



# PINER-OLIVET UNION SCHOOL DISTRICT

## SPECIAL MEETING - GOVERNING BOARD

Wednesday, September 2, 2020

Public Session 4:00 p.m.

Adjournment 6:00 p.m.

Join Zoom Meeting

<https://us02web.zoom.us/j/86277013304?pwd=YVN2dXNLZ0RVQ1ExVktrajB1aGpaUT09>

Meeting ID: 862 7701 3304

Passcode: 319hTZ

One tap mobile

+16699009128,,86277013304#,,,,,0#,,478144# 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](http://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](http://www.pousd.org)

1. CALL TO ORDER
2. ROLL CALL
3. 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. 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.

#### 4. AGENDA MODIFICATION

#### 5. 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."

"It came to our attention that while the Board meeting agenda was posted at least 72 hours prior to our Board meeting on Wednesday August 12, 2020, the documents associated with the Board Agenda were not posted until the Board meeting. So while the Board took action to approve the various action items at the August 12, 2020, Board meeting, because the documents associated with the action items were not provided in advance to the public, the Board will be taking action tonight to ratify the actions taken by the Board at its August 12, 2020, Board meeting. This will allow the public to provide any additional comments at this meeting prior to the Board ratification action."

- 5.1 Approval of Addendum to the Director of Innovative Learning Employment Agreement (*Consent 1*) (Pg. 3)
- 5.2 Approval of Authorization as a School-Connected Organization for Olivet Families (*Consent 2*) (Pgs. 4-48)
- 5.3 Approval of Authorization as a School-Connected Organization for Piner-Olivet Charter Parent Club (*Consent 3*) (Pgs. 49-71)
- 5.4 Approval of Authorization as a School-Connected Organization for Schaefer Families (*Consent 4*) (Pgs. 72-115)
- 5.5 Approval of Authorization as a School-Connected Organization for Piner-Olivet Educational Foundation (*Consent 5*) (Pgs. 116-146)
- 5.6 Approval of Resolution #537 Regarding the Education Protection Account (EPA) (*Consent 6*)

- (Pgs. 147-149)
- 5.7 Approval of Resolution # 538 Regarding Rescission of Elimination or Reduction of Certain Classified Services [\(Consent 7\)](#) (Pgs. 150-151)
  - 5.8 Approval of Resolution # 539 Declaring Instructional Method for 2020-2021 School Year [\(Consent 8\)](#) (Pgs. 152-153)
  
  - 5.9 Ratification of Closed Session Action between the District and Piner-Olivet Classified Association Regarding Return Impact and Effects on the CSEA Bargaining Unit MOU [\(Consent 9\)](#) (Pgs. 154-167)
  - 5.10 Ratification of Closed Session Action between the District and Piner-Olivet Educators' Association Regarding the COVID-19 Pandemic and School Opening During the 2020-2021 School Year MOU [\(Consent 10\)](#) (Pgs. 168-183)
  - 5.11 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 [\(Consent 11\)](#) (Pgs. 184-186)
  - 5.12 Approval of Declaration of Surplus Property with a Value of Less than \$2,500 [\(Consent 12\)](#)
  - 5.13 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 [\(Consent 13\)](#) (Pgs. 187-191)
  - 5.14 Approval of Minutes of Regular Board Meeting of June 17, 2020 [\(Consent 14\)](#) (Pgs. 192-195)
  - 5.15 Approval of Minutes of Special Board Meeting of June 29, 2020 [\(Consent 15\)](#) (Pgs. 196)
  - 5.16 Approval of Minutes of Special Board Meeting of July 7, 2020 [\(Consent 16\)](#) (Pgs. 197-198)
  - 5.17 Approval of Minutes of Special Board Meeting of July 10, 2020 [\(Consent 17\)](#) (Pg. 199)
  - 5.18 Approval of Minutes of Special Board Meeting of July 15, 2020 [\(Consent 18\)](#) (Pg. 200)
  - 5.19 Approval of Minutes of Special Board Meeting of July 29, 2020 [\(Consent 19\)](#) (Pg. 201)
  - 5.20 Approval of Minutes of Special Board Meeting of July 30, 2020 [\(Consent 20\)](#) (Pg. 202)
  - 5.21 Approval of Personnel Action Report [\(Consent 21\)](#) (Pg. 203)
  - 5.22 Approval of Vendor Warrants [\(Consent 22\)](#) (Pgs. 204-208)
  - 5.23 Approval of Routine Budget Updates [\(Consent 23\)](#) (Pgs. 209-216)
  - 5.24 Approval of Williams Settlement Quarterly Uniform Complaint Report Summary Reporting Period from April 1, 2020 to June 30, 2020 [\(Consent 24\)](#) (Pg. 217)

## 6. EFFECTIVE GOVERNANCE LEADERSHIP

## 7. ADJOURNMENT



**Piner-Olivet Union School District**  
**Addendum**

ADDENDUM TO CONTRACT DATED APRIL 8, 2020, FOR DR. TINA RASORI TO SERVE AS DIRECTOR OF INNOVATIVE LEARNING FOR THE PINER-OLIVET UNION SCHOOL DISTRICT

The April 8, 2020, Contract between Dr. Tina Rasori (“Director”) and Piner-Olivet Union School District (“District”), provided the Director would be employed by the District for a one year term from July 1, 2020, to June 30, 2021, serving a .50 Full Time Equivalent (“FTE”) position and complete 103 days of service and be compensated at a prorated (for the .50 FTE) Step 10 of the Management Salary Schedule along with \$2,200 for two Masters Degrees and \$1,100 for a Doctorate Degree.

The purpose of this Amendment to the Contract is to reduce the service amount from .50 FTE to .40 FTE, which will result in a reduction from 103 days of service to 82.4 days of service during the 2020-2021 school year on the same salary terms as the Contract, except prorated at .40 based on the reduced number of service days. The days the Director will be required to work will be scheduled by the District Superintendent and may result in an unequal number of service days per calendar month (e.g. there may be more service days scheduled at the beginning of the school year for programmatic planning purposes).

Furthermore, this Addendum provides notice, in accordance with Section 5.b. of the Contract, the Contract for services will not be renewed for the 2021-2022 school year.

Board Meeting Date: August 12, 2020

_____	_____	_____
Cindy Pryor, Board President	Dr. Tina Rasori, Director	Date Signed
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/NOTVOTING:\_\_\_

2020-2021

**OLIVET 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: *Olivet Families PTO*
- ✓ 3. The date of application: *7/31/20*
- ✓ 4. Copy of the By-laws (to include #9). (Attachment #2)
- ✓ 5. Membership quotas or qualifications. Described: *Membership is open to all interested persons within the Olivet School Community. We do not have a membership quota*
- ✓ 6. The names, addresses, phone numbers and general duties of all officers. (Attachment #3)
- ✓ 7. A brief description of the organization's purpose. *Olivet Families promotes the well being of children in home, school & community & exists to promote & facilitate parent, student & teacher interaction for the benefit of Olivet students.*
- ✓ 8. A list of specific annual objectives and planned activities. (Attachment #4)
- ✓ 9. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds. One signature should be the site administrator, Superintendent or designee. Check with bank or need both signatures to get information. (Attachment #5)
- ✓ 10. The site where the organization will be based, school site or district office.  
*Olivet Elementary Charter School  
1825 Willowside Rd. Santa Rosa CA 95401*

- 11. Evidence of liability insurance as required by law. (Attachment #6)
- 12. Evidence of having filed appropriate IRS forms. (Attachment #7)
- 13. An annual financial statement showing prior year activities, total funds raised from each activity, total funds allocated and the purpose of each allocation, and the fund balance at year-end. (Attachment #8)
- 14. The signature of the site administrator who supports the request for authorization. (See signature line below)

Site Administrator Signature Date

*A Moore 8.04.2020*

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

# ATTACHMENT #1

Olivet Elementary Charter School

Olivet Families PTO

Request for Authorization - AR 1230 (a)

2020/2021

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

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



# ATTACHMENT #2

# OLIVET FAMILIES BY-LAWS

## Article I: Meetings

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

## Article II: Officers, Their Duties and Election

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

## Article III: Business & Finance

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

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

#### **Article IV: Amendments**

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

#### **Article V: Fiscal Year and Tax ID Number**

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

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

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

#### **Article VI: Parliamentary – Authority**

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

# ATTACHMENT #3

Olivet Families Officers

2020/2021 School Year

**Vice President (Acting President)**

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

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

**Treasurer**

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

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

**Secretary**

Shall keep the meeting minutes and maintain correspondence.

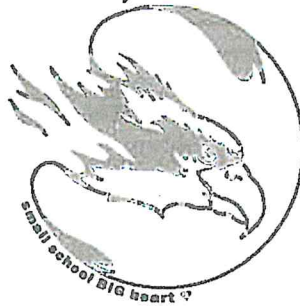
Stephanie Silvas  
1562 Alegria St.  
Santa Rosa, CA 95403  
530-515-3705

# ATTACHMENT #4



# OLIVET

*Home of the Ospreys*



## **Important Dates & Calendar of Events**

### **Specific Planned Events**

**2020 - 2021**

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

- Kindergarten welcome (virtual)
- School Supplies Gift Bags
- Fall Book Fair (virtual)
- Fall Read-A-Thon Fundraiser (virtual, in place of our usual fall fundraiser)
- Harvest Fair Event or Craft (virtual)
- Holiday Shop (tbd)
- Spring Clean Up (tbd)
- Spring Fundraiser (tbd, typically dinner & auction)
- Movie Night (tbd)
- Outdoor Adventure Day (tbd)

# OLIVET

Home of the Ospreys



## Important Dates & Calendar of Events

Olivet Families (PTO) Sponsored Events

2020 - 2021

*Due to COVID 19 and ever changing conditions of the pandemic this year's calendar of events is subject to change. There are many people behind the scenes brainstorming which events can be moved to a virtual model and which events have to be postponed until it is safe to be together. Please be on the lookout for more information about events (especially our planned Fall Read-A-Thon and book fair!) in newsletters & on the Olivet Elementary facebook page.*

### August 2020

08/17/20.....First Day of School  
08/17/20..... Olivet Families PTO Meeting 6:30pm  
08/21/20.....\*SPIRIT DAY\* Blue & White Back to School Spirit

### September 2020

09/07/20.....No School (Labor Day)  
09/14/20..... Olivet Families PTO Meeting 6:30pm  
09/18/20.....\*SPIRIT DAY\* Hawaiian Day

### October 2020

10/12/20..... Olivet Families PTO Meeting 6:30pm  
10/23/20.....\*SPIRIT DAY\* Black, Orange & Purple Day

### November 2020

11/09/20..... Olivet Families PTO Meeting 6:30pm  
11/11/20..... No School (Veterans' Day)  
11/20/20..... \*SPIRIT DAY\* Tutus & Ties Day  
11/23/20-11/27/20.....No School (Thanksgiving Holiday)

## Important Dates & Calendar of Events

### December 2020

12/07/20.....Olivet Families PTO Meeting 6:30pm (Not normal date)  
12/18/20..... \*SPIRIT DAY\* Red & Green Day  
12/21/20-01/04/21.....No School (Winter Break)

### January 2021

01/11/21..... Olivet Families PTO Meeting 6:30pm  
01/18/21.....No School (Martin Luther King Jr Day)  
01/29/21.....\*SPIRIT DAY\* 100th Day of School

### February 2021

02/08/21.....No School (Lincoln's Birthday)  
02/09/21..... Olivet Families PTO Meeting 6:30pm (Not normal date)  
02/12/21.....\*SPIRIT DAY\* Red, Pink & Purple Day  
02/15/21.....No School (President's Day)

### March 2021

03/08/21..... Olivet Families PTO Meeting 6:30pm  
03/17/21.....\*SPIRIT DAY\*Green Day  
03/22/21-03/26/21.....No School (Spring Break)

### April 2021

04/12/21..... Olivet Families PTO Meeting 6:30pm  
04/16/21.....\*SPIRIT DAY\* PJ Day

### May 2021

05/03/21-05/07/21.....Teacher Appreciation Week  
05/10/21..... Olivet Families PTO Meeting 6:30pm  
05/21/20.....\*SPIRIT DAY\* Crazy Hair Day  
05/31/21.....No School (Memorial Day)

### June 2021

06/04/21.....Last Day of School

# ATTACHMENT #5

Olivet Families Banking Information

2020/2021 School Year

**Account**

Redwood Credit Union Account Ending \*\*\*\*\*2702

**Authorized Signors**

Dr. Anna Moore, Principal

Jessica Crain, Vice President

Maren McCloud, Treasurer





Authorized Signer			
FIRST NAME <i>Jessica</i>	MIDDLE INITIAL <i>A</i>	LAST NAME <i>Crain</i>	
SOCIAL SECURITY NUMBER <i>[REDACTED]</i>		DATE OF BIRTH <i>9/19/86</i>	MOTHER'S MAIDEN NAME <i>Hurlbut</i>
RESIDENCE STREET ADDRESS <i>1001 Clover Dr</i>			
CITY <i>Santa Rosa</i>		STATE <i>CA</i>	ZIP CODE <i>95401</i>
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)			
HOME TELEPHONE NUMBER <i>(707) 477-7448</i>	WORK TELEPHONE NUMBER	EMAIL ADDRESS <i>Jessica.Crain@unco.com</i>	
IDENTIFICATION NUMBER (I.E., DRIVERS LICENSE NUMBER) <i>D4315081</i>	ID TYPE: (E.G., DRIVERS LICENSE, MILITARY ID) <i>CA license</i>	EXPIRATION DATE <i>9/19/25</i>	

Authorized Signer			
FIRST NAME <i>Anna</i>	MIDDLE INITIAL	LAST NAME <i>Moore</i>	
SOCIAL SECURITY NUMBER <i>[REDACTED]</i>		DATE OF BIRTH <i>11/3/1962</i>	MOTHER'S MAIDEN NAME <i>Holt</i>
RESIDENCE STREET ADDRESS <i>1825 Willowside Rd</i>			
CITY <i>Santa Rosa</i>		STATE <i>CA</i>	ZIP CODE <i>95401</i>
MAILING ADDRESS (IF DIFFERENT FROM ABOVE) <i>amoore@pousd.org</i>			
HOME TELEPHONE NUMBER	WORK TELEPHONE NUMBER <i>707 502 3045</i>	EMAIL ADDRESS <i>a</i>	
IDENTIFICATION NUMBER (I.E., DRIVERS LICENSE NUMBER) <i>NA047996</i>	ID TYPE: (E.G., DRIVERS LICENSE, MILITARY ID) <i>CA DL</i>	EXPIRATION DATE	

Authorized Signer			
FIRST NAME <i>Maren</i>	MIDDLE INITIAL	LAST NAME <i>McCloud</i>	
SOCIAL SECURITY NUMBER <i>[REDACTED]</i>		DATE OF BIRTH <i>4/15/1</i>	
RESIDENCE STREET ADDRESS <i>2427 Bramble Way</i>			
CITY <i>Santa Rosa</i>		STATE <i>CA</i>	ZIP CODE <i>95403</i>
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)			
HOME TELEPHONE NUMBER <i>707 999 4696</i>	WORK TELEPHONE NUMBER	EMAIL ADDRESS <i>marenmccloud@gmail.com</i>	
IDENTIFICATION NUMBER (I.E., DRIVERS LICENSE NUMBER) <i>D 8913140</i>	ID TYPE: (E.G., DRIVERS LICENSE, MILITARY ID) <i>CA DL</i>	EXPIRATION DATE	

Authorized Signer			
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# BUSINESS ACCOUNT AUTHORIZED SIGNER AGREEMENT

MEMBER NAME: (Legal Entity) OLIVET FAMILIES LTD

MEMBERSHIP NUMBER: 622702 EFFECTIVE DATE: 8/3/20

The signature of any one of the individuals listed below is sufficient to conduct business on this account. Redwood Credit Union (RCU) cannot honor multiple signature requirements. Taxpayer ID numbers of authorized signers requested for identification purposes only.

Jessica Crain [Signature]  
 Name Signature  
 Authorized Signer  Controlling Individual  
 (30M)

Maren McCloud [Signature]  
 Name Signature  
 Authorized Signer  Controlling Individual

Anna Moore [Signature]  
 Name Signature  
 Authorized Signer  Controlling Individual

Name Signature  
 Authorized Signer  Controlling Individual

Name Signature  
 Authorized Signer  Controlling Individual

Name Signature  
 Authorized Signer  Controlling Individual

**AGREEMENTS**

Completion of this card (1) requests Redwood Credit Union (RCU) to open the account(s) indicated, (2) authorizes RCU to verify information on this card with third parties such as credit agencies, (3) authorizes RCU to open new accounts with the same ownership and signature authorization upon deposit of funds by any authorized signer, and (4) agrees that RCU may rely on signature authority indicated on this card until notified otherwise in writing. All accounts opened will be subject to state and federal law and RCU bylaws, policies and rules. By signing this card, company acknowledge(s) receipt of and agree(s) to the terms, conditions, rates and charges established by RCU for the type of account being opened, as stated in the Membership Account Disclosures as amended from time to time. Company certifies that the accounts opened will not be used for personal, family or household purposes. Company acknowledges that accounts opened may not be used in connection with gambling transactions restricted by federal and state law, and certifies that business is not engaged in a gambling business. Truth in Savings Disclosures are not required for business accounts.

**Certification of Beneficial Owners**

I, Maren McClovel

(name of natural person opening account) hereby certify, to the best of my knowledge, that the information provided in this application is complete and correct.

**Substitute W-9 Certification:**

By signing below, I certify that the number provided for this account is correct for the business entity requesting an account. The business entity is a U.S. person (including resident alien) and either (a) is exempt from backup withholding, (b) has never been notified that it is subject to backup withholding due to underreporting of dividends or interest, or (c) has been notified that it is no longer subject to backup withholding and (d) is exempt from Foreign Account Tax Compliance Act (FACTA) reporting. I understand that the IRS does not require consent to any term of this agreement except certifications required to avoid backup withholding. If this business is subject to backup withholding, check the following box .

**Certification by Partnership (General or Limited), LLC, or LLP.**

By signing below, I/we certify (check one)

- I/we am/are all of the general partners of the limited partnership requesting and depositing funds to this account, OR the statement below the signature lines is checked.
- We are all partners of the general partnership requesting and depositing funds to this account, OR the statement below the signature lines is checked.
- I/we am/are all of the manager/officers of the limited liability company (LLC) requesting and depositing funds to this account, OR the statement below the signature lines is checked.
- I/we am/are all of the partners of the limited liability partnership (LLP) requesting and depositing funds to this account, OR the statement below the signature lines is checked. This is not a fiduciary account (such as an attorney client trust account).

I/we certify under penalty of perjury that I/we have the authority to bind this business entity to contractual obligations, including opening, closing, granting signature authority for, and depositing funds to and withdrawing funds from financial institution accounts. I/we agree on behalf of the named business entity to all terms stated on this card and separate account agreements provided to me/us.

Maren McClovel  
Controlling Individual Name

[Signature]  
Controlling Individual Signature

8/4/2020  
Date

Jessica Crain  
Controlling Individual Name

[Signature]  
Controlling Individual Signature

8/4/2020  
Date

\_\_\_\_\_  
Controlling Individual Name

\_\_\_\_\_  
Controlling Individual Signature

\_\_\_\_\_  
Date

Check here if this business entity's partnership or operating agreement allows less than all general partners of limited partnership, less than all partners of general partnership or LLP, less than all managers or officers of a limited liability company to open financial institution accounts, and all such partners or managers or officers have signed this certification.





**BUSINESS MEMBERSHIP APPLICATION**  
 Partnership, Limited Liability Partnership,  
 or Limited Liability Company

MEMBERSHIP NUMBER: 622702

BUSINESS NAME (Legal Entity) <b>OLIVET FAMILIES PTO</b>		BUSINESS TAX ID # <b>66-0424350</b>	
BUSINESS TYPE <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Partnership <input checked="" type="checkbox"/> Limited Liability Company			
DBA (if Applicable)		Nature of Business <b>Parent/Teacher Organization</b>	
STREET ADDRESS <b>1825 Willowside Rd.</b>			BUSINESS PHONE <b>N/A</b>
CITY <b>Santa Rosa</b>		STATE <b>CA</b>	ZIP CODE <b>95401</b>
MAILING ADDRESS (IF DIFFERENT FROM ABOVE) <b>(Same)</b>			

**Beneficial Owners** – All persons who own 25% or more of the Legal Entity. (i.e. Business or association etc.) If the beneficial owner is a trust, the trustee is the beneficial owner.

**Controlling Individual** – A person with significant responsibility to control, manage and open an account on behalf of the legal entity. (CEO, CFO, COO Etc.)

Controlling Individual <input checked="" type="checkbox"/> Beneficial owner <input type="checkbox"/>			
FIRST NAME <b>Maren</b>	MIDDLE INITIAL	LAST NAME <b>McCloud</b>	
SOCIAL SECURITY	DATE OF BIRTH <b>4/15/11</b>		
RESIDENCE STREET <b>2427 Bramble way</b>			
CITY <b>Santa Rosa</b>	STATE <b>CA</b>	ZIP CODE <b>95403</b>	
MAILING ADDRESS (IF DIFFERENT FROM ABOVE) <b>(same)</b>			
HOME TELEPHONE NUMBER <b>707 948 4686</b>	WORK TELEPHONE NUMBER	EMAIL ADDRESS <b>marenmccloud@gmail.com</b>	
IDENTIFICATION NUMBER (I.E., DRIVERS LICENSE NUMBER) <b>D8913140</b>	ID TYPE: (E.G., DRIVERS LICENSE, MILITARY ID) <b>DL</b>	EXPIRATION DATE	
EMPLOYER NAME <b>Bank of America</b>	OCCUPATION <b>Banker</b>	Position / Title <b>Sales Support manager</b>	

Controlling Individual <input checked="" type="checkbox"/> Beneficial owner <input type="checkbox"/>		
FIRST NAME Jessica	MIDDLE INITIAL A	LAST NAME Crain
SOCIAL SECURITY NUMBER 3	DATE OF BIRTH 9/19	
RESIDENCE STREET ADDRESS 1651 Clover Dr		
CITY Santa Rosa	STATE CA	ZIP CODE 95401
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)		
HOME TELEPHONE NUMBER (707) 477-7448	WORK TELEPHONE NUMBER	EMAIL ADDRESS Jessica_crain@yahoo.com
IDENTIFICATION NUMBER (I.E., DRIVERS LICENSE NUMBER) D4315091	ID TYPE: (E.G., DRIVERS LICENSE, MILITARY ID) CA LICENSE	EXPIRATION DATE 9/19/25
EMPLOYER NAME Pumpkin Nopal	OCCUPATION Finance Manager	Position / Title Finance Manager

Controlling Individual <input type="checkbox"/> Beneficial owner <input type="checkbox"/>		
FIRST NAME	MIDDLE INITIAL	LAST NAME
SOCIAL SECURITY NUMBER	DATE OF BIRTH	MOTHER'S MAIDEN NAME
RESIDENCE STREET ADDRESS		
CITY	STATE	ZIP CODE
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)		
HOME TELEPHONE NUMBER	WORK TELEPHONE NUMBER	EMAIL ADDRESS
IDENTIFICATION NUMBER (I.E., DRIVERS LICENSE NUMBER)	ID TYPE: (E.G., DRIVERS LICENSE, MILITARY ID)	EXPIRATION DATE
EMPLOYER NAME	OCCUPATION	Position / Title

Controlling Individual <input type="checkbox"/> Beneficial owner <input type="checkbox"/>		
FIRST NAME	MIDDLE INITIAL	LAST NAME
SOCIAL SECURITY NUMBER	DATE OF BIRTH	MOTHER'S MAIDEN NAME
RESIDENCE STREET ADDRESS		
CITY	STATE	ZIP CODE
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)		
HOME TELEPHONE NUMBER	WORK TELEPHONE NUMBER	EMAIL ADDRESS
IDENTIFICATION NUMBER (I.E., DRIVERS LICENSE NUMBER)	ID TYPE: (E.G., DRIVERS LICENSE, MILITARY ID)	EXPIRATION DATE
EMPLOYER NAME	OCCUPATION	Position / Title

# ATTACHMENT #6

STOCK COMPANY

**COMMERCIAL GENERAL LIABILITY  
COVERAGE CERTIFICATE**

**WESTERN  
WORLD**

AN AIG COMPANY

**CERTIFICATE NUMBER:** CPG1194654

**Prior Certificate Number:** CPG1131650

**POLICY NUMBER:** CPG1171615

WESTERN WORLD INSURANCE COMPANY     TUDOR INSURANCE COMPANY     STRATFORD INSURANCE COMPANY

**THE EDUCATIONAL SUPPORT PURCHASING GROUP**

**Certificate Holder and Mailing Address:**

Olivet Families PTO  
1825 Willowside Rd.  
Santa Rosa, CA 95401

**Surplus Lines License #** 1615689  
**Agent/Broker #** 26001  
AIM Association Insurance Management, Inc.  
P.O. Box 742946  
Dallas, TX 75374  
**Insured #** CA164243

**Certificate Period: (Mo./Day/Yr.)**

From: 3/17/2020                      To: 3/17/2021                      12:01 AM, standard time at your mailing address shown above.

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

**THIS COVERAGE CERTIFICATE CONSISTS OF THE FOLLOWING COVERAGES FOR WHICH A PREMIUM IS INDICATED.**

**THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**

	Commercial General Liability Coverage Part	\$ 136.00
	_____	\$ _____
Other Coverages:	Terrorism Risk Insurance Act	\$ Not Covered
	_____	\$ _____
	<b>TOTAL ADVANCE PREMIUM</b>	\$ 136.00
	<b>Policy Fees</b>	\$ 102.44
	<b>Surplus Lines Tax</b>	\$ 11.56
	<b>Stamping Fee</b>	\$ _____
	_____	\$ _____
	_____	\$ _____
	<b>GRAND TOTAL</b>	\$ 250.00

**Forms and endorsements applying to this policy and attached at time of issue:**

WW100CM (02/12) Sexual Molestation  
WW218 (01/13) Maximum Limit of Liability

See Applicable Schedule Of Forms And Endorsements



**COVERAGE CERTIFICATE (continued)**

**The Certificate Holder is:**

Individual   
 Partnership   
 Limited Liability Company   
 Organization/Corporation   
 Trust  
 Other Non-Profit

---

**Location of Business:**  
 1825 Willowside Rd.  
 Santa Rosa CA 95401

**Business Description:**  
 Not for Profit Educational Support Group/  
 Club/Association/Organization

<b>COMMERCIAL GENERAL LIABILITY - LIMITS OF INSURANCE</b>						
General Aggregate Limit (Other Than Products - Completed Operations)		\$ 2,000,000				
Products - Completed Operations Aggregate Limit		\$ <u>Included</u>	†			
Personal and Advertising Injury Limit		\$ 2,000,000	Any One Person or Organization			
Each Occurrence Limit		\$ 2,000,000				
Damage to Premises Rented to You		\$ 50,000	Any One Premises			
Medical Expense Limit		\$ 5,000	Any One Person			
Each Professional Incident Limit (if applicable)		\$ <u>Not Covered</u>				
† If the Limit is shown as Included, Products-Completed Operations are subject to the General Aggregate Limit.						
<b>PREMIUM</b>						
Classification	Code No.	Premium Basis	Rate		Advance Premium	
			Pr/Co	All Other	Pr/Co	All Other
Parent Teacher Organization	W7152	1 (e)		Inc.		136.00
			Total Advance Premium		\$ 136.00	

THESE DECLARATIONS TOGETHER WITH THE COVERAGE PART DECLARATIONS, THE COMMON POLICY CONDITIONS, COVERAGE FORM(S), AND FORMS AND ENDORSEMENTS, IF ANY, COMPLETE THE ABOVE NUMBERED POLICY

**WESTERN WORLD INSURANCE GROUP**


Western World Insurance Company  
 Tudor Insurance Company  
 Stratford Insurance Company

Administrative Office  
 300 Kimball Drive, Suite 500  
 Parsippany, New Jersey 07054

We will provide the insurance described in this policy in return for the premium and compliance with all applicable provisions of this policy. If required by state law, this policy shall not be valid unless countersigned by our authorized representative.

  
 Secretary

  
 President

Countersigned: Elgin B Allen, Jr	
CEO	By: 
4/6/2020	Authorized Representative

**This Endorsement Modifies Your Policy.  
Please Read It Carefully.**

## SEXUAL MOLESTATION INSURANCE

### CLAIMS MADE

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

#### SCHEDULE

Limit of Insurance			
		\$ 500,000	Coverage E. Aggregate
Advance Premium	Premium Basis	Rate	Description of Hazards
\$ Included		Total Advance Premium	
		Retroactive Date <u>3/17/2016</u>	

**A. The following COVERAGE E. - SEXUAL MOLESTATION INSURANCE, is added to SECTION I - COVERAGES.**

**1. Insuring Agreement**

a. We will pay those sums the insured becomes legally obligated to pay as damages because of any "molestation" to which this insurance applies. We will have the right and duty to defend the insured against any "suit" seeking those damages. However, we will have no duty to defend the insured against any "suit" seeking damages to which this insurance does not apply. We may at our discretion investigate and settle any claim or "suit" that may result. But:

- (1) The amount we will pay for damages is limited as described in SECTION III - LIMITS OF INSURANCE; and
- (2) Our right and duty to defend end when we have used up the Aggregate Limit of Insurance in the payment of judgments or settlements under Coverage E.

No other obligation or liability to pay sums or perform acts or services is covered unless explicitly provided for under SUPPLEMEN-

TARY PAYMENTS - COVERAGE A. and B. amended to apply to Coverage E.

b. This insurance applies to damages from "molestation" only if the "molestation":

- (1) Takes place in the "coverage territory"; and
- (2) Is alleged to have first occurred after the Retroactive Date and before the expiration of the policy period noted in the Declarations.

c. This insurance applies only if a written claim for damages is first made against an insured during the policy period or, if applicable, the Extended Reporting Period.

d. A claim by a person or organization seeking damages will be deemed to have been first made when written notice of such claim is received by the insured or by us, whichever comes first.



All claims of damages because of "molestation" to the same person, including damages claimed by any person or organization for care or loss of services resulting at any time from the "molestation", will be deemed to have been first made at the time the first of these claims is made in writing against the insured.

e. The Retroactive Date is the policy effective date unless another date is shown in the Schedule.

## 2. Exclusions

This insurance does not apply to:

- a. Liability of others assumed by the insured under any contract or agreement, either oral or written, unless specifically endorsed to the policy.
- b. "Molestation" of any "employee" or "volunteer worker" of the insured, or of any party subcontracted by the insured.
- c. Criminal defense costs of any individual(s) or to any other costs associated with a criminal trial including appeals.
- d. A "molestation" alleged to have first occurred prior to the Retroactive Date and which continues into a policy period insured by us.

**B. SUPPLEMENTARY PAYMENTS - COVERAGES A. AND B.** is amended to apply to **COVERAGE E.**

**C. SECTION II - WHO IS AN INSURED** applies to **COVERAGE E. - SEXUAL MOLESTATION INSURANCE.**

**D. SECTION III - LIMITS OF INSURANCE** is amended with the following additions:

Paragraph 2. is amended to include: Damages under Coverage E.

The Aggregate Limit shown in the Schedule of Coverage E. is the most we will pay because of all damages due to "molestation".

**E. SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS** applies to **Coverage E.** However, with respect to Coverage E. only, the following changes to SECTION IV apply:

**Condition 2. Duties In The Event Of Occurrence, Offense, Claim Or Suit,** paragraph b. is amended to read:

b. If a written claim for damages is made or "suit" is brought against any insured, you must:

- (1) Immediately record the specifics of the claim or "suit" and the date received; and
- (2) Notify us in writing as soon as practicable but in no event later than 60 days after receipt of the claim or "suit".

**Condition 4. Other Insurance** is deleted and replaced with:

### Condition 4. Other Insurance

a. **COVERAGE E. - SEXUAL MOLESTATION INSURANCE** will be excess over any other applicable insurance.

b. When this insurance is excess, we will have no duty under Coverage E. to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against those other insurers.

**F. SECTION V - DEFINITIONS** is amended to include the following definition:

"Molestation" means any actual or alleged act(s) with sexual connotation or purpose resulting in bodily, emotional or mental injury.

Any multiple, continuous, or related acts of "molestation" against a single person shall be treated as a single "molestation" regardless of the number of acts, events, conditions, injuries, claimants, perpetrators, claims, causes of action, theories of liability, "suits", or insurance policies in effect at any point during exposure to the "molestation".

### G. SECTION VI - EXTENDED REPORTING PERIOD

1. An Extended Reporting Period will only be provided if this insurance is canceled or not renewed. It will apply to Coverage E., Sexual Molestation Insurance only.
2. The Extended Reporting Period does not extend the policy period or change the scope of coverage provided.
3. The Extended Reporting Period is provided automatically without additional charge. It starts with the end of the policy period and is of unlimited duration.
4. The Extended Reporting Period does not reinstate or increase the Limit of Insurance.

