



PINER-OLIVET UNION SCHOOL DISTRICT

REGULAR MEETING - GOVERNING BOARD

Wednesday, September 9, 2020

Closed Session 6:30 p.m.

Closed Session 6:32 p.m.

Public Session 7:00 p.m.

Adjournment 10:00 p.m.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81233068917?pwd=TGFEaUNROVExZTVzeWd5QXVnQXZIUT09>

Meeting ID: 812 3306 8917

Passcode: 8j2Udq

One tap mobile

+16699009128,,81233068917#,,,,,0#,,326811# US (San Jose)

AGENDA

A copy of the agenda, complete with backup materials, may be reviewed in the District Office, 3450 Coffey Lane, Santa Rosa, beginning the Monday prior to the Wednesday Board Meeting. Office hours are from 8:00 a.m. to 4:00 p.m. Monday through Friday or as otherwise posted. Agendas are always posted at the District Office, the Board/Conference Room 24 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 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, Personnel Tech, Outreach Worker, PAII/Yd Dty
 - 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 54957.6:
 - 5.2.1 CONFERENCE WITH LABOR NEGOTIATOR
Name of Agency Negotiator: Dr. Steve Charbonneau, Superintendent
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, Superintendent
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, Superintendent
Name of organization representing employees: Confidential, Supervisory, Administrative Staff

- 6. RECONVENE TO PUBLIC MEETING
- 7. REPORT OF CLOSED SESSION ACTION, IF ANY
- 8. AGENDA MODIFICATION
- 9. COMMUNICATIONS, PETITIONS AND DELEGATIONS

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

10. COMMENTS FROM THE GOVERNING BOARD

- 11. RECOGNITION OF EXCELLENCE
None

- 12. SUPERINTENDENT'S REPORT
12.1 Announcements

- 13. ASSOCIATION REPORTS
13.1 POEA
13.2 POCA

- 14. BOARD POLICIES
14.1 BB/E 9270 Conflict of Interest Code ([Attachment 1](#)) (Pgs. 4-13)

- 15. DISCUSSION/INFORMATION ITEMS
None

16. ACTION ITEMS

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

The Board of Trustees will review, discuss and consider approval of the 2020-2021 Jack London Families Application as a School-Connected Organization. A representative from the organization will be present to answer any questions. **(Action 1) (Pgs. 14-53)**

16.2 Approval of 2019-2020 Unaudited Actuals for the Piner-Olivet Union School District, Including Olivet Charter School, Schaefer Charter School, Piner-Olivet Charter School and Northwest Prep Charter School

The Board of Trustees will review, discuss and consider approval of the 2019-2020 Unaudited Actuals for the Piner-Olivet Union School District, Olivet Charter School, Schaefer Charter School, Piner-Olivet Charter School and Northwest Prep Charter School. **(Action 2) (Pgs.54-126)**

16.3 Approval of Resolution # 540 Establishing a Revised "Gann Limit" for 2019-2020 and Establishing a Projected "Gann Limit" for 2020-2021

The Board of Trustees will review, discuss and consider approval of Resolution # 540 regarding the "Gann Limit" for 2019-2020 and establishing a projected "Gann Limit" for 2020-2021. **(Action 3) (Pgs. 127-131)**

16.4 Public Hearing Regarding the Sufficiency of Instructional Materials per Ed. Code 60119

The Board of Trustees will hold a public hearing regarding the sufficiency of instructional materials per Ed. Code 60119. **(Action 4) (Pg. 132)**

16.5 Approval of Resolution # 541 Regarding Textbook and Instructional Materials Sufficiency for the Piner-Olivet Union School District for the 2020-2021 School Year per Ed. Code 60119

The Board of Trustees will review, discuss and consider approval of Resolution #541 regarding the sufficiency of instructional materials per Ed. Code 60119. **(Action 5) (Pgs. 133-134)**

16.6 Approval of Contract with Blach Construction Company for Solar Structure Repair

The Board of Trustees will review, discuss and consider approval of Contract with Blach Construction Company for Solar Structure Repair. **(Action 6) (Pgs. 135-167)**

16.7 Public Hearing Regarding the 2020-2021 Learning Continuity and Attendance Plan for Piner-Olivet District, Schaefer Charter, Olivet Charter, Piner-Olivet Charter, Northwest Prep Charter Schools

The Board of Trustees will hold a public hearing regarding the 2020-2021 Learning Continuity and Attendance Plan for Piner-Olivet District, Schaefer Charter, Olivet Charter, Piner-Olivet Charter, Northwest Prep Charter Schools.

(Action 7) (Pgs.168-258)

17. 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."

17.1 Approval of Minutes of Regular Board Meeting of August 12, 2020 (*Consent 1*) (Pgs. 259-262)

17.2 Approval of Personnel Action Report (*Consent 2*) (Pg. 263)

17.3 Approval of Vendor Warrants (*Consent 3*) (Pgs. 264-273)

17.4 Approval of Routine Budget Updates (*Consent 4*) (Pgs. 274-277)

17.5 Approval of Agreement for Crossing Guard Services between Piner-Olivet Union School District and All City Management Services, INC., a California Corporation (Hereinafter Called the Contractor") Commences on or about July 1, 2020 and ends on June 30, 2021 (*Consent 5*) (Pgs.278-281)

17.6 Approval of Contract to Provide Nursing Services/ Support 2020-2021 Annual Agreement between Piner-Olivet Union School District and Sonoma County Office Of Education from August 10, 2020 to June 30, 2021 (*Consent 6*) (Pgs.282-284)

18. ROUND TABLE COMMENTS FROM THE GOVERNING BOARD

19. DATES AND FUTURE AGENDA ITEMS

19.1 Next Regular Board Meeting – October 14, 2020

20. PUBLIC COMMENT ON CLOSED SESSION AGENDA

21. RECESS TO CLOSED SESSION (If Necessary)

22. RECONVENE TO PUBLIC MEETING

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

24. ADJOURNMENT

14.1 BOARD POLICIES

Review & Approval of Board Policies @ September 9, 2020 Board Meeting

- BB/E 9270 Conflict of Interest

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

Board Bylaw

Conflict Of Interest

BB 9270

Board Bylaws

Incompatible Activities

Governing Board members shall not engage in any employment or activity which is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the district. (Government Code 1126)

Conflict of Interest Code

The district's conflict of interest code shall be comprised of the terms of 2CCR 18730 and any amendments to it adopted by the Fair Political Practices Commission, together with a district attachment specifying designated positions and the specific types of disclosure statements required for each position.

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code in even-numbered years. If 110 change in the code is required, the district shall submit by October 1 a written statement to that effect to the code reviewing body. If a change in the code is necessitated by changed circumstances, the district shall submit an amended code to the code reviewing body. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated by changed circumstances, such as the creation of new designated positions, amendments or revisions; the changed code shall be submitted to the code reviewing body within 90 days. (Government Code 87306)

When reviewing and preparing conflict of interest codes, the district shall provide officers, employees, consultants and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

If a Board member or designated employee determines that he/she has a financial interest in a decision, as described in Government Code 87103, this determination shall be disclosed. The member shall be disqualified from voting unless his/her participation is legally required. (2 CCR 18700)

Statements of economic interests submitted to the district by designated employees in accordance with the conflict of interest code shall be available for public inspection and reproduction. (Government Code 81008)

Financial Interest

Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Board members or designated employees. (Government Code 1090)

A Board member shall not be considered to be financially interested in a contract if his/her interest includes, but is not limited to, any of the following: (Government Code 1091.5)

1. That of an officer who is being reimbursed for his/her actual and necessary expenses incurred in the performance of an official duty
2. That of a recipient of public services generally provided by the public body or board of which he/she is a member, on the same terms and conditions as if he or she -were not a member of the board
3. That of a landlord or tenant of the contracting party if such contracting party is the federal government or any federal department or agency, this state or an adjoining state, any department or agency of this state or an adjoining state, any county or city of this state or an adjoining state, or any public corporation or special, judicial or other public district of this state or an adjoining state unless the subject matter of such contract is the property in which such officer or employee has such interest as landlord or tenant in which even his/her interest shall be deemed a remote interest - within the meaning of, and subject to, the provisions of Government Code 1091
4. That of a spouse of an officer or employee of the district if his/her spouse's employment or officeholding has existed for at least one year prior to his/her election or appointment
5. That of a nonsalaried member of a nonprofit corporation, provided flint such interest is disclosed to the Board at the time of the first consideration of the contract, and provided further that such interest is noted in its official records
6. That of a noncompensated officer of a nonprofit, tax-exempt corporation which, as one of its primary purposes, supports the functions of the nonprofit board or to which the school Board has a legal obligation to give particular consideration, and provided further that such interest is noted in its official records
7. That of a person receiving salary, per diem, or reimbursement for expenses from a governmental entity, unless the contract directly involves the department of the government entity that employs the officer or employee, provided that such interest is disclosed to the Board at the time of consideration of the contract, and provided further that such interest is noted in its official records
8. That of an attorney of the contracting party or that of an owner, officer, employee or agent of a firm which renders, or has rendered, service to the contracting party in the capacity of stockbroker, insurance agent, insurance broker, real estate agent, or real estate broker, if these individuals have not received and will not receive remuneration, consideration, or a commission as a result of the contract and if these individuals have an ownership interest of less than 10 percent in the law practice or firm, stock brokerage firm, insurance firm or real estate firm

In addition, a Board member or employee shall not be deemed to be interested in a contract made pursuant to competitive bidding under a procedure established by law if his/her sole interest is that of an officer, director, or employee of a bank or savings and loan association with which a party to the contract has the relationship of borrower or depositor, debtor or creditor. (Government Code 1091.5)

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract. Remote interests are specified in Government Code 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child. (Government Code 1091)

A Board member may enter into a contract if the rule of necessity or legally required participation applies as defined in Government Code 87101.

Even if there is no prohibited or remote interest, a Board member shall abstain from voting on personnel matters that uniquely affect a relative of the Board member. A Board member may vote, however, on collective bargaining agreements and personnel matters that affect a class of employees to which the relative belongs. "Relative" means an adult who is related to the person by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

A relationship within the third degree includes the individual's parents, grandparents and great-grandparents, children, grandchildren and great-grandchildren, brothers, sisters, aunts and uncles, nieces and nephews, and the similar family of the individual's spouse unless the individual is widowed or divorced.

Disqualification for Board Members Who Manage Public Investments

A Board member who manages public investments pursuant to Government Code 87200 and who has a financial interest in a decision shall, upon identifying a conflict or potential conflict of interest and immediately prior to the consideration of the matter, do all of the following:

1. Publicly identify the financial interest that gives rise to the conflict or potential conflict of interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.. (Government Code 87105)
2. Recuse himself/herself from discussing and voting on the matter, or otherwise acting in violation of Government Code 87100. This Board member shall not be counted toward achieving a quorum while the item is discussed. (Government Code 87105; 2 CCR 18702.5)
3. Leave the room until after the discussion, vote and any other disposition of the matter is concluded, unless the matter has been placed on the portion of the agenda reserved for uncontested matters. (Government Code 87105)

If the item is on the consent calendar, the Board member must recuse himself/herself from discussing or voting on that matter, but the Board member is not required to leave the room during the consent calendar. (2 CCR 18702.5)

(cf. 3430- Investing)

The Board member may speak on the issue during the time that the general public speaks on the issue. The Board member shall recuse himself/herself from voting on the matter and leave the dais to .speak from the same area as members of the public. He/she may listen to the public discussion of the matter with members of the public. (Government Code 87105; 2 CCR 18702.5)

If the Board's decision is made during closed session, the public identification may be made orally during the open session before the Board goes into closed session and shall be limited to a declaration that his/her recusal is because of a conflict of interest pursuant to Government Code 87100. The Board member shall not be present when the decision is considered in closed session or knowingly obtain or review a recording or any other nonpublic information regarding the Board's decision. (2 CCR 18702.5)

Gifts

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

Gifts of travel and related lodging and subsistence shall be subject to the prevailing gift limitation except as described in Government Code 89506.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, in accordance with law. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade or profession unless the sole or predominant activity of the business, trade or profession is making speeches

2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

APPENDIX
DESIGNATED POSITIONS/DISCLOSURE CATEGORIES

It has been determined that persons occupying the following positions manage public investments and shall file a full statement of economic interests pursuant to Government Code 87200:

Governing Board Members
Superintendent of Schools

1. Persons occupying the following positions are designated employees in Category 1:

Assistant/Associate Superintendent
Purchasing Agent

Designated persons in this category must report:

a. Interests in real property, located entirely or partly within district boundaries, or within two miles of district boundaries or of any land owned or used by the district. Such interests include any leasehold, beneficial or ownership interest or option to acquire such interest in real property.

b. Investments or business positions in or income from sources which:

(1) Are engaged in the acquisition or disposal of real property within the district

(2) Are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district or

(3) Manufacture or sell supplies, books, machinery or equipment of the type used by the district

2. Persons occupying the following positions are designated employees in Category 2:

Director
Principal
Assistant Principal
Maintenance and Operations Director Program Coordinator
Project Specialist
Supervisor
Dean of Students

Designated persons in this category must report investments or business positions in or income from sources which:

- a. Are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs, or
 - b. Manufacture or sell supplies, books, machinery or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.
3. Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18701)

- a. Approve a rate, rule or regulation
- b. Adopt or enforce a law
- c. Issue, deny, suspend or revoke a permit, license, application, certificate, approval, order or similar authorization or entitlement
- d. Authorize the district to enter into, modify or renew a contract that requires district approval
- e. Grant district approval to a contract or contract specifications which require district approval and in which the district is a party
- f. Grant district approval to a plan, design, report, study or similar item
- g. Adopt or grant district approval of district policies, standards or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18702.2 or performs the same or substantially all the same duties for the district that would otherwise be performed by an individual holding a position specified in the district's Conflict of Interest Code. (2 CCR 18701)

Legal Reference:

EDUCATION CODE

1006 Qualifications for holding office
35107 School district employees
35230-35240 Corrupt practices
35233 Prohibitions applicable to members of governing boards.
35239 Compensation for board members in districts under 70 ADA

GOVERNMENT CODE

1090-1098 Prohibitions applicable to specified officers
1125-1129 Incompatible activities
81000-91015 Political Reform Act of 1974, especially:
82011 Code reviewing body
82019 Definition of designated employee
82028 Definition of gifts
82030 Definition of income 87100-87103.6 General prohibitions
87200-87210 Disclosure
87300-87313 Conflict of interest code 87500 Statements of economic interests
89501-89503 Honoraria and gifts 91000-91014 Enforcement

CODE OF REGULATIONS. TITLE 2

18110-18997 Regulations of the Fair Political Practices Commission, especially:
18702.5 Public identification of a conflict of interest for Section 87200 filers

COURT DECISIONS

Thorpe v. Lone Beach CO2717711/72in, College District, (2000) 83 Cal.App.4th. 655
Kimec v. Brea Redevelopment Agency, (1997) 55 CalApp.4th 511

ATTORNEY GENERAL OPINIONS

86 Ops.Cal.Atty.Gen. 138(2003)
85 Ops.Cal.Atty.Gen. 60 (2002)
82 Ops.Cal.Atty.Gen. 83 (1999)
81 Ops.Cal.Atty.Gen. 327 (1998)
80 Ops.Cal.Atty.Gen. 320 (1997)
69 Ops.Cal.Atty.Gen. 255 (1986)
68 Ops.Cal.Atty.Gen. 171 (1985)
65 Ops.Cal.Atty.Gen. 606 (1982)

Management Resources:

WEB SITES

Fair Political Practices Commission: <http://www.jjapc.ca.gov>

Bylaw PINER-OLIVET -UNION SCHOOL DISTRICT

adopted: February 4, 2004 Santa Rosa, California

Exhibit

Conflict Of Interest

E 9270

Board Bylaws

RESOLUTION OF THE PINER-OLIVET UNION SCHOOL DISTRICT, STATE OF CALIFORNIA, ADOPTING A CONFLICT OF INTEREST CODE

WHEREAS, the political Reform Act, Government Code sections 81000 et seq., requires state and local government agencies to adopt conflict of interest codes, and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. Section 18730, which contains the terms of a standard conflict of interest code and which can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments to the Political Reform Act, and

WHEREAS, the District wishes to adopt this standard code and designate which officers and employees should disclose financial interests and describe which interests must be disclosed, and

NOW, THEREFORE BE IT RESOLVED THAT:

1. The terms of 2 Cal. Code of Regs. Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A and Appendix B, in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the Piner-Olivet Union School District, and

2. Pursuant to Section 4 of the standard code, board members shall file statements of economic interest with the district clerk, who shall retain a copy and forward the original for filing with the Clerk of the Sonoma County Board of Supervisors. Designated employees shall file statements with the District. Any District board member or other designated employee already required to submit a disclosure statement (Form 700) pursuant to Government Code section 87203 may submit a copy of that statement in lieu of any filing required by this code provided that no additional disclosure would be required by this code.

The foregoing Resolution was moved by Board Member _____, seconded by Board Member _____, and adopted on roll call vote of the members of the Governing Board of the Piner-Olivet Union School District.

Board Member	Janae Franicevic	(AYE/NO)
Board Member	Mardi Hinton	(AYE/NO)
Board Member	Mindy Mohr	(AYE/NO)
Board Member	Cindy Pryor	(AYE/NO)
Board Member	John Way	(AYE/NO)

AYES: NOES: ABSENT/NOT VOTING

WHEREUPON, the President declared the foregoing Resolution adopted, and

SO ORDERED;

CINDY PRYOR, PRESIDENT
PINER-OLIVET UNION SCHOOL DISTRICT

Exhibit PINER-OLIVET UNION SCHOOL DISTRICT
version: September 9, 2020 Santa Rosa, California

Agenda Item Summary

Action Item: **16.1** *Approval of Authorization as a School-Connected Organization for Jack London Families*

Regular Meeting of: September 9, 2020 **Action Item** Report Format:**Oral**

Attachment: **Correspondence Board Policy**

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.

Motion:

Moved by:

Second:

Vote:

Aye:

No:

Abstention:

Absent:

FRANICEVIC

HINTON

MOHR

PRYOR

WAY

2020-2021

JACK LONDON FAMILIES

REQUEST FOR AUTHORIZATION AS A
SCHOOL-CONNECTED ORGANIZATION

Exhibit

School-Connected Organizations

E 1230

Community Relations

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: 8/10/20
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.
To promote well being of children in home, school & community. Promotes & facilitates interaction between parents, students & charitable & educational purposes.
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)


 8/10/2020
Site Administrator Signature Date

Exhibit PINER-OLIVET UNION SCHOOL DISTRICT
version: September 20, 2006 Santa Rosa, California

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 Officers 2019-2020

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
Colleen Verdu
2017 Waltzer Road
Santa Rosa, CA 95403
(707) 326-6636
colleen.verdu@ibsa.com

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
Allen Foster
2314 Andre Lane
Santa Rosa, CA 95403
(707) 580-4065
allen.foster@thermofisher.com

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

Secretary
Ashley Cleveland
2410 Bramble Way
Santa Rosa, CA 95403
(707) 304-1249
ashleynichole1026@yahoo.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

ATTACHMENT #4



Jack London Families Parent Teacher Organization

Events & Activities for 2020-2021 School Year (COVID Pending)

Friday, October 30, 2020	Monster Mash Bash
Friday, November 20, 2020	Bingo Night / Pie Eating Contest
Thursday, December 10, 2020	Winter Wonderland
Friday, January 22, 2021	Movie Night
Saturday, February 27, 2021	Spring Fundraiser - Crab Feed
Friday, March 5, 2021	Book Lover's Ball
Friday, April 16, 2021	Moms & Muffins
Monday, April 26, 2021	Family Paint Night
Friday, May 14, 2021	End of Year BBQ

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

ATTACHMENT #5

Jack London Families Banking Information 2020-2021

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

Authorized Signers
Principal - Olga Venegas
President - Colleen Verdu
Vice President - Allen Foster
Secretary - Ashley Cleveland
Treasurer -

ATTACHMENT #6

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

MEMORANDUM OF INSURANCE

Master Policy Number: XPK80998373

Memorandum Number: NANPO0045817

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: Jack London Families
- b. Street Address: 2707 Francisco Ave
- c. City: Santa Rosa
- d. State: CA
- e. Zip Code: 95403

02. COVERAGE PERIOD

Inception Date 1/10/2020 12:01A.M. to Expiration Date 1/10/2021 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

ATTACHMENT #7

Return of Organization Exempt From Income Tax

2018

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Open to Public Inspection

▶ 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.

Department of the Treasury
Internal Revenue Service

A For the 2018 calendar year, or tax year beginning 07/01, 2018, and ending 06/30, 20 19

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization JACK LONDON FAMILIES		D Employer identification number 33-1071375
	Number and street (or P.O. box, if mail is not delivered to street address) Room/suite		E Telephone number 707-580-4065
	2707 Francisco Avenue		F Group Exemption Number ▶
	City or town, state or province, country, and ZIP or foreign postal code Santa Rosa, CA, 95403		

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

I Website: ▶ _____

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 ▶ \$ **42,612**

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

Revenue	1 Contributions, gifts, grants, and similar amounts received	1	0
	2 Program service revenue including government fees and contracts	2	0
	3 Membership dues and assessments	3	0
	4 Investment income	4	0
	5a Gross amount from sale of assets other than inventory	5a	0
	b Less: cost or other basis and sales expenses	5b	0
	c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c	0
	6 Gaming and fundraising events:		
	a Gross income from gaming (attach Schedule G if greater than \$15,000)	6a	0
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	42,612	
c Less: direct expenses from gaming and fundraising events	6c	25,407	
d Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	6d	17,205	
7a Gross sales of inventory, less returns and allowances	7a	0	
b Less: cost of goods sold	7b	0	
c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c	0	
8 Other revenue (describe in Schedule O)	8	0	
9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8 ▶	9	17,205	
Expenses	10 Grants and similar amounts paid (list in Schedule O)	10	0
	11 Benefits paid to or for members	11	0
	12 Salaries, other compensation, and employee benefits	12	0
	13 Professional fees and other payments to independent contractors	13	0
	14 Occupancy, rent, utilities, and maintenance	14	0
	15 Printing, publications, postage, and shipping	15	0
	16 Other expenses (describe in Schedule O)	16	0
17 Total expenses. Add lines 10 through 16 ▶	17	0	
Net Assets	18 Excess or (deficit) for the year (Subtract line 17 from line 9)	18	17,205
	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	11,618
	20 Other changes in net assets or fund balances (explain in Schedule O)	20	0
	21 Net assets or fund balances at end of year. Combine lines 18 through 20 ▶	21	28,823

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

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

	(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	11,618 22	28,823
23 Land and buildings	0 23	0
24 Other assets (describe in Schedule O)	0 24	0
25 Total assets	11,618 25	28,823
26 Total liabilities (describe in Schedule O)	0 26	0
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	11,618 27	28,823

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

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

What is the organization's primary exempt purpose? See Schedule O, Statement 1

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

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

28 Jack London Elementary has a population of 300 students. The Jack London Families group provides access to field trips, assemblies and other material to enhance the educational curriculum. The Families (Continued on Schedule O, Statement 2) (Grants \$ 0) If this amount includes foreign grants, check here <input type="checkbox"/>	28a	0
29 _____ (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	29a	
30 _____ (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/>	30a	
31 Other program services (describe in Schedule O) _____ (Grants \$ 0) If this amount includes foreign grants, check here <input type="checkbox"/>	31a	0
32 Total program service expenses (add lines 28a through 31a)	32	0

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

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

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
Colleen Verdu PTO President	5.00	0	0	0
Allen Foster PTO Vice President	5.00	0	0	0
Sarah Salmon PTO Treasurer	5.00	0	0	0
Ashley Cleveland PTO Secretary	5.00	0	0	0

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

33 Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O
34 Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions
35a Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?
35b If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O
35c Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III
36 Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N
37a Enter amount of political expenditures, direct or indirect, as described in the instructions
37b Did the organization file Form 1120-POL for this year?
38a Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?
38b If "Yes," complete Schedule L, Part II and enter the total amount involved
39 Section 501(c)(7) organizations. Enter:
39a Initiation fees and capital contributions included on line 9
39b Gross receipts, included on line 9, for public use of club facilities
40a Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911; section 4912; section 4955
40b Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I
40c Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958
40d Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization
40e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T
41 List the states with which a copy of this return is filed
42a The organization's books are in care of Sarah Salmon Telephone no. 707-548-7885 Located at 2340 Brompton Ave, Santa Rosa, CA 95430 ZIP + 4 95430
42b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country
42c See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR). At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country
43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here and enter the amount of tax-exempt interest received or accrued during the tax year
44a Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ
44b Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ
44c Did the organization receive any payments for indoor tanning services during the year?
44d If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O
45a Did the organization have a controlled entity within the meaning of section 512(b)(13)?
45b Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions

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

	Yes	No
47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II	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"/>
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 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
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		Date
	Allen Foster, PTO Treasurer Type or print name and title	

Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> 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

2018

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 JACK LONDON FAMILIES	Employer identification number 33-1071375
---	---

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 33¹/₃% 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 33¹/₃% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	38,701	39,661	39,000	37,777	42,612	197,751
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf	0	0	0	0		0
3 The value of services or facilities furnished by a governmental unit to the organization without charge	0	0	0	0		0
4 Total. Add lines 1 through 3.	38,701	39,661	39,000	37,777	42,612	197,751
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						197,751

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
7 Amounts from line 4	38,701	39,661	39,000	37,777	42,612	197,751
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	0	0	0	0		0
9 Net income from unrelated business activities, whether or not the business is regularly carried on	0	0	0	0		0
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	0	0	0	0		0
11 Total support. Add lines 7 through 10						197,751
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2018 (line 6, column (f) divided by line 11, column (f))	14	100 %
15 Public support percentage from 2017 Schedule A, Part II, line 14	15	100 %
16a 33 1/3% support test—2018. 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 checked="" type="checkbox"/>
b 33 1/3% support test—2017. 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—2018. 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—2017. 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) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 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						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
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						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here**

Section C. Computation of Public Support Percentage

15 Public support percentage for 2018 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2017 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2018 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2017 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests—2018. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

b 33 1/3% support tests—2017. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked 12a of Part I, complete Sections A and B. If you checked 12b of Part I, complete Sections A and C. If you checked 12c of Part I, complete Sections A, D, and E. If you checked 12d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

		Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer (b) and (c) below.</i>		
3b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
3c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked 12a or 12b in Part I, answer (b) and (c) below.</i>		
4b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
4c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
5b	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?		
5c	Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
9b	Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
9c	Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer 10b below.</i>		
10b	Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations *(continued)*

		Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?		
a	A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
b	A family member of a person described in (a) above?		
c	A 35% controlled entity of a person described in (a) or (b) above? <i>If "Yes" to a, b, or c, provide detail in Part VI.</i>		

Section B. Type I Supporting Organizations

		Yes	No
1	Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? <i>If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove directors or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>		

Section C. Type II Supporting Organizations

		Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		

Section D. All Type III Supporting Organizations

		Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
3	By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.</i>		

Section E. Type III Functionally Integrated Supporting Organizations

1	<i>Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).</i>		
a	<input type="checkbox"/> The organization satisfied the Activities Test. <i>Complete line 2 below.</i>		
b	<input type="checkbox"/> The organization is the parent of each of its supported organizations. <i>Complete line 3 below.</i>		
c	<input type="checkbox"/> The organization supported a governmental entity. <i>Describe in Part VI how you supported a government entity (see instructions).</i>		
2	Activities Test. Answer (a) and (b) below.	Yes	No
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? <i>If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>		
b	Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>		
3	Parent of Supported Organizations. Answer (a) and (b) below.		
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>Provide details in Part VI.</i>		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If "Yes," describe in Part VI the role played by the organization in this regard.</i>		

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

1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A—Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	1		
2 Recoveries of prior-year distributions	2		
3 Other gross income (see instructions)	3		
4 Add lines 1 through 3.	4		
5 Depreciation and depletion	5		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6		
7 Other expenses (see instructions)	7		
8 Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8		
Section B—Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	1a		
b Average monthly cash balances	1b		
c Fair market value of other non-exempt-use assets	1c		
d Total (add lines 1a, 1b, and 1c)	1d		
e Discount claimed for blockage or other factors (explain in detail in Part VI):			
2 Acquisition indebtedness applicable to non-exempt-use assets	2		
3 Subtract line 2 from line 1d.	3		
4 Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	5		
6 Multiply line 5 by .035.	6		
7 Recoveries of prior-year distributions	7		
8 Minimum Asset Amount (add line 7 to line 6)	8		
Section C—Distributable Amount			Current Year
1 Adjusted net income for prior year (from Section A, line 8, Column A)	1		
2 Enter 85% of line 1.	2		
3 Minimum asset amount for prior year (from Section B, line 8, Column A)	3		
4 Enter greater of line 2 or line 3.	4		
5 Income tax imposed in prior year	5		
6 Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6		
7 <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	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2018 from Section C, line 6	
10 Line 8 amount divided by line 9 amount	

Section E—Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2018	(iii) Distributable Amount for 2018
1 Distributable amount for 2018 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2018 (reasonable cause required—explain in Part VI). See instructions.			
3 Excess distributions carryover, if any, to 2018			
a From 2013			
b From 2014			
c From 2015			
d From 2016			
e From 2017			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2018 distributable amount			
i Carryover from 2013 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2018 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2018 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2018, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI . See instructions.			
6 Remaining underdistributions for 2018. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI . See instructions.			
7 Excess distributions carryover to 2019. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a Excess from 2014			
b Excess from 2015			
c Excess from 2016			
d Excess from 2017			
e Excess from 2018			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Schedule A, Part II, Line 10 - Other Income comes from SCRIP Sales

Area with horizontal dashed lines for supplemental information.

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 (add col. (a) through col. (c))
		Cookie Dough (event type)	Charleston Wrap (event type)	2 (total number)	
Revenue	1 Gross receipts	5,140	5,948	23,807	34,895
	2 Less: Contributions	0	0	0	0
	3 Gross income (line 1 minus line 2)	5,140	5,948	23,807	34,895
Direct Expenses	4 Cash prizes	0	0	0	0
	5 Noncash prizes	0	0	0	0
	6 Rent/facility costs	0	0	0	0
	7 Food and beverages	0	0	0	0
	8 Entertainment	0	0	0	0
	9 Other direct expenses	3,084	2,299	16,301	21,684
	10 Direct expense summary. Add lines 4 through 9 in column (d) ▶				21,684
11 Net income summary. Subtract line 10 from line 3, column (d) ▶				13,211	

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

		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
		1 Gross revenue			
Direct Expenses	2 Cash prizes				
	3 Noncash prizes				
	4 Rent/facility costs				
	5 Other direct expenses				
	6 Volunteer labor	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	<input type="checkbox"/> Yes _____ % <input type="checkbox"/> No	
7 Direct expense summary. Add lines 2 through 5 in column (d) ▶					
8 Net gaming income summary. Subtract line 7 from line 1, column (d) ▶					

9 Enter the state(s) in which the organization conducts gaming activities: _____
a Is the organization licensed to conduct gaming activities in each of these states? Yes No
b If "No," explain: _____

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

Primary Exempt Purpose

Primary Exempt Purpose

Jack London Families exists to support and enhance the educational programs of Jack London Elementary School, which is part of the Pinvr-Olivet Union School District.

First Program Service Accomplishments Description

Description

Group organizes and funds different social events for the community building and giving sutudents an outlet for their talent and knowledge.

ATTACHMENT #8

Income Statement

Jack London PTO
YTD June 30th 2020
2019-2020

Financial Statements in U.S. Dollars

Revenue	Revenue	Cost	Net Revenue
AmazonSmile Foundation	\$ 73.09		\$ 73.09
Truist Deposit	\$ 165.00		\$ 165.00
Box Tops	\$ 33.40		\$ 33.40
Donations	\$ 70.00		\$ 70.00
6th Grade Funds	\$ 1,058.51		\$ 1,058.51
Script	\$ 129.43	\$ 400.00	\$ (270.57)
Book Fair	\$ 2,903.23	\$ 2,903.23	\$ -
Book Lover's Ball	\$ 424.00	\$ 195.29	\$ 228.71
Charleston Wrap	\$ 4,849.01	\$ 3,258.12	\$ 1,590.89
Cookie Dough	\$ 6,540.00	\$ 3,924.00	\$ 2,616.00
Crab Feed	\$ 15,692.68	\$ 12,911.14	\$ 2,781.54
End of Year BBQ			\$ -
Snack Sales at events	\$ 289.00		\$ 289.00
Movie Night	\$ 363.00	\$ 117.54	\$ 245.46
Spirit Wear	\$ 2,059.21	\$ 1,259.02	\$ 800.19
Year book	\$ 75.00	\$ 1,520.72	\$ (1,445.72)
Less: Sales Returns and Allowances			\$ -
Net Revenue	\$ 34,724.56	\$ 26,489.06	\$ 8,235.50

Operating Expenses

Attorney General Registry of Charitable Trusts	
Lawrence Hall of Science	\$ 1,290.00
Child Care for JLF Meetings	\$ 180.00
Dads & Donuts	\$ 385.00
Bingo Night	\$ 267.57
Ice Cream Social	\$ 500.08
Insurance Renewal	\$ 305.00
Paws Store	\$ 452.23
Square Readers	\$ 17.42
2018-2019 Reimbursements	\$ 415.43
Monster Mash	\$ 276.36
Winter Wonderland	\$ 268.65
Mr Brown	\$ 322.94
Water Bottle Filling Station	\$ 966.99
6th Grade Graduation T-Shirts	\$ 492.35
Supplies	\$ 3.00
Square Fees	\$ 16.29
Total Operating Expenses	\$ 6,159.31
Total Cost + Operating Expenses	\$ 32,648.37
Net Operating Income	\$ 2,076.19

Account Information

Beginning Bank Balance as of 05/31/20	\$31,805.23	
Bank fees and returned Checks	\$0.00	
Deposits	\$0.00	
Other Credits	\$0.00	
Other Debits	(492.35)	
Cleared Checks	-	
*Minus outstanding checks		
	\$0.00	
Ending Bank Balance 06/30/20/20	\$31,312.88	
*Minus 6th Grade Funds	\$14,915.60	
*Minus outstanding checks		
*Deposits in Transit		Transfer from Scrip Account
	\$0.00	
*Plus Petty Cash On Hand	\$214.00	
*Plus Outstanding Deposits		
Year Book 2018/2019	\$0.00	
Available Funds	\$16,611.28	

JACK LONDON FAMILIES
 2707 FRANCISCO AVE
 SANTA ROSA CA 95403

Free yourself from ATM fees.
 We are part of the Allpoint network.
 That means our cardholders
 have access to 55,000 surcharge
 free ATMs. ATMs at retailers
 like Target, CVS pharmacy
 and Walgreens.



No surcharge fees assessed by
 AllPoint to Exchange Bank Debit
 Mastercard holders. Foreign usage
 currency conversion fees may apply.

Learn more.

 **Exchange Bank**
 Invested in you.

Member
 FDIC 
 NMLS ID 643946

STATEMENT SUMMARY

ACCOUNT INFORMATION

Type	Description	Account #	Balance
Checking	Non-Profit Business Checking	0102035318	\$31,312.88

ACCOUNT SUMMARY-Checking

0102035318

Beginning Balance as of	05-31-20	\$31,805.23
0 Deposit(s)		\$0.00
0 Other Credit(s)		\$0.00
1 Check(s)		\$492.35
0 Other Debit(s)		\$0.00
Ending Balance	06-30-20	\$31,312.88

CHECKS

Number	Date	Amount	Number	Date	Amount
2412	06-09	\$492.35			

Agenda Item Summary

Action Item: **16.2 Approval of 2019-2020 Unaudited Actuals for the Piner-Olivet Union School District Including Olivet Charter School, Schaefer Charter School, Piner-Olivet Charter School and Northwest Prep Charter School**

Special Meeting of: September 9, 2020	Action Item	Report Format: Oral
Attachment: Staff Report		

Presented by: Felicia Koha, CBO

Background

Districts and charter schools must present information showing actual revenues and expenditures after the close of each fiscal year. This information is called the "Unaudited Actuals" because they have not yet been audited by our outside auditing firm.

Issue(s)

Plan/Discussion/Detail

There is a narrative accompanying the Unaudited Actuals which summarizes the information contained in the different reports.

Fiscal Impact

None

Options

Recommendation

Approve as presented

Motion:

Moved by:	Second:			
Vote:	Aye:	No:	Abstention:	Absent:
FRANICEVIC	HINTON	MOHR	PRYOR	WAY



**UNION SCHOOL
DISTRICT**

2019-2020
Unaudited Actual Report

September 9, 2020

Felicia Koha
Chief Business Official

Dr. Steve Charbonneau
Superintendent

UNAUDITED ACTUAL FINANCIAL REPORT:

To the County Superintendent of Schools:

2019-20 UNAUDITED ACTUAL FINANCIAL REPORT. This report was prepared in accordance with Education Code Section 41010 and is hereby approved and filed by the governing board of the school district pursuant to Education Code Section 42100.

Signed: _____
Clerk/Secretary of the Governing Board
(Original signature required)

Date of Meeting: Sept.9, 2020

To the Superintendent of Public Instruction:

2019-20 UNAUDITED ACTUAL FINANCIAL REPORT. This report has been verified for accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100.

Signed: _____
County Superintendent/Designee
(Original signature required)

Date: _____

For additional information on the unaudited actual reports, please contact:

For County Office of Education:

For School District:

Shelley Stiles
Name
Director External Fiscal Services
Title
(707) 524-2635
Telephone
sstiles@scoe.org
E-mail Address

Felicia Koha
Name
CBO
Title
(707) 522-3008
Telephone
fkoha@pousd.org
E-mail Address

Unaudited Actuals
FINANCIAL REPORTS
2019-20 Unaudited Actuals
Summary of Unaudited Actual Data Submission

Following is a summary of the critical data elements contained in your unaudited actual data. Since these data may have fiscal implications for your agency, please verify their accuracy before filing your unaudited actual financial reports.

Form	Description	Value
CEA	Percent of Current Cost of Education Expended for Classroom Compensation Must equal or exceed 60% for elementary, 55% for unified, and 50% for high school districts or future apportionments may be affected. (EC 41372)	57.22%
	CEA Deficiency Amount Applicable to districts not exempt from the requirement and not meeting the minimum classroom compensation percentage - see Form CEA for further details.	\$319,559.83
ESMOE	Every Student Succeeds Act (ESSA) Maintenance of Effort (MOE) Determination If MOE Not Met, the 2021-22 apportionment may be reduced by the lesser of the following two percentages: MOE Deficiency Percentage - Based on Total Expenditures MOE Deficiency Percentage - Based on Expenditures Per ADA	MOE Met
GANN	Adjustments to Appropriations Limit Per Government Code Section 7902.1 If this amount is not zero, it represents an increase to your Appropriations Limit. The Department of Finance must be notified of increases within 45 days of budget adoption.	\$0.00
	Adjusted Appropriations Limit	\$7,315,498.73
	Appropriations Subject to Limit	\$7,315,498.73
	These amounts represent the board approved Appropriations Limit and Appropriations Subject to Limit pursuant to Government Code Section 7906 and EC 42132.	
ICR	Preliminary Proposed Indirect Cost Rate Fixed-with-carry-forward indirect cost rate for use in 2021-22, subject to CDE approval.	6.07%

PINER-OLIVET UNION SCHOOL DISTRICT

To: The Governing Board

From: Dr. Steve Charbonneau, Superintendent
Felicia Koha, Chief Business Official

Subject: The 2019-2020 Unaudited Actuals

Unaudited Actuals are a series of reports that reflect the actual revenues and expenditures made in each of the District's funds. They are called Unaudited Actuals because the District's outside auditor has not yet reviewed them. This narrative is a summarization of the information contained within the Unaudited Actual reports.

General Fund (District 43) (Funds 01, 04 and 05)

Schaefer and Olivet Charters are maintained as separate and self-balancing funds during the year. Only in the year end closing are they combined for reporting purposes into the General Fund, Fund 01. During the year Fund 01 includes only district wide services (district administration, maintenance and special education) and Jack London School

Fund Balance – The final fund balance for the District's General Fund is \$4,877,109. The breakdown of Fund Balance is as follows:

Revolving Cash	\$ 3,000
Lottery/Restricted	\$ 155,526
Designated for Curriculum Adoption	\$ 350,000
Designated for Facilities Improvements	\$ 995,074
Designated for Technology & Special Education	\$1,250,000
Designated for Economic Uncertainties (4.00%)	\$ 587,529
Designated for Cash Flow (11.00%)	\$1,535,980
Unassigned, Unrestricted	\$ 0

Revenue Limit

Revenue limit funds received were higher than budgeted for as were funds for Basic Aid Supplemental for a combined increase of about \$1,179,378. There were several changes in State revenue for many programs resulting in a net increase of \$162,954. The largest change in this category is related to the GASB requirement for districts to show the amount being paid by the State on Behalf of districts for CalSTRS. There is a corresponding expenditure in the benefit section in the exact same amount. Other Local Revenue experienced a net increase of \$391,482. Significant changes in this category included increases in Interagency, Rentals and Leases, and Miscellaneous revenues.

Other Revenues

Federal revenues were higher than projected due to an increase in entitlements of \$187,387.

Expenditures

Expenditures for employees' salaries and benefits were approximately \$460,000 more than projected. Most of this was related to the salary increase that was approved in April 8, 2020. Expenditures for supplies were approximately \$616,316 more than budgeted. Much of this amount is restricted or designated for specific purposes in the fund balance such as purchasing new curriculum. Expenditures for contracted services was \$599,705 more than budgeted; the majority of this was related to the special education program. Capital Outlay expenditures were \$692,646 less than budgeted for due to the utilization of Fund 25 for modernization of facilities.

Encroachments

The Special Education encroachment was \$2,003,927 compared to the 2018-2019 encroachment of \$1,902,009.

Piner-Olivet Charter School Fund (District 44) (Fund 03)

The Piner-Olivet Charter School ended the year with a fund balance of \$445,195. This is \$153,615 more than the projected fund balance of \$291,580. Approximately \$110,000 of original budgeted restricted resources was not spent during 2019-20. Additionally, the COVID-19 pandemic impact to the school resulted in a decrease in payroll, utility, and other expenditures.

