Exceed the Amount to be Refunded

No refunds of Reportable Fees were made pursuant to Section 66001(e) of the Government Code in fiscal year 2020-2021.

IX. Summary Table of Fund Balance, Revenues, and Expenditures

Table 4 below summarizes the beginning and ending balances, the amount of Reportable Fees collected and interest earned, additional refunds/revenues, and total expenditures from Fund 25 during fiscal year 2020-2021.

Table 4. Fund 25 Activity Summary for Fiscal Year 2020-2021

Item	Total Revenues
Beginning Balance (July 1, 2020)	\$768,256.26
Reportable Fees Collected & Interest Earned	\$86,319.23
Expenditures	(\$29,528.59)
Ending Balance (June 30, 2021)	\$825,046.90

SECTION B: FIVE-YEAR REPORT

In accordance with Government Code Section 66001, the School District provides the following information with respect to the Reportable Fees in the account or sub- account(s) remaining unexpended, whether committed or uncommitted to projects:

I. Identification of the Purpose to which the Reportable Fees are to be Expended

The purpose of the Reportable Fees imposed and collected on new residential and commercial/industrial development within the School District was to fund the additional school facilities required to serve students generated by new development within the School District. Specifically, the Reportable Fees will be used for the construction, expansion, and/ or acquisition of additional School Facilities, furnishing and equipping such facilities, as well as acquiring and installing additional portable classrooms to accommodate students.

II. Demonstration of a Reasonable Relationship Between the Reportable Fees and the Purposes for which they are Charged

There is a roughly proportional and a reasonable relationship between the new development upon which the Reportable Fees are charged and the need for additional School Facilities. This relationship is based on the additional students that will be generated by new development within the School District exceeding the School District’s existing student capacity. Furthermore, the Reportable Fees do not exceed the costs of providing school facilities for the students generated from the development in which such fees were collected (as set forth in the Studies, referred to herein Section B III).

III. Identification of All Sources and Amounts of Funding Anticipated to Complete Financing of the School Facilities the School District has Identified in the School District's Reports

Table 5 on the following page lists the proposed funding sources for all pending School Facility projects presently identified by the School District.

Table 5. Identification of Sources and Amounts to Complete Financing of School Facilities

Sources	Reportable Fees	Total
Universal Transitional Classrooms Additions and Replacements	\$5,400,000	\$5,400,000
K-8 School Classrooms Additions and Replacements	\$500,000	\$500,000
Furniture for Growth	\$100,000	\$100,000

IV. Identification of the Approximate Dates on Which the Funding Referred to in Section B III is Expected to be Deposited into the Appropriate Account or Fund

Table 6 on the following page lists the approximate dates on which the funds are expected to be available for the school facility projects presently identified by the School District.

Table 6. Timing of Funds for Planned School Facility Projects

Sources	Reportable Fees
Universal Transitional Classrooms Additions and Replacements	As Collected
K-8 School Classrooms Additions and Replacements	As Collected
Furniture for Growth	As Collected

SECTION C: REPORTABLE FEE EXPENDITURE FOR FISCAL YEAR 2020-2021

Piner-Olivet Union School District

Capital Public Improvements on which Reportable Fees were Expended in Fiscal Year 2020-2021

Project	Amount Paid From Fees During FY 2020-2021	Percent of Total Cost Funded With Fees
Districtwide	\$ 29,528.59	100.00%
<i>Administrative Fee</i>	\$1,348.04	
<i>Salaries & Benefits Related to Growth Planning</i>	\$13,265.04	100.00%
<i>Professional / Consulting Fees</i>	\$14,9105.51	100.00%
Total	\$ 29,528.59	N/A

**PINER-OLIVET UNION SCHOOL DISTRICT
Field Trip Request Form**

Teacher <u>Heather Graham</u>	
School <u>Piner Olivet Charter School</u>	
Grade <u>7/8</u>	Date of Trip <u>May 16th, 2022</u>
Destination <u>Wikiup Tennis & Swim Club</u>	
Address <u>500 Wikiup Dr. Santa Rosa, CA 95403</u>	
Departure Time <u>9:00</u>	Return Time <u>2:00</u>
Date of Request <u>4/21/22</u>	Number of Passengers <u>100</u>
Transportation: (please circle one) District Bus Private Car Other:(describe)	
Educational Purpose: <u>Recognition for students who have completed their community service hours and are passing all classes.</u>	
Funding Source: <u>Parents Club and Parent/Family Donations</u>	
Name of Driver:	Safety Instruction: _____ Emergency Equipment _____ Exits/Radio
	Time:
Ending Odometer:	Total Hours:
Beginning Odometer:	Total Miles:

Heather Graham
Principal's Signature

Alchar
Director of Transportation

Date Received

Date Approved

Driver's Signature

Distribution: (White) - Driver (Yellow) - Director (Pink) - Teacher (Gold) - Teacher



PINER-OLIVET UNION SCHOOL DISTRICT

Field Trip Request Form - Swimming Supplement

Swimming Pool Facility Being Used:

Name of Facility: Wikiup Tennis & Swim

Address: 500 Wikiup Dr. Santa Rosa, CA 95403

Telephone: (707) 544-2330

- Parents notified and signed permission given. ← Will happen when it is board approved
- Swimming ability of Staff and Students determined before trip is taken. ↑ Form will be sent home
- Certified Lifeguard will be available.
- Written instructions on supervision/safety will be distributed to staff and chaperones.
- Provision made for students with varying swimming abilities.
- Provision made for flotation devices as appropriate.
- A one-on-one system for monitoring will be implemented.
- The principal and teacher initiating swim activities has, or will have, visited site and assessed the risks prior to the trip.
- Written emergency procedures are in place.
- District adult/student ratio for supervision will be maintained.
- For public swimming facility, certificate of liability insurance has been obtained for an amount not less than \$1,000,000.

Teacher: Heather Graham (Principal)

Date of Visit: May 16, 2022

Heather Graham
Principal

4/21/22
Date

CONTRACT COVER SHEET

FROM: Sabrina Dawson
SMAA Region 1 LEC Coordinator
Sonoma County Office of Education
sdawson@scoe.org
707-524-2765

INITIALED: *SD*

DATE: 04 / 21 / 2022

AGREEMENT: School-Based Medi-Cal Administrative Activities (SMAA) 2022 Interagency Agreement

COMMENTS: Interagency Agreement between LEA and SCOE for activities related to the SMAA Program.
If there are any questions please contact me.

**SCHOOL-BASED MEDI-CAL ADMINISTRATIVE ACTIVITIES (SMAA)
Region 1 LEC Interagency Agreement**

It is agreed by Piner-Olivet Union School District (Local Education Agency, “LEA”) and Sonoma County Office of Education, acting as the Local Education Consortium (“LEC”) for Region 1 (“SCOE”), as follows:

RECITALS

1. By approving AB 2780 (1998) the California Legislature and Governor, have authorized direct local education agency billing to the California Department of Health Care Services (“DHCS”) through local educational consortium (“LEC”) under Welfare & Institutions Code § 14132.47.
2. SCOE is the LEC for Region 1 in Northern California.
3. LEA appointed SCOE as its representative under the School-Based Medi-Cal Administrative Activities (SMAA) program in concert with other school LEA’s in Region 1.
4. The parties make this Agreement to ensure coordination among LEA, SCOE and DHCS as set forth below.

AGREEMENT

1. SCOE RESPONSIBILITIES. SCOE shall have all of the responsibilities of a LEC as stated in Exhibit “A” hereto and incorporated by this reference and as they may be amended by DHCS from time to time.
2. LEA RESPONSIBILITIES.
 - 2.1 Maintain SCOE as its LEC for SMAA claims arising during the term of this Agreement.
 - 2.2 Designate a LEA employee to act as local LEA SMAA Coordinator and liaison with LEC to oversee the responsibilities identified in Exhibit “B”.
 - 2.3 Ensure attendance by LEA SMAA Coordinator, and other staff as requested, at all SMAA regional meetings and trainings set up by the LEC.
 - 2.4 Cooperate with SCOE and its subcontractors, DHCS and federal officials in administering the SMAA program, including, but not limited to, all reviews and audits.
 - 2.5 For a minimum period of five years after the end of the quarter in which the LEC receives reimbursement from the DHCS for expenditures incurred, revision of such reimbursement, or if an audit is in process, throughout the audit’s duration, or the final resolution of all audit exceptions, deferrals, and/or disallowances whichever is greater, retain SMAA records, which disclose the type, and extent of SMAA performed by staff and the costs for such staff. Maintain files that are consistent with procedures outlined by DHCS and LEC and ensure that audit files are kept current.
 - 2.6 Account for the activities of staff conducting MAA activities in accordance with the provisions of W & I Code 14132.47 via the state-approved time survey instrument.

Steven D. Herrington, Ph.D. ■ Superintendent of Schools
Board of Education ■ Gina Cuclis, Herman G. Hernandez, Peter Kostas, Andrew Leonard, Lisa Wittke Schaffner

- 2.7 Ensure all participating LEA staff claiming reimbursement through Title XIX Medi-Cal administrative claiming are kept informed of applicable SMAA information and requirements for claiming.
- 2.8 Account for any claimed costs resulting from data provided for time survey participants, any direct charges or the development of transportation rates.
- 2.9 Ensure no duplicative billings.
- 2.10 LEA will work directly with SCOE regarding preparation of quarterly invoices. LEA must submit its completed invoices in a DHCS approved format directly to LEC within twelve (12) months after the end of each quarter.
- 2.11 Certify the non-federal match for Title XIX funds claimed for SMAA conducted by LEA. Certification will be made on the Costs and Revenues Worksheets for each quarterly invoice submitted through LEC to DHCS for payment.
- 2.12 Comply with all the applicable laws governing the confidentiality of client information, for clients served under this Agreement. Applicable laws include, but are not limited to, 42 USC Section 1320c-9, 42 CFR Section 41,300, Welfare and Institutions Code, Section 14100.2 and 22 CCR Section 51009.
- 2.13 Complete quarterly Random Moment Time Surveys (RMTS) as required by program guidelines. LEA will maintain a minimum response rate of eighty-five percent (85%) of the moments assigned per time study quarter, unless exception applies. If the LEA is unable to maintain the required response rate and no exception applies, LEA will have sanctions applied according to the state School-Based Medi-Cal Administrative Activities (SMAA) manual.
- 2.14 LEA must either participate in the LEA billing program and submit billing data at least annually to DHCS or be subject to limitations in SMAA coding for targeted case management (code 8).
- 2.15 LEA shall submit to SCOE appropriate student enrollment data when requested by the LEC for submission to DHCS to compute the LEAs Medi-Cal percentage to be used on the quarterly SMAA invoices.
- 2.16 Abide by timelines for time survey submission and review as identified in Exhibit "B".
- 2.17 Adhere to timelines established by the DHCS and the LEC for completion of program documentation (e.g. invoices, Random Moment Time Survey (RMTS) participant (TSP) list certification, coding reports, preparation of invoice workbooks, etc.). The LEA's failure to maintain program required compliance and perform its duties and responsibilities on a timely basis may result in delayed and/or disallowed reimbursements.
- 2.18 LEA agrees to comply with the confidentiality and other requirements associated with the use of the RMTS software platform. RMTS software platform may be accessed only by employees of the LEA for RMTS purposes. LEA shall be responsible for any unauthorized use and understands that the LEA may be held liable.
- 2.19 LEA shall be responsible for monitoring, reviewing and verifying required documentation for any coded moment. LEA is responsible for making sure that participant responses are accurate and all necessary documentation for the claim exists. LEA shall bear the liability related to direct service documentation and participation in the LEA Billing Option Program.
- 2.20 LEA shall comply with the Americans with Disabilities Act (42 U.S.C § 12101, et. seq.), which prohibits discrimination on the basis of disability, and section 508 of the Rehabilitation Act of 1973 as amended (29 U.S.C. § 794 (d)) as identified in Exhibit "C."

3. FEES
LEA shall be responsible for paying all fees in accordance with Exhibit “D” – Fees.
4. TERMS/TERMINATION. This Agreement shall apply to any SMAA claims arising on or after **July 1, 2022**. The term of this Agreement shall commence until termination of this Agreement by giving ninety-(90) calendar days written notice to the other party.
5. PROTECTION OF CONFIDENTIAL INFORMATION. Consistent with applicable law, each party shall safeguard and keep confidential all pupil records and other confidential information and shall not disclose, use, or copy the same except as necessary to perform its obligations hereunder. Each party shall be responsible for any breach of the confidentiality provisions of this Agreement by its employees and independent contractors. Each party shall execute other documents as necessary to comply with applicable confidentiality laws.
6. DATA SHARING
 - 6.1 Pursuant to Education Code section 49076(a)(2)(G) and 34 CFR sections 99.31(a)(1) and 99.7(a)(3)(iii), the LEA is permitted to share information from student records with SCOE in its capacity as a consultant with a legitimate educational interest as set forth in this Agreement.
 - 6.2 The sharing of data under this Agreement will from time to time include the collection and maintenance by SCOE of educational records that contain personally identifiable information on students of the LEA. SCOE is bound by the same regulations and laws for access and management of this data as the LEA, and will conform to all legal requirements. SCOE and the LEA agree that the disclosure of information under this Agreement must comply with the requirements of Education Code sections 49073 et seq., the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99, as amended), and any other applicable state and federal laws and regulations regarding educational records, data privacy and confidentiality, and further agree to adhere to the requirements of such laws and regulations in carrying out their responsibilities under this Agreement, as detailed in the Data Privacy Provisions, attached hereto as Exhibit “E”.
 - 6.3 Both parties understand that certain federal and state programs and laws, including the free and reduced lunch program and laws governing the provision of special education services, have additional legal requirements for data security, and both parties agree to maintain full compliance with such requirements, as detailed in the Data Privacy Provisions.
 - 6.4 Ownership of Data. SCOE and the LEA agree that each party will continue to maintain ownership of its source data. Each party agrees that it will not alter the other party’s source data, and is not responsible for any errors therein. The LEA understands that though SCOE may notify it of issues it discovers with the source data, the LEA is responsible for any corrections required to its own data. LEA acknowledges that accurate reports rely upon accurate source data being maintained by LEA. Each party owns or controls its data systems and the work product generated by such systems.
 - 6.5 SCOE agrees to notify LEA and obtain explicit permission for sharing of any data requested which falls outside the legal terms of this Agreement, unless such data is otherwise regularly publicly shared and available.
 - 6.6 Data Security. Both parties agree to maintain appropriate security protocols in the transfer or transmission of any data, including ensuring that data may only be viewed or accessed by parties legally allowed to do so. Both parties agree to maintain appropriate network and other data security to protect any data in its possession. Each party agrees to notify the other if it has any reason to believe there has been a breach of data security relevant to the data subject to this agreement, and any data has been lost, tampered with, or otherwise illegally accessed. Any notifications required by law in the event of a breach in data security will be the responsibility of the agency defined as responsible for such reporting.
 - 6.7 Outside Agencies. Both LEA and SCOE have periodic need to share student data, as legally allowed, with public agencies (including the Department of Health Care Services and the California Department

of Education) needing access to such data to provide services to students. SCOE and the LEA understand that the sharing of data for use in such systems will greatly streamline the process of getting important services to students. Education Code sections 49076 and 49076.5, as amended, provide specific legal conditions under which data may be accessed by or shared with public agencies.