**This Endorsement Modifies Your Policy.  
Please Review It Carefully.**

### **MAXIMUM LIMIT OF LIABILITY**

A. This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE FORM**  
**COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY**  
**COVERAGE B. PERSONAL AND ADVERTISING INJURY LIABILITY**  
**COVERAGE D. PROFESSIONAL LIABILITY**  
**COVERAGE E. SEXUAL MOLESTATION LIABILITY**  
**COVERAGE G. ASSAULT AND/OR BATTERY LIABILITY**  
**LIQUOR LIABILITY COVERAGE FORM**  
**ERRORS AND OMISSIONS INSURANCE COVERAGE FORM**  
**DIRECTORS, OFFICERS, INSURED ENTITY AND EMPLOYMENT PRACTICES**  
**INSURANCE COVERAGE FORM**  
**COVERAGE A. DIRECTORS AND OFFICERS LIABILITY**  
**COVERAGE B. EMPLOYMENT PRACTICES LIABILITY**

B. **SECTION III - LIMITS OF INSURANCE of the Commercial General Liability Coverage Form and the Liquor Liability Coverage Form, and SECTION IV – LIMITS OF INSURANCE of the Errors and Omissions Insurance Coverage Form and the Directors, Officers, Insured Entity and Employment Practices Insurance Coverage Form are amended to include the following paragraph:**

If two or more of the COVERAGES in Paragraph A. above apply to the same "multiple coverage event":

1. The coverage with the highest applicable limit shall be the maximum limit of insurance available for the "multiple coverage event"; and
2. The amount paid for the "multiple coverage event" will be divided equally between/among the General Aggregate Limit and/or the Aggregate Limit of those coverages applicable to the "multiple coverage event."

C. **SECTION V – DEFINITIONS of the Commercial General Liability Coverage Form and the Liquor Liability Coverage Form, and SECTION II - DEFINITIONS of the Errors and Omissions Insurance Coverage Form and the Directors, Officers, Insured Entity and Employment Practices Insurance Coverage Form are amended to include the following definition:**

"Multiple coverage event" means an event resulting in damages or "loss" to which two or more of the COVERAGES in Paragraph A. of this endorsement apply.

# ATTACHMENT #7



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

## ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

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

Failure to submit this report annually no later than the 15th day of the 5th month after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties as defined in Government Code section 12586.1. IRS extensions will be honored.

WEB SITE ADDRESS:  
 www.ag.ca.gov/charities/

State Charity Registration Number <u>CT01711113</u> <u>OLIVET FAMILIES</u> Name of Organization <u>OLIVET FAMILIES</u> Address (Number and Street) <u>1825 WILLOWSIDE ROAD</u> City or Town, State and ZIP Code <u>SANTA ROSA CA 95401</u>	Check if: <input type="checkbox"/> Change of address <input type="checkbox"/> Amended report Corporate or Organization No. <u>9800689</u> Federal Employer I.D. No. <u>68-0424350</u>
---	---

**ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311, and 312)**  
 Make Check Payable to Attorney General's Registry of Charitable Trusts

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

**PART A - ACTIVITIES**

For your most recent full accounting period (beginning 07-01-2018 ending 06-30-2019) list:  
 Gross annual revenue \$ 118,678 Total assets \$ 33,413

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

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

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

Organization's area code and telephone number (707) 217-9054

Organization's e-mail address OLIVETFAMILIES@GMAIL.COM

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

MAREN McCLOUD TREASURER 12/15/19  
 Signature of authorized officer Printed Name Title Date

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

**Open to Public Inspection**

Department of the Treasury  
 Internal Revenue Service

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

**A** For the 2018 calendar year, or tax year beginning JULY 01, 2018, and ending JUNE 30, 2019

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input checked="" type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <u>OLIVET FAMILIES</u>	<b>D</b> Employer identification number <u>68-0424350</u>
	Number and street (or P.O. box, if mail is not delivered to street address) Room/suite <u>1825 WILLOWSIDE ROAD</u>	<b>E</b> Telephone number <u>(707) 217-9054</u>
	City or town, state or province, country, and ZIP or foreign postal code <u>SANTA ROSA CA 95401</u>	<b>F</b> Group Exemption Number ▶

**G** Accounting Method:  Cash  Accrual Other (specify) ▶ \_\_\_\_\_

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

**I** Website: ▶ N/A

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

**K** Form of organization:  Corporation  Trust  Association  Other

**L** Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ 93,764

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

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

		1	2	3	4	5a	5b	5c	6a	6b	6c	6d	7a	7b	7c	8	9	10	11	12	13	14	15	16	17	18	19	20	21	
<b>Revenue</b>	<b>1</b> Contributions, gifts, grants, and similar amounts received																													
	<b>2</b> Program service revenue including government fees and contracts																													
	<b>3</b> Membership dues and assessments																													
	<b>4</b> Investment income																													
	<b>5a</b> Gross amount from sale of assets other than inventory																													
	<b>b</b> Less: cost or other basis and sales expenses																													
	<b>c</b> Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)																													
	<b>6</b> Gaming and fundraising events:																													
	<b>a</b> Gross income from gaming (attach Schedule G if greater than \$15,000)																													
	<b>b</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)																													
<b>c</b> Less: direct expenses from gaming and fundraising events																														
<b>d</b> Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)																														
<b>7a</b> Gross sales of inventory, less returns and allowances																														
<b>b</b> Less: cost of goods sold																														
<b>c</b> Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)																														
<b>8</b> Other revenue (describe in Schedule O)																														
<b>9 Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8																														
<b>Expenses</b>	<b>10</b> Grants and similar amounts paid (list in Schedule O)																													
	<b>11</b> Benefits paid to or for members																													
	<b>12</b> Salaries, other compensation, and employee benefits																													
	<b>13</b> Professional fees and other payments to independent contractors																													
	<b>14</b> Occupancy, rent, utilities, and maintenance																													
	<b>15</b> Printing, publications, postage, and shipping																													
	<b>16</b> Other expenses (describe in Schedule O)																													
<b>17 Total expenses.</b> Add lines 10 through 16																														
<b>Net Assets</b>	<b>18</b> Excess or (deficit) for the year (Subtract line 17 from line 9)																													
	<b>19</b> 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)																													
	<b>20</b> Other changes in net assets or fund balances (explain in Schedule O)																													
	<b>21</b> Net assets or fund balances at end of year. Combine lines 18 through 20																													

For Paperwork Reduction Act Notice, see the separate instructions.



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

		Yes	No
33	Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		X
34	Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions		X
35a	Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		X
b	If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O		X
c	Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III		X
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		X
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions	37a	
b	Did the organization file Form 1120-POL for this year?	37b	X
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?	38a	X
b	If "Yes," complete Schedule L, Part II and enter the total amount involved	38b	
39	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on line 9	39a	
b	Gross receipts, included on line 9, for public use of club facilities	39b	
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 <input type="checkbox"/> ; section 4912 <input type="checkbox"/> ; section 4955 <input type="checkbox"/>		
b	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	40b	X
c	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958		
d	Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization		
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	40e	X
41	List the states with which a copy of this return is filed	NONE	
42a	The organization's books are in care of	SEE ATTACHMENT #4	
	Located at	Telephone no.	
		ZIP + 4	
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country	42b	X
	See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
c	At any time during the calendar year, did the organization maintain an office outside the United States? If "Yes," enter the name of the foreign country	42c	X
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	43	
44a	Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44a	X
b	Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	44b	X
c	Did the organization receive any payments for indoor tanning services during the year?	44c	X
d	If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	44d	N/A
45a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	45a	X
b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions	45b	X



**SCHEDULE A**  
**(Form 990 or 990-EZ)**

**Public Charity Status and Public Support**  
Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

OMB No. 1545-0047

**2018**

Department of the Treasury  
Internal Revenue Service

▶ Attach to Form 990 or Form 990-EZ.

**Open to Public Inspection**

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

Name of the organization

OLIVET FAMILIES

Employer identification number

68-0424350

**Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1  A church, convention of churches, or association of churches described in section 170(b)(1)(A)(i).
- 2  A school described in section 170(b)(1)(A)(ii). (Attach Schedule E (Form 990 or 990-EZ).)
- 3  A hospital or a cooperative hospital service organization described in section 170(b)(1)(A)(iii).
- 4  A medical research organization operated in conjunction with a hospital described in section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state: \_\_\_\_\_
- 5  An organization operated for the benefit of a college or university owned or operated by a governmental unit described in section 170(b)(1)(A)(iv). (Complete Part II.)
- 6  A federal, state, or local government or governmental unit described in section 170(b)(1)(A)(v).
- 7  An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 8  A community trust described in section 170(b)(1)(A)(vi). (Complete Part II.)
- 9  An agricultural research organization described in section 170(b)(1)(A)(ix) operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: \_\_\_\_\_
- 10  An organization that normally receives: (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions--subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See section 509(a)(2). (Complete Part III.)
- 11  An organization organized and operated exclusively to test for public safety. See section 509(a)(4).
- 12  An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See section 509(a)(3).  
Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
  - a  **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. You must complete Part IV, Sections A and B.
  - b  **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). You must complete Part IV, Sections A and C.
  - c  **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). You must complete Part IV, Sections A, D, and E.
  - d  **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). You must complete Part IV, Sections A and D, and Part V.
  - e  Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
  - f Enter the number of supported organizations .....
  - g Provide the following information about the supported organization(s).

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

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

Schedule A (Form 990 or 990-EZ) 2018



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

**Section B. Type I Supporting Organizations**

	Yes	No
<b>1</b>		
<b>2</b>		

**Section C. Type II Supporting Organizations**

	Yes	No
<b>1</b>		

**Section D. All Type III Supporting Organizations**

	Yes	No
<b>1</b>		X
<b>2</b>		X
<b>3</b>		X

**Section E. Type III Functionally Integrated Supporting Organizations**

<b>1</b>	Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).	
<b>a</b>	<input checked="" type="checkbox"/>	The organization satisfied the Activities Test. Complete line 2 below.
<b>b</b>	<input type="checkbox"/>	The organization is the parent of each of its supported organizations. Complete line 3 below.
<b>c</b>	<input type="checkbox"/>	The organization supported a governmental entity. Describe in Part VI how you supported a government entity (see instructions).
<b>2</b>	Activities Test. Answer (a) and (b) below.	
<b>a</b>		Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.
<b>b</b>		Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in 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.
<b>3</b>	Parent of Supported Organizations. Answer (a) and (b) below.	
<b>a</b>		Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? Provide details in Part VI.
<b>b</b>		Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.

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

		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events	
		SCRIP PRO	FALL FUNDR	15	(add col. (a) through col. (c))	
		(event type)	(event type)	(total number)		
Revenue	1	Gross receipts	55,242	14,549	23,965	93,756
	2	Less: Contributions				
	3	Gross income (line 1 minus line 2)	55,242	14,549	23,965	93,756
Direct Expenses	4	Cash prizes				
	5	Noncash prizes				
	6	Rent/facility costs				
	7	Food and beverages				
	8	Entertainment				
	9	Other direct expenses	50,576	7,024	35,154	92,754
	10	Direct expense summary. Add lines 4 through 9 in column (d)				
11	Net income summary. Subtract line 10 from line 3, column (d)					1,002

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

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

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

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

**SCHEDULE O**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

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

▶ Attach to Form 990 or 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2018**

Open to Public  
Inspection

Name of the organization

OLIVET FAMILIES

INSURANCE - 375

Employer identification number

68-0424350

CHILD CARE - 360

YEARBOOK - 855



# 2018 FORM 990 PROGRAM SERVICE ACCOMPLISHMENT

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

OPEN TO PUBLIC

INSPECTION

For calendar year 2018, or tax period beginning 07-01-2018, and ending 06-30-2019.

Name of Organization

OLIVET FAMILIES

Employer Identification Number

68-0424350

## Part III - Statement of Program Service Accomplishments

Grants and allocations

Amount includes foreign grants

Program service expenses

Exempt Purpose Achievements

N/A

DUPLICATE COPY

2018 FORM 990 BOOKS ARE IN CARE OF

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

OPEN TO PUBLIC

INSPECTION

For calendar year 2018, or tax period beginning 07-01-2018, and ending 06-30-2019.

Name of Organization

OLIVET FAMILIES

Employer Identification Number

68-0424350

Part V - Line 42a

Individual Name ..... OLIVET FAMILIES TREASURER

or

Business Name:

Street Address ..... 1825 WILLOWSIDE ROAD

U.S. Address:

Zip code 95401

City SANTA ROSA

State CA

or

Foreign Address

City .....

Province or State .....

Country .....

Postal code .....

Phone Number .....

(707) 522-3045

Fax Number .....

TAXABLE YEAR **California Exempt Organization**  
**2018 Annual Information Return**

FORM

**199**

Calendar Year 2018 or fiscal year beginning (mm/dd/yyyy) 07/01/2018, and ending (mm/dd/yyyy) 06/30/2019

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

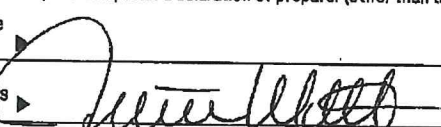

Street address (suite or room) <b>1825 WILLOWSIDE ROAD</b>		PMB no.
City <b>SANTA ROSA</b>	State <b>CA</b>	Zip code <b>95401</b>
Foreign country name	Foreign province/state/county	Foreign postal code

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

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

<b>Receipts and Revenues</b>	<b>1</b> Gross sales or receipts from other sources. From Side 2, Part II, line 8	<b>1</b>
	<b>2</b> Gross dues and assessments from members and affiliates	<b>2</b>
	<b>3</b> Gross contributions, gifts, grants, and similar amounts received	<b>3</b>
	<b>4</b> Total gross receipts for filing requirement test. Add line 1 through line 3. This line must be completed. If the result is less than \$50,000, see General Information B	<b>4</b>
	<b>5</b> Cost of goods sold	<b>5</b>
	<b>6</b> Cost or other basis, and sales expenses of assets sold	<b>6</b>
	<b>7</b> Total costs. Add line 5 and line 6	<b>7</b>
	<b>8</b> Total gross income. Subtract line 7 from line 4	<b>8</b>
<b>Ex-penses</b>	<b>9</b> Total expenses and disbursements. From Side 2, Part II, line 18	<b>9</b>
	<b>10</b> Excess of receipts over expenses and disbursements. Subtract line 9 from line 8	<b>10</b>
<b>Filing Fee</b>	<b>11</b> Total payments	<b>11</b>
	<b>12</b> Use tax. See General Information K	<b>12</b>
	<b>13</b> Payments balance. If line 11 is more than line 12, subtract line 12 from line 11	<b>13</b>
	<b>14</b> Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12	<b>14</b>
	<b>15</b> Filing fee \$10 or \$25. See General Information F	<b>15</b> 10
	<b>16</b> Penalties and interest. See General Information J	<b>16</b>
	<b>17</b> Balance due. Add line 12, line 15, and line 16. Then subtract line 11 from the result	<b>17</b> 10

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

<b>Sign Here</b>	Signature of officer 	Title <b>TREASURER</b>	Date <b>12/4/19</b>	Telephone
	Preparer's signature 	Date <b>12/4/19</b>	Check if self-employed <input type="checkbox"/>	PTIN <b>P00619304</b>
<b>Paid Preparer's Use Only</b>	Firm's name (or yours, if self-employed) and address <b>HRB TAX GROUP INC 1583 FARMERS LN SANTA ROSA CA 95405</b>	Firm's FEIN <b>431871840</b>	Telephone <b>7075454567</b>	
	May the FTB discuss this return with the preparer shown above? See instructions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			







# ATTACHMENT #8

**Cash Flow Statement**  
**Olivet Families - June 2020**

**RCU Account**

<b>Category</b>	<b>Beginning Balance</b>	<b>Inflows</b>	<b>Outflows</b>	<b>Fund Transfers</b>	<b>Ending Balance</b>	<b>Comments</b>
<b><u>Enrichment</u></b>						
Assemblies	0.00				0.00	
Awesome Ospreys Store	0.00				0.00	
Boys Night Out	0.00				0.00	
Breakfast (6th Grade)	0.00				0.00	
Camp (6th Grade)	6752.21				6752.21	
Chorus	0.00				0.00	
Family BINGO Night	0.00				0.00	
Field Trip Fund	4268.26				4268.26	
Garden Sanctuary	581.43				581.43	
General Enrichment	4836.01				4836.01	
Girls Night Out/PJ Party	0.00				0.00	
Harvest Fair Carnival	0.00				0.00	
Harvest Fair Dinner	0.00				0.00	
Homework Folders	0.00				0.00	
Ice Cream Social	0.00				0.00	
Kindergarten Welcome	0.00				0.00	
Library Fund	0.00				0.00	
Movie Night	0.00				0.00	
Oral Reading Event	0.00				0.00	
Outdoor Adventure Day	0.00				0.00	
Principal Discretion	414.18				414.18	
Promotion/Grad Gifts (6th)	295.56			-295.56	0.00	<i>Trn leftovers back to auction</i>
Room Parent Dinner	0.00				0.00	
School Beautification	240.00				240.00	
Spirit Items	393.62				393.62	
Staff Appreciation	0.00				0.00	
Sunshine Committee	100.00			-100	0.00	<i>Trn to general</i>
Teacher Welcome	0.00				0.00	
Variety Show	0.00				0.00	
Welcome Back BBQ	0.00				0.00	
Yearbook	2.08				2.08	
Olivet Art Gallery	0.00				0.00	
Zumba Lunch	0.00				0.00	
Art Enrichment	540.00				540.00	
					0.00	
<b><u>Misc./Reassign later</u></b>						
Hudson Memorial	9.37				9.37	
Winter Wonderland	0.00				0.00	
Sock Fundraiser	0.00				0.00	
	0.00				0.00	
<b>Total This Page</b>	<b>18432.72</b>	<b>0.00</b>	<b>0.00</b>	<b>-395.56</b>	<b>18,037.16</b>	

Category	Ending Balance	Inflows	Outflows	Fund Transfers	Ending Balance	Comments
<b><u>Fundraisers/Donations</u></b>						
6th Grade Dinner	0.00				0.00	
6th Grade Recycling	0.00				0.00	
6th Grade Silent Auction	0.00				0.00	
Auction Dinner	2503.95			295.56	2799.51	from th grade promo
Amazon Smile	29.66			-29.66	0.00	trn to general
Bickel/Carter Class Mall	399.86				399.86	
Book Fair	0.00				0.00	
EOY Basket Raffle	0.00				0.00	
EOY Celebration	0.00				0.00	
Fall Fundraiser	0.00				0.00	
Holiday Shop	0.00				0.00	
Mary's Pizza Night (D&D)	0.00				0.00	
Misc Donations	0.00				0.00	
See's Candy (PE Only)	48.50				48.50	
Shed	0.00				0.00	
Skate Night	0.00				0.00	
6th Grade Dance	0.00				0.00	
	0.00				0.00	
<b><u>Scrip &amp; Box Tops</u></b>						
Box Tops	6699.90				6699.90	
Box Tops Contest Rewards	0.91				0.91	
Scrip Sales/Purch. (Clearing)	1816.29	964.79		-1091.37	1689.71	Orders, Credits & Trn to Teachers
Scrip (Teacher Benefit Pmts)	4203.26			1091.37	5294.63	Reconcile Teacher Balance to
Scrip Inventory Balance	0.00				0.00	Scrip Report - June 2020
Scrip Contest Rewards	0.00				0.00	
	0.00				0.00	
<b><u>Operations</u></b>						
Accounting Service	0.00				0.00	
Childcare (Meetings)	0.00				0.00	
Event Insurance	0.00				0.00	
Meeting Refreshments	0.00				0.00	
Office Supplies	87.45			100	187.45	alloc from general
Taxes (Atty General & FTB)	0.00				0.00	
	0.00				0.00	
<b><u>General Fund (GF)</u></b>						
Savings Account/Interest	75.00				75.00	
General Fund Balance	9598.52			29.66	9628.18	Trns fr sunshine, Amazon smile
Bank Fees	0.00				0.00	Alloc to office supplies
Misc Deposit	0.00				0.00	
<b>Total This Page</b>	<b>\$ 25,463.30</b>	<b>\$964.79</b>	<b>\$0.00</b>	<b>\$395.56</b>	<b>\$26,823.65</b>	
<b>Total Previous Page</b>	<b>\$ 18,432.72</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$395.56</b>	<b>\$18,037.16</b>	
<b>Total All Pages</b>	<b>\$ 43,896.02</b>	<b>\$964.79</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$44,860.81</b>	<b>- 175 =</b>

Change in Monthly Balance

matches  
P+L  
income

= 0

964.79

44,785.81  
(= prev  
Recon bal)

3:45 PM  
07/18/20

**Olivet Families**  
**Reconciliation Detail**  
**REDWOOD CREDIT UNION, Period Ending 06/30/2020**

Type	Date	Num	Name	Ctr	Amount	Balance
Beginning Balance						45,761.02
Cleared Transactions						
Checks and Payments - 1 item	04/30/2020	1081	OLIVER'S MARKET	X	-1,900.00	-1,900.00
Check						-1,900.00
Total Checks and Payments						
Deposits and Credits - 3 items						
Deposit	06/02/2020			X	8.00	8.00
Deposit	06/18/2020			X	950.00	958.00
Deposit	06/26/2020			X	6.79	964.79
Total Deposits and Credits						964.79
Total Cleared Transactions						-835.21
Cleared Balance						44,825.81
Uncleared Transactions						
Checks and Payments - 1 item	08/19/2019	75	KAREN KRISTENS...		-40.00	-40.00
Check						-40.00
Total Checks and Payments						-40.00
Total Uncleared Transactions						-40.00
Register Balance as of 06/30/2020						44,785.81
Ending Balance						44,785.81

~~44,825.81~~

<sup>th</sup> 75 savings:  
(with Flow  
ending)  
balance

3:48 PM  
07/18/20  
Accrual Basis

Olivet Families  
Profit & Loss  
June 2020

---

	Jun 20
Ordinary Income/Expense	
Income	
SCRIP SALES/PURCHASES (INCOME)	964.79
Total Income	964.79
Gross Profit	964.79
Net Ordinary Income	964.79
Net Income	964.79

Matches  
inflows  
from  
Cash Flow



Month	Grass	Grain	Combs	Feeding	Salmon	Ferret	Goldfish	Poster	Profits	Debit	MSRP	Examine	RSP	Stock	Total	
BAL FWD	\$461.30	\$328.83	\$213.60	\$72.19	\$75.02	\$266.11	\$75.80	\$275.00	\$528.90	\$275.87	64.44	\$136.78	\$311.23	\$288.26	\$101.43	3,847.49
Jul 2019	6.20	6.20	6.20	6.20	6.20	6.20	6.20	6.20	6.20	6.20	0.00	6.20	3.10	3.10	86.75	
Aug 2019	9.48	27.48	9.48	9.48	9.48	9.48	9.48	13.48	9.48	9.48	0.00	9.48	4.74	4.74	154.75	
Sep 2019	11.00	11.00	12.25	11.00	11.00	11.00	11.00	15.00	11.00	11.00	0.00	11.00	5.50	5.50	179.19	
Oct 2019	8.28	16.28	8.28	8.28	8.28	18.78	8.28	13.28	8.28	8.28	0.00	8.28	4.14	4.14	139.39	
Nov 2019	3.18	15.18	3.18	3.18	3.18	22.43	3.18	7.18	3.18	3.18	0.00	3.18	1.59	1.59	99.52	
Dec 2019	11.32	30.72	11.32	11.32	11.32	21.82	11.32	19.32	11.32	11.32	0.00	11.32	5.66	5.66	196.33	
Jan 2020	5.29	18.29	5.29	5.29	5.29	15.79	5.29	20.54	5.29	5.29	0.00	5.29	2.64	2.64	112.75	
Feb 2020	6.94	6.94	6.94	6.94	6.94	6.94	6.94	14.94	6.94	6.94	0.00	6.94	3.47	3.47	105.18	
Mar 2020	5.48	5.48	5.48	5.48	5.48	5.48	5.48	14.23	5.48	5.48	0.00	5.48	2.74	2.74	85.44	
Apr 2020	4.03	4.03	4.03	4.03	4.03	4.03	4.03	4.03	4.03	4.03	0.00	4.03	2.02	2.02	56.46	
May 2020	2.71	2.71	2.71	2.71	2.71	2.71	2.71	2.71	2.71	2.71	0.00	2.71	1.36	1.36	38.00	
Jun 2020	3.48	3.48	3.48	3.48	3.48	3.48	3.48	3.48	3.48	3.48	0.00	3.48	1.74	1.74	48.70	
Subtotal	77.38	147.78	78.63	77.38	77.38	128.13	132.38	119.13	77.38	77.38	0.00	77.38	38.69	38.69	1,302.46	
July 2019	2.59	2.59	2.59	2.59	2.59	2.59	2.59	2.59	2.59	2.59	0.00	2.59	1.29	1.29	36.23	
Aug 2019	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	0.00	3.25	1.62	1.62	45.49	
Sept 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Oct 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Nov 2019	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	9.83	0.00	9.83	4.91	4.91	137.56	
Dec 2019	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.00	0.01	0.00	0.00	0.07	
Jan 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Feb 2020	18.68	18.68	18.68	18.68	18.68	18.68	18.68	18.68	18.68	18.68	0.00	18.68	9.34	9.34	261.51	
Mar 2020	7.59	7.59	7.59	7.59	7.59	7.59	7.59	7.59	7.59	7.59	0.00	7.59	3.79	3.79	106.22	
Apr 2020	6.57	6.57	6.57	6.57	6.57	6.57	6.57	6.57	6.57	6.57	0.00	6.57	3.28	3.28	91.95	
May 2020	7.57	7.57	7.57	7.57	7.57	7.57	7.57	7.57	7.57	7.57	0.00	7.57	3.78	3.78	105.92	
Jun 2020	0.49	0.49	0.49	0.49	0.49	0.49	0.49	0.49	0.49	0.49	0.00	0.49	0.24	0.24	6.79	
Subtotal	56.55	56.55	56.55	56.55	56.55	56.55	56.55	56.55	56.55	56.55	0.00	56.55	28.28	28.28	791.74	

TEACHER REIMBURSEMENTS:

Jul 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Aug 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sep 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Oct 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Nov 2019	0.00	(372.67)	0.00	0.00	(65.87)	(87.54)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(526.08)	
Dec 2019	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(8.50)	
Jan 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(57.00)	
Feb 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Mar 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Apr 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(16.00)	
May 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(44.48)	
Jun 2020	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Subtotal	(44.48)	(372.67)	0.00	(16.00)	(65.87)	(87.54)	0.00	0.00	0.00	0.00	(8.50)	0.00	0.00	0.00	(647.06)	
Total	550.75	88.09	578.26	332.78	154.11	143.08	264.73	451.48	662.83	409.80	55.94	270.71	445.15	355.23	168.40	5,294.63

June

2020-2021

**PINER-OLIVET CHARTER SCHOOL**  
**PARENT CLUB**

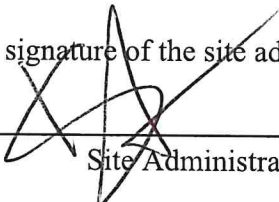
REQUEST FOR AUTHORIZATION AS A  
SCHOOL-CONNECTED ORGANIZATION

SCHOOL-CONNECTED ORGANIZATIONS CHECK OFF LIST

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

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

1. Desired use for any money remaining at the end of the year if the organization is not continued for authorized to continue in the future. *(Attachment #1)*
2. The name of the organization: **Piner-Olivet Charter School**
3. The date of application: **August 12, 2020**
4. Copy of the By-Laws (to include #9). *(Attachment #2)*
5. Membership quotas or qualifications. Described:  
**Membership open to all interested parties within the school community**
6. The names, addresses, phone numbers and general duties of all officers.  
*(Attachment #3)*
7. A brief description of the organization's purpose.  
**Support Piner-Olivet Charter School and its activities.**
8. A list of specific annual objectives and planned activities. *(Attachment #4)*
9. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds. One signature should be the site administrator, Superintendent or designee. Check with bank or need both signatures to get information. *(Attachment #5)*
10. The site where the organization will be based, school site or district office.  
**Piner-Olivet Charter School.**
11. Evidence of liability insurance as required by law. *(Attachment #6)*
12. Evidence of having filed appropriate IRS forms. *(Attachment #7)*
13. An annual financial statement showing prior year activities, total funds raised from each activity, total funds allocated and the purpose of each allocation, and the fund balance at year-end, including SCRJP Fund Accounts for that fiscal year. *(Attachment #8)*
14. The signature of the site administrator who supports the request for authorization. *(See signature line below)*

  
\_\_\_\_\_  
Site Administrator Signature

8/10/20  
\_\_\_\_\_  
Date

# ATTACHMENT #1

## Article I X: Dissolution (POCS Parent Club Constitution)

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



# ATTACHMENT # 2

## Piner-Olivet Charter School (POCS) Parent Club

### By-Laws

#### Article I: Purposes

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

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

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

#### Article II: Meetings

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

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

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

#### Article III: Officers – Their Duties and Election

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

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

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

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

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

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

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

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

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

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



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

**Article IV: Business and Finance**

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

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

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

**Article V: Compensation**

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

**Article VI: Activities Permitted and Prohibited**

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

**Article VII: Amendments**

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

**Article VIII: Fiscal Year and Tax ID Number**

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

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

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

**Article IX: Dissolution (POCS Parent Club Constitution)**

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

**Article X: Parliamentary Authority**

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

Adopted on this date of October 6, 2005.

## ATTACHMENT # 3

### 2020-2021 Officers

#### PRESIDENT

Stacie Hatfield - [smhatfield@gmail.com](mailto:smhatfield@gmail.com) (recruitment will commence in the fall of 2020-2021)

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

#### VICE PRESIDENT

Shona Johnson- [shona\\_del@comcast.net](mailto:shona_del@comcast.net) (recruitment will commence in the fall of 2020-2021)

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

#### TREASURER

Jessica Way - [jessicaway@mac.com](mailto:jessicaway@mac.com) (recruitment will commence in the fall of 2020-2021)

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

#### SECRETARY

Jennifer Fraga - [jennrfraga@gmail.com](mailto:jennrfraga@gmail.com) (recruitment will commence in the fall of 2020-2021)

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

#### VOLUNTEER COORDINATOR

Cathy Scott - [cathyscott092313@gmail.com](mailto:cathyscott092313@gmail.com) (recruitment will commence in the fall of 2020-2021)

Darla Pimlot - [pimlottcat@gmail.com](mailto:pimlottcat@gmail.com)

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

# ATTACHMENT # 4

## POCS PARENT CLUB ANNUAL OBJECTIVES AND PLANNED ACTIVITIES

Our objectives for the 2020-2021 school year are:

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

August/September 2020	<b>*Suspended for 2020*</b> "No Fundraiser" Fundraiser - funds student activities such as Challenge Day, Ropes Course, Swim Party, 1 <sup>st</sup> Apple Bee's breakfast fundraiser for 8 <sup>th</sup> grade trip
October 2020	<b>*Suspended for 2020*</b> Cookie dough sales (start date 10/7), Dine and Donate
November 2020	<b>*TBD for 2020*</b> Pie sales - funds parent club operations expenses such as insurance, supplies, and parent club and student activities.
January 2021	Fundraiser of Dine and Donate
February 2021	2 <sup>nd</sup> Apple's Bee's breakfast fundraiser for 8 <sup>th</sup> grade trip
March 2021	Dine and donate - funds student activities such as graduation, graduation dinner and dance, sports uniforms, campus cleanup work days.
April 2021	Dine and donate - funds student activities such as graduation, graduation dinner and dance, sports uniforms, campus cleanup work days.
May 2021	8 <sup>th</sup> grade dinner/dance and 8 <sup>th</sup> grader graduation
Recurring	POCS Parent Club meeting are held the third Tuesday of most every month
Recurring	Monthly "Dine and Donate" night at various restaurants – building community amongst students and families. Fund raised support student activities.

## **ATTACHMENT # 5**

Two Signatures are required to withdraw funds from this account.