Northwest Prep Charter School Fund (District 43) (Fund 09)

Northwest Prep at Piner-Olivet ended the year with a fund balance of \$347,269. This is \$5,825 less than the projected fund balance of \$353,094. The District transferred \$200,000 into the NWP fund in 2014-2015 in order for that fund to have a positive ending balance; this transfer is being repaid at \$10,000 per year.

Cafeteria Fund (Fund 13)

The Cafeteria Fund is utilized for depositing and expending funds related to the Food Service Program. During 2019-20, the COVID-19 pandemic resulted in a shut-down of the sites and a move to distance learning. During this time, the District's food vendor assisted with providing meals to all students. The impact to the Cafeteria Fund was a loss of revenue necessitating an increase to the contribution from the General Fund totaling \$106,830. The Cafeteria Fund ended the year with a fund balance of \$2,590.

Deferred Maintenance Fund (Fund 14)

The Deferred Maintenance Fund is used for maintenance or upgrades in facilities over 20 years old. During 2013-2014, the Board took action to transfer \$100,000 from the District's General Fund to the Deferred Maintenance Fund, and that practice has been continued up through 2018-19. During the 2019-20 year, the Board took action to pause the \$100,000 transfer to this fund until the District realizes fiscal improvement. The Deferred Maintenance Fund ended the year with a fund balance of \$327,600.

Special Reserve Fund (Fund 17)

The Special Reserve Fund was initiated in 2009-2010. \$300,000 was transferred into this fund from the Deferred Maintenance Fund. Along with transferring these funds, the Board took action to designate these funds to be spent only on deferred maintenance items and only if necessary. The Special Reserve Fund ended the year with a fund balance of \$9,821.

Special Reserve Fund (OPEB) (Fund 20)

The Special Reserve Fund for Other Post Employment Benefits (OPEB), was created in 2014-2015. \$600,000 was transferred into the fund from the General Fund's unassigned reserve to begin to fund the District's approximate \$1.1 million unfunded OPEB liability. Fund 20, Special Reserve Fund ended the year with a fund balance of \$645,902.

Bond Fund (Fund 21)

The Bond Fund was re-established in 2010-2011. \$8,033,000 was initially deposited into this fund from the sale of general obligation bonds. Bond funds may only be spent on items included in the Measure L language. During 2019-20, the only activity occurring was the generation of interest income. The Bond Fund ended the year with a fund balance of \$933.

Capital Facilities Account Fund (Fund 25)

The Capital Facilities Account Fund is utilized for depositing and expending developer fees. The Capital Facilities Account Fund ended the year with a fund balance of \$768,256.

Bond Interest and Redemption Fund (Fund 51)

This fund is maintained at the County Treasury and is not on the district's books. However, it is included in the unaudited actuals and in the audit. The data is transferred from the County. In 2019-20 \$2,764,705 of revenue was received from property taxes, from state funds for homeowners' exemptions and from interest revenue. Bond principal and interest of \$2,375,375 was paid.

Description	2019-20 Unaudited Actuals		2020-21 Budget			% Diff Column C & F	
	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)		Total Fund col. D + E (F)
A. REVENUES							
1) LCFF Sources	11,222,578.05	177,967.00	11,400,545.05	10,200,426.00	155,304.00	10,355,730.00	-9.2%
2) Federal Revenue	33,518.33	670,422.14	703,940.47	0.00	573,234.00	573,234.00	-18.6%
3) Other State Revenue	390,723.76	675,206.60	1,065,930.36	124,889.00	527,594.00	652,483.00	-38.8%
4) Other Local Revenue	1,063,060.34	283,330.00	1,346,390.34	589,462.00	293,681.00	883,143.00	-34.4%
5) TOTAL REVENUES	12,709,880.48	1,806,925.74	14,516,806.22	10,914,777.00	1,549,813.00	12,464,590.00	-14.1%
B. EXPENDITURES							
1) Certificated Salaries	4,452,714.13	422,833.39	4,875,547.52	4,569,735.00	483,593.00	5,053,328.00	3.6%
2) Classified Salaries	1,410,311.49	502,453.41	1,912,764.90	1,259,728.00	496,384.00	1,756,112.00	-8.2%
3) Employee Benefits	2,140,482.37	923,114.82	3,063,597.19	2,081,963.00	827,168.00	2,909,131.00	-5.0%
4) Books and Supplies	641,762.58	342,883.62	984,646.20	265,529.00	119,904.00	385,433.00	-60.9%
5) Services and Other Operating Expenditures	1,037,147.84	2,089,755.12	3,126,902.96	997,980.00	1,924,012.00	2,921,992.00	-6.6%
6) Capital Outlay	39,900.37	0.00	39,900.37	0.00	0.00	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs	(153,723.00)	153,723.00	0.00	(192,390.00)	192,390.00	0.00	0.0%
9) TOTAL EXPENDITURES	9,568,595.78	4,434,763.36	14,003,359.14	8,982,545.00	4,043,451.00	13,025,996.00	-7.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)	3,141,284.70	(2,627,837.62)	513,447.08	1,932,232.00	(2,493,638.00)	(561,406.00)	-209.3%
D. OTHER FINANCING SOURCES/USES							
1) Interfund Transfers							
a) Transfers In	578,030.29	0.00	578,030.29	675,000.00	0.00	675,000.00	16.8%
b) Transfers Out	578,030.29	106,830.45	684,860.74	675,000.00	64,667.00	739,667.00	8.0%
2) Other Sources/Uses							
a) Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions	(2,551,404.39)	2,551,404.39	0.00	(2,489,013.00)	2,489,013.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES	(2,551,404.39)	2,444,573.94	(106,830.45)	(2,489,013.00)	2,424,346.00	(64,667.00)	-39.5%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			589,880.31	(183,263.68)	406,616.63	(556,781.00)	(69,292.00)	(626,073.00)	-254.0%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance		9791	4,133,392.07	337,100.69	4,470,492.76	4,723,272.38	153,837.01	4,877,109.39	9.1%
a) As of July 1 - Unaudited		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Audit Adjustments									
c) As of July 1 - Audited (F1a + F1b)			4,133,392.07	337,100.69	4,470,492.76	4,723,272.38	153,837.01	4,877,109.39	9.1%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,133,392.07	337,100.69	4,470,492.76	4,723,272.38	153,837.01	4,877,109.39	9.1%
2) Ending Balance, June 30 (E + F1e)			4,723,272.38	153,837.01	4,877,109.39	4,166,491.38	84,545.01	4,251,036.39	-12.8%
Components of Ending Fund Balance									
a) Nonspendable			3,000.00	0.00	3,000.00	3,000.00	0.00	3,000.00	0.0%
Revolving Cash		9711	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Restricted		9740	0.00	155,525.68	155,525.68	0.00	86,805.30	86,805.30	-44.2%
c) Committed									
Stabilization Arrangements		9750	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Commitments		9760	1,535,980.00	0.00	1,535,980.00	1,432,860.00	0.00	1,432,860.00	-6.7%
d) Assigned									
Other Assignments		9780	2,596,763.38	0.00	2,596,763.38	2,180,004.38	0.00	2,180,004.38	-16.0%
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	587,529.00	0.00	587,529.00	550,627.00	0.00	550,627.00	-6.3%
Unassigned/Unappropriated Amount		9790	0.00	(1,688.67)	(1,688.67)	0.00	(2,260.29)	(2,260.29)	33.9%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	153,948.54	230,000.00	49.4%
3) Other State Revenue		8300-8599	10,474.91	18,000.00	71.8%
4) Other Local Revenue		8600-8799	45,962.92	66,000.00	43.6%
5) TOTAL, REVENUES			210,386.37	314,000.00	49.2%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	79,202.69	84,994.00	7.3%
3) Employee Benefits		3000-3999	25,600.85	29,973.00	17.1%
4) Books and Supplies		4000-4999	206,233.41	257,500.00	24.9%
5) Services and Other Operating Expenditures		5000-5999	6,179.87	6,200.00	0.3%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			317,216.82	378,667.00	19.4%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(106,830.45)	(64,667.00)	-39.5%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	106,830.45	64,667.00	-39.5%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			106,830.45	64,667.00	-39.5%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	0.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	2,589.81	2,589.81	0.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,589.81	2,589.81	0.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,589.81	2,589.81	0.0%
2) Ending Balance, June 30 (E + F1e)			2,589.81	2,589.81	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	2,000.00	0.00	-100.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	589.81	2,589.81	339.1%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	0.00	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	6,462.17	0.00	-100.0%
5) TOTAL, REVENUES			6,462.17	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			6,462.17	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			6,462.17	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited					
		9791	321,137.71	327,599.88	2.0%
b) Audit Adjustments					
		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)					
			321,137.71	327,599.88	2.0%
d) Other Restatements					
		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)					
			321,137.71	327,599.88	2.0%
2) Ending Balance, June 30 (E + F1e)					
			327,599.88	327,599.88	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash					
		9711	0.00	0.00	0.0%
Stores					
		9712	0.00	0.00	0.0%
Prepaid Items					
		9713	0.00	0.00	0.0%
All Others					
		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements					
		9750	0.00	0.00	0.0%
Other Commitments					
		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments					
		9780	327,599.88	327,599.88	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties					
		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount					
		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	193.72	0.00	-100.0%
5) TOTAL, REVENUES			193.72	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			193.72	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			193.72	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited					
		9791	9,627.14	9,820.86	2.0%
b) Audit Adjustments					
		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)					
			9,627.14	9,820.86	2.0%
d) Other Restatements					
		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)					
			9,627.14	9,820.86	2.0%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash					
		9711	0.00	0.00	0.0%
Stores					
		9712	0.00	0.00	0.0%
Prepaid Items					
		9713	0.00	0.00	0.0%
All Others					
		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements					
		9750	0.00	0.00	0.0%
Other Commitments					
		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments					
		9780	9,820.86	9,820.86	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties					
		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount					
		9790	0.00	0.00	0.0%

Unaudited Actuals
Special Reserve Fund for Postemployment Benefits
Expenditures by Object

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	12,740.90	0.00	-100.0%
5) TOTAL, REVENUES			12,740.90	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			12,740.90	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			12,740.90	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited					
		9791	633,160.63	645,901.53	2.0%
b) Audit Adjustments					
		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)					
			633,160.63	645,901.53	2.0%
d) Other Restatements					
		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)					
			633,160.63	645,901.53	2.0%
2) Ending Balance, June 30 (E + F1e)					
			645,901.53	645,901.53	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash					
		9711	0.00	0.00	0.0%
Stores					
		9712	0.00	0.00	0.0%
Prepaid Items					
		9713	0.00	0.00	0.0%
All Others					
		9719	0.00	0.00	0.0%
b) Restricted					
		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements					
		9750	0.00	0.00	0.0%
Other Commitments					
		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments					
		9780	645,901.53	645,901.53	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties					
		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount					
		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	18.40	0.00	-100.0%
5) TOTAL, REVENUES			18.40	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			18.40	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			18.40	0.00	-100.0%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	915.01	933.41	2.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			915.01	933.41	2.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			915.01	933.41	2.0%
2) Ending Balance, June 30 (E + F1e)			933.41	933.41	0.0%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	0.00	0.00	0.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	933.41	933.41	0.0%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	71,799.90	5,000.00	-93.0%
5) TOTAL, REVENUES			71,799.90	5,000.00	-93.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	1,766.00	12,658.00	616.8%
3) Employee Benefits		3000-3999	688.00	5,039.00	632.4%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	17,899.14	0.00	-100.0%
6) Capital Outlay		6000-6999	1,192,645.63	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,212,998.77	17,697.00	-98.5%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(1,141,198.87)	(12,697.00)	-98.9%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	10,000.00	10,000.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			10,000.00	10,000.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,131,198.87)	(2,697.00)	-99.8%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,899,455.13	768,256.26	-59.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,899,455.13	768,256.26	-59.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,899,455.13	768,256.26	-59.6%
2) Ending Balance, June 30 (E + F1e)			768,256.26	765,559.26	-0.4%
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted		9740	768,256.26	760,559.26	-1.0%
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	0.00	5,000.00	New
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Unaudited Actuals
Bond Interest and Redemption Fund
Expenditures by Object

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	20,005.10	0.00	-100.0%
4) Other Local Revenue		8600-8799	2,744,699.84	0.00	-100.0%
5) TOTAL, REVENUES			2,764,704.94	0.00	-100.0%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	2,375,375.00	2,575,675.00	8.4%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			2,375,375.00	2,575,675.00	8.4%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			389,329.94	(2,575,675.00)	-761.6%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			389,329.94	(2,575,675.00)	-761.6%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	2,451,966.67	2,841,296.61	15.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,451,966.67	2,841,296.61	15.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,451,966.67	2,841,296.61	15.9%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash		9711	0.00	0.00	0.0%
Stores		9712	0.00	0.00	0.0%
Prepaid Items		9713	0.00	0.00	0.0%
All Others		9719	0.00	0.00	0.0%
b) Restricted					
c) Committed					
Stabilization Arrangements		9750	0.00	0.00	0.0%
Other Commitments		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments		9780	2,841,296.61	265,621.61	-90.7%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.0%

Description	2019-20 Unaudited Actuals			2020-21 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	267.90	267.90	272.60	257.65	257.65	271.58
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
4. Total, District Regular ADA (Sum of Lines A1 through A3)	267.90	267.90	272.60	257.65	257.65	271.58
5. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class	5.13	5.13	5.13			
c. Special Education-NPS/LCI						
d. Special Education Extended Year	0.32	0.32	0.32			
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	5.45	5.45	5.45	0.00	0.00	0.00
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	273.35	273.35	278.05	257.65	257.65	271.58
7. Adults in Correctional Facilities						
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	2019-20 Unaudited Actuals			2020-21 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
C. CHARTER SCHOOL ADA						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools. Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.						
1. Total Charter School Regular ADA	642.67	642.67	643.49	644.00	644.00	644.00
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0.00
3. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0.00
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	642.67	642.67	643.49	644.00	644.00	644.00
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.						
5. Total Charter School Regular ADA	102.79	102.79	102.79	102.00	102.00	102.00
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0.00
7. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0.00
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	102.79	102.79	102.79	102.00	102.00	102.00
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	745.46	745.46	746.28	746.00	746.00	746.00

Current Expense Formula/Minimum Classroom Compensation

PART I - CURRENT EXPENSE FORMULA	Total Expense for Year (1)	EDP No.	Reductions (See Note 1) (2)	EDP No.	Current Expense of Education (Col 1 - Col 2) (3)	EDP No.	Reductions (Extracted) (See Note 2) (4a)	Reductions (Overrides)* (See Note 2) (4b)	EDP No.	Current Expense- Part II (Col 3 - Col 4) (5)	EDP No.	
1000 - Certificated Salaries	4,875,547.52	301	0.00	303	4,875,547.52	305	12,575.00	12,575.00	307	4,862,972.52	309	
2000 - Classified Salaries	1,912,764.90	311	0.00	313	1,912,764.90	315	102,576.25	102,576.25	317	1,810,188.65	319	
3000 - Employee Benefits	3,063,597.19	321	48,943.42	323	3,014,653.77	325	44,301.25	44,301.25	327	2,970,352.52	329	
4000 - Books, Supplies Equip Replace. (6500)	984,646.20	331	0.00	333	984,646.20	335	190,026.17	190,026.17	337	794,620.03	339	
5000 - Services... & 7300 - Indirect Costs	3,126,902.96	341	0.00	343	3,126,902.96	345	605,570.37	2,070,078.83	347	1,056,824.13	349	
TOTAL					13,914,515.35	365			TOTAL		11,494,957.85	369

Note 1 - In Column 2, report expenditures for the following programs: Nonagency (Goals 7100-7199), Community Services (Goal 8100), Food Services (Function 3700), Fringe Benefits for Retired Persons (Objects 3701-3702), and Facilities Acquisition & Construction (Function 8500).

Note 2 - In Column 4, report expenditures for: Transportation (Function 3600), Lottery Expenditures (Resource 1100), Special Education Students in Nonpublic Schools (Function 1180), and other federal or state categorical aid in which funds were granted for expenditures in a program not incurring any teacher salary expenditures or requiring disbursement of the funds without regard to the requirements of EC Section 41372.

* If an amount (even zero) is entered in any row of Column 4b or in Line 13b, the form uses only the values in Column 4b and Line 13b rather than the values in Column 4a and Line 13a.

PART II: MINIMUM CLASSROOM COMPENSATION (Instruction, Functions 1000-1999)		Object	EDP No.
1. Teacher Salaries as Per EC 41011.		1100	375
2. Salaries of Instructional Aides Per EC 41011.		2100	380
3. STRS.		3101 & 3102	382
4. PERS.		3201 & 3202	383
5. OASDI - Regular, Medicare and Alternative.		3301 & 3302	384
6. Health & Welfare Benefits (EC 41372) (Include Health, Dental, Vision, Pharmaceutical, and Annuity Plans).		3401 & 3402	385
7. Unemployment Insurance.		3501 & 3502	390
8. Workers' Compensation Insurance.		3601 & 3602	392
9. OPEB, Active Employees (EC 41372).		3751 & 3752	0.00
10. Other Benefits (EC 22310).		3901 & 3902	393
11. SUBTOTAL Salaries and Benefits (Sum Lines 1 - 10).			395
12. Less: Teacher and Instructional Aide Salaries and Benefits deducted in Column 2.			0.00
13a. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4a (Extracted).			275.29
b. Less: Teacher and Instructional Aide Salaries and Benefits (other than Lottery) deducted in Column 4b (Overrides)*.			0.00
14. TOTAL SALARIES AND BENEFITS.			397
15. Percent of Current Cost of Education Expended for Classroom Compensation (EDP 397 divided by EDP 369) Line 15 must equal or exceed 60% for elementary, 55% for unified and 50% for high school districts to avoid penalty under provisions of EC 41372.			57.22%
16. District is exempt from EC 41372 because it meets the provisions of EC 41374. (If exempt, enter 'X')			

PART III: DEFICIENCY AMOUNT	
A deficiency amount (Line 5) is only applicable to districts not meeting the minimum classroom compensation percentage required under EC 41372 and not exempt under the provisions of EC 41374.	
1. Minimum percentage required (60% elementary, 55% unified, 50% high)	60.00%
2. Percentage spent by this district (Part II, Line 15)	57.22%
3. Percentage below the minimum (Part III, Line 1 minus Line 2)	2.78%
4. District's Current Expense of Education after reductions in columns 4a or 4b (Part I, EDP 369).	11,494,957.85
5. Deficiency Amount (Part III, Line 3 times Line 4)	319,559.83

PART IV: Explanation for adjustments entered in Part I, Column 4b (required)	
Costs to County Office of Ed and Rincon Valley Partners for education of special ed students.	

--

Unaudited Actuals
2019-20 Unaudited Actuals
LOTTERY REPORT
Revenues, Expenditures and
Ending Balances - All Funds

Description	Object Codes	Lottery: Unrestricted (Resource 1100)	Transferred to Other Resources for Expenditure	Lottery: Instructional Materials (Resource 6300)*	Totals
A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR					
1. Adjusted Beginning Fund Balance	9791-9795	34,371.73		135,995.27	170,367.00
2. State Lottery Revenue	8560	159,618.45		58,301.73	217,920.18
3. Other Local Revenue	8600-8799	0.00		0.00	0.00
4. Transfers from Funds of Lapsed/Reorganized Districts	8965	0.00		0.00	0.00
5. Contributions from Unrestricted Resources (Total must be zero)	8980	0.00			0.00
6. Total Available (Sum Lines A1 through A5)		193,990.18	0.00	194,297.00	388,287.18
B. EXPENDITURES AND OTHER FINANCING USES					
1. Certificated Salaries	1000-1999	0.00			0.00
2. Classified Salaries	2000-2999	99,413.85			99,413.85
3. Employee Benefits	3000-3999	39,731.56			39,731.56
4. Books and Supplies	4000-4999	17,275.88		180,855.81	198,131.69
5. a. Services and Other Operating Expenditures (Resource 1100)	5000-5999	4,254.49			4,254.49
b. Services and Other Operating Expenditures (Resource 6300)	5000-5999, except 5100, 5710, 5800				
c. Duplicating Costs for Instructional Materials (Resource 6300)	5100, 5710, 5800				
6. Capital Outlay	6000-6999	0.00			0.00
7. Tuition	7100-7199	0.00			0.00
8. Interagency Transfers Out					
a. To Other Districts, County Offices, and Charter Schools	7211,7212,7221, 7222,7281,7282	0.00			0.00
b. To JPAs and All Others	7213,7223, 7283,7299	0.00			0.00
9. Transfers of Indirect Costs	7300-7399				
10. Debt Service	7400-7499	0.00			0.00
11. All Other Financing Uses	7630-7699	0.00			0.00
12. Total Expenditures and Other Financing Uses (Sum Lines B1 through B11)		160,675.78	0.00	180,855.81	341,531.59
C. ENDING BALANCE					
(Must equal Line A6 minus Line B12)	979Z	33,314.40	0.00	13,441.19	46,755.59
D. COMMENTS:					

Data from this report will be used to prepare a report to the Legislature as required by Control Section 24.60 of the Budget Act.

*Pursuant to Government Code Section 8880.4(a)(2)(B) and the definition in Education Code Section 60010(h), Resource 6300 funds are to be used for the purchase of instructional materials only. Any amounts in the shaded cells of this column should be reviewed for appropriateness.

Section I - Expenditures	Funds 01, 09, and 62			2019-20 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	15,893,457.17
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	815,432.91
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	0.00
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999	111,612.37
3. Debt Service	All	9100	5400-5450, 5800, 7430- 7439	0.00
4. Other Transfers Out	All	9200	7200-7299	0.00
5. Interfund Transfers Out	All	9300	7600-7629	588,030.29
6. All Other Financing Uses	All	9100	7699	0.00
		9200	7651	
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	0.00
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	0.00
9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.			8,639.97
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				708,282.63
D. Plus additional MOE expenditures:			1000-7143, 7300-7439	
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	minus 8000-8699	106,830.45
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			0.00
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				14,476,572.08

Section II - Expenditures Per ADA		2019-20 Annual ADA/ Exps. Per ADA
A. Average Daily Attendance (Form A, Annual ADA column, sum of lines A6 and C9)		1,018.81
B. Expenditures per ADA (Line I.E divided by Line II.A)		14,209.30
Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)		
	Total	Per ADA
A. Base expenditures (Preloaded expenditures from prior year official CDE MOE calculation). (Note: If the prior year MOE was not met, CDE has adjusted the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	14,648,547.42	14,429.79
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	14,648,547.42	14,429.79
B. Required effort (Line A.2 times 90%)	13,183,692.68	12,986.81
C. Current year expenditures (Line I.E and Line II.B)	14,476,572.08	14,209.30
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	0.00	0.00
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)	MOE Met	
F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2021-22 may be reduced by the lower of the two percentages)	0.00%	0.00%

SECTION IV - Detail of Adjustments to Base Expenditures (used in Section III, Line A.1)		
Description of Adjustments	Total Expenditures	Expenditures Per ADA
Total adjustments to base expenditures	0.00	0.00

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 7200-7700, goals 0000 and 9000) 530,567.69
- 2. Contracted general administrative positions not paid through payroll
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. _____
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit. _____

B. Salaries and Benefits - All Other Activities

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 10,112,273.74

C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 5.25%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. _____
Retain supporting documentation.

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	723,814.61
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	4,715.00
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	21,041.35
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	65,274.71
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	814,845.67
9. Carry-Forward Adjustment (Part IV, Line F)	31,472.32
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	846,317.99

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	9,875,905.91
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	1,506,028.80
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	970,489.44
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	0.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	294,573.18
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	0.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	1,781.66
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	1,178,053.11
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100)	0.00
15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	112,997.39
18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a)	13,939,829.49

C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment

(For information only - not for use when claiming/recovering indirect costs)

(Line A8 divided by Line B19)

5.85%

D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2021-22 see www.cde.ca.gov/fg/ac/ic)

(Line A10 divided by Line B19)

6.07%

Part IV - Carry-forward Adjustment

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

A. Indirect costs incurred in the current year (Part III, Line A8)	<u>814,845.67</u>
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	<u>(5,530.86)</u>
2. Carry-forward adjustment amount deferred from prior year(s), if any	<u>0.00</u>
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (5.58%) times Part III, Line B19); zero if negative	<u>31,472.32</u>
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (5.58%) times Part III, Line B19) or (the highest rate used to recover costs from any program (5.58%) times Part III, Line B19); zero if positive	<u>0.00</u>
D. Preliminary carry-forward adjustment (Line C1 or C2)	<u>31,472.32</u>
E. Optional allocation of negative carry-forward adjustment over more than one year	
Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	<u>not applicable</u>
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
LEA request for Option 1, Option 2, or Option 3	<u>1</u>
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	<u>31,472.32</u>

Approved indirect cost rate: 5.58%
 Highest rate used in any program: 5.58%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except Object 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
01	3010	241,207.00	11,415.00	4.73%
01	3310	174,251.00	8,707.00	5.00%
01	4035	68,257.07	2,267.00	3.32%
01	4127	28,414.00	1,586.00	5.58%
01	4203	32,463.00	649.00	2.00%
01	6500	1,908,367.05	106,487.00	5.58%
01	8150	405,238.32	22,612.00	5.58%

Goal	Program/Activity	----- Direct Costs -----			Total Costs by Program (col. 3 + 4 + 5) Column 6
		Direct Charged (Schedule DCC) Column 1	Allocated (Schedule AC) Column 2	Subtotal (col. 1 + 2) Column 3	
Instructional Goals					
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00
1110	Regular Education, K-12	8,186,254.43	2,478,811.89	10,665,066.32	11,441,961.03
3100	Alternative Schools	0.00	0.00	0.00	0.00
3200	Continuation Schools	0.00	0.00	0.00	0.00
3300	Independent Study Centers	239,015.75	64,299.01	303,314.76	325,409.67
3400	Opportunity Schools	0.00	0.00	0.00	0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00
4760	Bilingual	97,956.80	0.00	97,956.80	105,092.44
4850	Migrant Education	0.00	0.00	0.00	0.00
5000-5999	Special Education	2,791,235.17	183,485.21	2,974,720.38	3,191,413.32
6000	Regional Occupational Ctr/Prg (ROC/P)	0.00	0.00	0.00	0.00
Other Goals					
7110	Nonagency - Educational	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00
8100	Community Services	0.00	0.00	0.00	0.00
8500	Child Care and Development Services	0.00	0.00	0.00	0.00
Other Costs					
----	Food Services				0.00
----	Enterprise				0.00
----	Facilities Acquisition & Construction				111,612.37
----	Other Outgo				694,860.74
Other Funds					
----	Adult Education, Child Development, Cafeteria, Foundation (Column 3 + CAC, line C5] times CAC, line E)		0.00	0.00	23,107.60
----	Indirect Cost Transfers to Other Funds (Net of Funds 01, 09, 62, Function 7210, Object 7350)				0.00
----	Total General Fund and Charter Schools Funds Expenditures	11,314,462.15	2,726,596.11	14,041,058.26	15,893,457.17
					806,473.11

Unaudited Actuals
2019-20
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Direct Charged Costs (DCC)

Goal	Type of Program	Instruction (Functions 1000- 1999)	Instructional Supervision and Administration (Functions 2100- 2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420- 2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3110- 3160 and 3900)	Pupil Transportation (Function 3600)	Ancillary Services (Functions 4000- 4999)	Community Services (Functions 5000- 5999)	General Administration (Functions 7000- 7999, except 7210)*	Plant Maintenance and Operations (Functions 8100- 8400)	Facilities Rents and Leases (Function 8700)	Total
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1110	Regular Education, K-12	7,844,254.51	146,122.98	101,072.06	9,325.10	85,479.78	0.00	0.00	0.00	0.00	0.00	0.00	8,186,254.43
3100	Alternative Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3200	Continuation Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3300	Independent Study Centers	239,015.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	239,015.75
3400	Opportunity Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4760	Bilingual	97,956.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97,956.80
4850	Migrant Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000-5999	Special Education	2,139,985.14	162,836.81	0.00	0.00	299,616.39	188,796.83	0.00	0.00	0.00	0.00	0.00	2,791,235.17
6000	ROC/P	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Goals													
7110	Nonagency - Educational	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8100	Community Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8500	Child Care and Development Services	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 Direct Charged Costs		10,321,212.20	308,959.79	101,072.06	9,325.10	385,096.17	188,796.83	0.00	0.00	0.00	0.00	0.00	11,314,462.15

* Functions 7100-7199 for goals 8100 and 8500

Goal	Type of Program	Allocated Support Costs (Based on factors input on Form PCRAF)			Total
		Full-Time Equivalents	Classroom Units	Pupils Transported	
Instructional Goals					
0001	Pre-Kinderergarten	0.00	0.00	0.00	0.00
1110	Regular Education, K-12	1,122,470.14	1,165,219.31	191,122.44	2,478,811.89
3100	Alternative Schools	0.00	0.00	0.00	0.00
3200	Continuation Schools	0.00	0.00	0.00	0.00
3300	Independent Study Centers	52,207.91	12,091.10	0.00	64,299.01
3400	Opportunity Schools	0.00	0.00	0.00	0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00
4760	Bilingual	0.00	0.00	0.00	0.00
4850	Migrant Education	0.00	0.00	0.00	0.00
5000-5999	Special Education (allocated to 5001)	117,467.80	66,017.41	0.00	183,485.21
6000	ROC/P	0.00	0.00	0.00	0.00
Other Goals					
7110	Nonagency - Educational	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00
8100	Community Services	0.00	0.00	0.00	0.00
8500	Child Care and Development Svcs.	0.00	0.00	0.00	0.00
Other Funds					
--	Adult Education (Fund 11)		0.00		0.00
--	Child Development (Fund 12)	0.00	0.00	0.00	0.00
--	Cafeteria (Funds 13 and 61)		0.00		0.00
Total Allocated Support Costs		1,292,145.85	1,243,327.82	191,122.44	2,726,596.11

A. Central Administration Costs in General Fund and Charter Schools Funds		
1	Board and Superintendent (Funds 01, 09, and 62, Functions 7100-7180, Goals 0000-6999 and 9000, Objects 1000-7999)	294,573.18
2	External Financial Audits (Funds 01, 09, and 62, Functions 7190-7191, Goals 0000-6999 and 9000, Objects 1000-7999)	21,041.35
3	Other General Administration (Funds 01, 09, and 62, Functions 7200-7600 except 7210, Goal 0000, Objects 1000-7999)	725,596.27
4	Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000-7999)	4,715.00
5	Total Central Administration Costs in General Fund and Charter Schools Funds	1,045,925.80
B. Direct Charged and Allocated Costs in General Fund and Charter Schools Funds		
1	Total Direct Charged Costs (from Form PCR, Column 1, Total)	11,314,462.15
2	Total Allocated Costs (from Form PCR, Column 2, Total)	2,726,596.11
3	Total Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	14,041,058.26
C. Direct Charged Costs in Other Funds		
1	Adult Education (Fund 11, Objects 1000-5999, except 5100)	0.00
2	Child Development (Fund 12, Objects 1000-5999, except 5100)	0.00
3	Cafeteria (Funds 13 & 61, Objects 1000-5999, except 5100)	317,216.82
4	Foundation (Funds 19 & 57, Objects 1000-5999, except 5100)	0.00
5	Total Direct Charged Costs in Other Funds	317,216.82
D. Total Direct Charged and Allocated Costs (B3 + C5)		
		14,358,275.08
E. Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D)		
		7.28%

Type of Activity	Food Services (Function 3700)	Enterprise (Function 6000)	Facilities Acquisition & Construction (Function 8500)	Other Outgo (Functions 9000-9999)	Total
Food Services (Objects 1000-5999, 6400, and 6500)	0.00				0.00
Enterprise (Objects 1000-5999, 6400, and 6500)		0.00			0.00
Facilities Acquisition & Construction (Objects 1000-6500)			111,612.37		111,612.37
Other Outgo (Objects 1000-7999)				694,860.74	694,860.74
Total Other Costs	0.00	0.00	111,612.37	694,860.74	806,473.11

	Teacher Full-Time Equivalents			Classroom Units			Pupils Transported
	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3900)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	
A. Amount of Undistributed Expenditures, Funds 01, 09, and 62, Goals 0000 and 9000 (will be allocated based on factors input)	39,885.13	0.00	1,046,786.72	205,474.00	1,243,327.82	0.00	191,122.44
B. Enter Allocation Factor(s) by Goal: (Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	CU Factor(s)	CU Factor(s)	PT Factor(s)
Instructional Goals Description							
0001 Pre-Kindergarten							
1110 Regular Education, K-12	43.00		43.00	43.00	96.37		100.00
3100 Alternative Schools							
3200 Continuation Schools							
3300 Independent Study Centers	2.00		2.00	2.00	1.00		
3400 Opportunity Schools							
3550 Community Day Schools							
3700 Specialized Secondary Programs							
3800 Career Technical Education							
4110 Regular Education, Adult							
4610 Adult Independent Study Centers							
4620 Adult Correctional Education							
4630 Adult Career Technical Education							
4760 Bilingual							
4850 Migrant Education							
5000-5999 Special Education (allocated to 5001)	4.50		4.50	4.50	5.46		
6000 ROC/P							
Other Goals Description							
7110 Nonagency - Educational							
7150 Nonagency - Other							
8100 Community Services							
8500 Child Care and Development Services							
Other Funds Description							
-- Adult Education (Fund 11)							
-- Child Development (Fund 12)							
-- Cafeteria (Funds 13 & 61)							
C. Total Allocation Factors	49.50	0.00	49.50	49.50	102.83	0.00	100.00

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
Governmental Activities:						
Capital assets not being depreciated:						
Land	2,692,200.37		2,692,200.37			2,692,200.37
Work in Progress		7,588.00	7,588.00			7,588.00
Total capital assets not being depreciated	2,692,200.37	7,588.00	2,699,788.37	0.00	0.00	2,699,788.37
Capital assets being depreciated:						
Land Improvements	6,758,281.32		6,758,281.32			6,758,281.32
Buildings	34,833,336.90		34,833,336.90	1,304,258.00		36,137,594.90
Equipment	959,749.00	(11,138.00)	948,611.00	36,730.43		985,341.43
Total capital assets being depreciated	42,551,367.22	(11,138.00)	42,540,229.22	1,340,988.43	0.00	43,881,217.65
Accumulated Depreciation for:						
Land Improvements	(2,518,938.68)		(2,518,938.68)		217,000.00	(2,735,938.68)
Buildings	(14,032,479.78)		(14,032,479.78)		930,000.00	(14,962,479.78)
Equipment	(638,313.00)	33,459.00	(604,854.00)		67,000.00	(671,854.00)
Total accumulated depreciation	(17,189,731.46)	33,459.00	(17,156,272.46)	0.00	1,214,000.00	(18,370,272.46)
Total capital assets being depreciated, net	25,361,635.76	22,321.00	25,383,956.76	1,340,988.43	1,214,000.00	25,510,945.19
Governmental activity capital assets, net	28,053,836.13	29,909.00	28,083,745.13	1,340,988.43	1,214,000.00	28,210,733.56
Business-Type Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total capital assets being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-type activity capital assets, net	0.00	0.00	0.00	0.00	0.00	0.00

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
Governmental Activities:							
General Obligation Bonds Payable	15,343,038.00	521,996.00	15,865,034.00		1,800,000.00	14,065,034.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt	153,539.00		153,539.00		36,500.00	117,039.00	
Net Pension Liability	14,062,529.00	142,458.00	14,204,987.00			14,204,987.00	
Total/Net OPEB Liability	1,177,930.00	(82,263.00)	1,095,667.00			1,095,667.00	
Compensated Absences Payable		18,045.00	18,045.00		18,045.00	0.00	
Governmental activities long-term liabilities	30,737,036.00	600,236.00	31,337,272.00	0.00	1,854,545.00	29,482,727.00	0.00
Business-Type Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Total/Net OPEB Liability			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Business-type activities long-term liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00

SACS2020ALL Financial Reporting Software - 2020.2.0
9/8/2020 10:27:01 AM

49-70870-0000000

Unaudited Actuals
2019-20 Unaudited Actuals
Technical Review Checks

Piner-Olivet Union Elementary

Sonoma County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

GENERAL LEDGER CHECKS

EFB-POSITIVE - (W) - Ending balance (Object 979Z) is negative for the following resources. Please explain the cause of the negative balances and your plan to resolve them. EXCEPTION

<u>FUND</u>	<u>RESOURCE</u>	<u>NEG. EFB</u>
01	3220	-1,688.67
Explanation: Per CDE guidance, Resource 3220 can have a negative balance for 2019-20.		
Total of negative resource balances for Fund 01		-1,688.67

OBJ-POSITIVE - (W) - The following objects have a negative balance by resource, by fund: EXCEPTION

<u>FUND</u>	<u>RESOURCE</u>	<u>OBJECT</u>	<u>VALUE</u>
01	3220	9790	-1,688.67
Explanation: Per CDE guidance, Resource 3220 can have a negative balance for 2019-20.			
13	5310	8660	-1,039.27
Explanation: The Cafeteria Fund generated negative interest.			

SUPPLEMENTAL CHECKS

CURRENT-CALC-EXP - (O) - The Percent of Current Cost of Education Expended for Classroom Compensation (Line 15 in Form CEA) is less than the allowable percentage. EXCEPTION

Percent of Current Cost of Education Expended for Classroom Compensation (Line 15 in Form CEA)	57.22%
Allowable percentage for Elementary	60.00%
District is exempt from EC Section 41372 as	

reported in Current Expense (Line 16 in Form CEA).

No

EXPORT CHECKS

Checks Completed.

G = General Ledger Data; S = Supplemental Data

Form	Description	Data Supplied For:	
		2019-20 Unaudited Actuals	2020-21 Budget
01	General Fund/County School Service Fund	GS	GS
08	Student Activity Special Revenue Fund		
09	Charter Schools Special Revenue Fund	G	G
10	Special Education Pass-Through Fund		
11	Adult Education Fund		
12	Child Development Fund		
13	Cafeteria Special Revenue Fund	G	G
14	Deferred Maintenance Fund	G	G
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund for Other Than Capital Outlay Projects	G	G
18	School Bus Emissions Reduction Fund		
19	Foundation Special Revenue Fund		
20	Special Reserve Fund for Postemployment Benefits	G	G
21	Building Fund	G	G
25	Capital Facilities Fund	G	G
30	State School Building Lease-Purchase Fund		
35	County School Facilities Fund		
40	Special Reserve Fund for Capital Outlay Projects		
49	Capital Project Fund for Blended Component Units		
51	Bond Interest and Redemption Fund	G	G
52	Debt Service Fund for Blended Component Units		
53	Tax Override Fund		
56	Debt Service Fund		
57	Foundation Permanent Fund		
61	Cafeteria Enterprise Fund		
62	Charter Schools Enterprise Fund		
63	Other Enterprise Fund		
66	Warehouse Revolving Fund		
67	Self-Insurance Fund		
71	Retiree Benefit Fund		
73	Foundation Private-Purpose Trust Fund		
76	Warrant/Pass-Through Fund		
95	Student Body Fund		
A	Average Daily Attendance	S	S
ASSET	Schedule of Capital Assets	S	
CA	Unaudited Actuals Certification	S	
CAT	Schedule for Categoricals		
CEA	Current Expense Formula/Minimum Classroom Comp. - Actuals	GS	
CHG	Change Order Form		
DEBT	Schedule of Long-Term Liabilities	S	
ESMOE	Every Student Succeeds Act Maintenance of Effort	GS	
GANN	Appropriations Limit Calculations	GS	GS
ICR	Indirect Cost Rate Worksheet	GS	
L	Lottery Report	GS	
PCRAF	Program Cost Report Schedule of Allocation Factors	GS	
PCR	Program Cost Report	GS	

G = General Ledger Data; S = Supplemental Data

Form	Description	Data Supplied For:	
		2019-20 Unaudited Actuals	2020-21 Budget
SEA	Special Education Revenue Allocations		
SEAS	Special Education Revenue Allocations Setup (SELPA Selection)		
SIAA	Summary of Interfund Activities - Actuals		G

**Northwest Prep
Charter School**

2019-2020

Unaudited Actuals

September 9, 2020

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	1,011,262.00	931,388.00	-7.9%
2) Federal Revenue		8100-8299	36,491.65	33,498.00	-8.2%
3) Other State Revenue		8300-8599	87,302.94	49,625.00	-43.2%
4) Other Local Revenue		8600-8799	8,567.91	8,500.00	-0.8%
5) TOTAL, REVENUES			1,143,624.50	1,023,011.00	-10.5%
B. EXPENDITURES					
1) Certificated Salaries		1000-1999	475,884.48	482,497.00	1.4%
2) Classified Salaries		2000-2999	96,512.58	94,906.00	-1.7%
3) Employee Benefits		3000-3999	267,478.18	247,000.00	-7.7%
4) Books and Supplies		4000-4999	26,484.06	40,879.00	54.4%
5) Services and Other Operating Expenditures		5000-5999	257,165.99	232,018.00	-9.8%
6) Capital Outlay		6000-6999	71,712.00	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,195,237.29	1,097,300.00	-8.2%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(51,612.79)	(74,289.00)	43.9%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	10,000.00	10,000.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(10,000.00)	(10,000.00)	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals	2020-21 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(61,612.79)	(84,289.00)	36.8%
F. FUND BALANCE, RESERVES					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited					
		9791	408,882.13	347,269.34	-15.1%
b) Audit Adjustments					
		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)					
			408,882.13	347,269.34	-15.1%
d) Other Restatements					
		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)					
			408,882.13	347,269.34	-15.1%
2) Ending Balance, June 30 (E + F1e)					
Components of Ending Fund Balance					
a) Nonspendable					
Revolving Cash					
		9711	2,469.20	3,000.00	21.5%
Stores					
		9712	0.00	0.00	0.0%
Prepaid Items					
		9713	0.00	0.00	0.0%
All Others					
		9719	0.00	0.00	0.0%
b) Restricted					
		9740	84,620.46	56,995.81	-32.6%
c) Committed					
Stabilization Arrangements					
		9750	0.00	0.00	0.0%
Other Commitments					
		9760	0.00	0.00	0.0%
d) Assigned					
Other Assignments					
		9780	260,179.68	203,206.88	-21.9%
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties					
		9789	0.00	0.00	0.0%
Unassigned/Unappropriated Amount					
		9790	0.00	(222.35)	New

Piner-Olivet Charter School

**2019-2020
Unaudited Actuals**

September 9, 2020

Charter Number: 98

To the entity that approved the charter school:

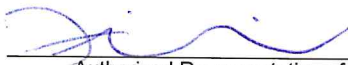
2019-20 CHARTER SCHOOL UNAUDITED ACTUAL FINANCIAL REPORT: This report is hereby approved and filed by the charter school pursuant to Education Code Section 42100(b).