6.8 SCOE agrees that no data will be made accessible to any such agency for any purpose other than those limited to the data required and relevant to the program's services, and only under conditions allowed by law, and only with specific prior written approval of LEA.

7. ACCURACY OF DATA. LEA shall be responsible for providing accurate, complete data in a timely fashion. SCOE shall not be responsible for any delays or failures to prepare claims due to LEA's failure to provide accurate, complete, or correct data. The LEC shall assign a code to a moment based on the presumption that the response from the participant is accurate, all necessary documentation for the claim exists, and the service has been provided to an eligible recipient. The LEC shall not be responsible for monitoring, reviewing, or verifying documentation for any coded moment. The LEC shall not be liable for any audit exception or federal disallowance related to direct service documentation and shall not be responsible for recouping any amount of funds paid to an LEA for participation in the LEA Billing Option Program.

8. PROGRAM NAME AND NUMBER FOR FEDERAL CLAIMING. Title 31 – Money and Finance, Subtitle V – General Assistance Administration, Chapter 75 – Requirements for Single Audits, section 7502, requires each pass-through entity provide the sub-recipient program names and any identifying numbers from which such assistance is derived. The Catalog of Federal Domestic Assistance (CFDA) number for this federal program is 93.778, Medical Assistance Program (Medi-Cal).

9. SUBCONTRACTING: The LEA agrees that the LEC may, in its sole discretion, perform duties under this Agreement through an independent contractor or contract with another region for services the LEC is unable to perform due to staffing or other restrictions. Any subcontractor will be selected by the LEC and will be subject to the terms on this Agreement.

10. INSURANCE. Both SCOE and LEA will insure their activities either through a self-insurance program, policy of insurance, or a combination of self-insurance and policy of insurance.

10.1 A Public Liability Insurance. If an insurance policy is utilized, general comprehensive public liability insurance encompassing personal injury and replacement value property damage insurance shall be provided in an amount not less than \$1,000,000 combined single limit personal injury and property damage for each occurrence.

10.2 Endorsements. If a policy of public liability insurance is utilized as specified above, it shall be endorsed with the following specific language:

Each party is named as additional insured for all liability arising out of the operations by or on behalf of the named insured, and this policy protects the additional insured, its officers, agents and employees against liability for bodily injuries, deaths or property damage or destruction arising in any respect directly or indirectly in the performance of the Agreement.

The Public Liability Policy specified above shall be endorsed with the following specific language:

- 10.2.1 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 have been issued to each insured.
- 10.2.2 The insurance provided is primary and no insurance held or owned by SCOE shall be called upon to contribute to a loss.
- 10.2.3 Coverage provided by this policy shall not be reduced or be canceled without a thirty (30) day written notice given by certified mail.

10.2.4 The certificates must state that the insurance is under an occurrence based, and not a claims-made, policy (policies).

10.3 Documentation. Certificates of insurance showing the limits of insurance provided, certified copies of all policies, and signed copies of the specified endorsements for each policy shall be submitted to each party and approved prior to receipt of the notice to proceed.

10.4 Worker's Compensation Insurance. Before educational services commence, the parties shall furnish to each other satisfactory proof that all employees have, for the period covered, full compensation insurance and Employer's Liability with limits of at least \$1,000,000 with an insurance carrier satisfactory to the parties for all persons whom they may employ in carrying out the work contemplated under this Agreement in accordance with the Act of the Legislature of the State of California, known as the "Workers' Compensation and Insurance and Safety Act," approved May 6, 1913, and all Acts amendatory or supplemental thereto. Such insurance shall be maintained in full force and effect during the period covered by the construction Agreement. In the event either party is self-insured, it shall furnish a Certificate of Permission to Self-Insure, signed by the Department of Industrial Relations Administration of Self-Insurance, Sacramento, California.

11. INDEMNITY. LEA shall assume the defense of, indemnify, and save harmless SCOE, the Sonoma County Superintendent of Schools, the Sonoma County Board of Education, each member of the Board, and their officers, agents and employees from all claims of any kind arising out of the intentional or willful misconduct or negligent acts, errors, or omissions of the LEA or LEA's agents or employees in the performance of this Agreement. This indemnification obligation is not limited in any way or by any limitation on the amount or type of damages or compensation payable to the Indemnitees, or any of them under workers' compensation acts, disability benefits acts, or other employee benefits acts. This indemnification obligation survives the performance of services under this Agreement or any termination under the provisions of this Agreement.

SCOE shall assume the defense of, indemnify, and save harmless LEA, the LEA's Governing Board, each member of the Board, and LEA's officers, agents and employees from all claims of any kind arising out of the intentional and willful misconduct or negligent acts, errors, or omissions of SCOE or SCOE's agents or employees in the performance of this Agreement. This indemnification obligation is not limited in any way or by any limitation on the amount or type of damages or compensation payable to the Indemnitees, or any of them, under workers' compensation acts, disability benefits acts, or other employee benefits acts. This indemnification obligation survives the performance of services under this Agreement or any termination under the provisions of this Agreement.

12. 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 U.S. mail, postage prepaid. Notice, bills and payments sent by mail shall be addressed as follows:

SCOE: School-Based Medi-Cal Administrative Activities/SMAA Program
LEC Coordinator – Region 1
Sonoma County Office of Education
5340 Skylane Boulevard
Santa Rosa, CA 95403



13. 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.

14. NONDISCRIMINATION. The parties hereto shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination in employment and the provision of services because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.

15. **LEGAL REPRESENTATION.** The parties to this Agreement are both advised and represented by School & College Legal Services. Each party is advised that it may seek independent legal counsel to review this Agreement on its behalf. Each party specifically waives any conflict of interest in School & College Legal Services' formulation of this Agreement. In the event of any dispute between the parties, School & College Legal Services, and any staff attorney of that office, now or at the time of the dispute, shall not represent either party in that dispute in any respect.

16. **DEFINITIONS.** A “vendor” means a dealer, distributor, merchant, or other seller providing goods and services that are required for the conduct of a federal program. These goods and services may be for an organization’s own use or for the use of beneficiaries of the federal program. Additional guidance on distinguishing between a sub-recipient and a vendor is provided in OMG Circular A-133.

WHEREFORE, the parties named below agree as stated above.

LOCAL EDUCATIONAL AGENCY (LEA)	REGION 1 LEC
Piner-Olivet Union School District	SONOMA COUNTY OFFICE OF EDUCATION
Authorized Representative	Authorized Representative
By: Tami Pallington	By: Greg Medici
Title: Director of Student Support Service	Title: Deputy Superintendent Business Services
Signature: 	Signature: 
Date: 04 / 24 / 2022	Date: 04 / 25 / 2022

The LEA should retain a copy of this Agreement in your files.

Contract Agreement 2022 forward until terminated.

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EXHIBIT A
To
SCHOOL-BASED MEDICAL ADMINISTRATIVE ACTIVITIES (SMAA)
INTERAGENCY AGREEMENT

LOCAL EDUCATIONAL CONSORTIUM (LEC) RESPONSIBILITIES

1. Information Flow

- 1.1. Receive and review all SMAA related correspondence, including information and policy directives from the Department of Health Services (DHCS), the California Department of Education (CDE) and information from the Host County Liaison mandated by state law.
- 1.2. Ensure that pertinent information is forwarded to SMAA Coordinators in a timely manner.
- 1.3. Respond promptly to requests for information from DHCS, the CDE, and the Host County Liaisons.
- 1.4. Ensure that all SMAA program related correspondence directed to and sent from the LEA's is routed through the LEC.
- 1.5. Inform the Host County Liaison of changes in LEC/LEA contact information.
- 1.6. Oversee and coordinate PCG (Public Consulting Group) and Madera County Superintendent of School.
- 1.7. (MCSOS) contracts with Sonoma County Office of Education, (SCOE) for services to the LEA.
- 1.8. Represent the LEA in communication with DHCS for approvals and invoice payments.

2. Program Policy

- 2.1. Explain SMAA policies and program requirements.
- 2.2. Assist LEA Coordinator with compliance.
- 2.3. Actively participate in policy discussion and provide input for decision making and problem resolution through the state LEC Advisory Committee and related Work Groups.
- 2.4. Inform the DHCS about regional SMAA issues requiring policy clarifications.

3. Training and Technical Assistance

- 3.1. Attend statewide SMAA training sessions conducted by the DHCS, the CDE, or program related contractors.
- 3.2. Develop, arrange and provide regional trainings for the LEA in a timely manner to maintain compliance with SMAA policies and program requirements.
- 3.3. Provide regular SMAA updates to LEA Coordinators and fiscal staff through county meetings and email communication.
- 3.4. Identify areas for LEA training needs within the region. Ensure regional training or local technical assistance is provided when necessary.

4. Review and Coordination of Program Required Documents

- 4.1. Be actively involved with each LEA in the time survey reviews and audit file compliance.
- 4.2. Maintain compliance with LEC/DHCS SMAA Contracts, Host County/LEC Agreements and Participation Fee payments, etc.
- 4.3. Ensure the processing of LEC/LEA subcontractor agreements.
- 4.4. Oversee the preparation and timely submittal of SMAA Invoices. Review claims so as not to duplicate reimbursements received from other payment mechanisms.
- 4.5. Develop, establish, and maintain SMAA program monitoring procedures, information, and documents

5. Random Moment Time Survey

- 5.1. As mandated by the DHCS, provide a software platform (also referred to as the "RMTS System") through a third party administrator, through which the LEA shall utilize the random moment time survey (RMTS) process. Although the LEC will make every reasonable effort to facilitate use of the software platform, the LEC is not responsible for problems resulting from software platform or system errors.
- 5.2. Code all RMTS moments and make available to the LEA its quarterly coding results for their review and certification. Coding will be based on the assumption that the responses received from the LEA are accurate and all necessary documentation exists to support response. The LEC shall not be responsible for monitoring, reviewing or verifying documentation for any coded moment.

6. Other

6.1. Provision of other duties required and necessary for compliance of the SMAA program on behalf of all school LEA's in Region 1 LEC.

EXHIBIT B
To
SCHOOL-BASED MEDICAL ADMINISTRATIVE ACTIVITIES (SMAA)
INTERAGENCY AGREEMENT

LEA SMAA COORDINATOR RESPONSIBILITIES

1. Participate in all state mandatory time survey trainings, and LEC Coordinator trainings and meetings.
2. Ensure that all staff participating in RMTS meet all applicable requirements and regulations as determined by the SMAA and LEA BOP programs.
3. Ensure TSP lists are accurate for all required information including name, email address, cost pool, job category, job title and work schedule (shift).
4. Responsible for timely certification of TSP list (Staff Pool List) in the RMTS System.
5. Ensure LEA TSPs participating in time surveying participate in annual trainings conducted by the LEC or with the LEA coordinator.
6. Monitor LEA time surveying and ensure compliance with applicable laws and regulations.
7. Monitor TSP list for changes occurring during the quarter that require changes in the RMTS System.
8. Be actively involved in the preparation, review, and compliance requirements of program-required documents including SMAA Audit Materials, SMAA Contracts, and SMAA Invoices.
9. Establish and maintain appropriate audit files/systems.
10. Oversee documentation necessary for completion of SMAA invoices, ensuring that claims do not duplicate reimbursements received from other payment mechanisms and that invoices are submitted in a timely manner.
11. Receive and review all SMAA-related correspondence, including information and policy directives from the LEC and the Department of Health Care Services (DHCS).
12. Ensure staff is surveying to appropriate SMAA activities as defined by their job classification.
13. Ensure pertinent information is forwarded to appropriate program/staff in a timely manner.
14. Facilitate relationships and network with the programs/staff participating in SMAA.
15. Respond promptly to requests for information from the LEC and DHCS.
16. Inform the LEC of changes in SMAA Coordinator information.
17. Actively participate in policy discussion and provide constructive input for decision-making and problem resolution through the LEC.
18. Review quarterly time survey Coding Reports and submit Review Certification form to LEC.
19. Monitor, review and verify required documentation for any coded moment.

EXHIBIT C

To SCHOOL-BASED MEDICAL ADMINISTRATIVE ACTIVITIES (SMAA) INTERAGENCY AGREEMENT

ALTERNATE FORMAT

1. LEA assures SCOE and the Department of Health Care Services (DHCS), that it complies with the American with Disabilities Act (ADA), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines pursuant to the ADA.
2. LEA will ensure that deliverables developed pursuant to this Agreement comply with federal and state laws, regulations or requirements regarding accessibility and effective communication, including the Americans with Disabilities Act (42 U.S.C § 12101, et. seq.), which prohibits discrimination on the basis of disability, and section 508 of the Rehabilitation Act of 1973 as amended (29 U.S.C. § 794 (d)). Specifically, electronic and printed documents intended as public communications must be produced to ensure the visual-impaired, hearing-impaired, and other special needs audiences are provided material information in the formats needed to provide the most assistance in making informed choices. These formats include but are not limited to braille, large font, and audio.
3. LEA must develop a plan to meet these alternative format requirements as described by DHCS. The LEA will ensure that the plan developed to meet the alternative format requirements is available for the LEC to review at any time. And the LEC reserves the right to request a copy of the plan to review at any time.

EXHIBIT D
 To
 SCHOOL-BASED MEDI-CAL ADMINISTRATIVE ACTIVITIES (SMAA)
 INTERAGENCY AGREEMENT

FEES & PAYMENTS

1. SMAA Program Fees

SCOE, as identified as the regional LEC, will collect fees on a quarterly basis from each LEA in the Region following the California School-Based Medi-Cal Administrative Activities (SMAA) Program Standardized Fee Structure below. The rate is determined per quarter based on services provided, as determined by the LEC, and all fees charged will be at least in the amount of the LEC’s actual costs.