Authorized signers on the account as follows:

1. Principal..... Kristen Sanft
2. Lead Teacher. .... Jessica Brandenburg
3. President..... Stacie Hatfield
4. Vice President.... Shona Johnson
5. Treasurer. .... Jessica Way

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

## ATTACHMENT #6

Following is a copy of the Certificate of Liability Insurance





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

## Specialty Insurance Products

Insurance Policy Number: NANPO0046327

Tel. (800) 364-2433

Email [support@rvnuccio.com](mailto:support@rvnuccio.com)

Online [rvnuccio.com](http://rvnuccio.com)

Office 10148 Riverside Drive  
Toluca Lake, CA 91602

# Your Insurance Policy

### What's included:

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

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



# EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)

01/13/2020

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

AGENCY R.V. Nuccio & Associates Insurance Brokers, Inc. 10148 Riverside Drive Toluca Lake, CA 91602 (800) 364-2433      Robert V. Nuccio		COMPANY Fireman's Fund Insurance Company 777 San Marin Drive Novato, California 94998-2000	
PHONE (A/C, No, Ext):		E-MAIL ADDRESS: support@rvnuccio.com	
FAX (A/C, No): (818) 980-1595		SUB CODE:	
AGENCY CUSTOMER ID #:		LOAN NUMBER	
INSURED POCS Parent-Teacher Club 2707 Francisco Ave. Santa Rosa, CA 95403		POLICY NUMBER NANPO0046327	
		EFFECTIVE DATE 2/20/2020	EXPIRATION DATE 2/20/2021
		<input type="checkbox"/> CONTINUED UNTIL TERMINATED IF CHECKED	
THIS REPLACES PRIOR EVIDENCE DATED:			

## PROPERTY INFORMATION

LOCATION/DESCRIPTION

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

## COVERAGE INFORMATION

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

## REMARKS (Including Special Conditions)

--

## CANCELLATION

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

## ADDITIONAL INTEREST

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

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

**MEMORANDUM OF INSURANCE**

Master Policy Number: XPK80998373	Memorandum Number: NANPO0046327
Issuing Company: <b>The American Insurance Company</b> 1465 N. McDowell Blvd Petaluma, California 94954 Nationwide Claims: 1-888-347-3428	National Program Administrator: <b>R.V. Nuccio &amp; Associates Insurance Brokers, Inc.</b> 10148 Riverside Drive Toluca Lake, CA 91602 Nationwide: 1-800-567-2685

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

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

**02. COVERAGE PERIOD**

Inception Date 2/20/2020 12:01A.M. to Expiration Date 2/20/2021 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

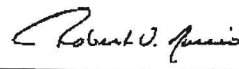
**04. COVERAGE PART**

	LIMIT OF INSURANCE	DEDUCTIBLE	PREMIUM
a. <b>INLAND MARINE PROPERTY COVERAGE PART</b>			
Business Personal Property/Equipment	\$10,000	\$250	\$62.00
b. <b>INLAND MARINE CRIME COVERAGE PART</b>			\$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. <b>GENERAL AND AUTOMOBILE LIABILITY COVERAGE PART</b>			\$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		

<b>05. TOTAL PREMIUM Due At Inception</b>	State Guarantee Fund	\$0.00
		<u>\$107.00</u>

**06. FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION**

Date Issued:  
Form Number:NPOUWS001

By   
Robert V. Nuccio

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

**MEMORANDUM OF INSURANCE**

Master Policy Number: NDF58241266	Memorandum Number: NPODO0052424
Issuing Company: <b>Fireman's Fund Insurance Company</b> 225 W. Washington Street, Ste 1800 Chicago, IL 60606-3484 Nationwide Claims: 1-888-347-3428	National Program Administrator: <b>R.V. Nuccio &amp; Associates Insurance Brokers, Inc.</b> 10148 Riverside Drive Toluca Lake, CA 91602 Nationwide: 1-800-567-2685

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

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

**02. COVERAGE PERIOD**

Inception Date 2/20/2020 12:01A.M. to Expiration Date 2/20/2021 12:01A.M. Standard Time at the Named Insured's address as stated above.

**03. RETROSPECTIVE DATE: 2/20/2020**

**04. BUSINESS TYPE**

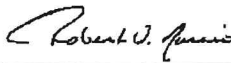
PTA       PTO       Booster Club       Educational Foundation       Nonprofit Organization

**05. COVERAGE**

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

**07. FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION**

Date Issued: 01/13/2020  
Form Number: NPOUWS001

By   
Robert V. Nuccio





## Applicant Information

School Support Group Type	PTO
School Support Group Name	POCS Parent-Teacher Club
Website	
Is your group primarily a project graduation group?	No
Does your organization conduct its business from a school campus between the grades of K-12?	Yes
School Name	Piner-Olivet Charter School
School Address	2707 Francisco Ave.
School City	Santa Rosa
School State	CA
School Zip Code	95403
First Name	Jessica
Last Name	Way
Phone	7075297833
E-Mail Address	pocsparents@gmail.com
Membership dues	0
Cash grants/gifts/scrips/online sales	0
Bingo	0
Other Fund Raising Activities	10000
Is the applicant's mailing address the same as the address indicated above?	Yes

## Coverages

Effective Date	2/20/2020
Liability Plus	\$1,000,000/\$2,000,000
Damage to Premises Rented Limit	\$100,000
Bonding Plus	No, I do not want to purchase this coverage
I understand and agree that no coverage will be provided unless we install and maintain the required accounting procedures at inception and throughout the coverage period.	Not Applicable
Directors and Officers Plus	Yes
Accident Medical Plus	No, I do not want to purchase this coverage.
Property Plus	Limit \$10,000
Does your School Support Group (SSG) have any other Organizations, Auxiliaries, Clubs, Chapters, Groups or Entities operating along with, attached to, subordinate to or under your SSG; or any other Organizations, Auxiliaries, Clubs, Chapters, Groups or Entities over which you exercise any control and/or to which you might expect this insurance to also provide insurance coverage?	No
I agree that after diligent inquiry, neither I nor any of our Directors, Officers, or Members are aware of any circumstances, conditions, or situations which may give rise to a loss under this insurance.	Yes
Do you understand and agree that any known or existing circumstances, conditions, or situations which may give rise to a loss under this insurance will not be covered by the policy?	Yes
Do you understand and agree that if you select the Mail-in Check payment option, the effective date will be the date payment is processed by R.V. Nuccio & Associates or the requested effective date, whichever is later?	Yes
I understand and agree that the underwriter retains the right to review the application for accuracy, and that the policy will not provide any insurance coverage if any application information is falsely reported, falsely stated, incorrectly selected, incorrectly stated, misrepresented, misstated or wrongly stated, whether or not intentional. I understand and agree that by entering my name below, I am effectively signing this application for insurance.	Yes
Name	Jessica L Way
Accepted Date	1/13/2020





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

NANPO0046327  
NPODO0052424

2/20/2021

**Additional Insureds**  
Number of Additional Insureds

0




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## SCHOOL SUPPORT GROUP ANNUAL INSURANCE QUOTE

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### APPLICANT INFORMATION

Applicant Name: POCS Parent-Teacher Club Date: 01/13/2020  
 Proposed Coverage Dates: 2/20/2020 12:01AM to 2/20/2021 12:01AM Client ID#: 1596001

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

**If you wish to purchase this exclusive insurance product, please log in at [protectyournonprofit.com](http://protectyournonprofit.com)**

### NOTES

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

## ATTACHMENT #7

Following are copies of appropriate IRS forms.



# Confirmation

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

We received your 199N e-Postcard on 10/29/2019 11:07:38 AM.

**Confirmation Number:** 980209130204

**Entity ID:**

9802091

**Entity Name:**

POCS PARENT CLUB

## Account Period Information

**Account Period Beginning:**

7/1/2018

**Account Period Ending:**

6/30/2019

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

Your entity has not terminated or gone out of business.

Your entity has not changed the account period.

**Gross Receipts:** \$11087

This is not an amended return.

An IRS Form 1023/1024 is not pending.

## Entity Information

**FEIN:**

721604701



**Doing Business As:****Website Address:****Entity's Mailing Address**

2707 FRANCISCO AVENUE  
SANTA ROSA CA 95403

**Principal Officer's Information**

JESSICA WAY  
2707 FRANCISCO AVENUE  
SANTA ROSA CA 95403

**Contact Information****Name:**

JESSICA WAY

**Phone:**

7075297833

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

[Print](#)[Log Out](#)

Electronic Notice (e-Postcard)

Department of the Treasury  
Internal Revenue Service

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

2018

Open to Public Inspection

**A** For the **2018** Calendar year, or tax year beginning 2018-07-01 and ending 2019-06-30

**B** Check if available

Terminated for Business

Gross receipts are normally \$50,000 or less

**C** Name of Organization: P O C S PARENT CLUB

2707 Francisco Avenue,

Santa Rosa, CA, US, 95403

**D** Employee Identification

Number 72-1604701

**E** Website:

F Name of Principal Officer: Jessica Way

2707 Francisco Avenue,

Santa Rosa, CA, US, 95403

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

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

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

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

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

**WEB SITE ADDRESS:**  
[www.ag.ca.gov/charities/](http://www.ag.ca.gov/charities/)

## ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

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



Failure to submit this report annually no later than the 15th day of the 5th month after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties as defined in Government Code section 12586.1. IRS extensions will be honored.

State Charity Registration Number <u>131317</u> POCS Parent Club <hr/> Name of Organization 2707 Francisco Avenue <hr/> Address (Number and Street) Santa Rosa CA. 95403 <hr/> City or Town, State and ZIP Code	Check if: <input type="checkbox"/> Change of address <input type="checkbox"/> Amended report <hr/> Corporate or Organization No. <u>9802091</u> <hr/> Federal Employer I.D. No. <u>72-1604701</u>
---	---

**ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, 311, and 312)**  
 Make Check Payable to Attorney General's Registry of Charitable Trusts

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

**PART A - ACTIVITIES**

For your most recent full accounting period (beginning 7 / 1 / 2018 ending 6 / 30 / 2019) list:

Gross annual revenue \$ 11,087 Total assets \$ 15,712

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

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

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

Organization's area code and telephone number ( 707 ) 529 - 7833

Organization's e-mail address pocsparents@gmail.com

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

Signature of authorized officer	Jessica L Way Printed Name	Treasurer Title	10/29/19 Date
---------------------------------	-------------------------------	--------------------	------------------

Save As

Print

Reset Form



2019-2020 Allocated Expenses	Activity Cost	Allocation	Allocations Spent	YTD Alloc. Spent	Allocations Balance	NOTES
Dog Path Supplies/Garbage Can	\$0.00	\$0.00			\$0.00	No request 19/20
Principal's Fund	\$0.00	\$0.00			\$0.00	No request 19/20
Staff Appreciation	\$0.00	\$500.00			\$500.00	JLF to pay 18-19/POCS to pay 19-20; \$500 spent 17/18
Mister Brown	\$2,500.00	\$0.00			\$0.00	No request made; Not funded 19/20
Insurance	\$350.00	\$350.00	\$305.00	\$305.00	\$45.00	renew in Feb. each year (2/20 - 2/19)
Student Recognition / BEST	\$0.00	\$0.00			\$0.00	2 per year; No request made 19/20
Swim Party (Fall)	\$1,000.00			\$849.67	\$150.33	usually allocate \$800; \$550 spent 18/19; Extra to defer student cost
8th Grade Trip (Spring)	\$24,000.00	\$0.00			\$0.00	Student Fundraised/POCS Parent to pay scholarship; No funds requested 18/19
Six Flags (Spring)	\$5,000.00				\$0.00	\$2400 plus busses; No funds requested 18/19
December Incentive					\$0.00	No request made 18/19
March Incentive					\$0.00	No request made 18/19
Safari West (Incentive-??)					\$0.00	No request made 18/19
Ropes Course (Fall)	\$12,000.00	\$1,500.00		\$1,500.00	\$0.00	\$60/student
8th Grade Dinner/Dance	\$1,800.00	\$1,800.00	\$1,308.00	\$1,308.00	\$492.00	\$1100 spent 18/19
8th Grade Graduation	\$500.00	\$500.00			\$500.00	\$0 spent 18/19; consider rolling with Dinner/Dance funding
Snacks for Testing	\$385.00	\$385.00			\$385.00	\$380 spent 18/19
SignUp Genius Membership	\$249.00	\$249.00		\$249.00	\$0.00	\$249 for Gold Level
Pasta Feed Movie Night	\$300.00	\$300.00			\$0.00	
<b>Totals</b>	<b>\$46,784.00</b>	<b>\$6,584.00</b>	<b>\$1,613.00</b>	<b>\$4,211.67</b>	<b>\$2,072.33</b>	
<b>2019-2020 Events/Activities</b>	<b>Income</b>	<b>YTD Income</b>	<b>Expenses</b>	<b>YTD Expenses</b>	<b>Profit/Loss</b>	<b>Notes</b>
Amazon Smile Rebate		\$6.82			\$6.82	
Bank Fees					\$0.00	
eScrip Rebate		\$183.21			\$183.21	
Fundraiser Donation					\$0.00	
Graduation / Dinner Dance					\$0.00	
Misc Deposit					\$0.00	
No Fundraiser Fundraiser					\$0.00	
School Luncheon					\$0.00	
Scrip sales					\$0.00	
Sports Donations / Enrichment					\$0.00	
Kozlowski Farms Fundraiser				\$624.00	\$220.00	
Habit Burger Dine & Donate					\$0.00	
Registry of Charitable Trusts					\$0.00	
Epicenter Play/Dine Donate					\$0.00	



Grade Level Funds	Income	YTD Income	Expenses	YTD Expenses	Balance	Notes
Applebee's Flapjack Fundraiser	\$958.01	\$958.01	\$500.00	\$500.00	\$458.01	8th Grade Trip
Mary's Pizza Shack D&D		\$135.00			\$135.00	
Cookie Dough	\$20.00	\$6,900.00	\$3,832.00	\$3,832.00	\$3,068.00	8th Grade Trip
8th Grade Dinner/Dance	\$0.00	\$0.00	\$1,308.00	\$1,308.00	-\$1,308.00	Grad signs for families
<b>Totals</b>	<b>\$978.01</b>	<b>\$9,027.04</b>	<b>\$1,808.00</b>	<b>\$6,264.00</b>	<b>\$4,071.04</b>	
<b>Grade Level Funds</b>						
8th Grade Trip Roll Over Balance		\$1,678.00			\$10,649.85	owe to district \$1391.83 (2014) + 3717.47 (2015);
7th Grade Beginning Balance					\$	
7th Grade	\$85.00	\$1,469.00	\$0.00	\$0.00	\$ 1,469.00	\$1,469.00
8th Grade Beginning Balance					\$ 1,230.00	
8th Grade	\$315.00	\$1,539.00	\$0.00	\$0.00	\$ 1,539.00	\$2,769.00
<i>Unallocated</i>	\$168.01	\$648.01			\$ 648.01	Extra cookie dough sales and pancake breakfast tips
<b>Totals</b>	<b>\$568.01</b>	<b>\$5,334.01</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ 15,535.86</b>	<b>Total of Column F</b>
<b>Account Information</b>						
Beginning Bank Balance	\$15,712.39	7/1/2019				
Income	\$9,027.04					
Expenses	\$10,475.67					
To Petty Cash	\$0.00					
Old Cleared Checks	\$0.00		EB old acct	EB new acct	total balance	Plus uncollected and uncollected
Ending Bank Balance	\$14,263.76		\$0.00	\$16,706.75	\$16,706.75	\$16,879.76

2020-2021

**SCHAEFER 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: SCHAEFER LIFE + FAMILIES
3. The date of application: 8/9/2020
4. Copy of the By-laws (to include #9). (Attachment #2)
5. Membership quotas or qualifications. Described: MEMBERSHIP IS OPEN TO ALL INTERESTED PEOPLE WITHIN SCHAEFER CHARTER SCHOOL COMMUNITY
6. The names, addresses, phone numbers and general duties of all officers. (Attachment #3)
7. A brief description of the organization's purpose. THE PURPOSE OF SCHAEFER LIFE + FAMILIES IS TO PROMOTE AND FACILITATE PARENT, STUDENT, AND TEACHER INTERACTION FOR THE BENEFIT OF STUDENTS
8. A list of specific annual objectives and planned activities. (Attachment #4)
9. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds. One signature should be the site administrator, Superintendent or designee. Check with bank or need both signatures to get information. (Attachment #5)
10. The site where the organization will be based, school site or district office.  
SCHAEFER CHARTER 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)

*Kathy Hanis August 10, 2020*  
Site Administrator Signature Date

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



# ATTACHMENT #1

## **Attachment #1**

### **Schaefer Charter School – Schaefer Families**

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

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

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

# ATTACHMENT #2

## Schaefer Families

### By-Laws

#### **Article I: Meetings**

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

#### **Article II: Officers Duties and Election**

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



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

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

### **Article III: Business and Finance**

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

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

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

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

### **Article IV: Amendments**

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

### **Article V: Fiscal Year and Tax ID Number**

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

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

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

ATTACHMENT #3

## **Attachment #3**

### **Schaefer Charter School – Schaefer Families**

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

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

**PRESIDENT**

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

**VICE PRESIDENT**

OPEN

**SECRETARY**

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

**TREASURER**

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

**Duties of the officers:**

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

ATTACHMENT #4



## **Attachment #4**

### **Schaefer Charter School – Schaefer Families**

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

**A list of specific annual objectives and planned activities:**

##### **Schaefer Families Planned Events for 2020-2021**

###### **Allocated Events:**

Online Fall Fundraiser - October 2020

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

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

Virtual Book Fair (Fall 2020 & Spring 2021)

Staff Appreciation Lunch

Field Day (pending Health Code/District Restrictions)

###### **Other Allocated Items:**

Virtual Assemblies (2-3 depending on cost)

Yearbook

Staff Appreciation Gifts

Kindergarten

1st Grade

2nd Grade

3rd Grade

4<sup>th</sup> Grade

5<sup>th</sup> Grade

6<sup>th</sup> Grade

6th Grade Promotion Gifts

General Operating Expenses

    Taxes & Quickbooks

    Insurance

# ATTACHMENT #5

## **Attachment #5**

### **Schaefer Charter School – Schaefer Families**

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

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

#### **SCHAEFER FAMILIES BANK ACCOUNT INFORMATION:**

Exchange Bank  
1300 Guerneville Rd.  
Santa Rosa, CA

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

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

# ATTACHMENT #6



STOCK COMPANY

# COMMERCIAL GENERAL LIABILITY COVERAGE CERTIFICATE

# WESTERN WORLD

An **AIG** company

CERTIFICATE NUMBER: CPG1196868

Prior Certificate Number: REFCPG1116942

POLICY NUMBER: CPG1171615

WESTERN WORLD INSURANCE COMPANY     TUDOR INSURANCE COMPANY     STRATFORD INSURANCE COMPANY

## THE EDUCATIONAL SUPPORT PURCHASING GROUP

**Certificate Holder and Mailing Address:**

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

Surplus Lines License # 1615689

Agent/Broker # 26001

AIM Association Insurance Management, Inc.

P.O. Box 742946

Dallas, TX 75374

Insured # CA155292

**Certificate Period:** (Mo./Day/Yr.)

From: **1/10/2020**

To: **1/10/2021**

12:01 AM, standard time at your mailing address shown above.

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

**THIS COVERAGE CERTIFICATE CONSISTS OF THE FOLLOWING COVERAGES FOR WHICH A PREMIUM IS INDICATED.**

**THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.**

	Commercial General Liability Coverage Part	\$ 68.00
	_____	\$ _____
	_____	\$ _____
Other Coverages:	Terrorism Risk Insurance Act	\$ Not Covered
	_____	\$ _____
	<b>TOTAL ADVANCE PREMIUM</b>	\$ 68.00
	<b>Policy Fees</b>	\$ 103.67
	<b>Surplus Lines Tax</b>	\$ 8.33
	<b>Stamping Fee</b>	\$ _____
	_____	\$ _____
	_____	\$ _____
	<b>GRAND TOTAL</b>	\$ 180.00

Forms and endorsements applying to this policy and attached at time of issue:

WW100CM (02/12) Sexual Molestation  
WW218 (01/13) Maximum Limit of Liability

See Applicable Schedule Of Forms And Endorsements

**COVERAGE CERTIFICATE (continued)**

**The Certificate Holder is:**

Individual   
  Partnership   
  Limited Liability Company   
  Organization/Corporation   
  Trust  
 Other Non-Profit

Location of Business:  
 1370 San Miquel Rd.  
 Santa Rosa CA 95403

Business Description:  
 Not for Profit Educational Support Group/  
 Club/Association/Organization

**COMMERCIAL GENERAL LIABILITY – LIMITS OF INSURANCE**

General Aggregate Limit (Other Than Products - Completed Operations)	\$ 2,000,000	
Products - Completed Operations Aggregate Limit	\$ <u>Included</u>	†
Personal and Advertising Injury Limit	\$ 1,000,000	Any One Person or Organization
Each Occurrence Limit	\$ 1,000,000	
Damage to Premises Rented to You	\$ 50,000	Any One Premises
Medical Expense Limit	\$ 5,000	Any One Person
Each Professional Incident Limit (if applicable)	\$ <u>Not Covered</u>	

† If the Limit is shown as Included, Products-Completed Operations are subject to the General Aggregate Limit.

**PREMIUM**

Classification	Code No.	Premium Basis	Rate		Advance Premium	
			Pr/Co	All Other	Pr/Co	All Other
Parent Teacher Organization	W7152	1 (e)		Inc.		\$ 68.00
			Total Advance Premium			\$ 68.00

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

**WESTERN WORLD INSURANCE GROUP**

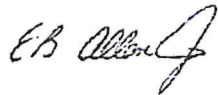
Western World Insurance Company  
 Tudor Insurance Company  
 Stratford Insurance Company

Administrative Office  
 300 Kimball Drive, Suite 500  
 Parsippany, New Jersey 07054

We will provide the insurance described in this policy in return for the premium and compliance with all applicable provisions of this policy. If required by state law, this policy shall not be valid unless countersigned by our authorized representative.

  
 Secretary

  
 President

Countersigned: Elgin B Allen, Jr	
CEO	By: 
1/6/2020	Authorized Representative

This Endorsement Modifies Your Policy.  
Please Read It Carefully.

## SEXUAL MOLESTATION INSURANCE

### CLAIMS MADE

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

#### SCHEDULE

Limit of Insurance			
		\$ 500,000	Coverage E. Aggregate
Advance Premium	Premium Basis	Rate	Description of Hazards
\$ Included	Total Advance Premium		
	Retroactive Date <u>1/10/2020</u>		

A. The following **COVERAGE E. - SEXUAL MOLESTATION INSURANCE**, is added to **SECTION I - COVERAGES**.

#### 1. Insuring Agreement

a. We will pay those sums the insured becomes legally obligated to pay as damages because of any "molestation" to which this insurance applies. We will have the right and duty to defend the insured against any "suit" seeking those damages. However, we will have no duty to defend the insured against any "suit" seeking damages to which this insurance does not apply. We may at our discretion investigate and settle any claim or "suit" that may result. But:

- (1) The amount we will pay for damages is limited as described in SECTION III - LIMITS OF INSURANCE; and
- (2) Our right and duty to defend end when we have used up the Aggregate Limit of Insurance in the payment of judgments or settlements under Coverage E.

No other obligation or liability to pay sums or perform acts or services is covered unless explicitly provided for under SUPPLEMEN-

TARY PAYMENTS - COVERAGE A. and B. amended to apply to Coverage E.

b. This insurance applies to damages from "molestation" only if the "molestation":

(1) Takes place in the "coverage territory"; and

(2) Is alleged to have first occurred after the

Retroactive Date and before the expiration of the policy period noted in the Declarations.

c. This insurance applies only if a written claim for damages is first made against an insured during the policy period or, if applicable, the Extended Reporting Period.

d. A claim by a person or organization seeking damages will be deemed to have been first made when written notice of such claim is received by the insured or by us, whichever comes first.



All claims of damages because of "molestation" to the same person, including damages claimed by any person or organization for care or loss of services resulting at any time from the "molestation", will be deemed to have been first made at the time the first of these claims is made in writing against the insured.

e. The Retroactive Date is the policy effective date unless another date is shown in the Schedule.

## 2. Exclusions

This insurance does not apply to:

- a. Liability of others assumed by the insured under any contract or agreement, either oral or written, unless specifically endorsed to the policy.
- b. "Molestation" of any "employee" or "volunteer worker" of the insured, or of any party subcontracted by the insured.
- c. Criminal defense costs of any individual(s) or to any other costs associated with a criminal trial including appeals.
- d. A "molestation" alleged to have first occurred prior to the Retroactive Date and which continues into a policy period insured by us.

**B. SUPPLEMENTARY PAYMENTS - COVERAGES A. AND B.** is amended to apply to COVERAGE E.

**C. SECTION II - WHO IS AN INSURED** applies to **COVERAGE E. - SEXUAL MOLESTATION INSURANCE.**

**D. SECTION III - LIMITS OF INSURANCE** is amended with the following additions:

Paragraph 2. is amended to include: Damages under Coverage E.

The Aggregate Limit shown in the Schedule of Coverage E. is the most we will pay because of all damages due to "molestation".

**E. SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS** applies to **Coverage E.** However, with respect to Coverage E. only, the following changes to SECTION IV apply:

**Condition 2. Duties In The Event Of Occurrence, Offense, Claim Or Suit,** paragraph b. is amended to read:

b. If a written claim for damages is made or "suit" is brought against any insured, you must:

- (1) Immediately record the specifics of the claim or "suit" and the date received; and
- (2) Notify us in writing as soon as practicable but in no event later than 60 days after receipt of the claim or "suit".

**Condition 4. Other Insurance** is deleted and replaced with:

### **Condition 4. Other Insurance**

a. **COVERAGE E. - SEXUAL MOLESTATION INSURANCE** will be excess over any other applicable insurance.

b. When this insurance is excess, we will have no duty under Coverage E. to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against those other insurers.

**F. SECTION V - DEFINITIONS** is amended to include the following definition:

"Molestation" means any actual or alleged act(s) with sexual connotation or purpose resulting in bodily, emotional or mental injury.

Any multiple, continuous, or related acts of "molestation" against a single person shall be treated as a single "molestation" regardless of the number of acts, events, conditions, injuries, claimants, perpetrators, claims, causes of action, theories of liability, "suits", or insurance policies in effect at any point during exposure to the "molestation".

### **G. SECTION VI - EXTENDED REPORTING PERIOD**

1. An Extended Reporting Period will only be provided if this insurance is canceled or not renewed. It will apply to Coverage E., Sexual Molestation Insurance only.
2. The Extended Reporting Period does not extend the policy period or change the scope of coverage provided.
3. The Extended Reporting Period is provided automatically without additional charge. It starts with the end of the policy period and is of unlimited duration.
4. The Extended Reporting Period does not reinstate or increase the Limit of Insurance.



STOCK COMPANY

**DIRECTORS, OFFICERS, INSURED ENTITY AND  
EMPLOYMENT PRACTICES  
INSURANCE COVERAGE CERTIFICATE**

**WESTERN  
WORLD**

An **AIG** company

**CERTIFICATE NUMBER:** CPG1196869

**Prior Certificate Number:** REFCPG1116943

**POLICY NUMBER:** CPG1171616

WESTERN WORLD INSURANCE COMPANY  TUDOR INSURANCE COMPANY  STRATFORD INSURANCE COMPANY

**THE EDUCATIONAL SUPPORT PURCHASING GROUP**

**Certificate Holder and Mailing Address:**

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

Surplus Lines License # 1615689  
Agent/Broker # 26001  
Association Insurance Management, Inc.  
P.O. Box 742946  
Dallas, TX 75374  
Insured # CA155292

**Certificate Period: (Mo./Day/Yr.)**

From: **1/10/2020**

To: **1/10/2021**

12:01 AM, standard time at your mailing address shown above.

**The Certificate Holder is:**

Individual  Partnership  Limited Liability Company  Organization/Corporation  Trust  
 Other **Non Profit**

**Location of Business:**

1370 San Miquel Rd.  
Santa Rosa, CA 95403

**Business Description:**

Not for Profit Educational Support Group/Club/Association/C

**THIS IS A CLAIMS MADE AND REPORTED COVERAGE DECLARATIONS**

**COVERAGE A. DIRECTORS AND OFFICERS LIABILITY INSURANCE**

**ITEM 1. LIMIT OF INSURANCE**

Aggregate Limit \$1,000,000

**ITEM 2. RETENTION (EACH CLAIM)**

\$1,500

**ITEM 3. PREMIUM FOR COVERAGE A.**

\$ 34.00

IF THERE IS NO LIMIT OF INSURANCE SHOWN FOR ITEM 1., THIS POLICY  
DOES NOT INCLUDE COVERAGE A. DIRECTORS AND OFFICERS LIABILITY INSURANCE.

COVERAGE B. EMPLOYMENT PRACTICES LIABILITY INSURANCE	
<b>ITEM 4. LIMIT OF INSURANCE</b>	
Aggregate Limit	\$ <u>Not Covered</u>
<b>ITEM 5. RETENTION (EACH CLAIM)</b>	
	\$ <u>Not Covered</u>
<b>ITEM 6. PREMIUM FOR COVERAGE B.</b>	
	\$ <u>0</u>
IF THERE IS NO LIMIT OF INSURANCE SHOWN FOR ITEM 4., THIS POLICY DOES NOT INCLUDE COVERAGE B. EMPLOYMENT PRACTICES LIABILITY INSURANCE.	
TOTAL COVERAGE PART PREMIUM	
Terrorism Risk Insurance Act of 2002 Premium	\$ <u>0</u>
<b>ITEM 7. TOTAL COVERAGE PART PREMIUM</b>	\$ <u>34.00</u>
Policy Fees	\$ <u>37.53</u>
Surplus Lines Tax	\$ <u>3.47</u>
Stamping Fee	\$ <u>          </u>
<b>GRAND TOTAL</b>	\$ <u>75.00</u>
ITEM 8. FORMS AND ENDORSEMENTS	
Forms and Endorsements applying to this Coverage Part and made part of the Policy at time of issue: <b>DEL 11 (03/10) - PRIOR ACTS EXCLUSION</b> <b>DEL 10 (03/10) - EMPLOYMENT LIABILITY EXCLUSION</b> <b>SEE SCHEDULE OF FORMS AND ENDORSEMENTS AND</b> <b>THE INSURED'S APPLICATION FOR THIS INSURANCE.</b>	

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

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

## WESTERN WORLD INSURANCE GROUP

Western World Insurance Company  
Tudor Insurance Company  
Stratford Insurance Company

Administrative Office  
300 Kimball Drive, Suite 500  
Parsippany, New Jersey 07054


We will provide the insurance described in this policy in return for the premium and compliance with all applicable provisions of this policy. If required by state law, this policy shall not be valid unless countersigned by our authorized representative.



Secretary



President

Countersigned:	Elgin B Allen, Jr CEO	By:	 Authorized Representative
	1/6/2020		

# ATTACHMENT #7



Short Form **COPY**  
**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**

Department of the Treasury  
 Internal Revenue Service

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

▶ Go to [www.irs.gov/Form990EZ](http://www.irs.gov/Form990EZ) for instructions and the latest information.

**A** For the 2018 calendar year, or tax year beginning 7/01, 2018, and ending 6/30, 2019

<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization SCHAEFER LIFE		<b>D</b> Employer identification number 943322476
	Number and street (or P.O. box, if mail is not delivered to street address)	Room/suite	<b>E</b> Telephone number 707-239-1378
	City or town, state or province, country, and ZIP or foreign postal code SANTA ROSA, CA 95403		<b>F</b> Group Exemption Number ▶

**G** Accounting Method:  Cash  Accrual Other (specify) ▶

**I** Website: ▶

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

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

**K** Form of organization:  Corporation  Trust  Association  Other

**L** Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ. ▶ \$ 45,247

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

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

		1	2	3	4	5a	5b	5c	6a	6b	6c	6d	7a	7b	7c	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Revenue	1	Contributions, gifts, grants, and similar amounts received																12,615											
	2	Program service revenue including government fees and contracts																											
	3	Membership dues and assessments																											
	4	Investment income																											
	5a	Gross amount from sale of assets other than inventory																											
	b	Less: cost or other basis and sales expenses																											
	c	Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)																											
	6	Gaming and fundraising events:																											
	a	Gross income from gaming (attach Schedule G if greater than \$15,000)																											
b	Gross income from fundraising events (not including \$ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)																32,632												
c	Less: direct expenses from gaming and fundraising events																21,259												
d	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)																11,373												
7a	Gross sales of inventory, less returns and allowances																												
b	Less: cost of goods sold																												
c	Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)																												
8	Other revenue (describe in Schedule O)																												
9	<b>Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8																23,988												
Expenses	10	Grants and similar amounts paid (list in Schedule O)																											
	11	Benefits paid to or for members																											
	12	Salaries, other compensation, and employee benefits																											
	13	Professional fees and other payments to independent contractors																											
	14	Occupancy, rent, utilities, and maintenance																											
	15	Printing, publications, postage, and shipping																											
	16	Other expenses (describe in Schedule O)																25,872											
	17	<b>Total expenses.</b> Add lines 10 through 16																25,872											
Net Assets	18	Excess or (deficit) for the year (Subtract line 17 from line 9)																-1,884											
	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)																31,519											
	20	Other changes in net assets or fund balances (explain in Schedule O)																											
	21	Net assets or fund balances at end of year. Combine lines 18 through 20																29,635											





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

Table with columns for question number, question text, and Yes/No checkboxes. Includes questions 33 through 45b regarding organizational activities, financials, and compliance.



	<b>Yes</b>	<b>No</b>
<b>46</b> 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 . . . . .

	<b>Yes</b>	<b>No</b>
<b>47</b> Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II . . . . .	47	<input checked="" type="checkbox"/>
<b>48</b> Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E . . . . .	48	<input checked="" type="checkbox"/>
<b>49a</b> Did the organization make any transfers to an exempt non-charitable related organization? . . . . .	49a	<input checked="" type="checkbox"/>
<b>b</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.