Signed: _____ Date: _____
Charter School Official
(Original signature required)

Printed Name: Kirsten Sanft Title: Principal

To the County Superintendent of Schools:

2019-20 CHARTER SCHOOL UNAUDITED ACTUAL FINANCIAL REPORT: This report has been reviewed and is hereby filed with the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed:  _____ Date: 9.8.20
Authorized Representative of
Charter Approving Entity
(Original signature required)

Printed Name: Felicia Koha Title: CBO

To the Superintendent of Public Instruction:

2019-20 CHARTER SCHOOL UNAUDITED ACTUAL FINANCIAL REPORT: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Signed: _____ Date: _____
County Superintendent/Designee
(Original signature required)

For additional information on the unaudited actual financial report, please contact:

For Approving Entity:	For Charter School:
<u>Felicia Koha</u> Name	<u>Felicia Koha</u> Name
<u>CBO</u> Title	<u>CBO</u> Title
<u>707-522-3008</u> Telephone	<u>707-522-3008</u> Telephone
<u>fkoha@pousd.org</u> E-mail Address	<u>fkoha@pousd.org</u> E-mail Address

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
A. REVENUES									
1) LCFF Sources		8010-8099	1,798,772.00	0.00	1,798,772.00	1,631,106.00	0.00	1,631,106.00	-9.3%
2) Federal Revenue		8100-8299	0.00	55,733.24	55,733.24	0.00	55,812.00	55,812.00	0.1%
3) Other State Revenue		8300-8599	36,911.15	119,645.01	156,556.16	26,504.00	87,790.00	114,294.00	-27.0%
4) Other Local Revenue		8600-8799	40,587.92	766.00	41,353.92	10,150.00	636.00	10,786.00	-73.9%
5) TOTAL REVENUES			1,876,271.07	176,144.25	2,052,415.32	1,667,760.00	144,238.00	1,811,998.00	-11.7%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	844,945.53	1,500.00	846,445.53	878,089.00	0.00	878,089.00	3.7%
2) Classified Salaries		2000-2999	200,814.21	28,609.09	229,423.30	117,918.00	73,385.00	191,303.00	-16.6%
3) Employee Benefits		3000-3999	382,393.90	115,195.43	497,589.33	354,387.00	113,870.00	468,257.00	-5.9%
4) Books and Supplies		4000-4999	51,377.33	6,836.51	58,213.84	52,527.00	10,832.00	63,359.00	8.8%
5) Services and Other Operating Expenditures		5000-5999	306,518.20	20,041.14	326,559.34	221,422.00	17,240.00	238,662.00	-26.9%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(170.92)	170.92	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES			1,785,878.25	172,353.09	1,958,231.34	1,624,343.00	215,327.00	1,839,670.00	-6.1%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)									
			90,392.82	3,791.16	94,183.98	43,417.00	(71,089.00)	(27,672.00)	-129.4%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2019-20 Unaudited Actuals			2020-21 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			90,392.82	3,791.16	94,183.98	43,417.00	(71,089.00)	(27,672.00)	-129.4%
F. FUND BALANCE, RESERVES									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	244,068.23	106,942.52	351,010.75	334,461.05	110,733.68	445,194.73	26.8%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			244,068.23	106,942.52	351,010.75	334,461.05	110,733.68	445,194.73	26.8%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			244,068.23	106,942.52	351,010.75	334,461.05	110,733.68	445,194.73	26.8%
2) Ending Balance, June 30 (E + F1e)			334,461.05	110,733.68	445,194.73	377,878.05	39,644.68	417,522.73	-6.2%
Components of Ending Fund Balance									
a) Nonspendable									
Revolving Cash									
Stores									
Prepaid Items									
All Others									
b) Restricted		9740	0.00	110,733.68	110,733.68	0.00	39,868.11	39,868.11	-64.0%
c) Committed									
Stabilization Arrangements									
Other Commitments		9760	203,385.54	0.00	203,385.54	202,364.00	0.00	202,364.00	-0.5%
d) Assigned									
Other Assignments		9780	50,246.51	0.00	50,246.51	38,140.51	0.00	38,140.51	-24.1%
e) Unassigned/Unappropriated									
Reserve for Economic Uncertainties		9789	78,329.00	0.00	78,329.00	73,587.00	0.00	73,587.00	-6.1%
Unassigned/Unappropriated Amount		9790	0.00	0.00	0.00	60,786.54	(223.43)	60,563.11	New

Description	2019-20 Unaudited Actuals			2020-21 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
C. CHARTER SCHOOL ADA						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools. Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.						
1. Total Charter School Regular ADA	200.40	200.41	200.40	201.00	201.00	201.00
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0.00
3. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0.00
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	200.40	200.41	200.40	201.00	201.00	201.00
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.						
5. Total Charter School Regular ADA						
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0.00
7. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0.00
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	0.00	0.00	0.00	0.00	0.00	0.00
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	200.40	200.41	200.40	201.00	201.00	201.00

Description	Object Codes	Lottery: Unrestricted (Resource 1100)	Transferred to Other Resources for Expenditure	Lottery: Instructional Materials (Resource 6300)*	Totals
A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR					
1. Adjusted Beginning Fund Balance	9791-9795	42,277.61		16,193.73	58,471.34
2. State Lottery Revenue	8560	32,530.15		11,821.01	44,351.16
3. Other Local Revenue	8600-8799	0.00		0.00	0.00
4. Transfers from Funds of Lapsed/Reorganized Districts	8965	0.00		0.00	0.00
5. Contributions from Unrestricted Resources (Total must be zero)	8980	0.00			0.00
6. Total Available (Sum Lines A1 through A5)		74,807.76	0.00	28,014.74	102,822.50
B. EXPENDITURES AND OTHER FINANCING USES					
1. Certificated Salaries	1000-1999	0.00			0.00
2. Classified Salaries	2000-2999	0.00			0.00
3. Employee Benefits	3000-3999	0.00			0.00
4. Books and Supplies	4000-4999	22,797.39		6,613.08	29,410.47
5. a. Services and Other Operating Expenditures (Resource 1100)	5000-5999	1,763.86			1,763.86
b. Services and Other Operating Expenditures (Resource 6300)	5000-5999, except 5100, 5710, 5800				
c. Duplicating Costs for Instructional Materials (Resource 6300)	5100, 5710, 5800				
6. Capital Outlay	6000-6999	0.00			0.00
7. Tuition	7100-7199	0.00			0.00
8. Interagency Transfers Out					
a. To Other Districts, County Offices, and Charter Schools	7211,7212,7221, 7222,7281,7282	0.00			0.00
b. To JPAs and All Others	7213,7223, 7283,7299	0.00			0.00
9. Transfers of Indirect Costs	7300-7399				
10. Debt Service	7400-7499	0.00			0.00
11. All Other Financing Uses	7630-7699	0.00			0.00
12. Total Expenditures and Other Financing Uses (Sum Lines B1 through B11)		24,561.25	0.00	6,613.08	31,174.33
C. ENDING BALANCE					
(Must equal Line A6 minus Line B12)	979Z	50,246.51	0.00	21,401.66	71,648.17
D. COMMENTS:					

Data from this report will be used to prepare a report to the Legislature as required by Control Section 24.60 of the Budget Act.

*Pursuant to Government Code Section 8880.4(a)(2)(B) and the definition in Education Code Section 60010(h), Resource 6300 funds are to be used for the purchase of instructional materials only. Any amounts in the shaded cells of this column should be reviewed for appropriateness.

Section I - Expenditures	Funds 01, 09, and 62			2019-20 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	1,958,231.34
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	55,733.24
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	0.00
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999	0.00
3. Debt Service	All	9100	5400-5450, 5800, 7430- 7439	0.00
4. Other Transfers Out	All	9200	7200-7299	0.00
5. Interfund Transfers Out	All	9300	7600-7629	0.00
6. All Other Financing Uses	All	9100 9200	7699 7651	0.00
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	0.00
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	0.00
9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.			222.43
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				222.43
D. Plus additional MOE expenditures:				
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	1000-7143, 7300-7439 minus 8000-8699	0.00
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			0.00
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				1,902,275.67

Section II - Expenditures Per ADA		2019-20 Annual ADA/ Exps. Per ADA
A. Average Daily Attendance (Form A, Annual ADA column, Line C9)		200.41
B. Expenditures per ADA (Line I.E divided by Line II.A)		9,491.92
Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)	Total	Per ADA
A. Base expenditures (Preloaded expenditures from prior year official CDE MOE Calculation) (Note: If the prior year MOE was not met, CDE has adjusted the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	1,970,527.32	10,209.46
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	1,970,527.32	10,209.46
B. Required effort (Line A.2 times 90%)	1,773,474.59	9,188.51
C. Current year expenditures (Line I.E and Line II.B)	1,902,275.67	9,491.92
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	0.00	0.00
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)	MOE Met	
F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under ESSA covered programs in FY 2021-22 may be reduced by the lower of the two percentages)	0.00%	0.00%

SECTION IV - Detail of Adjustments to Base Expenditures (used in Section III, Line A.1)		
Description of Adjustments	Total Expenditures	Expenditures Per ADA
Total adjustments to base expenditures	0.00	0.00

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
Governmental Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated			0.00			0.00
Capital assets being depreciated:	0.00	0.00	0.00	0.00	0.00	0.00
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total capital assets being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated, net	0.00	0.00	0.00	0.00	0.00	0.00
Governmental activity capital assets, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-Type Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated			0.00			0.00
Capital assets being depreciated:	0.00	0.00	0.00	0.00	0.00	0.00
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total capital assets being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-type activity capital assets, net	0.00	0.00	0.00	0.00	0.00	0.00

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
Governmental Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Total/Net OPEB Liability			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Governmental activities long-term liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Business-Type Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Total/Net OPEB Liability			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Business-type activities long-term liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 7200-7700, goals 0000 and 9000) 0.00
- 2. Contracted general administrative positions not paid through payroll _____
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. 105,863.53
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

Administrative costs paid for by the sponsoring District were allocated and charged to Piner-Olivet Charter.

B. Salaries and Benefits - All Other Activities

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 1,553,455.48

C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 6.81%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. Retain supporting documentation. _____

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	32.00
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	0.00
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	8,651.56
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	8,683.56
9. Carry-Forward Adjustment (Part IV, Line F)	2,055.10
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	10,738.66

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	1,410,143.25
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	402,335.27
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 4700 and 5100)	14,138.50
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	0.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 4700 and 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	460.36
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	4,080.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	118,390.40
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Student Activity (Fund 08, functions 4000-5999, objects 1000-5999 except 5100)	0.00
15. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Child Development (Fund 12, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
17. Cafeteria (Funds 13 & 61, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
18. Foundation (Funds 19 & 57, functions 1000-6999, 8100-8400 & 8700, objects 1000-5999 except 4700 & 5100)	0.00
19. Total Base Costs (Lines B1 through B12 and Lines B13b through B18, minus Line B13a)	1,949,547.78

C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment

(For information only - not for use when claiming/recovering indirect costs)

(Line A8 divided by Line B19)

0.45%

D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2021-22 see www.cde.ca.gov/fg/ac/ic/)

(Line A10 divided by Line B19)

0.55%

Part IV - Carry-forward Adjustment

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

A. Indirect costs incurred in the current year (Part III, Line A8)	<u>8,683.56</u>
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	<u>0.00</u>
2. Carry-forward adjustment amount deferred from prior year(s), if any	<u>0.00</u>
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (0.34%) times Part III, Line B19); zero if negative	<u>2,055.10</u>
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (0.34%) times Part III, Line B19) or (the highest rate used to recover costs from any program (0.34%) times Part III, Line B19); zero if positive	<u>0.00</u>
D. Preliminary carry-forward adjustment (Line C1 or C2)	<u>2,055.10</u>
E. Optional allocation of negative carry-forward adjustment over more than one year	
<p>Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.</p>	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	<u>not applicable</u>
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
LEA request for Option 1, Option 2, or Option 3	<u>1</u>
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	<u>2,055.10</u>

Approved indirect cost rate: 0.34%
Highest rate used in any program: 0.34%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except Object 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
01	3010	40,019.54	118.46	0.30%
01	4035	5,576.28	18.96	0.34%
01	4127	9,966.50	33.50	0.34%

Goal	Program/Activity	Direct Costs			Central Admin Costs (col. 3 x Sch. CAC line E) Column 4	Other Costs (Schedule OC) Column 5	Total Costs by Program (col. 3 + 4 + 5) Column 6
		Direct Charged (Schedule DCC) Column 1	Allocated (Schedule AC) Column 2	Subtotal (col. 1 + 2) Column 3			
Instructional Goals							
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	0.00
1110	Regular Education, K-12	1,613,955.53	335,189.47	1,949,145.00	4,561.80	1,953,706.80	
3100	Alternative Schools	0.00	0.00	0.00	0.00	0.00	
3200	Continuation Schools	0.00	0.00	0.00	0.00	0.00	
3300	Independent Study Centers	0.00	0.00	0.00	0.00	0.00	
3400	Opportunity Schools	0.00	0.00	0.00	0.00	0.00	
3550	Community Day Schools	0.00	0.00	0.00	0.00	0.00	
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00	0.00	
3800	Career Technical Education	0.00	0.00	0.00	0.00	0.00	
4110	Regular Education, Adult	0.00	0.00	0.00	0.00	0.00	
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00	0.00	
4620	Adult Correctional Education	0.00	0.00	0.00	0.00	0.00	
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00	0.00	
4760	Bilingual	4,513.98	0.00	4,513.98	10.56	4,524.54	
4850	Migrant Education	0.00	0.00	0.00	0.00	0.00	
5000-5999	Special Education	0.00	0.00	0.00	0.00	0.00	
6000	Regional Occupational Ctr/Prg (ROC/P)	0.00	0.00	0.00	0.00	0.00	
Other Goals							
7110	Nonagency - Educational	0.00	0.00	0.00	0.00	0.00	
7150	Nonagency - Other	0.00	0.00	0.00	0.00	0.00	
8100	Community Services	0.00	0.00	0.00	0.00	0.00	
8500	Child Care and Development Services	0.00	0.00	0.00	0.00	0.00	
Other Costs							
----	Food Services						0.00
----	Enterprise						0.00
----	Facilities Acquisition & Construction						0.00
----	Other Outgo						0.00
Other Funds							
----	Adult Education, Child Development, Cafeteria, Foundation ([Column 3 + CAC, line C5] times CAC, line E)		0.00	0.00	0.00	0.00	0.00
----	Indirect Cost Transfers to Other Funds (Net of Funds 01, 09, 62, Function 7210, Object 7350)						0.00
----	Total General Fund and Charter Schools Funds Expenditures	1,618,469.51	335,189.47	1,953,658.98	4,572.36	1,958,231.34	0.00

Unaudited Actuals
2019-20
General Fund and Charter Schools Funds
Program Cost Report
Schedule of Direct Charged Costs (DCC)

Goal	Type of Program	Instruction (Functions 1000-1999)	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3110-3160 and 3900)	Pupil Transportation (Function 3600)	Ancillary Services (Functions 4000-4999)	Community Services (Functions 5000-5999)	General Administration (Functions 7000-7999, except 7210)*	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Total
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
1110	Regular Education, K-12	1,405,629.27	0.00	0.00	194,187.76	14,138.50	0.00	0.00			0.00	0.00	1,613,955.53
3100	Alternative Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3200	Continuation Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3300	Independent Study Centers	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3400	Opportunity Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4120	Adult Independent Study Centers	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4760	Bilingual	4,513.98	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	4,513.98
4850	Migrant Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
5000-5999	Special Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
6000	ROC/P	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
Other Goals													
7110	Nonagency - Educational	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8100	Community Services		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8500	Child Care and Development Services	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 Direct Charged Costs		1,410,143.25	0.00	0.00	194,187.76	14,138.50	0.00	0.00	0.00	0.00	0.00	0.00	1,618,469.51

* Functions 7100-7199 for goals 8100 and 8500

Goal	Type of Program	Allocated Support Costs (Based on factors input on Form PCRAF)			Total
		Full-Time Equivalents	Classroom Units	Pupils Transported	
Instructional Goals					
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00
1110	Regular Education, K-12	208,147.51	127,041.96	0.00	335,189.47
3100	Alternative Schools	0.00	0.00	0.00	0.00
3200	Continuation Schools	0.00	0.00	0.00	0.00
3300	Independent Study Centers	0.00	0.00	0.00	0.00
3400	Opportunity Schools	0.00	0.00	0.00	0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00
4760	Bilingual	0.00	0.00	0.00	0.00
4850	Migrant Education	0.00	0.00	0.00	0.00
5000-5999	Special Education (allocated to 5001)	0.00	0.00	0.00	0.00
6000	ROC/P	0.00	0.00	0.00	0.00
Other Goals					
7110	Nonagency - Educational	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00
8100	Community Services	0.00	0.00	0.00	0.00
8500	Child Care and Development Svcs.	0.00	0.00	0.00	0.00
Other Funds					
--	Adult Education (Fund 11)		0.00		0.00
--	Child Development (Fund 12)	0.00	0.00	0.00	0.00
--	Cafeteria (Funds 13 and 61)		0.00		0.00
Total Allocated Support Costs		208,147.51	127,041.96	0.00	335,189.47

A. Central Administration Costs in General Fund and Charter Schools Funds	
1 Board and Superintendent (Funds 01, 09, and 62, Functions 7100-7180, Goals 0000-6999 and 9000, Objects 1000-7999)	460.36
2 External Financial Audits (Funds 01, 09, and 62, Functions 7190-7191, Goals 0000-6999 and 9000, Objects 1000-7999)	4,080.00
3 Other General Administration (Funds 01, 09, and 62, Functions 7200-7600 except 7210, Goal 0000, Objects 1000-7999)	32.00
4 Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000-7999)	0.00
5 Total Central Administration Costs in General Fund and Charter Schools Funds	4,572.36
B. Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	
1 Total Direct Charged Costs (from Form PCR, Column 1, Total)	1,618,469.51
2 Total Allocated Costs (from Form PCR, Column 2, Total)	335,189.47
3 Total Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	1,953,658.98
C. Direct Charged Costs in Other Funds	
1 Adult Education (Fund 11, Objects 1000-5999, except 5100)	0.00
2 Child Development (Fund 12, Objects 1000-5999, except 5100)	0.00
3 Cafeteria (Funds 13 & 61, Objects 1000-5999, except 5100)	0.00
4 Foundation (Funds 19 & 57, Objects 1000-5999, except 5100)	0.00
5 Total Direct Charged Costs in Other Funds	0.00
D. Total Direct Charged and Allocated Costs (B3 + C5)	1,953,658.98
E. Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D)	0.23%

Type of Activity	Food Services (Function 3700)	Enterprise (Function 6000)	Facilities Acquisition & Construction (Function 8500)	Other Outgo (Functions 9000-9999)	Total
Food Services (Objects 1000-5999, 6400, and 6500)	0.00				0.00
Enterprise (Objects 1000-5999, 6400, and 6500)		0.00			0.00
Facilities Acquisition & Construction (Objects 1000-6500)			0.00		0.00
Other Outgo (Objects 1000-7999)				0.00	0.00
Total Other Costs	0.00	0.00	0.00	0.00	0.00

	Teacher Full-Time Equivalents				Classroom Units			Pupils Transported
	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3900)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Pupil Transportation (Function 3600)	
	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	CU Factor(s)	CU Factor(s)	PT Factor(s)	
A. Amount of Undistributed Expenditures, Funds 01, 09, and 62, Goals 0000 and 9000 (will be allocated based on factors input)	0.00	0.00	208,147.51	0.00	127,041.96	0.00	0.00	
B. Enter Allocation Factor(s) by Goal: (Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)								
Instructional Goals Description								
0001 Pre-Kindergarten								
1110 Regular Education, K-12			8.50		7.00			
3100 Alternative Schools								
3200 Continuation Schools								
3300 Independent Study Centers								
3400 Opportunity Schools								
3550 Community Day Schools								
3700 Specialized Secondary Programs								
3800 Career Technical Education								
4110 Regular Education, Adult								
4610 Adult Independent Study Centers								
4620 Adult Correctional Education								
4630 Adult Career Technical Education								
4760 Bilingual								
4850 Migrant Education								
5000-5999 Special Education (allocated to 5001)								
6000 ROC/P								
Other Goals Description								
7110 Nonagency - Educational								
7150 Nonagency - Other								
8100 Community Services								
8500 Child Care and Development Services								
Other Funds Description								
-- Adult Education (Fund 11)								
-- Child Development (Fund 12)								
-- Cafeteria (Funds 13 & 61)								
C. Total Allocation Factors	0.00	0.00	8.50	0.00	7.00	0.00	0.00	

SACS2020ALL Financial Reporting Software - 2020.2.0
9/8/2020 10:45:37 AM

49-70870-6113492

Unaudited Actuals
2019-20 Unaudited Actuals
Technical Review Checks

Piner-Olivet Charter
Piner-Olivet Union Elementary

Sonoma County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

GENERAL LEDGER CHECKS

EXP-POSITIVE - (W) - The following expenditure functions have a negative balance by resource, by fund. (NOTE: Functions, including CDE-defined optional functions, are checked individually, except functions 7200-7600 are combined.)

<u>FUND</u>	<u>RESOURCE</u>	<u>FUNCTION</u>	<u>VALUE</u>
01	0000	7200-7600	-138.92

Explanation: Per CSAM, this balances by fund by function by object. Indirect costs have been applied to applicable resources; function 7210 and object 7310 balance.

EXCEPTION

SUPPLEMENTAL CHECKS

IC-PCT - (W) - The straight indirect cost percentage (i.e., WITHOUT the carry-forward adjustment) is less than 2% or exceeds 9%. LEAs, regardless of their size or type, with rates outside of these guidelines have usually incorrectly coded general administrative costs (e.g., fiscal services, personnel/human services, central support, and centralized data processing). Please review the Indirect Cost Rate Worksheet (Form ICR) paying special attention that costs coded to the indirect cost functions are consistent with the definitions in the California School Accounting Manual. Also, to help with your review, the Indirect Cost Rate Worksheet section of the SACS Software User Guide contains a list of common problem areas. If general administration costs are incorrectly coded, make the necessary data corrections; if costs are correct, please provide an explanation identifying the major contributing factors to the rate.

EXCEPTION

Straight indirect cost percentage before carry-forward adjustment (Form ICR, Part III, Line C) is 0.45%

Explanation: The Charter School has been treated as a dependent charter school of the district and had not generated general administrative costs in the past. The intent going forward is to charge general administrative costs to the charter school for their proportionate share.

EXPORT CHECKS

Checks Completed.

G = General Ledger Data; S = Supplemental Data

Form	Description	Data Supplied For:	
		2019-20 Unaudited Actuals	2020-21 Budget
01	General Fund/County School Service Fund	GS	GS
08	Student Activity Special Revenue Fund		
11	Adult Education Fund		
12	Child Development Fund		
13	Cafeteria Special Revenue Fund		
14	Deferred Maintenance Fund		
15	Pupil Transportation Equipment Fund		
17	Special Reserve Fund for Other Than Capital Outlay Projects		
18	School Bus Emissions Reduction Fund		
19	Foundation Special Revenue Fund		
20	Special Reserve Fund for Postemployment Benefits		
21	Building Fund		
25	Capital Facilities Fund		
30	State School Building Lease-Purchase Fund		
35	County School Facilities Fund		
40	Special Reserve Fund for Capital Outlay Projects		
49	Capital Project Fund for Blended Component Units		
51	Bond Interest and Redemption Fund		
52	Debt Service Fund for Blended Component Units		
53	Tax Override Fund		
56	Debt Service Fund		
57	Foundation Permanent Fund		
61	Cafeteria Enterprise Fund		
62	Charter Schools Enterprise Fund		
63	Other Enterprise Fund		
66	Warehouse Revolving Fund		
67	Self-Insurance Fund		
71	Retiree Benefit Fund		
73	Foundation Private-Purpose Trust Fund		
76	Warrant/Pass-Through Fund		
95	Student Body Fund		
A	Average Daily Attendance	S	S
ASSET	Schedule of Capital Assets	S	
CA	Unaudited Actuals Certification	S	
CAT	Schedule for Categoricals		
CHG	Change Order Form		
DEBT	Schedule of Long-Term Liabilities	S	
ESMOE	Every Student Succeeds Act Maintenance of Effort	GS	
ICR	Indirect Cost Rate Worksheet	GS	
L	Lottery Report	GS	
PCRAF	Program Cost Report Schedule of Allocation Factors	GS	
PCR	Program Cost Report	GS	
SEAS	Special Education Revenue Allocations Setup (SELPA Selection)		
SIAA	Summary of Interfund Activities - Actuals		

Agenda Item Summary

Action Item: **16.3 Approval of Resolution # 540 Establishing a Revised “Gann Limit” for 2019-2020 and Establishing a Projected “Gann Limit” for 2020-2021**

Regular Meeting of: September 9, 2020	Action Item	Report Format: Oral
Attachment: Staff Report	Resolution	

Presented by: Felicia Koha, CBO

Background

Proposition 4, the Gann Amendment, explains and defines the appropriations limit and appropriations subject to limitation as they apply to state and local governments, and require that each entity of government formally adopt its appropriations limit for a given fiscal year. The accompanying resolution meets this requirement.

Issue(s)

Plan/Discussion/Detail

The attached worksheets show that the District did not exceed its “Gann Limit” in 2019-2020 and establishes a projected “Gann Limit” for 2020-2021.

Fiscal Impact

None

Options

Recommendation

Approve as presented

Motion:

Moved by:		Second:		
Vote:	Aye:	No:	Abstention:	Absent
FRANICEVIC	HINTON	MOHR	PRYOR	WAY

RESOLUTION REGARDING THE COMPLIANCE OF THE PINER-OLIVET UNION SCHOOL DISTRICT BUDGET WITH THE EXPENDITURE LIMITATION FOR LOCAL PROCEEDS OF TAXES IN ACCORDANCE WITH ARTICLE XIII B OF THE CONSTITUTION

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits," for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2019-20 fiscal year and a projected Gann Limit for the 2020-21 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2019-20 and 2020-21 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2019-20 and 2020-21 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

The foregoing resolution was introduced by Board Member _____ who moved its adoption, seconded by Board Member _____ and adopted on roll call on September 9, 2020 by the following vote:

BOARD MEMBER	Janae Franicevic	_____
BOARD MEMBER	Mardi Hinton	_____
BOARD MEMBER	Mindy Mohr	_____
BOARD MEMBER	Cindy Pryor	_____
BOARD MEMBER	John Way	_____

AYES: _____ NOES: _____ ABSENT: _____ NOT VOTING: _____

WHEREUPON, the President declared the foregoing resolution adopted, and

SO ORDERED.

Cindy Pryor, President
Piner-Olivet Union School District

	2019-20 Calculations			2020-21 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
A. PRIOR YEAR DATA (2018-19 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2018-19 Actual			2019-20 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	6,969,717.46		6,969,717.46			7,315,498.73
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	1,206.34		1,206.34			1,219.21
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2018-19			Adjustments to 2019-20		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2019-20 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2019-20 P2 Report			2020-21 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	273.35		273.35	257.65		257.65
2. Total Charter Schools ADA (Form A, Line C9)	745.46	200.40	945.86	746.00	201.00	947.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			1,219.21			1,204.65
C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED	2019-20 Actual			2020-21 Budget		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	28,488.50		28,488.50	27,982.00		27,982.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	40.94		40.94	0.00		0.00
4. Secured Roll Taxes (Object 8041)	4,650,107.07		4,650,107.07	4,488,591.00		4,488,591.00
5. Unsecured Roll Taxes (Object 8042)	178,221.11		178,221.11	143,210.00		143,210.00
6. Prior Years' Taxes (Object 8043)	1,247.30		1,247.30	0.00		0.00
7. Supplemental Taxes (Object 8044)	131,708.71		131,708.71	183,600.00		183,600.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	697,608.00		697,608.00	0.00		0.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	1.42		1.42	0.00		0.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	5,687,423.05	0.00	5,687,423.05	4,843,383.00	0.00	4,843,383.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	5,687,423.05	0.00	5,687,423.05	4,843,383.00	0.00	4,843,383.00

	2019-20 Calculations			2020-21 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
EXCLUDED APPROPRIATIONS						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			115,945.51			122,481.00
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			115,945.51			122,481.00
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. LCFF - CY (objects 8011 and 8012)	7,512,727.00	877,482.00	8,390,209.00	7,087,328.00	832,209.00	7,919,537.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	(34,910.00)	(10,110.00)	(45,020.00)	0.00	0.00	0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	7,477,817.00	867,372.00	8,345,189.00	7,087,328.00	832,209.00	7,919,537.00
DATA FOR INTEREST CALCULATION						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	15,660,430.72	2,052,415.32	17,712,846.04	13,487,601.00	1,811,998.00	15,299,599.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	107,784.77	11,543.45	119,328.22	42,000.00	7,000.00	49,000.00
D. APPROPRIATIONS LIMIT CALCULATIONS						
PRELIMINARY APPROPRIATIONS LIMIT			2019-20 Actual			2020-21 Budget
1. Revised Prior Year Program Limit (Lines A1 plus A6)			6,969,717.46			7,315,498.73
2. Inflation Adjustment			1.0385			1.0373
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			1.0107			0.9881
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			7,315,498.73			7,498,065.27
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			5,687,423.05			4,843,383.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			146,305.20			144,558.00
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			1,744,021.19			2,777,163.27
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			1,744,021.19			2,777,163.27
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			50,403.85			24,484.73
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			5,737,826.90			4,867,867.73
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			1,693,617.34			2,752,678.54
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			5,737,826.90			
b. State Subventions (Line D8)			1,693,617.34			
c. Less: Excluded Appropriations (Line C23)			115,945.51			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			7,315,498.73			

	2019-20 Calculations			2020-21 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
10. Adjustments to the Limit Per Government Code Section 7902.1 (Line D9d minus D4; if negative, then zero) If not zero report amount to: Keely Bosler, Director State Department of Finance Attention: School Gann Limits State Capitol, Room 1145 Sacramento, CA 95814			0.00			
SUMMARY	2019-20 Actual			2020-21 Budget		
11. Adjusted Appropriations Limit (Lines D4 plus D10)			7,315,498.73			7,498,065.27
12. Appropriations Subject to the Limit (Line D9d)			7,315,498.73			

* Please provide below an explanation for each entry in the adjustments column.

Lines B2, C24, C25, C27, and C28 adjustments are to account for the District's external charter data not extracted.

Felicia Koha, CBO
Gann Contact Person

707-522-3008
Contact Phone Number

PINER-OLIVET UNION SCHOOL DISTRICT

PUBLIC HEARING

TO BE HELD September 9, 2020

The Piner-Olivet Union School District will be holding a Public Hearing regarding whether or not each pupil in the district has or will have, prior to the end of the fiscal year, sufficient textbooks or instructional materials, or both, in each subject consistent with the content and cycles of the curriculum framework adopted by the state board. This Public Hearing is to receive input from staff, teachers, parents, and community members regarding this issue. This Public Hearing will take place at a regular Governing Board meeting scheduled for Wednesday, September 9, 2020 at 7:00 p.m. this meeting will be held virtually via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/81233068917?pwd=TGFEaUNROVExZTVzeWd5QXVnQXZIUT09>

Meeting ID: 812 3306 8917

Passcode: 8j2Udq

One tap mobile

+16699009128,,81233068917#,,,,,0#,,326811# US (San Jose)

This announcement posted August 26, 2020.

Agenda Item Summary

Action Item: **16.5 Approval of Resolution # 541 Regarding Textbook and Instructional Materials Sufficiency for the Piner-Olivet Union School District for the 2020-2021 School Year per Ed. Code 60119**

Regular Meeting of: September 9, 2020 **Action Item** Report Format:**Oral**

Attachment: **Resolution**

Presented by: Dr. Steve Charbonneau, Superintendent

Background

Under EC Section 60119, the governing board of every local educational agency (LEA) that receives state instructional materials funds must hold an annual public hearing before the end of the eighth week from the first day pupils attend school for that year. At the public hearing the governing board must make a determination as to whether each pupil in each school has sufficient textbooks or instructional materials, or both, that are aligned to the content standards and are consistent with content and cycles of the curriculum framework adopted by the State Board of Education in reading/language arts, mathematics, science, and history-social science. The Board will hold the Public Hearing earlier in this meeting.

Issue(s)

In addition, the definition of sufficiency now provides that each pupil, including each English learner, must have a standards-aligned textbook or instructional materials, or both, to use in class and to take home.

Plan/Discussion/Detail

A resolution must be adopted at a meeting subsequent to the Public Hearing. The resolution states that there were no comments at the Public Hearing that were regarding the sufficiency of instructional materials as required by Ed. Code 60119 and that there are sufficient textbooks and instructional materials for each student that conform to State standards in reading/language arts, mathematics, science and history-social science.

Fiscal Impact

None at this time. In the past, instructional materials funding could be reclaimed by the State if the Ed. Codes were not followed. Since instructional materials funding has been rolled into the LCFF funding calculation, this is being done to follow the Ed. Code and comply with the Williams Settlement.

Options

Recommendation

Approve as presented

Motion:

Moved by:

Second:

Vote:

Aye:

No:

Abstention:

Absent:

FRANICEVIC

HINTON

MOHR

PRYOR

WAY

RESOLUTION REGARDING TEXTBOOK AND INSTRUCTIONAL MATERIALS SUFFICIENCY FOR THE PINER-OLIVET UNION SCHOOL DISTRICT FOR THE 2020-2021 FISCAL YEAR

WHEREAS, the governing board of the Piner-Olivet Union School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on September 9, 2020, at 7:00 p.m. o'clock, which is on or before the eighth week of school and which did not take place during or immediately following school hours, and;

WHEREAS, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

WHEREAS, the governing board encouraged participation by parents, teachers, members of the community and bargaining unit leaders in the public hearing and;

WHEREAS, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the District, and;

WHEREAS, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home to complete required homework assignments, and;

WHEREAS, sufficient textbooks and instructional materials were provided to each student, including English learners, in mathematics, science, history-social science, and English/language arts, including the English language development component of an adopted program, consistent with the cycles and content of the curriculum frameworks, and;

NOW, THEREFORE, BE IT RESOLVED that for the 2020-2021 school year, the Piner-Olivet Union School District has provided each pupil with sufficient textbooks and instructional materials consistent with the cycles and content of the curriculum frameworks.

The foregoing resolution was introduced by Board Member _____ who moved its adoption, seconded by Board Member _____ and adopted on roll call on September 9, 2020 by the following vote:

BOARD MEMBER	Janae Franicevic	_____
BOARD MEMBER	Mardi Hinton	_____
BOARD MEMBER	Mindy Mohr	_____
BOARD MEMBER	Cindy Pryor	_____
BOARD MEMBER	John Way	_____

AYES: _____ NOES: _____ ABSENT: _____ NOT VOTING: _____

WHEREUPON, the President declared the foregoing resolution adopted, and

SO ORDERED.

Cindy Pryor, President
Piner-Olivet Union School District

Agenda Item Summary

Action Item: **16.6 Approval of Contract with Blach Construction Company for Solar Structure Repair**

Regular Meeting of: September 9, 2020	Action Item	Report Format: Oral
Attachment: Staff Report	Resolution	

Presented by: Felicia Koha, CBO

Background

There was some damage to a solar structure in front of the District Office during the 2019-20 year. The District has been working with our insurance provider, RESIG, to be reimbursed for the expense of the repairs. The District has been working with the original firm, Blach Construction Company, who constructed all of the solar structures within the district to make these repairs.

Issue(s)

Plan/Discussion/Detail

In order for the District to move forward with repair work, the attached contract will need to be awarded to Blach Construction Company.

Fiscal Impact

None; insurance to reimbursement District.

Options

Recommendation

Approve as presented

Motion:

Moved by:	Second:				
Vote:	Aye:	No:	Abstention:	Absent	
FRANICEVIC	HINTON		MOHR	PRYOR	WAY

CONTRACT

This Contract (“Contract”) is made by and between the Piner-Olivet Union School District (“District”), and Blach Construction (“Contractor”).

District and Contractor hereby agree as follows:

1. Description of Work

The Contractor agrees to furnish all labor, materials, equipment, tools, supervision, appurtenances, and services, including transportation and utilities, required to perform and satisfactorily complete all work required for the following project (“Project”) in full conformance with the Contract Documents: PV Damage Repair.

2. Contract Documents

The Contract Documents consist of the executed Contract and all Addenda, all approved change orders, the required Insurance forms, the Notice of Award, the Notice to Proceed, the General Conditions and any supplemental conditions, the Technical Specifications, the Drawings, Labor Compliance Program and Compliance Monitoring Unit program (if applicable), and Blach Construction Proposal for PV Damage Repair.

3. Compensation

As full compensation for the Contractor's complete and satisfactory performance of the work and activities described in the Contract Documents, the District agrees to pay Contractor, and Contractor agrees to accept the sum of Fifty Thousand Seven Hundred and Fifty Dollars (\$50,750.00), which shall be paid to the Contractor according to the Contract Documents.

4. Prevailing Wages

This Project is subject to prevailing wage requirements and Contractor and its Subcontractors are required to pay all workers employed for the performance of this Contract no less than the applicable prevailing wage rate for each such worker. If this Contract is for a public works project over \$25,000 or for a maintenance project over \$15,000, Contractor acknowledges that the project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations in accordance with California Labor Code sections 1725.5 and 1770 *et seq.*

5. Time for Completion

The starting date of the Contract shall be the day listed by the District in the Notice to Proceed and the Contractor shall fully complete all the work before the expiration of 14 calendar days from the starting date. Time is of the essence in the performance of this Contract.

6. Liquidated Damages

Liquidated damages for the Contractor's failure to complete the Contract within the time fixed for completion are established in the amount of \$250 per calendar day.

7. Performance and Payment Bonds

The Contractor shall file with the District the following bonds, using the bond forms provided with these Contract Documents:

- a) A corporate surety bond, in a sum not less than 100 percent of the amount of the Contract, to guarantee the faithful performance of the Contract.
- b) A corporate surety bond, in a sum not less than 100 percent of the amount of the Contract, to guarantee the payment of wages for services engaged and of bills contracted for materials, supplies, and equipment used in the performance of the Contract.

8. Independent Contractor

The parties intend that Contractor and Contractor's employees and agents, if any, in performing the services herein specified, shall act as an independent contractor and shall have control of the work and the manner in which it is performed in accordance with Labor Code section 2750.3. Contractor acknowledges that it is a sole proprietorship, partnership, limited liability company, limited liability partnership, or corporation, as defined by Labor Code section 2750.3(e). Contractor is not to be considered an agent or employee of District and is not entitled to participate in any pension plans, insurance, bonus or similar benefits District provides its employees. Contractor shall not at any time or in any manner represent that Individual is an official, officer, employee or agent of District.

IN WITNESS WHEREOF, the parties agree to the terms of this Contract on the day and year written below.

District

Contractor

By: _____
Individual Signature

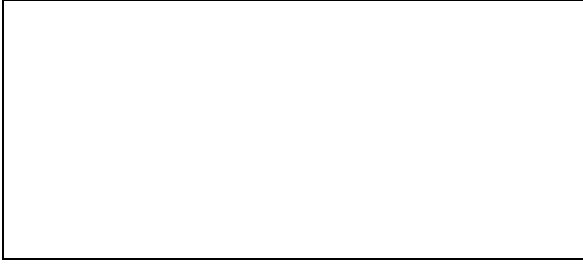
Contractor License No.
and Expiration Date

By: _____
Individual Signature

Title

Date

If Corporation, Place Seal Below:



For: _____
Corporation or Partnership

GENERAL CONDITIONS TO CONTRACT

1. DEFINITIONS

Architect: The person or firm holding a valid license to practice architecture or engineering which has been designated (if any designated) to provide architectural or engineering design services on this Project. If no architect or engineer has in fact been designated, then the matter shall be referred to the District Superintendent.

DSA: The State of California Division of the State Architect.

Final Completion: Final Completion is achieved when the Contractor has fully completed all Contract Document requirements, including, but not limited to, all final punch list items, to the District's satisfaction.

Inspector: The person engaged by the District to conduct the inspections required by the Education Code and Title 24.

Subcontractor: A person, firm, or corporation, duly licensed by the State of California, who has a contract with the Contractor regarding the Project.

2. ARCHITECT

The Architect is responsible for the overall design of the Project.