Statewide SMAA Fee Structure		Fee/TSP
1	<u>Base Rate (Standard)</u> The rate consists of the expenses incurred by the LEC to run the SMAA program. It includes but not limited to: Salaries & Benefits, DHCS Fees, Travel, and Misc. Office Expenses.	\$24.00
2	<u>Base Rate (Reduced)*</u> The rate consists of the expenses incurred by the LEC to run the SMAA program. It includes but not limited to: Salaries & Benefits, DHCS Fees, Travel, and Misc. Office Expenses.	\$14.00
Service Components		Fee/TSP
3	<u>RMTS Web-Based Platform</u> The rate consists of fees incurred in-house or paid by the LEC to third-party vendors for running the RMTS Platform via the internet, which is configured to meet current DHCS/CMS system requirements.	\$2.00
4	<u>TSP List Development Assistance</u> The rate consists of fees incurred in-house or paid by the LEC to a third-party to perform Quality Assurance (QA) on Time Survey Participant (TSP) lists, which includes, but is not limited to, identification of duplicate and missing information, verification of staff job classifications, and calendar verification of student non-attendance days.	\$1.00
5	<u>Quality Assurance Assistance of Program</u> The rate consists of fees incurred in-house or paid by the LEC to a third-party to perform QA on TSP’s. Including but not limited to entering or reviewing TSP list in the RMTS platform.	\$1.00
6	<u>QA Assistance - TSP Lists and Calendars, Financials, Invoicing</u> The rate consists of fees incurred in-house or paid by the LEC to a third-party to review the invoice and perform cost analyses of all invoice documents to ensure that all costs meet the standards for Certified Public expenditures; including reviewing or entering TSP List into RMTS platform.	\$9.00
7	<u>LEC Technical Assistance</u> The rate consists of fees incurred in-house or paid by the LEC to a third- party to assist the LEC with DHCS compliance inside the platform.	\$1.00
8	<u>Invoicing Component</u> The rate consists of preparing the invoice template, collect the data from the districts, and perform QA analysis on the data.	\$5.00
9	<u>Invoicing Component</u> The rate consists of preparing the invoice template, collect, review, and verify the data from the districts, preparation of final invoice for signature and submittal, work with LEAs for timely reporting, and policy support for DHCS-related policy updates.	\$18.00
10	<u>LEA Data Match</u> The rate consists of the expenses incurred by the LECs to define the Medi-Cal Eligibility Rate.	\$1.00
11	<u>Audit Support Documentation Storage</u> The rate consists of providing electronic secure storage via web-based platform.	\$1.00

12	<u>Additional Fees: Sample per Pool</u> The rate consists of fees incurred in-house or paid by the LEC to a third party for generating moments, including a review of moments and clarifying questions.	\$1.00
13	<u>Additional Fees: Coding</u> The rate consists of fees incurred in-house or paid by the LEC to a third party for coding of random moments.	\$1.00
14	<u>Additional Fees: Consortia Fee</u> The rate for Region 1 is for sites that utilize SCOE for creating the invoicing workbook.	\$1.00

*An LEA meets the criteria for the Reduced Base Rate if the LEA meets **one** of the following criteria for the quarter:

- The quarterly TSP count is less than or equal to 50
- A Medi-Cal Eligibility Rate (MER) is < 30%
- In a Rural Area**

**Region 1 is using the definition of Rural as defined for the eligibility of the Small, Rural School Achievement Program (SRSA) and Rural and Low-Income School Program (RLRS) through Every Student Succeeds Act (ESSA) that includes the Rural Educational Achievement Program (REAP). From the Office of Elementary and Secondary Education: To be considered rural, all schools within the LEA must have a school locale code of 41, 42, or 43 (assigned by the Department's National Center for Education Statistics (NCES)) or be located in an area of the State defined as rural by a governmental agency of the State.

2. Records, Payment of Fees and Payments to LEA

- 2.1 SMAA Program Fees shall be identified in the LEA's fiscal year payment report.
- 2.2 Before disbursement to LEA, LEA agrees that SCOE shall 1) deduct SMAA Program fees from LEA's SMAA reimbursement as provided above. In the event LEA's SMAA reimbursement is insufficient to pay for the fees, SCOE, in its discretion, may deduct the remaining sum due from LEA's subsequent SMAA reimbursements.
- 2.3 In the event DHCS disallows a disbursement previously made based upon LEA's SMAA invoices 1) LEA shall not be entitled to a reimbursement of SCOE fees except to the extent the disallowance is the result of SCOE's error and SCOE is unable to correct the error, 2) LEA shall be solely responsible for repayment of disallowed SMAA reimbursements and, (3) except to the extent the disallowance is the result of SCOE's error and SCOE is unable to correct the error, LEA shall be solely responsible for interest and other charges, if any, on the disallowed reimbursements.
- 2.4 SCOE shall make payment to LEA at least twice annually unless DHCS has deferred any payments for the program.
- 2.5 The LEC will be held harmless from any federal disallowance of SMAA claim payments made to the LEA by the State. Since SCOE will be required to pay DHCS for any disallowance on behalf of the LEA, SCOE, in its discretion, may deduct from LEA's subsequent SMAA reimbursements, if any, a sum equal to the disallowed SMAA reimbursement(s), plus any related interest and charges, for repayment purposes.

EXHIBIT E
To
SCHOOL-BASED MEDICAL ADMINISTRATIVE ACTIVITIES (SMAA)
INTERAGENCY AGREEMENT

DATA PRIVACY PROVISIONS

1. SCOE shall not use any information in a Pupil Record for any purpose other than those required or specifically permitted by the Agreement. For the purposes of this Agreement, a "Pupil Record" or "Pupil Records" include any information directly related to a pupil that is maintained by the LEA or acquired directly from the pupil through the use of instructional software or applications assigned to the pupil by a teacher or other LEA employees. A "Pupil Record" or "Pupil Records" does not include de-identified information that, on its own or in aggregate, cannot be used to identify an individual pupil.
2. All Pupil Records obtained by SCOE from LEA continue to be the property of and under the control of the LEA. The LEA retains exclusive control over student and staff data, including determining who may access data and how it may be used for legitimate authorized purposes.
3. SCOE shall provide a means by which its employees, when so authorized, can search and export Pupil Records through reasonable procedures to the LEA such that the LEA can respond to a parent, legal guardian or eligible student who seeks review personally identifiable information on the pupil's records or correct erroneous information.
4. SCOE may not distribute Pupil Records to any third party without LEA's express written consent or as permitted by this Agreement, unless required by law. Unless permitted by this Agreement, use of subcontractors and subcontractor access to Pupil Records must be approved in writing by the LEA. SCOE will ensure that approved subcontractors adhere to all provisions of this Agreement.
5. SCOE shall take actions to ensure the security and confidentiality of Pupil Records, including but not limited to designating and training responsible individuals on ensuring the security and confidentiality of Pupil Records.
 - 5.1 SCOE shall maintain all data obtained or generated pursuant to this Agreement in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to this Agreement except as necessary to fulfill the purpose of the original request. SCOE shall warrant that security measures are in place to help protect against loss, misuse and alteration of the data under SCOE's control. When the service is accessed using a supported web browser, Secure Socket Layer ("SSL") or equivalent technology protects information, using both server authentication and data encryption to help ensure that data are safe, secure and available to only authorized users. SCOE shall host content pursuant to the service in a secure server environment that uses a firewall and other advanced technology in an effort to prevent interference or access from outside intruders. Where applicable, the service will require unique account identifiers, usernames and passwords that must be entered each time a client or user signs on.
6. SCOE certifies that Pupil Records shall not be retained or available to the SCOE or any such third party that the SCOE has contracted with for the purpose of providing the services following the completion of the terms of this Agreement. SCOE shall destroy or return to the LEA all Pupil Records obtained pursuant to this Agreement when such Pupil Records are no longer required for the services, or within a reasonable period of time. Nothing in this Agreement authorizes the SCOE to maintain personally identifiable data beyond the time period reasonably needed to complete the disposal of Pupil Records following the services.
7. Upon becoming aware of any unlawful or unauthorized access to Pupil Records stored on equipment used by SCOE or in facilities used by SCOE, SCOE will take the following measures:

- 7.1 promptly notify the LEA of the suspected or actual incident;
 - 7.2 promptly investigate the incident and provide LEA with detailed information regarding the incident, including the identity of affected users; and
 - 7.3 assist the LEA in notifying affected users, affected parents and legal guardians of commercially reasonable steps to mitigate the effects and to minimize any damage resulting from the incident.

8. SCOE shall require all employees and agents who have access to Pupil Records to comply with all applicable provisions of FERPA laws with respect to the data shared under this Agreement. SCOE agrees to require and maintain an appropriate confidentiality agreement from each employee or agent with access to Pupil Records pursuant to this Agreement. LEA has authorized the following SCOE employees to access the Pupil Records:

LEC MAA Coordinator
Accounting Technician II

9. The terms and conditions of the Agreement and any addenda are incorporated herein by reference. This Exhibit shall govern the treatment of student records in order to comply with the privacy protections, including those found in FERPA (12 U.S.C. 1232g), Children’s Online Privacy Protection Act (15 U.S.C. 6501-6502), Protection of Pupil Rights Amendment (20 U.S.C. 1232h), Section 49073.1 of the Education Code, and Chapter 22.2 of Division 8 of the Business and Professions Code. In the event there is a conflict between the terms of this Exhibit and the Agreement or any other agreement or contract document(s) pertaining to the Agreement, the terms of this Exhibit shall apply. Notwithstanding the above statement, all other provisions of the Agreement shall remain unaffected.

10. LEA shall be subject to the Department of Health Care Services Agreement for Disclosure and Use of Medi-Cal Data (“DUA”), including all subsequent addendums, which are attached hereto (Attachment A) and incorporated by this reference and shall be under same obligations as SCOE under the DUA. The terms and conditions of the DUA and any addenda are incorporated herein by this reference. In the event there is a conflict between the terms of this Exhibit and the DUA, including any addenda, the terms of the DUA shall apply.

ATTACHMENT A
To
SCHOOL-BASED MEDI-CAL ADMINISTRATIVE ACTIVITIES (SMAA)
INTERAGENCY AGREEMENT

Department of Health Care Services Disclosure and Use of Medi-Cal Data
with the Sonoma County Office of Education, Region 1

**DEPARTMENT OF HEALTH CARE SERVICES
ADDENDUM TO
AGREEMENT FOR DISCLOSURE AND USE OF MEDI-CAL DATA**

User Name: Sonoma County Office of Education

The Department of Health Care Services (DHCS) and Sonoma County Office of Education agree, effective February 1, 2022, this addendum amends the Agreement for Disclosure and Use of Medi-Cal Data 2020-2023 as follows:

6. The Parties mutually agree that data files furnished by DHCS will be used solely for the following purposes:

a. To allow the LEC/LGA to verify the Medi-Cal eligibility of beneficiaries in order to establish the Medi-Cal Eligibility Ratio (MER). The data listed in Attachment A is the minimum amount needed for this purpose.

b. To allow the LEC/LGA to know when an enrolled Medi-Cal beneficiary has requested to receive Medi-Cal information in an alternative format.

Further, this addendum amends and incorporates the amended Attachment A: Data Match Record Layout into the Agreement for Disclosure and Use of Medi-Cal Data, enclosed herein.

Except as amended herein, all other terms and conditions of the Agreement for Disclosure and Use of Medi-Cal Data shall remain in full force and effect.

DEPARTMENT OF HEALTH CARE SERVICES**Data Use Agreement****Attachment A****Data Match Record Layouts**

The following table illustrates the Data Match Record Layout for the input file.

FIELD	SIZE	POSITION	COLUMN HEADING
Social Security Number	9	1-9	SSN
Last Name	20	10-29	Last Name
First Name	15	30-44	First Name
Middle Initial	1	45	Middle Initial
Date of Birth (CCYYMMDD)	8	46-53	DOB
Sex	1	54	Sex (Optional)
Provider Id	9	55-63	Provider Id
School Name	20	64-83	School Name
User data	20	84-103	User Data
County Code	2	104-105	County Code

The following table illustrates the Data Match Record Layout for the output file, which is a csv (comma-separated value) file that is easily opened in Excel.