<b>Sign Here</b>	▶ Signature of officer	Date
	▶ Alexandra Velie Type or print name and title	Treasurer

<b>Paid Preparer Use Only</b>	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)**

Department of the Treasury  
Internal Revenue Service

**Public Charity Status and Public Support**

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2018**

**Open to Public Inspection**

Name of the organization

SCHAEFER LIFE

Employer identification number

94-3322476

**Part I Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1  A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2  A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3  A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4  A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: \_\_\_\_\_
- 5  An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6  A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7  An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8  A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9  An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: \_\_\_\_\_
- 10  An organization that normally receives: (1) more than 33<sup>1</sup>/<sub>3</sub>% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33<sup>1</sup>/<sub>3</sub>% 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)						
<b>Total</b>						



**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
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") . . . . .						
<b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf . . . . .						
<b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge . . . . .						
<b>4 Total.</b> Add lines 1 through 3 . . . . .						
<b>5</b> 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) . . . . .						<b>0</b>
<b>6 Public support.</b> Subtract line 5 from line 4						<b>0</b>

**Section B. Total Support**

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

**Section C. Computation of Public Support Percentage**

<b>14</b> Public support percentage for 2018 (line 6, column (f) divided by line 11, column (f)) . . . . .	<b>14</b>	%
<b>15</b> Public support percentage from 2017 Schedule A, Part II, line 14 . . . . .	<b>15</b>	%
<b>16a 33 1/3% support test—2018.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization . . . . . ▶ <input type="checkbox"/>		
<b>b 33 1/3% support test—2017.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization . . . . . ▶ <input type="checkbox"/>		
<b>17a 10%-facts-and-circumstances test—2018.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization . . . . . ▶ <input type="checkbox"/>		
<b>b 10%-facts-and-circumstances test—2017.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization . . . . . ▶ <input type="checkbox"/>		
<b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . . . ▶ <input type="checkbox"/>		

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	21,672	13,868	19,825	6,153	12,615	74,133
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose . . . .	61,810	32,533	54,032	35,099	36,632	195,709
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513						0
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf . . . .						0
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge . . . .						0
<b>6 Total.</b> Add lines 1 through 5 . . . .	54,205	67,900	61,238	41,252	47,612	269,842
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons . . . .	0	0	0	0	0	0
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year . . . .	0	0	0	0	0	0
<b>c</b> Add lines 7a and 7b . . . .	0	0	0	0	0	0
<b>8 Public support.</b> (Subtract line 7c from line 6.) . . . .						268,207

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2014	(b) 2015	(c) 2016	(d) 2017	(e) 2018	(f) Total
<b>9</b> Amounts from line 6 . . . .	54,205	67,900	61,238	41,252	45,247	269,869
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources . . . .						0
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 . . . .						0
<b>c</b> Add lines 10a and 10b . . . .	0	0	0	0	0	0
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on . . . .						0
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) . . . .						0
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.) . . . .	54,205	67,900	61,238	41,252	45,247	269,869
<b>14 First five years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> . . . .						<input type="checkbox"/>

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2018 (line 8, column (f), divided by line 13, column (f)) . . . .	<b>15</b>	100 %
<b>16</b> Public support percentage from 2017 Schedule A, Part III, line 15 . . . .	<b>16</b>	100 %

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for 2018 (line 10c, column (f), divided by line 13, column (f)) . . . .	<b>17</b>	0 %
<b>18</b> Investment income percentage from 2017 Schedule A, Part III, line 17 . . . .	<b>18</b>	0 %

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

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

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



**Part IV Supporting Organizations**

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

**Section A. All Supporting Organizations**

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



**Part IV Supporting Organizations** (continued)

		Yes	No
<b>11</b>	Has the organization accepted a gift or contribution from any of the following persons?		
<b>a</b>	A person who directly or indirectly controls, either alone or together with persons described in (b) and (c) below, the governing body of a supported organization?		
<b>b</b>	A family member of a person described in (a) above?		
<b>c</b>	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
<b>1</b>	Did the directors, trustees, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's directors or trustees at all times during the tax year? <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>		
<b>2</b>	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <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
<b>1</b>	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <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
<b>1</b>	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
<b>2</b>	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
<b>3</b>	By reason of the relationship described in (2), did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <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**

<b>1</b>	Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).		
<b>a</b>	<input type="checkbox"/> The organization satisfied the Activities Test. Complete <b>line 2</b> below.		
<b>b</b>	<input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete <b>line 3</b> below.		
<b>c</b>	<input type="checkbox"/> The organization supported a governmental entity. Describe in <b>Part VI</b> how you supported a government entity (see instructions).		
<b>2</b>	Activities Test. <b>Answer (a) and (b) below.</b>	Yes	No
<b>a</b>	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <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>b</b>	Did the activities described in (a) constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <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>		
<b>3</b>	Parent of Supported Organizations. <b>Answer (a) and (b) below.</b>		
<b>a</b>	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>Provide details in Part VI.</i>		
<b>b</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.

<b>Section A—Adjusted Net Income</b>		(A) Prior Year	(B) Current Year (optional)
<b>1</b> Net short-term capital gain	<b>1</b>		
<b>2</b> Recoveries of prior-year distributions	<b>2</b>		
<b>3</b> Other gross income (see instructions)	<b>3</b>		
<b>4</b> Add lines 1 through 3.	<b>4</b>		
<b>5</b> Depreciation and depletion	<b>5</b>		
<b>6</b> 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)	<b>6</b>		
<b>7</b> Other expenses (see instructions)	<b>7</b>		
<b>8 Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	<b>8</b>		

<b>Section B—Minimum Asset Amount</b>		(A) Prior Year	(B) Current Year (optional)
<b>1</b> Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
<b>a</b> Average monthly value of securities	<b>1a</b>		
<b>b</b> Average monthly cash balances	<b>1b</b>		
<b>c</b> Fair market value of other non-exempt-use assets	<b>1c</b>		
<b>d Total</b> (add lines 1a, 1b, and 1c)	<b>1d</b>		
<b>e Discount</b> claimed for blockage or other factors (explain in detail in <b>Part VI</b> ):			
<b>2</b> Acquisition indebtedness applicable to non-exempt-use assets	<b>2</b>		
<b>3</b> Subtract line 2 from line 1d.	<b>3</b>		
<b>4</b> Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	<b>4</b>		
<b>5</b> Net value of non-exempt-use assets (subtract line 4 from line 3)	<b>5</b>		
<b>6</b> Multiply line 5 by .035.	<b>6</b>		
<b>7</b> Recoveries of prior-year distributions	<b>7</b>		
<b>8 Minimum Asset Amount</b> (add line 7 to line 6)	<b>8</b>		

<b>Section C—Distributable Amount</b>			Current Year
<b>1</b> Adjusted net income for prior year (from Section A, line 8, Column A)	<b>1</b>		
<b>2</b> Enter 85% of line 1.	<b>2</b>		
<b>3</b> Minimum asset amount for prior year (from Section B, line 8, Column A)	<b>3</b>		
<b>4</b> Enter greater of line 2 or line 3.	<b>4</b>		
<b>5</b> Income tax imposed in prior year	<b>5</b>		
<b>6 Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	<b>6</b>		
<b>7</b> <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 II Fundraising Events.** Complete if the organization answered "Yes" on Form 990, Part IV, line 18, or reported more than \$15,000 of fundraising event contributions and gross income on Form 990-EZ, lines 1 and 6b. List events with gross receipts greater than \$5,000.

Revenue		(a) Event #1	(b) Event #2	(c) Other events	(d) Total events (add col. (a) through col. (c))
		FALL FUNDRAISER (event type)	COOKIE DOUGH (event type)	1 (total number)	
Revenue	<b>1</b> Gross receipts . . . . .	14,728	10,316	7,588	32,632
	<b>2</b> Less: Contributions . . . . .				
	<b>3</b> Gross income (line 1 minus line 2) . . . . .	14,728	10,316	7,588	32,632
Direct Expenses	<b>4</b> Cash prizes . . . . .				
	<b>5</b> Noncash prizes . . . . .				
	<b>6</b> Rent/facility costs . . . . .				
	<b>7</b> Food and beverages . . . . .				
	<b>8</b> Entertainment . . . . .				
	<b>9</b> Other direct expenses . . . . .	7,240	6,529	7,427	21,259
	<b>10</b> Direct expense summary. Add lines 4 through 9 in column (d) . . . . . ▶				21,259
<b>11</b> Net income summary. Subtract line 10 from line 3, column (d) . . . . . ▶				11,373	

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

Revenue		(a) Bingo	(b) Pull tabs/instant bingo/progressive bingo	(c) Other gaming	(d) Total gaming (add col. (a) through col. (c))
Revenue	<b>1</b> Gross revenue . . . . .				
	<b>2</b> Cash prizes . . . . .				
Direct Expenses	<b>3</b> Noncash prizes . . . . .				
	<b>4</b> Rent/facility costs . . . . .				
	<b>5</b> Other direct expenses . . . . .				
Direct Expenses	<b>6</b> 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	
	<b>7</b> Direct expense summary. Add lines 2 through 5 in column (d) . . . . . ▶				
	<b>8</b> Net gaming income summary. Subtract line 7 from line 1, column (d) . . . . . ▶				

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

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



**SCHEDULE O  
(Form 990 or 990-EZ)**

**Supplemental Information to Form 990 or 990-EZ**

OMB No. 1545-0047

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

**2018**

Department of the Treasury  
Internal Revenue Service

▶ Attach to Form 990 or 990-EZ.

**Open to Public  
Inspection**

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

Name of the organization

Employer identification number

SCHAEFER LIFE

94-3322476

FORM 990-EZ, PART 1, LINE 16

OTHER EXPENSES

BANK FEES.....	\$	52
CHILD ADVOCACY & EDUCATION.....	\$	20,368
CLASS SUPPLIES.....	\$	2,523
FTB Taxes.....	\$	10
Insurance.....	\$	255
SCHOOLWIDE SUPPORT.....	\$	2,664
Total	\$	25,872

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

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

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

(a) Did the organization, during the year, receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?..... NO

(b) Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?..... NO



2018

California Exempt Organization Annual Information Return

199

Calendar Year 2018 or fiscal year beginning (mm/dd/yyyy) 07/01/2018, and ending (mm/dd/yyyy) 06/30/2019

Corporation/Organization name: SCHAEFER LIFE; California corporation number: 9800690; FEIN: 94-3322476

Street address (suite or room): 1370 San Miguel Rd.; City: Santa Rosa; State: CA; Zip code: 95403

Part I Complete Part I unless not required to file this form. See General Information B and C. Includes questions A through I regarding filing status and exemptions.

Table with 3 columns: Description, Line Number, Amount. Rows include Receipts and Revenues (lines 1-8), Expenses (lines 9-10), and Filing Fee (lines 11-17).

Sign Here section with fields for Signature of officer, Title (TREASURER), Date, Telephone, Preparer's signature, Date, Check if self-employed, Firm's name and address, Firm's FEIN, Telephone.

COPY

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



**Part II Organizations with gross receipts of more than \$50,000 and private foundations**  
**regardless of amount of gross receipts — complete Part II or furnish substitute information.**

<b>Receipts from Other Sources</b>	1	Gross sales or receipts from all business activities. See instructions . . . . .	●	1		00
	2	Interest . . . . .	●	2		00
	3	Dividends . . . . .	●	3		00
	4	Gross rents . . . . .	●	4		00
	5	Gross royalties . . . . .	●	5		00
	6	Gross amount received from sale of assets (See Instructions) . . . . .	●	6		00
	7	Other income. Attach schedule . . . . . SEE STATEMENT 1	●	7	32,632	00
	8	<b>Total</b> gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1 . . . . .	●	8	32,623	00
	9	Contributions, gifts, grants, and similar amounts paid. Attach schedule . . . . .	●	9		00
<b>Expenses and Disbursements</b>	10	Disbursements to or for members . . . . .	●	10		00
	11	Compensation of officers, directors, and trustees. Attach schedule . . . . . SEE STATEMENT 2	●	11	0	00
	12	Other salaries and wages . . . . .	●	12		00
	13	Interest . . . . .	●	13		00
	14	Taxes . . . . .	●	14		00
	15	Rents . . . . .	●	15		00
	16	Depreciation and depletion (See instructions) . . . . .	●	16		00
	17	Other Expenses and Disbursements. Attach schedule . . . . .	●	17		00
	18	<b>Total</b> expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9 . . . . .	●	18		00

**Schedule L Balance Sheet**

	Beginning of taxable year		End of taxable year	
	(a)	(b)	(c)	(d)
<b>Assets</b>				
1 Cash . . . . .		31,519		● 29,635
2 Net accounts receivable . . . . .				●
3 Net notes receivable . . . . .				●
4 Inventories . . . . .				●
5 Federal and state government obligations . . . . .				●
6 Investments in other bonds . . . . .				●
7 Investments in stock . . . . .				●
8 Mortgage loans . . . . .				●
9 Other investments. Attach schedule . . . . .				●
10 a Depreciable assets . . . . .				
b Less accumulated depreciation . . . . .	( )		( )	
11 Land . . . . .				●
12 Other assets. Attach schedule . . . . .				●
13 <b>Total assets</b> . . . . .		31,519		29,635
<b>Liabilities and net worth</b>				
14 Accounts payable . . . . .				●
15 Contributions, gifts, or grants payable . . . . .				●
16 Bonds and notes payable . . . . .				●
17 Mortgages payable . . . . .				●
18 Other liabilities. Attach schedule . . . . .				
19 Capital stock or principal fund . . . . .				●
20 Paid-in or capital surplus. Attach reconciliation . . . . .		31,519		● 29,635
21 Retained earnings or income fund . . . . .				●
22 <b>Total liabilities and net worth</b> . . . . .		31,519		29,635

**Schedule M-1 Reconciliation of income per books with income per return**

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000

1 Net income per books . . . . .	●	7 Income recorded on books this year not included in this return. Attach schedule . . . . .	●
2 Federal income tax . . . . .	●	8 Deductions in this return not charged against book income this year. Attach schedule . . . . .	●
3 Excess of capital losses over capital gains . . . . .	●	9 Total. Add line 7 and line 8 . . . . .	
4 Income not recorded on books this year. Attach schedule . . . . .	●	10 Net income per return. Subtract line 9 from line 6 . . . . .	
5 Expenses recorded on books this year not deducted in this return. Attach schedule . . . . .	●		
6 Total. Add line 1 through line 5 . . . . .			

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

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

## ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

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

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



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

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

**PART A - ACTIVITIES**

For your most recent full accounting period (beginning 07 / 01 / 2018 ending 06 / 30 / 2019) list:

Gross annual revenue \$ 23,988 Total assets \$ 29,635

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

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

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

Organization's area code and telephone number ( 707 ) 239 - 1378  
 Organization's e-mail address \_\_\_\_\_

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

COPY

ALEXANDRA VELIE

TREASURER

Signature of authorized officer

Printed Name

Title

Date



# ATTACHMENT #8

Schaefer Families  
JUNE 2020

<b>Income Statement</b>						
Events/Activities	Income	YTD Income	Expenses	YTD Expenses	Profit/Loss	Notes
Bear Wear		\$ 659.25		\$ 1,071.68	\$ (412.43)	
Beautification Day					\$ -	
Big Bear Little Bear Dance		\$ 817.50		\$ 300.00	\$ 517.50	
Bingo					\$ -	
Box tops for Education		\$ 415.50			\$ 415.50	
Cookie Dough		\$ 10,386.00		\$ 6,780.00	\$ 3,606.00	
Costume Ball		\$ 1,253.00		\$ 439.66	\$ 813.34	
Dine & Donates		\$ 380.50			\$ 380.50	
Donations		\$ 6,345.23			\$ 6,345.23	
Fall Fund Raising Assembly					\$ -	
Fall Fundraiser		\$ 8,283.75		\$ 4,364.00	\$ 3,919.75	
Field Day					\$ -	
Graduation				\$ 457.90	\$ (457.90)	
Ice Skate Night					\$ -	
Misc. (bank fees, etc.)				\$ 1,285.00	\$ (1,285.00)	
Montgomery Village					\$ -	
Movie Night		\$ 221.00			\$ 221.00	
Roller Skate Night		\$ 120.00			\$ 120.00	
Snack Bar		\$ 326.00		\$ 152.80	\$ 173.20	
Staff Appreciation Lunch					\$ -	
Welcome Reception		\$ 75.00		\$ 75.00	\$ -	
Yearbooks		\$ 495.00			\$ 495.00	
					\$ -	
Kindergarten				\$ 366.00	\$ (366.00)	
1st Grade		\$ 535.00		\$ 745.00	\$ (210.00)	
2nd Grade		\$ 90.00		\$ 1,764.00	\$ (1,674.00)	
3rd Grade		\$ 345.00		\$ 990.00	\$ (645.00)	
4th Grade		\$ 375.00		\$ 13,530.00	\$ (13,155.00)	
5th Grade		\$ 86.00			\$ 86.00	
6th Grade					\$ -	
					\$ -	
<b>Totals</b>	\$ -	\$ 30,549.48	\$ -	\$ 32,321.04	\$ (1,112.31)	
LIBRARY - Events/Activities	Income	YTD Income	Expenses	YTD Expenses	Balance	Notes
						6045.01 Scholastic Dollars
Book Fair-Fall/Spring		\$ 3,717.14	\$ 3,450.15	\$ 3,750.15	\$ (33.01)	
Library Purchases						
PG&E Rebate Program						
Lost/Damaged Book Fee						
NSF Checks/Fees						
<b>Totals</b>						
Account Information						
Accounts as of 06.30.2020						
SCRIP BALANCE					\$ 6,210.18	
<b>Checking Balance</b>	\$ 9,627.54	<b>Savings Balance</b>	\$ 18,777.96	<b>Combined account Balance</b>	\$ 28,405.50	



Schaefer Families  
2019-2020  
July -June

## Budget

2019-2020 Allocated Events	Original Allocation	Allocations Spent	YTD Alloc. Spent	Allocations Balance	NOTES
General Operating Expenses	\$1,500.00		\$1,285.00	\$215.00	Taxes, Ins, Quickbooks
6th Graduation Gift	\$250.00		\$457.90	-\$207.90	
6th Graduation Reception	\$250.00			\$250.00	
Campus Beautification	\$500.00			\$500.00	
Field Day	\$1,000.00			\$1,000.00	
Fall Fund Raiser Incentives	\$500.00			\$500.00	
Staff Appreciation Lunch	\$600.00			\$600.00	
Welcome Reception	\$100.00		\$75.00	\$25.00	
<b>Field Trips</b>					
Kindergarten	\$1,300.00		\$366.00	\$934.00	
1st Grade	\$2,500.00		\$745.00	\$1,755.00	
2nd Grade	\$3,000.00		\$1,764.00	\$1,236.00	
3rd Grade	\$1,000.00		\$990.00	\$10.00	
4th Grade	\$20,000.00		\$13,530.00	\$6,470.00	
5th Grade	\$4,000.00			\$4,000.00	
6th Grade	\$5,000.00			\$5,000.00	
<i>Totals</i>	\$41,500.00	\$0.00	\$19,212.90	\$22,287.10	

2020-2021

**PINER-OLIVET EDUCATIONAL**  
**FOUNDATION**

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: **Piner-Olivet Educational Foundation**
- ✓ 3. The date of application: **8/9/2020**
- ✓ 4. Copy of the By-laws (to include #9). (Attachment #2)
- ✓ 5. Membership quotas or qualifications. Described:  
**No membership quota or qualifications**
- ✓ 6. The names, addresses, phone numbers and general duties of all officers.  
(Attachment #3)
- ✓ 7. A brief description of the organization's purpose.  
**POEF is an independent, non-profit, organization whose purpose is to raise funds to provide educational enrichment opportunities for the students within the POUUSD.**
- ✓ 8. A list of specific annual objectives and planned activities. (Attachment #4)
- ✓ 9. The name of the bank where the group's account will be located and the names of those authorized to withdraw funds. One signature should be the site administrator, Superintendent or designee. Check with bank or need both signatures to get information.  
(Attachment #5)
- ✓ 10. The site where the organization will be based, school site or district office.  
**POEF is based at the POUUSD District Office at:  
3450 Coffey Lane, Santa Rosa, CA 95403**

- ✓ 11. Evidence of liability insurance as required by law. (Attachment #6)
- ✓ 12. Evidence of having filed appropriate IRS forms. (Attachment #7)
- ✓ 13. An annual financial statement showing prior year activities, total funds raised from each activity, total funds allocated and the purpose of each allocation, and the fund balance at year-end. (Attachment #8)
- \_\_\_ 14. The signature of the site administrator who supports the request for authorization.  
(See signature line below)



Site Administrator Signature Date

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



# ATTACHMENT #1

## **PINER-OLIVET EDUCATIONAL FOUNDATION**

### POEF Dissolution Statement in Articles of Incorporation

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

# ATTACHMENT #2

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

**ARTICLE I**

NAME AND OFFICES

Section 1.1 Name

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

Section 1.2 Principal Office

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

Section 1.3 Other offices

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

**ARTICLE II**

GOALS, OBJECTIVES, AND PURPOSES

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

**ARTICLE III**

STATUTORY MEMBERS

Section 3.1 Statutory Members

The Corporation shall have no statutory members

Section 3.2 Associated Persons

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



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

### Section 3.3 Actions by Members

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

## **ARTICLE IV**

### Section 4.1 Powers

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

### Section 4.2 Number of Directors

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

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

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

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

### Section 4.3 Elections, Term of Office, and Qualifications

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

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

#### Section 4.4 Resignations

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

#### Section 4.5 Removals

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

#### Section 4.6 Vacancies

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

#### Section 4.7 Annual Meeting

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

#### Section 4.8 Other Regular or Special Meetings

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

#### Section 4.9 Calling Special Meetings

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

#### Section 4.10 Place of Meetings

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

#### Section 4.11 Notice of Meetings

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

#### Section 4.12 Waiver of Notice

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

#### Section 4.13 Action Without Meeting

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

#### Section 4.14 Quorum

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

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

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

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

#### Section 4.15 Adjournment

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

#### Section 4.16 Fees and Compensation

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

### **ARTICLE V**

#### COMMITTEES

##### Section 5.1 Nominating Committee

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

##### Section 5.2 Executive and Other Committees of the Board of Directors

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

##### Section 5.3 Advisory Committees

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



## ARTICLE VI

### OFFICERS

#### Section 6.1 Officers

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

#### Section 6.2 Elections and Term

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

#### Section 6.3 Subordinate Officers, etc.

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

#### Section 6.4 Resignations

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

#### Section 6.5 Vacancies

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

#### Section 6.6 Presidents

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

#### Section 6.7 Vice President

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

### Section 6.8 Secretaries

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

### Section 6.9 Treasurer

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

#### Section 6.10 Assistant Secretary

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

#### Section 6.11 Assistant Treasurer

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

## **ARTICLE VII**

### BOOKS AND RECORDS

#### Section 7.1 Books and Records

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

#### Section 7.2 Annual Reports

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

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

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

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

## **ARTICLE VIII**

### **GRANTS – CONTRACTS – LOANS**

#### **Section 8.1 Grants**

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

#### **Section 8.2 Execution of Contracts**

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

#### **Section 8.3 Checks, Drafts, Etc.**

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

## **ARTICLE IX**

### **INDEMNIFICATION OF DIRECTORS AND OFFICERS**

#### **Section 9.1 Indemnifications by Corporation**

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

#### **Section 9.2 Insurance**

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

## ARTICLE X

### ASSETS AND INVESTMENTS

#### Section 10.1 Dedication of Assets

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

#### Section 10.2 Standards, Retention of Property

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

#### Section 10.3 Endowment Fund

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



## ARTICLE XI

### DISTRIBUTION OF INCOME AND PROHIBITED ACTIVITIES

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

## ARTICLE XII

### FISCAL YEAR

#### Section 12.1 Fiscal Year

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

## ARTICLE XIII

### AMENDMENTS

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

# ATTACHMENT #3

## **PINER-OLIVET EDUCATIONAL FOUNDATION**

### **2020-2021 Officers**

#### **PRESIDENT**

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

#### **VICE PRESIDENT**

Open

#### **TREASURER**

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

#### **SECRETARY**

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

# ATTACHMENT #4



## ANNUAL OBJECTIVES & PLANNED ACTIVITIES

Our objectives for the 2020-2021 school year are:

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

Activities:

Cancelled for Fall 2020	Pancake Breakfast fundraiser / community building event for all schools.
February/March 2021	See's Candy Fundraiser – helps to build up the reserve of funds that will be utilized to fund enrichment programs.
April/May 2021	Fun Run/Color Run – a fundraiser to help finance field trips throughout the district.
Summer 2021 – TBD	Montgomery Village Concert / wine pouring fundraiser
Ongoing	Annual Fund fundraiser via brochure and online/PayPal (soliciting one time or monthly recurring donations from supporters) – an ongoing fundraiser for our general fund, building up the resources that we have to draw upon for educational and music programs.
Recurring	POEF meetings are held the last Tuesday of every month.

# ATTACHMENT #5

**PINER-OLIVET EDUCATIONAL FOUNDATION  
2020-2021**

**BANKING INFORMATION**

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

Individuals currently authorized to sign:

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

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

# ATTACHMENT #6





# ATTACHMENT #7

Department of the Treasury  
Internal Revenue Service

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

2019

Open to Public Inspection

A For the 2019 Calendar year, or tax year beginning 2019-07-01 and ending 2020-06-30

## B Check if available

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

C Name of Organization: PINER-OLIVET EDUCATIONAL  
FOUNDATION3450 Coffey Lane, Santa  
Rosa, CA, US, 95403D Employee Identification  
Number 94-2915172

## E Website:

F Name of Principal Officer: Danielle Foster3450 Coffey Lane, Santa  
Rosa, CA, US, 95403

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

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

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

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



## Confirmation

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

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

**Confirmation Number:** 114784422305

**Entity ID:** 1147844  
**Entity Name:** PINER OLIVET EDUCATIONAL  
FOUNDATION

### Account Period Information

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

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

Your entity has not terminated or gone out of business.

Your entity has not changed the account period.

**Gross Receipts:** \$17749

This is not an amended return.

An IRS Form 1023/1024 is not pending.

### Entity Information

**FEIN:** 942915172  
**Doing Business As:**  
**Website Address:**

#### Entity's Mailing Address

3450 Coffey Lane  
Santa Rosa CA 95403

### Principal Officer's Information

Danielle Foster  
3450 Coffey Lane  
Santa Rosa CA 95403

### Contact Information

**Name:** Danielle Foster  
**Phone:** 7073607107

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

Print

Log Out





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

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

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

## ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

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

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

(For Registry Use Only)

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

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

**PART A - ACTIVITIES**

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

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

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

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

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

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

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

*Danielle Foster*  
Signature of Authorized Agent

Danielle Foster  
Printed Name

Treasurer  
Title

8/10/2020  
Date

# ATTACHMENT #8

Piner Olivet Educational Foundation  
**Profit & Loss by Class**  
 July 2019 through June 2020

	<u>See's Candy</u>	<u>Fun Run / Color Run</u>	<u>Montgomery Village</u>	<u>Pancake Breakfast</u>	<u>POEF</u>	<u>TOTAL</u>
Ordinary Income & Expense						
Income	14,473.10	0.00	888.00	2,368.00	20.00	17,749.10
Total Income	<u>14,473.10</u>	<u>0.00</u>	<u>888.00</u>	<u>2,368.00</u>	<u>20.00</u>	<u>17,749.10</u>
Gross Profit	14,473.10	0.00	888.00	2,368.00	20.00	17,749.10
Expense						
Postage & Printing	30.91	0.00	0.00	0.00	0.00	30.91
Bank Service Charges	0.00	0.00	0.00	0.00	0.00	0.00
Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00
Event Expenses	10,426.07	0.00	25.00	0.00	0.00	10,451.07
Insurance	0.00	0.00	0.00	0.00	305.00	305.00
Tax filing fees / penalties	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00	2,865.00	2,865.00
Total Expenses	<u>10,456.98</u>	<u>0.00</u>	<u>25.00</u>	<u>0.00</u>	<u>3,170.00</u>	<u>13,651.98</u>
Net Ordinary Income	4,016.12	0.00	863.00	2,368.00	-3,150.00	4,097.12
Other Income / Expenses						
Other Expense						
Allocated Profit	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	0.00	0.00	0.00	0.00	0.00	0.00
Net Income	<u>4,016.12</u>	<u>0.00</u>	<u>863.00</u>	<u>2,368.00</u>	<u>-3,150.00</u>	<u>4,879.12</u>

Piner Olivet Educational Foundation  
**Balance Sheet**  
 July 2019 through June 2020

	<u>June 30, 2020</u>
<b>ASSETS</b>	
Current Assets	
Checking / Savings	
PayPal Account	0.00
West America Bank	418.91
Exchange Bank - GF	60071.55
Total Checking / Savings	<u>60490.46</u>
Total Current Assets	<u>60490.46</u>
<b>TOTAL ASSETS</b>	<u><u>60490.46</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Color Run Funds Allocated	19215.00
Fire Relief - Funds Allocated	1403.47
SuperWalk - Funds Allocated	
Schaefer	2020.50
Olivet	2749.31
Jack London	1968.88
POCS	830.00
NWP	530.50
Total SuperWalk - Funds Allocated	<u>8099.19</u>
Total Other Current Liabilities	<u>20618.47</u>
Total Current Liabilities	<u>28717.66</u>
Total Liabilities	<u>28717.66</u>
Equity	
Retained Earnings	26893.68
Net Income	4879.12
Total Equity	<u>31772.80</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>60490.46</u></u>



**RESOLUTION OF THE PINER-OLIVET UNION SCHOOL DISTRICT GOVERNING BOARD REGARDING THE EDUCATION PROTECTION ACCOUNT**

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30<sup>th</sup> of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent was made in open session of a public meeting of the governing board of the Piner-Olivet Union School District;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Piner-Olivet Union School District has determined to spend the monies received from the Education Protection Act as attached.

DATED: August 12, 2020

Cindy Pryor, Board President \_\_\_\_\_

Mardi Hinton, Board Vice-President \_\_\_\_\_

Mindy Mohr, Clerk \_\_\_\_\_

John Way, Board Member \_\_\_\_\_

Janae Franicevic, Board Member \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent or Not Voting \_\_\_\_\_

\_\_\_\_\_  
President, Piner-Olivet Governing Board

**BEFORE THE BOARD OF TRUSTEES OF THE  
PINER-OLIVET UNION SCHOOL DISTRICT  
SONOMA COUNTY, CALIFORNIA**

In the Matter of the Elimination/Reduction )  
of Certain Positions in the Classified ) **RESOLUTION NO. 538**  
Service and Directing Notification of )  
Classified Employees )

WHEREAS, The Board of Trustees of the Piner-Olivet Union School District adopted Board Resolution No. 534 on June 3, 2020 regarding the reduction or elimination of certain services within the classified service; and

WHEREAS, on June 29, 2020, the Governor of the State of California signed Senate Bill (“SB”) 98, which states “From July 1, 2020, to June 30, 2021, inclusive, the governing board of a school district, county office of education, community college district, or joint powers authority shall not implement layoffs or releases of any permanent or probationary classified employees of the school district, county office of education, community college district, or joint powers authority who hold classifications in, or are assigned to positions in, nutrition, transportation, or custodial services;” and

WHEREAS, following the enactment of SB 98, the State Senate Committee on Budget and Fiscal Review released a Legislative Intent letter, which states, “If as of July 1, 2020, a school district...has provided a layoff notice to an employee covered by this section, but the 60-day notice period has not concluded, then the employer is barred from carrying out the layoff from July 1, 2020, to June 30, 2021;”



NOW, THEREFORE, BE IT RESOLVED that, pursuant to SB 98, the Board rescinds the following eliminations set forth in **Board Resolution No. 534**.

- Custodian - eliminate one (1) 8.00 hour/day position

BE IT FURTHER RESOLVED that, any reductions and/or eliminations set forth in Board Resolution No. 534 which are not listed above are authorized to proceed, as according to the law. The foregoing Resolution was passed and adopted by the Board of Trustees of the Piner-Olivet Union School District on August 12, 2020, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

---

President, Board of Trustees

I, \_\_\_\_\_, Secretary/Clerk of the Board of Trustees, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees of the District at its meeting on August 12, 2020.

Piner-Olivet Union School District

Resolution Declaring Instructional Method for 2020-2021 School Year

Resolution No.539

WHEREAS, Section 34 of Senate Bill 98 (“SB 98”), signed by the Governor on June 29, 2020, addresses the ability of Local Educational Agencies (“LEAs”) to offer distance learning in the 2020-2021 school year; and

WHEREAS, Education Code Section 43503 subparagraph (2) of subdivision (a) was added by SB 98 to allow LEAs to offer distance learning under either of the following circumstances:

“(A) On a local educational agency or schoolwide level as a result of an order or guidance from a state public health officer or a local public health officers.

(B) For pupils who are medically fragile or would be put at risk by in-person instruction, who are self-quarantining because of exposure to COVID-19.”; and

WHEREAS, on June 26, 2020, both the State Senate and Assembly issued letters to the Senate Journal for the purpose of clarifying the intent of SB 98, as it relates to distance learning (“Clarifying Letters”); and

WHEREAS, the Clarifying Letters state that Section 34 of SB 98 was intended to provide LEAs with flexibility in determining how K-12 instruction would be provided to meet the needs of students, families and the community during the COVID-19 pandemic such that LEAs would have discretion to adopt a distance learning, hybrid, or mixed-delivery instructional model; and

WHEREAS, both the State Senate and Assembly acknowledged in the Clarifying Letters that while the intent of the Legislature was for LEAs to offer in-person instruction in the 2020-2021 school year to the greatest extent possible, Education Code Section 43503(a)(2)(A) was not intended to require an LEA to seek out or receive approval from a state or local public health officer prior to adopting a distance learning model, but to simply consult and collaborate with state or local public health officials in making this determination; and

WHEREAS, the Clarifying Letters also stated that it was not the Legislature’s intention to prevent an LEA from adopting a distance learning, hybrid or mixed-delivery instructional model to ensure safety, but rather to give LEAs flexibility to determine what instructional model the LEA will adopt during the COVID-19 pandemic, taking into account the needs of their students and staff, and their available infrastructure, provided the model adheres to an applicable state or local public health order or guidance; and

WHEREAS, the June 12, 2020, Sonoma County Roadmap to Reopening Schools incorporates the state and local public health guidance that Sonoma County LEAs must follow; and

WHEREAS, the Governing Board of the Piner-Olivet Union School District (“District”) has reviewed the Sonoma County Roadmap to Reopening Schools in determining which

instructional model best meets the needs of the District, its students and staff, in light of the District's available infrastructure and safety concerns.