3. CONTRACT DOCUMENTS

a. Contents and Precedence

The Contract Documents consist of the executed Contract and all Addenda, all approved change orders, the required insurance forms, the Notice of Award, the Notice to Proceed, the General Conditions, any supplemental Conditions, and the Technical Specifications, the Drawings. The Contract Documents are complementary and anything required by one shall be as binding as if required by all. In case of conflicts within the Contract Documents, the order of precedence of interpretation shall be as listed above, with the executed Contract and any change order thereto having priority, and subsequent Addenda having priority over prior Addenda only to the extent modified by the subsequent Addenda. In case of conflict within the drawings, larger scale drawings shall govern smaller scale drawings, and written dimensions shall govern over scaled dimensions.

b. Ambiguities, Errors, and Inconsistencies

If, in the opinion of the Contractor, the construction details indicated on the drawings or otherwise specified are in conflict with accepted industry standards for quality construction and therefore might interfere with its full guarantee of the work involved, the Contractor

shall promptly bring this information to the attention of the Architect for appropriate action before submittal of the proposal. Contractor's failure to request clarification or interpretation of an apparent ambiguity, error or inconsistency waives that Contractor's right to thereafter claim any entitlement to additional compensation based upon an ambiguity, inconsistency, or error, which should have been discovered by a reasonably prudent Contractor, subject to the limitations of Public Contract Code §1104. During the Project, should any discrepancy appear or any misunderstanding arise as to the import of anything contained in the Contract Documents, the matter shall be promptly referred to the Architect, who will issue instructions or corrections.

c. Lines and Planes

All lines and planes appearing on Contract drawings to be horizontal or vertical and not explicitly indicated otherwise shall be constructed true and plumb. All lines and planes appearing on Contract drawings to intersect at right angles and not explicitly indicated otherwise shall be constructed at true right angles. Where details are indicated covering specific conditions, such details also apply to all similar conditions not specifically indicated.

d. Standards

The specification standards of the various sections of the Specifications shall be the procedural, performance, and material standards of the applicable association publications identified and shall be the required level of installation, materials, workmanship, and performance for the applicable work. Except where a specific date of issue is mentioned hereinafter, references to specification standards shall mean the edition, including amendments and supplements, in effect on the date of the Contract. Where no standard is identified and a manufacturer is specified, the manufacturer's specifications are the standards. All standards shall be subordinate to the requirements of the applicable codes and regulations.

Wherever in the Specifications an article, device or piece of equipment is referred to in the singular, such reference shall include as many such items as are shown on drawings or required to complete the installation.

4. INTENT OF DRAWINGS AND SPECIFICATIONS

Drawings and Specifications are to be read as an integrated document.

Figured dimensions shall be followed in preference to scaled dimensions, and the Contractor shall make all additional measurements necessary for the work and shall be responsible for their accuracy. Before ordering any material or doing any work, the Contractor shall verify all measurements at the Project site and shall be responsible for the correctness of same. It is the intent of the drawings and Specifications to show and describe complete installations. Items shown but not specified, or specified but not shown, shall be included unless specifically omitted.

The Specifications shall be deemed to include and require everything necessary and reasonably incidental to the completion of all work described and indicated on the drawings, whether particularly mentioned or shown, or not.

5. MASTER MANDATORY PROVISIONS

- a. Any material, item, or piece of equipment mentioned, listed or indicated without definition of quality, shall be consistent with the quality of adjacent or related materials, items, or pieces of equipment on the Project and in accordance with best practices.
- b. Any method of installation, finish, or workmanship of an operation called for, without definition of standard of workmanship, shall be followed or performed and finished in accordance with best practices and consistent with adjacent or related installations on the Project.
- c. Any necessary material, item, piece of equipment or operation not called for but reasonably implied as necessary for proper completion of the work shall be furnished, installed or performed and finished; and shall be consistent with adjacent or related materials, items, or pieces of equipment on the Project, and in accordance with best practices.
- d. Names or numbered products are to be used according to the manufacturers' directions or recommendations unless otherwise specified.

6. CONTRACTOR

- a. The Contractor shall perform all the work and activities required by the Contract Documents and furnish all labor, materials, equipment, tools and appurtenances necessary to perform the work and complete it to the District's satisfaction within the time specified. The Contractor shall at all times perform the work of this Contract in a competent and workmanlike manner and, if not specifically stated, accomplish the work according to the best standards of construction practice. The Contractor in no way is relieved of any responsibility by the activities of the architect, engineer, inspector or DSA in the performance of such duties.
- b. The Contractor shall employ a full-time competent superintendent and necessary assistants who shall have complete authority to act for the Contractor on all matters pertaining to the work. The superintendent shall be satisfactory to the District and, if not satisfactory, shall be replaced by the Contractor with one that is acceptable. Also, the superintendent shall not be changed without the written consent of the District unless the superintendent ceases to be employed by the Contractor.
- c. Contractor shall make the layout of lines and elevations and shall be responsible for the accuracy of both the Contractor's and the Subcontractors' work resulting therefrom. All dimensions affecting proper fabrication and installation of all Contract work must be verified by the Contractor prior to fabrication and installation by taking field measurements of the true conditions. The Contractor shall take, and assist Subcontractors in taking, all field dimensions required in performance of the work, and shall verify all dimensions and

conditions on the site. If there are any discrepancies between dimensions in drawings and existing conditions which will affect the work, the Contractor shall promptly bring such discrepancies to the attention of the Architect for adjustment before proceeding with the work. Contractor shall be responsible for the proper fitting of all work and for the coordination of all trades, Subcontractors and persons engaged upon this Contract.

- d. Contractor shall do all cutting, fitting, or patching of Contractor's work that may be required to make its several parts come together properly and fit it to receive or be received by work of other contractors as shown, or reasonably implied by, the drawings and Specifications for the completed work. Any cost incurred by the District due to defective or ill-timed work shall be borne by the Contractor.

7. RESPONSIBILITY OF CONTRACTOR

- a. Contractor shall be held strictly responsible for the proper performance of all work covered by the Contract Documents, including all work performed by Subcontractors. All work performed under this Contract shall comply in every respect to the rules and regulations of all agencies having jurisdiction over the Project or any part thereof.
- b. Contractor shall perform the duties and shall submit Verified Reports as required by Title 24, California Code of Regulations ("CCR").
- c. With respect to work performed at and near a school site, Contractor shall at all times take all appropriate measures to ensure the security and safety of students and staff, including, but not limited to, ensuring that all of Contractor's employees, Subcontractors, and suppliers entering school property strictly adhere to all applicable District policies and procedures, e.g., sign-in requirements, visitor badges, and access limitations.

8. SUBCONTRACTORS

- a. Nothing contained in the Contract Documents shall create any contractual relationship between any Subcontractor and the District. The District shall be deemed to be the third party beneficiary of the contract between the Contractor and each Subcontractor. If the Contractor does not specify a Subcontractor for any portion of the work to be performed under this Contract, as required by law, Contractor shall perform that portion of the work with its own forces. The Contractor shall not substitute any other person or firm as a Subcontractor for those listed in the List submitted by the Contractor, without the written approval of the District and in conformance with the requirements of the Public Contract Code. The District reserves the right of approval of all Subcontractors proposed for use on this Project, and to this end, may require financial, performance, and such additional information as is needed to secure this approval. If a Subcontractor is not approved, the Contractor shall promptly submit another firm of the same trade for approval.

9. INSURANCE

- a. Contractor shall obtain the following insurance from a company or companies acceptable to the District. All required insurance must be written by a company licensed to do business in the State of California at the time the policy is issued. All required insurance shall be equal to or exceed an A VIII rating as listed in Best's Insurance Guides' latest edition. On a case-by-case basis, the District may accept insurance written by a company listed on the State of California Department of Insurance List of Eligible Surplus Lines ("LESLI List") with a rating of A VIII or above as listed in Best's Insurance Guides' latest edition. Required documentation of such insurance shall be furnished to the District within the time stated in the Notice of Award. Contractor shall not commence work nor shall it allow its employees or Subcontractors or anyone to commence work until all insurance required hereunder has been submitted and approved in writing by the District and a notice to proceed has been issued.
- b. Contractor shall take out and maintain at all times during the life of this Contract, up to the date of acceptance of the work by the District, the following policies of insurance:
- 1) Public Liability Insurance: Personal injury and replacement value property damage insurance for all activities of the Contractor and its Subcontractors arising out of or in connection with this Contract, written on a comprehensive general liability form including contractor's protected coverage, blanket contractual, completed operations, vehicle coverage and employer's non-ownership liability coverage, in an amount no less than \$2,000,000 combined single limit personal injury and property damage for each occurrence, and a general aggregate limit which applies either separately or specifically to this Contract of \$2,000,000.
 - 2) Builders' Risk Insurance: Contractor shall procure and maintain builders' risk insurance (all-risk coverage) for an amount equal to one hundred percent of the Contract sum for the benefit of the District, and the Contractor and Subcontractors as their interest may appear. In projects involving no structural change or building construction, this requirement may be waived in writing, at the District's sole option.
 - 3) Automobile Insurance. Automobile liability insurance covering bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence. Such insurance shall include coverage for owned, hired, and nonowned vehicles

These policies shall include the following coverage:

- 1) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured and the coverages afforded shall apply as though separate policies have been issued to each insured.
- 2) This policy does not exclude explosion, collapse, underground excavation hazard, or removal of lateral support.

c. Endorsements:

- 1) The policies specified above shall be endorsed with the following specific language:

“The District is named as an 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, death or property damage or destruction arising in any respect directly or indirectly in the performance of the Contract.”
- 2) The certificates must state that the insurance is under an occurrence based, and not a claims-made policy (policies). Both the Public Liability Policy and the Builders' Risk Policy specified above shall be endorsed with the following specific language:
 - i. The insurance provided herein is primary and no insurance held or owned by the District shall be called upon to contribute to a loss.
 - ii. Coverage provided by this policy shall not be reduced or canceled without thirty (30) days written notice given to the District by certified mail.

d. Documentation:

Within ten (10) calendar days following issuance of the Notice of Award of the Contract, the following documentation of insurance shall be submitted to the District for approval prior to issuance of the Notice to Proceed: signed certificates of insurance showing the limits of insurance provided and copies of the specified endorsements for each policy. Certified copies of all policies shall be provided to the District upon request. If Contractor fails to submit the required documentation for all coverage required by this Contract within ten (10) calendar days following issuance of the Notice of Award, the District may, acting in its sole discretion, rescind the Notice of Award and the Contract.

- e. If the Contractor fails to maintain such insurance, the District may take out such insurance to cover any damages for which the District might be held liable on account of the Contractor's failure to pay such damages, and deduct and retain the amount of the premiums from any sums due the Contractor under the Contract.

f. Workers' Compensation Insurance:

- 1) Within ten (10) calendar days following issuance of the Notice of Award of the Contract, the Contractor shall furnish to the District satisfactory proof that the Contractor and all Subcontractors it intends to employ have procured, for the period covered by the Contract, full Workers' Compensation insurance as required by law.

10. CODES AND REGULATIONS

- a. The Contractor shall be knowledgeable regarding and shall comply with applicable portions of Code of Regulations Title 24, the applicable Building Codes, and all other codes, ordinances, regulations or orders of properly constituted authority having jurisdiction over the work of this Project. The Contractor shall examine the Contract Documents for compliance with these codes and regulations and shall promptly notify the Architect of any discrepancies.
- b. All work and materials shall be in full accordance with the latest rules and regulations of the Safety Orders of the Division of Industrial Safety and the applicable State laws and/or regulations. Nothing in the Project plans or Specifications is to be construed to permit work not conforming to the applicable Codes. Buildings and/or all other construction covered by this Contract shall meet all the regulations for access by the physically handicapped as administered by the Division of the State Architect and as may be required by federal or state law.

11. PERMITS AND TAXES

The Contractor shall obtain and pay for all permits, fees and licenses that are required in order to perform the work under this Contract. The District shall pay connection charges and meter costs for new permanent utilities required by these Contract Documents.

The Contractor shall pay for all applicable taxes on materials and equipment.

12. PATENTS AND ROYALTIES

All fees or claims for patents, royalties or licenses on materials, equipment or processes used in the performance of work on this Project shall be included in the amount of the Contract price.

13. SAFETY AND FIRE PREVENTION

- a. The Contractor, Subcontractors and all of their agents and employees shall fully comply with all of the provisions and requirements of CAL/OSHA, Title 8, California Code of Regulations and all other safety codes applicable to the Project. The Contractor shall take thorough precautions at all times for the protection of persons and property, and shall be liable for all damages to persons or property, either on or off the site, which occur as a result of Contractor's prosecution of the work. The Contractor shall obtain permits for, install and maintain in safe condition barricades, walkways, fences, railings, and whatever other safeguards that may be necessary to protect persons and property from damage as a result of the construction under this Contract.
- b. Contractor is required to ensure Material Safety Data Sheets ("MSDS") are available in a readily accessible place at the work site for any material requiring a MSDS pursuant to the federal "Hazard Communication" standard or employee "right to know" laws. Contractor is also required to ensure proper labeling on materials brought on the job site such that any

person working with the material or within the general area of the material is informed of the hazards of the material and follows proper handling and protection procedures. A copy of the MSDS shall also be promptly submitted directly to the District.

- c. Contractor shall take extraordinary care to prevent fires.

14. HAZARDOUS MATERIALS

Unless otherwise specified, this Contract does not include the removal, handling, or disturbance of any hazardous substances or materials encountered in the new construction or on the Project grounds. If such substances or materials are encountered, work shall cease in that area and the District shall be promptly notified to take appropriate action for removal or otherwise abating the condition in accordance with current regulations applicable to the District.

No asbestos, asbestos-containing products or other hazardous materials shall be used in this construction or in any tools, devices, clothing or equipment used to further this construction.

15. TEMPORARY FACILITIES

The Contractor shall obtain permits for, install and maintain in safe condition all scaffolds, hoisting equipment, barricades, walkways, or other temporary structures that may be required to accomplish the work. Such structures shall be adequate for the intended use and capable of safely accepting all loads that may be imposed upon them. They shall be installed and maintained in accordance with all applicable codes and regulations.

16. SIGNS

No signs may be displayed on or about the District's property (except those which may be required by law) without the District's prior written approval of size, content and location. Any signs required by the District will be designated in the Supplemental General Conditions.

17. TIME

- a. The Contractor shall commence the work on the date indicated in the Notice to Proceed. Time is of the essence regarding the Contract work, and the Contractor shall prosecute the work diligently and regularly at such a rate of progress as to ensure completion of this Project within, or sooner than, the time specified.
- b. The Contractor and Subcontractors shall provide and maintain enough manpower, materials and equipment to ensure a rate of construction progress that will complete the Project within or sooner than the time specified and according to the schedule of work. If, in the District's opinion, the Contractor and/or Subcontractors are not prosecuting the work at a sufficient rate of progress to meet the Project schedule, the District may direct the Contractor to provide additional manpower, materials or equipment, or to work additional hours, holidays or weekends without additional cost to the District until the work is progressing in a manner satisfactory to the District. Failure to prosecute the work in a timely manner according to

the Project schedule is considered a breach of Contract and shall be cause for termination of the Contract.

18. CONSTRUCTION SCHEDULE

- a. Within fifteen (15) calendar days after the award of the Contract, the Contractor shall prepare and submit to the Architect and District an as-planned construction schedule showing in detail how the Contractor plans to prosecute the work within the time set for Final Completion. The schedule shall include the work of all trades necessary for construction of the Project, and shall be sufficiently complete and comprehensive to enable progress to be monitored on a day-by-day basis. The information for each activity shall include at a minimum the activity description, duration, start date and completion date.
- b. The Contractor shall take care in the preparation of the schedule to ensure that it represents an accurate and efficient plan for accomplishing the work. If the Project is more than one week behind schedule, it must be promptly revised showing how the Contractor plans to complete the work, but in no case shall it show a completion date later than that required by the Contract, unless a time extension has been granted. The current schedule shall be kept posted in the Contractor's project office on site.

19. DELAYS AND TIME EXTENSIONS

- a. The Contractor may be granted a time extension if the Contractor encounters an unavoidable delay of the work due to causes completely beyond the Contractor's control and which the Contractor could not have avoided by the exercise of reasonable care, prudence, foresight and diligence. The Contractor will not be granted time extensions for weather conditions which are normal for the location of the Project, according to the U. S. Weather Bureau Records.
- b. A request for extension of time and compensation related thereto shall be made in writing to the Architect and District within ten (10) calendar days of the date the delay is encountered, or shall be deemed waived. The request shall include a detailed description of the reasons for the delay and corrective measures by the Contractor.
- c. No damages or compensation or any kind shall be paid to a Contractor because of delays in the progress of work, whether such delays be avoidable or unavoidable, that are not the responsibility of District. District's liability to Contractor for delays for which District is responsible shall be limited to an extension of time unless such delays were unreasonable under the circumstances involved and were not within the contemplation of the parties when the Contract was awarded. The District shall not be liable for any damages which the Contractor could have avoided by any reasonable means including, but not limited to, the more judicious handling of forces or equipment.

20. LIQUIDATED DAMAGES

- a. The parties understand and agree that the goodwill, educational process, and other business of District will be damaged if the Project is not completed within the time limits required. The parties have further agreed that the exact amount of damages for failure to complete the Work within the time specified is, in some cases, extremely difficult, impractical, or impossible to determine. As to those damages that are difficult, impractical, or impossible to determine, Should the Contractor fail to achieve Final Completion of this Contract within the time fixed for Final Completion, together with extensions granted by the District for unavoidable delays, Contractor shall become liable to the District in the amount specified in the Contract per calendar day for each day the Contract remains incomplete beyond the time for Final Completion, as liquidated damages and not as a penalty. Contractor shall not be charged with liquidated damages when the delay in completion of the work beyond the time for Final Completion is due to acts of the District.
- b. In addition to any liquidated damages which may be assessed, if Contractor fails to achieve Final Completion of this Contract within the time fixed for Final Completion, together with extensions granted by the District for unavoidable delays, and if as a result District finds it necessary to incur any costs and/or expenses, or if District receives any claims by other contractors, subcontractors, or third parties claiming time or other compensation by reason of Contractor's failure to complete work on time, Contractor shall pay all those costs and expenses incurred by District. These costs and expenses may include but are not limited to such items as rental payments, inspection fees, and additional architectural fees, whether related to the acquisition of facilities or caused by the delay in completion.
- c. Any money due or to become due the Contractor may be retained to cover liquidated and other delay damages. Should such money not be sufficient to cover those damages, the District shall have the right to recover the balance from the Contractor or Contractor's sureties.
- d. Should the District authorize suspension of the work for any cause, the time work is suspended will be added to the time for completion. Suspension of the work by the District shall not be a waiver of the right to claim liquidated or other delay damages as set forth in this section.

21. DISTRICT'S RIGHT TO STOP WORK; TERMINATION OR SUSPENSION OF THE CONTRACT

a. District's Right to Stop Work:

In addition to or as an alternative to any and all other remedies available to the District, if the Contractor fails to correct work which is not performed in accordance with the Contract Documents, or if the Contractor persistently fails to perform the work in accordance with the Contract Documents, the District may by written order direct the Contractor to stop the work, or any portion thereof, until the cause for such order has been eliminated to the satisfaction of the District. However, the right of the District to stop the work shall not give rise to a duty on the part of the District to exercise this right for the benefit of the Contractor or any

other person or entity, and the failure of the District to do so shall not be raised as a defense to the Contractor's failure to perform the work in accordance with the Contract Documents.

b. Termination for Cause:

- 1) If the Contractor refuses or fails to furnish sufficient materials, work force, equipment, and appurtenances to properly prosecute the work in a timely manner, or if Contractor refuses or fails to comply with any provisions of the Contract Documents, or if Contractor should file a bankruptcy petition or make a general assignment for the benefit of Contractor's creditors or if a receiver should be appointed on account of Contractor's insolvency, then the District may give the Contractor written notice of intention to terminate the Contract. Unless within seven (7) calendar days after the serving of such notice upon the Contractor such violation shall cease and arrangements for correction of such conditions shall be made satisfactory to the District, the Contract shall cease and terminate. In the event of such termination, the District shall immediately serve written notice thereof upon the Contractor.

c. Termination or Suspension for Convenience:

The District reserves the right, in its sole discretion, to terminate or suspend all or part of the Contract for convenience following three (3) days written notice to the Contractor. In the event of termination or suspension for convenience, Contractor shall have no claims against the District, except:

- 1) The actual cost of labor, materials and services provided pursuant to the Contract, and which have not yet been paid for, as documented by timesheets, invoices, receipts and the like; and
- 2) Five percent (5%) of the total cost of the work performed as of the date of notice of termination or suspension or five percent (5%) of the value of the work yet to be completed, whichever is less. The parties agree that this amount shall constitute full and fair compensation for all of Contractor's lost profits and other damages resulting from the termination or suspension for convenience.

22. ASSIGNMENT OF CONTRACT

The Contractor may not assign or delegate all or any portion of this Contract without the written consent of the District and no such consent shall be given which would relieve the Contractor of its responsibilities under the Contract. The Contractor may assign, without liability to the District, monies due the Contractor under the Contract to banks, trust companies or other financial institutions provided written notice thereof is promptly delivered to the District. Assignment of monies earned by the Contractor shall be subject to the same retention as other payments made to Contractor, and shall also be subject to setoffs and back charges as provided by this Contract.

23. COORDINATION WITH OTHER CONTRACTS

- a. The District reserves the right to do other work or award other contracts in connection with this Project. By entering into this Contract, Contractor acknowledges that there may be other contractors on or adjacent to the Project site whose work must be coordinated with that of its own. Contractor expressly warrants and agrees that it will cooperate with other contractors and will do nothing to delay, hinder, or interfere with the work of other contractors, or that of the District, its Architect and Construction Manager. Contractor also expressly agrees that in the event its work is hindered, delayed, interfered with, or otherwise affected by a separate contractor, its sole remedy will be a direct action against the separate contractor. To the extent allowed by law, the Contractor expressly waives any remedy against the District, its Architect and Construction Manager on account of delay, hindrance, interference or other such events caused by a separate contractor.
- b. If Contractor is aware of a current or potential conflict between Contractor's work and the work of another contractor on the site, and is unable to informally resolve the conflict directly with the other contractor, Contractor shall promptly provide written notice to the District, with a copy to the Architect and the other contractor, specifying the nature of the conflict, the date upon which the conflict arose, and the steps taken to attempt to resolve the conflict. The District may issue written instructions to address the conflict.
- c. If, through Contractor's negligence, any other contractor or subcontractor shall suffer loss or damage to the work, Contractor shall make a reasonable effort to settle with such other contractor and subcontractor by agreement or arbitration. If such other contractor or subcontractor shall assert any claim against the District or Architect, on account of any damage alleged to have been so sustained, the District or Architect shall notify the Contractor, who shall defend such proceedings at Contractor's own expense and save harmless and indemnify the District and the Architect from any such claim.

24. SUBMITTALS: SHOP DRAWINGS, CUTS AND SAMPLES

- a. Five (5) copies of shop drawings, brochures and cuts and samples in quantities specified by the Architect shall be submitted to the Architect for all items for which they are required by the plans and Specifications. Prior to transmittal, the Contractor shall examine all submittals for accuracy and completeness in order to verify their suitability for the work and compliance with the Contract Documents and shall sign and date each submittal. Submittals shall be made sufficiently before the items are required for the work so as to cause no delay and shall be in accordance with the Project construction schedule.

25. PAYMENTS

- a. Cost Breakdown:

Prior to submitting Contractor's first request for payment, the Contractor shall prepare and submit to the Architect and District a cost breakdown (schedule of values) showing the major work items for each trade or operation required in construction of the Project. The work

items shall be sufficiently detailed to enable the Architect to accurately evaluate the completion percentages requested by the Contractor. The cost for each work item shall include overhead and profit. The total of all work item costs shall equal the amount of the Contract.

b. Progress Payments:

The Contractor will, on or about the last day of each month, make an estimate of the value of the work completed by Contractor in the performance of the Contract. These estimates shall be subject to the review and approval of the Architect. The first such estimate will be of the value of the work completed after the Contractor commenced the performance of the Contract, and every subsequent estimate, except the final estimate, will be of the value of the work completed since the immediately preceding estimate. Such estimates will be based on labor, materials and equipment incorporated into the work, and items of materials and equipment delivered to the Project. The Contractor shall be responsible for the security and protection of such materials and equipment delivered to the Project and not incorporated in the work. Within thirty (30) calendar days after the approval of each estimate for progress payment, the District will pay to the Contractor an amount equal to ninety five (95) percent of the approved estimate. Payments may at any time be withheld if in the judgment of the District the work is not proceeding in accordance with the Contract Documents, the Contractor is not complying with the requirements of the Contract, stop notices have been timely filed, the estimate contains an error, or the District has incurred costs or requests reasonable financial assurances regarding defective work by the Contractor.

d. Final Payment:

Within thirty (30) days after all required work is fully completed in accordance with the Contract Documents, the Contractor shall submit a final invoice for the total value of the work completed in accordance with the Contract, which shall be subject to review and approval by the District. As required by law, District shall pay Contractor the unpaid balance of the Contract price of the work, or the whole Contract price of the work if no progress payment has been made, determined in accordance with the terms of the Contract, less such sums as may be lawfully retained under any provision of the Contract, including, but not limited to, amounts retained as liquidated damages, for stop notices, for third-party claims for which the Contractor is required to indemnify the District, for defective work and costs incurred by the District in connection therewith, or for other such claims and damages attributable to the Contractor ("Final Payment"). Prior progress estimates and payments are subject to correction in the Final Payment. Tender of the Final Payment shall constitute denial by the District of any unresolved claim. Contractor's acceptance of the Final Payment shall operate as a full and final release to the District and its agents from any and all unasserted claims Contractor has, or may have, related to this Contract.

e. Payments Do Not Imply Acceptance of Work:

The granting of any progress payment or payments by the District or the receipt thereof by the Contractor shall not constitute acceptance of the work or of any portion thereof, and shall in no way lessen the liability of the Contractor to replace unsatisfactory work or material,

whether or not the unsatisfactory character of such work or material was apparent or detected at the time such payment was made.

f. Release:

The Contractor and each assignee under an assignment in effect at the time of Final Payment shall, if required by the District, execute and deliver at the time of Final Payment and as a condition precedent to Final Payment, a release in form and substance satisfactory to and containing such exemptions as may be found appropriate by the District, discharging the District, its officers, agents and employees of and from liabilities, obligations and claims arising under this Contract.

h. Payment to Subcontractors and Suppliers:

The Contractor shall pay each Subcontractor and supplier promptly on receipt of each progress payment from the District for the materials, labor and equipment delivered to the site or incorporated in the work by each Subcontractor during the period for which the progress payment is made, less any retention as provided above.

i. Stop Notice Costs:

The District reserves the right to charge the Contractor, or to withhold from release of retention, all costs incurred by the District, including attorney's fees, for processing and defending stop notice claims.

26. MODIFICATIONS OF CONTRACT

a. Changes In The Work:

- 1) The District, before the date of acceptance of the work, may, without notice to the Sureties, order changes in the work ("Modifications"), may order extra materials and extra work in connection with the performance of the Contract, and the Contractor shall promptly comply with such orders. All Modifications must be approved by DSA and the State Fire Marshall, if applicable, as required by law.
- 2) If changes ordered in design, workmanship or materials are of such a nature as to increase or decrease the cost of any part of the work, the price fixed in the Contract shall be increased or decreased by such amount as represents the reasonable and proper allowance for the increase or decrease in the cost of the work in accordance with the provisions of this Article, and any other applicable terms of the Contract, including, but not limited to, the Contractor's schedule of values and the price for allowances, if any. Except as provided by law, the total cost of all Modifications shall not exceed ten (10) percent of the original Contract price.
- 3) In the case of a disputed work item, the District may direct the Contractor to perform the disputed work at no additional cost to the District on the grounds that the work

is adequately indicated in the Contract Documents, and therefore already included in the Contract price. If the Contractor maintains that the disputed work represents a modification to the Contract, Contractor may submit a claim in accordance with Article 39, Resolution of Construction Claims. Notwithstanding any dispute regarding the requirements of the Contract Documents, Contractor shall promptly and fully comply with the District's directive. Contractor's failure to do so shall be deemed a material breach of this Contract, and in addition to all other remedies, District may, at its sole discretion, hire another contractor and/or use its own forces to complete the disputed work at Contractor's sole expense, and may deduct the cost of such work from the Contract price.

b. Cost Breakdown:

When the Modification is proposed, the Contractor shall furnish a complete breakdown of actual costs of both credits and extras, itemizing materials, labor, taxes, overhead and profit. Subcontract work shall be so indicated. All costs must be fully documented. The following limitations shall apply:

1) Limitations Where Contract Price Changes are Involved:

(a) Overhead and Profit for the Contractor. The Contractor and any subcontractor's overhead and profit on the cost of subcontracts shall be a sum not exceeding ten percent (10%) of such costs. The Contractor's overhead and profit on the costs of work performed by the Contractor shall be a sum not exceeding fifteen percent (15%) of such costs. Overhead and profit shall not be applied to the cost of taxes and insurance by Contractor or Subcontractors or to credits. No processing or similar fees may be charged by the Contractor in connection with the Modification.

(b) Taxes. State and city sales taxes should be indicated. Federal excise tax shall not be included. (District will issue an exemption on request.)

2) Change Order Certification:

All change orders and requests for proposed change orders shall be deemed to include the following certification by the Contractor:

"The undersigned Contractor approves the foregoing as to the changes in work, if any, and as to the Contract price specified for each item and as to the extension of time allowed, if any, for completion of the Project as stated herein, and agrees to furnish all labor, materials, and service and to perform all work necessary to complete any additional work specified for the consideration stated herein. Submission of claims which have no basis in fact or which Contractor knows are false are made at the sole risk of the Contractor and may be a violation of the False Claims Act, as set forth in Government Code §§12650 *et seq.* It is understood that

the changes to the Contract Documents set forth herein shall only be effective upon approval by the Governing Board of the District.

"It is expressly understood that the value of the extra work or changes expressly includes any and all of the Contractor's costs and expenses, both direct and indirect, resulting from additional time required on the Project or resulting from delay to the Project. Any costs, expenses, damages, or time extensions not included herein are deemed waived."

c. Unit Prices, Schedule of Values, or Allowances:

Where Unit Prices, a Schedule of Values, and/or Allowances are required by the Contract Documents, that pricing shall govern in computing any additions to or deductions from the Contract price on account of any added or omitted work. Unit Prices listed in the original Contract include all costs and no addition of any description will be allowed.

d. Time and Materials:

If it is impractical, because of the nature of the work, or for any other reason, to fix an increase in price in advance, the Change Order may fix a maximum price which shall not under any circumstances be exceeded, and subject to such limitation, such alteration, modification or extra shall be paid for at the actual necessary cost as determined by the sum of the following items (1) to (5) inclusive:

- 1) Labor, including premium on compensation insurance and charge for Social Security taxes, and other taxes pertaining to labor.
- 2) Material, including sales taxes and other taxes pertaining to materials.
- 3) Plant and equipment rental, to be agreed upon in writing before the work is begun. No charge for the cost of repairs to plant or equipment will be allowed.
- 4) Overhead and profit computed at fifteen percent (15%) of the total of Items (1) to (3) inclusive.

If the Time and Materials work is done by a Subcontractor, the amount shall be determined as set forth above under items (1) to (5) inclusive. The Contractor's overhead and profit on the costs of subcontracts (exclusive of taxes and insurance) shall not exceed ten percent (10%) of such costs.

The District reserves the right to furnish such materials as it may deem expedient, and no allowance will be made for profit thereon. The above-described methods of determining the payment for work and materials shall not apply to the performance of any work or the furnishing of any material which, in the judgment of the District, may properly be classified under items for which prices are established in the Contract.

e. Oral Modifications:

No oral statements of any person shall in any manner or degree modify or otherwise affect the terms of the Contract.

27. INDEMNITY

Contractor shall defend with counsel acceptable to the District, indemnify and hold harmless to the full extent permitted by law, the District and its Board of Trustees, officers, agents, Architect, construction manager, employees and volunteers from and against any and all liability, loss, damage, claims, expenses, fines, judgments and costs (including, without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Contractor's performance of the Project or its failure to comply with any of its obligations contained in these Contract Documents, except such Liability caused by the sole negligence or willful misconduct of the District. Such indemnification shall extend to all claims, demands, or liabilities occurring after completion of the project as well as during the progress of the work. Pursuant to Public Contract Code §9201, District shall timely notify Contractor of receipt of any third-party claim relating to this Project.

28. WARRANTY OF TITLE

Contractor warrants that title to all work, materials or equipment included in a request for payment shall pass and transfer to the District whether or not they are installed or incorporated in the Project, free from any claims, liens or encumbrances, when such payment is made to the Contractor. Contractor further warrants that no such work, materials or equipment have been purchased for work under the Contract subject to an agreement by which an interest therein or an encumbrance thereon is retained by the seller or supplier.

29. GUARANTEE AND WARRANTY

a. By signing this Contract, Contractor agrees to the following guarantee and warranty:

Guarantee & Warranty

Contractor hereby guarantees and warrants its work on the Project for a period of two (2) years from the date of the filing of the Notice of Completion as follows.

Contractor shall promptly repair or replace to the satisfaction of the District any or all work that appears defective in workmanship, equipment and/or materials for whatever reason, ordinary wear and tear and unusual abuse or neglect excepted, together with any other work which may be damaged or displaced in so doing.

Contractor agrees to promptly correct and remedy any failure by the Contractor to conform its work, activities and services to the requirements of the Contract Documents.

In the event of the Contractor's failure to comply with the above-mentioned obligations within ten (10) calendar days of notice, or sooner if required by an emergency, Contractor hereby authorizes the District to have the defects or deficiencies repaired, remedied, corrected and made good at Contractor's expense, and Contractor shall pay the costs and charges therefore upon demand.

30. SUBSTITUTIONS

- a. Wherever in the drawings or Specifications a material or product is called for by trade or brand names or manufacturer and model number, alternative items of equal quality and purpose may be proposed for use by the Contractor. The burden of proof of equality is on the Contractor, and Contractor shall furnish all information and supplies necessary for the Architect to make a thorough evaluation of the proposed substitution. The Architect's decision about the equality of the proposed substitution is final, and if the proposed substitution is not approved, the Contractor shall install the item called for. Proposed substitutions and any changes in adjacent work caused by them shall be made by the Contractor at no additional cost to the District.
- b. In the event Contractor makes substitutions in materials, equipment, or designs, with or without the District's approval, other than those authorized herein, the Contractor shall then assume full responsibility for the effects of such substitutions on the entire Project, including the design, and shall reimburse the District for any charges resulting from such substitutions, including any charges for modifications in the work of other trades, and including any charges for additional design and review, plus reasonable and customary mark-ups.

31. INSPECTION

- a. All materials, equipment and workmanship used in the work of the Project shall be subject to inspection or testing at all times and locations during construction and/or manufacture. Any material or work found to be unsatisfactory or not according to the Contract Documents shall be replaced with the correct material or work and the defective items promptly removed, all at the Contractor's expense, when directed to do so by any of the above-named persons having authority over the work. The cost of review time and analysis by the Architect or other District consultants necessitated by incomplete or defective work by the Contractor shall be charged to the Contractor.
- b. Inspection and testing by the District or its representatives shall not relieve the Contractor from complying with the requirements of the Contract Documents. The Contractor is responsible for its own quality control.

32. CLEANUP

The Contractor shall maintain the premises and area of the work in a neat and clean condition. No burning of rubbish on site shall be allowed. The Contractor shall control dust on the site by sprinkling at whatever intervals are necessary to keep it laid down and shall take measures to prevent dust and debris from being accidentally transported outside the area of the work.

33. INSTRUCTIONS AND MANUALS

Three copies of the maintenance instructions, application/installation instructions and service manuals called for in the Specifications shall be provided by the Contractor.

34. AS-BUILT DRAWINGS

The Contractor and all Subcontractors shall maintain on the work site a separate complete set of contract drawings which will be used solely for the purpose of recording changes made in any portion of the work during the course of construction, regardless of the reason for the change. As changes occur, there will be included or marked on this record set on a daily basis if necessary to keep them up to date at all times. Progress payments may be delayed or withheld until such time as the record set is brought up to date to the satisfaction of the Architect. The Contractor shall verify that all changes in the work are included in the "AS-BUILT" drawings and deliver the complete set thereof to the Architect for review and approval within thirty (30) calendar days after District's notice of completion. District's acceptance and approval of the "AS-BUILT" drawings are a necessary condition precedent to the release of the final retention.

35. SUBSTITUTION OF SECURITIES

- a. Pursuant to Public Contract Code §22300, Contractor may request in writing that it be allowed at its own expense to substitute securities for moneys withheld by District to ensure performance under this Contract. Only securities listed in Government Code §16430 and bank or savings and loan certificates of deposit, interest-bearing demand deposit accounts, standby letters of credit, or any other security mutually agreed to by Contractor and District shall qualify under this Article. Securities equivalent to the amount withheld shall be deposited with the District or with a state or federally chartered bank in California as the escrow agent. Upon satisfactory completion of the Contract and on written authorization by the District, the securities shall be returned to Contractor. Contractor shall be the beneficial owner of the securities and shall receive any interest thereon. The Contractor may alternatively request District to make payment of retentions earned directly to the escrow agent at the expense of the Contractor.
- b. At the expense of the Contractor, the Contractor may direct the investment of the payments into securities and the Contractor shall receive the interest earned on the investments upon the same terms provided for above for securities deposited by Contractor. Upon satisfactory completion of the Contract, Contractor shall receive from the escrow agent all securities, interest, and payments received by the escrow agent from the District. The Contractor shall

pay to each Subcontractor, not later than 20 days of receipt of payment, the respective amount of interest earned, net of costs attributed to retention withheld from each Subcontractor, on the amount of retention.

- c. Any escrow agreement entered into pursuant to this Article shall comply with Public Contract Code §22300 and shall be subject to approval by District's counsel.

36. LABOR STANDARDS

The Contractor shall comply with the Labor Code as it pertains to this project. In accordance with Labor Code §1810, eight (8) hours of labor shall constitute a legal day's work under this Contract. Contractor and any Subcontractor shall pay workers overtime pay as required by Labor Code §1815. The Contractor shall pay each worker, laborer, mechanic or persons performing work under this Contract at a rate not less than the prevailing wage for each craft or classification covering the work actually performed.

Contractor shall comply with Labor Code §§1773.3, 1777.5 and 1777.6, and 3077 *et. seq.* with regard to apprentices, each of which is incorporated by reference into this Contract. .

As required by Labor Code §1773.2, the District has available copies of the general prevailing rate of per diem wages for workers employed on public work as determined by the Director of the Department of Industrial Relations, which shall be available to any interested party on request. Contractor shall post a copy of the document at each job site.

The Contractor and each Subcontractor shall pay each worker performing work under this Contract at a rate not less than the prevailing wage as defined in Labor Code §1771 and 1774 and §16000(a) of Title 8, California Code of Regulations.

The Contractor agrees to comply with the provisions of §§1776 and 1812 of the Labor Code. The Contractor and each Subcontractor shall keep or cause to be kept an accurate record showing the names, addresses, social security numbers, work classifications, straight time and overtime hours worked each day and week of all workers employed by Contractor in connection with the execution of this Contract or any subcontract thereunder and showing the actual per diem wages paid to each of such workers.

37. PROJECT COMPLETION

- a. When all of the work to be performed under this Contract has been fully completed, the Contractor shall notify the Architect and District, in writing, setting a date for inspection. The Contractor and Subcontractor representatives shall attend the inspection. As a result of this inspection, the Architect will prepare a list of items ("punch list") that are incomplete or not installed according to the Contract Documents. Failure to include items on this list does not relieve the Contractor from fulfilling all requirements of the Contract Documents.
- b. The Architect will promptly deliver the punch list to the Contractor and it will include a period of time by which the Contractor shall complete all items listed thereon. On

completion of all items on the punch list, verified by a final inspection, and all other Contract requirements, so that Final Completion has been achieved to the District's satisfaction, the District will file a Notice of Completion with the County Recorder. Payment of retention from the Contract, less any sums withheld pursuant to the terms of this Contract or applicable law, shall not be made sooner than thirty-five (35) calendar days after the date of filing of Notice of Completion.

- c. District reserves the right to occupy buildings and/or portions of the site at any time before Completion, and occupancy shall not constitute final acceptance of any part of the Work covered by the Contract Documents, nor shall such occupancy extend the date specified for completion of the Work. Beneficial occupancy of building(s) does not commence any warranty period or entitle Contractor to any additional compensation due to such occupancy, or affect in any way or amount Contractor's obligation to pay liquidated damages for failure to complete the Project on time.

38. TRENCHING OR OTHER EXCAVATIONS

a. Excavations or Trenches Deeper than Four Feet:

If the Project involves digging trenches or other excavations that extend deeper than four feet, the following provisions shall be a part of this Contract:

- 1) The Contractor shall promptly, and before the following conditions are disturbed, provide written notice to the District if the Contractor finds any of the following conditions:
 - (a) Material that the Contractor believes may be a hazardous waste, as defined in §25117 of the Health and Safety Code, which is required to be removed to a Class I, Class II, or Class III disposal site in accordance with the provisions of existing law.
 - (b) Subsurface or latent physical conditions at the site which are different from those indicated or expected.
 - (c) Unknown physical conditions at the site of any unusual nature or which are materially different from those ordinarily encountered and generally recognized as inherent in work which the Contractor generally performs.
- 2) In the event that the Contractor notifies the District that Contractor has found any of the conditions specified in subparagraphs (a), (b) or (c), above, the District shall promptly investigate the condition(s). If the District finds that the conditions are materially different or that a hazardous waste is present at the site which will affect the Contractor's cost of, or the time required for, performance of the Contract, the District shall issue a change order in accordance with the procedures set forth in this Contract.

- 3) In the event that a dispute arises between the District and the Contractor regarding any of the matters specified in Paragraph (2), above, the Contractor shall proceed with all work to be performed under the Contract and the Contractor shall not be excused from completing the Project as provided in the Contract. In performing the work pursuant to this Paragraph, the Contractor retains all rights provided by Article 39 which pertains to the resolution of disputes between the contracting parties.
- b. Regional Notification Center: The Contractor, except in an emergency, shall contact the appropriate regional notification center at least two (2) days prior to commencing any excavation if the excavation will be conducted in an area that is known, or reasonably should be known, to contain subsurface installations other than the underground facilities owned or operated by the District, and obtain an inquiry identification number from that notification center.
- c. Existing Utility Lines:
 - 1) Pursuant to Government Code §4215, the District assumes the responsibility for removal, relocation, and protection of main or trunk utility lines and facilities located on the construction site at the time of commencement of construction under this Contract with respect to any such utility facilities that are not identified in the plans and Specifications.
 - 2) Locations of existing utilities provided by the District shall not be considered exact, but approximate within reasonable margin and shall not relieve Contractor of responsibilities to exercise reasonable care or costs of repair due to Contractor's failure to do so.
 - 3) No provision herein shall be construed to preclude assessment against Contractor for any other delays in completion of the Project. Nothing in this section shall be deemed to require the District to indicate the presence of existing service laterals, appurtenances, or other utility lines, with the exception of main or trunklines, whenever the presence of such utilities on the site of the construction Project can be inferred from the presence of other visible facilities, such as buildings, meter and junction boxes, on or adjacent to the site of the construction.
 - 4) If Contractor, while performing work under this Contract, discovers utility facilities not identified by the District in the Project plans and Specifications, Contractor shall immediately notify the District and the utility in writing. The cost of repair for damage to above-mentioned visible facilities without prior written notification to the District shall be borne by the Contractor.
- d. Trenches Five Feet and Deeper:

Pursuant to Labor Code §6705, if the Contract price exceeds \$25,000 and involves the excavation of any trench or trenches five (5) feet or more in depth, the Contractor shall, in advance of excavation, promptly submit to the District and/or a registered civil or structural

engineer employed by the District or Architect, a detailed plan showing the design of shoring for protection from the hazard of caving ground during the excavation of such trench or trenches.