FIELD	SIZE	POSITION	COLUMN HEADING
Double Quotes	1	1	
Social Security Number	9	2-10	SSN
Double Quotes	3	11-13	
Last Name	20	14-33	Last Name
Double Quotes	3	34-36	
First Name	15	37-51	First Name
Double Quotes	3	52-54	
Middle Initial	1	55	Middle Initial
Double Quotes	3	56-58	
Date of Birth (CCYYMMDD)	8	59-66	DOB
Double Quotes	3	67-69	
Sex	1	70	Sex (Optional)
Double Quotes	3	71-73	
Provider Id	9	74-82	Provider Id
Double Quotes	3	83-85	
School Name	20	86-105	School Name
Double Quotes	3	106-108	
User data	20	109-128	User Data
Double Quotes	3	129-131	
County Code	2	132-133	County Code
Double Quotes	3	134-136	
Beneficiary Identification Card Number	14	137-150	BIC Number
Double Quotes	3	151-153	
Beneficiary Identification Card Issue Date (CCYYMMDD)	8	154-161	BIC Issue Date
Double Quotes	3	162-164	
Match Indicator	1	165	Match or No Match
Double Quotes	3	166-168	
Record Eligibility Indicator	1	169	Eligible or Not
Double Quotes	3	170-172	
Eligibility Indicator	1	173	Eligible this month
Double Quotes	3	174-176	
Share of Cost Amount	5	177-181	Share of Cost Amount

Double Quotes	3	182-184	
Cert Day	2	185-186	Share of Cost Met
Double Quotes	3	187-189	
OHC Indicator	1	190	Other Health Care
Double Quotes	3	191-193	
FIELD	SIZE	POSITION	COLUMN HEADING
Eligibility Indicator	1	194	Eligible Prior Jan
Double Quotes	3	195-197	
Share of Cost Amount	5	198-202	Share of Cost Amount
Double Quotes	3	203-205	
Cert Day	2	206-207	Share of Cost Met
Double Quotes	3	208-210	
OHC Indicator	1	211	Other Health Care
Double Quotes	3	212-214	
Eligibility Indicator	1	215	Eligible Prior Feb
Double Quotes	3	216-218	
Share of Cost Amount	5	219-223	Share of Cost Amount
Double Quotes	3	224-226	
Cert Day	2	227-228	Share of Cost Met
Double Quotes	3	229-231	
OHC Indicator	1	232	Other Health Care
Double Quotes	3	233-235	

Eligibility Indicator	1	236	Eligible Prior Mar
Double Quotes	3	237-239	
Share of Cost Amount	5	240-244	Share of Cost Amount
Double Quotes	3	245-247	
Cert Day	2	248-249	Share of Cost Met
Double Quotes	3	250-252	
OHC Indicator	1	253	Other Health Care
Double Quotes	3	254-256	
Eligibility Indicator	1	257	Eligible Prior Apr
Double Quotes	3	258-260	
Share of Cost Amount	5	261-265	Share of Cost Amount
Double Quotes	3	266-268	
Cert Day	2	269-270	Share of Cost Met
Double Quotes	3	271-273	
OHC Indicator	1	274	Other Health Care
Double Quotes	3	275-277	
Eligibility Indicator	1	278	Eligible Prior May
Double Quotes	3	279-281	
Share of Cost Amount	5	282-286	Share of Cost Amount
Double Quotes	3	287-289	
FIELD	SIZE	POSITION	COLUMN HEADING
Cert Day	2	290-291	Share of Cost Met

Double Quotes	3	292-294	
OHC Indicator	1	295	Other Health Care
Double Quotes	3	296-298	
Eligibility Indicator	1	299	Eligible Prior Jun
Double Quotes	3	300-302	
Share of Cost Amount	5	303-307	Share of Cost Amount
Double Quotes	3	308-310	
Cert Day	2	311-312	Share of Cost Met
Double Quotes	3	313-15	
OHC Indicator	1	316	Other Health Care
Double Quotes	3	317-319	
Eligibility Indicator	1	320	Eligible Prior Jul
Double Quotes	3	321-323	
Share of Cost Amount	5	324-328	Share of Cost Amount
Double Quotes	3	329-331	
Cert Day	2	332-333	Share of Cost Met
Double Quotes	3	334-336	
OHC Indicator	1	337	Other Health Care
Double Quotes	3	338-340	
Eligibility Indicator	1	341	Eligible Prior Aug
Double Quotes	3	342-344	
Share of Cost Amount	5	345-349	Share of Cost Amount
Double Quotes	3	350-352	
Cert Day	2	353-354	Share of Cost Met
Double Quotes	3	355-357	

OHC Indicator	1	358	Other Health Care
Double Quotes	3	359-361	
Eligibility Indicator	1	362	Eligible Prior Sep
Double Quotes	3	363-365	
Share of Cost Amount	5	366-370	Share of Cost Amount
Double Quotes	3	371-373	
Cert Day	2	374-375	Share of Cost Met
Double Quotes	3	376-378	
OHC Indicator	1	379	Other Health Care
Double Quotes	3	380-382	
Eligibility Indicator	1	383	Eligible Prior Oct
Double Quotes	3	384-386	
Share of Cost Amount	5	387-391	Share of Cost Amount
Double Quotes	3	392-394	
Cert Day	2	395-396	Share of Cost Met
Double Quotes	3	397-399	
FIELD	SIZE	POSITION	COLUMN HEADING
OHC Indicator	1	400	Other Health Care
Double Quotes	3	401-403	
Eligibility Indicator	1	404	Eligible Prior Nov
Double Quotes	3	405-407	
Share of Cost Amount	5	408-412	Share of Cost Amount
Double Quotes	3	413-415	
Cert Day	2	416-417	Share of Cost Met
Double Quotes	3	418-420	
OHC Indicator	1	421	Other Health Care

Double Quotes	3	422-424	
Eligibility Indicator	1	425	Eligible Prior Dec
Double Quotes	3	426-428	
Share of Cost Amount	5	429-433	Share of Cost Amount
Double Quotes	3	434-436	
Cert Day	2	437-438	Share of Cost Met
Double Quotes	3	439-441	
OHC Indicator	1	442	Other Health Care
Double Quotes	3	443-445	
Meds Current Date CCYYMMDD	8	446-453	Report Date
Double Quotes	3	454-456	
FFP Eligible	1	457	FFP Qualified
Double Quotes	3	458-460	
Alternative Format Requested	41	461-501	Type of Alt. Format
Double Quotes	1	502	
Blank Spaces	835	503-1337	


The undersigned individual hereby attests that he/she is authorized to enter into this Agreement on behalf of the User and agrees to the terms of the addendum.

User Name: Sabrina Dawson

Greg Medici
Print Name of Authorized Representative

Deputy Superintendent Business Services
Title of Authorized Representative

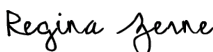
Sonoma County Office of Education, 5340 Skylane Blvd, Santa Rosa, CA 95403
Address


Signature of Authorized Representative

01 / 25 / 2022
Date

The undersigned individual hereby attests that she is authorized to enter into this Agreement on behalf of DHCS and agrees to the terms of the addendum.

Regina Zerne
Staff Services Manager II, School Based Claiming Services Section
Medi-Cal Claiming Services Section
Local Governmental Financing Division
Department of Health Care Services
1501 Capitol Avenue, MS 2628
Sacramento, California 95899-7413

DocuSigned by:

A013BC181D3140E...
Signature of DHCS Representative

Enclosure: Attachment A: Data Match Record Layout (Amended)

TITLE	Please sign DUA Amendment for Region 1 LEC SMAA
FILE NAME	Sonoma LEC DUA Amendment Paragraph 6.pdf and 1 other
DOCUMENT ID	a0ead098ccc9a06deb46f2139125fd482f4719f9
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Signed

Document History



SENT

01 / 25 / 2022
16:41:35 UTC

Sent for signature to Greg Medici (gmedici@scoe.org) from sdawson@scoe.org
IP: 209.129.224.1



VIEWED

01 / 25 / 2022
22:39:50 UTC

Viewed by Greg Medici (gmedici@scoe.org)
IP: 209.129.224.1



SIGNED

01 / 25 / 2022
22:44:42 UTC

Signed by Greg Medici (gmedici@scoe.org)
IP: 209.129.224.1



COMPLETED

01 / 25 / 2022
22:44:42 UTC

The document has been completed.

DEPARTMENT OF HEALTH CARE SERVICES

AGREEMENT FOR DISCLOSURE AND USE OF MEDI-CAL DATA

In order to secure data and documents that reside in the California Department of Health Care Services (DHCS) Medi-Cal systems of records, or with its agents, to ensure the integrity, security, and confidentiality of such data and documents, and to permit only appropriate disclosure and use as may be permitted by law, DHCS and Sonoma County Office of Education, Region 1 (Parties) enter into this Agreement as follows:

- 1. This Agreement is by and between DHCS and Sonoma County Office of Education, Region 1 (User).
2. This Agreement addresses the conditions under which DHCS will disclose and the User will obtain and use Medi-Cal data file(s) as set out in Attachment A. This Agreement supplements any agreements between the Parties with respect to the use of information from data and documents and overrides any contrary instructions, directions, agreements, or other understandings in or pertaining to any other prior communication from DHCS or any of its components with respect to the data specified in this Agreement. The terms of this Agreement may be changed only by a written modification to this Agreement or by the Parties entering into a new agreement. The Parties agree further that instructions or interpretations issued to the User concerning this Agreement, and the data and documents specified herein, shall not be valid unless issued in writing by the DHCS point-of-contact specified in Section 4 or the DHCS signatories to this Agreement specified in Section 24.
3. The Parties mutually agree that the following named individual is designated as "Custodian of the Files" on behalf of the User and shall be responsible for the observance of all conditions of use and for establishment and maintenance of security arrangements as specified in this Agreement to prevent unauthorized acquisition, access, use or disclosure. The User agrees to notify DHCS within 15 business days of any change to the custodianship information.

Sharon Battaglia
Name of Custodian of Files
LEC Coordinator, Region 1
Title/Component
Sonoma County Office of Education
Company/Organization
5340 Skylane Blvd.
Company Address
Santa Rosa, CA 95403
City/State/Zip
707-524-2765 / sbattaglia@scoe.org
Phone Number / Email Address

User Initial: [Signature]

4. The Parties mutually agree that the following named individual will be designated as “point-of-contact” for the Agreement on behalf of DHCS.
Department of Health Care Services
Attn: Tony Teresi
School-Based Medi-Cal Administrative Activities (SMAA) Program
916-345-7887
Tony.Teresi@dhcs.ca.gov

5. The Parties mutually agree that the following specified Attachments are part of this Agreement:
Attachment A: Data Match Record Layout
Attachment B: Security Controls
Attachment C: Notification of Breach
Attachment D: Certificate of Destruction of Confidential Data
Attachment E: Notification of Change to Custodian Information


6. The Parties mutually agree, and in furnishing data files hereunder DHCS relies upon such agreement, that such data file(s) will be used solely for the following purpose: To allow the LECs/LGAs to verify the Medi-Cal eligibility of beneficiaries in order to establish the Medi-Cal Eligibility Ratio (MER). To submit claims for the School-Based Medi-Cal Administrative Activities (SMAA) program, Local Educational Agencies (LEAs) within each LEC’s/LGA’s respective region must first determine their MER. The data listed in Attachment A is the minimum amount needed for this purpose.

7. Some of the data specified in this Agreement may constitute Protected Health Information (PHI), including protected health information in electronic media (ePHI), under federal law, and personal information (PI) under state law. The Parties mutually agree that the creation, receipt, maintenance, transmittal and disclosure of data from DHCS containing PHI or PI shall be subject to the provisions of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (HIPAA), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 (HITECH Act) and their implementing privacy and security regulations, which include the final Omnibus Rule, at 45 Code of Federal Regulations parts 160 and 164 (HIPAA regulations), the provisions of the California Information Practices Act (IPA) at Civil Code section 1798 *et. seq.*, Confidentiality of Substance Use Disorder Patient Records at 42 Code of Federal Regulations part 2, and the provisions of other applicable federal and state laws. User specifically agrees they will not use the Attachment A data for any purpose other than that stated in paragraph 6 of this Agreement. User also specifically agrees they will not use any DHCS data, by itself or in combination with any other data from any source, whether or not publicly available, to individually identify any person to anyone other than at DHCS, as provided in this Agreement.

8. The following definitions shall apply to this Agreement. The terms used in this Agreement not otherwise defined shall have the same meanings as those terms have in the HIPAA regulations, the IPA, or other applicable law. Any reference to statutory or regulatory language shall be to such language as in effect or as amended.

User Initial: 

- a. Breach shall have the meaning given to such term under HIPAA, the HITECH Act, the HIPAA regulations, and the IPA.
 - b. Individually Identifiable Health Information means health information, including demographic information collected from an individual, that is created or received by a health care provider, health plan, employer or health care clearinghouse, and relates to the past, present or future physical or mental health or condition of an individual, the provision of health care to an individual, or the past, present, or future payment for the provision of health care to an individual, that identifies the individual or where there is a reasonable basis to believe the information can be used to identify the individual, as set forth under 45 Code of Federal Regulations part 160.103.
 - c. Personal Information (PI) shall have the meaning given to such term in Civil Code sections 1798.3 and 1798.29.
 - d. Protected Health Information (PHI) means individually identifiable health information that is transmitted by electronic media, maintained in electronic media (45 CFR §160.103), or is transmitted or maintained in any other form or medium (Management Memo (MM) 08-11 and State Administrative Memo (SAM) 5365.2; Also see SAM 5305.8.)
 - e. Required by law, as set forth under 45 Code of Federal Regulations part 164.103, means a mandate contained in law that compels an entity to make a use or disclosure of PHI that is enforceable in a court of law. This includes, but is not limited to, court orders and court-ordered warrants, subpoenas or summons issued by a court, grand jury, a governmental or tribal inspector general, or an administrative body authorized to require the production of information, and a civil or an authorized investigative demand. It also includes Medicare conditions of participation with respect to health care providers participating in the program, and statutes or regulations that require the production of information, including statutes or regulations that require such information if payment is sought under a government program providing public benefits.
 - f. Security Incident means the attempted or successful unauthorized acquisition, access, use, disclosure, modification, or destruction of PHI or PI, or confidential data that is essential to the ongoing operation of the User's organization and intended for internal use; or interference with system operations in an information system.
 - g. Unsecured PHI shall have the meaning given to such term under the HITECH Act, any guidance issued pursuant to such Act including, but not limited to, 42 USC section 17932(h) and the HIPAA regulations.
9. The User represents and warrants that the User shall not disclose, release, reveal, show, sell, rent, lease, loan, or otherwise grant access to the data covered by this Agreement to any person, company or organization, except as DHCS shall authorize in writing. The User agrees that, within the User's organizations, access to the data covered by this Agreement shall be limited to the minimum number of individuals necessary to achieve the purpose stated in this Agreement or Attachment A and to those individuals on a need-to-know basis only. User shall not use or further disclose the information other than is permitted by this Agreement or as otherwise required by law. The User shall not use the information to identify or contact any individuals.