NOW THEREFORE, BE IT RESOLVED THAT, the Governing Board of the Piner-Olivet Union School District has determined that at this time in-person direct instruction cannot be provided in compliance with the Sonoma County Roadmap to Reopening Schools.

BE IT FURTHER RESOLVED THAT, the Governing Board of the Piner-Olivet Union School District has determined that in-person direct instruction will not be offered as an available instructional model August 17, 2020 through October 2, 2020.

BE IT FURTHER RESOLVED THAT, the Governing Board of the Piner-Olivet Union School District will be offering the following instructional methods during the 2020-2021 school year:

Virtual Learning during August 17, 2020 through October 2, 2020. [Synchronous Learning and Asynchronous Learning]

PASSED AND ADOPTED by the Governing Board of the Piner-Olivet Union School District as its meeting on the 12 day of August, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Mindy Mohr  
Clerk, Governing Board  
Piner-Olivet Union School District

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS PINER-OLIVET 45  
AND THE PINER-OLIVET UNION SCHOOL DISTRICT  
MOU REGARDING RETURN IMPACTS AND EFFECTS ON THE CSEA  
BARGAINING UNIT**

Piner-Olivet School District (District) and CSEA Chapter 45 representing Piner-Olivet Classified Employees (CSEA) (collectively referred to as the Parties) enter into this Memorandum of Understanding to address impacts and effects on working conditions in responding to the COVID-19 pandemic in the 2020-2021 school year.

The District will reopen its schools in compliance with current requirements and guidelines established by the California Department of Education (CDE) and the Sonoma County Public Health Department (SCPHD). Maintaining flexibility at all levels will be paramount to our success as we collectively engage in instructional and work models that are new. We must also remain responsive to ongoing safety guidance and the needs of our students and families.

The Parties will follow the CSEA Collective Bargaining Agreement (CBA) except as otherwise agreed upon in this MOU due to Covid-19 (COVID-19) that will have universal impacts, in addition to impacts specific to each job classification. Further, the Parties affirm that all provisions of the Educational Employment Relations Act (“EERA”) *California Government Codes 3540 et seq.* apply and remain in effect, and further affirm that the provisions of this MOU are intended to comply with, and shall be interpreted consistently with the requirements of law including but not limited to SB 98 (2020) and the Individuals with Disabilities Education Act (IDEA).

This agreement represents a commitment to prioritize the health and safety of staff and students in order to minimize the risk of COVID-19 spread while providing for the education of all students.

Agreement

To these ends, the District and CSEA agree as follows:

**A. Return to Work Date**

Date: August 13, 2020. All unit members will report to their regularly assigned work sites in the 2020-21 school year, unless otherwise directed by the District.

**B. Worksite entry:**

1. Each employee will be provided with self-assessments (*attach self-assessment*) which they will be required to complete before entering any District facilities, and are advised to regularly monitor health.



- Safety screenings and any necessary medical examinations are strictly limited to COVID-19 and will not be used to inquire into other medical conditions. Bargaining unit employees shall not be required to respond to screening questionnaire questions that are not based on CDC/SCPHD recognized symptoms (i.e. fever, chills, cough, difficulty breathing, sore throat). Temperature checks shall be performed daily, and the District shall not maintain records of the temperature checks. Screenings are not reason for discipline and shall be considered part of the standard work day.
- 2. The District shall provide each unit member with written COVID-19 safety guidelines from Sonoma County Office of Education (SCOE) / SCPHD for their school site prior to the start of school in the 2020-21 year. The District shall provide CSEA with the written safety guidelines prior to sharing with unit members. These safety guidelines shall include a statement that both CSEA and the District encourage unit members to get tested for COVID-19 prior to returning to work and throughout the school year. The guidelines will be accompanied with basic information about where to get tested in Sonoma County.

**C. Health, Safety and Testing:**

1. The District shall adhere to the COVID-19 guidelines publicly issued by the Center for Disease Control (CDC), California Department of Public Health (CDPH), California Department of Education (CDE), the California Department of Industrial Relations Division of Occupational Safety and Health (CAL/OSHA) and the Sonoma County Public Health Department (SCPHD), with priority given to directives, orders, and guidance from the State of California and SCPHD. The parties agree to meet as soon as possible to negotiate the impacts and effects of any revisions or updates to those guidelines that result in a change in working conditions to classified employees.
2. The District shall require the use of face coverings for all persons who enter the district and/or school facilities, consistent with State and SCPHD requirements.
3. The District shall comply with the following hand washing requirements:
  - a. Students, employees and visitors shall be required to wash their hands or use hand sanitizer upon entering District and/or School facilities and each time a classroom is entered.
  - b. Every room with a sink shall be stocked with soap.
  - c. Every classroom shall be provided hand sanitizer.
  - d. Non-Classroom workspaces shall be provided hand sanitizer.
  - e. Hand sanitizer will be accessible in other high traffic areas on campus.

- f. All hand washing/hand sanitizing supplies noted above or otherwise provided shall be checked and restocked immediately as needed and prior to the beginning of each day.
4. If classrooms and/or workspaces are not already equipped with handwashing stations and are not within reasonable vicinity of an employee bathroom, then the District shall provide portable handwashing stations.
5. The District shall ensure that all classrooms, restrooms, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets and other high touch fixtures using the safest and most effective disinfectant necessary, as recommended by state and/or local health officials.
6. Upon notification that an employee or student has been infected with COVID-19, the District shall initiate contact tracing procedures by notifying the SCPHD. CSEA agrees to assist in whatever manner is necessary in this effort.
7. The District shall provide all unit members with information for locations that offer COVID-19 testing.
8. Employees shall receive COVID-19 related training during their work hours.
9. When the District requires a particular kind of facial covering or protective equipment the District will provide the appropriate personal protective equipment (PPE) to accommodate this requirement. Face shields shall be provided upon request for bargaining unit members in situations where SCPHD and State guidance so indicate, including situations where there is one-on-one instruction.
10. All District sites will be stocked with necessary supplies of cleaning materials, personal hygiene materials and personal protective equipment needed to meet with the requirements set forth in this agreement.
11. Schools and District Offices will be prepared with protective plexiglass as it becomes available. In the interim, all offices and classrooms will be reconfigured as necessary to align with State and SCPHD guidelines.

**D. Reporting Unsafe Conditions or Work Issues Related to COVID-19**

1. In the interest of protecting community and workplace health, all employees shall report, in writing, any unsafe condition in the working environment that comes to their attention, or work issue related to COVID-19 to the immediate supervisor without fear of discipline. The supervisor shall, within two (2) working days, respond in writing to the employee, with simultaneous copy to CSEA, stating what has been done to make the condition safe or, if no action will be taken, the reason(s) why. This method of resolving safety concerns shall not displace the right to file OSHA or other administrative complaints or to bring a grievance for violation of this agreement.

2. All employees shall have the right, without retaliation, to bring to the District's attention any working condition which they believe unreasonably presents a risk to health or safety, by notifying their supervisor in writing of such condition and the basis therefor. Employees may be directed to complete alternate work or work under modified conditions as directed until conditions are made safe for the completion of the original assignment, provided modification sufficiently addresses safety concern(s).
3. Concerns regarding lack of adherence to social distancing protocols by District staff; parents; volunteers, students or members of public should be directed to the unit member's immediate supervisor or Human Resources whenever appropriate.

**E. Workload and Staffing Ratios**

1. The District will develop reasonable staffing plans and use of equipment/supplies to ensure increased frequency of routine cleaning and disinfecting as well as social distancing.
2. Employees will be provided an opportunity to the give direct feedback to their supervisor on a daily basis regarding workload concerns and will make a good faith effort to resolve informally before escalating it to a grievance.

**F. Covid-19 Related Leaves:**

1) **The Families First COVID-19 Response Act ("FFCRA")**

The parties agree that to the extent an employee is taking leave under the Families First COVID-19 Response Act ("FFCRA"), whether it is for Emergency Paid Sick Leave or Emergency Family and Medical Leave, the employee may elect, to stack/top-off the amount of pay they receive under such laws by using their accrued paid sick time (and upon its exhaustion "Extended Sick Leave," where available and applicable), and/or vacation to receive up to 100% of the employee's normal earnings. *e.g. if an employee receives \$200 per day under the FFCRA and their regular pay is \$300 per day, they can use 1/3 of a day of such accrued time off to receive the additional \$100 and remain fully paid.* Notwithstanding the term of this agreement (Section K) below, this section shall remain in full force and effect through the date that the FFCRA expires (as of the signing of this agreement, that date is December 31, 2020).

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2) **Employee COVID-19 Related Medical Accommodations and Leaves**

- a. The District shall engage in the interactive process with employees who provide medical certification of an underlying health condition or that their age grouping may place them at a higher risk of severe illness if they contract COVID-19. The interactive process will include discussion of possible reasonable accommodations which will permit the employee to perform the essential functions of the job.

- i. CSEA acknowledges that some assignments due to medical accommodations may contain work which may be different than the duties listed in the employee's job description and may be ordinarily performed by job classifications which are at a higher or lower range.
  - ii. During the life of this agreement no employee with medical certification who is performing an alternate work assignment, pursuant to this section, shall receive a reduction in pay unless the only reasonable accommodation is to place the employee in a lower-paid classification. If the employees is placed in a higher paying job they will receive out of class pay consistent with the CBA.
- b. If the District is unable to accommodate an employee with an alternate work assignment pursuant to this section the employee may be eligible to utilize an applicable FFCRA paid leave option.
  - c. If an employee's paid FFCRA leave options have been exhausted and the District is unable to assign an alternative assignment, then the employee may elect to utilize District paid or unpaid leave consistent with the terms of the CBA.

### 3) **Childcare Related Accommodations and Leaves**

- a. Accommodations. An employee needing a childcare-related leave due to qualifying reasons under the FFCRA shall be entitled to such leave. If an employee's paid FFCRA leave options have been exhausted and the District is unable to assign an alternative assignment, then the employee may elect to utilize District paid or unpaid leave consistent with the terms of the CBA. COVID-19
  - i. CSEA acknowledges that some work assignments due to childcare accommodations may contain work which may be different than the duties listed in the employee's job description and may be ordinarily performed by job classifications which are at a higher or lower range.
  - ii. During the life of this agreement no employee who is performing an alternate work assignment, pursuant to this section, shall receive a reduction in pay unless the only reasonable accommodation is to place the employee in a lower-paid classification. If the employees is placed in a higher paying job they will receive out of class pay consistent with the CBA.
- b. Childcare Leaves. Bargaining unit employees may be eligible to utilize up to 12-weeks of paid leave, at 2/3 pay up to \$200 per day and \$12,000 in the aggregate (over a 12-week period—two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave), for the purposes of childcare in accordance is qualifying reason #5 of the FFCRA (see attached).



- i. The parties recognize and agree that employees may be permitted to utilize this type of FFCRA leave if a child's school is not necessarily "closed" but is "curtailed" (such situations where an employee must remain home to provide care to a child whose District is remote-learning).
- ii. Pursuant to Section F (1) of this agreement, an employee may utilize accrued sick leave (and upon its exhaustion "Extended Sick Leave," where available and applicable) or vacation to provide the employee with 100% of the employee's regular rate of pay.
- iii. The parties recognize that the District may request verification of a child's school closure, curtailment or remote-learning schedule.
- iv. Upon the expiration of the 12-weeks of FFCRA childcare leave or for childcare leave which may commence after December 31, 2020, the parties recognize that employees may use accrued sick leave (and upon its exhaustion "extended sick leave" where available and applicable) and vacation for childcare related reasons (e.g. closure or curtailment of a child's school, issues with caregiver provider, etc.).

4) **Family Care Related Accommodations and Leaves**

- a. Accommodations. An employee needing a family care-related leave due to qualifying reasons under the FFCRA shall be entitled to such leave. If an employee's paid FFCRA leave options have been exhausted and the District is unable to assign an alternative assignment, then the employee may elect to utilize District paid or unpaid leave consistent with the terms of the CBA. COVID-19
  - i. CSEA acknowledges that some work assignments due to family care accommodations may contain work which may be different than the duties listed in the employee's job description and may ordinarily be performed by job classifications which are at a higher or lower range.
  - ii. During the life of this agreement no employee who is performing an alternate work assignment, pursuant to this section, shall receive a reduction in pay unless the only reasonable accommodation is to place the employee in a lower-paid classification. If the employees is placed in a higher paying job they will receive out of class pay consistent with the CBA.
- b. Family Care Leaves. Pursuant to FFCRA qualifying reason #4 (see attached), bargaining unit employees may be eligible to utilize up to 80-hours of paid leave at 2/3 pay up to \$200 per day and \$2,000 in the aggregate (over a 2-week period) for the purposes of caring for an individual who is subject to quarantine or has

been advised by a healthcare provider to quarantine due to COVID-19 related reasons.

- i. Pursuant to Section K of this agreement, an employee may utilize accrued sick leave (and upon its exhaustion “Extended Sick Leave,” where available and applicable) or vacation to provide the employee with 100% of the employee’s regular rate of pay.
- ii. Upon the expiration of the two-week FFCRA paid leave or for similar leave which may commence after December 31, 2020, the parties recognize that employees may use sick leave (and upon its expiration “extended sick leave,” where available and applicable) and/or vacation for this purpose. This liberal leave usage policy shall also apply to employees who wish to remain home to take care of a family member whose health has been compromised due to COVID-19 related reasons. The District may require medical verification of such a condition and/or medical verification of the need for the employee to remain home to take care of their health-compromised family member.

**5. Other COVID-19 Absences:**

- a. When an employee is not permitted to work due to safety screening (e.g., high temperature or positive report of key symptom), or the employee reports to work and during their work shift, demonstrates COVID-19 symptoms which are unusual for that employee, the employee will be placed on paid or unpaid leave status until permitted to return to work, consistent with leave rights under the FFCRA and the CBA. If however an employee without COVID-19 symptoms is ready, willing, and able to work, but the site supervisor directs the individual not to work, then the employee will not be placed on unpaid leave.
- b. The use of sick leave to secure an individual’s own health, or the health of their family, shall not be grounds for discipline or negative evaluations.
- c. The Parties recognize that the District has the responsibility to provide accurate and complete information to the workers’ compensation authorities. District agrees not to contest workers’ compensation claims that are related to COVID-19 exposure at work.
- d. District will initiate the interactive process for employees whose physician designates them as “high risk” or “vulnerable” to COVID-19 symptoms, and consistent with identifying reasonable accommodations, may offer options (such as telework, modified job responsibilities) for these at-risk employees that limit their risk to exposure.
- e. The District will inform CSEA of any order to quarantine student cohorts; District personnel; and/or District facilities, in the event a quarantine order from the State,

or County Department of Public Health is issued, subject to the confidentiality rights of any individuals. The District will provide CSEA with the name of all school site location(s) ordered to quarantine.

- f. The District will inform CSEA as soon as practicable should it learn of a confirmed or likely COVID-19 infection of District employees or students and at which campus or worksite said infection was found. The District shall not be required to disclose any information which is considered private, such as personal, medical or confidential student information.
- g. The District shall work with any employee placed in quarantine following symptoms and/or exposure to a verified COVID-19 illness to identify any reasonable accommodations that can be made to enable the employee to continue to work remotely. If no such accommodation can be made, the employee shall be on paid leave for the duration of the quarantine order consistent with leave rights under the FFCRA and the CBA. Quarantine due to workplace exposure may be covered by workers compensation payments. If all such paid leave is exhausted, the employee's position will still be protected during any unpaid leave time that is necessary.

**G. Remote Work Assignments, Equipment and Services**

1. Remote Work Assignments.

Employees may be permitted to work remotely for some or all of their weekly working days depending upon District need, feasibility of performing work remotely, and availability of necessary equipment and materials, with approval from the District. If multiple employees in the same job classification and/or at the same worksite request remote work assignments and the District can accommodate some but not all of the requests, then preference will be given to employees in the following order:

- (1) First priority will be given to employees with underlying health conditions in accordance with Section F (2) of this agreement;
- (2) Second priority will be given to employees with childcare or family care related needs in accordance with Section F (3) and (4) of this agreement;
- (3) Third priority will be given to employees in other job classifications who have requested remote assignments and been approved by their Supervisor.

If multiple employees within the same classification (and/or at the same worksite) have been approved to work remotely, but employees are still needed to at a

worksite, the Supervisor shall rotate the remote work as equally as possible between the approved employees.

Employees authorized to work remotely who prefer to work on the premises may access and work from an assigned classroom/office workspace with approval of their supervisor. Such employees shall provide their work site schedule to their site administration. When employees report to a District worksite pursuant to this provision, they will inform the site supervisor and shall be responsible for following all safety and health requirements as set forth in this MOU.

2. Equipment and Services.

If an employee is approved or assigned to work remotely or who is permitted to work remotely due to a medical accommodation or family/childcare (pursuant to this agreement), employee may request from their supervisor equipment reasonably necessary to perform their work.

- i. In lieu of the District providing actual equipment and/or services to employees, the District will provide timely 100% reimbursement to employees for the purchase of reasonably necessary equipment or services consistent with the District's purchasing process. This shall include the requirement that, in advance of any purchase, written approval must be obtained from the employee's supervisor and the CBO or designee. After approval, requests for reimbursement must be submitted with an itemized receipt. Such reimbursement shall be compensated up to \$500 per unit member for the 2020-2021 school year.
- ii. Employees will be expected to keep equipment in good operational order and shall promptly return the equipment to the District upon the end of the remote work assignment.
- iii. The District shall provide all remote employees with written information from the District's Workers' Compensation provider regarding office ergonomics.

**H. Temporary Duties**

1. The District and CSEA acknowledge that California Education Code §45101(a) requires that all classified positions have a specific statement of the duties required to be performed. However, due to the current unforeseen and unprecedented nature for the current conditions CSEA and the District recognize that some CSEA bargaining unit positions may be asked to perform duties not currently contained within their current job description and are in agreement with the additional duties and other information set forth in the attached chart, "Reopening Schools 2020: POUSD/CSEA Classified Position Expectations."



**a. Reopening Schools 2020: POUSD/CSEA Classified Position Expectations**

Classified Position	In Person Expectations hours/days	Virtual Learning Hybrid Expectations	Potential Additional Duties Assigned
Office Managers	Regular Hours	same assigned	Temperature Monitoring Assistance with office cleaning Enforcement of safety precautions
Health Tech	Regular Hours (subject to change)	same assigned	Temperature Check Monitor Isolation Room Assistance with classroom cleaning Enforcement of safety precautions
Daytime/Evening Custodians	Regular Hours	same assigned	COVID-19 compliant cleaning procedures (ie. sanitization, check-off list, etc) Enforcement of safety precautions
Program Assistants/SA I	Regular Hours (subject to change)	same assigned	Temperature Monitoring Supervision of students in ingress/egress Remote or in person support of students in Virtual Learning Distribution food service items Assistance with classroom cleaning Enforcement of safety precautions
Specialized Assistants II (SDC, RSP)	Regular Hours	same assigned	Temperature Checks Supervision of students in ingress/egress Remote or in person support of students in Virtual Learning Distribution food service items Assistance with classroom cleaning Enforcement of safety precautions
Food Service Cashiers/Food Service Workers	Regular Hours (subject to change)	same assigned	Temperature Checks Supervision of students in ingress/egress Remote or in person support of students in Virtual Learning Assistance with cleaning Enforcement of safety precautions
Maintenance	Regular Hours	same	COVID-19 compliant cleaning procedures (ie. sanitization, check-off list, etc) Enforcement of safety precautions
District Office Staff	Regular Hours	same assigned	Temperature Checks Assistance with cleaning Enforcement of safety precautions
Outreach Worker	Regular Hours	same assigned	Temperature Monitoring Supervision of students in ingress/egress Remote or in person support of students in Virtual Learning

			Distribution food service items Assistance with cleaning Enforcement of safety precautions
Technology Coordinator  Technology Technician	Regular Hours (subject to change)	same assigned	Additional Technology Support Temperature Monitoring Supervision of students in ingress/egress Remote or in person support of students in Virtual Learning Assistance with cleaning Enforcement of safety precautions

The District and CSEA agree this is a temporary solution to a current need and shall not be considered a waiver of CSEA’s rights to negotiate the transfer of duties as required by law. This also shall not be considered precedent setting for either party. The effects of all temporary transfer of duties shall be negotiated.

**I. School Closures, curtailment or modification:**

Should the District be directed by the State or Sonoma County Health Officers to close, curtail or modify instruction for some or all schools or worksites due to a surge of the COVID-19 in the County, or the District Board of Education otherwise orders such closure, curtailment, or modification, and the impact is there are no work assignments for some or all active bargaining unit employees, the Parties shall as soon as practicable meet and negotiate the impact and effects upon bargaining unit employees.

**J. Enforcement**

It is the Parties' mutual intent to expeditiously, efficiently, and effectively address any issues or concerns as they arise. The Parties recognize and acknowledge that COVID-19 conditions and altered working conditions as a result are fluid and potentially change rapidly. The Parties commit to each other that the best interests of students, compliance with the law, service to the school community, and health and safety are paramount interests, and they pledge to cooperate in addressing and resolving problems as collaboratively and timely as possible. Any alleged violation, misinterpretation, or misapplication of the terms of this Agreement shall be subject to the grievance provisions of Article 11 in the Collective Bargaining Agreement.

**Term of Agreement**

1. This agreement shall terminate on June 30, 2021, unless the Parties mutually agree to terminate the agreement earlier. Should any relevant changes be made to the State Health Order or the Sonoma County Health Orders, the Parties will meet and negotiate any impacts upon working conditions, upon request of either Party. The Parties will meet and negotiate if any County, State or Federal legislation is newly enacted, amended or extended which pertain to employee leave rights during the COVID-19 pandemic (e.g. amendment or extension of the existing FFCRA or entirely new legislation).

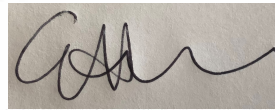
FOR DISTRICT:



Tina Rasori, Superintendent

Date: 7/24/20

FOR CSEA:



Emily Tunheim, Chapter President

Date: 7/27/2020

FOR ASSOCIATION:



Leslie Perry, LRR

Date: 7/24/2020

**Qualifying Reasons for Leave:**

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

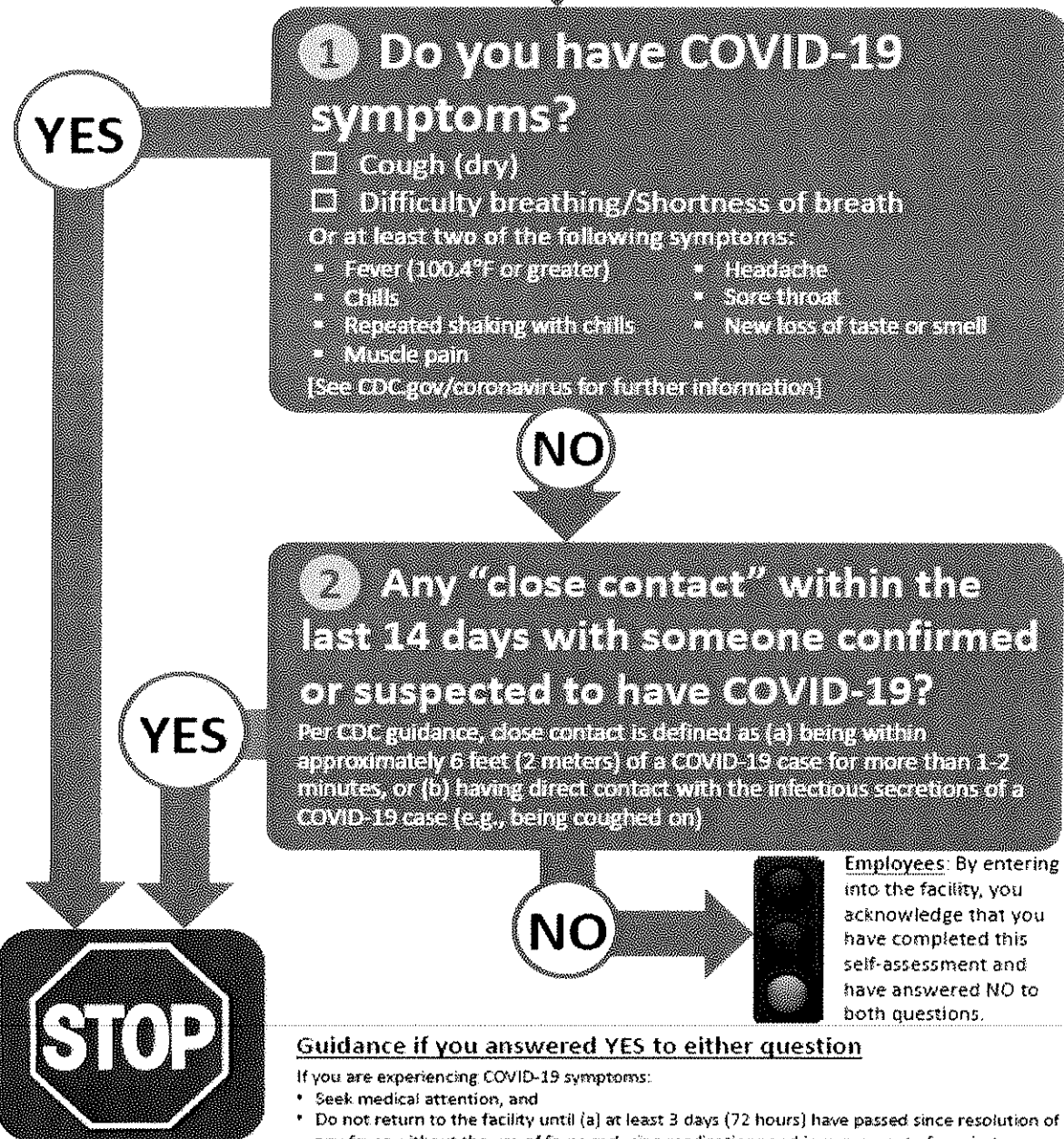
Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.



# COVID-19 DAILY SELF-ASSESSMENT

All employees, contractors, or other visitors should perform this daily.

START



**Do Not Enter the Facility**



**Employees:** By entering into the facility, you acknowledge that you have completed this self-assessment and have answered **NO** to both questions.

### Guidance if you answered YES to either question

If you are experiencing COVID-19 symptoms:

- Seek medical attention, and
- Do not return to the facility until (a) at least 3 days (72 hours) have passed since resolution of any fever without the use of fever-reducing medications and improvement of respiratory symptoms and (b) at least 7 days have passed since symptoms first appeared.

If you have had “close contact” in the last 14 days with someone diagnosed with COVID-19, please do not return to the facility for at least 14 days following your most recent close contact.

If, based on this self-assessment, it is not appropriate for you to enter the site, please contact your supervisor if you are an employee. Non-employees should communicate with their site contact.

Version Date: 5/1/2020

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
PINER-OLIVET UNION SCHOOL DISTRICT  
AND  
PINER-OLIVET EDUCATORS' ASSOCIATION  
REGARDING THE COVID-19 PANDEMIC AND SCHOOL OPENING DURING THE 2020-2021  
SCHOOL YEAR.**

**EFFECTIVE AS OF JULY 1, 2020**

Piner-Olivet Union School District (POUSD) and Piner-Olivet Educators' Association (POEA), jointly known as the Parties ("Parties") enter into this Memorandum of Understanding ("MOU") regarding the issues related to COVID-19 and the opening of schools virtually during the 2020-2021 school year. The Parties shall reconvene as soon as practical following the start of the 2020-21 school year once virtual learning is underway, in order to complete negotiations on the impacts on working conditions of a change from 100% Virtual Learning to a hybrid or in-person model.

The "Navigating a Safe Return to School: POUSD Fall Re-Opening Plan", presented to the POUSD Board on July 7, 2020, is the articulation of a vision, not a binding document. It shall not be used as a directive to unit members to work beyond the scope defined within the POUSD and POEA Collective Bargaining Agreement and MOU. The POUSD and POEA Collective Bargaining Agreement and MOU shall be used as the basis of any unit member discipline, and as a standard for evaluations. The Re-Opening Plan shall not be used as a precedent beyond the 2020-2021 school year.

As of the date of this MOU, the Parties recognize that the COVID-19 pandemic necessitates significant modifications to the operation of schools to minimize the health risks associated with COVID-19 infection for all students, their families, and staff while also providing equitable access to education for students.

The Parties acknowledge that students and staff may need to self-quarantine, become quarantined, and/or the District may need to close a learning cohort or close school(s) on an emergency basis to slow the spread of infection and illness arising from COVID-19 during the 2020-2021 school year.

As a minimum standard, the Parties shall adhere to the State's and Sonoma County's highest protective standards of student, educator and community health of the COVID-19 guidelines, directives, and requirements as of August 1, 2020, issued by the Centers for Disease Control and Prevention ("CDC"), California Department of Public Health ("CDPH"), the California Department of Education ("CDE"), and the Sonoma County Public Health ("SCPH") department. The parties agree to meet as soon as possible if necessary, to negotiate the impact and effects of any changes in working conditions as a result of revisions or updates to those guidelines. The parties will adhere to the Sonoma County Roadmap to Safe Reopening as of the document

dated July 8, 2020. (see link)

[https://www.scoe.org/blog\\_files/Sonoma%20County%20Road%20Map%20to%20Safe%20Reopening%20FINAL%20v5.pdf](https://www.scoe.org/blog_files/Sonoma%20County%20Road%20Map%20to%20Safe%20Reopening%20FINAL%20v5.pdf)

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the Collective Bargaining Agreement between the Parties that are in conflict for the duration of this MOU, or until modified by mutual agreement of the District and the Association. The Parties affirm the obligation to comply with all provisions of the Collective Bargaining Agreement (“CBA”) not in conflict with this MOU. Further, the Parties affirm that all provisions of the Educational Employment Relations Act (“EERA”) *California Government Codes 3540 et seq.* apply and remain in effect, and further affirm that the provisions of this MOU are intended to comply with, and shall be interpreted consistently with the requirements of law including but not limited to SB 98 (2020) and the Individuals with Disabilities Education Act (IDEA).

The Parties agree to the following:

## **1.0 DEFINITIONS**

1.01 “Classroom” – is any academic, learning, assessment, or instructional space used by students, certificated, classified, parents, administrators, or other adults on a school campus. This applies to both indoor and outdoor learning spaces, and includes libraries, computer or scientific laboratories, study halls, or any other common space on a school campus.

1.02 “Common Equipment” – is any school equipment or structures that is designed to be used or shared by more than one individual. This includes, but is not limited to, technology, books, computers, recess/playground equipment, physical education equipment, pens, pencils, etc.

1.03 “Common Space” – is any indoor or outdoor space on a school campus designed or commonly used by more than one group of individuals. This includes, but is not limited to, school offices, nurse stations, playgrounds, blacktops, quads or outdoor gathering spaces, hallways, bathrooms, etc.

1.04 “Face Coverings” – cloth face coverings or masks as recommended by the CDC, state, and local public health guidance to ensure the State’s and SCPH’s highest protective standards of student, educator and community are adhered to.

1.05 “Hand Sanitizer” – this product must contain at least 60% alcohol. Ethyl alcohol is preferred and should be used when there is the potential of unsupervised use by children.

1.06 “Personal Protective Equipment” – this refers to equipment that is used to limit or prohibit the transmission or infection of COVID-19 from person to person. It is also commonly referred to as Essential Protective Equipment or Essential Protective Gear

and includes face coverings, masks, N95 masks, face shields, neck guards, barriers, gloves, goggles, etc.

1.07 “Physical Distancing” – also known as social distancing to help decrease the spread of the virus by increasing the space between people to at least six (6) feet and reducing the number of different people with whom a person interacts. However, unless there is mutual agreement to change the distancing guidelines, the six (6) feet guidelines shall remain in place.

1.08 “Virtual Learning” means distance learning, i.e., instruction in which the pupil and instructor are in different locations, and pupils are under the general supervision of a District teacher.

## **2.0 Meetings and Gatherings**

2.01 The parties intend that all meetings shall be held virtually during 100% Virtual Learning (including but not limited to, staff meetings, 504s, IEPs, SSTs, professional development, committee meetings, district meetings, staff gatherings, parent meetings, and parent-teacher conferences). However, such meetings shall be conducted in person if required by law; the parties agree to meet in advance in case circumstances arise affecting this. Unit members shall reserve the right to attend all meetings virtually. All meetings shall be scheduled during non-instructional time.

2.02 Large in-person gatherings (i.e. school assemblies) are prohibited, unless the parties have reconvened to address large in-person gatherings in the event applicable health guidelines change and have agreed they may be held.

2.02.1 Back-To-School Night, Open House, and in-person Promotion/Graduation meetings or ceremonies shall be held virtually for the 2020-2021 school year.

2.03 Notwithstanding sections 2.01 and 2.02, all other provisions of the CBA regarding meetings apply.

## **3.0 Air Ventilation and Filtration**

3.01 The District shall ensure all HVAC systems operate on the mode which delivers the most fresh air changes per hour, including disabling demand-controlled ventilation, and open outdoor air dampers to the maximum capacity that an individual HVAC unit can handle without damage.