39. RESOLUTION OF CONSTRUCTION CLAIMS

- a. Public work claims of \$375,000 or less between the Contractor and the District are subject to the provisions of Article 1.5 (commencing with §20104) of Chapter 1 of Part 2 of the Public Contract Code (“Article 1.5 claim”). For purposes of Article 1.5, "public work" has the same meaning as set forth in §§3100 and 3106 of the Civil Code; "claims" means a separate demand by Contractor for a time extension or payment of money or damages arising from work done by or on behalf of Contractor pursuant to the Contract and payment of which is not otherwise expressly provided for or the claimant is not otherwise entitled to or the amount of the payment which is disputed by the District.
- b. All Article 1.5 claims shall be submitted on or before the date of the Final Payment and shall include all documents necessary to substantiate the claim. District shall respond in writing within 45 days of receipt of claim if the claim is less than or equal to \$50,000 ("50,000 claim") or within 60 days if the claim is over \$50,000 but less than or equal to \$375,000 ("50,000 - \$375,000 claim"). In either case, District may request in writing within 30 days of receipt of claim any additional documentation supporting the claim or relating to any defenses to the claim which the District may have against the Contractor. Any additional information shall be requested and provided upon mutual agreement of the District and the Contractor. District's written response to the claim shall be submitted to Contractor within 15 days after receipt of the further documentation for \$50,000 claims or within 30 days after receipt of the further documentation for \$50,000 - \$375,000 claims or within a period of time no greater than that taken by the Contractor in producing the additional information, whichever is greater.
- c. Within 15 days of receipt of the District's response, if Contractor disputes the District's written response, or within 15 days of the District's failure to respond within the time prescribed, the Contractor shall provide written notification to District demanding an informal conference to meet and confer ("conference") to be scheduled by District within 30 days. Following the conference, if any claim or portion remains in dispute, the Contractor may file a claim as provided in Chapter 1 (commencing with §900) and Chapter 2 (commencing with §910) of Part 3 of Division 3.6 of Title 1 of the Government Code. For purposes of those provisions, the period of time within which a claim must be filed is tolled from the time the claimant submits a written claim pursuant to this section until the time that claim is denied as a result of the conference process, including any period of time utilized by the meet and confer process.
- d. Pursuant to Public Contract Code §20104.2(f), this section does not apply to tort claims and does not change the period for filing claims or actions specified by Chapter 1 (commencing with §900) and Chapter 2 (commencing with §910) of Part 3 of Division 3.6 of Title 1 of the Government Code.

- e. If a civil action is filed, within 60 days, but no earlier than 30 days, following the filing of responsive pleadings, the court shall submit the matter to nonbinding mediation unless waived by mutual stipulation of both parties. The mediation process shall provide that both parties select a disinterested third person mediator within 15 days, shall be commenced within 30 days of the submittal, and shall be concluded within 15 days of the commencement of the mediation unless time is extended upon a good cause showing to the court or by stipulation of the parties. If the parties fail to select a mediator within the 15-day period, any party may petition the court to appoint the mediator.
- f. If the matter remains in dispute, the case shall be submitted to judicial arbitration as set forth in Public Contract Code §§20104.4 (b)(1) through (b)(3).
- g. For any claim in excess of \$375,000, the Contractor and the District shall follow the same process as for an Article 1.5 claim. The District will forward a response within 60 days of submittal of any such claim. Judicial arbitration is not required for claims in excess of \$375,000.
- h. In addition, for all unresolved claims that the Contractor wishes to pursue, the Contractor shall file a timely claim pursuant to the Government Claims Act and shall otherwise comply with the procedures set forth in that Act prior to commencing any litigation against the District. The accrual date for any such claim is the date the dispute or controversy first arose regarding the issues raised in the claim.
- i. “The date of Final Payment,” as used in this Article 39, means the date the public entity is required to release retention proceeds in accordance with Public Contract Code §7107 regardless of whether any payment is made to the Contractor at that time.
- j. The claims required by this Article are jurisdictional and conditions precedent to the commencement of any further legal proceedings. Strict compliance with all filing deadlines is mandatory.

40. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted, and this Contract shall be read and enforced as though it were included, and if through mistake or otherwise any provision is not inserted or is not correctly inserted, upon application of either party the Contract shall be amended to make the insertion or correction.

41. PREVAILING WAGE MONITORING.

This project is subject to prevailing wage requirements and Contractor and its subcontractors are required to pay all workers employed for the performance of this project no less than the applicable prevailing wage rate for each such worker. If this project is for a public works project over \$25,000 or for a maintenance project over \$15,000, bidder acknowledges that the project is subject to compliance monitoring and enforcement by the California Department of Industrial Relations in accordance with California Labor Code sections 1725.5 and 1770 *et seq.*

42. GENERAL PROVISIONS

a. Assignment and Successors:

Neither party may transfer or assign its rights or obligations under the Contract Documents, in part or in whole, without the other party's prior written consent. The Contract Documents are binding on the successors, and permitted assigns of the parties hereto.

b. Third Party Beneficiaries:

There are no intended third party beneficiaries to the Contract.

c. Choice of Law and Venue

The Contract Documents shall be governed by California law, and venue shall be in the Superior Court of the county in which the project is located, and no other place.

d. Severability

If any provision of the Contract Documents is determined to be illegal, invalid, or unenforceable, in part or in whole, the remaining provisions, or portions of the Contract Documents shall remain in full force and effect.

e. Entire Agreement

The Contract Documents constitute the final, complete, and exclusive statement of the terms of the agreement between the parties regarding the subject matter of the Contract Documents and supersedes all prior written or oral understandings or agreements of the parties.

f. Waiver

No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of the Contract Documents shall be effective unless it is in writing and signed by the party waiving the breach, failure, right, or remedy.

--END--

PERFORMANCE BOND

WHEREAS, the Governing Board of the Piner-Olivet Union School District (“District”), at its meeting on _____, 20____, has awarded to Bach Construction Company (“Principal”), the Contract for performance of the following project (“Project”): PV Damage Repair

WHEREAS, the Principal is required under the terms of the Contract to furnish a bond to the District as obligee ensuring its full and faithful performance of the Contract Documents, which are fully incorporated herein by this reference,

NOW, THEREFORE, we, the Principal and _____, as Surety, hereby guarantee the Principal’s full, faithful and complete performance of the Contract Document requirements in the penal sum of Fifty Thousand Seven Hundred and Fifty dollars (\$50,750.00) for the payment of which sum will and truly be made, we bind ourselves, our heirs, executors, administrators and successors, jointly, severally, and firmly by this agreement to perform or have performed all of the work and activities required to complete the Project pursuant to the Contract Documents and to pay to the District all damages the District incurs as a result of the Principal’s failure to fully perform in accordance with the Contract Documents.

The condition of the obligation is such that if the Principal, its heirs, executors, administrators, successors or assigns shall in all things abide by, and well and truly keep and perform the covenants, conditions and agreements in the Contract Documents and any amendment thereof made as therein provided, on its or their parts to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall insure and indemnify and save harmless the District, its officers and agents, as therein stipulated, then this obligation shall become null and void. Otherwise, it shall be and remain in full force and effect.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the Contract Documents shall in any way affect its obligations on this bond and it does hereby waive notice of any such change, extension of time, alteration or addition.

Principal and Surety further agree to pay all costs incurred by the District in connection with enforcement of this bond, including, but not limited to the District’s reasonable attorney’s fees and costs incurred, with or without suit, in addition to any other sum required by this bond. Surety further agrees that death, dissolution, or bankruptcy of the Principal shall not relieve the Surety of its obligations hereunder.

In witness whereof, this instrument, has been duly executed by the Principal and Surety on the _____ day of _____, 20__.

*To be signed by
Principal and Surety
and acknowledgment
and notarial seal to
be attached.*

PRINCIPAL

By: _____

TITLE _____

SURETY

By: _____

TITLE _____

The above bond is accepted and approved this _____ day of _____, 20__.

By: _____
Authorized District Signature

PAYMENT BOND

WHEREAS, the Piner-Olivet Union School District (“District”) and the Contractor, Bach Construction Company (“Principal”) have entered into a contract (“Contract”) for the furnishing of all materials, labor, services, equipment, tools, supervision and transportation necessary, convenient and proper for the PV Damage Repair project (“Project”) which Contract dated _____, 2____, and all of the Contract Documents made part thereof are fully incorporated herein by this reference; and

WHEREAS, Contractor/Principal is required by Division 4, Part 6, Title 3, Chapter 5 (commencing at Section 9550) of the California Civil Code to furnish a bond in connection with the contract;

NOW, THEREFORE, we, the Contractor/Principal and _____ as Surety, are held firmly bound unto Owner in the penal sum of Fifty Thousand Seven Hundred and Fifty dollars (\$50,750.00), lawful money of the United States of America for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if the Contractor/Principal, his/her or its heirs, executors, administrators, successors, or assigns, or a subcontractor, shall fail to pay any person or persons named in Civil Code Section 9100 or fail to pay for any materials or other supplies used in, upon, for, or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or for amounts due under the Unemployment Insurance Code with respect to work or labor thereon of any kind, or shall fail to deduct, withhold, and pay over to the Employment Development Department any amounts required to be deducted, withheld, and paid over by Section 13020 of the Unemployment Insurance Code with respect to work and labor thereon of any kind, then said Surety will pay for the same, in or to an amount not exceeding the amount set forth above, and in case suit is brought upon this bond Surety will also pay such reasonable attorney's fees as shall be fixed by the court, awarded and taxed as provided in Division 4, Part 6, Title 3, Chapter 5 (commencing at Section 9550) of the California Civil Code.

This bond shall inure to the benefit of any of the persons named in Section 9100 of the California Civil Code so as to give a right of action to such person or their assigns in any suit brought upon this bond.

It is further stipulated and agreed that the Surety of this bond shall not be exonerated or released from the obligation of the bond by any change, extension of time for performance, addition, alteration, or modification in, to, or of any contract, plans, specifications, or agreement pertaining or relating to any scheme or work of improvement described above or pertaining or relating to the furnishing of labor, materials, or equipment therefor, nor by any change or modification of any terms of payment or extension of the time for any payment pertaining or relating to any scheme or work of improvement described above, nor by any rescission or attempted rescission of the contract, agreement, or bond, nor by any conditions precedent or subsequent in the bond attempting to limit the right of recovery of claimants otherwise entitled to recover under any such contract or agreement or under the bond, nor

by any fraud practiced by any person other than the claimant seeking to recover on the bond, and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given, and under no circumstances shall Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the Owner and original contractor or on the part of any obligee named in such bond, but the sole conditions of recovery shall be that claimant is a person described in Section 8400 and 8402 of the California Civil Code and has not been paid the full amount of his/her or its claim and that Surety does hereby waive notice of any such change, extension of time, addition, alteration, or modification.

In witness whereof, this instrument has been duly executed by the Principal and Surety this _____ day of _____, 20__.

*To be signed by
Principal and Surety
and acknowledgment
and notarial seal to
be attached.*

PRINCIPAL

By:

Title

SURETY

By:

Title

The above bond is accepted and approved this _____ day of _____, 20__.

By: _____
Authorized District Signature

PINER-OLIVET UNION SCHOOL DISTRICT

PUBLIC HEARING

TO BE HELD September 9, 2020

The Piner-Olivet Union School District will be holding a Public Hearing regarding the 2020-2021 Learning Continuity and Attendance Plan for Piner-Olivet District, Schaefer Charter, Olivet Charter, Piner-Olivet Charter and Northwest Prep Charter.

This Public Hearing will take place at a regular Governing Board meeting scheduled for Wednesday, September 9, 2020 at 7:00 p.m. this meeting will be held virtually via Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/81233068917?pwd=TGFEaUNROVExZTVzeWd5QXVnQXZIUT09>

Meeting ID: 812 3306 8917

Passcode: 8j2Udq

One tap mobile

+16699009128,,81233068917#,,,,,0#,,326811# US (San Jose)

This announcement posted September 4, 2020.



Learning Continuity and Attendance Plan Template (2020–21)

The instructions for completing the Learning Continuity and Attendance Plan is available at <https://www.cde.ca.gov/re/lc/documents/lrngcntntyatndncpln-instructions.docx>.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Piner-Olivet Union School District	Steve Charbonneau Superintendent	scharbonneau@pousd.org 707-522-3000

General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community.]

This plan was created to document the efforts of the Piner-Olivet Union School District (POUSD) to serve its students' educational needs in a COVID-19 context. The COVID-19 pandemic has had far-reaching consequences beyond the spread of the disease itself and efforts to quarantine it. Previous to experiencing the negative impact brought on by the pandemic, the Piner-Olivet Union School District (POUSD) was devastated by the Sonoma County wildfires and firestorms of 2017, with a significant number of POUSD students, families, and staff tragically losing their homes and personal possessions. The emotional toll of that experience coupled with the experience brought on by the current pandemic has been a significant challenge for the community.

The pandemic has affected educational systems State-wide, leading to the widespread closures of schools and colleges. In the fall of 2020, Sonoma County found itself on the Governor's watch list, due to the number of COVID cases here. In turn, school districts across the County, including POUSD, launched the school year with a 100% virtual learning program.

Stakeholder Engagement

[A description of the efforts made to solicit stakeholder feedback.]

The efforts made to solicit stakeholder feedback for each group were:

Students

- Surveys

Families

- Surveys
- Phone Calls
- Town Hall Virtual Meetings
- Emails

Educators (teachers, principals, administrators, other school personnel

- Bargaining Unit Member Meetings
- MOU
- Reopening Committee

Other stakeholders (who do not have internet or speak languages other than English)

- Phone interviews

Overview of the stakeholder engagement process

- We consulted with teachers, principals, administrators, other school personnel, local bargaining units of the school district, parents, and pupils in developing a learning continuity and attendance plan.
- We solicited recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the learning continuity and attendance plan
- We notified members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the learning continuity and attendance plan, using the most efficient method of notification possible (note it is not required to produce printed notices or to send notices by mail).
- We presented the learning continuity and attendance plan to the parent advisory committee and the English learner parent advisory committee separately for review and comment. The superintendent of a school district responded, in writing, to comments received from the parent advisory committee and the English learner parent advisory committee.

- We presented the learning continuity and attendance plan at a public hearing of the governing board of the school district for review and comment by members of the public. The agenda for the public hearing was posted at least 72 hours before the public hearing and included the location where the learning continuity and attendance plan was available for public inspection.
- The Governing Board adopted the learning continuity and attendance plan in a public meeting. This meeting was held after, but not on the same day as, the public hearing

[A description of the options provided for remote participation in public meetings and public hearings.]

- Open session board meetings were held via Zoom. Remote participation was made available via Zoom and included public comment and input.

[A summary of the feedback provided by specific stakeholder groups.]

Students

- Students miss their friends and school
- Students are fearful of getting sick or giving it to someone at home.

Families

- Families need students in school in order to work
- Families are uneasy about students returning to school when COVID19 cases are growing.
- Major concerns for parents were: socialization, mask wearing vs non-mask wearing, quality virtual learning, child getting behind, schooling for younger grade levels, belonging and part of a community, in schooling important for students, hard on working families doing distance learning, scheduling the same for families, extra support for struggling students, socially distancing, special education services.

Educators (teachers, principals, administrators, other school personnel)

- Educators miss their students
- Educators are uneasy about returning to school when COVID-19 cases are growing

[A description of the aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.]

All areas of the Learning Continuity and Attendance Plan were influenced by stakeholder input. The POUUSD Governing Board was one of the first school boards in Sonoma County to commit to a 100% virtual learning program to start the school year off, Fall 2020. This decision was made carefully, and informed by stakeholder input.

Continuity of Learning

In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.]

At the time this report was written (early fall 2020), POUUSD was not able to determine when a transition to a hybrid instruction approach or in-person learning would occur. This is due to a variety of factors outside the district's control. When a transition to hybrid learning is possible, we anticipate the following:

- The adopted model for classroom based instruction is the Hybrid model where students attend in person instruction for 2 days a week and attend distance learning 3 days a week.
- Students who have experienced significant learning loss or are at a greater risks of experiencing learning loss due to future closure will have priority for the ability to come to campus 5 days per week if feasible and if able to be under the supervision of a school employee with proper social distancing and cohorting available.

As reported, a move to in-person instruction is not possible at this time. However, POUUSD has designed a virtual learning program meant to increase and improve services to students and their families, relative to our virtual learning program initiated in Spring 2020. Our planning for a move to hybrid learning has been informed by surveys sent out to staff and families in June 2020. Additionally, some expenditures have been made in preparation for the eventual transition to hybrid and/or in-person instruction such as: face coverings, gloves, face shields, hand sanitizer, temperature taking technology, MERV13 Filtration, Sterilization Machines, COVID-related signage, etc.

Actions Related to In-Person Instructional Offerings [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
MERV-13 filtration	10,400	No
Personal Protective Equipment for staff and students	20,500	No
Plexiglass dividers	650	No
Cleaning and Sanitization Equipment and Supplies	15,000	No

Description	Total Funds	Contributing
Portable hand washing stations	900	No
Temperature reading equipment	5,000	No
Safety signage	1,000	No

Distance Learning Program

Continuity of Instruction

[A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.]

Distance Learning Model

We will provide a distance learning program to students with the following components:

- Content aligned to essential grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.
- Daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders. If daily live interaction is not feasible as part of regular instruction, the governing board or body of the local educational agency shall develop, with parent and stakeholder input, an alternative plan for frequent live interaction that provides a comparable level of service and school connectedness.

Curriculum

We will provide a full curriculum of substantially similar quality regardless of the method of delivery by:

- Allocating POUUSD learning resources to students to facilitate virtual learning (technology devices, software programs, curriculum, etc.)

- Small groups and 1:1 support (Zoom breakout sessions during virtual learning)

The resources used to support this will be:

- Google Classroom, SeeSaw, Lexia, Renaissance (Myon, Freckle, etc.), Khan Academy, Zoom, Clever, etc.

Access to Devices and Connectivity

[A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.]

- Connected devices will be provided to students
- For students who lack internet access at home, the District will provide either individual internet Hotspot devices, regular access to on-site internet-connected computers, or recorded instruction and electronic materials/assignments.
- Hardware: TK-K-1: iPads-one to one; 2-6: Chromebooks-one to one

Pupil Participation and Progress

[A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.]

Assess Progress

- Fountas and Pinnell assessments, Running Records, Star Math, Star Reading

Measuring Participation

- Teachers and school staff will keep track of student/family participation and attendance on a daily basis via AERIES.

Students will fill out a daily learning log via a google form. Students will submit items daily in google classroom. Teachers or staff members may also submit this google form on the students behalf to document what the student completed for the day.

Evidence of participation includes:

- Online activities,
- Completion of regular assignments,
- Completion of assessments,
- Contacts between employees of the local educational agency and pupils or parents or guardians.

All students at all grade levels will be required to log into Google Classroom or otherwise confirm active learning.

Each teacher will determine the time value of assignments. Teachers will provide at least 240 instructional minutes that may include:

- Interaction, instruction, and check-ins between teachers and pupils through the use of a computer or communications technology.
- Video or audio instruction in which the primary mode of communication between the pupil and certificated employee is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology.
- The use of print materials incorporating assignments that are the subject of written or oral feedback.
- Assignments
- Assessments

Distance Learning Professional Development

[A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.]

Professional Development has been/and is being provided to support teachers so that they can manage a virtual learning program for students.

- PD informed by the work of POUUSD PD Committee
- Developed on shortened Wednesdays
- Added weekly to Seesaw or Google classroom (accessible to all who work with your students)
- Collaboration between district grade level teachers
- Ex: Working together to produce videos/Creating lesson plans to use in class and online
- Professional Development: See PD Plan and Shortened Wednesday
- Accountability, flexibility, personalized professional learning plan, etc.
- Using curriculum digitally
- Use Fountas & Pinnell intervention program- trained on it and look at it for each cohort day

Resources

- Google Classroom, SeeSaw, Lexia, Renaissance (Myon, Freckle, etc.), Khan Academy, Zoom, Clever, etc.

Staff Roles and Responsibilities

[A description of the new roles and responsibilities of affected staff as a result of COVID-19.]

The roles and responsibilities of certificated staff have not significantly changed, with the exception of where and when their responsibilities are being carried out. When hybrid instruction begins, teachers and students may assist with sanitizing classroom between cohorts each day. The most affected staff in terms of sanitizing facilities are the classified ranks. The MOU the district has with the Classified Bargaining Unit provides a degree of flexibility to many classified job descriptions so that they may assist with current new learning models.

Supports for Pupils with Unique Needs

[A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.]

English Learners

- Synchronous Designated ELD
- Live virtual lessons/meetings
- Phone calls
- Small group lessons
- By proficiency levels with scaffolds
- In mixed level groups for fluency building
- Teacher feedback and support as needed
- Asynchronous Designated ELD
- Previously-recorded lesson and videos
- Phone and text messages
- ELD assignments/projects using approved
- ELD curriculum
- Paper and pencil activities
- Reading logs and journals
- Goal setting and reflection

Exceptional needs

- Student's with IEPs: Students with IEP's will receive all services virtually during the period of virtual learning. Such services may include occupational therapy, adaptive physical education, physical therapy, speech, and specialized academic instruction. In accordance with SB 98 and California Ed Code, a Distance Learning Plan (DLP) that outlines how services will be delivered, will be developed in collaboration with the parent of each student with an IEP.
- Foster Care: POUSD students in Foster Care will be afforded their Foster Care Educational Rights as outlined in EdCode and by the CA Department of Education. Foster Care students have access to resources that will allow them to connect to virtual learning resources (iPads, Chromebooks, Hotspots, etc.). POUSD staff do reach out to Foster families to encourage attendance and engagement.
- Students Experiencing Homelessness: POUSD will make every effort to ensure continuity of service so that children and youth experiencing homelessness are able to participate fully in school activities, and that barriers to identification, enrollment, and retention in school are identified and removed.

Actions related to the Distance Learning Program [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Educational software and equipment to support Virtual Learning	16,300	No

Description	Total Funds	Contributing
Technology Devices - Chromebooks, Chromebook covers, and I-Pads for students	85,705	No
Hot Spots for students	4,000	No
Zoom to allow for synchronous teaching and learning	3,000	No
Website development to serve as primary source of information, foster contentedness, and provide tools for staff, parents, and students	1,575	No
Aeries Software Suite, Aeries Professional Development, Aeries Enrollment	5,800	No
Professional development	4,200	No

Pupil Learning Loss

[A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.]

POUSD will utilize a well articulated Assessment Calendar in conjunction with a number of diagnostic and formative assessment tools to measure learning loss of students during the pandemic. In turn, what is learned by analyzing diagnostic and formative assessments will inform classroom instruction and differentiation utilized strategies to augment student learning. The primary focus areas of POUSD diagnostic and formative assessment tools are English Language Arts, Mathematics and English Language Development.

Please see the assessment calendar below for additional information.

POUSD Assessment Calendar

Content Area	Assessment	Assessment Window
Math Star Math: (2 weeks before report cards- 3rd-6th)	Bridges/Carnegie Baseline Assessment/ Personal Interviews	August
	Bridges/Carnegie Post Test Unit 2	October
	Bridges/Carnegie Post Test Unit 4	January
	Bridges/Carnegie Post Test Unit 6	March
Writing	Narrative	August-Sept.
	Informational	Jan-Feb
	Argumentative/ Opinion	March-April
Reading	Guided Reading F & P STAR Reading (3-6th)	Aug. 15-Oct. 15 (GR-not for K)
	Guided Reading F & P STAR Reading (3-6th)	Jan. 7-Feb. 14th (K included)
Interim Assessments	Math Common Assessment from grade level (K-2) Math (3-6th)	Dec. 2-Dec. 10th
	ELA Common Assessment from grade level (K-2) ELA (3-6th)	Feb. 10th-Feb. 18th

Pupil Learning Loss Strategies

[A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.]

Analyzing student data resulting from the diagnostic and formative assessments outlined above may lead to one or more of the following actions/interventions:

Small group instruction

- 1:1 tutoring
- Authentic Learning Materials to use at school and home
- Daily and Weekly Check-Ins
- Multi-Tiered System of Supports (MTSS)
- Learning Team

English Learners

- Small group instruction
- 1:1 meetings
- Authentic Learning Materials at school/home
- Weekly Check-ins
- Integrated and Designated ELD
- Balance technology and real materials

Exceptional needs

Foster Care/ Students Experiencing Homelessness

- Small group instruction
- 1:1 meetings
- CB for Virtual Learning
- Authentic Learning Materials at school/home
- Balance technology and real materials
- Weekly Check-ins

Other

- Small group instruction
- 1:1 meetings
- Authentic Learning Materials at school/home
- Weekly Check-ins

- Balance technology and real materials

Young Learners

- TK, K and/or 1: ½ day learning schedule
- Small group instruction
- 1:1 meetings and check-ins
- iPads for Digital Learning
- Authentic Learning Materials at school/home
- Balance technology and real materials

Effectiveness of Implemented Pupil Learning Loss Strategies

[A description of how the effectiveness of the services or supports provided to address learning loss will be measured.]

The CAASPP will serve as a Summative Assessment utilized by POUSD to gauge the effectiveness of POUSD's program to mitigate learning loss over time.

Actions to Address Pupil Learning Loss [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
1:1 tutoring	14,000	No
Student math kits for Virtual Learning	7,540	No
Communication devices for staff to connect to families and students	460	No

Mental Health and Social and Emotional Well-Being

[A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.]

Monitor and Support

- Counseling services provided by district staff
- Partnership with other organizations for additional counseling services
- Student groups: Friendship, grief, loss, anxiety, and etc.
- 1:1 counseling for students that have been identified that have emotional needs
- Proactive Lessons for classes
- Family Support
- SEL Curriculum: PBIS/ToolBox /Restorative Practices/PBIS
- Toolbox: Continue and increase our use of it
- PBIS- looks different at different (physical) campuses
- Restorative Practices: Daily Community Circles, SEL- lessons, Mindfulness Practices
- Focus on SEL during both models: Virtual Academy, Hybrid Model
- Weekly Check-ins and support from teachers, Program Assistants and Principal (if needed)
- Build partnerships with SEL organization
- Each school chooses an organization to develop a full partnership.
- Opportunities for adults to cultivate their own SEL competencies
- Professional Development, room/time for self-reflection
- Staff Community Circles and Colleague supports and support group
- Making staff aware of the district resource that are available for our staff (i.e. insurance, RESIG, CTA, and CSEA)
- Classes/course that are available

Professional Development and Resources to address Trauma and other Impacts

- West County Health Center
- SCOE

Pupil and Family Engagement and Outreach

[A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not engaging in instruction and is at risk of learning loss.]

If a student is absent from distance learning for more than three schools days or 60% of the instructional days in the school week, the following process will be followed:

- Verify current contact information for each enrolled pupil
- Daily notification to parents or guardians of absences
- A plan for outreach from the school to determine pupil needs including connection with health and social services as necessary
- When feasible, transitioning the pupil to full-time in-person instruction

Outreach

Teachers will regularly communicate with parents and guardians regarding a pupil's academic progress. AERIES "ParentSquare" was acquired by POUSD specifically to improve our ability to communicate/engage students and their families.

We will regularly discuss as a staff effective ways to motivate students and families.

Students who are not engaged in instruction and are at risk of learning loss will be referred to school site administration who will coordinate the following:

- Determine the best person to contact the student/family (principal, teacher, counselor, Instructional assistant) in order to make the best impact
- Determine pupil needs including connection with health and social services
- Encourage teachers to consistently contact students and families
- Focus the site on: Building trust and relationships so our community feeling safe and sharing their families needs
- Keeping track of student/family communication on a weekly basis (ex. Parentsquare)

School Nutrition

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.]

In Person

We will provide meals for pupils who are eligible for free or reduced-price meals for pupils participating in in-person instruction by..

- “Grab and Go” meals will be delivered to classrooms, outdoors, or in a cafeteria. (Even if food is delivered to classrooms, students should go outside to eat, so masks can be removed).
- Food carts/kiosks in multiple locations on the campus will aid in safe food distribution. If common areas such as dining halls and cafeterias are used, students will be safely separated by cohorts while maintaining the social distance standards with proper disinfection after each use.
- Disposable food service items (e.g., utensils, dishes) will be used as much as possible. If disposable items are not feasible, items will be handled with gloves and washed with dish soap and hot water or in a dishwasher.
- Divided mealtimes (for breakfast, snack, and lunch) will be implemented by site administrators. Classified staff and teachers will assist with the monitoring of various eating locations.
- Additional trash/composting containers will be used to accommodate the various eating areas.

Distance Learning (Hybrid/100% Virtual)

We will provide meals for all pupils, including those who are eligible for free or reduced-price meals for pupils participating in distance learning by..

Hybrid

- Group A (Grades PK-12 attending classes on-site Mondays and Tuesdays)
- At the end of the instructional day on Tuesdays, Group A students will be offered three breakfasts, three lunches, and six milks to take home
- On Wednesdays, students who participate in full-time distance learning will be offered five breakfasts, five lunches, and 10 milks on a grab-and-go basis. Meals for all students will be distributed to parents between the hours of 11:30 a.m. and 12:30 p.m. Parents will be required to remain in their vehicles when picking up meals.
- Group B (Grades PK-12 attending classes on-site Thursdays and Fridays)
- At the end of the instructional day on Fridays, Group B students will be offered three breakfasts, three lunches, and six milks to take home.

100% Virtual Learning

- 5 days of breakfast and lunch will be provided on Monday's at Schaefer, Jack London, and Olivet from 10am to 1pm.

Additional Actions to Implement the Learning Continuity Plan [additional rows and actions may be added as necessary]

Section	Description	Total Funds	Contributing
Mental Health and Social and Emotional Well-Being	Additional Counseling Services to Promote Mental Health and Social/Emotional Wellbeing of Students: COUNSELOR	35,000	No
Pupil Engagement and Outreach	Improved Communication with EL Students/Families POUSD acquired "ParentSquare" (an AERIES product) which translates all outgoing and incoming messages to facilitate effective communication during virtual learning efforts. This has allowed us to provide significantly improved support for our Spanish speaking families. The program was on-boarded in fall 2020, specifically to augment the Virtual Learning experience of English Learners and to better support their families.	1,575	No
Distance Learning Program (Supports for Pupils with Unique Needs)	"Comfort Bags" for Homeless, Foster, Low Income Students 40 duffel bags were made available for homeless, foster, low income and struggling students. Distributed the first week of September 2020 out of Schaefer Elementary, these bags contained toiletries (shampoo, soap, toothbrush and toothpaste), a blanket, books, games/puzzles, coloring books and stuffed animals/toys.	500	No

Section	Description	Total Funds	Contributing
Distance Learning Program	Materials and equipment for teachers to work effectively in Virtual Learning	20,000	No

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Percentage to Increase or Improve Services	Increased Apportionment based on the Enrollment of Foster Youth, English Learners, and Low-Income students
9.36%	214,612

Required Descriptions

[For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.]

Chromebooks, iPads, Hotspots (as needed) have been provided to unduplicated students and foster youth for use at home during virtual learning in a COVID context. In order to communicate more effectively with our Spanish speaking students and families, Parentsquare was acquired. Fountas & Pinnell intervention program was purchased to help us bridge the learning loss that is likely happening because of the impact of the pandemic on student learning.

[A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.]

Outreach Worker (Bilingual Spanish), AERIES "ParentSquare", Use of Program Assistance for outreach, Hotspots, free Wifi resources, Fountas & Pinnell intervention program

Learning Continuity and Attendance Plan Template (2020–21)

The instructions for completing the Learning Continuity and Attendance Plan is available at <https://www.cde.ca.gov/re/lc/documents/lrngcntntyatndncpln-instructions.docx>.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Schaefer Charter School	Kathy Harris Principal	kharris@pousd.org 707-522-3015

General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community.]

This plan was created to document the efforts of the Schaefer Charter School to serve its students' educational needs in a COVID-19 context. Schaefer Charter School is part of the Piner-Olivet Union School District (POUSD).

The COVID-19 pandemic has had far-reaching consequences beyond the spread of the disease itself and efforts to quarantine it. Previous to experiencing the negative impact brought on by the pandemic, the Piner-Olivet Union School District (POUSD) was devastated by the Sonoma County wildfires and firestorms of 2017, with a significant number of POUSD students, families, and staff tragically losing their homes and personal possessions. The emotional toll of that experience coupled with the experience brought on by the current pandemic has been a significant challenge for the community.

The pandemic has affected educational systems State-wide, leading to the widespread closures of schools and colleges. In the fall of 2020, Sonoma County found itself on the Governor's watch list, due to the number of COVID cases here. In turn, schools across the County, including Schaefer Charter School, launched the school year with a 100% virtual learning program.

Stakeholder Engagement

The efforts made to solicit stakeholder feedback for each group were:

Students

- Surveys

Families

- Surveys
- Phone Calls
- Town Hall Virtual Meetings
- Emails

Educators (teachers, principals, administrators, other school personnel

- Bargaining Unit Member Meetings
- MOU
- Reopening Committee

Other stakeholders (who do not have internet or speak languages other than English)

- Phone interviews

Overview of the stakeholder engagement process

- We consulted with teachers, principals, administrators, other school personnel, local bargaining units of the school district, parents, and pupils in developing a learning continuity and attendance plan.
- We solicited recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the learning continuity and attendance plan
- We notified members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the learning continuity and attendance plan, using the most efficient method of notification possible (note it is not required to produce printed notices or to send notices by mail).
- We presented the learning continuity and attendance plan to the parent advisory committee and the English learner parent advisory committee separately for review and comment. The superintendent of a school district responded, in writing, to comments received from the parent advisory committee and the English learner parent advisory committee.
- We presented the learning continuity and attendance plan at a public hearing of the governing board of the school district for review and comment by members of the public. The agenda for the public hearing was posted at least 72 hours before the public hearing and included the location where the learning continuity and attendance plan was available for public inspection.

- The Governing Board adopted the learning continuity and attendance plan in a public meeting. This meeting was held after, but not on the same day as, the public hearing

[A description of the options provided for remote participation in public meetings and public hearings.]

- Open session board meetings were held via Zoom. Remote participation was made available via Zoom and included public comment and input.

[A summary of the feedback provided by specific stakeholder groups.]

Students

- Students miss their friends and school
- Students are fearful of getting sick or giving it to someone at home.

Families

- Families need students in school in order to work
- Families are uneasy about students returning to school when COVID19 cases are growing.
- Major concerns for parents were: socialization, mask wearing vs non-mask wearing, quality virtual learning, child getting behind, schooling for younger grade levels, belonging and part of a community, in schooling important for students, hard on working families doing distance learning, scheduling the same for families, extra support for struggling students, socially distancing, special education services.

Educators (teachers, principals, administrators, other school personnel)

- Educators miss their students
- Educators are uneasy about returning to school when COVID-19 cases are growing

[A description of the aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.]

All areas of the Learning Continuity and Attendance Plan were influenced by stakeholder input. The POUUSD Governing Board was one of the first school boards in Sonoma County to commit to a 100% virtual learning program to start the school year off, Fall 2020. This decision was made carefully, and informed by stakeholder input.

Continuity of Learning

In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.]

At the time this report was written (early fall 2020), Schaefer Charter School was not able to determine when a transition to a hybrid instruction approach or in-person learning would occur. This is due to a variety of factors outside the district's control. When a transition to hybrid learning is possible, we anticipate the following:

- The adopted model for classroom based instruction is the Hybrid model where students attend in person instruction for 2 days a week and attend distance learning 3 days a week.
- Students who have experienced significant learning loss or are at a greater risks of experiencing learning loss due to future closure will have priority for the ability to come to campus 5 days per week if feasible and if able to be under the supervision of a school employee with proper social distancing and cohorting available.

As reported, a move to in-person instruction is not possible at this time. However, Schaefer Charter School has designed a virtual learning program meant to increase and improve services to students and their families, relative to our virtual learning program initiated in Spring 2020. Our planning for a move to hybrid learning has been informed by surveys sent out to staff and families in June 2020. Additionally, some expenditures have been made in preparation for the eventual transition to hybrid and/or in-person instruction such as: face coverings, gloves, face shields, hand sanitizer, temperature taking technology, MERV13 Filtration, Sterilization Machines, COVID-related signage, etc.

Actions Related to In-Person Instructional Offerings [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
MERV-13 filtration	10,400	No
Personal Protective Equipment for staff and students	20,500	No
Plexiglass dividers	650	No
Cleaning and Sanitization Equipment and Supplies	15,000	No

Description	Total Funds	Contributing
Portable hand washing stations	900	No
Temperature reading equipment	5,000	No
Safety signage	1,000	No

Distance Learning Program

Continuity of Instruction

[A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.]

Distance Learning Model

We will provide a distance learning program to students with the following components:

- Content aligned to essential grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.
- Daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders. If daily live interaction is not feasible as part of regular instruction, the governing board or body of the local educational agency shall develop, with parent and stakeholder input, an alternative plan for frequent live interaction that provides a comparable level of service and school connectedness.

Curriculum

We will provide a full curriculum of substantially similar quality regardless of the method of delivery by:

- Allocating Schaefer Charter School learning resources to students to facilitate virtual learning (technology devices, software programs, curriculum, etc.)

- Small groups and 1:1 support (Zoom breakout sessions during virtual learning)

The resources used to support this will be:

- Google Classroom, SeeSaw, Lexia, Renaissance (Myon, Freckle, etc.), Khan Academy, Zoom, Clever, etc.

Access to Devices and Connectivity

[A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.]

- Connected devices will be provided to students
- For students who lack internet access at home, the District will provide either individual internet Hotspot devices, regular access to on-site internet-connected computers, or recorded instruction and electronic materials/assignments.
- Hardware: TK-K-1: iPads-one to one; 2-6: Chromebooks-one to one

Pupil Participation and Progress

[A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.]

Assess Progress

- Fountas and Pinnell assessments, Running Records, Star Math, Star Reading

Measuring Participation

- Teachers and school staff will keep track of student/family participation and attendance on a daily basis via AERIES.

Students will fill out a daily learning log via a google form. Students will submit items daily in google classroom. Teachers or staff members may also submit this google form on the students behalf to document what the student completed for the day.

Evidence of participation includes:

- Online activities,
- Completion of regular assignments,
- Completion of assessments,
- Contacts between employees of the local educational agency and pupils or parents or guardians.

All students at all grade levels will be required to log into Google Classroom or otherwise confirm active learning.

Each teacher will determine the time value of assignments. Teachers will provide at least 240 instructional minutes that may include:

- Interaction, instruction, and check-ins between teachers and pupils through the use of a computer or communications technology.
- Video or audio instruction in which the primary mode of communication between the pupil and certificated employee is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology.
- The use of print materials incorporating assignments that are the subject of written or oral feedback.
- Assignments
- Assessments

Distance Learning Professional Development

[A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.]

Professional Development has been/and is being provided to support teachers so that they can manage a virtual learning program for students.

- PD informed by the work of the PD Committee
- Developed on shortened Wednesdays
- Added weekly to Seesaw or Google classroom (accessible to all who work with your students)
- Collaboration between district grade level teachers
- Ex: Working together to produce videos/Creating lesson plans to use in class and online
- Professional Development: See PD Plan and Shortened Wednesday
- Accountability, flexibility, personalized professional learning plan, etc.
- Using curriculum digitally
- Use Fountas & Pinnell intervention program- trained on it and look at it for each cohort day

Resources

- Google Classroom, SeeSaw, Lexia, Renaissance (Myon, Freckle, etc.), Khan Academy, Zoom, Clever, etc.

Staff Roles and Responsibilities

[A description of the new roles and responsibilities of affected staff as a result of COVID-19.]

The roles and responsibilities of certificated staff have not significantly changed, with the exception of where and when their responsibilities are being carried out. When hybrid instruction begins, teachers and students may assist with sanitizing classroom between cohorts each day. The most affected staff in terms of sanitizing facilities are the classified ranks. The MOU the district has with the Classified Bargaining Unit provides a degree of flexibility to many classified job descriptions so that they may assist with current new learning models.

Supports for Pupils with Unique Needs

[A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.]

English Learners

- Synchronous Designated ELD
- Live virtual lessons/meetings
- Phone calls
- Small group lessons
- By proficiency levels with scaffolds
- In mixed level groups for fluency building
- Teacher feedback and support as needed
- Asynchronous Designated ELD
- Previously-recorded lesson and videos
- Phone and text messages
- ELD assignments/projects using approved
- ELD curriculum
- Paper and pencil activities
- Reading logs and journals
- Goal setting and reflection

Exceptional needs

- Student's with IEPs: Students with IEP's will receive all services virtually during the period of virtual learning. Such services may include occupational therapy, adaptive physical education, physical therapy, speech, and specialized academic instruction. In accordance with SB 98 and California Ed Code, a Distance Learning Plan (DLP) that outlines how services will be delivered, will be developed in collaboration with the parent of each student with an IEP.
- Foster Care: POUSD students in Foster Care will be afforded their Foster Care Educational Rights as outlined in EdCode and by the CA Department of Education. Foster Care students have access to resources that will allow them to connect to virtual learning resources (iPads, Chromebooks, Hotspots, etc.). POUSD staff do reach out to Foster families to encourage attendance and engagement.
- Students Experiencing Homelessness: POUSD will make every effort to ensure continuity of service so that children and youth experiencing homelessness are able to participate fully in school activities, and that barriers to identification, enrollment, and retention in school are identified and removed.