User Initial: 

10. The User agrees to notify DHCS within 30 business days of the completion of the purpose specified in Section 6. Upon such completion, the User shall destroy all electronic data files with DHCS data by wiping such data using Department of Defense standards or as approved by DHCS. The User shall destroy all paper documents with DHCS data by using a confidential method of destruction, such as crosscut shredding or contracting with a company that specializes in confidential destruction of documents. The User shall certify the destruction of the file(s) in writing within 30 business days of the destruction. A statement certifying this action must be sent to the DHCS point-of-contact listed in Section 4. The User agrees that no data from DHCS records, any parts or copies thereof, including files derived from DHCS records (electronic, hardcopy or otherwise), shall be retained when the files are destroyed unless authorization in writing for the retention of such files has been received from the DHCS person designated in Section 4.
11. The User agrees to establish and maintain appropriate administrative, technical, and physical safeguards to protect the confidentiality of the data and to prevent unauthorized use or access to it. The safeguards shall provide a level and scope of security that is not less than the level and scope of security established in HIPAA, the HITECH Act, and the HIPAA Regulations, Final Omnibus Rule as set forth in 45 CFR, parts 160, 162 and 164 of the HIPAA Privacy and Security Regulations. The User also agrees to provide a level and scope of security that is at least comparable to the level and scope of security established by the Office of Management and Budget in OMB Circular No. A-130, Appendix III - Security of Federal Automated Information Systems, which sets forth guidelines for automated information systems in Federal agencies. In addition, the User agrees to comply with the specific security controls enumerated in Attachment B of this DUA. The User also agrees to ensure that any agents, including a subcontractor to whom they provide DHCS data, agrees to the same requirements for privacy and security safeguards for confidential data that apply to the User.
12. The User acknowledges that in addition to the requirements of this Agreement, they must also abide by the privacy and disclosure laws and regulations under 45 Code of Federal Regulations parts 160 and 164, of the HIPAA regulations, Welfare & Institutions Code section 14100.2, Civil Code section 1798.3 et. seq., the Confidentiality of Substance Use Disorder Patient Records at 42 Code of Federal Regulations part 2, as well as any other applicable state or federal laws or regulations. 42 Code of Federal Regulations part 2.53 allows for the disclosure of such records to qualified personnel for the purpose of conducting management or financial audits, or program evaluation. The User also agrees to ensure that any agents, including a subcontractor, to whom they provide the DHCS data, agree to the same restrictions and conditions that apply to the User with respect to such information.
13. The User agrees to report to DHCS immediately upon discovery any acquisition, access, use or disclosure of the information not provided for by this Agreement of which it becomes aware, and to take further action regarding the use or disclosure as specified in Attachment C- Notification of Breach of this Agreement.
14. User agrees to train and use reasonable measures to ensure compliance with the requirements of this Agreement by employees who assist in the performance of functions or activities under this Agreement and use or disclose DHCS data, and to discipline employees who intentionally

violate any provisions of this Agreement, including by termination of employment. In complying with the provisions of this section, User shall observe the following requirements.

- a) User shall provide information privacy and security training, at least annually, at its own expense, to all its employees who assist in the performance of functions or activities under this Agreement and use or disclose DHCS data; and
 - b) User shall require each employee who receives information privacy and security training to sign a certification, indicating the employee's name and the date on which the training was completed.
15. From time to time, DHCS may, upon prior written notice and at mutually convenient times, inspect the facilities, systems, books and records of User to monitor compliance with this Agreement. User shall promptly remedy any violation of any provision of this Agreement and shall certify the same to the DHCS Privacy Officer in writing. The fact that DHCS inspects, or fails to inspect, or has the right to inspect, User's facilities, systems and procedures, does not relieve User of their responsibility to comply with this Agreement.
16. The User acknowledges that penalties under 45 Code of Federal Regulations, parts 160, 162 and 164 of the HIPAA regulations, and Welfare and Institutions Code section 14100.2, including possible fines and imprisonment, may apply with respect to any disclosure of information in the file(s) that is inconsistent with the terms of this Agreement. The User further acknowledges that criminal penalties under the Confidentiality of Medical Information Act (Civ. Code § 56) may apply if it is determined that the User, or any individual employed or affiliated therewith, knowingly and willfully obtained any data under false pretenses.
17. By signing this Agreement, the User agrees to abide by all provisions set out in this Agreement and Attachments for protection of the data file(s) specified in this Agreement, and acknowledges having received notice of potential criminal, administrative, or civil penalties for violation of the terms of the Agreement. Further, the User agrees that any material violations of the terms of this Agreement or any of the laws and regulations governing the use of DHCS data may result in denial of access to DHCS data.
18. This Agreement shall terminate at the time of the completion of the project, which is described in paragraph 6, or three years from the date the agreement is executed, whichever event occurs later, and at that time all data provided by DHCS must be destroyed as set forth in Section 10, above, and a certificate of destruction sent to the DHCS representative named in Section 4, unless data has been destroyed prior to the termination date and a certificate of destruction sent to DHCS. All representations, warranties and certifications shall survive termination.
19. Termination for Cause. Upon DHCS' knowledge of a material breach or violation of this Agreement by User, DHCS may provide an opportunity for User to cure the breach or end the violation and may terminate this Agreement if User does not cure the breaches or end the violation within the time specified by DHCS. DHCS may terminate this Agreement immediately if User breach a material term and DHCS determines, in its sole discretion, that cure is not possible or available under the circumstances. Upon termination of this Agreement, User must

destroy all PHI and PI in accordance with Section 10, above. The provisions of this Agreement governing the privacy and security of the PHI and PI shall remain in effect until all PHI and PI is destroyed or returned to DHCS.

20. This Agreement may be signed in counterpart and all parts taken together shall constitute one agreement.

21. This Agreement shall be binding on any successors to the Parties.

22. The Custodian, as named in Section 3, hereby acknowledges his or her appointment as Custodian of the aforesaid file(s) on behalf of the User, and agrees in a representative capacity to comply with all of the provisions of this Agreement on behalf of the User.

Sharon Battaglia

Name of Custodian of File(s)

LEC Coordinator, Region 1

Title/Component

Sharon Battaglia

Signature

1/9/2020

Date

User Initial: *MB*

On behalf of the User, the undersigned individual hereby attests that he or she is authorized to enter into this Agreement and agrees to all of the terms specified herein.

Mary Downey

Name

Deputy Superintendent - Business Services

Title/Component

Sonoma County Office of Education

Company/Organization

1194840280

NPI Number

5340 Skylane Blvd.

Company Address

Santa Rosa, CA 95403

City/State/ZIP

707-524-2631 / mdowney@scoe.org

Phone Number / Email Address

Signature

Date

1/23/2020

23. On behalf of DHCS the undersigned individual hereby attests that he or she is authorized to enter into this Agreement and agrees to all of the terms specified herein.

Robert Ducay

Name of DHCS Representative

Assistant Deputy Director, Health Care Financing

Title/Component

DocuSigned by:
Robert Ducay
D0D92CB86804BA...

Signature

June 8, 2020

Date

User Initial:

DEPARTMENT OF HEALTH CARE SERVICES

AGREEMENT FOR DISCLOSURE AND USE OF MEDICAL DATA – Amendment 1

- 1. The User acknowledges that by participating in the SMAA program, they do so as a Business Associate of DHCS and agrees to be bound by the terms of DHCS' Business Associate Addendum (BAA), attached hereto as Attachment F. To the extent there is a conflict between the DUA, inclusive of attachments A – E, and the terms of the BAA, the terms of the BAA shall control.

On behalf of the User, the undersigned individual hereby attests that he or she is authorized to enter into this Agreement and agrees to all of the terms specified herein.

Mary Downey
Name

Deputy Superintendent Business Services
Title/Component

Sonoma County Office of Education
Company/Organization

Mary Downey
Signature

1/23/2020
Date

- 1. On behalf of DHCS the undersigned individual hereby attests that he or she is authorized to enter into this Agreement and agrees to all of the terms specified herein.

Robert Ducay
Name of DHCS Representative

Assistant Deputy Director, Health Care Financing
Title/Component

Robert Ducay
Signature

June 8, 2020
Date

User Initial: MD

DEPARTMENT OF HEALTH CARE SERVICES

DATA USE AGREEMENTAttachment ADATA MATCH RECORD LAYOUT

The following table illustrates the Data Match Record Layout output file. **Please note that the first 105 characters are the return record of the input data provided by the LEC/LGA.** Output fields include return of the **input (positions 1-105)** and output (positions 106-263) records.

FIELD	SIZE	POSITION
Social Security Number	9	1-9
Last Name	20	10-29
First Name	15	30-44
Middle Initial	1	45
Date of Birth (CCYYMMDD)	8	46-53
Sex	1	54
Provider Id	9	55-63
School Name	20	64-83
User Data	20	84-103
County Code	2	104-105
Beneficiary Identification Card Number	14	106-119
Beneficiary Identification Card Issue Date (CCYYMMDD)	8	120-127
Filler	6	128-133
Match Indicator	1	134
Record Eligibility Indicator	1	135
Filler	1	136
Current Month Data	9	137-145
Eligibility Indicator	1	137
Share of Cost Amount	5	138-142
Cert Day	2	143-144
OHC Indicator	1	145
History Data – January	9	146-154
Eligibility Indicator	1	146
Share of Cost Amount	5	147-151
Cert Day	2	152-153
OHC Indicator	1	154

History Data - February	9	155-163
Eligibility Indicator	1	155
Share of Cost Amount	5	156-160
Cert Day	2	161-162
OHC Indicator	1	163
History Data - March	9	164-172
Eligibility Indicator	1	164
Share of Cost Amount	5	165-169
Cert Day	2	170-171
OHC Indicator	1	172
History Data - April	9	173-181
Eligibility Indicator	1	173
Share of Cost Amount	5	174-178
Cert Day	2	179-180
OHC Indicator	1	181
History Data - May	9	182-190
Eligibility Indicator	1	182
Share of Cost Amount	5	183-187
Cert Day	2	188-189
OHC Indicator	1	190
History Data - June	9	191-199
Eligibility Indicator	1	191
Share of Cost Amount	5	192-196
Cert Day	2	197-198
OHC Indicator	1	199
History Data - July	9	200-208
Eligibility Indicator	1	200
Share of Cost Amount	5	201-205
Cert Day	2	206-207
OHC Indicator	1	208
History Data - August	9	209-217
Eligibility Indicator	1	209
Share of Cost Amount	5	210-214
Cert Day	2	215-216
OHC Indicator	1	217
History Data - September	9	218-226
Eligibility Indicator	1	218
Share of Cost Amount	5	219-223
Cert Day	2	224-225
OHC Indicator	1	226
History Data - October	9	227-235
Eligibility Indicator	1	227
Share of Cost Amount	5	228-232

Cert Day	2	233-234
OHC Indicator	1	235
History Data - November	9	236-244
Eligibility Indicator	1	236
Share of Cost Amount	5	237-241
Cert Day	2	242-243
OHC Indicator	1	244
History Data – December	9	245-253
Eligibility Indicator	1	245
Share of Cost Amount	5	246-250
Cert Day	2	251-252
OHC Indicator	1	253
Meds Current Date CCYYMMDD	8	254-261
Filler	2	262-263

SECURITY CONTROLS

I. Personnel Controls

- A. **Employee Training.** All workforce members who assist in the performance of functions or activities on behalf of DHCS, or access or disclose DHCS protected health information (PHI) or personal information (PI) must complete information privacy and security training, at least annually, at Business Associate's expense. Each workforce member who receives information privacy and security training must sign a certification, indicating the member's name and the date on which the training was completed. These certifications must be retained for a period of six (6) years following contract termination.
- B. **Employee Discipline.** Appropriate sanctions must be applied against workforce members who fail to comply with privacy policies and procedures or any provisions of these requirements, including termination of employment where appropriate.
- C. **Confidentiality Statement.** All persons that will be working with DHCS PHI or PI must sign a confidentiality statement that includes, at a minimum, General Use, Security and Privacy Safeguards, Unacceptable Use, and Enforcement Policies. The statement must be signed by the workforce member prior to access to DHCS PHI or PI. The statement must be renewed annually. The User shall retain each person's written confidentiality statement for DHCS inspection for a period of six (6) years following contract termination.
- D. **Background Check.** Before a member of the workforce may access DHCS PHI or PI, a background screening of that worker must be conducted. The screening should be commensurate with the risk and magnitude of harm the employee could cause, with more thorough screening being done for those employees who are authorized to bypass significant technical and operational security controls. The User shall retain each workforce member's background check documentation for a period of three (3) years following contract termination.

II. Technical Security Controls

- A. **Workstation/Laptop encryption.** All workstations and laptops that process and/or store DHCS PHI or PI must be encrypted using a FIPS 140-2 certified algorithm which is 128bit or higher, such as Advanced Encryption Standard (AES). The encryption solution must be full disk unless approved by the DHCS Information Security Office
- B. **Server Security.** Servers containing unencrypted DHCS PHI or PI must have sufficient administrative, physical, and technical controls in place to protect that data, based upon a risk assessment/system security review.
- C. **Minimum Necessary.** Only the minimum necessary amount of DHCS PHI or PI required to perform necessary business functions may be copied, downloaded, or exported.

ATTACHMENT B**SECURITY CONTROLS**

- D. *Removable media devices.*** All electronic files that contain DHCS PHI or PI data must be encrypted when stored on any removable media or portable device (i.e. USB thumb drives, floppies, CD/DVD, smartphones, backup tapes etc.). Encryption must be a FIPS 140-2 certified algorithm which is 128bit or higher, such as AES.
- E. *Antivirus software.*** All work force members who are responsible for workstations, laptops and other systems that process and/or store DHCS PHI or PI must install and actively use comprehensive anti-virus software solution with automatic updates scheduled at least daily.
- F. *Patch Management.*** All workforce members who are responsible for workstations, laptops and other systems that process and/or store DHCS PHI or PI must apply critical security patches, with system reboot if necessary. There must be a documented patch management process which determines installation timeframe based on risk assessment and vendor recommendations. At a maximum, all applicable patches must be installed within 30 days of vendor release. Applications and systems that cannot be patched due to operational reasons must have compensatory controls implemented to minimize risk, where possible.
- G. *User IDs and Password Controls.*** All users must be issued a unique user name for accessing DHCS PHI or PI. Username must be promptly disabled, deleted, or the password changed upon the transfer or termination of an employee with knowledge of the password, at maximum within 24 hours. Passwords are not to be shared. Passwords must be at least eight characters and must be a non-dictionary word. Passwords must not be stored in readable format on the computer. Passwords must be changed every 90 days, preferably every 60 days. Passwords must be changed if revealed or compromised. Passwords must be composed of characters from at least three of the following four groups from the standard keyboard:
- Upper case letters (A-Z)
 - Lower case letters (a-z)
 - Arabic numerals (0-9)
 - Non-alphanumeric characters (punctuation symbols)
- H. *Data Destruction.*** When no longer needed, all DHCS PHI or PI must be cleared, purged, or destroyed consistent with NIST Special Publication 800-88, Guidelines for Media Sanitization such that the PHI or PI cannot be retrieved.
- I. *System Timeout.*** The system providing access to DHCS PHI or PI must provide an automatic timeout, requiring re-authentication of the user session after no more than 20 minutes of inactivity.
- J. *Warning Banners.*** All systems providing access to DHCS PHI or PI must display a warning banner stating that data is confidential, systems are logged, and system use is for business purposes only by authorized users. User must be directed to log off the system if they do not agree with these requirements.