3.01.1 Air filters shall be MERV-13 at locations where HVAC units can accommodate this filter they shall be changed at the recommended intervals. No unit member will be required to work in a room without MERV-13

or comparable filtration. The District shall identify specific units that can accommodate MERV-13 and those that cannot accommodate MERV-13. This information will be provided prior to the first day of instruction.

3.01.2 A log of each site's completed HVAC filter change will be maintained and available to each site's Association representative.

3.01.3 Portables and/or other rooms without adequate central HVAC and windows or doors that open directly to the outside, shall be equipped with low noise HEPA air filters with a large enough capacity and flow rate for the square footage of the room.

3.02 The Parties affirm that public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air. All locations with functioning windows shall be encouraged to keep them open depending on weather, temperature, or air quality conditions.-

#### **4.0 Health Screening, Testing, Notification, and Contact Tracing**

4.01 The District shall require that all employees and visitors conduct a daily self-assessment for symptoms associated with COVID-19 infection prior to entering school. Non-unit District employees and/or the District nurse shall perform temperature checks prior to employees and/or visitors entering campuses.

4.01.1 Health screening, testing, notification, and quarantine protocols and procedures will be created prior to in-person learning occurring.

4.01.2 All students and staff will be trained on these protocols and procedures prior to in-person and/or hybrid learning occurring.

4.02 Staff and visitors with any symptoms consistent with COVID-19 or who have had close contact with a person with COVID-19 shall not be permitted on District sites.

4.03 Upon notification that an employee, visitor, or student has been infected with COVID-19, the District shall initiate contact tracing procedures by notifying the Sonoma County Department of Health Services, which shall direct notification of all persons who may have come in contact with the infected individual. The District shall notify the Association President of the location(s) where the infected individual was present on the school campus during the suspected incubation/active infection period.



## 5.0 VIRTUAL LEARNING

5.01 Consistent with *Education Code Section 43503* as amended by SB 98, if as a result of the orders and guidelines issued by the CDC, state, or local public health officers, the District is unable to provide a safe and healthy in-person learning environment for all students, distance learning may be offered for students.

5.02 Regardless of the District's ability to operate in-person learning, virtual learning is permitted five days per week for students who are medically fragile or would be put at risk by in-person learning instruction, or who are self-quarantining because of exposure to COVID-19.

5.03 Under a 100% virtual learning model all students will receive synchronous and asynchronous instruction and content five days per week through virtual learning. The lesson design and type of instruction provided shall be at the discretion of the classroom teacher consistent with existing practices and policies on District and site supervision input and guidance.

5.03.1 All content shall be aligned to grade-level standards that is provided at a level of quality and intellectual challenge substantially equivalent to in-person instruction.

5.03.2 All students will receive 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 and consistent with this MOU.

5.03.3 This daily live interaction shall be designed to meet the needs of students.

5.03.4 If daily live interaction is not feasible as part of regular instruction, the District shall develop, with input from parents, the Association, and other stakeholders, an alternative plan for frequent live interaction that provides a comparable level of service and school connectedness. Alternative plans shall not require unit members to work beyond their contract hours without their consent.

5.04 The District shall ensure equitable access to education for all students and shall confirm and/or make provisions so that all pupils have adequate access to connectivity and technological devices to participate in the educational program and complete assigned work.

5.05 The District shall provide academic and other supports in virtual learning that are designed to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, pupils with exceptional needs, pupils in foster care or experiencing homelessness, and pupils requiring mental health support.

5.05.1 In order to provide equitable access to the educational program, special education and other related services, for pupils with an individualized education plan (IEP), the District shall ensure that all IEPs can be executed in a virtual learning environment.

5.06 According to *Education Code 43501* as amended by SB 98 the minimum daily instructional minutes for grades TK-K (180 daily minutes), 1-3 (230 daily minutes), and 4-12 (240 daily minutes) are in effect for the 2020-2021 school year.

5.06.1 When providing virtual learning, academic content, classwork, independent work, assignments, projects, synchronous instruction, asynchronous instruction, and live interaction shall all be combined to meet the daily minimum minutes per grade level. Daily lesson plans, assessments, and instructional methodologies used shall be at the discretion of the classroom teacher, consistent with existing practices and policies on District and site supervision input and guidance.

5.07 Bargaining unit members shall determine the means and methods for providing virtual learning based on appropriate standards-based instruction, their resources, and their students' abilities to access the curriculum, consistent with existing practices and policies on District and site supervision input and guidance. Bargaining unit members shall be responsible for planning appropriate standards-based instruction, responding to parents and students in a timely manner, supporting diverse learners, building rapport and connections with students, regularly monitoring student work completion and participation, providing students feedback, and reporting non-participation to the site administrator for additional outreach and follow-up.

5.08 Bargaining unit members are expected to work and be available during their normal contractual workdays. To provide students and parents with consistency and to avoid conflicts, office hours/interactive instruction shall be scheduled during the same times each week. Bargaining unit members shall have time each week designated to provide student support, feedback, and clarification and may be conducted via phone, email, and/or other virtual platforms.

5.09 Interactive instruction should include content that requires student interaction with their teacher/classmates, content that engages a student in making a response, content that engages students in a visual way, and provides the bargaining unit member opportunities to provide the student encouragement and feedback.

5.10 Bargaining unit members providing service in a total (non-hybrid) virtual learning model may work remotely or may access and work from their assigned classroom/office workspace as they deem necessary. Site administrators may request notice from members who may be coming to a worksite. Unit members will use reasonable efforts to comply. Bargaining unit members shall check in upon arrival to any District site and shall be responsible for following all safety and health requirements as set forth in this MOU.

5.11 Members shall not be required to record lessons or live instruction. Any recording of live/synchronous virtual instruction is required to have the consent of the teacher and the principal.

5.12 The District shall provide all bargaining unit members the necessary equipment and supplies in order to provide virtual learning, including but not limited to technology, laptop computers, display boards, video/recording devices, headphones, and any other items normally provided during in-person learning, as requested.

## **6.0 Virtual Learning Accountability Requirements**

6.01 Unit members and the District shall document participation and daily attendance for each pupil on each school day, in whole or in part, for which virtual learning is provided.

6.01.1 Teachers shall take daily attendance using the District student information system. Teachers shall collect evidence of daily participation by students in virtual learning using the categories described below and shall be prepared to present it when reasonably requested. Student non-participation shall be reported to site administration.

6.01.1.1 evidence of participation in online activities;

6.01.1.2 completion of regular assignments and/or assessments; and

6.01.1.3 contacts between employees of the District and pupils or parents or guardians.

6.01.2 The District shall develop written procedures for tiered re-engagement strategies for all pupils who are absent from distance learning for more than three school days or 60% of the instructional days in a school week. Following the teacher's attempt to re-engage pupils, these procedures shall require school site administrators or non-certificated District staff to make contact with the pupil's parents or guardians pursuant to the requirements of *Education Code Sections 43504(f)*.

6.01.3 Classroom teachers shall regularly communicate with parents and guardians regarding a pupil's academic progress consistent with established practices and procedures for traditional in-person learning.

## **7.0 LACK OF SUBSTITUTE COVERAGE**

7.01 In the event a virtual class is without a teacher or a substitute teacher, the school site administrator will cover the class or assign appropriate coverage from the bargaining unit not primarily assigned to teach a virtual class to provide any necessary instructional minutes to students, to provide daily live interaction, or to assist students as needed.

7.02 If no certificated bargaining unit member is available to provide substitute teaching coverage, the cohort may be instructed by an administrator until such time as a bargaining unit member or certificated substitute teacher becomes available. Classified employees shall not substitute teach a cohort or virtual class but may be used to assist students already assigned work by their regular classroom teacher.

## **8.0 Classroom Preparation Days and Professional Development**

8.01 In addition to what is already provided for in the CBA, bargaining unit members shall be provided one additional Classroom Preparation Day prior to the start of the return of students. This day shall be a non-student day with no school site meetings or trainings, to allow unit members to prepare their classroom spaces for in-person and/or virtual learning.

8.02 Prior to the start of students on August 17, 2020, there shall be two and a half (2.5) days of Professional Development and Training and two and a half (2.5) days of Teacher preparation days, including the day referenced above in 8.01.

8.03 The shortened Wednesday schedule will be followed for 2020-2021 school year, with rotation to include teacher-directed times, professional development, and staff meetings. Optional "Wired Wednesday" professional developments will also be offered during teacher-directed times.

8.04 Unit members shall report to work according to the bargaining unit member start time in the CBA or consistent with past practice.

8.05 In accordance with POUUSD's and POEA's mutual desire to maintain the highest level of safety standards possible, during 100% Virtual Learning distribution of students supplies and material shall be kept to a minimum. All distribution of materials shall be scheduled and coordinated by the site administrator. Materials such as technology devices which may be used by another student will be sanitized before re-distribution.

8.06 All student supplies and materials distributions shall be done by site administrators. Unit members will not be required to distribute supplies and materials; those doing so shall coordinate with the site administrator.

8.07 Any and all in-person adjunct duties, committee assignments, or extra-duty positions shall be cancelled unless such duties, assignments, or positions can be reasonably performed in a virtual setting.

## **9.0 2020-2021 Academic Calendar**

9.01 The Parties agree to meet immediately to review and revise the current 2020-2021 school year calendar to schedule all necessary days based on the academic instructional model(s) adopted by the Board.

9.02 The first day of instruction on August 17, 2020 under 100% Virtual Learning will include a teacher-led orientation for parents and students to virtual learning, learning platforms, software programs, etc.

## **10.0 Training Days or Hours**

10.01 Unless already provided for in the CBA, no more than two (2) additional Training Days or equivalent work hours shall be required by the District. Any days added to the total work year shall be compensated consistent with past practice.

10.02 One hour regularly scheduled office hours during the teacher workday on Monday, Tuesday, Thursday and Friday.

10.03 Wednesdays during Virtual Learning:

1. Up to morning break shall be instructional and directed student time.
2. After break shall be teacher directed District grade level planning, teacher directed site level planning, teacher planning and/or collaboration time.
3. After lunch, follow shortened Wednesday schedule.

## **11.0 LEAVES/ACCOMMODATIONS**

11.01 The Family First Coronavirus Response Act (FFCRA, expiring 12/31/20) provides for qualifying leaves in addition to those leaves already provided pursuant to law and the Collective Bargaining Agreement. These leaves can be used in addition to or instead of a unit member's regular leave options, depending on whether certain criteria are met as set forth in the FFCRA.



## **12.0 TRANSFERS AND ASSIGNMENTS**

12.01 The following procedures shall apply to the assignment of distance learning remote work:

12.01.1 The District shall post and notify all bargaining unit members of remote assignment vacancies via district email. Vacancies shall also be posted on the District website. The vacancy shall contain the title and brief description of the position, the credential requirements for the position, and a closing date which is at least three (3) instructional days following the posting date.

## **13.0 PAY AND BENEFITS**

13.01 Unit members shall continue to receive their contractual compensation and benefits provided they are performing duties as assigned and consistent with the rights and responsibilities set forth in this MOU. If extracurricular duties can still occur remotely, bargaining unit members shall continue to receive stipends and/or additional pay, as provided for under the collective bargaining agreement.

13.02 Reimbursement to bargaining unit members for reasonable costs associated with purchasing equipment, improving home internet bandwidth, or instructional materials not provided by the District directly related to providing virtual learning shall be made consistent with the District's purchasing process. This shall include the requirement that, in advance of any purchase, written approval must be obtained from the principal, and from the CBO or designee. After approval, requests for reimbursement for the supplies and equipment must be submitted with an itemized receipt. Such reimbursement shall be compensated up to \$500 per unit member for the 2020-2021 school year.

## **14.0 EVALUATION**

14.01 Article XI of the CBA on Evaluations remains in effect except as set forth herein. Evaluation forms for the 2020-2021 school year shall include preprinted prominent notation that the evaluation is to be viewed in the context of working under the COVID-19 pandemic, which has greatly affected teaching and working conditions. These circumstances shall be considered and documented in the final evaluation document. Administrators retain the right to visit in-person classes. Upon notification in advance, administrators will be provided access both to learning platforms and to virtual classes when the unit member is engaged in live instruction, in order to support teachers with growth in instructional practices.

## **15.0 SPECIALISTS/ELECTIVES**

15.01 Specialists and elective teachers shall prepare daily lesson plans based on academic content standards that provide an equivalent level of rigor as in-person learning for stable student cohorts engaged in virtual learning.

15.02 Daily work schedules, for programs other than regular daily instruction, shall be provided by the District or school site administration.

15.03 Until a transition to hybrid or in-person instruction occurs, assignments that typically have large performance-based classes (e.g., music) shall be taught virtually.

## **16.0 SPECIAL EDUCATION, COUNSELORS, AND PSYCHOLOGISTS**

16.01 The District and POEA agree to meet via video or tele-conference at the request of either party to address implementing guidance from the CDE and/or federal Department of Education in order to provide equitable and appropriate education for students with special needs. The Parties intend to protect the health of all unit members and see that special education services remain consistent with the requirements of the IDEA, and in compliance with Education Code 56345 as amended by SB 98.

16.02 Special education teachers will meet the needs of their students, working on progress towards IEP goals, through the use of a virtual platform. During 100% virtual learning, the parties intend that meetings will be held virtually unless such meetings are required by law to be in person; the parties agree to meet in advance in case circumstances arise affecting this. Services pursuant to an IEP may be required by law to be in-person. Unit members shall reserve the right to attend all meetings virtually. Lessons will be adapted to meet the needs of students in a digital learning environment and ensure that lessons and activities are appropriate, as documented in the student's IEP.

16.03 Related Service Providers (Adaptive PE, OT, etc.), will prepare appropriate virtual learning activities that can be performed at home, if feasible and consistent with the requirements of Section 5.05.

16.04 Virtual tools shall be used to hold necessary IEP meetings and to meet and collaborate on a student's IEP. The parties intend that during 100% virtual learning, meetings shall be held virtually unless required by law to be in person; the parties agree to meet in advance in case circumstances arise affecting this. Members will be consulted regarding their availability prior to the scheduling of an IEP. Unit members shall reserve the right to attend all meetings virtually.

16.05 During 100% virtual learning, School Psychologists shall provide virtual and/or telephone appointments for students for social emotional and/or behavioral needs as deemed necessary by the psychologists, as well as communicate with families to provide support. Any appointments scheduled shall be conducted by telephone or virtual tools.

16.06 During 100% virtual learning, Counselors shall provide virtual or telephone appointments to students for academic counseling, monitoring, and guidance. These appointments or conversations shall be conducted via email, telephone, or other virtual tools, as appropriate.

16.07 During 100% virtual learning, Speech and Language Pathologists shall provide individual and/or group virtual lessons. These lessons shall be conducted via email, by telephone, or other virtual tools, as appropriate.

## **17.0 PUPIL PERSONNEL SERVICES STAFF AND OTHER STAFF NOT ASSIGNED A CLASS ROSTER**

17.01 All certificated bargaining unit members not assigned as a classroom teacher and other staff working in these positions (including but not limited to counselors, speech-language pathologists, psychologists, social workers, teachers on assignment, academic coaches, and nurses) shall maintain all physical distancing, PPE and safety requirements in this MOU.

17.02 During 100% virtual learning, Staff described in Section 17.01 shall provide their services virtually.

17.03 Physical distancing and PPE requirements are to be maintained in all workstations and office settings. If physical distancing of 6 feet is not possible due to office/room size limitations, and in order to maintain student confidentiality or privacy, alternative and effective safety devices shall be used such as plexiglass barriers and/or face shields with neck drapes. Time spent in proximity of less than six (6) feet between individuals shall be minimized to the extent possible and strictly limited to no more than 15 (fifteen) minutes daily.

## **18.0 COVID-19 EXPOSURE AND COHORT/SCHOOL SITE CLOSURE**

18.01 Staff, administrators, and visitors who are sick are expected to remain home and shall not be permitted on a District site while sick.

18.02 The District will work with the SCPH Sonoma County Department of Health Services to ensure that all staff and students being quarantined are given information or other resources on how to properly quarantine and provide access to medical professionals if illness manifests itself.

18.03 Upon direction by the State of California or SCPH, the District shall close the entire school site or entire District as necessary and the academic program shall transition to a total virtual learning model until such time as it is deemed reasonably safe to return to an in-person or hybrid learning model.

18.04 All closed classroom spaces, worksites, rooms, school sites, or other District facilities shall be thoroughly cleaned and disinfected prior to being re-opened for in-person learning.

18.06 The District shall communicate any and all decisions about closures and re-opening to all bargaining unit members at a school site or district wide as appropriate. Such communication shall be by email or by telephone.

## **19.0 TRAINING**

19.01 Consistent with SB 98 requirements and SCPH, CDC, and state guidelines, all staff unit members shall be trained in the COVID-19 related topics and protocols that are relevant for the duties of their positions, including but not limited to:

19.01.1 Reinforcing the importance of health and safety practices and protocols;

19.01.2 Cleaning and disinfecting protocols;

19.01.3 Physical distancing requirements, personal protective equipment, and stable classroom cohort protocols;

19.01.4 Health screening protocols and procedures;

19.01.5 Protocols on responding to individuals who manifest symptoms associated with COVID-19 while at school;

19.01.6 Protocols on responding to individuals with a family member or someone in close contact with a student or staff member who tests positive for COVID19;

19.01.7 Protocols on responding to a student or staff member testing positive for COVID-19; and

19.01.8 Any other orders or guidelines in operation at a District site with which a bargaining unit member is expected to understand and comply.

19.02 The District shall provide appropriate software and training for bargaining unit members required to engage with students in a virtual setting either as part of in-person learning, virtual learning, or a hybrid model.

## **20.0 ACCESS LIMITATIONS AND ASSOCIATION RIGHTS**

20.01 The District shall develop and implement a plan to minimize access to school sites, and limit non-essential visitors, facility use permits, and volunteers.

20.02 The Association's rights of access shall not be limited by the above except to the extent consistent with safeguarding the health and safety of students and staff, consistent with Sonoma County Roadmap to Safe Reopening as of July 8, 2020.

## **21.0 GRIEVANCE AND EXPEDITED ARBITRATION**

21.01 While all provisions of this MOU are subject to the negotiated grievance procedure in the CBA, it is the Parties' mutual intent to expeditiously, efficiently, and effectively address any issues or concerns as they arise. The Parties recognize and acknowledge that COVID-19 conditions and altered working conditions as a result are fluid and potentially change rapidly. The Parties commit to each other that the best interests of students, compliance with the law, service to the school community, and health and safety are paramount interests, and they pledge to cooperate in addressing and resolving problems as collaboratively and timely as possible.

21.02 Due to the potential urgency of disputes that cannot be resolved as set forth above, and that are connected to providing and maintaining safe and healthy schools for all students, staff, and their families, according to the provisions of this MOU, an expedited arbitration process may be requested by either Party. If so requested, the expedited process can be initiated only into by mutual agreement of both Parties, to proceed as follows:

21.02.1 The expedited process will skip all levels after an informal conference and move directly to binding arbitration before an arbitrator mutually selected by the Parties.

21.02.2 At least ten (10) workdays prior to the hearing, the Parties shall exchange a list of witnesses each intends to call as well as any documents or other material the party expects to be introduced not previously provided.

21.02.3 Time limits for the hearing shall be mutually agreed upon by the Parties. The following shall be prohibited unless required by the arbitrator for a written decision: written briefs, court reporters and electronic transcription.



21.02.4 The arbitrator shall issue oral decisions at the close of the hearing unless the parties mutually request a written decision, and decisions of the arbitrator shall be binding and final and shall not constitute precedent in other cases.

21.02.5 Each party shall bear its own expenses, and the arbitration fees shall be shared equally by both parties.

## **22.0 CONSULTATION RIGHTS AND RESERVE RIGHT TO FURTHER NEGOTIATE**

22.01 The District and Association agree to meet monthly if needed during the pandemic to discuss issues that arise in connection with this MOU or COVID-19 conditions affecting the workplace. The Association retains the right to consult on textbooks, curricula, educational methods, standards, and assessments. The Parties share the goal of evaluating the instructional models being used and to improve student learning outcomes. The Association may select a representative from each school site. The Association team shall meet virtually with a District team of three to four members in a consultation committee. Meetings shall be conducted pursuant to agendas set jointly in advance by the Parties, and held at mutually-agreeable times.

22.02 The District shall consult with teachers and POEA in developing its “Learning Continuity and Attendance Plan” for the 2020-2021 school year as required by SB 98. The District shall provide a copy of the “Learning Continuity and Attendance Plan” in draft format at least 24 hours prior to adoption of the plan by the Board of Trustees.

22.03 The District shall provide all bargaining unit members at a school site with the District COVID Coordinator's name, cell phone number, and work email address designated as the single point of contact who will work with Sonoma County Department of Health Services based on Sonoma County Roadmap to Safe Reopening as of the (July 8, 2020)

22.04 Due to the evolving nature of the pandemic, the Association reserves the right to negotiate safety and/or any impacts and effects related to the COVID-19 pandemic as needed.


## **23.0 DURATION**

23.01 The Parties share joint interests in keeping communications open and working collaboratively for the benefit of students, staff, parents, and the District community as events continue to unfold during the pandemic.

23.02 This MOU shall expire in full without precedent on June 30, 2021 unless extended by mutual written agreement of the Parties.

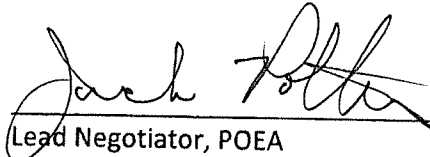
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**FOR THE DISTRICT:**

  
\_\_\_\_\_  
Superintendent, POUSD

8/10/2020  
Date

**FOR THE ASSOCIATION:**

  
\_\_\_\_\_  
Lead Negotiator, POEA

8/10/2020  
Date

**PINER-OLIVET UNION SCHOOL DISTRICT**  
**DISTRICT INCLUDING OLIVET AND SCHAEFER CHARTER SCHOOLS**  
**MULTI-YEAR PROJECTION FOR BUDGET YEAR 2020-2021**  
**BASED ON GOVERNOR'S ADOPTED STATE BUDGET FOR 2020-2021 UPDATED FOR 0% COLA**  
**BASIC AID SUPP FUNDING @ \$2,300,000 IN 2020-2021, 2021-2022 AND 2022-2023**

		Budget 2019-2020 All K-6 Schls	Budget 2020-2021 Unrestricted	Budget 2020-2021 Restricted	Budget 2020-2021 Total	Difference Between Totals	Budget 2021-2022 Unrestricted	Budget 2021-2022 Restricted	Budget 2021-2022 Total	Difference Between Totals	Budget 2022-2023 Unrestricted	Budget 2022-2023 Restricted	Budget 2022-2023 Total	Difference Between Totals
<b>A. REVENUE</b>														
State Aid Revenue - LCFF	8000-8089	10,659,939	10,845,936	0	10,845,936	185,997	10,790,541	0	10,790,541	-55,395	10,577,276	0	10,577,276	-213,265
Other State Aid Revenue/Tsf to Charters	8090-8099	155,304	0	155,304	155,304	0		155,304	155,304	0	0	155,304	155,304	0
Federal Revenue	8100-8299	809,524	0	1,218,628	1,218,628	409,104	0	573,234	573,234	-645,394	0	573,234	573,234	0
Other State Revenue	8300-8599	941,056	157,182	604,641	761,823	-179,233	156,189	531,039	687,228	-74,595	149,441	529,224	678,665	-8,563
Local Revenue	8600-8799	883,393	639,742	293,680	933,422	50,029	639,742	292,399	932,141	-1,282	639,742	292,399	932,141	0
Transfers In	8800-8979	675,000	675,000	0	675,000	0	675,000	0	675,000	0	675,000	0	675,000	0
<b>Total Revenue</b>		<b>14,124,216</b>	<b>12,317,860</b>	<b>2,272,254</b>	<b>14,590,114</b>	<b>465,898</b>	<b>12,261,472</b>	<b>1,551,976</b>	<b>13,813,448</b>	<b>-776,666</b>	<b>12,041,459</b>	<b>1,550,161</b>	<b>13,591,620</b>	<b>-221,828</b>
<b>B. EXPENDITURES</b>														
Salaries - Certificated	1000-1999	4,866,862	4,712,209	621,444	5,333,653	466,791	4,843,021	516,978	5,359,999	26,347	4,882,634	529,282	5,411,917	51,918
Salaries - Classified	2000-2999	1,902,823	1,292,709	644,703	1,937,412	34,589	1,397,916	509,074	1,906,990	-30,422	1,415,398	510,653	1,926,052	19,062
Benefits	3000-3999	2,933,969	2,145,190	825,828	2,971,018	37,049	2,210,381	856,965	3,067,346	96,328	2,361,612	888,976	3,250,588	183,243
Supplies	4000-4999	1,113,698	262,694	392,599	655,293	-458,405	257,865	119,700	377,565	-277,729	251,930	112,699	364,629	-12,936
Contracted Services	5000-5999	3,279,309	1,080,564	2,084,225	3,164,789	-114,520	1,098,254	1,821,942	2,920,196	-244,593	1,098,254	1,821,789	2,920,044	-153
Sites, Buildings, Equipment	6000-6999	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Outgo	7000-7599	0	-193,913	193,913	0	0	-194,927	194,927	0	0	-197,337	197,337	0	0
Transfers Out	7600-7699	727,764	675,000	64,667	739,667	11,903	675,000	64,667	739,667	0	675,000	64,667	739,667	0
<b>Total Expenditures</b>		<b>14,824,425</b>	<b>9,974,454</b>	<b>4,827,379</b>	<b>14,801,832</b>	<b>-22,593</b>	<b>10,287,510</b>	<b>4,084,252</b>	<b>14,371,762</b>	<b>-430,070</b>	<b>10,487,493</b>	<b>4,125,404</b>	<b>14,612,896</b>	<b>241,134</b>
<b>C. Excess (Deficiency) of Revenues Over Expenditures Before Other Financing Sources and Uses</b>														
		-700,209	2,343,407	-2,555,125	-211,718		1,973,962	-2,532,276	-558,314		1,553,966	-2,575,242	-1,021,276	
<b>D. Other Financing Sources and Uses</b>														
Transfers between Restricted/Unrestricted	8980-8999		-2,489,686	2,489,686	0		-2,531,701	2,531,701	0		-2,574,073	2,574,073	0	
<b>D. FUND BALANCE, RESERVES</b>														
<b>D1. Beginning Balance</b>														
		4,470,495	3,652,202	118,084	3,770,286	-700,209	3,505,923	52,645	3,558,568	-211,718	2,948,183	52,070	3,000,253	-558,314
<b>D2. Ending Balance</b>														
<i>Components of Ending Balance</i>														
Revolving Cash		3,000	6,000		6,000	3,000	6,000		6,000	0	6,000		6,000	0
Reserve for Economic Uncertainties (4%)		607,518	592,073		592,073	-15,445	574,870		574,870	-17,203	584,516		584,516	9,645
Reserves for Cash Flow (11% of 1000-5999)		1,531,355	1,546,838		1,546,838	15,483	1,499,530		1,499,530	-47,308	1,331,830		1,331,830	-167,700
Reserves for Restricted, Lottery, IMF		337,102	0	52,645	52,645	-284,457	0	52,070	52,070	-575	0	50,901	50,901	-1,169
Reserves for Special Education, Technology		1,291,311	1,361,011		1,361,011	69,700	867,782		867,782	-493,229			0	-867,782
Unassigned/Unrestricted Reserve		0	0	0	0	0	0		0	0	5,731		5,731	5,730

**PINER-OLIVET CHARTER SCHOOL**  
**MULTI-YEAR PROJECTION FOR BUDGET YEAR 2020-2021**  
**BASED ON GOVERNOR'S ADOPTED STATE BUDGET AND BASC LCFF CALCULATOR**  
**GAP FUNDING - 100%**

	Account Codes	Budget 2019-2020	Budget 2020-2021	Difference	Budget 2021-2022	Difference	Budget 2022-2023	Difference
<b>REVENUE</b>								
General State Aid - LCFF	8000-8099	1,781,350	1,756,313	(25,037)	1,756,458	145	1,756,749	291
Federal Revenue	8100-8299	55,812	174,599	118,787	55,812	(118,787)	55,812	-
Other State Revenue	8300-8599	125,358	138,235	12,877	123,138	(15,097)	123,138	(0)
Local Revenue	8600-8799	35,248	10,786	(24,462)	10,786	-	10,786	-
<b>Total Revenue</b>		<b>1,997,768</b>	<b>2,079,933</b>	<b>82,165</b>	<b>1,946,194</b>	<b>(133,739)</b>	<b>1,946,485</b>	<b>291</b>
<b>EXPENDITURES</b>								
Salaries - Certificated	1000-1999	922,048	899,528	(22,520)	949,990	50,462	948,921	(1,069)
Salaries - Classified	2000-2999	232,842	215,697	(17,145)	185,955	(29,742)	186,416	461
Benefits	3000-3999	507,206	469,025	(38,181)	476,248	7,223	507,218	30,970
Supplies	4000-4999	72,000	108,607	36,607	59,157	(49,450)	59,157	-
Contracted Services	5000-5999	336,095	374,087	37,992	322,920	(51,167)	322,920	-
Sites, Buildings, Equipment	6000-6999	10,578	-	(10,578)	-	-	-	-
Other Outgo (Includes Transfers Out)	7000-7999	-	-	-	-	-	-	-
<b>Total Expenditures</b>		<b>2,080,769</b>	<b>2,066,944</b>	<b>(13,825)</b>	<b>1,994,270</b>	<b>(72,674)</b>	<b>2,024,631</b>	<b>30,361</b>
<b>Excess (Deficiency) of Revenues Over Expenditures Before Other Financing Sources and Uses</b>		<b>(83,001)</b>	<b>12,989</b>		<b>(48,076)</b>		<b>(78,146)</b>	
<b>FUND BALANCE, RESERVES</b>								
<b>Beginning Balance</b>		<b>351,011</b>	<b>268,010</b>	<b>(83,001)</b>	<b>280,999</b>	<b>12,989</b>	<b>232,923</b>	<b>(48,076)</b>
<b>Ending Balance</b>		<b>268,010</b>	<b>280,999</b>	<b>12,989</b>	<b>232,923</b>	<b>(48,076)</b>	<b>154,777</b>	<b>(78,146)</b>
<i>Components of Ending Balance</i>								
Revolving Cash	9711	3,000	3,000	-	3,000	-	3,000	-
Reserve for Economic Uncertainties	9789	83,231	82,678	(553)	79,771	(2,907)	80,985	1,214
Reserve for Cash Flow	978x	181,506	186,214	4,708	150,152	(36,062)	70,791	(79,361)
Reserve for Lottery	978x	-	-	-	-	-	-	-
Reserve for Restricted Accounts	978x	273	-	(273)	-	-	-	-
Undesignated/Unrestricted Reserve	9790	0	9,107	9,107	0	(9,107)	0	0



**NORTHWEST PREP CHARTER SCHOOL**  
**MULTI-YEAR PROJECTION FOR BUDGET YEAR 2020-2021**  
**BASED ON GOVERNOR'S ADOPTED STATE BUDGET AND BASC LCFF CALCULATOR**  
**GAP FUNDING - 100%**

	Account Codes	Budget 2019-2020	Budget 2020-2021	Difference	Budget 2021-2022	Difference	Budget 2022-2023	Difference
<b>REVENUE</b>								
General State Aid - LCFF	8000-8099	1,014,093	1,009,040	(5,053)	994,639	(14,401)	994,077	(562)
Federal Revenue	8100-8299	34,801	57,338	22,537	33,498	(23,840)	33,498	-
Other State Revenue	8300-8599	56,336	62,774	6,438	53,812	(8,962)	53,812	-
Local Revenue	8600-8799	8,500	8,500	-	8,500	-	8,500	-
<b>Total Revenue</b>		<b>1,113,730</b>	<b>1,137,652</b>	<b>23,922</b>	<b>1,090,449</b>	<b>(47,203)</b>	<b>1,089,887</b>	<b>(562)</b>
<b>EXPENDITURES</b>								
Salaries - Certificated	1000-1999	474,722	489,552	14,830	528,676	39,124	538,555	9,879
Salaries - Classified	2000-2999	98,065	94,906	(3,159)	103,647	8,741	106,528	2,881
Benefits	3000-3999	249,331	247,000	(2,331)	265,509	18,509	283,596	18,087
Supplies	4000-4999	71,159	61,325	(9,834)	27,269	(34,056)	27,269	-
Contracted Services	5000-5999	235,902	263,144	27,242	245,666	(17,478)	245,666	-
Sites, Buildings, Equipment	6000-6999	122,552	-	(122,552)	-	-	-	-
Other Outgo (Includes Transfers Out)	7000-7999	10,000	10,000	-	10,000	-	10,000	-
<b>Total Expenditures</b>		<b>1,261,731</b>	<b>1,165,927</b>	<b>(95,804)</b>	<b>1,180,767</b>	<b>14,840</b>	<b>1,211,614</b>	<b>30,847</b>
<b>Excess (Deficiency) of Revenues Over Expenditures Before Other Financing Sources and Uses</b>		<b>(148,001)</b>	<b>(28,275)</b>		<b>(90,318)</b>		<b>(121,727)</b>	
<b>FUND BALANCE, RESERVES</b>								
<b>Beginning Balance</b>		<b>408,883</b>	<b>260,882</b>	<b>(148,001)</b>	<b>232,607</b>	<b>(28,275)</b>	<b>142,289</b>	<b>(90,318)</b>
<b>Ending Balance</b>		<b>260,882</b>	<b>232,607</b>	<b>(28,276)</b>	<b>142,289</b>	<b>(90,318)</b>	<b>20,562</b>	<b>(121,727)</b>
<i>Components of Ending Balance</i>								
Revolving Cash	9711	3,000	3,000	-	3,000	-	3,000	-
Reserve for Economic Uncertainties	9789	50,469	46,637	(3,832)	47,231	594	17,562	(29,669)
Reserve for Cash Flow	978x	124,210	127,152	2,942	92,058	(35,094)	-	(92,058)
Reserve for Safety Grant	978x	-	-	-	-	-	-	-
Reserve for Restricted Accounts	978x	-	-	-	-	-	-	-
Undesignated/Unrestricted Reserve	9790	83,203	55,818	(27,385)	0	(55,818)	-	(0)





## *North Coast Teacher Induction Program*

### **Memorandum of Understanding Between**

**Sonoma County Superintendent of Schools as the Local Educational Agency**

**For the North Coast Teacher Induction Program,**

**Participating County Offices of Education,**

**And**

**Participating School Districts and Employing Agencies**

#### **A. General**

This Memorandum of Understanding (MOU) is between the Sonoma County Superintendent of Schools, serving as the Local Education, Agency (LEA) for the North Coast Teacher Induction Program (“Program”), and the County Offices of Education, districts, schools, employing agencies, and independent charter schools (collectively “District”) signing below. The term of this MOU commences on **July 1, 2020**, and terminates on **June 30, 2021**.