Actions related to the Distance Learning Program [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Educational software and equipment to support Virtual Learning	16,300	No

Description	Total Funds	Contributing
Technology Devices - Chromebooks, Chromebook covers, and I-Pads for students	97,355	No
Hot Spots for students	4,000	No
Zoom to allow for synchronous teaching and learning	3,000	No
Website development to serve as primary source of information, foster contentedness, and provide tools for staff, parents, and students	1,575	No
Aeries Software Suite, Aeries Professional Development, Aeries Enrollment	5,900	No
Professional development	4,200	No

Pupil Learning Loss

[A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.]

Schaefer Charter School will utilize a well articulated Assessment Calendar in conjunction with a number of diagnostic and formative assessment tools to measure learning loss of students during the pandemic. In turn, what is learned by analyzing diagnostic and formative assessments will inform classroom instruction and differentiation utilized strategies to augment student learning. The primary focus areas of POUUSD diagnostic and formative assessment tools are English Language Arts, Mathematics and English Language Development.

Please see the assessment calendar below for additional information.

POUSD Assessment Calendar

Content Area	Assessment	Assessment Window
Math Star Math: (2 weeks before report cards- 3rd-6th)	Bridges/Carnegie Baseline Assessment/ Personal Interviews	August
	Bridges/Carnegie Post Test Unit 2	October
	Bridges/Carnegie Post Test Unit 4	January
	Bridges/Carnegie Post Test Unit 6	March
Writing	Narrative	August-Sept.
	Informational	Jan-Feb
	Argumentative/ Opinion	March-April
Reading	Guided Reading F & P STAR Reading (3-6th)	Aug. 15-Oct. 15 (GR-not for K)
	Guided Reading F & P STAR Reading (3-6th)	Jan. 7-Feb. 14th (K included)
Interim Assessments	Math Common Assessment from grade level (K-2) Math (3-6th)	Dec. 2-Dec. 10th
	ELA Common Assessment from grade level (K-2) ELA (3-6th)	Feb. 10th-Feb. 18th

Pupil Learning Loss Strategies

[A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.]

Analyzing student data resulting from the diagnostic and formative assessments outlined above may lead to one or more of the following actions/interventions:

Small group instruction

- 1:1 tutoring
- Authentic Learning Materials to use at school and home
- Daily and Weekly Check-Ins
- Multi-Tiered System of Supports (MTSS)
- Learning Team

English Learners

- Small group instruction
- 1:1 meetings
- Authentic Learning Materials at school/home
- Weekly Check-ins
- Integrated and Designated ELD
- Balance technology and real materials

Exceptional needs

Foster Care/ Students Experiencing Homelessness

- Small group instruction
- 1:1 meetings
- CB for Virtual Learning
- Authentic Learning Materials at school/home
- Balance technology and real materials
- Weekly Check-ins

Other

- Small group instruction
- 1:1 meetings
- Authentic Learning Materials at school/home
- Weekly Check-ins

- Balance technology and real materials

Young Learners

- TK, K and/or 1: ½ day learning schedule
- Small group instruction
- 1:1 meetings and check-ins
- iPads for Digital Learning
- Authentic Learning Materials at school/home
- Balance technology and real materials

Effectiveness of Implemented Pupil Learning Loss Strategies

[A description of how the effectiveness of the services or supports provided to address learning loss will be measured.]

The CAASPP will serve as a Summative Assessment utilized by Schaefer Charter School to gauge the effectiveness of POUSD's program to mitigate learning loss over time.

Actions to Address Pupil Learning Loss [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
1:1 tutoring	13,400	No
Student math kits for Virtual Learning	7,540	No
Communication devices for staff to connect to families and students	460	No

Mental Health and Social and Emotional Well-Being

[A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.]

Monitor and Support

- Counseling services provided by district staff
- Partnership with other organizations for additional counseling services
- Student groups: Friendship, grief, loss, anxiety, and etc.
- 1:1 counseling for students that have been identified that have emotional needs
- Proactive Lessons for classes
- Family Support
- SEL Curriculum: PBIS/ToolBox /Restorative Practices/PBIS
- Toolbox: Continue and increase our use of it
- PBIS- looks different at different (physical) campuses
- Restorative Practices: Daily Community Circles, SEL- lessons, Mindfulness Practices
- Focus on SEL during both models: Virtual Academy, Hybrid Model
- Weekly Check-ins and support from teachers, Program Assistants and Principal (if needed)
- Build partnerships with SEL organization
- Each school chooses an organization to develop a full partnership.
- Opportunities for adults to cultivate their own SEL competencies
- Professional Development, room/time for self-reflection
- Staff Community Circles and Colleague supports and support group
- Making staff aware of the district resource that are available for our staff (i.e. insurance, RESIG, CTA, and CSEA)
- Classes/course that are available

Professional Development and Resources to address Trauma and other Impacts

- West County Health Center
- SCOE

Pupil and Family Engagement and Outreach

[A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not engaging in instruction and is at risk of learning loss.]

If a student is absent from distance learning for more than three schools days or 60% of the instructional days in the school week, the following process will be followed:

- Verify current contact information for each enrolled pupil
- Daily notification to parents or guardians of absences
- A plan for outreach from the school to determine pupil needs including connection with health and social services as necessary
- When feasible, transitioning the pupil to full-time in-person instruction

Outreach

Teachers will regularly communicate with parents and guardians regarding a pupil's academic progress. AERIES "ParentSquare" was acquired by POUSD specifically to improve our ability to communicate/engage students and their families.

We will regularly discuss as a staff effective ways to motivate students and families.

Students who are not engaged in instruction and are at risk of learning loss will be referred to school site administration who will coordinate the following:

- Determine the best person to contact the student/family (principal, teacher, counselor, Instructional assistant) in order to make the best impact
- Determine pupil needs including connection with health and social services
- Encourage teachers to consistently contact students and families
- Focus the site on: Building trust and relationships so our community feeling safe and sharing their families needs
- Keeping track of student/family communication on a weekly basis (ex. Parentsquare)

School Nutrition

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.]

In Person

We will provide meals for pupils who are eligible for free or reduced-price meals for pupils participating in in-person instruction by..

- “Grab and Go” meals will be delivered to classrooms, outdoors, or in a cafeteria. (Even if food is delivered to classrooms, students should go outside to eat, so masks can be removed).
- Food carts/kiosks in multiple locations on the campus will aid in safe food distribution. If common areas such as dining halls and cafeterias are used, students will be safely separated by cohorts while maintaining the social distance standards with proper disinfection after each use.
- Disposable food service items (e.g., utensils, dishes) will be used as much as possible. If disposable items are not feasible, items will be handled with gloves and washed with dish soap and hot water or in a dishwasher.
- Divided mealtimes (for breakfast, snack, and lunch) will be implemented by site administrators. Classified staff and teachers will assist with the monitoring of various eating locations.
- Additional trash/composting containers will be used to accommodate the various eating areas.

Distance Learning (Hybrid/100% Virtual)

We will provide meals for all pupils, including those who are eligible for free or reduced-price meals for pupils participating in distance learning by..

Hybrid

- Group A (Grades PK-12 attending classes on-site Mondays and Tuesdays)
- At the end of the instructional day on Tuesdays, Group A students will be offered three breakfasts, three lunches, and six milks to take home
- On Wednesdays, students who participate in full-time distance learning will be offered five breakfasts, five lunches, and 10 milks on a grab-and-go basis. Meals for all students will be distributed to parents between the hours of 11:30 a.m. and 12:30 p.m. Parents will be required to remain in their vehicles when picking up meals.
- Group B (Grades PK-12 attending classes on-site Thursdays and Fridays)
- At the end of the instructional day on Fridays, Group B students will be offered three breakfasts, three lunches, and six milks to take home.

100% Virtual Learning

- 5 days of breakfast and lunch will be provided on Monday's at Schaefer, Jack London, and Olivet from 10am to 1pm.

Additional Actions to Implement the Learning Continuity Plan [additional rows and actions may be added as necessary]

Section	Description	Total Funds	Contributing
Mental Health and Social and Emotional Well-Being	Additional Counseling Services to Promote Mental Health and Social/Emotional Wellbeing of Students: COUNSELOR	35,000	No
Pupil Engagement and Outreach	Improved Communication with EL Students/Families Schaefer Charter School acquired "ParentSquare" (an AERIES product) which translates all outgoing and incoming messages to facilitate effective communication during virtual learning efforts. This has allowed us to provide significantly improved support for our Spanish speaking families. The program was on-boarded in fall 2020, specifically to augment the Virtual Learning experience of English Learners and to better support their families.	1,600	No
Distance Learning Program (Supports for Pupils with Unique Needs)	"Comfort Bags" for Homeless, Foster, Low Income Students 40 duffel bags were made available for homeless, foster, low income and struggling students. Distributed the first week of September 2020 out of Schaefer Elementary, these bags contained toiletries (shampoo, soap, toothbrush and toothpaste), a blanket, books, games/puzzles, coloring books and stuffed animals/toys.	500	No

Section	Description	Total Funds	Contributing
Distance Learning Program	Materials and equipment for teachers to work effectively in Virtual Learning	20,000	No

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Percentage to Increase or Improve Services	Increased Apportionment based on the Enrollment of Foster Youth, English Learners, and Low-Income students
10.58%	283,577

Required Descriptions

[For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.]

Chromebooks, iPads, Hotspots (as needed) have been provided to unduplicated students and foster youth for use at home during virtual learning in a COVID context. In order to communicate more effectively with our Spanish speaking students and families, Parentsquare was acquired. Fountas & Pinnell intervention program was purchased to help us bridge the learning loss that is likely happening because of the impact of the pandemic on student learning.

[A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.]

Outreach Worker (Bilingual Spanish), AERIES "ParentSquare", Use of Program Assistance for outreach, Hotspots, free Wifi resources, Fountas & Pinnell intervention program



Learning Continuity and Attendance Plan Template (2020–21)

The instructions for completing the Learning Continuity and Attendance Plan is available at <https://www.cde.ca.gov/re/lc/documents/lrngcntntyatndncpln-instructions.docx>.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Olivet Charter School - Piner-Olivet Union School District	Anna Moore Principal	amoore@pousd.org 7075223045

General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community.]

This plan was created to document the efforts of Olivet Charter School to serve its students' educational needs in a COVID-19 context. Olivet Elementary Charter School is part of the Piner-Olivet Union School District (POUSD).

The COVID-19 pandemic has had far-reaching consequences beyond the spread of the disease itself and efforts to quarantine it. Previous to experiencing the negative impact brought on by the pandemic, Olivet Elementary Charter School was devastated by the Sonoma County wildfires and firestorms of 2017, with a significant number of POUSD students, families, and staff tragically losing their homes and personal possessions. The emotional toll of that experience coupled with the experience brought on by the current pandemic has been a significant challenge for the community.

The pandemic has affected educational systems State-wide, leading to the widespread closures of schools and colleges. In the fall of 2020, Sonoma County found itself on the Governor's watch list, due to the number of COVID cases here. In turn, schools across the County, including Olivet Charter School, launched the school year with a 100% virtual learning program.

Stakeholder Engagement

[A description of the efforts made to solicit stakeholder feedback.]

The efforts made to solicit stakeholder feedback for each group were:

Students

- Surveys

Families

- Surveys
- Phone Calls
- Town Hall Virtual Meetings
- Emails

Educators (teachers, principals, administrators, other school personnel

- Bargaining Unit Member Meetings
- MOU
- Reopening Committee

Other stakeholders (who do not have internet or speak languages other than English)

- Phone interviews

Overview of the stakeholder engagement process

- We consulted with teachers, principals, administrators, other school personnel, local bargaining units of the school district, parents, and pupils in developing a learning continuity and attendance plan.
- We solicited recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the learning continuity and attendance plan
- We notified members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the learning continuity and attendance plan, using the most efficient method of notification possible (note it is not required to produce printed notices or to send notices by mail).

- We presented the learning continuity and attendance plan to the parent advisory committee and the English learner parent advisory committee separately for review and comment. The superintendent of a school district responded, in writing, to comments received from the parent advisory committee and the English learner parent advisory committee.
- We presented the learning continuity and attendance plan at a public hearing of the governing board of the school district for review and comment by members of the public. The agenda for the public hearing was posted at least 72 hours before the public hearing and included the location where the learning continuity and attendance plan was available for public inspection.
- The Governing Board adopted the learning continuity and attendance plan in a public meeting. This meeting was held after, but not on the same day as, the public hearing

[A description of the options provided for remote participation in public meetings and public hearings.]

- Open session board meetings were held via Zoom. Remote participation was made available via Zoom and included public comment and input.

[A summary of the feedback provided by specific stakeholder groups.]

Students

- Students miss their friends and school
- Students are fearful of getting sick or giving it to someone at home.

Families

- Families need students in school in order to work
- Families are uneasy about students returning to school when COVID19 cases are growing.
- Major concerns for parents were: socialization, mask wearing vs non-mask wearing, quality virtual learning, child getting behind, schooling for younger grade levels, belonging and part of a community, in schooling important for students, hard on working families doing distance learning, scheduling the same for families, extra support for struggling students, socially distancing, special education services.

Educators (teachers, principals, administrators, other school personnel

- Educators miss their students
- Educators are uneasy about returning to school when COVID-19 cases are growing

[A description of the aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.]

All areas of the Learning Continuity and Attendance Plan were influenced by stakeholder input. The POUUSD Governing Board was one of the first school boards in Sonoma County to commit to a 100% virtual learning program to start the school year off, Fall 2020. This decision was made carefully, and informed by stakeholder input.

Continuity of Learning

In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.]

At the time this report was written (early fall 2020), POUSD was not able to determine when a transition to a hybrid instruction approach or in-person learning would occur. This is due to a variety of factors outside the district's control. When a transition to hybrid learning is possible, we anticipate the following:

- The adopted model for classroom based instruction is the Hybrid model where students attend in person instruction for 2 days a week and attend distance learning 3 days a week.
- Students who have experienced significant learning loss or are at a greater risks of experiencing learning loss due to future closure will have priority for the ability to come to campus 5 days per week if feasible and if able to be under the supervision of a school employee with proper social distancing and cohorting available.

As reported, a move to in-person instruction is not possible at this time. However, POUSD has designed a virtual learning program meant to increase and improve services to students and their families, relative to our virtual learning program initiated in Spring 2020. Our planning for a move to hybrid learning has been informed by surveys sent out to staff and families in June 2020. Additionally, some expenditures have been made in preparation for the eventual transition to hybrid and/or in-person instruction such as: face coverings, gloves, face shields, hand sanitizer, temperature taking technology, MERV13 Filtration, Sterilization Machines, COVID-related signage, etc.

Actions Related to In-Person Instructional Offerings [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
MERV-13 filtration	10,400	No
Personal Protective Equipment for staff and students	16,308	No
Plexiglass dividers	650	No

Description	Total Funds	Contributing
Cleaning and Sanitization Equipment and Supplies	15,000	No
Portable hand washing stations	900	No
Temperature reading equipment	5,000	No
Safety signage	1,000	No

Distance Learning Program

Continuity of Instruction

[A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.]

Distance Learning Model

We will provide a distance learning program to students with the following components:

- Content aligned to essential grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.
- Daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders. If daily live interaction is not feasible as part of regular instruction, the governing board or body of the local educational agency shall develop, with parent and stakeholder input, an alternative plan for frequent live interaction that provides a comparable level of service and school connectedness.

Curriculum

We will provide a full curriculum of substantially similar quality regardless of the method of delivery by:

- Allocating Olivet Charter School learning resources to students to facilitate virtual learning (technology devices, software programs, curriculum, etc.)
- Small groups and 1:1 support (Zoom breakout sessions during virtual learning)

The resources used to support this will be:

- Google Classroom, SeeSaw, Lexia, Renaissance (Myon, Freckle, etc.), Khan Academy, Zoom, Clever, etc.

Access to Devices and Connectivity

[A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.]

- Connected devices will be provided to students
- For students who lack internet access at home, the District will provide either individual internet Hotspot devices, regular access to on-site internet-connected computers, or recorded instruction and electronic materials/assignments.
- Hardware: TK-K-1: iPads-one to one; 2-6: Chromebooks-one to one

Pupil Participation and Progress

[A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.]

Assess Progress

- Fountas and Pinnell assessments, Running Records, Star Math, Star Reading

Measuring Participation

- Teachers and school staff will keep track of student/family participation and attendance on a daily basis via AERIES.

Students will fill out a daily learning log via a google form. Students will submit items daily in google classroom. Teachers or staff members may also submit this google form on the students behalf to document what the student completed for the day.

Evidence of participation includes:

- Online activities,
- Completion of regular assignments,
- Completion of assessments,
- Contacts between employees of the local educational agency and pupils or parents or guardians.

All students at all grade levels will be required to log into Google Classroom or otherwise confirm active learning.

Each teacher will determine the time value of assignments. Teachers will provide at least 240 instructional minutes that may include:

- Interaction, instruction, and check-ins between teachers and pupils through the use of a computer or communications technology.
- Video or audio instruction in which the primary mode of communication between the pupil and certificated employee is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology.
- The use of print materials incorporating assignments that are the subject of written or oral feedback.
- Assignments
- Assessments

Distance Learning Professional Development

[A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.]

Professional Development has been/and is being provided to support teachers so that they can manage a virtual learning program for students.

- PD informed by the work of the PD Committee
- Developed on shortened Wednesdays
- Added weekly to Seesaw or Google classroom (accessible to all who work with your students)
- Collaboration between district grade level teachers
- Ex: Working together to produce videos/Creating lesson plans to use in class and online
- Professional Development: See PD Plan and Shortened Wednesday
- Accountability, flexibility, personalized professional learning plan, etc.
- Using curriculum digitally
- Use Fountas & Pinnell intervention program- trained on it and look at it for each cohort day

Resources

- Google Classroom, SeeSaw, Lexia, Renaissance (Myon, Freckle, etc.), Khan Academy, Zoom, Clever, etc.

Staff Roles and Responsibilities

[A description of the new roles and responsibilities of affected staff as a result of COVID-19.]

The roles and responsibilities of certificated staff have not significantly changed, with the exception of where and when their responsibilities are being carried out. When hybrid instruction begins, teachers and students may assist with sanitizing classroom between cohorts each day. The most affected staff in terms of sanitizing facilities are the classified ranks. The MOU the district has with the Classified Bargaining Unit provides a degree of flexibility to many classified job descriptions so that they may assist with current new learning models.

Supports for Pupils with Unique Needs

[A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.]

English Learners

- Synchronous Designated ELD
- Live virtual lessons/meetings
- Phone calls
- Small group lessons
- By proficiency levels with scaffolds
- In mixed level groups for fluency building
- Teacher feedback and support as needed
- Asynchronous Designated ELD
- Previously-recorded lesson and videos
- Phone and text messages
- ELD assignments/projects using approved
- ELD curriculum
- Paper and pencil activities
- Reading logs and journals
- Goal setting and reflection

Exceptional needs

- Student's with IEPs: Students with IEP's will receive all services virtually during the period of virtual learning. Such services may include occupational therapy, adaptive physical education, physical therapy, speech, and specialized academic instruction. In accordance with SB 98 and California Ed Code, a Distance Learning Plan (DLP) that outlines how services will be delivered, will be developed in collaboration with the parent of each student with an IEP.
- Foster Care: POUSD students in Foster Care will be afforded their Foster Care Educational Rights as outlined in EdCode and by the CA Department of Education. Foster Care students have access to resources that will allow them to connect to virtual learning resources (iPads, Chromebooks, Hotspots, etc.). POUSD staff do reach out to Foster families to encourage attendance and engagement.
- Students Experiencing Homelessness: Olivet Charter School will make every effort to ensure continuity of service so that children and youth experiencing homelessness are able to participate fully in school activities, and that barriers to identification, enrollment, and retention in school are identified and removed.

Actions related to the Distance Learning Program [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Educational software and equipment to support Virtual Learning	16,300	No

Description	Total Funds	Contributing
Technology Devices - Chromebooks, Chromebook covers, and I-Pads for students	97,355	No
Hot Spots for students	5,130	No
Zoom to allow for synchronous teaching and learning	3,780	No
Website development to serve as primary source of information, foster contentedness, and provide tools for staff, parents, and students	2,025	No
Aeries Software Suite, Aeries Professional Development, Aeries Enrollment	7,500	No
Professional development	5,400	No

Pupil Learning Loss

[A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.]

POUSD will utilize a well articulated Assessment Calendar in conjunction with a number of diagnostic and formative assessment tools to measure learning loss of students during the pandemic. In turn, what is learned by analyzing diagnostic and formative assessments will inform classroom instruction and differentiation utilized strategies to augment student learning. The primary focus areas of POUSD diagnostic and formative assessment tools are English Language Arts, Mathematics and English Language Development.

Please see the assessment calendar below for additional information.

POUSD Assessment Calendar

Content Area	Assessment	Assessment Window
Math Star Math: (2 weeks before report cards- 3rd-6th)	Bridges/Carnegie Baseline Assessment/ Personal Interviews	August
	Bridges/Carnegie Post Test Unit 2	October
	Bridges/Carnegie Post Test Unit 4	January
	Bridges/Carnegie Post Test Unit 6	March
Writing	Narrative	August-Sept.
	Informational	Jan-Feb
	Argumentative/ Opinion	March-April
Reading	Guided Reading F & P STAR Reading (3-6th)	Aug. 15-Oct. 15 (GR-not for K)
	Guided Reading F & P STAR Reading (3-6th)	Jan. 7-Feb. 14th (K included)
Interim Assessments	Math Common Assessment from grade level (K-2) Math (3-6th)	Dec. 2-Dec. 10th
	ELA Common Assessment from grade level (K-2) ELA (3-6th)	Feb. 10th-Feb. 18th

Pupil Learning Loss Strategies

[A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.]

Analyzing student data resulting from the diagnostic and formative assessments outlined above may lead to one or more of the following actions/interventions:

Small group instruction

- 1:1 tutoring
- Authentic Learning Materials to use at school and home
- Daily and Weekly Check-Ins
- Multi-Tiered System of Supports (MTSS)
- Learning Team

English Learners

- Small group instruction
- 1:1 meetings
- Authentic Learning Materials at school/home
- Weekly Check-ins
- Integrated and Designated ELD
- Balance technology and real materials

Exceptional needs

Foster Care/ Students Experiencing Homelessness

- Small group instruction
- 1:1 meetings
- CB for Virtual Learning
- Authentic Learning Materials at school/home
- Balance technology and real materials
- Weekly Check-ins

Other

- Small group instruction
- 1:1 meetings
- Authentic Learning Materials at school/home
- Weekly Check-ins

- Balance technology and real materials

Young Learners

- TK, K and/or 1: ½ day learning schedule
- Small group instruction
- 1:1 meetings and check-ins
- iPads for Digital Learning
- Authentic Learning Materials at school/home
- Balance technology and real materials

Effectiveness of Implemented Pupil Learning Loss Strategies

[A description of how the effectiveness of the services or supports provided to address learning loss will be measured.]

The CAASPP will serve as a Summative Assessment utilized by Olivet Charter School to gauge the effectiveness of POUSD's program to mitigate learning loss over time.

Actions to Address Pupil Learning Loss [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
1:1 tutoring	16,860	No
Student math kits for Virtual Learning	9,100	No
Communication devices for staff to connect to families and students	460	No

Mental Health and Social and Emotional Well-Being

[A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.]

Monitor and Support

- Counseling services provided by district staff
- Partnership with other organizations for additional counseling services
- Student groups: Friendship, grief, loss, anxiety, and etc.
- 1:1 counseling for students that have been identified that have emotional needs
- Proactive Lessons for classes
- Family Support
- SEL Curriculum: PBIS/ToolBox /Restorative Practices/PBIS
- Toolbox: Continue and increase our use of it
- PBIS- looks different at different (physical) campuses
- Restorative Practices: Daily Community Circles, SEL- lessons, Mindfulness Practices
- Focus on SEL during both models: Virtual Academy, Hybrid Model
- Weekly Check-ins and support from teachers, Program Assistants and Principal (if needed)
- Build partnerships with SEL organization
- Each school chooses an organization to develop a full partnership.
- Opportunities for adults to cultivate their own SEL competencies
- Professional Development, room/time for self-reflection
- Staff Community Circles and Colleague supports and support group
- Making staff aware of the district resource that are available for our staff (i.e. insurance, RESIG, CTA, and CSEA)
- Classes/course that are available

Professional Development and Resources to address Trauma and other Impacts

- West County Health Center
- SCOE

Pupil and Family Engagement and Outreach

[A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not engaging in instruction and is at risk of learning loss.]

If a student is absent from distance learning for more than three schools days or 60% of the instructional days in the school week, the following process will be followed:

- Verify current contact information for each enrolled pupil
- Daily notification to parents or guardians of absences
- A plan for outreach from the school to determine pupil needs including connection with health and social services as necessary
- When feasible, transitioning the pupil to full-time in-person instruction

Outreach

Teachers will regularly communicate with parents and guardians regarding a pupil's academic progress. AERIES "ParentSquare" was acquired by POUSD specifically to improve our ability to communicate/engage students and their families.

We will regularly discuss as a staff effective ways to motivate students and families.

Students who are not engaged in instruction and are at risk of learning loss will be referred to school site administration who will coordinate the following:

- Determine the best person to contact the student/family (principal, teacher, counselor, Instructional assistant) in order to make the best impact
- Determine pupil needs including connection with health and social services
- Encourage teachers to consistently contact students and families
- Focus the site on: Building trust and relationships so our community feeling safe and sharing their families needs
- Keeping track of student/family communication on a weekly basis (ex. Parentsquare)

School Nutrition

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.]

In Person

We will provide meals for pupils who are eligible for free or reduced-price meals for pupils participating in in-person instruction by..

- “Grab and Go” meals will be delivered to classrooms, outdoors, or in a cafeteria. (Even if food is delivered to classrooms, students should go outside to eat, so masks can be removed).
- Food carts/kiosks in multiple locations on the campus will aid in safe food distribution. If common areas such as dining halls and cafeterias are used, students will be safely separated by cohorts while maintaining the social distance standards with proper disinfection after each use.
- Disposable food service items (e.g., utensils, dishes) will be used as much as possible. If disposable items are not feasible, items will be handled with gloves and washed with dish soap and hot water or in a dishwasher.
- Divided mealtimes (for breakfast, snack, and lunch) will be implemented by site administrators. Classified staff and teachers will assist with the monitoring of various eating locations.
- Additional trash/composting containers will be used to accommodate the various eating areas.

Distance Learning (Hybrid/100% Virtual)

We will provide meals for all pupils, including those who are eligible for free or reduced-price meals for pupils participating in distance learning by..

Hybrid

- Group A (Grades PK-12 attending classes on-site Mondays and Tuesdays)
- At the end of the instructional day on Tuesdays, Group A students will be offered three breakfasts, three lunches, and six milks to take home
- On Wednesdays, students who participate in full-time distance learning will be offered five breakfasts, five lunches, and 10 milks on a grab-and-go basis. Meals for all students will be distributed to parents between the hours of 11:30 a.m. and 12:30 p.m. Parents will be required to remain in their vehicles when picking up meals.
- Group B (Grades PK-12 attending classes on-site Thursdays and Fridays)
- At the end of the instructional day on Fridays, Group B students will be offered three breakfasts, three lunches, and six milks to take home.

100% Virtual Learning

- 5 days of breakfast and lunch will be provided on Monday's at Schaefer, Jack London, and Olivet from 10am to 1pm.

Additional Actions to Implement the Learning Continuity Plan [additional rows and actions may be added as necessary]

Section	Description	Total Funds	Contributing
Mental Health and Social and Emotional Well-Being	Additional Counseling Services to Promote Mental Health and Social/Emotional Wellbeing of Students: COUNSELOR	35,000	No
Pupil Engagement and Outreach	Improved Communication with EL Students/Families POUSD acquired "ParentSquare" (an AERIES product) which translates all outgoing and incoming messages to facilitate effective communication during virtual learning efforts. This has allowed us to provide significantly improved support for our Spanish speaking families. The program was on-boarded in fall 2020, specifically to augment the Virtual Learning experience of English Learners and to better support their families.	2,025	No
Distance Learning Program (Supports for Pupils with Unique Needs)	"Comfort Bags" for Homeless, Foster, Low Income Students 40 duffel bags were made available for homeless, foster, low income and struggling students. Distributed the first week of September 2020 out of Schaefer Elementary, these bags contained toiletries (shampoo, soap, toothbrush and toothpaste), a blanket, books, games/puzzles, coloring books and stuffed animals/toys.	500	No

Section	Description	Total Funds	Contributing
Distance Learning Program	Materials and equipment for teachers to work effectively in Virtual Learning	20,000	No

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Percentage to Increase or Improve Services	Increased Apportionment based on the Enrollment of Foster Youth, English Learners, and Low-Income students
9.22%	240,804

Required Descriptions

[For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.]

Chromebooks, iPads, Hotspots (as needed) have been provided to unduplicated students and foster youth for use at home during virtual learning in a COVID context. In order to communicate more effectively with our Spanish speaking students and families, Parentsquare was acquired. Fountas & Pinnell intervention program was purchased to help us bridge the learning loss that is likely happening because of the impact of the pandemic on student learning.

[A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.]

Outreach Worker (Bilingual Spanish), AERIES "ParentSquare", Use of Program Assistance for outreach, Hotspots, free Wifi resources, Fountas & Pinnell intervention program

Learning Continuity and Attendance Plan Template (2020–21)

The instructions for completing the Learning Continuity and Attendance Plan is available at <https://www.cde.ca.gov/re/lc/documents/lrngcntntyatndncpln-instructions.docx>.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Piner-Olivet Charter School - Piner-Olivet Union School District	Kirsten Sanft Principal	kwofford@pousd.org 707-522-3310

General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community.]

This plan was created to document the efforts of the Piner-Olivet Charter School to serve its students' educational needs in a COVID-19 context. Piner-Olivet Charter School (POCS) is part of the Piner-Olivet Union School District (POUSD)

The COVID-19 pandemic has had far-reaching consequences beyond the spread of the disease itself and efforts to quarantine it. Previous to experiencing the negative impact brought on by the pandemic, the Piner-Olivet Union School District (POUSD) was devastated by the Sonoma County wildfires and firestorms of 2017, with a significant number of POUSD students, families, and staff tragically losing their homes and personal possessions. The emotional toll of that experience coupled with the experience brought on by the current pandemic has been a significant challenge for the community.

The pandemic has affected educational systems State-wide, leading to the widespread closures of schools and colleges. In the fall of 2020, Sonoma County found itself on the Governor’s watch list, due to the number of COVID cases here. In turn, schools across the County, including POCS, launched the school year with a 100% virtual learning program.

Stakeholder Engagement

[A description of the efforts made to solicit stakeholder feedback.]

The efforts made to solicit stakeholder feedback for each group were:

Students

- Surveys

Families

- Surveys
- Phone Calls
- Town Hall Virtual Meetings
- Emails

Educators (teachers, principals, administrators, other school personnel

- Bargaining Unit Member Meetings
- MOU
- Reopening Committee

Other stakeholders (who do not have internet or speak languages other than English)

- Phone interviews

Overview of the stakeholder engagement process

- We consulted with teachers, principals, administrators, other school personnel, local bargaining units of the school district, parents, and pupils in developing a learning continuity and attendance plan.
- We solicited recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the learning continuity and attendance plan
- We notified members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the learning continuity and attendance plan, using the most efficient method of notification possible (note it is not required to produce printed notices or to send notices by mail).
- We presented the learning continuity and attendance plan to the parent advisory committee and the English learner parent advisory committee separately for review and comment. The superintendent of a school district responded, in writing, to comments received from the parent advisory committee and the English learner parent advisory committee.
- We presented the learning continuity and attendance plan at a public hearing of the governing board of the school district for review and comment by members of the public. The agenda for the public hearing was posted at least 72 hours before the public hearing and included the location where the learning continuity and attendance plan was available for public inspection.

- The Governing Board adopted the learning continuity and attendance plan in a public meeting. This meeting was held after, but not on the same day as, the public hearing

[A description of the options provided for remote participation in public meetings and public hearings.]

- Open session board meetings were held via Zoom. Remote participation was made available via Zoom and included public comment and input.

[A summary of the feedback provided by specific stakeholder groups.]

Students

- Students miss their friends and school
- Students are fearful of getting sick or giving it to someone at home.

Families

- Families need students in school in order to work
- Families are uneasy about students returning to school when COVID19 cases are growing.
- Major concerns for parents were: socialization, mask wearing vs non-mask wearing, quality virtual learning, child getting behind, schooling for younger grade levels, belonging and part of a community, in schooling important for students, hard on working families doing distance learning, scheduling the same for families, extra support for struggling students, socially distancing, special education services.

Educators (teachers, principals, administrators, other school personnel

- Educators miss their students
- Educators are uneasy about returning to school when COVID-19 cases are growing

[A description of the aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.]

All areas of the Learning Continuity and Attendance Plan were influenced by stakeholder input. The POUUSD Governing Board was one of the first school boards in Sonoma County to commit to a 100% virtual learning program to start the school year off, Fall 2020. This decision was made carefully, and informed by stakeholder input.

Continuity of Learning

In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.]

At the time this report was written (early fall 2020), POCS was not able to determine when a transition to a hybrid instruction approach or in-person learning would occur. This is due to a variety of factors outside the district's control. When a transition to hybrid learning is possible, we anticipate the following:

- The adopted model for classroom based instruction is the Hybrid model where students attend in person instruction for 2 days a week and attend distance learning 3 days a week.
- Students who have experienced significant learning loss or are at a greater risks of experiencing learning loss due to future closure will have priority for the ability to come to campus 5 days per week if feasible and if able to be under the supervision of a school employee with proper social distancing and cohorting available.

As reported, a move to in-person instruction is not possible at this time. However, POCS has designed a virtual learning program meant to increase and improve services to students and their families, relative to our virtual learning program initiated in Spring 2020. Our planning for a move to hybrid learning has been informed by surveys sent out to staff and families in June 2020. Additionally, some expenditures have been made in preparation for the eventual transition to hybrid and/or in-person instruction such as: face coverings, gloves, face shields, hand sanitizer, temperature taking technology, MERV13 Filtration, Sterilization Machines, COVID-related signage, etc.

Actions Related to In-Person Instructional Offerings [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
MERV-13 filtration	10,400	No
Personal Protective Equipment for staff and students	9,700	No
Plexiglass dividers	400	No
Cleaning and Sanitization Equipment and Supplies	7,500	No

Description	Total Funds	Contributing
Portable hand washing stations	900	No
Temperature reading equipment	5,000	No
Safety signage	1,000	No

Distance Learning Program

Continuity of Instruction

[A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.]

Distance Learning Model

We will provide a distance learning program to students with the following components:

- Content aligned to essential grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.
- Daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders. If daily live interaction is not feasible as part of regular instruction, the governing board or body of the local educational agency shall develop, with parent and stakeholder input, an alternative plan for frequent live interaction that provides a comparable level of service and school connectedness.

Curriculum

We will provide a full curriculum of substantially similar quality regardless of the method of delivery by:

- Allocating POCS learning resources to students to facilitate virtual learning (technology devices, software programs, curriculum, etc.)

- Small groups and 1:1 support (Zoom breakout sessions during virtual learning)

The resources used to support this will be:

- Google Classroom, SeeSaw, Lexia, Renaissance (Myon, Freckle, etc.), Khan Academy, Zoom, Clever, etc.

Access to Devices and Connectivity

[A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.]

- Connected devices will be provided to students
- For students who lack internet access at home, the District will provide either individual internet Hotspot devices, regular access to on-site internet-connected computers, or recorded instruction and electronic materials/assignments.
- Hardware: TK-K-1: iPads-one to one; 2-6: Chromebooks-one to one

Pupil Participation and Progress

[A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.]

Assess Progress

- Fountas and Pinnell assessments, Running Records, Star Math, Star Reading

Measuring Participation

- Teachers and school staff will keep track of student/family participation and attendance on a daily basis via AERIES.

Students will fill out a daily learning log via a google form. Students will submit items daily in google classroom. Teachers or staff members may also submit this google form on the students behalf to document what the student completed for the day.

Evidence of participation includes:

- Online activities,
- Completion of regular assignments,
- Completion of assessments,
- Contacts between employees of the local educational agency and pupils or parents or guardians.

All students at all grade levels will be required to log into Google Classroom or otherwise confirm active learning.

Each teacher will determine the time value of assignments. Teachers will provide at least 240 instructional minutes that may include:

- Interaction, instruction, and check-ins between teachers and pupils through the use of a computer or communications technology.
- Video or audio instruction in which the primary mode of communication between the pupil and certificated employee is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology.
- The use of print materials incorporating assignments that are the subject of written or oral feedback.
- Assignments
- Assessments

Distance Learning Professional Development

[A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.]

Professional Development has been/and is being provided to support teachers so that they can manage a virtual learning program for students.

- PD informed by the work of POUSD PD Committee
- Developed on shortened Wednesdays
- Added weekly to Seesaw or Google classroom (accessible to all who work with your students)
- Collaboration between district grade level teachers
- Ex: Working together to produce videos/Creating lesson plans to use in class and online
- Professional Development: See PD Plan and Shortened Wednesday
- Accountability, flexibility, personalized professional learning plan, etc.
- Using curriculum digitally
- Use Fountas & Pinnell intervention program- trained on it and look at it for each cohort day

Resources

- Google Classroom, SeeSaw, Lexia, Renaissance (Myon, Freckle, etc.), Khan Academy, Zoom, Clever, etc.

Staff Roles and Responsibilities

[A description of the new roles and responsibilities of affected staff as a result of COVID-19.]

The roles and responsibilities of certificated staff have not significantly changed, with the exception of where and when their responsibilities are being carried out. When hybrid instruction begins, teachers and students may assist with sanitizing classroom between cohorts each day. The most affected staff in terms of sanitizing facilities are the classified ranks. The MOU the district has with the Classified Bargaining Unit provides a degree of flexibility to many classified job descriptions so that they may assist with current new learning models.

Supports for Pupils with Unique Needs

[A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.]

English Learners

- Synchronous Designated ELD
- Live virtual lessons/meetings
- Phone calls
- Small group lessons
- By proficiency levels with scaffolds
- In mixed level groups for fluency building
- Teacher feedback and support as needed
- Asynchronous Designated ELD
- Previously-recorded lesson and videos
- Phone and text messages
- ELD assignments/projects using approved
- ELD curriculum
- Paper and pencil activities
- Reading logs and journals
- Goal setting and reflection

Exceptional needs

- Student's with IEPs: Students with IEP's will receive all services virtually during the period of virtual learning. Such services may include occupational therapy, adaptive physical education, physical therapy, speech, and specialized academic instruction. In accordance with SB 98 and California Ed Code, a Distance Learning Plan (DLP) that outlines how services will be delivered, will be developed in collaboration with the parent of each student with an IEP.
- Foster Care: POUSD students in Foster Care will be afforded their Foster Care Educational Rights as outlined in EdCode and by the CA Department of Education. Foster Care students have access to resources that will allow them to connect to virtual learning resources (iPads, Chromebooks, Hotspots, etc.). POUSD staff do reach out to Foster families to encourage attendance and engagement.
- Students Experiencing Homelessness: POUSD will make every effort to ensure continuity of service so that children and youth experiencing homelessness are able to participate fully in school activities, and that barriers to identification, enrollment, and retention in school are identified and removed.

Actions related to the Distance Learning Program [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Educational software and equipment to support Virtual Learning	8,800	No

Description	Total Funds	Contributing
Technology Devices - Chromebooks, Chromebook covers, and I-Pads for students	57,700	No
Hot Spots for students	3,050	No
Zoom to allow for synchronous teaching and learning	2,300	No
Website development to serve as primary source of information, foster contentedness, and provide tools for staff, parents, and students	1,200	No
Aeries Software Suite, Aeries Professional Development, Aeries Enrollment	4,500	No
Professional development	3,200	No

Pupil Learning Loss

[A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.]

POCS will utilize a well articulated Assessment Calendar in conjunction with a number of diagnostic and formative assessment tools to measure learning loss of students during the pandemic. In turn, what is learned by analyzing diagnostic and formative assessments will inform classroom instruction and differentiation utilized strategies to augment student learning. The primary focus areas of POCS diagnostic and formative assessment tools are English Language Arts, Mathematics and English Language Development.

Please see the assessment calendar below for additional information.

POUSD Assessment Calendar

Content Area	Assessment	Assessment Window
Math Star Math: (2 weeks before report cards- 3rd-6th)	Bridges/Carnegie Baseline Assessment/ Personal Interviews	August
	Bridges/Carnegie Post Test Unit 2	October
	Bridges/Carnegie Post Test Unit 4	January
	Bridges/Carnegie Post Test Unit 6	March
Writing	Narrative	August-Sept.
	Informational	Jan-Feb
	Argumentative/ Opinion	March-April
Reading	Guided Reading F & P STAR Reading (3-6th)	Aug. 15-Oct. 15 (GR-not for K)
	Guided Reading F & P STAR Reading (3-6th)	Jan. 7-Feb. 14th (K included)
Interim Assessments	Math Common Assessment from grade level (K-2) Math (3-6th)	Dec. 2-Dec. 10th
	ELA Common Assessment from grade level (K-2) ELA (3-6th)	Feb. 10th-Feb. 18th

Pupil Learning Loss Strategies

[A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.]