SECURITY CONTROLS

- K. *System Logging.*** The system must maintain an automated audit trail which can identify the user or system process which initiates a request for DHCS PHI or PI, or which alters DHCS PHI or PI. The audit trail must be date and time stamped, must log both successful and failed accesses, must be read only, and must be restricted to authorized users. If DHCS PHI or PI is stored in a database, database logging functionality must be enabled. Audit trail data must be archived for at least 3 years after occurrence.
- L. *Access Controls.*** The system providing access to DHCS PHI or PI must use role based access controls for all user authentications, enforcing the principle of least privilege.
- M. *Transmission encryption.*** All data transmissions of DHCS PHI or PI outside the secure internal network must be encrypted using a FIPS 140-2 certified algorithm which is 128bit or higher, such as AES. Encryption can be end to end at the network level, or the data files containing PHI can be encrypted. This requirement pertains to any type of PHI or PI in motion such as website access, file transfer, and E-Mail.
- N. *Intrusion Detection.*** All systems involved in accessing, holding, transporting, and protecting DHCS PHI or PI that are accessible via the Internet must be protected by a comprehensive intrusion detection and prevention solution.

III. Audit Controls

- A. *System Security Review.*** Contractor must ensure audit control mechanisms that record and examine system activity are in place. All systems processing and/or storing DHCS PHI or PI must have at least an annual system risk assessment/security review which provides assurance that administrative, physical, and technical controls are functioning effectively and providing adequate levels of protection. Reviews should include vulnerability scanning tools.
- B. *Log Reviews.*** All systems processing and/or storing DHCS PHI or PI must have a routine procedure in place to review system logs for unauthorized access.
- C. *Change Control.*** All systems processing and/or storing DHCS PHI or PI must have a documented change control procedure that ensures separation of duties and protects the confidentiality, integrity and availability of data.

ATTACHMENT B**SECURITY CONTROLS****IV. Business Continuity / Disaster Recovery Controls**

- A. *Emergency Mode Operation Plan.*** Contractor must establish a documented plan to enable continuation of critical business processes and protection of the security of electronic DHCS PHI or PI in the event of an emergency. Emergency means any circumstance or situation that causes normal computer operations to become unavailable for use in performing the work required under this Agreement for more than 24 hours.
- B. *Data Backup Plan.*** Contractor must have established documented procedures to backup DHCS PHI to maintain retrievable exact copies of DHCS PHI or PI. The plan must include a regular schedule for making backups, storing backups offsite, an inventory of backup media, and an estimate of the amount of time needed to restore DHCS PHI or PI should it be lost. At a minimum, the schedule must be a weekly full backup and monthly offsite storage of DHCS data.

V. Paper Document Controls

- A. *Supervision of Data.*** DHCS PHI or PI in paper form shall not be left unattended at any time, unless it is locked in a file cabinet, file room, desk or office. Unattended means that information is not being observed by an employee authorized to access the information. DHCS PHI or PI in paper form shall not be left unattended at any time in vehicles or planes and shall not be checked in baggage on commercial airplanes.
- B. *Escorting Visitors.*** Visitors to areas where DHCS PHI or PI is contained shall be escorted and DHCS PHI or PI shall be kept out of sight while visitors are in the area.
- C. *Confidential Destruction.*** DHCS PHI or PI must be disposed of through confidential means, such as cross cut shredding and pulverizing.
- D. *Removal of Data.*** DHCS PHI or PI must not be removed from the premises of the Contractor except with express written permission of DHCS.
- E. *Faxing.*** Faxes containing DHCS PHI or PI shall not be left unattended and fax machines shall be in secure areas. Faxes shall contain a confidentiality statement notifying persons receiving faxes in error to destroy them. Fax numbers shall be verified with the intended recipient before sending the fax.
- F. *Mailing.*** Mailings of DHCS PHI or PI shall be sealed and secured from damage or inappropriate viewing of PHI or PI to the extent possible. Mailings which include 500 or more individually identifiable records of DHCS PHI or PI in a single package shall be sent using a tracked mailing method which includes verification of delivery and receipt, unless the prior written permission of DHCS to use another method is obtained.

ATTACHMENT C**NOTIFICATION OF BREACH****A. Definitions**

1. Breach shall have the meaning given to such term under HIPAA, the HITECH Act, the HIPAA regulations and the Final Omnibus Rule.
2. Electronic Health Record shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C section 17921 and implementing regulations.
3. Electronic Protected Health Information (ePHI) means individually identifiable health information transmitted by electronic media or maintained in electronic media, as set forth in 45 CFR section 160.103.
4. Individually Identifiable Health Information means health information, including demographic information collected from an individual, that is created or received by a health care provider, health plan, employer or health care clearinghouse, and relates to the past, present or future physical or mental health or condition of an individual, the provision of health care to an individual, or the past, present, or future payment for the provision of health care to an individual, that identifies the individual or where there is a reasonable basis to believe the information can be used to identify the individual, as set forth under 45 CFR section 160.103.
5. Privacy Rule shall mean the HIPAA Regulations that are found at 45 CFR Parts 160 and 164, Subparts A, D and E.
6. Personal Information shall have the meaning given to such term in Civil Code section 1798.29.
7. Protected Health Information means individually identifiable health information that is transmitted by electronic media, maintained in electronic media, or is transmitted or maintained in any other form or medium, as set forth in 45 CFR section 160.103.
8. Required by law, as set forth in 45 CFR section 164.103, means a mandate contained in law that compels an entity to make a use or disclosure of PHI that is enforceable in a court of law. This includes, but is not limited to, court orders and court-ordered warrants, subpoenas or summons issued by a court, grand jury, a governmental or tribal inspector general, or an administrative body authorized to require the production of information, and a civil or an authorized investigative demand. It also includes Medicare conditions of participation with respect to health care providers participating in the program, and statutes or regulations that require the production of information, including statutes or regulations that require such information if payment is sought under a government program providing public benefits.

9. Security Incident means the attempted or successful unauthorized access, use, disclosure, modification, loss or destruction of PHI or PI, or confidential data that is essential to the ongoing operation of the User's organization and intended for internal use; or interference with system operations in an information system.
10. Secretary means the Secretary of the U.S. Department of Health and Human Services (HHS) or the Secretary's designee.
11. Security Rule shall mean the HIPAA regulations that are found at 45 CFR Part 164, Subparts A and C.
12. Unsecured PHI shall have the meaning given to such term under the HITECH Act, 42 U.S.C. section 17932(h), any guidance issued pursuant to such Act, the HIPAA regulations and the Final Omnibus Act.

B. Breaches and Security Incidents:

1. **Notice to DHCS.** (1) To notify DHCS **immediately** upon the discovery of a suspected security incident that involves data provided to DHCS by the Social Security Administration. This notification will be **by telephone call plus email or fax** upon the discovery of the breach. (2) To notify DHCS **within 24 hours by email or fax** of the discovery of unsecured PHI or PI in electronic media or in any other media if the PHI or PI was, or is reasonably believed to have been, accessed or acquired by an unauthorized person, any suspected security incident, intrusion or unauthorized access, use or disclosure of PHI or PI in violation of this Agreement and this Addendum, or potential loss of confidential data affecting this Agreement. A breach shall be treated as discovered by Business Associate as of the first day on which the breach is known, or by exercising reasonable diligence would have been known, to any person (other than the person committing the breach) who is an employee, officer or other agent of Business Associate.

Notice shall be provided to the DHCS Program Contract Manager, the DHCS Privacy Officer and the DHCS Information Security Officer. If the incident occurs after business hours or on a weekend or holiday and involves data provided to DHCS by the Social Security Administration, notice shall be provided by calling the DHCS EITS Service Desk. Notice shall be made using the "DHCS Privacy Incident Report" form, including all information known at the time. Business Associate shall use the most current version of this form, which is posted on the DHCS Privacy Office website (www.dhcs.ca.gov, then select "Privacy" in the left column and then "Business Use" near the middle of the page) or use this link:

<http://www.dhcs.ca.gov/formsandpubs/laws/priv/Pages/DHCSBusinessAssociatesOnly.aspx>

Upon discovery of a breach or suspected security incident, intrusion or unauthorized access, use or disclosure of PHI or PI, Business Associate shall take:

- a. Prompt corrective action to mitigate any risks or damages involved with the breach and to protect the operating environment; and

b. Any action pertaining to such unauthorized disclosure required by applicable Federal and State laws and regulations.

2. **Investigation and Investigation Report.** To immediately investigate such security incident, breach, or unauthorized access, use or disclosure of PHI or PI. Within 72 hours of the discovery, User shall submit an updated "DHCS Privacy Incident Report" containing the information marked with an asterisk and all other applicable information listed on the form, to the extent known at that time, to the DHCS Program Contract Manager, the DHCS Privacy Officer, and the DHCS Information Security Officer.
3. **Complete Report.** To provide a complete report of the investigation to the DHCS Program Contract Manager, the DHCS Privacy Officer, and the DHCS Information Security Officer within ten (10) working days of the discovery of the breach or unauthorized use or disclosure. If all of the required information was not included in either the initial report, or the Investigation Report, then a separate Complete Report must be submitted. The report shall be submitted on the "DHCS Privacy Incident Report" form and shall include a full, detailed corrective action plan, including information on measures that were taken to halt and/or contain the improper use or disclosure. If DHCS requests information in addition to that listed on the "DHCS Privacy Incident Report" form, User shall make reasonable efforts to provide DHCS with such information. If necessary, a Supplemental Report may be used to submit revised or additional information after the completed report is submitted, by submitting the revised or additional information on an updated "DHCS Privacy Incident Report" form.
4. **Notification of Individuals.** If the cause of a breach of PHI or PI is attributable to User or its subcontractors, agents or vendors, User shall notify individuals of the breach or unauthorized use or disclosure when notification is required under state or federal law and shall pay any costs of such notifications, as well as any costs associated with the breach. The notifications shall comply with the requirements set forth in 42 U.S.C. section 17932 and its implementing regulations, including, but not limited to, the requirement that the notifications be made without unreasonable delay and in no event later than 60 calendar days. The DHCS Program Contract Manager, the DHCS Privacy Officer, and the DHCS Information Security Officer shall approve the time, manner and content of any such notifications and their review and approval must be obtained before the notifications are made.
5. **Responsibility for Reporting of Breaches.** If the cause of a breach of PHI or PI is attributable to User or its agents, subcontractors or vendors, and User is a Covered Entity as defined under HIPAA and the HIPAA regulations, User is responsible for all required reporting of the breach as specified in 42 U.S.C. section 17932 and its implementing regulations, including notification to media outlets and to the Secretary. If a breach of unsecured PHI involves more than 500 residents of the State of California or jurisdiction, User shall notify the Secretary of the breach immediately upon discovery of the breach. If User has reason to believe that duplicate reporting of the same breach or incident may occur because its subcontractors, agents or vendors may report the breach or incident to DHCS in addition to User, User shall notify DHCS, and DHCS and User may take appropriate action to prevent duplicate reporting. The breach reporting requirements of this paragraph are in addition to the reporting requirements set forth in subsection 1, above.

6. **Contact Information.** To direct communications to the above referenced staff, the User shall initiate contact as indicated herein. The parties reserve the right to make changes to the contact information below by giving written notice to the User. Said changes shall not require an amendment to this Addendum or the Agreement to which it is incorporated.

DHCS Program Point of Contact	DHCS Privacy Officer	DHCS Information Security Officer
See the Data Use Agreement for Program Point of Contact information	Privacy Officer c/o: Office of HIPAA Compliance Department of Health Care Services P.O. Box 997413, MS 4722 Sacramento, CA 95899-7413 Email: privacyofficer@dhcs.ca.gov Fax: (916) 440-7680 Telephone: (916) 445-4646	Information Security Officer DHCS Information Security Office P.O. Box 997413, MS 6400 Sacramento, CA 95899-7413 Email: iso@dhcs.ca.gov Fax: (916) 440-5537 Telephone: ITSD Service Desk (916) 440-7000 or (800) 579-0874

ATTACHMENT D
DEPARTMENT OF HEALTH CARE SERVICES
CERTIFICATE OF DESTRUCTION OF CONFIDENTIAL DATA

I, Sharon Battaglia (Name of Custodian), hereby certify the following to be true and correct:

- I. I am employed or contracted by Sonoma County Office of Education (Name of User) as a(n) Fiscal Analyst / LEC Coordinator (occupation/description).
- II. Pursuant to the attached Data Use Agreement (DUA) between the DEPARTMENT OF HEALTH CARE SERVICES (DHCS) and Sonoma County Office of Education (Name of User), I received and acted as custodian of the data described in Attachment A of the DUA.
- III. The purpose for receiving the data described in Attachment A has been met. In compliance with Section 10 of the DUA, all data described in Attachment A received prior to **July 1, 2022**, has been destroyed by _____ (method of destruction) on _____ (date of destruction).

Please note that if the User is undergoing a DHCS review or audit, or is currently in the process of an appeal, for any fiscal year prior to July 1, 2014, it must maintain data described in Attachment A in full until all outstanding audit issues are resolved and a final cost settlement is received, or the appeal is settled.

Signature of Custodian

Date

ATTACHMENT E

DEPARTMENT OF HEALTH CARE SERVICES

NOTIFICATION OF CHANGE TO CUSTODIAN INFORMATION

In order to secure data and documents that reside in DHCS' Medi-Cal system of records, to ensure the integrity, security, and confidentiality of such data and documents, and to permit only appropriate disclosure and use as may be permitted by law, DHCS entered into a Data Use Agreement (DUA) with the following User:

User Name: Sabrina Dawson

This form shall be used to notify DHCS when the below named custodial entity changes contact information or when the name of the person acting as custodian for a custodial entity has changed.