#### **B. Purpose**

The purpose of the MOU is to establish a formal working relationship between the parties. The Program will provide and coordinate services and support to guide Candidates in meeting California credential requirements through the state-accredited Teacher Induction Credential Programs including General Education Clear, Education Specialist Clear Credential Program, Designated Subjects Credential Programs: Career Technical Education (CTE), Adult Education (AE), and the university-based Intern Program. Throughout this document, new teachers from all of the credential areas are referred to as “Candidates” and veteran teachers are referred to as “Mentors.”

#### **C. Eligibility**

Eligible “Candidates” are those hired within the NCTIP regional “Consortium” defined as the following counties: Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Nevada, Sonoma, and Trinity Counties. The following credential programs are available to “Candidates” within the Consortium: **Intern Program:** Candidates who have obtained an Intern Credential from an accredited partner university. **Preliminary Credential Program:** Designated Subjects (CTE) and (AE) candidates who meet the industry experience and pre-requisite CCTC requirements. **Clear Credential Program:** Candidates holding preliminary Multiple Subject, Single Subject, or Education Specialist Credential, Out of State and Out of Country trained teachers, and Designated Subjects (CTE) and (AE) candidates. **Note:** Adult Education, Career Technical Education, General Education, Special Education and Intern candidates who are outside the Consortium *may* be eligible to participate in the Program components on a full fee-for-service basis. Candidates who hold a preliminary credential and need to obtain their Clear Credential who are beyond their first two years of teaching, and/or are teachers in Private Schools, are eligible to participate in the program components on a fee-for-service basis.

#### **D. LEA Responsibilities**

1. Employ an Executive Director whose primary duty is to administer the Program and employ support staff whose primary duty is to support the administration of the Program.
2. Provide sufficient and appropriate workspace for the Executive Director, Program support staff, Program Coordinators, Curriculum Specialist, Registrar and Credential Advisors.
3. Provide office support services for the Consortium, including, but not limited to, mail service, phone, fax, Internet services, technology support, and meeting space for Program activities.
4. Provide business and legal services required for Program implementation for the region.
5. Develop and establish procedures for Program evaluation through the California Commission on Teacher Credentialing (CCTC) Accreditation Cycle. Submit Preconditions, Common Standards, Program Review

state reports, and required fees in a timely manner.

6. Provide a process for equitable distribution of mentoring, support, formative assessment, and credential services to Candidates and Mentors in all participating Districts and COEs within the region.
7. Convene Program Regional Advisory Board meetings a minimum of two times per year, District Coordinators' meetings two times per year, and Regional Leadership Team meetings a minimum of five times per year.
8. Develop and provide Professional Development for Candidates and their Mentors to be held in multiple locations within the geographical region served by the parties.
9. Assume overall fiscal responsibility for the administration of the program budget, including submission of year-end expenditure reports and any other documentation required by CCTC and/or CDE in relation to the Program.
10. Establish a Budget Agreement and reporting requirements for the transfer of funds to Districts. The amount of funds distributed shall be based on the *actual* number of eligible Candidates and Mentors who enrolled in each calendar year.
11. Under direction of the Executive Director, program staff will evaluate Candidate participation to determine if candidates are accessing professional development offerings for the purpose of determining needed cost adjustments on behalf of participating Districts.

#### **E. County Offices of Education/University Partners/Lead Districts**

1. Appoint a liaison to serve on the Program Regional Advisory Board. The liaison should be a designee authorized by the County Superintendent of Schools, the Dean of Education, and/or the District Superintendent to fulfill the roles and responsibilities assigned to him or her. The liaison supports the Program by providing ongoing updates, communication, and information to county office personnel, university staff, and district superintendents.
2. Assign one or more credential analyst to work directly with Program staff to assist in identifying Candidates who are eligible for Program services as described by state guidelines and to assist school district staff in identifying eligible Candidates.
3. Provide meeting and conference rooms at no charge to the Program.
4. Provide the County Program Coordinator with office and/or storage space, computer and fax access, telephone services, and limited mailing, photocopying and office supplies.
5. Provide collaborative employer input in the Candidates development of an *Individual Learning Plan* within the first 60-days of hire and in program evaluation including administrative mid-year survey, end-of-year surveys, and CCTC Accreditation.

#### **F. District Responsibilities**

1. Appoint a District Coordinator whose assignment includes dedicated time to fulfill the District Coordinator roles and responsibilities.
2. Identify all candidates upon hire who are eligible for Program services as described by state guidelines.
3. Identify all qualified Interns who are eligible for Program support and supervision services as described by state guidelines.
4. Communicate to all site administrators the Program requirements, including release time to participate in required observations (2-4 days) and employer input in the Candidates development of an *Individual Learning Plan* within the first 60-days of hire.
5. Provide Candidates release time for observations and one-to-one consultations with the Mentor as described in the District Roles and Responsibilities.
6. Make every effort to assign Candidates to classrooms appropriate to their novice status, avoiding whenever possible, combination classrooms, secondary assignments with multiple preps, teaching assignments at multiple sites, and multiple adjunct duties.
7. Provide newly hired teachers with a District Orientation.
8. Ensure that Interns do not displace certificated employees and are evaluated on an annual basis.
9. Ensure that all Interns receive protected time for employer-provided support in weekly course planning, coaching within the classroom, problem-solving regarding students, curriculum and teaching. A District shall give special supervision and assistance to each intern above and beyond that given to other newly

employed certificated and newly employed school personnel. A District shall seek the assistance of the college or university in coordinating the program for the intern. (*Education Code 44465*)

10. For Interns who have not yet completed the EL preparation, the district must assign the on-site Mentor or other designated individual, within the first 10 days of serving as a teacher of record on the intern credential.
11. Assign a qualified Mentor to each eligible Candidate within 30 days of enrollment in the Program who meets the Commission's identified criteria of a valid corresponding Clear or Life Credential, three (3) years successful teaching experience, and English learner authorization. Pair Candidates with Mentors who most closely match their teaching assignment, including grade level and subject matter, and their credential.
12. Utilize defined selection criteria to identify high-quality, experienced teachers to serve as Mentors for Candidates. Mentors must demonstrate effective coaching, interpersonal and communication skills and:
  - Display best practices in providing "just in time" and longer term analysis of teaching practice to help candidates develop enduring professional skills.
  - Are committed to attend coaching/mentor trainings, meetings and to meet weekly with Candidates;
  - Display willingness to work collaboratively with colleagues and regional NCTIP staff;
  - Embrace a positive attitude and disposition towards students and teaching;
  - Develop a sustained and thoughtful collegial relationship with Candidates;
  - Demonstrate leadership skills, curriculum expertise, and knowledge of district resources;
  - Serve as a role model for the teaching profession.
13. Provide Mentors compensated time to participate in the Program Mentor training on observation protocol, learning-focused conversations, "just-in-time" coaching and one-to-one consultations with Candidates(s) as described in the District Roles and Responsibilities.
14. Facilitate the distribution of Program funds to Mentors and District Coordinators for compensation.
15. Participate in the Program evaluation and the CCTC Accreditation Cycle, as needed.

#### **G. Districts Fiscal Responsibilities and Terms**

1. Credential Services are provided on a Fee-for-Service basis. In 2020/2021, the Fee will be \$3,500.00 per clear credential Candidate and \$3,500.00 per Intern registered in the Program. Refer to the current Fee-for-Service schedule for additional credentialing services provided. Districts will be invoiced for each individual request for credential services. It is expected that invoices be paid promptly upon receipt or as agreed upon by both parties.
2. District candidate participation will be monitored to evaluate if participating District Candidates have accessed professional development offering to determine if a program cost adjustment on behalf of the District is necessary.
3. Funds will be credited to districts to offset the costs of the Mentor stipends at the rate of \$1,250 per eligible Clear Credential candidate (includes Multiple Subject, Single Subject, Education Specialist, or Designated Subjects - CTE and AE) enrolled in the Program. Districts will receive \$1250 per eligible Intern teacher. (Mentor stipends are pro-rated when partial services are rendered.)
4. Funds will also be credited to districts to offset the costs of the District Coordinators stipend, pro-rated, depending on the total number of Candidates. District Coordinator compensation is at a rate of \$100.00 per Candidate.
5. Private school and out-of-consortium partners will receive a budget addendum describing the full fee-for-service costs.
6. The District is responsible to facilitate the distribution of Funds to Mentors and District Coordinators for compensation.

## **H. Other Terms and Conditions**

All products and materials developed by the Program are the exclusive property of the LEA. District and COE employees, staff, and subcontractors shall not have the right to disseminate, market, or otherwise use the products or materials without the expressed written permission of the LEA designee.

As between the Parties hereto, it is understood and agreed that:

### **1. Candidates Employment Status:**

Candidates are and shall remain District employees for any and all purposes throughout the term of this Agreement. Candidates shall not be considered an employee, agent, representative, nor independent contractor of LEA for any purpose whatsoever.

### **2. Indemnification:**

District shall assume full responsibility for its' employees. District agrees to hold and save LEA harmless from and against any claim, demand, action or cause of action that may be asserted by any District Program participant arising out of injury or death suffered by any District employee Program participants, including, but not limited to, third party actions for injury or death otherwise covered under applicable workers' compensation laws and regardless of the sole or concurring negligence of LEA.

### **3. Maintenance of records:**

District agrees to keep and maintain adequate and current written records in accordance with Program requirements during the term of this Agreement. The records will be in any format that may be specified by the State of California. The records will be available to LEA at all times.

### **4. Assignment:**

This Agreement shall not be assigned by District. Any such assignment shall be null and void.

### **5. Severability:**

The provisions of this Agreement are divisible; if any such provisions shall be deemed invalid or unenforceable, that provision shall be deemed limited to the extent necessary to render it valid and enforceable and the remaining provisions of this Agreement shall continue in full force and effect without being impaired or invalidated in any way.

### **6. Waiver:**

No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right. No waiver of any provision of this Agreement, or consent to any departure by either party from any provision shall be effective in any event unless it is in writing, designated a waiver and signed by the party waiving the breach. Such a waiver shall be effective only in the specific instance and for the purpose of which it is given.

### **7. Constructions and Governing Law:**

The captions used in connection with this agreement are for reference purposes only and shall not be construed as part of this Agreement. This agreement shall be governed by and construed in accordance with the laws of the State of California.

8. Entire Agreement:

This Agreement supersedes all prior agreements, understandings, and communications between LEA and District, whether written or oral, express or implied, relating to the subject matter of this agreement and is intended as a complete and final expression of the terms of the agreement between LEA and District and shall not be changed or subject to change orally. The parties further agree and acknowledge that neither they nor anyone on their behalf made any inducements, agreements, promises, or representations other than those set forth in this Agreement.

9. Third Parties:

Except as otherwise explicitly provided herein, nothing in this agreement, whether expressed or implied, is intended to confer any rights or remedies under or by reason of this agreement on any other persons other than the Parties and their respective successors and assigns, nor is anything in this agreement intended to relieve or discharge the obligation or liability of any third persons to any Party, nor shall any provision give any third parties any right of subrogation or action over or against any of the Parties hereto. This Agreement is not intended to and does not create any third-party beneficiary rights whatsoever.

10. Relationship of the Parties:

No joint venture, partnership, agency or employment relationship is created by this agreement. No Party shall act as an agent or partner of any other Party or make any commitments for or create any obligations of any other Party except as provided herein without such other Party's prior written consent.

11. Survival:

The provisions of this Agreement shall survive the expiration of the Term and the termination of this Agreement. Amendments and Extensions to this MOU may be made only by written agreement signed by all parties.

Authorized signatures below indicate understanding and acceptance of the terms of this Memorandum of Understanding.

Authorized Signatures:

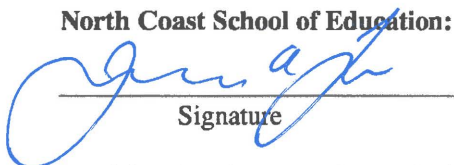
Sonoma County Superintendent of Schools as LEA:

  
Signature

Dr. Steven Herrington / Superintendent  
Printed Name/Title

5-27-20  
Date

North Coast School of Education:

  
Signature

Jason A. Lea / Executive Director  
Printed Name/Title

5-28-20  
Date

Participating Agency: Name of District or County Office of Education:

\_\_\_\_\_  
Signature Printed Name/Title Date



**PINER-OLIVET UNION SCHOOL DISTRICT**  
**3450 COFFEY LANE**  
**SANTA ROSA, CA 95403**  
**REGULAR MEETING – GOVERNING BOARD MINUTES**  
**June 17, 2020**

**1. CALL TO ORDER**

The regular meeting of the Governing Board of the Piner-Olivet Union School District was called to order at 6:15 p.m., Wednesday, June 17, 2020, conducted remotely as a Zoom meeting ID 8160129700259 President, Cindy Pryor, presided.

**2. ROLL CALL**

*Governing Board*

Cindy Pryor, President PRESENT  
Mardi Hinton, Vice-President PRESENT  
Mindy Mohr, Clerk PRESENT from 6:15 to 8:34pm.  
Janae Franicevic, Member PRESENT  
John Way, Member PRESENT

*Staff*

Dr. Tina Rasori, Interim Superintendent  
and Secretary to the Board  
Felicia Koha, Chief Business Official  
Cathy Manno, Executive Secretary

**3. PUBLIC COMMENT ON CLOSED SESSION AGENDA**

Ms. Pryor announced that items to be discussed in Closed Session were issues regarding personnel and collective bargaining.

**4. ADJOURNMENT TO CLOSED SESSION**

The meeting adjourned to Closed Session at 6:17 p.m.

**5. CLOSED SESSION**

5.1 With respect to every item of business discussed in closed session pursuant to Gov. Code Section 54957:

5.1.1 PUBLIC EMPLOYMENT DISCIPLINE/DISMISSAL/RELEASE

(No additional information required)

5.1.2 PUBLIC EMPLOYMENT-EMPLOYMENT/APPOINTMENT

Title: Psychologist, Counselor, Interim Superintendent

5.1.3 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Superintendent

5.2 With respect to every item of business discussed in closed session pursuant to Gov. Code Section 54957.6:

5.2.1 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Dr. Tina Rasori

Name of organization representing employees: Piner-Olivet Educators' Association, CTA Affiliate

5.2.2 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Dr. Tina Rasori

Name of organization representing employees: Piner-Olivet Classified Association, CSEA Affiliate

5.2.3 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Dr. Tina Rasori

Name of organization unrepresented employees: Confidential, Supervisory, Administrative Staff

**6. RECONVENE TO PUBLIC MEETING**

The meeting reconvened to Open Session at 7:33 p.m.

**7. REPORT OF CLOSED SESSION ACTION, IF ANY**

Ms. Pryor comment during Closed Session, action was taken that would be ratified later in the meeting.

**8. AGENDA MODIFICATION**

Mr. Way moved Consent Item to Action Item 16.9. Ms. Pryor moved item 15 Discussion/Information Item after Action item 16.9. The Governing Board agreed to extend the Board meeting to 10:30 pm.

**9. COMMUNICATIONS, PETITIONS AND DELEGATIONS**

There were none.

**10. COMMENTS FROM THE GOVERNING BOARD**

The Governing Board thanked staff members for helping to return student's personal belongings. Ms. Hinton discussed all of the efforts that each Board member puts into every decision they make. Ms. Franicevic thanked her fellow Board members for their mentorship and their friendship.

## 11. RECOGNITION OF SERVICE TO THE DISTRICT

Khush Gheyara from Caldwells Flores and Winter Scholarship Foundation awarded a \$2,000 scholarship to a graduating student at Northwest Prep Charter School. The recipient was recognized by Mr. Napoleon for her many attributes including, ability to communicate, dedication to her studies, and her compassionate leadership.

### 12.1 Announcements

Dr. Rasori gave an update on the YMCA Program procedures (COVID -19) during summer break. She thanked everyone who helped return student's belongings back to them and commented that they did an awesome job!

### 12.2 Curriculum

Dr. Rasori commented that computers are being updated so they are ready for the beginning of the school year. She commented that the new Student Information System (SIS) Aeries rollover will be on July 23, 2020. She commented that we are working on an online student registration and a communication system (Parent Square) that can be accessed on new information system (Aeries).

### 12.3 Maintenance, Grounds and Operations

There was none.

### 12.4 Enrollment

There was none.

## 14. ASSOCIATION REPORTS

### 14.1 POEA

Ms. Zavala commented that POEA would like to acknowledge and thanked Dr. Rasori for stepping in as Interim Superintendent and how amazing she is to work with. She thanked the Board for how tirelessly they work. She commented on association activities.

### 14.2 POCA

Ms. Tunheim commented that the association is eager for the start of the new year.

## 15. DISCUSSION/INFORMATION ITEMS

### 15.1 Discussion of what the School Year and Classrooms will look like in 2020-2021

Item 15.1 moved after item 16.9

## 16. ACTION ITEMS

### 16.1 Public Hearing on 2020-2021 Budget for the Piner-Olivet Union School District, Olivet Charter School, Schaefer Charter School, Northwest Prep Charter School, and the Piner-Olivet Charter School and Statement of Reasons for Excess Reserves

Ms. Koha reviewed the budget highlights and Statement of Reasons for Excess Reserves.

Ms. Pryor opened the Public Hearing on the 2020-2021 Budget for the Piner-Olivet Union School District, Olivet Charter School, Schaefer Charter School, Northwest Prep Charter School, and the Piner-Olivet Charter School and Statement of Reasons for Excess Reserves. Ms. Pryor Closed Public Hearing. There were no comments.

### 16.2 Approval of 2020-2021 Budget for the Piner-Olivet Union School District, Olivet Charter School, Schaefer Charter School, Northwest Prep Charter School, and the Piner-Olivet Charter School and Statement of Reasons for Excess Reserves

The 2020-2021 Budget for the Piner-Olivet Union School District, Olivet Charter School, Schaefer Charter School, Northwest Prep Charter School, and the Piner-Olivet Charter School and Statement of Reasons for Excess Reserves. Was approved as presented by Ms. Hinton and seconded by Ms. Franicevic. Roll call vote: Ms. Franicevic aye, Ms. Hinton aye, Ms. Pryor aye, Mr. Way aye (4-0) Ms. Mohr absent

### 16.3 Approval of the COVID-19 Operations Written Report for the Piner-Olivet Union School District, Olivet Charter School, Schaefer Charter School, Northwest Prep Charter School, and the Piner-Olivet Charter School.

Dr. Rasori gave highlights of the Piner-Olivet USD Strategic Plan: LCAP Goals and Action The COVID -19 Operations Written Report for the Piner-Olivet School District, Olivet Charter School, Schaefer Charter School, Northwest Prep Charter School, and the Piner-Olivet Charter School was approved (with adding to the report loss of learning during time period of Distance Learning ) on the motion of Mr. Way, seconded by Ms. Franicevic. Roll call vote: Ms. Franicevic aye, Ms. Hinton aye, Ms. Pryor aye, Mr. Way aye (4-0) Ms. Mohr absent

### 16.4 Approval of Resolution #535 Declaring Indefinite Salaries for 2020-2021

Resolution #535 declaring indefinite salaries for 2020-2021 was approved as presented on the motion Ms. Hinton of seconded by Mr. Way. Roll call vote: Ms. Franicevic aye, Ms. Hinton aye, Ms. Pryor aye, Mr. Way aye (4-0) Ms. Mohr absent

**16.5 Public Hearing and Ratification of Closed Session Action Regarding 2019-2020 Contract Agreements between the District and the Piner-Olivet Classified Association (POCA)**

Ms. Pryor opened the Public Hearing. There were no comments. Ms. Pryor closed the Public Hearing. Ms. Hinton moved to ratify Closed Session action approving the 2019-2020 contract agreements between the District and the Piner-Olivet Classified Association (POCA), seconded by Mr. Way. Roll call vote: Ms. Franicevic aye, Ms. Hinton aye, Ms. Pryor aye, Mr. Way aye (4-0) Ms. Mohr absent

**16.6 Approval of Addendum to the Interim Superintendent Employment Agreement**

The Addendum to the Interim Superintendent Employment Agreement was approved to extend contract to July 31, 2020 on the motion of Ms. Hinton, seconded by Ms. Franicevic. Roll call vote: Ms. Franicevic aye, Ms. Hinton aye, Ms. Pryor aye, Mr. Way aye (4-0) Ms. Mohr absent

**16.7 Approval of Resolution # 536 2020-21 Line of Credit with Sonoma County Treasury**

Resolution #536 2020-21 line of credit with Sonoma County Treasury was approved as presented on the motion of Mr. Way, seconded by Ms. Hinton. Roll call vote: Ms. Franicevic aye, Ms. Hinton aye, Ms. Pryor aye, Mr. Way aye (4-0) Ms. Mohr absent

**16.8 Approval of the Low Performing Student Block Grant Plan Modification for Piner-Olivet Charter School**

The Low Performing Student Block Grant Plan modification for Piner-Olivet Charter School was approved as presented on the motion of Ms. Hinton, seconded by Mr. Way. Roll call vote: Ms. Franicevic aye, Ms. Hinton aye, Ms. Pryor aye, Mr. Way aye (4-0) Ms. Mohr absent

**16.9 Approval of Vended Meal Contract with Santa Rosa City Schools from July 1, 2020 through June 30, 2021**

Mr. Way commented that he would like to have further discussion on the meal program. The Vended Meal Contract with Santa Rosa City Schools from July 1, 2020 through June 30, 2021 was approved as presented on the motion of Mr. Way, seconded by Ms. Franicevic. Roll call vote: Ms. Franicevic aye, Ms. Hinton aye, Ms. Pryor aye, Mr. Way aye (4-0) Ms. Mohr absent

**15. DISCUSSION/INFORMATION ITEMS**

**15.1 Discussion of what the School Year and Classrooms will look like in 2020-2021**

The Board discussed the reopening of the 2020-2021.

**17. CONSENT ITEMS**

The following consent items were approved on the motion of Ms. Hinton, seconded by Mr. Way, all aye.

- 17.1 The minutes of the regular Board meeting held June 3, 2020,
- 17.2 The Personnel Action Report,
- 17.3 The vendor warrants
- 17.4 The Sonoma County SELPA Local Plan B: Governance and Administration Certification 5: Participating (LEA) Piner-Olivet Union School District
- 17.5 The routine budget updates
- 17.6 The vended meal contract with Santa Rosa City Schools from July 2020 through June 30, 2021(**Moved to Action 16.9**), and
- 17.7 The process for the 2019-2020 Consolidated Applications Part I & II

**18. ROUND TABLE COMMENTS FROM THE GOVERNING BOARD**

There were none.

**19. DATES AND FUTURE AGENDA ITEMS**

19.1 Next Regular Board Meeting – August 12, 2020, Special Board Meeting on June 29, 2020 at 5:00 pm., and Special Board Meeting – July 7, 2020 at 6 pm.

**20. PUBLIC COMMENT ON CLOSED SESSION**

There was no Closed Session

**21. RECESS TO CLOSED SESSION**

There was no Closed Session

**22. RECONVENE TO PUBLIC MEETING**

There was no Closed Session

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

There was no Closed Session

- 24. ADJOURNMENT**  
The meeting adjourned at 10:09 p.m.

Respectfully submitted,

Dr. Tina Rasori  
Secretary to the Board

APPROVED:

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Mindy Mohr, Clerk of the Board

**PINER-OLIVET UNION SCHOOL DISTRICT**  
**3450 COFFEY LANE**  
**SANTA ROSA, CA 95403**  
**SPECIAL MEETING – GOVERNING BOARD MINUTES**  
**June 29, 2020**

**1. CALL TO ORDER**

The special meeting of the Governing Board of the Piner-Olivet Union School District was called to order at 5:16 p.m., Monday, June 29, 2020, in Room 24 at Schaefer Charter School. President, Cindy Pryor, presided.

**2. ROLL CALL**

*Governing Board*

Cindy Pryor, President PRESENT

Mardi Hinton, Vice-President PRESENT

Mindy Mohr, Clerk PRESENT

John Way, Member PRESENT

Janae Franicevic PRESENT

**3. PUBLIC COMMENT ON CLOSED SESSION AGENDA**

There were none.

**4. ADJOURNMENT TO CLOSED SESSION**

The meeting adjourned to Closed Session at 5:17 p.m.

**5. CLOSED SESSION**

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

5.1 Superintendent Search: Review candidates & select finalist for interview.

**6. REPORT OF CLOSED SESSION ACTION, IF ANY**

Ms. Pryor announced that there was nothing to report from Closed Session.

**7. ADJOURNMENT**

The meeting adjourned at 6:53 p.m.

Respectfully submitted,

Dr. Tina Rasori  
Secretary to the Board

APPROVED:

\_\_\_\_\_  
Mindy Mohr, Clerk of the Board



**PINER-OLIVET UNION SCHOOL DISTRICT**  
**3450 COFFEY LANE**  
**SANTA ROSA, CA 95403**  
**SPECIAL MEETING – GOVERNING BOARD MINUTES**  
**July 7, 2020**

**1. CALL TO ORDER**

The special meeting of the Governing Board of the Piner-Olivet Union School District was called to order at 5:32 p.m., Wednesday, July 7, 2020, conducted remotely as a Zoom meeting ID 817-1944-7176. President, Cindy Pryor, presided.

**2. ROLL CALL**

*Governing Board*

Cindy Pryor, President PRESENT

Mardi Hinton, Vice-President PRESENT

Mindy Mohr, Clerk PRESENT (from 5:30 pm. to 8:34pm)

Janae Franicevic, Member PRESENT

John Way, Member PRESENT

*Staff*

Dr. Tina Rasori, Interim Superintendent  
and Secretary to the Board

Felicia Koha, Chief Business Official

Cathy Manno, Executive Secretary

**3. PUBLIC COMMENT ON CLOSED SESSION AGENDA**

Ms. Pryor announced that items to be discussed in Closed Session were issues regarding personnel and collective bargaining.

**4. ADJOURNMENT TO CLOSED SESSION**

The meeting adjourned to Closed Session at 5:47 p.m.

**5. CLOSED SESSION**

5.1 With respect to every item of business discussed in closed session pursuant to Gov. Code Section 54957:

5.1.1 PUBLIC EMPLOYMENT DISCIPLINE/DISMISSAL/RELEASE

(No additional information required)

5.1.2 PUBLIC EMPLOYMENT-EMPLOYMENT/APPOINTMENT

Title: Music Teacher, Custodian

5.1.3 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Superintendent

5.2 With respect to every item of business discussed in closed session pursuant to Gov. Code Section 54957.6:

5.2.1 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Dr. Tina Rasori

Name of organization representing employees: Piner-Olivet Educators' Association, CTA Affiliate

5.2.2 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Dr. Tina Rasori

Name of organization representing employees: Piner-Olivet Classified Association, CSEA Affiliate

5.2.3 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Dr. Tina Rasori

Name of organization unrepresented employees: Confidential, Supervisory, Administrative Staff

**6. RECONVENE TO PUBLIC MEETING**

The meeting reconvened to Open Session at 6:21 p.m.

**7. REPORT OF CLOSED SESSION ACTION, IF ANY**

Ms. Pryor commented that during Closed Session, action was taken that would be ratified later in the meeting.

**8. SUPERINTENDENT'S REPORT**

8.1 Announcements

Dr. Rasori commented that the Local Control and Accountability Plan (LCAP) and an annual update to the LCAP are not required for the 2020-2021 school year. She commented on the Learning Continuity and Attendance Plan for the 2020-2021 school year.

**9. BOARD POLICIES**

9.1 BP 4113.5 (A) 4213.5, 4313.5 Working Remotely

BP 4113.5 4213.5, 4313.5 Working Remotely was moved to approved with the addition of highlighted language (be reasonably responsible) on the motion of Ms. Hinton, seconded by Mr. Way.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor – aye, Mr. Way- aye.

9.2 BP 6157(a) Distance Learning

BP 6157 Distance Learning was moved to approved with the addition of highlighted language (District and) on the motion of Ms. Hinton, seconded by Ms. Mohr.

Roll call vote: Ms. Franicevic- aye, Ms. Hinton- aye, Ms. Mohr- aye, Ms. Pryor – aye, Mr. Way- aye.

**10. ACTION ITEMS**

10.1 Approval of MOU between the Piner-Olivet Union School District (POUSD) and the Piner-Olivet Educators Association (POEA) for the 2020-2021 Northwest Prep Teaching Hours and Collaborative Planning Time

The MOU between the Piner-Olivet Union School District (POUSD) and the Piner-Olivet Educators Association (POEA) for the 2020-2021 Northwest Prep Teaching Hours and Collaborative Planning Time was approved as presented on the motion of Ms. Hinton, seconded by Ms. Franicevic.

Roll call vote: Ms. Franicevic – aye, Ms. Hinton- aye, Ms. Mohr- Aye, Mr. Pryor- aye, and Mr. Way- aye

10.2 Public Hearing and Approval of Piner-Olivet Union School District Re-Opening Schools for the 2020-2021 School Year.

Dr. Rasori gave highlights of the Navigating a Safe Return to School: POUSD Fall Re-Opening Plan. The Piner-Olivet Educators Association (POEA) and Piner-Olivet Classified Association (POCA) surveyed their members on (How comfortable they are to return to school); Ms. Zavala (POEA) and Ms. Cahill (POCA) shared the results of their association’s survey. The Board commented on the stage that Sonoma County is now in and the rise of reported cases of COVID -19. They shared their concerns for the safety of everyone. They discussed the results of all of the surveys. Ms. Hinton motion to approve Virtual Academy Stage 3 for the start of the school, seconded by Ms. Franicevic. There was further discussion on the motion. The motion was withdrawn by Ms. Hinton.

Ms. Franicevic motion to approve 100% Virtual Learning until we are in stage 3 or mandated by the Health Department or the Governor, seconded by Mr. Way. .

Roll call vote: Ms. Franicevic – aye, Ms. Hinton- aye, Ms. Mohr- Aye, Mr. Pryor- aye, and Mr. Way- aye

**11. CONSENT ITEMS**

The following consent items were approved with on the motion of Ms. Hinton, seconded by Ms. Mohr, all aye.

11.1 The Placement Agreement between University of Southern California (USC) and Piner-Olivet Charter School Effective August 13, 2020.

**12. DATES AND FUTURE AGENDA ITEMS**

12.1 Next Regular Board Meeting – August 12, 2020, Special Board Meeting –July 22, 2020

**13. ADJOURNMENT**

The meeting adjourned at 8:34 p.m.

Respectfully submitted,

Dr. Tina Rasori  
Secretary to the Board

APPROVED:

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Mindy Mohr, Clerk of the Board

**PINER-OLIVET UNION SCHOOL DISTRICT  
3450 COFFEY LANE  
SANTA ROSA, CA 95403  
SPECIAL MEETING – GOVERNING BOARD MINUTES  
July 10, 2020**

**1. CALL TO ORDER**

The special meeting of the Governing Board of the Piner-Olivet Union School District was called to order at 3:00 p.m., Friday, July 10, 2020, conducted remotely as a Zoom meeting ID 871 2443 3135. 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. Tina Rasori, Interim Superintendent  
and Secretary to the Board

Felicia Koha, Chief Business Official

Cathy Manno, Executive Secretary

**3. ACTION ITEMS**

3.2 Review and Approval of Piner-Olivet Union School District Re-Opening Schools for the 2020-2021 School Year.

Ms. Mohr moved to approve Pine-Olivet Union School District Re-Opening Schools for the 2020-2021 School Year 100% Virtual Learning starting on August 17, 2020 until October 2, 2020 while preparing for hybrid model to start October 5, 2020 after reassessing the current Pandemic with a possibility of Hybrid or continuing Virtual Learning on October 5, 2020 and to add two days to our school calendar, seconded by Mr. Way.

Roll call vote: Ms. Franicevic – aye, Ms. Hinton – aye, Ms. Mohr – aye, Ms. Pryor- aye, Mr. Way- Aye.

**4. ADJOURNMENT**

The meeting adjourned at 3:56 p.m.