Analyzing student data resulting from the diagnostic and formative assessments outlined above may lead to one or more of the following actions/interventions:

Small group instruction

- 1:1 tutoring
- Authentic Learning Materials to use at school and home
- Daily and Weekly Check-Ins
- Multi-Tiered System of Supports (MTSS)
- Learning Team

English Learners

- Small group instruction
- 1:1 meetings
- Authentic Learning Materials at school/home
- Weekly Check-ins
- Integrated and Designated ELD
- Balance technology and real materials

Exceptional needs

Foster Care/ Students Experiencing Homelessness

- Small group instruction
- 1:1 meetings
- CB for Virtual Learning
- Authentic Learning Materials at school/home
- Balance technology and real materials
- Weekly Check-ins

Other

- Small group instruction
- 1:1 meetings
- Authentic Learning Materials at school/home
- Weekly Check-ins

- Balance technology and real materials

Young Learners

- TK, K and/or 1: ½ day learning schedule
- Small group instruction
- 1:1 meetings and check-ins
- iPads for Digital Learning
- Authentic Learning Materials at school/home
- Balance technology and real materials

Effectiveness of Implemented Pupil Learning Loss Strategies

[A description of how the effectiveness of the services or supports provided to address learning loss will be measured.]

The CAASPP will serve as a Summative Assessment utilized by POUSD to gauge the effectiveness of POUSD's program to mitigate learning loss over time.

Actions to Address Pupil Learning Loss [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
1:1 tutoring	10,500	No
Student learning kits for Virtual Learning	4,200	No
Communication devices for staff to connect to families and students	460	No

Mental Health and Social and Emotional Well-Being

[A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.]

Monitor and Support

- Counseling services provided by district staff
- Partnership with other organizations for additional counseling services
- Student groups: Friendship, grief, loss, anxiety, and etc.
- 1:1 counseling for students that have been identified that have emotional needs
- Proactive Lessons for classes
- Family Support
- SEL Curriculum: PBIS/ToolBox /Restorative Practices/PBIS
- Toolbox: Continue and increase our use of it
- PBIS- looks different at different (physical) campuses
- Restorative Practices: Daily Community Circles, SEL- lessons, Mindfulness Practices
- Focus on SEL during both models: Virtual Academy, Hybrid Model
- Weekly Check-ins and support from teachers, Program Assistants and Principal (if needed)
- Build partnerships with SEL organization
- Each school chooses an organization to develop a full partnership.
- Opportunities for adults to cultivate their own SEL competencies
- Professional Development, room/time for self-reflection
- Staff Community Circles and Colleague supports and support group
- Making staff aware of the district resource that are available for our staff (i.e. insurance, RESIG, CTA, and CSEA)
- Classes/course that are available

Professional Development and Resources to address Trauma and other Impacts

- West County Health Center
- SCOE

Pupil and Family Engagement and Outreach

[A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not engaging in instruction and is at risk of learning loss.]

If a student is absent from distance learning for more than three schools days or 60% of the instructional days in the school week, the following process will be followed:

- Verify current contact information for each enrolled pupil
- Daily notification to parents or guardians of absences
- A plan for outreach from the school to determine pupil needs including connection with health and social services as necessary
- When feasible, transitioning the pupil to full-time in-person instruction

Outreach

Teachers will regularly communicate with parents and guardians regarding a pupil's academic progress. AERIES "ParentSquare" was acquired by POUSD specifically to improve our ability to communicate/engage students and their families.

We will regularly discuss as a staff effective ways to motivate students and families.

Students who are not engaged in instruction and are at risk of learning loss will be referred to school site administration who will coordinate the following:

- Determine the best person to contact the student/family (principal, teacher, counselor, Instructional assistant) in order to make the best impact
- Determine pupil needs including connection with health and social services
- Encourage teachers to consistently contact students and families
- Focus the site on: Building trust and relationships so our community feeling safe and sharing their families needs
- Keeping track of student/family communication on a weekly basis (ex. Parentsquare)

School Nutrition

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.]

In Person

We will provide meals for pupils who are eligible for free or reduced-price meals for pupils participating in in-person instruction by..

- “Grab and Go” meals will be delivered to classrooms, outdoors, or in a cafeteria. (Even if food is delivered to classrooms, students should go outside to eat, so masks can be removed).
- Food carts/kiosks in multiple locations on the campus will aid in safe food distribution. If common areas such as dining halls and cafeterias are used, students will be safely separated by cohorts while maintaining the social distance standards with proper disinfection after each use.
- Disposable food service items (e.g., utensils, dishes) will be used as much as possible. If disposable items are not feasible, items will be handled with gloves and washed with dish soap and hot water or in a dishwasher.
- Divided mealtimes (for breakfast, snack, and lunch) will be implemented by site administrators. Classified staff and teachers will assist with the monitoring of various eating locations.
- Additional trash/composting containers will be used to accommodate the various eating areas.

Distance Learning (Hybrid/100% Virtual)

We will provide meals for all pupils, including those who are eligible for free or reduced-price meals for pupils participating in distance learning by..

Hybrid

- Group A (Grades PK-12 attending classes on-site Mondays and Tuesdays)
- At the end of the instructional day on Tuesdays, Group A students will be offered three breakfasts, three lunches, and six milks to take home
- On Wednesdays, students who participate in full-time distance learning will be offered five breakfasts, five lunches, and 10 milks on a grab-and-go basis. Meals for all students will be distributed to parents between the hours of 11:30 a.m. and 12:30 p.m. Parents will be required to remain in their vehicles when picking up meals.
- Group B (Grades PK-12 attending classes on-site Thursdays and Fridays)
- At the end of the instructional day on Fridays, Group B students will be offered three breakfasts, three lunches, and six milks to take home.

100% Virtual Learning

- 5 days of breakfast and lunch will be provided on Monday's at Schaefer, Jack London, and Olivet from 10am to 1pm.

Additional Actions to Implement the Learning Continuity Plan [additional rows and actions may be added as necessary]

Section	Description	Total Funds	Contributing
Mental Health and Social and Emotional Well-Being	Additional Counseling Services to Promote Mental Health and Social/Emotional Wellbeing of Students: COUNSELOR	9,600	No
Pupil Engagement and Outreach	Improved Communication with EL Students/Families POCS acquired "ParentSquare" (an AERIES product) which translates all outgoing and incoming messages to facilitate effective communication during virtual learning efforts. This has allowed us to provide significantly improved support for our Spanish speaking families. The program was on-boarded in fall 2020, specifically to augment the Virtual Learning experience of English Learners and to better support their families.	1,200	No
Distance Learning Program (Supports for Pupils with Unique Needs)	"Comfort Bags" for Homeless, Foster, Low Income Students 40 duffel bags were made available for homeless, foster, low income and struggling students. Distributed the first week of September 2020 out of Schaefer Elementary, these bags contained toiletries (shampoo, soap, toothbrush and toothpaste), a blanket, books, games/puzzles, coloring books and stuffed animals/toys.	500	No

Section	Description	Total Funds	Contributing
Distance Learning Program	Materials and equipment for teachers to work effectively in Virtual Learning	12,000	No

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Percentage to Increase or Improve Services	Increased Apportionment based on the Enrollment of Foster Youth, English Learners, and Low-Income students
8.87%	143,093

Required Descriptions

[For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.]

Chromebooks, iPads, Hotspots (as needed) have been provided to unduplicated students and foster youth for use at home during virtual learning in a COVID context. In order to communicate more effectively with our Spanish speaking students and families, Parentsquare was acquired. Fountas & Pinnell intervention program was purchased to help us bridge the learning loss that is likely happening because of the impact of the pandemic on student learning.

[A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.]

Outreach Worker (Bilingual Spanish), AERIES "ParentSquare", Use of Program Assistance for outreach, Hotspots, free Wifi resources, Fountas & Pinnell intervention program



Learning Continuity and Attendance Plan Template (2020–21)

The instructions for completing the Learning Continuity and Attendance Plan is available at <https://www.cde.ca.gov/re/lc/documents/lrngcntntyatndncpln-instructions.docx>.

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Northwest Prep-Piner-Olivet Union School District	Adam Napoleon Principal	anapoleon@pousd.org 707-522-3320

General Information

[A description of the impact the COVID-19 pandemic has had on the LEA and its community.]

This plan was created to document the efforts of the Northwest Prep Charter School to serve its students' educational needs in a COVID-19 context. Northwest Prep Charter School is part of the Piner-Olivet Union School District (POUSD).

The COVID-19 pandemic has had far-reaching consequences beyond the spread of the disease itself and efforts to quarantine it. Previous to experiencing the negative impact brought on by the pandemic, the Piner-Olivet Union School District (POUSD) was devastated by the Sonoma County wildfires and firestorms of 2017, with a significant number of POUSD students, families, and staff tragically losing their homes and personal possessions. The emotional toll of that experience coupled with the experience brought on by the current pandemic has been a significant challenge for the community.

The pandemic has affected educational systems State-wide, leading to the widespread closures of schools and colleges. In the fall of 2020, Sonoma County found itself on the Governor's watch list, due to the number of COVID cases here. In turn, schools across the County, including Northwest Prep Charter School, launched the school year with a 100% virtual learning program.

Stakeholder Engagement

[A description of the efforts made to solicit stakeholder feedback.]

The efforts made to solicit stakeholder feedback for each group were:

Students

- Surveys

Families

- Surveys
- Phone Calls
- Town Hall Virtual Meetings
- Emails

Educators (teachers, principals, administrators, other school personnel

- Bargaining Unit Member Meetings
- MOU
- Reopening Committee

Other stakeholders (who do not have internet or speak languages other than English)

- Phone interviews

Overview of the stakeholder engagement process

- We consulted with teachers, principals, administrators, other school personnel, local bargaining units of the school district, parents, and pupils in developing a learning continuity and attendance plan.
- We solicited recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the learning continuity and attendance plan
- We notified members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the learning continuity and attendance plan, using the most efficient method of notification possible (note it is not required to produce printed notices or to send notices by mail).

- We presented the learning continuity and attendance plan to the parent advisory committee and the English learner parent advisory committee separately for review and comment. The superintendent of a school district responded, in writing, to comments received from the parent advisory committee and the English learner parent advisory committee.
- We presented the learning continuity and attendance plan at a public hearing of the governing board of the school district for review and comment by members of the public. The agenda for the public hearing was posted at least 72 hours before the public hearing and included the location where the learning continuity and attendance plan was available for public inspection.
- The Governing Board adopted the learning continuity and attendance plan in a public meeting. This meeting was held after, but not on the same day as, the public hearing

[A description of the options provided for remote participation in public meetings and public hearings.]

- Open session board meetings were held via Zoom. Remote participation was made available via Zoom and included public comment and input.

[A summary of the feedback provided by specific stakeholder groups.]

Students

- Students miss their friends and school
- Students are fearful of getting sick or giving it to someone at home.

Families

- Families need students in school in order to work
- Families are uneasy about students returning to school when COVID19 cases are growing.
- Major concerns for parents were: socialization, mask wearing vs non-mask wearing, quality virtual learning, child getting behind, schooling for younger grade levels, belonging and part of a community, in schooling important for students, hard on working families doing distance learning, scheduling the same for families, extra support for struggling students, socially distancing, special education services.

Educators (teachers, principals, administrators, other school personnel)

- Educators miss their students
- Educators are uneasy about returning to school when COVID-19 cases are growing

[A description of the aspects of the Learning Continuity and Attendance Plan that were influenced by specific stakeholder input.]

All areas of the Learning Continuity and Attendance Plan were influenced by stakeholder input. The POUUSD Governing Board was one of the first school boards in Sonoma County to commit to a 100% virtual learning program to start the school year off, Fall 2020. This decision was made carefully, and informed by stakeholder input.

Continuity of Learning

In-Person Instructional Offerings

[A description of the actions the LEA will take to offer classroom-based instruction whenever possible, particularly for students who have experienced significant learning loss due to school closures in the 2019–2020 school year or are at a greater risk of experiencing learning loss due to future school closures.]

At the time this report was written (early fall 2020), Northwest Prep Charter School was not able to determine when a transition to a hybrid instruction approach or in-person learning would occur. This is due to a variety of factors outside the district's control. When a transition to hybrid learning is possible, we anticipate the following:

- The adopted model for classroom based instruction is the Hybrid model where students attend in person instruction for 2 days a week and attend distance learning 3 days a week.
- Students who have experienced significant learning loss or are at a greater risks of experiencing learning loss due to future closure will have priority for the ability to come to campus 5 days per week if feasible and if able to be under the supervision of a school employee with proper social distancing and cohorting available.

As reported, a move to in-person instruction is not possible at this time. However, Northwest Prep Charter School has designed a virtual learning program meant to increase and improve services to students and their families, relative to our virtual learning program initiated in Spring 2020. Our planning for a move to hybrid learning has been informed by surveys sent out to staff and families in June 2020. Additionally, some expenditures have been made in preparation for the eventual transition to hybrid and/or in-person instruction such as: face coverings, gloves, face shields, hand sanitizer, temperature taking technology, MERV13 Filtration, Sterilization Machines, COVID-related signage, etc.

Actions Related to In-Person Instructional Offerings [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
MERV-13 filtration	10,400	No
Personal Protective Equipment for staff and students	7,000	No
Plexiglass dividers	300	No

Description	Total Funds	Contributing
Cleaning and Sanitization Equipment and Supplies	8,000	No
Portable hand washing stations	900	No
Temperature reading equipment	5,000	No
Safety signage	1,000	No

Distance Learning Program

Continuity of Instruction

[A description of how the LEA will provide continuity of instruction during the school year to ensure pupils have access to a full curriculum of substantially similar quality regardless of the method of delivery, including the LEA's plan for curriculum and instructional resources that will ensure instructional continuity for pupils if a transition between in-person instruction and distance learning is necessary.]

Distance Learning Model

We will provide a distance learning program to students with the following components:

- Content aligned to essential grade level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.
- Daily live interaction with certificated employees and peers for purposes of instruction, progress monitoring, and maintaining school connectedness. This interaction may take the form of internet or telephonic communication, or by other means permissible under public health orders. If daily live interaction is not feasible as part of regular instruction, the governing board or body of the local educational agency shall develop, with parent and stakeholder input, an alternative plan for frequent live interaction that provides a comparable level of service and school connectedness.

Curriculum

We will provide a full curriculum of substantially similar quality regardless of the method of delivery by:

- Allocating Northwest Prep Charter School learning resources to students to facilitate virtual learning (technology devices, software programs, curriculum, etc.)
- Small groups and 1:1 support (Zoom breakout sessions during virtual learning)

The resources used to support this will be:

- Google Classroom, SeeSaw, Lexia, Renaissance (Myon, Freckle, etc.), Khan Academy, Zoom, Clever, etc.

Access to Devices and Connectivity

[A description of how the LEA will ensure access to devices and connectivity for all pupils to support distance learning.]

- Connected devices will be provided to students
- For students who lack internet access at home, the District will provide either individual internet Hotspot devices, regular access to on-site internet-connected computers, or recorded instruction and electronic materials/assignments.
- Hardware: TK-K-1: iPads-one to one; 2-6: Chromebooks-one to one

Pupil Participation and Progress

[A description of how the LEA will assess pupil progress through live contacts and synchronous instructional minutes, and a description of how the LEA will measure participation and time value of pupil work.]

Assess Progress

- Fountas and Pinnell assessments, Running Records, Star Math, Star Reading

Measuring Participation

- Teachers and school staff will keep track of student/family participation and attendance on a daily basis via AERIES.

Students will fill out a daily learning log via a google form. Students will submit items daily in google classroom. Teachers or staff members may also submit this google form on the students behalf to document what the student completed for the day.

Evidence of participation includes:

- Online activities,
- Completion of regular assignments,
- Completion of assessments,

- Contacts between employees of the local educational agency and pupils or parents or guardians.

All students at all grade levels will be required to log into Google Classroom or otherwise confirm active learning.

Each teacher will determine the time value of assignments. Teachers will provide at least 240 instructional minutes that may include:

- Interaction, instruction, and check-ins between teachers and pupils through the use of a computer or communications technology.
- Video or audio instruction in which the primary mode of communication between the pupil and certificated employee is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology.
- The use of print materials incorporating assignments that are the subject of written or oral feedback.
- Assignments
- Assessments

Distance Learning Professional Development

[A description of the professional development and resources that will be provided to staff to support the distance learning program, including technological support.]

Professional Development has been/and is being provided to support teachers so that they can manage a virtual learning program for students.

- PD informed by the work of the PD Committee
- Developed on shortened Wednesdays
- Added weekly to Seesaw or Google classroom (accessible to all who work with your students)
- Collaboration between district grade level teachers
- Ex: Working together to produce videos/Creating lesson plans to use in class and online
- Professional Development: See PD Plan and Shortened Wednesday
- Accountability, flexibility, personalized professional learning plan, etc.
- Using curriculum digitally
- Use Fountas & Pinnell intervention program- trained on it and look at it for each cohort day

Resources

- Google Classroom, SeeSaw, Lexia, Renaissance (Myon, Freckle, etc.), Khan Academy, Zoom, Clever, etc.

Staff Roles and Responsibilities

[A description of the new roles and responsibilities of affected staff as a result of COVID-19.]

The roles and responsibilities of certificated staff have not significantly changed, with the exception of where and when their responsibilities are being carried out. When hybrid instruction begins, teachers and students may assist with sanitizing classroom between cohorts each day.

The most affected staff in terms of sanitizing facilities are the classified ranks. The MOU the district has with the Classified Bargaining Unit provides a degree of flexibility to many classified job descriptions so that they may assist with current new learning models.

Supports for Pupils with Unique Needs

[A description of the additional supports the LEA will provide during distance learning to assist pupils with unique needs, including English learners, pupils with exceptional needs served across the full continuum of placements, pupils in foster care, and pupils who are experiencing homelessness.]

English Learners

- Synchronous Designated ELD
- Live virtual lessons/meetings
- Phone calls
- Small group lessons
- By proficiency levels with scaffolds
- In mixed level groups for fluency building
- Teacher feedback and support as needed
- Asynchronous Designated ELD
- Previously-recorded lesson and videos
- Phone and text messages
- ELD assignments/projects using approved
- ELD curriculum
- Paper and pencil activities
- Reading logs and journals
- Goal setting and reflection

Exceptional needs

- Student's with IEPs: Students with IEP's will receive all services virtually during the period of virtual learning. Such services may include occupational therapy, adaptive physical education, physical therapy, speech, and specialized academic instruction. In accordance with SB 98 and California Ed Code, a Distance Learning Plan (DLP) that outlines how services will be delivered, will be developed in collaboration with the parent of each student with an IEP.
- Foster Care: POUSD students in Foster Care will be afforded their Foster Care Educational Rights as outlined in EdCode and by the CA Department of Education. Foster Care students have access to resources that will allow them to connect to virtual learning resources (iPads, Chromebooks, Hotspots, etc.). POUSD staff do reach out to Foster families to encourage attendance and engagement.
- Students Experiencing Homelessness: Northwest Prep Charter School will make every effort to ensure continuity of service so that children and youth experiencing homelessness are able to participate fully in school activities, and that barriers to identification, enrollment, and retention in school are identified and removed.

Actions related to the Distance Learning Program [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
Educational software and equipment to support Virtual Learning	5,000	No
Technology Devices - Chromebooks, Chromebook covers, and I-Pads for students	18,000	No
Hot Spots for students	1,700	No
Zoom to allow for synchronous teaching and learning	1,300	No
Website development to serve as primary source of information, foster contentedness, and provide tools for staff, parents, and students	800	No
Aeries Software Suite, Aeries Professional Development, Aeries Enrollment	2,500	No
Professional development	1,800	No

Pupil Learning Loss

[A description of how the LEA will address pupil learning loss that results from COVID-19 during the 2019–2020 and 2020–21 school years, including how the LEA will assess pupils to measure learning status, particularly in the areas of English language arts, English language development, and mathematics.]

Northwest Prep Charter School will utilize a well articulated Assessment Calendar in conjunction with a number of diagnostic and formative assessment tools to measure learning loss of students during the pandemic. In turn, what is learned by analyzing diagnostic and formative

assessments will inform classroom instruction and differentiation utilized strategies to augment student learning. The primary focus areas of POUSD diagnostic and formative assessment tools are English Language Arts, Mathematics and English Language Development.

Please see the assessment calendar below for additional information.

POUSD Assessment Calendar

Content Area	Assessment	Assessment Window
Math Star Math: (2 weeks before report cards- 3rd-6th)	Bridges/Carnegie Baseline Assessment/ Personal Interviews	August
	Bridges/Carnegie Post Test Unit 2	October
	Bridges/Carnegie Post Test Unit 4	January
	Bridges/Carnegie Post Test Unit 6	March
Writing	Narrative	August-Sept.
	Informational	Jan-Feb
	Argumentative/ Opinion	March-April
Reading	Guided Reading F & P STAR Reading (3-6th)	Aug. 15-Oct. 15 (GR-not for K)
	Guided Reading F & P STAR Reading (3-6th)	Jan. 7-Feb. 14th (K included)
Interim Assessments	Math Common Assessment from grade level (K-2)	Dec. 2-Dec. 10th
	Math (3-6th)	
	ELA Common Assessment from grade level (K-2) ELA (3-6th)	Feb. 10th-Feb. 18th

Pupil Learning Loss Strategies

[A description of the actions and strategies the LEA will use to address learning loss and accelerate learning progress for pupils, as needed, including how these strategies differ for pupils who are English learners; low-income; foster youth; pupils with exceptional needs; and pupils experiencing homelessness.]

Analyzing student data resulting from the diagnostic and formative assessments outlined above may lead to one or more of the following actions/interventions:

Small group instruction

- 1:1 tutoring
- Authentic Learning Materials to use at school and home
- Daily and Weekly Check-Ins
- Multi-Tiered System of Supports (MTSS)
- Learning Team

English Learners

- Small group instruction
- 1:1 meetings
- Authentic Learning Materials at school/home
- Weekly Check-ins
- Integrated and Designated ELD
- Balance technology and real materials

Exceptional needs

Foster Care/ Students Experiencing Homelessness

- Small group instruction
- 1:1 meetings
- CB for Virtual Learning
- Authentic Learning Materials at school/home
- Balance technology and real materials
- Weekly Check-ins

Other

- Small group instruction
- 1:1 meetings
- Authentic Learning Materials at school/home
- Weekly Check-ins

- Balance technology and real materials

Young Learners

- TK, K and/or 1: ½ day learning schedule
- Small group instruction
- 1:1 meetings and check-ins
- iPads for Digital Learning
- Authentic Learning Materials at school/home
- Balance technology and real materials

Effectiveness of Implemented Pupil Learning Loss Strategies

[A description of how the effectiveness of the services or supports provided to address learning loss will be measured.]

The CAASPP will serve as a Summative Assessment utilized by POUSD to gauge the effectiveness of Northwest Prep Charter School's program to mitigate learning loss over time.

Actions to Address Pupil Learning Loss [additional rows and actions may be added as necessary]

Description	Total Funds	Contributing
1:1 tutoring	3,500	No
Student learning kits for Virtual Learning	2,300	No
Communication devices for staff to connect to families and students	460	No

Mental Health and Social and Emotional Well-Being

[A description of how the LEA will monitor and support mental health and social and emotional well-being of pupils and staff during the school year, including the professional development and resources that will be provided to pupils and staff to address trauma and other impacts of COVID-19 on the school community.]

Monitor and Support

- Counseling services provided by district staff
- Partnership with other organizations for additional counseling services
- Student groups: Friendship, grief, loss, anxiety, and etc.
- 1:1 counseling for students that have been identified that have emotional needs
- Proactive Lessons for classes
- Family Support
- SEL Curriculum: PBIS/ToolBox /Restorative Practices/PBIS
- Toolbox: Continue and increase our use of it
- PBIS- looks different at different (physical) campuses
- Restorative Practices: Daily Community Circles, SEL- lessons, Mindfulness Practices
- Focus on SEL during both models: Virtual Academy, Hybrid Model
- Weekly Check-ins and support from teachers, Program Assistants and Principal (if needed)
- Build partnerships with SEL organization
- Each school chooses an organization to develop a full partnership.
- Opportunities for adults to cultivate their own SEL competencies
- Professional Development, room/time for self-reflection
- Staff Community Circles and Colleague supports and support group
- Making staff aware of the district resource that are available for our staff (i.e. insurance, RESIG, CTA, and CSEA)
- Classes/course that are available

Professional Development and Resources to address Trauma and other Impacts

- West County Health Center
- SCOE

Pupil and Family Engagement and Outreach

[A description of pupil engagement and outreach, including the procedures for tiered reengagement strategies for pupils who are absent from distance learning and how the LEA will provide outreach to pupils and their parents or guardians, including in languages other than English, when pupils are not meeting compulsory education requirements, or if the LEA determines the pupil is not engaging in instruction and is at risk of learning loss.]

If a student is absent from distance learning for more than three schools days or 60% of the instructional days in the school week, the following process will be followed:

- Verify current contact information for each enrolled pupil
- Daily notification to parents or guardians of absences
- A plan for outreach from the school to determine pupil needs including connection with health and social services as necessary
- When feasible, transitioning the pupil to full-time in-person instruction

Outreach

Teachers will regularly communicate with parents and guardians regarding a pupil's academic progress. AERIES "ParentSquare" was acquired by POUSD specifically to improve our ability to communicate/engage students and their families.

We will regularly discuss as a staff effective ways to motivate students and families.

Students who are not engaged in instruction and are at risk of learning loss will be referred to school site administration who will coordinate the following:

- Determine the best person to contact the student/family (principal, teacher, counselor, Instructional assistant) in order to make the best impact
- Determine pupil needs including connection with health and social services
- Encourage teachers to consistently contact students and families
- Focus the site on: Building trust and relationships so our community feeling safe and sharing their families needs
- Keeping track of student/family communication on a weekly basis (ex. Parentsquare)

School Nutrition

[A description of how the LEA will provide nutritionally adequate meals for all pupils, including those students who are eligible for free or reduced-price meals, when pupils are participating in both in-person instruction and distance learning, as applicable.]

In Person

We will provide meals for pupils who are eligible for free or reduced-price meals for pupils participating in in-person instruction by..

- “Grab and Go” meals will be delivered to classrooms, outdoors, or in a cafeteria. (Even if food is delivered to classrooms, students should go outside to eat, so masks can be removed).
- Food carts/kiosks in multiple locations on the campus will aid in safe food distribution. If common areas such as dining halls and cafeterias are used, students will be safely separated by cohorts while maintaining the social distance standards with proper disinfection after each use.
- Disposable food service items (e.g., utensils, dishes) will be used as much as possible. If disposable items are not feasible, items will be handled with gloves and washed with dish soap and hot water or in a dishwasher.
- Divided mealtimes (for breakfast, snack, and lunch) will be implemented by site administrators. Classified staff and teachers will assist with the monitoring of various eating locations.
- Additional trash/composting containers will be used to accommodate the various eating areas.

Distance Learning (Hybrid/100% Virtual)

We will provide meals for all pupils, including those who are eligible for free or reduced-price meals for pupils participating in distance learning by..

Hybrid

- Group A (Grades PK-12 attending classes on-site Mondays and Tuesdays)
- At the end of the instructional day on Tuesdays, Group A students will be offered three breakfasts, three lunches, and six milks to take home
- On Wednesdays, students who participate in full-time distance learning will be offered five breakfasts, five lunches, and 10 milks on a grab-and-go basis. Meals for all students will be distributed to parents between the hours of 11:30 a.m. and 12:30 p.m. Parents will be required to remain in their vehicles when picking up meals.
- Group B (Grades PK-12 attending classes on-site Thursdays and Fridays)
- At the end of the instructional day on Fridays, Group B students will be offered three breakfasts, three lunches, and six milks to take home.

100% Virtual Learning

- 5 days of breakfast and lunch will be provided on Monday's at Schaefer, Jack London, and Olivet from 10am to 1pm.

Additional Actions to Implement the Learning Continuity Plan [additional rows and actions may be added as necessary]

Section	Description	Total Funds	Contributing
Mental Health and Social and Emotional Well-Being	Additional Counseling Services to Promote Mental Health and Social/Emotional Wellbeing of Students: COUNSELOR	5,500	No
Pupil Engagement and Outreach	Improved Communication with EL Students/Families Northwest Prep Charter School acquired "ParentSquare" (an AERIES product) which translates all outgoing and incoming messages to facilitate effective communication during virtual learning efforts. This has allowed us to provide significantly improved support for our Spanish speaking families. The program was on-boarded in fall 2020, specifically to augment the Virtual Learning experience of English Learners and to better support their families.	675	No
Distance Learning Program (Supports for Pupils with Unique Needs)	"Comfort Bags" for Homeless, Foster, Low Income Students 40 duffel bags were made available for homeless, foster, low income and struggling students. Distributed the first week of September 2020 out of Schaefer Elementary, these bags contained toiletries (shampoo, soap, toothbrush and toothpaste), a blanket, books, games/puzzles, coloring books and stuffed animals/toys.	500	No

Section	Description	Total Funds	Contributing
Distance Learning Program	Materials and equipment for teachers to work effectively in Virtual Learning	5,800	No

Increased or Improved Services for Foster Youth, English Learners, and Low-Income Students

Percentage to Increase or Improve Services	Increased Apportionment based on the Enrollment of Foster Youth, English Learners, and Low-Income students
9.49%	87,475

Required Descriptions

[For the actions being provided to an entire school, or across the entire school district or county office of education (COE), an explanation of (1) how the needs of foster youth, English learners, and low-income students were considered first, and (2) how these actions are effective in meeting the needs of these students.]

Chromebooks, iPads, Hotspots (as needed) have been provided to unduplicated students and foster youth for use at home during virtual learning in a COVID context. In order to communicate more effectively with our Spanish speaking students and families, Parentsquare was acquired. Fountas & Pinnell intervention program was purchased to help us bridge the learning loss that is likely happening because of the impact of the pandemic on student learning.

[A description of how services for foster youth, English learners, and low-income students are being increased or improved by the percentage required.]

Outreach Worker (Bilingual Spanish), AERIES "ParentSquare", Use of Program Assistance for outreach, Hotspots, free Wifi resources, Fountas & Pinnell intervention program

PINER-OLIVET UNION SCHOOL DISTRICT
3450 COFFEY LANE
SANTA ROSA, CA 95403
REGULAR MEETING – GOVERNING BOARD MINUTES
August 12, 2020

1. CALL TO ORDER

The regular meeting of the Governing Board of the Piner-Olivet Union School District was called to order at 6:00 p.m., Wednesday, August 12, 2020, conducted remotely as a Zoom meeting ID 865 7939-8583. President, Cindy Pryor, presided.

2. ROLL CALL

Governing Board

Cindy Pryor, President PRESENT

Mardi Hinton, Vice-President PRESENT

Mindy Mohr, Clerk PRESENT

Janae Franicevic, Member PRESENT

John Way, Member PRESENT

Staff

Dr. Steve Charbonneau, Superintendent and Secretary to the Board

Felicia Koha, Chief Business Official (CBO)

Cathy Manno, Executive Secretary

3. PUBLIC COMMENT ON CLOSED SESSION AGENDA

There were none

4. ADJOURNMENT TO CLOSED SESSION

The meeting adjourned to closed session at 6:04 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-EMPLOYMENT/APPOINTMENT

Title: Superintendent, Teacher, Personnel Tech

5.2 With respect to every item of business discussed in closed session pursuant to Gov. Code Section 54957.6:

5.2.1 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Dr. Steve Charbonneau

Name of organization representing employees: Piner-Olivet Educators' Association, CTA Affiliate

5.2.2 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Dr. Steve Charbonneau

Name of organization representing employees: Piner-Olivet Classified Association, CSEA Affiliate

5.2.3 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Dr. Steve Charbonneau

Name of organization representing employees: Confidential, Supervisory, Administrative Staff

6. RECONVENE TO PUBLIC MEETING

The meeting reconvened to Open Session at 7:04 p.m.

7. REPORT OF CLOSED SESSION ACTION, IF ANY

Ms. Pryor commented that during Closed Session the Board took action on items that will be ratified later in the meeting.

8. AGENDA MODIFICATIONS

Mr. Way moved Consent Item 17.11 to Action Item 16.15.

9. COMMUNICATIONS, PETITIONS AND DELEGATIONS

Certificated employee Ms. Tracy Henry thanked the Board for their hard work finding our new Superintendent, Dr. Steve Charbonneau and for keeping the Director of Innovative Learning position.

10. COMMENTS FROM THE GOVERNING BOARD

Ms. Pryor was excited to welcome Dr. Charbonneau as the new superintendent. She commented that filing for the Board vacancies deadline has closed and there were two candidates that filed (Mindy Mohr and Tony Roerick) so there will not be an election. Ms. Hinton congratulated Ms. Mohr and Mr. Roehrick. Ms. Pryor commented that Mr. Way has a couple of months left as a Board member, but she wanted to take this time to thank Mr. Way for being part of the team. Ms. Hinton thanked Mr. Way for making her look at things in another way. Mr. Way commented on his experience while serving on the Board and shared his reasons for not seeking another term. Ms. Mohr commented that she is excited to serve on the Board for another term. Ms. Hinton commented that the Board has not selected a date to reopen schools. She commented that the Board will need to reassess the safety of students and staff and there is a lot of work to be done before making that decision.

11. RECOGNITION OF SERVICE TO THE DISTRICT

There were none.

12. SUPERINTENDENT’S REPORT

12.1 Announcements

Dr. Charbonneau commented that he appreciates the warm welcome he received and that he is happy to be here. He thanked the classified and certificated staff for working so diligently during this difficult time. He commented on the new student information system (Aeries) and the challenges going live. He thanked Dr. Rasori and staff for all of their hard work over the summer to make the transition from Illuminate to Aeries successful.

12.2 Curriculum

There were none.

12.3 Maintenance, Grounds and Operations

There were none.

12.4 Enrollment

Mr. Way asked for clarification regarding enrollment on the new reports in the Board Packet. Dr. Charbonneau commented that the new vendor (Aeries) did a data transfer and the staff are working on the data gaps. Enrollment was reported as 944 for the K-6 program, 201 for POCS and 111 for NWP.

13. ASSOCIATION REPORTS

13.1 POEA

Ms. Zavala thanked the certificated staff members for all their hard work to get ready for the start of the school year. She gave the Heart of Excellence Award to the bargaining team. She thanked the district for collaboratively agreeing to the terms of the MOU.

13.2 POCA

Ms. Tunheim thanked the classified members and the negotiation team for all of their hard work. She asked the Board for guidance on information they would like her to report out on during Virtual Learning.

14. BOARD POLICIES

There were none.

15. DISCUSSION/INFORMATION ITEMS

There were none.

16. ACTION ITEMS

16.1 Ratification of Closed Session of Superintendent Employment Agreement

Ms. Pryor announced that the Board voted unanimously to approve the Superintendent Employment Agreement with the annual base salary for 2020-2021 school year is one hundred eighty thousand dollars (\$180,000) prorated to one hundred and sixty-five thousand dollars (\$165,000) based upon the August 1, 2020, commencement date. Health Benefits on the same terms and conditions as other full-time certificated employees, Higher Education Pay for a master’s degrees in the sum of eleven hundred dollars (\$1,100) per year and a doctorate degree in the sum of eleven hundred dollars (\$ 1,100).

Ms. Hinton moved to ratify the closed session action of the Superintendent Employment Agreement, seconded by Ms. Franicevic.

Roll call vote: Ms. Franicevic – aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Mr. Way- aye

16.2 Approval of Addendum to the Director of Innovative Learning Employment Agreement

Mr. Way made a statement to the Board members regarding contracts and ratification process.

Ms. Franicevic moved to approve addendum to the Director of Innovative Learning Employment Agreement, seconded by Ms. Hinton.

Roll call vote. Ms. Franicevic – aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Mr. Way- nay

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

The Board thanked all of the school-connected organization volunteers.

Olivet Families was approved as a School-Connected Organization on the motion of Ms. Hinton, seconded by Ms. Franicevic, all aye.

Roll call vote: Ms. Franicevic – aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Mr. Way- aye

16.4 Approval of Authorization as a School-Connected Organization for Piner-Olivet Charter Parent Club
Mr. Way commented that the Dissolution document does not state that the assets/funds revert to POEF and that it is determined by a court. Ms. Hatfield commented that she would make the changes needed.
Piner-Olivet Charter Parent Club was approved on the motion of Ms. Mohr, seconded by Ms. Hinton, all aye
Roll call vote: Ms. Franicevic – aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Mr. Way- aye

16.5 Approval of Authorization as a School-Connected Organization for Jack London Families
Jack London Families as a School-Connected Organization was tabled to a future Board meeting so a representative could be available to answer questions.

16.6 Approval of Authorization as a School-Connected Organization for Schaefer Families
Schaefer Families was approved as a School-Connected Organization on the motion of Ms. Franicevic, seconded by Mr. Way, all aye.
Roll call vote: Ms. Franicevic – aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Mr. Way- aye

16.7 Approval of Authorization as a School-Connected Organization for Piner-Olivet Educational Foundation
Piner-Olivet Educational Foundation as a School-Connected Organization was approved on the motion of Mr. Way, seconded by Ms. Mohr, all aye.
Roll call vote: Ms. Franicevic – aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Mr. Way- aye

16.8 Approval of Resolution # 537 Regarding the Education Protection Account (EPA)
Resolution # 537 Regarding the Education Protection Account (EPA) was approved as presented on the motion of Ms. Hinton, seconded by Ms. Franicevic, all aye.
Roll call vote: Ms. Franicevic – aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Mr. Way- aye

16.9 Approval of Resolution # 538 Regarding Rescission of Elimination or Reduction of Certain Classified Services
Resolution # 538 Regarding Rescission of Elimination or Reduction of Certain Classified Services was approved as presented on the motion of Ms. Franicevic, seconded by Ms. Hinton, all aye.
Roll call vote: Ms. Franicevic – aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Mr. Way- aye

16.10 Approval of Resolution # 539 Declaring Instructional Method for 2020-2021 School Year
Resolution # 539 Declaring Instructional Method for 2020-2021 was approved as presented on the motion of Ms. Franicevic, seconded by Mr. Way, all aye.
Roll call vote: Ms. Franicevic – aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Mr. Way- aye

16.11 Ratification of Closed Session Action between the District and Piner-Olivet Classified Association Regarding Return Impact and Effects on the CSEA Bargaining Unit MOU
Ms. Pryor opened public comments. There were none. Mr. Way moved to ratify Closed Session action between the District and Piner-Olivet Classified Association Regarding Return Impact and Effects on the CSEA Bargaining Unit MOU, seconded by Ms. Franicevic, all aye.
Roll call vote. Ms. Franicevic – aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Mr. Way- aye

16.12 Ratification of Closed Session Action between the District and Piner-Olivet Educators' Association Regarding the COVID -19 Pandemic and School Reopening During the 2020-2021 School Year MOU
Ms. Pryor opened for public comments. Mr. Potter commented that he appreciated working with members of the Board and other members of the negotiating team. Ms. Pryor commented that the Board voted unanimously in closed session. Ms. Franicevic moved to ratify Closed Session Action between the District and Piner-Olivet Educators' Association Regarding the COVID-19 Pandemic and School Reopening during the 2020-2021 School Year MOU, seconded by Ms. Hinton.
Roll call vote. Ms. Franicevic – aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Mr. Way- aye

16.13 Approval of the 2020-2021 Revised Budget for Piner-Olivet Union School District, Olivet Charter School, Schaefer Charter School, Piner-Olivet Charter School, and Northwest Prep Charter School
Highlights of the 2020-2021 Revised Budget were reviewed. Approval of the 2020-2021 Revised Budget for Piner-Olivet Union School District, Olivet Charter School, Schaefer Charter School, Piner-Olivet Union School District, Piner-Olivet Charter School, and Northwest Prep Charter School was approved as presented on the motion of Mr. Way, seconded by Ms. Mohr, all aye.
Roll call vote. Ms. Franicevic – aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Mr. Way- aye

16.14 Approval of Declaration of Surplus Property with a Value of Less than \$2,500

Approval of Declaration of surplus property with a value of less than \$2,500 was approved on the motion of Ms. Hinton, seconded by, Mr. Way, all aye.

Roll call vote. Ms. Franicevic – aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor- aye, Mr. Way- aye

16.15 Approval of MOU between Sonoma County Superintendent of Schools and the Local Educational Agency for the North Coast Teacher Induction Program, Participating County Offices of Education, and Participating School Districts and Employing Commences on July 1, 2020 and terminates on June 30, 2021

Mr. Way asked if we needed to employ an Executive Director as part of our responsibilities to the MOU. Ms. Koha commented that Ms. Harris is the District coordinator for the program.

17. CONSENT ITEMS

The following consent items (except consent 17.6) were approved on the motion of Ms. Hinton, seconded by Ms. Mohr, all aye.

17.1 The minutes of the regular Board meeting of June 17, 2020,

17.2 The minutes of the special Board meeting of June 29, 2020,

17.3 The minutes of the special Board meeting of July 7, 2020,

17.4 The minutes of the special Board meeting of July 10, 2020,

17.5 The minutes of the special Board meeting of July 15, 2020,

17.6 The minutes of the special Board meeting of July 29, 2020,

17.7 The minutes of the special Board meeting of July 30, 2020,

17.8 The Personnel Action Report,

17.9 The vendor warrants,

17.10 The routine budget updates,

17.11 ~~The MOU between Sonoma County Superintendent of Schools and the Local Agency for the North Coast Teacher Induction Program, Participating County Offices of Education, and Participating School Districts and Employing Commences on July 1, 2020 to June 30, 2020~~ Moved to Action item 16.15

17.12 The Williams Settlement Quarterly Uniform Complaint Report Summary Reporting Period from April 1, 2020 to June 30, 2020,

19. ROUND TABLE COMMENTS FROM THE GOVERNING BOARD

20. FUTURE AGENDA ITEMS

The next regular board meeting was scheduled for Wednesday, September 9, 2020.

Special Governing Board meeting was scheduled for September 2, 2020 from 4:00 pm. to 6:00 pm.

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 9:20 p.m.