The custodian information in Section 3 of the DUA has changed. The updated section is as follows:

Name of Custodian of Files: Sabrina Dawson

Title/Component: Region 1 Coordinator/Fiscal Analyst

Company/Organization: Sonoma County Office of Education

Address: 5340 Skylane Blvd., Santa Rosa, CA 95403

Phone Number: 707-524-2765

Email Address: sdawson@scoe.org

Signature: 

Date: 5/28/2020

ATTACHMENT F
DEPARTMENT OF HEALTH CARE SERVICES
BUSINESS ASSOCIATE ADDENDUM

1. This Agreement has been determined to constitute a business associate relationship under the Health Insurance Portability and Accountability Act (HIPAA) and its implementing privacy and security regulations at 45 Code of Federal Regulations, Parts 160 and 164 (collectively, and as used in this Agreement)
2. The term "Agreement" as used in this document refers to and includes both this Business Associate Addendum and the contract to which this Business Associate Agreement is attached as an exhibit, if any.
3. For purposes of this Agreement, the term "Business Associate" shall have the same meaning as set forth in 45 CFR section 160.103.
4. The Department of Health Care Services (DHCS) intends that Business Associate may create, receive, maintain, transmit or aggregate certain information pursuant to the terms of this Agreement, some of which information may constitute Protected Health Information (PHI) and/or confidential information protected by Federal and/or state laws.
 - 4.1 As used in this Agreement and unless otherwise stated, the term "PHI" refers to and includes both "PHI" as defined at 45 CFR section 160.103 and Personal Information (PI) as defined in the Information Practices Act at California Civil Code section 1798.3(a). PHI includes information in any form, including paper, oral, and electronic.
 - 4.2 As used in this Agreement, the term "confidential information" refers to information not otherwise defined as PHI in Section 4.1 of this Agreement, but to which state and/or federal privacy and/or security protections apply.
5. Contractor (however named elsewhere in this Agreement) is the Business Associate of DHCS acting on DHCS's behalf and provides services or arranges, performs or assists in the performance of functions or activities on behalf of DHCS, and may create, receive, maintain, transmit, aggregate, use or disclose PHI (collectively, "use or disclose PHI") in order to fulfill Business Associate's obligations under this Agreement. DHCS and Business Associate are each a party to this Agreement and are collectively referred to as the "parties."
6. The terms used in this Agreement, but not otherwise defined, shall have the same meanings as those terms in HIPAA. Any reference to statutory or regulatory language shall be to such language as in effect or as amended.
7. **Permitted Uses and Disclosures of PHI by Business Associate.** Except as otherwise indicated in this Agreement, Business Associate may use or disclose PHI only to perform functions, activities or services specified in this Agreement on behalf of DHCS, provided that such use or disclosure would not violate HIPAA if done by DHCS.
 - 7.1 **Specific Use and Disclosure Provisions.** Except as otherwise indicated in this Agreement, Business Associate may use and disclose PHI if necessary for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate. Business Associate may disclose PHI for this purpose if the disclosure is required by law, or the Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will be held confidentially and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies the Business Associate of any instances of which it is aware that the confidentiality of the information has been breached.
8. **Compliance with Other Applicable Law**
 - 8.1 To the extent that other state and/or federal laws provide additional, stricter and/or more protective (collectively, more protective) privacy and/or security protections to PHI or other confidential information covered under this Agreement beyond those provided through HIPAA, Business Associate agrees:

- 8.1.1 To comply with the more protective of the privacy and security standards set forth in applicable state or federal laws to the extent such standards provide a greater degree of protection and security than HIPAA or are otherwise more favorable to the individuals whose information is concerned; and
- 8.1.2 To treat any violation of such additional and/or more protective standards as a breach or security incident, as appropriate, pursuant to Section 18. of this Agreement.
- 8.2 Examples of laws that provide additional and/or stricter privacy protections to certain types of PHI and/or confidential information, as defined in Section 4. of this Agreement, include, but are not limited to the Information Practices Act, California Civil Code sections 1798-1798.78, Confidentiality of Alcohol and Drug Abuse Patient Records, 42 CFR Part 2, Welfare and Institutions Code section 5328, and California Health and Safety Code section 11845.5.
- 8.3 If Business Associate is a Qualified Service Organization (QSO) as defined in 42 CFR section 2.11, Business Associate agrees to be bound by and comply with subdivisions (2)(i) and (2)(ii) under the definition of QSO in 42 CFR section 2.11.

9. Additional Responsibilities of Business Associate

9.1 Nondisclosure. Business Associate shall not use or disclose PHI or other confidential information other than as permitted or required by this Agreement or as required by law.

9.2 Safeguards and Security.

9.2.1 Business Associate shall use safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of PHI and other confidential data and comply, where applicable, with subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of the information other than as provided for by this Agreement. Such safeguards shall be, at a minimum, at Federal Information Processing Standards (FIPS) Publication 199 protection levels.

9.2.2 Business Associate shall, at a minimum, utilize an industry-recognized security framework when selecting and implementing its security controls, and shall maintain continuous compliance with its selected framework as it may be updated from time to time. Examples of industry-recognized security frameworks include but are not limited to

9.2.2.1 NIST SP 800-53 – National Institute of Standards and Technology Special Publication 800-53

9.2.2.2 FedRAMP – Federal Risk and Authorization Management Program

9.2.2.3 PCI – PCI Security Standards Council

9.2.2.4 ISO/IEC 27002 – International Organization for Standardization / International Electrotechnical Commission standard 27002

9.2.2.5 IRS PUB 1075 – Internal Revenue Service Publication 1075

9.2.2.6 HITRUST CSF – HITRUST Common Security Framework

9.2.3 Business Associate shall maintain, at a minimum, industry standards for transmission and storage of PHI and other confidential information.

9.2.4 Business Associate shall apply security patches and upgrades, and keep virus software up-to-date, on all systems on which PHI and other confidential information may be used.

- 9.2.5** Business Associate shall ensure that all members of its workforce with access to PHI and/or other confidential information sign a confidentiality statement prior to access to such data. The statement must be renewed annually.
- 9.2.6** Business Associate shall identify the security official who is responsible for the development and implementation of the policies and procedures required by 45 CFR Part 164, Subpart C.
- 9.3 Business Associate's Agent.** Business Associate shall ensure that any agents, subcontractors, subawardees, vendors or others (collectively, "agents") that use or disclose PHI and/or confidential information on behalf of Business Associate agree to the same restrictions and conditions that apply to Business Associate with respect to such PHI and/or confidential information.
- 10. Mitigation of Harmful Effects.** Business Associate shall mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of PHI and other confidential information in violation of the requirements of this Agreement.
- 11. Access to PHI.** Business Associate shall make PHI available in accordance with 45 CFR section 164.524.
- 12. Amendment of PHI.** Business Associate shall make PHI available for amendment and incorporate any amendments to protected health information in accordance with 45 CFR section 164.526.
- 13. Accounting for Disclosures.** Business Associate shall make available the information required to provide an accounting of disclosures in accordance with 45 CFR section 164.528.
- 14. Compliance with DHCS Obligations.** To the extent Business Associate is to carry out an obligation of DHCS under 45 CFR Part 164, Subpart E, comply with the requirements of the subpart that apply to DHCS in the performance of such obligation.
- 15. Access to Practices, Books and Records.** Business Associate shall make its internal practices, books, and records relating to the use and disclosure of PHI on behalf of DHCS available to DHCS upon reasonable request, and to the federal Secretary of Health and Human Services for purposes of determining DHCS' compliance with 45 CFR Part 164, Subpart E.
- 16. Return or Destroy PHI on Termination; Survival.** At termination of this Agreement, if feasible, Business Associate shall return or destroy all PHI and other confidential information received from, or created or received by Business Associate on behalf of, DHCS that Business Associate still maintains in any form and retain no copies of such information. If return or destruction is not feasible, Business Associate shall notify DHCS of the conditions that make the return or destruction infeasible, and DHCS and Business Associate shall determine the terms and conditions under which Business Associate may retain the PHI. If such return or destruction is not feasible, Business Associate shall extend the protections of this Agreement to the information and limit further uses and disclosures to those purposes that make the return or destruction of the information infeasible.
- 17. Special Provision for SSA Data.** If Business Associate receives data from or on behalf of DHCS that was verified by or provided by the Social Security Administration (SSA data) and is subject to an agreement between DHCS and SSA, Business Associate shall provide, upon request by DHCS, a list of all employees and agents and employees who have access to such data, including employees and agents of its agents, to DHCS.
- 18. Breaches and Security Incidents.** Business Associate shall implement reasonable systems for the discovery and prompt reporting of any breach or security incident, and take the following steps:
- 18.1 Notice to DHCS.**
- 18.1.1** Business Associate shall notify DHCS **immediately** upon the discovery of a suspected breach or security incident that involves SSA data. This notification will be provided by email upon

discovery of the breach. If Business Associate is unable to provide notification by email, then Business Associate shall provide notice by telephone to DHCS.

18.1.2 Business Associate shall notify DHCS **within 24 hours by email** (or by telephone if Business Associate is unable to email DHCS) of the discovery of:

18.1.2.1 Unsecured PHI if the PHI is reasonably believed to have been accessed or acquired by an unauthorized person;

18.1.2.2 Any suspected security incident which risks unauthorized access to PHI and/or other confidential information;

18.1.2.3 Any intrusion or unauthorized access, use or disclosure of PHI in violation of this Agreement; or

18.1.2.4 Potential loss of confidential data affecting this Agreement.

18.1.3 Notice shall be provided to the DHCS Program Contract Manager (as applicable), the DHCS Privacy Office, and the DHCS Information Security Office (collectively, "DHCS Contacts") using the DHCS Contact Information at Section 18.6. below.

Notice shall be made using the current DHCS "Privacy Incident Reporting Form" ("PIR Form"; the initial notice of a security incident or breach that is submitted is referred to as an "Initial PIR Form") and shall include all information known at the time the incident is reported. The form is available online at

<http://www.dhcs.ca.gov/formsandpubs/laws/priv/Pages/DHCSBusinessAssociatesOnly.aspx>.

Upon discovery of a breach or suspected security incident, intrusion or unauthorized access, use or disclosure of PHI, Business Associate shall take:

18.1.3.1 Prompt action to mitigate any risks or damages involved with the security incident or breach; and

18.1.3.2 Any action pertaining to such unauthorized disclosure required by applicable Federal and State law.

18.2 Investigation. Business Associate shall immediately investigate such security incident or confidential breach.

18.3 Complete Report. To provide a complete report of the investigation to the DHCS contacts within ten (10) working days of the discovery of the security incident or breach. This "Final PIR" must include any applicable additional information not included in the Initial Form. The Final PIR Form shall include an assessment of all known factors relevant to a determination of whether a breach occurred under HIPAA and other applicable federal and state laws. The report shall also include a full, detailed corrective action plan, including its implementation date and information on mitigation measures taken to halt and/or contain the improper use or disclosure. If DHCS requests information in addition to that requested through the PIR form, Business Associate shall make reasonable efforts to provide DHCS with such information. A "Supplemental PIR" may be used to submit revised or additional information after the Final PIR is submitted. DHCS will review and approve or disapprove Business Associate's determination of whether a breach occurred, whether the security incident or breach is reportable to the appropriate entities, if individual notifications are required, and Business Associate's corrective action plan.

18.3.1 If Business Associate does not complete a Final PIR within the ten (10) working day timeframe, Business Associate shall request approval from DHCS within the ten (10) working day timeframe of a new submission timeframe for the Final PIR.

- 18.4 Notification of Individuals.** If the cause of a breach is attributable to Business Associate or its agents, Business Associate shall notify individuals accordingly and shall pay all costs of such notifications, as well as all costs associated with the breach. The notifications shall comply with applicable federal and state law. DHCS shall approve the time, manner and content of any such notifications and their review and approval must be obtained before the notifications are made.
- 18.5 Responsibility for Reporting of Breaches to Entities Other than DHCS.** If the cause of a breach of PHI is attributable to Business Associate or its subcontractors, Business Associate is responsible for all required reporting of the breach as required by applicable federal and state law.
- 18.6 DHCS Contact Information.** To direct communications to the above referenced DHCS staff, the Contractor shall initiate contact as indicated here. DHCS reserves the right to make changes to the contact information below by giving written notice to Business Associate. These changes shall not require an amendment to this Agreement.

DHCS Program Contract Manager	DHCS Privacy Office	DHCS Information Security Office
See the Scope of Work exhibit for Program Contract Manager information. If this Business Associate Agreement is not attached as an exhibit to a contract, contact the DHCS signatory to this Agreement.	Privacy Office c/o: Office of HIPAA Compliance Department of Health Care Services P.O. Box 997413, MS 4722 Sacramento, CA 95899-7413 Email: incidents@dhcs.ca.gov Telephone: (916) 445-4646	Information Security Office DHCS Information Security Office P.O. Box 997413, MS 6400 Sacramento, CA 95899-7413 Email: incidents@dhcs.ca.gov

- 19. Responsibility of DHCS.** DHCS agrees to not request the Business Associate to use or disclose PHI in any manner that would not be permissible under HIPAA and/or other applicable federal and/or state law.

20. Audits, Inspection and Enforcement

- 20.1** From time to time, DHCS may inspect the facilities, systems, books and records of Business Associate to monitor compliance with this Agreement. Business Associate shall promptly remedy any violation of this Agreement and shall certify the same to the DHCS Privacy Officer in writing. Whether or how DHCS exercises this provision shall not in any respect relieve Business Associate of its responsibility to comply with this Agreement.
- 20.2** If Business Associate is the subject of an audit, compliance review, investigation or any proceeding that is related to the performance of its obligations pursuant to this Agreement, or is the subject of any judicial or administrative proceeding alleging a violation of HIPAA, Business Associate shall promptly notify DHCS unless it is legally prohibited from doing so.

21. Termination

- 21.1 Termination for Cause.** Upon DHCS' knowledge of a violation of this Agreement by Business Associate, DHCS may in its discretion:
- 21.1.1** Provide an opportunity for Business Associate to cure the violation and terminate this Agreement if Business Associate does not do so within the time specified by DHCS; or
- 21.1.2** Terminate this Agreement if Business Associate has violated a material term of this Agreement.

21.2 Judicial or Administrative Proceedings. DHCS may terminate this Agreement if Business Associate is found to have violated HIPAA, or stipulates or consents to any such conclusion, in any judicial or administrative proceeding.

22. Miscellaneous Provisions

22.1 Disclaimer. DHCS makes no warranty or representation that compliance by Business Associate with this Agreement will satisfy Business Associate's business needs or compliance obligations. Business Associate is solely responsible for all decisions made by Business Associate regarding the safeguarding of PHI and other confidential information.

22.2. Amendment.

22.2.1 Any provision of this Agreement which is in conflict with current or future applicable Federal or State laws is hereby amended to conform to the provisions of those laws. Such amendment of this Agreement shall be effective on the effective date of the laws necessitating it, and shall be binding on the parties even though such amendment may not have been reduced to writing and formally agreed upon and executed by the parties.

22.2.2 Failure by Business Associate to take necessary actions required by amendments to this Agreement under Section 22.2.1 shall constitute a material violation of this Agreement.

22.3 Assistance in Litigation or Administrative Proceedings. Business Associate shall make itself and its employees and agents available to DHCS at no cost to DHCS to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against DHCS, its directors, officers and/or employees based upon claimed violation of HIPAA, which involve inactions or actions by the Business Associate.

22.4 No Third-Party Beneficiaries. Nothing in this Agreement is intended to or shall confer, upon any third person any rights or remedies whatsoever.

22.5 Interpretation. The terms and conditions in this Agreement shall be interpreted as broadly as necessary to implement and comply with HIPAA and other applicable laws.

22.6 No Waiver of Obligations. No change, waiver or discharge of any liability or obligation hereunder on any one or more occasions shall be deemed a waiver of performance of any continuing or other obligation, or shall prohibit enforcement of any obligation, on any other occasion.

Certificate Of Completion

Envelope Id: 6057AADB7B0441959B9A3A1487694765	Status: Completed
Subject: Please DocuSign: Sonoma_PPA.pdf, Sonoma_DUA.pdf, Sonoma_Attachments.pdf	
Source Envelope:	
Document Pages: 33	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Thai Nguyen
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1501 Capitol Ave
	Sacramento, CA 95814-5005
	Thai.Nguyen@dhcs.ca.gov
	IP Address: 158.96.4.13

Record Tracking

Status: Original 6/8/2020 2:06:29 PM	Holder: Thai Nguyen Thai.Nguyen@dhcs.ca.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: Department of Health Care Services (CA DHCS)	Location: DocuSign

Signer Events

Robert Ducay
 Robert.Ducay@dhcs.ca.gov
 Assistant Deputy Director, Health Care Financing
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

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 Signed: 6/8/2020 2:31:19 PM

Electronic Record and Signature Disclosure:
 Accepted: 6/8/2020 2:30:07 PM
 ID: 3d5444bd-7424-44c6-beca-b775d91218df

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Iveda Williams
 Iveda.Williams@dhcs.ca.gov
 SSA
 Department of Health Care Services
 Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Thai Nguyen
 thai.nguyen@dhcs.ca.gov
 SSA
 Department of Health Care Services
 Security Level: Email, Account Authentication (None)

COPIED

Sent: 6/8/2020 2:31:30 PM
 Resent: 6/8/2020 2:31:38 PM
 Viewed: 6/8/2020 3:27:27 PM

Carbon Copy Events	Status	Timestamp
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Electronic Record and Signature Disclosure:
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	6/8/2020 2:31:30 PM
Certified Delivered	Security Checked	6/8/2020 2:31:30 PM
Signing Complete	Security Checked	6/8/2020 2:31:30 PM
Completed	Security Checked	6/8/2020 2:31:30 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Department of Health Care Services (CA DHCS) (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Department of Health Care Services (CA DHCS):

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: aedmonds@dhcs.ca.gov

To advise Department of Health Care Services (CA DHCS) of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at aedmonds@dhcs.ca.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from Department of Health Care Services (CA DHCS)

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to aedmonds@dhcs.ca.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Department of Health Care Services (CA DHCS)

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to aedmonds@dhcs.ca.gov and in the body of such request you must state your e-mail, full name, IS Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	<ul style="list-style-type: none"> •Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Department of Health Care Services (CA DHCS) as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Department of Health Care Services (CA DHCS) during the course of my relationship with you.

TITLE	Please Sign: Piner-Olivet Union SD SMAA Interagency...
FILE NAME	Contract Cover Sheet - Sabrina Only.docx and 1 other
DOCUMENT ID	8ef6cbb7420e86b7a34671ba977c1df3e5698545
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Signed

Document History



04 / 21 / 2022
22:09:26 UTC

Sent for signature to Sabrina Dawson (sdawson@scoe.org), Tami Pallington (tpallington@pousd.org) and Greg Medici (gmedici@scoe.org) from sdawson@scoe.org
IP: 209.129.224.1



04 / 21 / 2022
22:10:18 UTC

Viewed by Sabrina Dawson (sdawson@scoe.org)
IP: 209.129.224.1



04 / 21 / 2022
22:10:27 UTC

Signed by Sabrina Dawson (sdawson@scoe.org)
IP: 209.129.224.1



04 / 24 / 2022
23:46:23 UTC

Viewed by Tami Pallington (tpallington@pousd.org)
IP: 98.210.46.31



04 / 24 / 2022
23:46:35 UTC

Signed by Tami Pallington (tpallington@pousd.org)
IP: 98.210.46.31

TITLE	Please Sign: Piner-Olivet Union SD SMAA Interagency...
FILE NAME	Contract Cover Sheet - Sabrina Only.docx and 1 other
DOCUMENT ID	8ef6cbb7420e86b7a34671ba977c1df3e5698545
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Signed

Document History



04 / 25 / 2022
15:46:49 UTC

Viewed by Greg Medici (gmedici@scoe.org)
IP: 209.129.224.1



04 / 25 / 2022
15:47:03 UTC

Signed by Greg Medici (gmedici@scoe.org)
IP: 209.129.224.1



04 / 25 / 2022
15:47:03 UTC

The document has been completed.

**PINER-OLIVET UNION SCHOOL DISTRICT
CONFIDENTIAL/SUPERVISORY EMPLOYEES SALARY SCHEDULE
2021-2022**

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 10	STEP 15	STEP 20
PERSONNEL TECHNICIAN 12 Month	5,045	5,298	5,563	5,841	6,133	6,441	6,955	7,267	7,594
EXECUTIVE SECRETARY 12 Month	5,730	6,015	6,317	6,633	6,964	7,312	7,898	8,253	8,625
SUPERVISOR OF BUILDINGS & GROUNDS (SUPERVISOR II) 12 Month	5,420	5,691	5,976	6,274	6,588	6,917	7,471	7,808	8,159
SUPERVISOR OF FOOD SERVICES (SUPERVISOR I) 12 Month	4,205	4,415	4,637	4,868	5,110	5,367	5,796	6,056	6,330
SUPERVISOR OF INFORMATION TECHNOLOGY 12 Month	5,949	6,246	6,559	6,887	7,231	7,593	8,201	8,569	8,955

A new employee will begin at the lowest step on the range and move one (1) step each year of satisfactory service until on the highest step of the range.

The Board may give up to three (3) years credit for previous related experience (no higher than Step 4).

Professional Growth Units - \$450.00 for each 4 units

\$800/Single, \$950 Double, \$1,100 Family Month Health Cap - 10/1/19
 \$850/Single, \$1,000 Double, \$1,200 Family Month Health Cap - 10/1/20

Effective: 7/1/2021 - 06/30/2022
 Approved by Governing Board: 3/10/2021

PINER-OLIVET UNION SCHOOL DISTRICT
Field Trip Request Form

Teacher Heather Graham		
School Piner-Olivet Charter School		
Grade 7/8	Date of Trip Sept. 9, 2022	
Destination Wikiup Tennis & Swim Club		
Address 500 Wikiup Dr. Santa Rosa CA 95401		
Departure Time 9:00	Return Time 2:00	
Date of Request 4/28	Number of Passengers 218	
Transportation: <small>(please circle one)</small>	<u>District Bus</u>	Private Car Other:(describe)
Educational Purpose: Annual Swim Party - Cooperative Learning, collaboration, team building.		
Funding Source: Donations		
Name of Driver:	Safety Instruction: _____ Emergency Equipment _____ Exits/Radio	Time:
Ending Odometer:	Total Hours:	
Beginning Odometer:	Total Miles:	

Heather Graham
Principal's Signature

AScharf
Director of Transportation

Date Received

4/28/2022
Date Approved

Driver's Signature

Distribution: (White) - Driver (Yellow) - Director (Pink) - Teacher (Gold) - Teacher



PINER-OLIVET UNION SCHOOL DISTRICT

Field Trip Request Form - Swimming Supplement

Swimming Pool Facility Being Used:

Name of Facility: Wikiup Tennis & Swim Club

Address: 500 Wikiup Dr. Santa Rosa, CA 95401

Telephone: (707) 544-2330

- Parents notified and signed permission given. *← Will be once approved*
- Swimming ability of Staff and Students determined before trip is taken. *← Form will be sent home*
- Certified Lifeguard will be available.
- Written instructions on supervision/safety will be distributed to staff and chaperones.
- Provision made for students with varying swimming abilities.
- Provision made for flotation devices as appropriate.
- A one-on-one system for monitoring will be implemented.
- The principal and teacher initiating swim activities has, or will have, visited site and assessed the risks prior to the trip.
- Written emergency procedures are in place.
- District adult/student ratio for supervision will be maintained.
- For public swimming facility, certificate of liability insurance has been obtained for an amount not less than \$1,000,000.

Teacher: Heather Graham

Date of Visit: 9/9/2022

Heather Graham
Principal

4/28/22
Date

CONTRACT

AGREEMENT FOR VENDED MEAL SERVICES

This AGREEMENT, for the period June 3, 2022 through August 10, 2022, is hereby entered into between City of Santa Rosa High School District of the State of California, hereinafter referred to as "CITY SCHOOLS" and: Piner Olivet Union School District, hereinafter referred to as: District.

WHEREAS, CITY SCHOOLS has the capability for providing vended meal services Reimbursable Breakfast and Lunches to various sites and programs on a cost-reimbursement basis:

NOW THEREFORE: the parties hereto agree as follows:

CITY SCHOOLS SHALL:

(1) Prepare and deliver Reimbursable Breakfast and Lunches, including milk, using the Santa Rosa City Schools Choice Menu to:

See Attachment A

By 9:00 a.m.

EACH SCHOOL DAY, including minimum days, in accordance with the number of meals requested for that day. Eating utensils, straws, and napkins will also be provided.

(2) Be responsible for meeting the nutritional standards for Reimbursable Lunches as set forth by the United States Department of Agriculture for the National School Lunch Program, and Reimbursable Breakfasts as set forth by the USDA for the School Breakfast Program, and also for the quality of the breakfasts and lunches at the time of delivery.

(3) Pick up transport baskets from the previous day's delivery at the time of the current day's delivery.

(4) Present itemized invoice the tenth working day of each month for the previous month's deliveries.

Reimbursable breakfasts for elementary schools will be billed at two dollars and five cents (\$2.05) each, including milk.

Reimbursable lunches will be billed at the rate of three dollars and thirty-five cents (\$3.35) each for elementary lunch, including milk.

(5) Assume all liability for proper use and protection of surplus commodities assigned to District. Commodities will only be used for the preparation of breakfast and lunch meals and may not be sent to sites for snacks.

(6) Provide District with a monthly menu one week prior to the beginning of the month covered by said menu.

(7) Maintain all necessary records on the nutritional components of the breakfasts and lunches, the number of breakfasts and lunches delivered to, and make said records available for inspection by the State and Federal authorities upon request.

(8) Shelf stable meals will be provided in the event your District is open on a scheduled CITY SCHOOLS holiday. Alternatively two days of meals will be provided on the delivery prior to the CITY SCHOOLS holiday.

(9) CITY SCHOOLS shall charge for a minimum of fifteen (15) lunches at any given site. Fewer lunches may be received, but CITY SCHOOLS will not charge less for a regularly scheduled stop.

(10) Sack lunches can be provided for field trips with ten (10) working days' notice to the site providing lunches.

District SHALL:

(1) A. **Orders must be placed by 9:30 AM three days prior to the delivery date** to ensure we will have the number of lunch choices available and for the efficient operation of our services. Shelf stable meals are available to purchase as a back-up supply, should you ever need additional meals.

B. Ensure that adequate storage shall be provided for the meals from time of delivery until served to the student in accordance with Health and Safety Codes.

C. Ensure that lunches are heated to 165 degrees in accordance with Health and Safety Code #27601.

D. Ensure that an employee is available at sites each school day to verify quality and quantity of said breakfasts and lunches. Errors in count called in shall be the responsibility of District.

E. Ensure that breakfasts and lunches are delivered and served at sites approved on the District National School Lunch Agreement.

Failure to comply shall constitute sufficient reason for CITY SCHOOLS to immediately cease providing lunches under this AGREEMENT.

(2) Provide CITY SCHOOLS with school calendars. Each site shall give notice to CITY SCHOOLS Central Kitchen Manager of calendar changes. Also, notice must be given for minimum day meal requirements and any holidays not clearly indicated on the calendar. **THIS NOTICE MUST BE GIVEN THREE (3) WORKING DAYS PRIOR TO SAID SCHEDULE CHANGE.**

(3) Provide personnel to serve meals, clean the serving and eating areas, assemble and deliver transport baskets by Santa Rosa City Schools delivery the next day.

(4) Establish collection procedures which are in accordance with State and Federal regulations relating to the overt identification of needy students, and keep accurate records of the number of free, reduced price, paid, and adult lunches served daily.

(5) Prepare all claims for reimbursement under its own agreement number, receive and approve all free and reduced price meal applications, and maintain all necessary records to substantiate the above items.

(6) Assign to CITY SCHOOLS one hundred percent (100%) of the commodities to which District is entitled and the responsibility for proper use of such commodities. If there is a short-fall of commodities, cash-in-lieu of commodities shall be given to CITY SCHOOLS. Commodities may not be sent to school sites except as they appear on the listed menu.

(7) Pay CITY SCHOOLS within 60 days of invoice or a fee of 1% will be charged on the balance due.

TERM

This AGREEMENT becomes effective this day June 3, 2022, and will continue until August 10, 2022. This AGREEMENT may be renegotiated and renewed as revised and agreed upon by both parties. This AGREEMENT is valid through August 10, 2022.

TERMINATION/INDEMNIFICATION

Termination

CITY SCHOOLS or DISTRICT may terminate this AGREEMENT, with or without cause, upon 30 days' written notice to DISTRICT or CITY SCHOOLS.

Indemnification

To the fullest extent permitted by law, each party shall defend, indemnify, and hold the other party, its Governing Board, officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this AGREEMENT but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the willful or intentional misconduct or negligent acts or omissions of the indemnified party, its officers, employees, volunteers, or agents.

Each party to this agreement understands and is aware that the School and College Legal Services, Sonoma County Office of Education, provides legal advice and services to each of the parties on this and other matters. Each party has no objections to the representation of the other parties by the same legal counsel.

APPROVED BY

By _____	_____
Signature	Title
_____	_____
School District/Agency	Date

APPROVED BY

Santa Rosa City Schools

By _____	_____
Deputy Superintendent-Business Services	Date

Board Approved:

_____	_____
Legal Counsel	Date

ATTACHMENT A

Jack London Elementary School
2707 Francisco Ave.
Santa Rosa, CA 95403