Respectfully submitted,

Dr. Steve Charbonneau
Secretary to the Board

APPROVED:

Mindy Mohr, Clerk of the Board

Piner-Olivet Union School District

TO: Board of Trustees

PERSONNEL ACTION REPORT

Meeting of: September 9, 2020

Name	Assignment	Salary	Funding Source	Effective	Type of Appointment	Information Assignment	Recommendation	Additional Cost To Budget
Jordan Zavala	Teacher	Step 1, AB+30	General Ed	August 10, 2020	New Hire	NWP	Acknowledge	0
Birhana Habtemariam	Personnel Tech	Step 4	General Ed	October 6, 2020	from Acct. Tech to Pers. Tech.	District	Acknowledge	0
Maria Gambino Castro	Outreach Worker	Step 4	General Ed	September 8, 2020	New Hire	Schaefer/NWP	Acknowledge	0
Donna LaTourelle	PAI/YYd Diy	Step 4	General Ed	September 1, 2020	Resignation	Jack London	Acknowledge	0

VENDOR WARRANTS

Checks Dated 08/01/2020 through 08/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1796395	08/06/2020	Office Depot	04-4350	Open PO for Office Supplies - Olivet 2019/20	70.16	
			04-4390	VARIDESK Stadning Dest for A. Moore		
			09-4311	Open PO for Classroom Supplies- NWP 2019/20	143.00	
			09-4350	Open PO for Office Supplies- NWP 2019/20	86.59	299.75
1796396	08/06/2020	Fishman Supply	01-4370	Annual Custodial Supplies-JL,NWP/VC,OlvT,SCH	292.84	
				Annual Custodial Supplies-JL,NWP/VC,OlvT,SCH 18-19 CM All stites. Summer cleaning supplies	17.37	
				Jl portion machine	133.77-	
			04-4370	Annual Custodial Supplies-JL,NWP/VC,OlvT,SCH	527.23	
				Annual Custodial Supplies-JL,NWP/VC,OlvT,SCH 18-19 CM All stites. Summer cleaning supplies	234.27	
				Annual Custodial Supplies-JL,NWP/VC,OlvT,SCH 18-19 CM All stites. Summer cleaning supplies	13.90	
			05-4370	Annual Custodial Supplies-JL,NWP/VC,OlvT,SCH	107.01-	
				Annual Custodial Supplies-JL,NWP/VC,OlvT,SCH 18-19 CM All stites. Summer cleaning supplies	234.27	
				Annual Custodial Supplies-JL,NWP/VC,OlvT,SCH 18-19 CM All stites. Summer cleaning supplies	574.35-	
				Annual Custodial Supplies-JL,NWP/VC,OlvT,SCH 18-19 CM All stites. Summer cleaning supplies	107.01-	
				Annual Custodial Supplies-JL,NWP/VC,OlvT,SCH 18-19 CM All stites. Summer cleaning supplies	82.00	
				Annual Custodial Supplies-JL,NWP/VC,OlvT,SCH 18-19 CM All stites. Summer cleaning supplies	4.86	
	Annual Custodial Supplies-JL,NWP/VC,OlvT,SCH 18-19 CM All stites. Summer cleaning supplies	37.45-	447.15			
1796397	08/06/2020	Ressegue, Amanda M	01-5880	Reimb. Livescan services		25.00
1796398	08/06/2020	Becoming Independent	01-5880	Shredding Services 20/21		90.00
1796399	08/06/2020	Esp & Alarm Inc	01-5880	Alarm Monitoring 2020/21		234.00
1796400	08/06/2020	Frontline Tech Group Inc	01-5830	Frontline Implementation	1,960.00	
			04-5830	Frontline Implementation	800.00	
			05-5830	Frontline Implementation	880.00	
			09-5830	Frontline Implementation	360.00	4,000.00
1796401	08/06/2020	Horizon	01-4380	Grounds Supplies 2020/21	520.63	
				JL/POCS Sprinkler repair supplies	15.72	536.35
1796402	08/06/2020	International Acdmy of Science	01-4340	acellus student master license	5,000.00	
			09-4340	acellus student master license	3,000.00	8,000.00
1796403	08/06/2020	NutriKids - Heartland Pymt Sys	13-9510	NutriKids EOY process		450.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 08/01/2020 through 08/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1796404	08/06/2020	Rector Plumbing	01-5630	Labor and parts for Services @ JL/POCS		3,030.00
1796405	08/06/2020	Shell Wex Bank	01-4362	Fuel for trucks 2020/21		451.45
1796406	08/06/2020	USA Clean, Inc	01-4370	Supplies - COVID 19 Cleaning Supplies	198.21	
			01-4400	Supplies - COVID 19 Cleaning Supplies	6,202.00	
			04-4370	Supplies - COVID 19 Cleaning Supplies	198.21	
			04-4400	Supplies - COVID 19 Cleaning Supplies	6,202.38	
			05-4370	Supplies - COVID 19 Cleaning Supplies	198.21	
			05-4400	Supplies - COVID 19 Cleaning Supplies	6,202.00	
			09-4370	Supplies - COVID 19 Cleaning Supplies	198.21	
			09-4400	Supplies - COVID 19 Cleaning Supplies	6,202.00	
				Unpaid Sales Tax	540.21-	25,061.01
1796407	08/06/2020	Anova Center of Education	01-5810	SPED/ NPS 2019/20 - CC	4,525.26	
				SPED/ NPS 2019/20 - LJ	4,407.12	
				SPED/ NPS 2019/20 - TS	4,485.88	13,418.26
1796408	08/06/2020	Pacific Gas & Electric	01-5510	Acct #0532988800-1	33.59	
			01-5520	Olivet/NWP/VC/DO/SCH	12,744.53	
			04-5510	Acct #0532988800-1	62.82	
				Olivet/NWP/VC/DO/SCH		
			04-5520	Acct #0532988800-1	184.18	
				Olivet/NWP/VC/DO/SCH		
			05-5510	Acct #0532988800-1	266.23	
				Olivet/NWP/VC/DO/SCH		
			05-5520	Acct #0532988800-1	17,451.10	
				Olivet/NWP/VC/DO/SCH		
			09-5510	Acct #0532988800-1	18.08	
				Olivet/NWP/VC/DO/SCH		
			09-5520	Acct #0532988800-1	4,766.60	35,527.13
				Olivet/NWP/VC/DO/SCH		
1797260	08/13/2020	Aeries Software, Inc. dba Eagle Software	01-5840	Aeries District Wide 2020/21	3,199.56	
			04-5840	Aeries District Wide 2020/21	3,937.92	
			05-5840	Aeries District Wide 2020/21	4,060.98	
			09-5840	Aeries District Wide 2020/21	1,107.54	12,306.00
1797261	08/13/2020	Alpha Analytical Labs, Inc.	01-5830	Well Water Testing - 2020-21 NWP	53.30	
			09-5830	Well Water Testing - 2020-21 NWP	28.70	82.00
1797262	08/13/2020	AT&T	01-5900	Calnet3 Billing / AT&T		148.99
1797263	08/13/2020	Valley Comfort Heating & Air	01-5630	Filter Replacement 2020/21	1,647.20	

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 08/01/2020 through 08/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1797263	08/13/2020	Valley Comfort Heating & Air	09-5630	Filter Replacement 2020/21	177.39	1,824.59
1797264	08/13/2020	Interstate Batteries	01-4380	Olivet Tractor Bat. Replacement Schaefer Bat.	144.58 54.94	199.52
1797265	08/13/2020	Kelly Moore Paint Co	01-4400	NWP Pressure Washer		1,107.97
1797266	08/13/2020	PACE Supply Corp.	01-4380	NWP repair supplies	52.24	
			09-4380	NWP repair supplies	28.13	80.37
1797267	08/13/2020	Redwood Vacuum & Janitorial	01-4370	District Wide repair supplies	21.92	
			04-4370	District Wide repair supplies	17.53	
			05-4370	District Wide repair supplies	17.53	
			09-4370	District Wide repair supplies	6.13	63.11
1797268	08/13/2020	Reliable Hardware & Steel	01-4370	Open PO for Custodial Parts & Services 2020/21		48.85
1797269	08/13/2020	School Services Of Ca Inc	01-5830	School Services Fiscal Budget Services - 20/21		3,840.00
1798129	08/20/2020	Henry, Tracy L	05-4313	Red Folder 2020/21		300.00
1798130	08/20/2020	Janssen III, William H	05-4313	Red Folder 2020/21 Upper Grade		400.00
1798131	08/20/2020	Forrest, Carrie L	04-4313	Red Folder 2020/21		300.00
1798132	08/20/2020	Seliga, Karie	04-4313	Red Folder 2020/21		300.00
1798133	08/20/2020	Bickel, Gregory W	04-4313	Red Folder 2020/21 Upper Grade		400.00
1798134	08/20/2020	Walker, Monique T	05-4313	Red Folder 2020/21		150.00
1798135	08/20/2020	Garlock, Lynn P	05-4313	Red Folder 2020/21		300.00
1798136	08/20/2020	Napoleon, Adam W	09-4313	Red Folder 2020/21 Upper Grade .4 FTE		160.00
1798137	08/20/2020	Beck, Terry D	01-4313	Red Folder 2020/21 Upper Grade		200.00
1798138	08/20/2020	Gutting, Monica T	05-4313	Red Folder 2020/21		300.00
1798139	08/20/2020	Holmes, Melissa E	01-4313	Red Folder 2020/21		300.00
1798140	08/20/2020	Miller, Holly A	04-4313	Red Folder 2020/21 Upper Grade		400.00
1798141	08/20/2020	Rankin, Gregory A	05-4313	Red Folder 2019/20		400.00
1798142	08/20/2020	Lewis, Tiffany A	05-4313	Red Folder 2020/21		150.00
1798143	08/20/2020	Nguyen-Kramer, Trang	01-4313	Red Folder 2020/21 Combo		600.00
1798144	08/20/2020	Schuler, Sharon D	01-4313	Red Folder 2020/21		300.00
1798145	08/20/2020	Gallagher, Pamela S	04-4313	Red Folder 2020/21		300.00
1798146	08/20/2020	Dyer, Wendla J	01-4313	Red Folder 2020/21		300.00
1798147	08/20/2020	Guillen Zavala, Liana M	01-4313	Red Folder 2020/21 Upper Grade		400.00
1798148	08/20/2020	Rostel, Drue E	05-4313	Red Folder 2019/20		300.00
1798149	08/20/2020	Potter, Jack A	04-4313	Red Folder 2020/21		300.00
1798150	08/20/2020	Zeman, Julie	01-4313	Red Folder 2020/21 Upper Grade		400.00
1798151	08/20/2020	Gregorio, Amy E	05-4313	Red Folder 2020/21		300.00
1798152	08/20/2020	Brian, Susan	01-4313	Red Folder 2020/21 Combo		600.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 08/01/2020 through 08/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1798153	08/20/2020	Hart, William L	05-4313	Red Folder 2020/21 Upper Grade		400.00
1798154	08/20/2020	Dreizler, Jeffrey M	05-4313	Red Folder 2020/21 Upper Grade		400.00
1798155	08/20/2020	Hergert, Nicole B	01-4313	Red Folder 2020/21 Upper Grade		400.00
1798156	08/20/2020	Lecave, Donna	01-4313	Red Folder 2020/21 .5 FTE		150.00
1798157	08/20/2020	Martin, Tawnya E	05-4313	Red Folder 2020/21 Upper Grade		400.00
1798158	08/20/2020	Shiffman, Charlotte M	01-4313	Red Folder 2020/21 Upper Grade Combo		800.00
1798159	08/20/2020	Dossat, Alyssa	09-4313	Red Folder 2020/21 Upper Grade .6 FTE		240.00
1798160	08/20/2020	Jacob, James	05-4313	Red Folder 2020/21 Upper Grade		400.00
1798161	08/20/2020	Ortlinghaus, Erin	01-4313	Red Folder 2020/21 .5 FTE	120.00	
			04-4313	Red Folder 2020/21 .5 FTE	30.00	150.00
1798162	08/20/2020	True, Amelia	04-4313	Red Folder 2020/21 .5 FTE		150.00
1798163	08/20/2020	Consani, Briana C	05-4313	Red Folder 2020/21		300.00
1798164	08/20/2020	McCorkell, Laura M	01-4313	Red Folder 2020/21 Upper Grade		400.00
1798165	08/20/2020	Rinkor, Megan	05-4313	Red Folder 2020/21		300.00
1798166	08/20/2020	Marquardt, Heather	01-4313	Red Folder 2020/21 Upper Grade		400.00
1798167	08/20/2020	Edmondson, Bradley	09-4313	Red Folder 2020/21 Upper Grade		400.00
1798168	08/20/2020	Belfils, Erin	04-4313	Red Folder 2020/21		300.00
1798169	08/20/2020	Ross, Brittany K	01-4313	Red Folder 2020/21 Upper Grade	80.00	
			05-4313	Red Folder 2020/21 Upper Grade	320.00	400.00
1798170	08/20/2020	Doughty, Daniela	04-4313	Red Folder 2020/21		300.00
1798171	08/20/2020	Sorentino, Francis	04-4313	Red Folder 2020/21		300.00
1798172	08/20/2020	Powers, Sarah E	04-4313	Red Folder 2020/21		300.00
1798173	08/20/2020	Tait, Heather G	01-4313	Red Folder 2020/21 Upper Grade		400.00
1798174	08/20/2020	Dolan, Katie A	01-4313	Red Folder 2020/21 Upper Grade		400.00
1798175	08/20/2020	Shroyer, Joshua	01-4313	Red Folder 2020/21 Upper Grade		400.00
1798176	08/20/2020	Zavala, Jordan	09-4313	Red Folder 2020/21 Upper Grade		400.00
1798177	08/20/2020	Bowman, Chelsea R	04-4313	Red Folder 2020/21 .5 FTE		150.00
1798178	08/20/2020	Boone, Stephanie L	09-4313	Red Folder 2020/21 Upper Grade		400.00
1798179	08/20/2020	Jhaveri, Saloni	09-4313	Red Folder 2020/21 Upper Grade		400.00
1798180	08/20/2020	Green, Jenna	04-4313	Red Folder 2020/21		300.00
1798181	08/20/2020	Volmerding, Susan R	01-4313	Red Folder 2020/21 Upper Grade		400.00
1798182	08/20/2020	Ozbin, Jessica L	01-4313	Red Folder 2020/21 Upper Grade		320.00
1798183	08/20/2020	Zepeda, Jessica M	01-4313	Red Folder 2020/21 Upper Grade		400.00
1798184	08/20/2020	Ressegue, Amanda M	04-4313	Red Folder 2020/21 Upper Grade Combo		800.00
1798185	08/20/2020	Alpha Analytical Labs, Inc.	01-5830	Well Water Testing - 2020/21 Olivet		82.00
1798186	08/20/2020	AT&T	01-5900	Calnet3 Billing / AT&T		1,209.25
1798187	08/20/2020	California's Valued Trust	01-9574	Coverage for August 2020	9,378.75	

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 08/01/2020 through 08/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1798187	08/20/2020	California's Valued Trust	01-9575	Coverage for August 2020	2,804.78	12,183.53
1798188	08/20/2020	City of Santa Rosa Alarm Prgm	01-5880	False Burglary Alarm Fee 02/23/2020		1,000.00
1798189	08/20/2020	City Of Santa Rosa	01-5530	City Water Acct# 021026 2020/21 -JL		1,372.95
1798190	08/20/2020	Frontline Tech Group Inc	01-5830	Frontline Time & Attendance	2,023.77	
			04-5830	Frontline Time & Attendance	826.03	
			05-5830	Frontline Time & Attendance	908.63	
			09-5830	Frontline Time & Attendance	371.71	4,130.14
1798191	08/20/2020	Office Depot	01-4350	Open PO for District Office Supplies - 2020-21		94.84
1798192	08/20/2020	Redwood Vacuum & Janitorial	01-4370	NWP Repair supplies	6.72	
			09-4370	NWP Repair supplies	3.62	10.34
1798193	08/20/2020	Starfall Education Foundation	01-4340	Software renewal JL, Olivet Schaefer	270.00	
			04-4340	Software renewal JL, Olivet Schaefer	270.00	
			05-4340	Software renewal JL, Olivet Schaefer	270.00	810.00
1798194	08/20/2020	The Standard Insurance Co.	01-9576	Coverage for August 2020		224.11
1798195	08/20/2020	WeVideo	09-4340	audio visual program		419.00
1799164	08/27/2020	KYOCERA Document Solutions Northern California, Inc	01-5632	Copier Maintenance Contract - D.O	301.10	
			01-9510	Copier Maintenance Contract -JL/POCS-Staff Rm	438.12	
				Copier Maintenance Contract-NWP/Piner Staff Rm	261.89	
			04-9510	Copier Maintenance Contract -Olivet-Staff Rm	33.01	
				Copier Maintenance Contract-Olivet Office	360.93	
			05-9510	Copier Maintenance Contract -Schaefer-Staff Rm	303.00	
				Copier Maintenance Contract-Schaefer Office	351.08	
			09-9510	Copier Maintenance Contract-NWP/Piner Staff Rm	141.02	2,190.15
1799165	08/27/2020	McPherson & Jacobson, LLC	01-5830	Superintendent search contract	2,246.34	
			01-9510	Superintendent search contract	5,250.00	7,496.34
1799166	08/27/2020	Becoming Independent	01-5880	Shredding Services 20/21		50.00
1799167	08/27/2020	Bill's Lock & Safe Service	01-4380	SCH -Rekey and labor charges	101.92	
			01-5630	SCH -Rekey and labor charges	315.00	416.92
1799168	08/27/2020	Business Card	01-4400	COVID19 Sneeze Guards 3qty for District Office	735.75	
			01-5880	Bareavement Princ. Parent	10.88	

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 08/01/2020 through 08/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1799168	08/27/2020	Business Card	01-5880	Office Supplies	38.14	
			01-5890	Annual Fee 2020	40.00	824.77
1799169	08/27/2020	BWS Distributors Inc	01-4370	NWP Custodial supplies	37.38	
			09-4370	NWP Custodial supplies	20.12	57.50
1799170	08/27/2020	City of Santa Rosa Alarm Prgm	01-5880	Alarm Permit Renewal Charges		15.00
1799171	08/27/2020	City Of Santa Rosa	01-5530	City Water Acct# 021026 2020/21 -JL	1,034.77	
				City Water Acct# 023537 2020/21 - NWP	334.10	
			09-5530	City Water Acct# 023537 2020/21 - NWP	179.90	1,548.77
1799172	08/27/2020	Co of Sonoma Dept of Health Services	13-5800	JL-Food Processing Kitchen(2ins/yr) & Stormwater	1,373.00	
				NWP-Food Satellite(2ins/yr) & Stormwater	936.00	
				Olivet-Food Satellite(2ins/yr)	872.00	
				SCH-Food Processing Kitchen(2ins/yr) & Stormwater	1,373.00	4,554.00
1799173	08/27/2020	Energy Endeavors dba Westcoast Solar Energy	14-5630	SCH -Repair Solar Panals		23,500.00
1799174	08/27/2020	Horizon	01-4380	JL -Irrigation/field repair supplies		760.28
1799175	08/27/2020	Kelly Moore Paint Co	01-4380	SCH -New Pressure Washer		1,107.97
1799176	08/27/2020	Kenwood Lumber & Hardware	01-4380	2020/21 Open PO all sites		29.42
1799177	08/27/2020	Mead Clark	01-4380	Hose and nozzle for Olivet		56.16
1799178	08/27/2020	Pacific Gas & Electric	01-5510	Acct #8210388297-1 - Jack London 80% & POCS 20%	54.75	
			01-5520	Acct #8210388297-1 - Jack London 80% & POCS 20%	21.39	76.14
1799179	08/27/2020	Recology Sonoma Marin	01-5560	Waste Bin Monthly Charges 20/21 all site	476.57	
			04-5560	Waste Bin Monthly Charges 20/21 all site	275.38	
			05-5560	Waste Bin Monthly Charges 20/21 all site	252.83	
			09-5560	Waste Bin Monthly Charges 20/21 all site	96.37	1,101.15
1799180	08/27/2020	Weeks Drilling & Pump Co Inc	01-5630	NWP Water System Service	231.45	
				Olivet Water System Service	360.79	
			09-5630	NWP Water System Service	124.63	716.87
Total Number of Checks					108	196,829.10

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	68	95,492.95
04	Olivet Charter School	26	18,009.71

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 08/01/2020 through 08/31/2020

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

Fund Summary

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
05	Schaefer Charter School	26	35,834.50
09	Charter School Fund	25	19,528.15
13	Cafeteria	2	5,004.00
14	Deferred Maintenance Fund	1	23,500.00
Total Number of Checks		108	197,369.31
Less Unpaid Sales Tax Liability			540.21
Net (Check Amount)			196,829.10

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 08/01/2020 through 08/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1796409	08/06/2020	Horizon	03-4380	Open Grounds PO 2020/21		108.15
1796410	08/06/2020	Rector Plumbing	03-5630	Labor and parts for Services @ JL/POCS		2,020.00
1796411	08/06/2020	USA Clean, Inc	03-4370	COVID 19 Cleaning Supplies	198.21	
			03-4400	COVID 19 Cleaning Supplies	1,629.55	
				Unpaid Sales Tax	38.57-	1,789.19
1797270	08/13/2020	Aeries Software, Inc. dba Eagle Software	03-5840	Aeries District Wide 2020/21		2,344.00
1797271	08/13/2020	Redwood Vacuum & Janitorial	03-4370	Open PO for Custodial Parts & Services 2020/21		7.01
1797272	08/13/2020	Reliable Hardware & Steel	03-4380	POCS portion of Supplies and services 2020/21		32.56
1797273	08/13/2020	Valley Comfort Heating & Air	03-4380	Filter Replacement 2020/21		202.73
1798196	08/20/2020	Strasser, Jules A	03-4313	Red Folder 2020/21 Upper Grade		400.00
1798197	08/20/2020	Meyer, Allison N	03-4313	Red Folder 2020/21 Upper Grade		400.00
1798198	08/20/2020	Worstell, Jen J	03-4313	Red Folder 2020/21 Upper Grade		400.00
1798199	08/20/2020	Berry, Deborah A	03-4313	Red Folder 2020/21 Upper Grade		400.00
1798200	08/20/2020	McDonough, Janet M	03-4313	Red Folder 2020/21 Upper Grade		400.00
1798201	08/20/2020	Pitchford, Robert	03-4313	Red Folder 2020/21 Upper Grade		400.00
1798202	08/20/2020	Brandenburg, Jessica A	03-4313	Red Folder 2020/21 Upper Grade		400.00
1798203	08/20/2020	Finnegan, Alex	03-4313	Red Folder 2020/21 Upper Grade		400.00
1798204	08/20/2020	City Of Santa Rosa	03-5530	City Water Acct# 021026		277.80
1799181	08/27/2020	KYOCERA Document Solutions	03-9510	2019/20 Supplies for Riso Machine Copier/Riso Maint-Instr Program	35.09 256.99	292.08
1799182	08/27/2020	City Of Santa Rosa	03-5530	City Water Acct# 021026		689.85
1799183	08/27/2020	Horizon	03-4380	Irrigation/field repair supplies		506.85
1799184	08/27/2020	Pacific Gas & Electric	03-5510	8775983334-3 & 20% of 88297-1 Gas & Electric Chgs	21.63	
			03-5520	8775983334-3 & 20% of 88297-1 Gas & Electric Chgs	393.15	414.78
1799185	08/27/2020	Recology Sonoma Marin	03-5560	POCS Portion of Waste 20/21		122.58
Total Number of Checks					21	12,007.58

Fund Summary

Fund	Description	Check Count	Expensed Amount
03	General Fund/charter School	21	12,046.15

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 08/01/2020 through 08/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
		Total Number of Checks	21		12,046.15	
		Less Unpaid Sales Tax Liability			38.57	
		Net (Check Amount)			12,007.58	

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 06/30/2020

Fiscal Year 2020

Account	Description	From	To
JE # BR20-00237 JE Trans Date 06/30/2020 JE Posted 09/05/2020 Comment Fund 09 OB 1-8 YEC			
09- 0000- 0- 1110- 1000- 1100- 000- 0000	Teachers' Salar,Instruction,Regular Educati,Not Required		54,006.00
09- 1400- 0- 1110- 1000- 1100- 000- 0000	Teachers' Salar,Instruction,Regular Educati,Not Required	44,892.00	
09- 7690- 0- 0000- 2700- 3101- 000- 0000	Benefits - Strs,School Administ,Undistributed,Not Required		8,642.00
09- 7690- 0- 1110- 1000- 3101- 000- 0000	Benefits - Strs,Instruction,Regular Educati,Not Required		12,687.00
09- 7690- 0- 1110- 3110- 3101- 000- 0000	Benefits - Strs,Guidance & Coun,Regular Educati,Not Required		5,635.00
09- 0000- 0- 0000- 2700- 5450- 000- 0000	Other Insurance,School Administ,Undistributed,Not Required		4,384.00
09- 0000- 0- 0000- 2700- 5830- 000- FI SC	Professional/co,School Administ,Undistributed,Fiscal Svcs		5,077.00
09- 0000- 0- 0000- 2700- 5830- 000- HRPY	Professional/co,School Administ,Undistributed,HR/Payroll		10,707.00
09- 0000- 0- 1110- 1000- 5830- 000- HS00	Professional/co,Instruction,Regular Educati,Homestudy		15,013.00
09- 0000- 0- 0000- 0000- 8011- 000- 0000	Revenue Limit S,Unrestricted/no		35,604.00
09- 7690- 0- 0000- 0000- 8590- 000- 0000	All Other State,STRS On-Behalf		26,964.00
Net increase to Appropriations		44,892.00	178,719.00

JE # BR20-00238 JE Trans Date 06/30/2020 JE Posted 09/05/2020 Comment Fund 05 OB YEC			
05- 0000- 0- 1110- 1000- 1100- 000- 0000	Teachers' Salar,Instruction,Regular Educati,Not Required		87,677.00
05- 1400- 0- 1110- 1000- 1100- 000- 0000	Teachers' Salar,Instruction,Regular Educati,Not Required	41,266.00	
Net increase to Appropriations		41,266.00	87,677.00

JE # BR20-00239 JE Trans Date 06/30/2020 JE Posted 09/05/2020 Comment Fund 04 OB YEC			
04- 0000- 0- 1110- 1000- 1100- 000- 0000	Teachers' Salar,Instruction,Regular Educati,Not Required		93,483.00
04- 1400- 0- 1110- 1000- 1100- 000- 0000	Teachers' Salar,Instruction,Regular Educati,Not Required	39,645.00	
04- 0000- 0- 1110- 1000- 1149- 000- BG01	Teacher Substit,Instruction,Regular Educati,Base Grnt-G1		4,490.00
04- 0000- 0- 0000- 8210- 2200- 000- 0000	Classified Supp,Operations,Undistributed,Not Required		5,136.00
04- 0000- 0- 0000- 2700- 2400- 000- 0000	Clerical & Offi,School Administ,Undistributed,Not Required		2,724.00
04- 0000- 0- 1110- 1000- 2140- 000- SUBR	Instr Aides - S,Instruction,Regular Educati,Sub regular		3,567.00
04- 0000- 0- 1570- 1000- 2100- 000- SG03	Instructional A,Instruction,Reading,Supp Grnt-G3		5,028.00
04- 1100- 0- 0000- 3140- 2200- 000- 0000	Classified Supp,Health Services,Undistributed,Not Required		5,032.00
Net increase to Appropriations		39,645.00	119,460.00

JE # BR20-00240 JE Trans Date 06/30/2020 JE Posted 09/05/2020 Comment Fund 01 OB YEC			
01- 7690- 0- 0000- 2700- 3101- 600- 0000	Benefits - Strs,School Administ,Undistributed,Not Required		48,203.00
01- 7690- 0- 0000- 3110- 3101- 600- 0000	Benefits - Strs,Guidance & Coun,Undistributed,Not Required		5,770.00
01- 7690- 0- 0000- 3140- 3101- 600- 0000	Benefits - Strs,Health Services,Undistributed,Not Required		1,240.00
01- 7690- 0- 0000- 7150- 3101- 600- 0000	Benefits - Strs,Superintendent,Undistributed,Not Required		19,307.00
01- 7690- 0- 1110- 2100- 3101- 600- 0000	Benefits - Strs,Supervision Of,Regular Educati,Not Required		12,977.00
01- 7690- 0- 3300- 1000- 3101- 600- 0000	Benefits - Strs,Instruction,Independent Stu,Not Required		18,678.00

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 8/11/2020, Ending Post Date = 9/8/2020, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

ESCAPE ONLINE

Effective 06/30/2020

Fiscal Year 2020

Account	Description	From	To
(continued) JE # BR20-00240 JE Trans Date 06/30/2020 JE Posted 09/05/2020 Comment Fund 01 OB YEC			
01- 7690- 0- 5770- 1110- 3101- 600- 0000	Benefits - Strs,Spec Ed-separat,Spec Ed - K-12,Not Required	CR	5,928.00
01- 7690- 0- 5770- 1120- 3101- 600- 0000	Benefits - Strs,Spec Ed-resourc,Spec Ed - K-12,Not Required	CR	13,914.00
01- 7690- 0- 5770- 2100- 3101- 600- 0000	Benefits - Strs,Supervision Of,Spec Ed - K-12,Not Required	CR	13,659.00
01- 7690- 0- 5770- 3120- 3101- 600- 0000	Benefits - Strs,Psychological S,Spec Ed - K-12,Not Required	CR	11,007.00
01- 7690- 0- 0000- 2100- 3101- 600- 0000	Benefits - Strs,Supervision Of,Undistributed,Not Required	CR	3,415.00
01- 0000- 0- 1110- 1000- 4110- 600- 7156	Textbooks,Instruction,Regular Educati,IMFRP	CR	67,490.00
01- 0000- 0- 0000- 8500- 6200- 600- 0000	Bldgs & Improve,Facilities Acqu,Undistributed,Not Required	CR	39,901.00
01- 0000- 0- 0000- 0000- 8011- 000- DBAS	Revenue Limit S,Unrestricted/no	DR	637,973.00
01- 0000- 0- 0000- 0000- 8041- 000- 0000	Secured Tax Rol,Unrestricted/no	DR	101,614.00
01- 0000- 0- 0000- 0000- 8677- 000- 0000	Interagency Svc,Unrestricted/no	DR	242,596.00
01- 7690- 0- 0000- 0000- 8590- 000- 0000	All Other State,STRS On-Behalf	DR	118,505.00
01- 0000- 0- 0000- 0000- 8660- 000- 0000	Interest,Unrestricted/no	DR	48,499.00
01- 5310- 0- 0000- 0000- 8980- 000- 0000	Contribute From,Child Nutrition	DR	54,066.00
01- 6500- 0- 5001- 0000- 8792- 000- 0000	Trans Of Apport,Special Educati	DR	25,651.00
	Net increase to Appropriations	.00	1,490,393.00
	Total for Org 043	125,803.00	1,876,249.00
Org 043 Net Increase in Estimated Fund Balance	832,498.00		Net increase to Appropriations

Effective 06/30/2020

Fiscal Year 2020

Account	Description	From	To
JE # BR20-00044 JE Trans Date 06/30/2020 JE Posted 09/05/2020 Comment OB 5xxx YEC			
03-0000-0-0000-2700-5830-000-ADMN	Professional/co,School Administ,Undistributed,District Admin	CR	47,601.00
Net increase to Appropriations			47,601.00
JE # BR20-00045 JE Trans Date 06/30/2020 JE Posted 09/05/2020 Comment OB 8xxx YEC			
03-0000-0-0000-0000-8019-000-0000	Revenue Limit S,Unrestricted/no	DR	21,664.00
03-0000-0-0000-0000-8096-000-0000	In-lieu Propert,Unrestricted/no	DR	37,093.00
03-7690-0-0000-0000-8590-000-0000	All Other State,STRS On-Behalf	DR	23,733.00
Net increase to Appropriations			82,490.00
Total for Org 044			130,091.00
Org 044 Net Increase in Estimated Fund Balance	34,889.00	Net increase to Appropriations	



AGREEMENT FOR CROSSING GUARD SERVICES

This AGREEMENT FOR CROSSING GUARD SERVICES (the "Agreement") is dated June __, 2020 and is between the PINER-OLIVET UNION SCHOOL DISTRICT (hereinafter called the "District"), and ALL CITY MANAGEMENT SERVICES, INC., a California corporation (hereinafter called the "Contractor").

WITNESSETH

The parties hereto have mutually covenanted and agreed as follows:

1. This Agreement is for a term which commences on or about July 1, 2020 and ends on June 30, 2021 and for such term thereafter as the parties may agree upon.
2. The Contractor will provide personnel equipped and trained in appropriate procedures for crossing pedestrians in marked crosswalks. Such personnel shall be herein referred to as a "Crossing Guard". Contractor will perform criminal background checks and confirm employment eligibility through E-Verify on all prospective personnel. The Contractor is an independent contractor and the Crossing Guards to be furnished by it shall at all times be its employees and not those of the District.
3. The District's representative in dealing with the Contractor shall be designated by the Piner-Olivet Union School District.
4. The District shall determine the locations where Crossing Guards shall be furnished by the Contractor. The Contractor shall provide at each designated location personnel properly trained as herein specified for the performance of duties as a Crossing Guard. The Contractor shall provide supervisory personnel to see that Crossing Guard activities are taking place at the required places and times, and in accordance with the terms of this Agreement.
5. The Contractor shall maintain adequate reserve personnel to be able to furnish alternate Crossing Guards in the event that any person fails to report for work at the assigned time and location and agrees to provide immediate replacement.
6. In the performance of its duties the Contractor and all employees of the Contractor shall conduct themselves in accordance with the conditions of this Agreement and all applicable laws of the state in which the Services are to be performed.
7. Persons provided by the Contractor as Crossing Guards shall be trained in all applicable laws of the state in which the Services are to be performed pertaining to general pedestrian safety in school crossing areas.
8. Crossing Guard Services (the "Services") shall be provided by the Contractor at the designated locations on all days in which school is in session in the area under District's jurisdiction. The

Contractor also agrees to maintain communication with the designated schools to maintain proper scheduling.

9. The Contractor shall provide all Crossing Guards with apparel by which they are readily visible and easily recognized as Crossing Guards. Such apparel shall be uniform for all persons performing the duties of Crossing Guards and shall be worn at all times while performing said duties. This apparel must be appropriate for weather conditions. The Contractor shall also provide all Crossing Guards with hand-held Stop signs and any other safety equipment which may be necessary.
10. The Contractor shall at all times provide workers' compensation insurance covering its employees and shall provide and maintain liability insurance for Crossing Guard activities. The Contractor will provide to the District a Certificate of Insurance naming the District and its officials, officers and employees as additional insureds. Such insurance shall include commercial general liability with a combined single limit of not less than \$1,000,000.00 per occurrence and in aggregate for property damage and bodily injury. Such insurance shall be primary with respect to any insurance maintained by the District and shall not call on the District's insurance contributions. Such insurance shall be endorsed for contractual liability and personal injury and shall include the District, its officers, agents and interest of the District. Such insurance shall not be canceled, reduced in coverage or limits or non-renewed except after thirty (30) days written notice has been given to the District.
11. Contractor agrees to defend, indemnify and hold harmless the District, its officers, employees, agents and representatives, from and against any and all actions, claims for damages to persons or property, penalties, obligations or liabilities (each a "Claim" and collectively, the "Claims") that may be asserted or claimed by any person, firm, entity, corporation, political subdivision or other organization arising out of the sole negligent acts or omissions, or willful misconduct, of Contractor, its agents, employees, subcontractors, representatives or invitees.
 - a) Contractor will defend any action or actions filed in connection with any of said claims, damages, penalties, obligations or liabilities and will pay all costs and expenses including attorney's fees incurred in connection herewith.
 - b) In the event the District, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Contractor for such damages or other claims arising out of or in connection with the sole negligence of Contractor hereunder, Contractor agrees to pay District, its officers, agents, or employees, any and all costs and expenses incurred by the District, its officers agents or employees in such action or proceeding, including, but not limited to, reasonable attorney's fees.
 - c) In the event that a court determines that liability for any Claim was caused or contributed to by the negligent act or omission or the willful misconduct of District, liability will be apportioned between Contractor and District based upon the parties' respective degrees of culpability, as determined by the court, and Contractor's duty to indemnify District will be limited accordingly.
 - d) Notwithstanding anything to the contrary contained herein, Contractor's indemnification obligation to District for Claims under this Agreement will be limited to the maximum combined aggregate of Contractor's general liability and umbrella insurance policies in the amount of \$9,000,000 (Nine Million Dollars).

12. Either party shall have the right to terminate this Agreement by giving sixty (60) days written notice to the other party.
13. The Contractor shall not have the right to assign this Agreement to any other person or entity except with the prior written consent of the District.
14. The District agrees to pay the Contractor for the Services rendered pursuant to this Agreement the sum of Twenty-two Dollars and Eighty Cents (**\$22.80**) per hour, per Crossing Guard during the term. Based on a minimum of three (3) sites and upon a projected (1,890) hours of service the cost shall not exceed Forty-three Thousand and Ninety-two Dollars (\$43,092.00) per year, unless Contractor fails to perform service.
15. Payment is due within thirty (30) days of receipt of Contractor's properly prepared invoice.
16. Contractor may request a price increase during the term as a result of any legally-mandated increases in wages or benefits imposed in the state or municipality in which the Services are to be performed and to which Contractor's employees would be subject. Contractor shall provide District with 60 days-notice of its request to increase pricing. District agrees to review and respond to said notice within 30 days of receipt.
17. The District shall have an option to renew this Agreement. In the event this Agreement is extended beyond the end of the term set forth above, the compensation and terms for the Services shall be established by mutual consent of both parties.
18. This Agreement constitutes the complete and exclusive statement of the agreement among the parties with respect to the subject matter hereof and supersedes all prior written or oral statements among the parties, including any prior statements, warranties, or representations. This Agreement is binding upon and will inure to the benefit of the parties hereto and their respective heirs, administrators, executors, successors, and assigns. Each party hereto agrees that this Agreement will be governed by the law of the state in which the Services are to be performed, without regard to its conflicts of law provisions. Any amendments, modifications, or alterations to this Agreement must be in writing and signed by all parties. There will be no presumption against any party on the ground that such party was responsible for preparing this Agreement or any part of it. Each provision of this Agreement is severable from the other provisions. If any provision of this Agreement is declared invalid or contrary to existing law, the inoperability of that provision will have no effect on the remaining provisions of the Agreement which will continue in full force and effect.

[SIGNATURES FOLLOW ON NEXT PAGE]

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

DISTRICT

Piner-Olivet Union School District

By _____
Signature

Print Name and Title

Date _____

CONTRACTOR

All City Management Services, Inc.

By _____
D. Farwell, Corporate Secretary

Date _____

CONTRACT TO PROVIDE NURSING SERVICES/SUPPORT

2020-2021 ANNUAL AGREEMENT BETWEEN

PINER-OLIVET UNION SCHOOL DISTRICT and SONOMA COUNTY OFFICE OF EDUCATION

THIS AGREEMENT is entered into by and between the PINER-OLIVET UNION SCHOOL DISTRICT (hereinafter referred to as the DISTRICT) and the SONOMA COUNTY OFFICE OF EDUCATION (SCOE).

1. SCOE hereby agrees to release Yvonne Fox, School Nurse, to work for the District at a .20 FTE, which equates to a total of 36 instructional days.

The period of this agreement will begin August 10, 2020 and end June 30, 2021.
(You may not obligate SCOE beyond June 30 of the current fiscal year.)

Yvonne Fox, a SCOE employee, will serve as a .20 FTE School Nurse to the Piner-Olivet Union School District, based upon a 180 day instructional work year as determined by SCOE. Payment for days beyond the SCOE work year will be paid by the District directly to the employee at the employee's daily rate. SCOE and District will collaborate as to the calendaring of work days during the term of this agreement.

2. SCOE will continue to disperse Yvonne Fox's full salary and benefits from July 1, 2020 through June 30, 2021. District shall reimburse SCOE for a .20 FTE (36 work days) of Yvonne Fox's actual salary and benefits, unless this agreement is amended to reflect a change in the amount. The estimated annual cost is \$16,873.30.
3. Any travel or other expenses incurred by Yvonne Fox as directed and approved by the District, will be paid by the District directly to Yvonne Fox and will not result in additional expenses for SCOE.
4. Any duties assigned to and/or expected of Yvonne Fox, beyond those that constitute the prearranged agreement with the District, shall not result in any additional cost to SCOE.
5. Upon execution, SCOE shall issue one invoice at the end of this agreement. The invoice will be issued on June 30, 2021 for services provided August 2020 through June 2020 services. The District will reimburse SCOE promptly upon receipt of invoice(s). SCOE will mail invoices directly to the District.
6. Yvonne Fox will not be considered an employee of the District and will not acquire any of the rights, privileges, powers, or advantages of an employee including, without limitation, Workers' Compensation, disability, insurance, health plans, vacation, or sick leave pay, or any other benefit available to District employees.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized representatives.

SONOMA COUNTY OFFICE OF EDUCATION

PINER-OLIVET UNION SCHOOL DISTRICT

(SCOE)

(DISTRICT)

By: Mary Downey
Mary Downey, Deputy Superintendent

By: Steve Charbonneau
Steve Charbonneau, Superintendent

Date: 08 / 13 / 2020

Date: 8/13/2020



August 10, 2020

Steve Charbonneau, Superintendent
Piner-Olivet Union School District
3450 Coffey Lane
Santa Rosa, CA 95403**SCOE Special Education Services
Memorandum of Understanding**

This memorandum of understanding confirms that Piner-Olivet Union School District (District) agrees to reimburse Sonoma County Office of Education (SCOE) Special Education Services for expenses incurred related to the services as specified below.


SCOE will provide an APE Specialist to the District for the purpose of:

- 1) Completion of IEP related services for District students.
- 2) Reports and meeting attendance as necessary.


Estimated number of hours per month: approximately 15 to 20 hours

Services will be provided during the 2020-2021 school year or until the District informs SCOE services are no longer needed.

The cost for services will be charged on a basis of \$135.00 per hour. An invoice will be issued June 30, 2021 for services provided August 2020 through June 2021. Please submit a purchase order to SCOE.

Piner-Olivet Union School District

Steve Charbonneau, Superintendent8/13/2020

Date**Approval by Sonoma County Office of Education**

Mary Downey, Deputy Superintendent08 / 13 / 2020

Date