Respectfully submitted,

Dr. Tina Rasori  
Secretary to the Board

APPROVED:

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Mindy Mohr, Clerk of the Board

**PINER-OLIVET UNION SCHOOL DISTRICT  
3450 COFFEY LANE  
SANTA ROSA, CA 95403  
SPECIAL MEETING – GOVERNING BOARD MINUTES  
July 15, 2020**

**1. CALL TO ORDER**

The special meeting of the Governing Board of the Piner-Olivet Union School District was called to order at 6:31 p.m., Wednesday, July 15, 2020, conducted remotely as a Zoom meeting ID 87327044265. 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

**3. PUBLIC COMMENT ON CLOSED SESSION AGENDA**

Staff and community members relayed a desire for the Board to consider keeping Dr. Rasori as Superintendent. A comment was made of lack of teacher participation in the Superintendent Search process.

**4. ADJOURNMENT TO CLOSED SESSION**

The meeting adjourned to Closed Session at 6:45 p.m.

**5. CLOSED SESSION**

5.1 With respect to every item of business discussed in closed session pursuant to Gov. Code Section 54957:

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

5.1.1 Superintendent Search: Discussion and Review of Offer

Ms. Pryor commented that during Closed Session, further direction was given to the hiring firm.

**6. ADJOURNMENT**

The meeting adjourned at 7:59 p.m.

Respectfully submitted,

Dr. Tina Rasori  
Secretary to the Board

APPROVED:

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Mindy Mohr, Clerk of the Board

**PINER-OLIVET UNION SCHOOL DISTRICT**  
**3450 COFFEY LANE**  
**SANTA ROSA, CA 95403**  
**SPECIAL MEETING – GOVERNING BOARD MINUTES**  
**July 29, 2020**

**1. CALL TO ORDER**

The special meeting of the Governing Board of the Piner-Olivet Union School District was called to order at 4:06 p.m., Wednesday, July 29, 2020, conducted remotely as a Zoom meeting ID 886 5332 9066. 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. Tina Rasori, Interim Superintendent  
and Secretary to the Board  
Felicia Koha, Chief Business Official  
Cathy Manno, Executive Secretary

**3. DISCUSSION/INFORMATION ITEM**

3.1 Welcome and Introduce the New Superintendent

Ms. Pryor commented that the Governing Board selected Dr. Steve Charbonneau as the new Superintendent for Piner-Olivet Union School District. The Governing Board and staff members welcomed Dr. Steve Charbonneau to the District. Dr. Charbonneau thanked the Governing Board for the warm welcome. He shared his experience in education and stated that he is excited to join the POUUSD team.

**4. ADJOURNMENT**

The meeting adjourned at 4:20 p.m.

Respectfully submitted,

Dr. Tina Rasori  
Secretary to the Board

APPROVED:

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Mindy Mohr, Clerk of the Board



**PINER-OLIVET UNION SCHOOL DISTRICT**  
**3450 COFFEY LANE**  
**SANTA ROSA, CA 95403**  
**SPECIAL MEETING – GOVERNING BOARD MINUTES**  
**July 30, 2020**

**1. CALL TO ORDER**

The special meeting of the Governing Board of the Piner-Olivet Union School District was called to order at 5:30 p.m., Thursday, July 30, 2020, conducted remotely as a Zoom meeting ID 88606299819. 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*

Felicia Koha, Chief Business Official

**3. PUBLIC COMMENT ON CLOSED SESSION AGENDA**

Staff and community members relayed a desire for the Board to reconsider retaining Dr. Rasori in the Director of Innovative Learning position.

**4. ADJOURNMENT TO CLOSED SESSION**

The meeting adjourned to Closed Session at 5:32 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: Director of Innovative Learning

**6. RECONVENE TO PUBLIC MEETING**

The meeting reconvened to Open Session at 7:28p.m.

**7. REPORT OF CLOSED SESSION ACTION, IF ANY**

Ms. Pryor commented that meeting adjourned at 7:28 pm.

**8. ADJOURNMENT**

The meeting adjourned at 7:28 p.m.

Respectfully submitted,

Dr. Tina Rasori  
Secretary to the Board

APPROVED:

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Mindy Mohr, Clerk of the Board

# Piner-Olivet Union School District

TO: Board of Trustees

## PERSONNEL ACTION REPORT

Meeting of: August 12, 2020

Information Assignment Recommendation Additional Cost To Budget

Type of Appointment

Effective

Funding Source

Salary

Assignment

Name

Name	Assignment	Salary	Funding Source	Effective	Type of Appointment	Information Assignment	Recommendation	Additional Cost To Budget
Dr. Steve Charbonneau	Superintendent	Supt. Salary	General Ed	August 1, 2020	New Hire	District	Acknowledge	0
Amanda Resseque	Teacher	Step 5; AB+30	General Ed	August 10, 2020	New Hire	Olivet	Acknowledge	0
Ellen Whitt	Personnel Tech	Conf. Sal. Sched.	General Ed	October 6, 2020	Retirement/Resignation	District	Acknowledge	0

Checks Dated 07/01/2020 through 07/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1792541	07/09/2020	Apple Inc.	04-4390	Ergo Equipment for Anna		192.69
1792542	07/09/2020	Bill's Lock & Safe Service	01-4380	District Truck Body Locks		550.10
1792543	07/09/2020	BWS Distributors Inc	05-4370	Back Support Belt for SCH Cust. R.M.		17.17
1792544	07/09/2020	Dept Of Justice Accounting Office	01-5860	Open PO for Personnel Fingerprinting 2019/20		64.00
1792545	07/09/2020	Horizon	01-4380	JL/POCS sprinkler repair supplies		117.73
1792546	07/09/2020	Houghton Mifflin Harcourt	01-4110	K-6 ELA Curriculum for Schaefer	85,182.20	
				K-6 ELA Curriculum Olivet	79,448.07	164,630.27
1792547	07/09/2020	Jennifer Flory dba Jennifer Flory Consulting	01-5830	LCAP & District Marketing & Consulting Services		33.33
1792548	07/09/2020	Mead Clark	09-4380	NWP Rm23		242.48
1792549	07/09/2020	Recology Sonoma Marin	01-5560	Waste Bin Monthly Charges 19/20 all site	398.15	
			04-5560	Waste Bin Monthly Charges 19/20 all site	296.63	
			05-5560	Waste Bin Monthly Charges 19/20 all site	266.97	
			09-5560	Waste Bin Monthly Charges 19/20 all site	104.12	1,065.87
1792550	07/09/2020	Redwood Vacuum & Janitorial	01-4370	Open PO for Custodial Parts & Services 2019/20	14.62	
			04-4370	Open PO for Custodial Parts & Services 2019/20	82.53	
			05-4370	Open PO for Custodial Parts & Services 2019/20	11.67	
			09-4370	Open PO for Custodial Parts & Services 2019/20	24.28	133.10
1792551	07/09/2020	Sonoma Co Office Of Education	05-5202	English Learner Leadership Conference- J. Garcia	160.00	
				English Learner Leadership Conference- K. Harris	160.00	
				English Learner Leadership Conference- T. Henry	160.00	
				English Learner Leadership Conference- T. Martin	160.00	
				L. Garlock-Positive Behavior Interventions & Supports TK-2	40.00	
			09-5202	L. Bergstrom- Managing Serious Behavior (MSB)	150.00	830.00
1792552	07/09/2020	Veritiv Operating Source Unisource - Pleasanton	01-4380	Summer Cleaning supplies for all sites		3,240.53
1793740	07/16/2020	Alpha Analytical Labs, Inc.	01-5830	Well Water Testing - 2019/20 Olivet		680.00
1793741	07/16/2020	AT&T Mobility	01-5900	Mobile Phone for Maint Supervisor		83.04
1793742	07/16/2020	AT&T	01-5900	Calnet3 Billing / AT&T		141.81

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 07/01/2020 through 07/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1793743	07/16/2020	City of Santa Rosa Police Dept	01-5880	Alarm fees and \$15.00	2,015.00	
				Annual Alarm Permit Fee	15.00	2,030.00
1793744	07/16/2020	City Of Santa Rosa	01-5530	City Water Acct# 021026 2019-20 -JL	206.99	
			05-5530	City Water Acct# 026852 2019-20 SCH	379.73	586.72
1793745	07/16/2020	Clover Stornetta Farms Inc	13-4700	District Wide Milk - 2019-20		22.50
1793746	07/16/2020	Fagen Friedman & Fulfroost LLP	01-5823	2019/20 Legal Services		3,465.00
1793747	07/16/2020	Horizon	01-4380	JL/POCS Sprinkler repairs supplies		45.85
1793748	07/16/2020	Kelly Moore Paint Co	01-4380	Paint & Paint Supplies for 19/20	165.76	
			09-4380	Paint & Paint Supplies for 19/20	89.26	255.02
1793749	07/16/2020	Kendall-Hunt Publishing Co	09-4110	Middle School Math teacher guide order		194.23
1793750	07/16/2020	Mead Clark	09-4380	NWP Rm33		31.88
1793751	07/16/2020	Office Depot	01-4350	Adobe Sub. District Office staff	261.58	
			04-4350	Open PO for Office Supplies - Olivet 2019/20	60.42-	
			09-4350	Thermometer infrared NWP	86.59-	114.57
1793752	07/16/2020	PACE Supply Corp.	09-4380	JL/POCS Staff Kitchen repair supplies	450.74	
				Olivet/Rm3 Drinking fountain	476.11	926.85
1793753	07/16/2020	Pacific Gas & Electric	01-5510	Acct #0532988800-1 Olivet/NWP/VC/DO/SCH	44.66	
			01-5520	Acct #0532988800-1 Olivet/NWP/VC/DO/SCH	510.64	
			04-5510	Acct #0532988800-1 Olivet/NWP/VC/DO/SCH	40.63	
			04-5520	Acct #0532988800-1 Olivet/NWP/VC/DO/SCH	676.17	
			05-5510	Acct #0532988800-1 Olivet/NWP/VC/DO/SCH	144.07	
			05-5520	Acct #0532988800-1 Olivet/NWP/VC/DO/SCH	1,299.57	
			09-5510	Acct #0532988800-1 Olivet/NWP/VC/DO/SCH	11.32	
			09-5520	Acct #0532988800-1 Olivet/NWP/VC/DO/SCH	21.01	2,748.07
1793754	07/16/2020	Shell Wex Bank	01-4362	Fuel for trucks 2019-2020		477.20
1793755	07/16/2020	Weeks Drilling & Pump Co Inc	01-5630	JL Portion	1,038.35	
				NWP Water System Service 19/20	230.57	
			09-5630	NWP Water System Service 19/20	474.15	1,743.07
1794578	07/23/2020	Aeries Software, Inc. dba Eagle Software	01-5840	Software - Aeries	2,775.00	
			04-5840	Software - Aeries	2,025.00	

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 07/01/2020 through 07/31/2020

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1794578	07/23/2020	Aeries Software, Inc. dba Eagle Software	05-5840	Software - Aeries	2,025.00	
			09-5840	Software - Aeries	675.00	7,500.00
1794579	07/23/2020	PRMD County of Sonoma	04-5630	Permit OPR95-1138		436.00
1794580	07/23/2020	CSBA	01-5300	CSBA Membership	8,958.00	
			01-5830	CSBA Gamut - policy	4,830.00	13,788.00
1794581	07/23/2020	First Alarm Burglary Systems	09-5800	Monitoring Services for NWP 07/01/20-12/31/20		1,532.16
1794582	07/23/2020	KONE Inc.	01-5630	Maintenance coverage for 07/01/2020-12/31/2020		197.88
1794583	07/23/2020	San Joaquin COE	01-5865	EDJOIN - 2020-2021		450.00
1794584	07/23/2020	Seesaw Learning, Inc dba Seesaw	01-4340	Software - Elementary Seesaw License	1,196.25	
			04-4340	Software - Elementary Seesaw License	1,443.75	
			05-4340	Software - Elementary Seesaw License	1,485.00	4,125.00
1794585	07/23/2020	Alpha Analytical Labs, Inc.	01-5830	Well Water Testing - 2019/20 Olivet		82.00
1794586	07/23/2020	Anova Center of Education	01-5810	SPED/ NPS 2019/20 - CC	4,888.24	
				SPED/ NPS 2019/20 - LJ	4,651.96	
				SPED/ NPS 2019/20 - TR	4,651.96	
				SPED/ NPS 2019/20 - TS	4,809.48	19,001.64
1794587	07/23/2020	AT&T	01-5900	Calnet3 Billing / AT&T		1,187.09
1794588	07/23/2020	Blick Art Materials	09-4310	art supplies for elective		77.15
1794589	07/23/2020	Business Card	01-4340	Adobe	14.99	
			01-4390	Amzn-COVID Decals/signs	166.68	
				Joann Store Supplies	25.04	
			01-5202	CHC Training A. Teklemariam	130.00	
			01-5900	Mobile	73.44	
			01-5950	USPS	48.65	458.80
1794590	07/23/2020	City Electric Supply	01-4380	Voltage Tester for Maint. Sup.		95.92
1794591	07/23/2020	Hitmen Termite & Pest Control	05-5850	SCH		170.00
1794592	07/23/2020	Pacific Gas & Electric	01-5510	Acct #8210388297-1 - Jack London 80% & POCS 20%	54.26	
			01-5520	Acct #8210388297-1 - Jack London 80% & POCS 20%	20.01	74.27
1794593	07/23/2020	Sonoma Co Office Of Education	01-5202	Legal Issues Assoc w/ITPs Workshop		50.00
1794594	07/23/2020	Stephen Roatch Accountancy	01-5821	2018-19 Annual Financial and Compliance Audit	1,786.52	
			09-5821	2018-19 Annual Financial and Compliance Audit	213.48	2,000.00
1795609	07/30/2020	ACSA	04-5300	ACSA Membership - A Moore		1,260.00

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 07/01/2020 through 07/31/2020**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1795610	07/30/2020	Alpha Analytical Labs, Inc.	01-5830	Well Water Testing - 2020-21 NWP	442.00	
				Well Water Testing - 2020/21 Olivet	144.00	
			09-5830	Well Water Testing - 2020-21 NWP	238.00	824.00
1795611	07/30/2020	AT&T Mobility	01-5900	Mobile Phone for Maint Supervisor		83.86
1795612	07/30/2020	California's Valued Trust	01-9574	Coverage for July 2020	9,378.75	
			01-9575	Coverage for July 2020	2,804.78	12,183.53
1795613	07/30/2020	Mystery Science Inc.	01-4340	Software - Science Membership	499.00	
			04-4340	Software - Science Membership	499.00	
			05-4340	Software - Science Membership	499.00	1,497.00
1795614	07/30/2020	The Standard Insurance Co.	01-9576	Coverage for July 2020		224.11
1795615	07/30/2020	Verizon	01-5900	Mobile Phone for Superintendent		171.42
<b>Total Number of Checks</b>					<b>52</b>	<b>252,132.91</b>

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
01	General Fund	39	233,321.47
04	Olivet Charter School	10	6,891.98
05	Schaefer Charter School	10	6,978.18
09	Charter School Fund	16	4,918.78
13	Cafeteria	1	22.50
Total Number of Checks		<b>52</b>	252,132.91
Less Unpaid Sales Tax Liability			.00
<b>Net (Check Amount)</b>			<b>252,132.91</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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**Checks Dated 07/01/2020 through 07/31/2020**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1792553	07/09/2020	Horizon	03-4380	JL/POCS Sprinkler repair supplies		78.50
1792554	07/09/2020	Recology Sonoma Marin	03-5560	POCS Portion of Waste 19/20		118.65
1792555	07/09/2020	Veritiv Operating Source Unisource - Pleasanton	03-4380	Summer Cleaning Supplies		360.06
1793756	07/16/2020	Fishman Supply	03-4370	Annual Custodial Supplies POCS 2019-20		308.69
1793757	07/16/2020	Horizon	03-4380	JL/POCS Sprinkler repair supplies		30.56
1793758	07/16/2020	PACE Supply Corp.	03-4380	JL/POCS Staff Kitchen repair		300.49
1793759	07/16/2020	Pacific Gas & Electric	03-5510	8775983334-3 & 20% of 88297-1 Gas & Electric Chgs	164.21	
			03-5520	8775983334-3 & 20% of 88297-1 Gas & Electric Chgs	26.21-	138.00
1793760	07/16/2020	Weeks Drilling & Pump Co.	03-5630	Irrigation issue work done		692.24
1794595	07/23/2020	Legacy Center Positive Images	03-5202	Three Hours Consultation for POCS-K. Sanft		150.00
1794596	07/23/2020	Pacific Gas & Electric	03-5510	8775983334-3 & 20% of 88297-1 Gas & Electric Chgs	27.64	
			03-5520	8775983334-3 & 20% of 88297-1 Gas & Electric Chgs	595.93	623.57
1794597	07/23/2020	Stephen Roatch Accountancy	03-5821	2018-19 Annual Financial and Compliance Audit		940.00
1795616	07/30/2020	Fishman Supply	03-4370	Annual Custodial Supplies POCS 2019-20		251.09
1795617	07/30/2020	Office Depot	03-4311	Open PO for Classroom Supplies 2019/20		122.17
<b>Total Number of Checks</b>					<b>13</b>	<b>4,114.02</b>

**Fund Summary**

Fund	Description	Check Count	Expensed Amount
03	General Fund/charter School	13	4,114.02
	Total Number of Checks	<b>13</b>	4,114.02
	Less Unpaid Sales Tax Liability		.00
	<b>Net (Check Amount)</b>		<b>4,114.02</b>

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

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Effective 07/10/2020 through 08/09/2020 Fiscal Year 2021

Account	Description	Comment	From	To
JE # <b>BR21-00001</b> JE Trans Date 07/10/2020 JE Posted 07/10/2020	Comment CSBA add ELA membership			
01- 0000- 0- 0000- 7110- 5300- 600- 0000	Dues & Membersh,Board,Und	CR		2,717.00
<b>Net increase to Appropriations</b>			<b>.00</b>	<b>2,717.00</b>

JE # <b>BR21-00002</b> JE Trans Date 08/08/2020 JE Posted 08/08/2020	Comment Fund 01 reduce admin supplies			
01- 0000- 0- 0000- 7200- 4340- 600- 0000	Computer Sftwar,Other Gen	DR	700.00	
01- 0000- 0- 0000- 7200- 4350- 600- 0000	Office Supplies,Other Gen	DR	2,000.00	
<b>Net decrease to Appropriations</b>			<b>2,700.00</b>	<b>.00</b>

JE # <b>BR21-00003</b> JE Trans Date 08/08/2020 JE Posted 08/08/2020	Comment Fund 09 COVID funding update			
09- 3210- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,ESSER Fun	DR		16,785.00
09- 3220- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,Corona.Re	DR		7,055.00
09- 7420- 0- 0000- 0000- 8590- 000- 0000	All Other State,State LLM	DR		8,661.00
09- 3210- 0- 0000- 8210- 4370- 000- 0000	Custodial Suppl,Operation	CR		16,785.00
09- 3220- 0- 1110- 1000- 1130- 000- 0000	Teachers' Sals,Instructio	CR		7,055.00
09- 7420- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instructi	CR		3,661.00
09- 7420- 0- 1110- 1000- 5830- 000- 0000	Professional/co,Instructi	CR		5,000.00
<b>Net increase to Appropriations</b>			<b>.00</b>	<b>65,002.00</b>

JE # <b>BR21-00004</b> JE Trans Date 08/08/2020 JE Posted 08/08/2020	Comment Fund 09 LCFF revised update			
09- 0000- 0- 0000- 0000- 8011- 000- 0000	Revenue Limit S,Unrestric	DR		72,444.00
09- 1400- 0- 0000- 0000- 8012- 000- 0000	EPA Rev,EPA	CR	46,164.00	
09- 0000- 0- 0000- 0000- 8096- 000- 0000	In Lieu Propert,Unrestric	DR		51,372.00
<b>Net increase to Appropriations</b>			<b>46,164.00</b>	<b>123,816.00</b>

JE # <b>BR21-00005</b> JE Trans Date 08/08/2020 JE Posted 08/08/2020	Comment Fund 09 Lottery revised update			
09- 1100- 0- 0000- 0000- 8560- 000- 0000	State Lottery R,State Lot	DR		3,930.00
09- 6300- 0- 0000- 0000- 8560- 000- 0000	State Lottery R,Lottery-i	DR		918.00
<b>Net increase to Appropriations</b>			<b>.00</b>	<b>4,848.00</b>

JE # <b>BR21-00006</b> JE Trans Date 08/08/2020 JE Posted 08/08/2020	Comment Fund 09 Lottery correction			
09- 1100- 0- 0000- 0000- 8560- 000- 0000	State Lottery R,State Lot	CR	360.00	
<b>Net decrease to Appropriations</b>			<b>360.00</b>	<b>.00</b>

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 6/13/2020, Ending Post Date = 8/10/2020, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

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Account	Description	Comment	From	To
JE # <b>BR21-00007</b> JE Trans Date 08/08/2020 JE Posted 08/08/2020 Comment Fund 09 insurance and buss svcs				
09- 0000- 0- 0000- 2700- 5450- 000- 0000	Other Insurance,School Ad	CR		10,340.00
09- 0000- 0- 0000- 2700- 5830- 000- 0000	Professional/co,School Ad	CR		15,786.00
<b>Net increase to Appropriations</b>			<b>.00</b>	<b>26,126.00</b>

JE # <b>BR21-00008</b> JE Trans Date 08/08/2020 JE Posted 08/08/2020 Comment Fund 05 COVID funding revised update				
05- 3210- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,ESSER Fun	DR		78,071.00
05- 3215- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,GEER fund	DR		9,200.00
05- 3220- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,Corona.Re	DR		142,286.00
05- 7420- 0- 0000- 0000- 8590- 000- 0000	All Other State,State LLM	DR		25,529.00
05- 3210- 0- 0000- 8210- 4370- 000- 0000	Custodial Suppl,Operation	CR		78,071.00
05- 3215- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instructi	CR		9,200.00
05- 3220- 0- 1110- 1000- 1130- 000- 0000	Teachers' Sals,Instructio	CR		47,286.00
05- 3220- 0- 1110- 1000- 2100- 000- 0000	Instructional A,Instructi	CR		25,000.00
05- 3220- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instructi	CR		10,000.00
05- 3220- 0- 1110- 1000- 5830- 000- 0000	Professional/co,Instructi	CR		60,000.00
05- 7420- 0- 1110- 1000- 2100- 000- 0000	Instructional A,Instructi	CR		25,529.00
<b>Net increase to Appropriations</b>			<b>.00</b>	<b>510,172.00</b>

JE # <b>BR21-00009</b> JE Trans Date 08/08/2020 JE Posted 08/08/2020 Comment Fund 05 revised rev update				
05- 0000- 0- 0000- 0000- 8011- 000- 0000	Revenue Limit S,Unrestric	DR		229,554.00
05- 1400- 0- 0000- 0000- 8012- 000- 0000	EPA Rev,EPA	CR	165,616.00	
05- 0000- 0- 0000- 0000- 8096- 000- 0000	In Lieu Propert,Unrestric	DR		164,691.00
05- 1100- 0- 0000- 0000- 8560- 000- 0000	State Lottery R,State Lot	DR		11,445.00
05- 6300- 0- 0000- 0000- 8560- 000- 0000	State Lottery R,Lottery-i	DR		1,308.00
<b>Net increase to Appropriations</b>			<b>165,616.00</b>	<b>406,998.00</b>

JE # <b>BR21-00010</b> JE Trans Date 08/08/2020 JE Posted 08/08/2020 Comment Fund 04 COVID funding revised				
04- 3210- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,ESSER Fun	DR		49,203.00
04- 3215- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,GEER fund	DR		11,500.00
04- 3220- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,Corona.Re	DR		132,822.00
04- 7420- 0- 0000- 0000- 8590- 000- 0000	All Other State,State LLM	DR		24,460.00
04- 3210- 0- 0000- 8210- 4370- 000- 0000	Custodial Suppl,Operation	CR		49,203.00
04- 3215- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instructi	CR		11,500.00
04- 3220- 0- 1110- 1000- 1130- 000- 0000	Teachers' Sals,Instructio	CR		47,822.00
04- 3220- 0- 1110- 1000- 2100- 000- 0000	Instructional A,Instructi	CR		25,000.00

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 6/13/2020, Ending Post Date = 8/10/2020, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

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Account	Description	Comment	From	To
(continued) JE # <b>BR21-00010</b> JE Trans Date 08/08/2020 JE Posted 08/08/2020		Comment Fund 04 COVID funding revised		
04- 3220- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instructi	CR		10,000.00
04- 3220- 0- 1110- 1000- 5830- 000- 0000	Professional/co,Instructi	CR		50,000.00
04- 7420- 0- 1110- 1000- 2100- 000- 0000	Instructional A,Instructi	CR		24,460.00
<b>Net increase to Appropriations</b>			<b>.00</b>	<b>435,970.00</b>

JE # <b>BR21-00011</b> JE Trans Date 08/08/2020 JE Posted 08/08/2020	Comment Fund 04 revised rev update			
04- 0000- 0- 0000- 0000- 8011- 000- 0000	Revenue Limit S,Unrestric	DR		221,759.00
04- 1400- 0- 0000- 0000- 8012- 000- 0000	EPA Rev,EPA	CR	161,351.00	
04- 0000- 0- 0000- 0000- 8096- 000- 0000	In Lieu Propert,Unrestric	DR		159,654.00
04- 1100- 0- 0000- 0000- 8560- 000- 0000	State Lottery R,State Lot	DR		11,095.00
04- 6300- 0- 0000- 0000- 8560- 000- 0000	State Lottery R,Lottery-i	DR		1,268.00
<b>Net increase to Appropriations</b>			<b>161,351.00</b>	<b>393,776.00</b>

JE # <b>BR21-00012</b> JE Trans Date 08/08/2020 JE Posted 08/08/2020	Comment Fund 01 COVID funding revised			
01- 3210- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,ESSER Fun	DR		80,768.00
01- 3215- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,GEER fund	DR		13,800.00
01- 3220- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,Corona.Re	DR		127,744.00
01- 7420- 0- 0000- 0000- 8590- 000- 0000	All Other State,State LLM	DR		23,329.00
01- 3210- 0- 0000- 8210- 4370- 104- 0000	Custodial Suppl,Operation	CR		80,768.00
01- 3215- 0- 1110- 1000- 4310- 104- 0000	Instructional M,Instructi	CR		13,800.00
01- 3220- 0- 1110- 1000- 1130- 104- 0000	Teachers' Sals,Instructio	CR		42,744.00
01- 3220- 0- 1110- 1000- 2100- 104- 0000	Instructional A,Instructi	CR		25,000.00
01- 3220- 0- 1110- 1000- 4310- 104- 0000	Instructional M,Instructi	CR		10,000.00
01- 3220- 0- 1110- 1000- 5830- 104- 0000	Professional/co,Instructi	CR		50,000.00
01- 7420- 0- 1110- 1000- 2100- 104- 0000	Instructional A,Instructi	CR		23,329.00
<b>Net increase to Appropriations</b>			<b>.00</b>	<b>491,282.00</b>

JE # <b>BR21-00013</b> JE Trans Date 08/08/2020 JE Posted 08/08/2020	Comment Fund 01 rev revised update			
01- 0000- 0- 0000- 0000- 8011- 000- 0000	Revenue Limit S,Unrestric	DR		161,771.00
01- 1400- 0- 0000- 0000- 8012- 000- 0000	EPA Rev,EPA	DR		107,815.00
01- 0000- 0- 0000- 0000- 8096- 000- 0000	In Lieu Propert,Unrestric	CR	476,948.00	
01- 0000- 0- 0000- 0000- 8041- 000- 0000	Secured Tax Rol,Unrestric	DR		619,811.00
01- 1100- 0- 0000- 0000- 8560- 000- 0000	State Lottery R,State Lot	DR		9,709.00
01- 6300- 0- 0000- 0000- 8560- 000- 0000	State Lottery R,Lottery-i	DR		1,153.00

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 6/13/2020, Ending Post Date = 8/10/2020, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

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Account	Description	Comment	From	To
<b>Net increase to Appropriations</b>			<b>476,948.00</b>	<b>900,259.00</b>
<hr/>				
JE # <b>BR21-00014</b> JE Trans Date 08/08/2020 JE Posted 08/08/2020 Comment Fund 01 EPA revised				
01-1400-0-0000-0000-8012-000-0000	EPA Rev,EPA	CR	215,630.00	
<b>Net decrease to Appropriations</b>			<b>215,630.00</b>	<b>.00</b>
<hr/>				
JE # <b>BR21-00015</b> JE Trans Date 08/08/2020 JE Posted 08/08/2020 Comment Fund 01 OB8677 revised				
01-0000-0-0000-0000-8677-000-0000	Interagency Svc,Unrestric	DR		50,280.00
<b>Net increase to Appropriations</b>			<b>.00</b>	<b>50,280.00</b>
<hr/>				
JE # <b>BR21-00016</b> JE Trans Date 08/08/2020 JE Posted 08/08/2020 Comment Fund 01 state rev revised				
01-0000-0-0000-0000-8550-000-0000	Mandated Cost R,Unrestric	DR		44.00
<b>Net increase to Appropriations</b>			<b>.00</b>	<b>44.00</b>
<hr/>				
JE # <b>BR21-00017</b> JE Trans Date 08/09/2020 JE Posted 08/09/2020 Comment Fund 01 Dir revised update				
01-0000-0-0000-2100-1300-600-SG02	Cert Suprvsrs',Supervisio	CR		61,379.00
01-0000-0-0000-2100-3101-600-SG02	Benefits - Strs,Supervisi	CR		9,913.00
01-0000-0-0000-2100-3331-600-SG02	Benefits - Medi,Supervisi	CR		890.00
01-0000-0-0000-2100-3501-600-SG02	Benefits - Sui,Supervisio	CR		31.00
01-0000-0-0000-2100-3601-600-SG02	Benefits - Wcom,Supervisi	CR		1,271.00
01-0000-0-1510-1000-1100-600-SG01	Teachers' Salar,Instructi	CR		76,360.00
01-0000-0-1510-1000-3101-600-SG01	Benefits - Strs,Instructi	CR		12,332.00
01-0000-0-1510-1000-3331-600-SG01	Benefits - Medi,Instructi	CR		1,107.00
01-0000-0-1510-1000-3401-600-SG01	H & W Benefits,Instructio	CR		11,736.00
01-0000-0-1510-1000-3501-600-SG01	Benefits - Sui,Instructio	CR		38.00
01-0000-0-1510-1000-3601-600-SG01	Benefits - Wcom,Instructi	CR		1,581.00
<b>Net increase to Appropriations</b>			<b>.00</b>	<b>176,638.00</b>
<hr/>				
JE # <b>BR21-00018</b> JE Trans Date 08/09/2020 JE Posted 08/09/2020 Comment Fund 01 custodial revised update				
01-0000-0-0000-8210-3312-101-0000	Benefits - Oasd,Operation	CR		1,070.00
01-0000-0-0000-8210-2200-101-0000	Classified Supp,Operation	CR		17,260.00
01-0000-0-0000-8210-3202-101-0000	Benefits - Pers,Operation	CR		3,573.00
01-0000-0-0000-8210-3332-101-0000	Benefits - Medi,Operation	CR		251.00
01-0000-0-0000-8210-3402-101-0000	H & W Benefits,Operations	CR		3,672.00
Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 6/13/2020, Ending Post Date = 8/10/2020, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)				

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Effective 07/10/2020 through 08/09/2020

Fiscal Year 2021

Account	Description	Comment	From	To
(continued) JE # <b>BR21-00018</b>	JE Trans Date 08/09/2020	JE Posted 08/09/2020	Comment Fund 01 custodial revised update	
01-0000-0-0000-8210-3502-101-0000	Benefits - Sui,Operations	CR		8.00
01-0000-0-0000-8210-3602-101-0000	Benefits - Wcom,Operation	CR		353.00
01-0000-0-0000-8210-2200-104-0000	Classified Supp,Operation	CR		9,432.00
01-0000-0-0000-8210-3202-104-0000	Benefits - Pers,Operation	CR		1,953.00
01-0000-0-0000-8210-3312-104-0000	Benefits - Oasd,Operation	CR		584.00
01-0000-0-0000-8210-3332-104-0000	Benefits - Medi,Operation	CR		137.00
01-0000-0-0000-8210-3402-104-0000	H & W Benefits,Operations	CR		1,921.00
01-0000-0-0000-8210-3502-104-0000	Benefits - Sui,Operations	CR		4.00
01-0000-0-0000-8210-3602-104-0000	Benefits - Wcom,Operation	CR		188.00
01-0000-0-0000-8210-2200-109-0000	Classified Supp,Operation	CR		6,289.00
01-0000-0-0000-8210-3202-109-0000	Benefits - Pers,Operation	CR		1,302.00
01-0000-0-0000-8210-3312-109-0000	Benefits - Oasd,Operation	CR		390.00
01-0000-0-0000-8210-3332-109-0000	Benefits - Medi,Operation	CR		91.00
01-0000-0-0000-8210-3402-109-0000	H & W Benefits,Operations	CR		1,280.00
01-0000-0-0000-8210-3502-109-0000	Benefits - Sui,Operations	CR		4.00
01-0000-0-0000-8210-3602-109-0000	Benefits - Wcom,Operation	CR		125.00
<b>Net increase to Appropriations</b>			<b>.00</b>	<b>49,887.00</b>

JE # <b>BR21-00019</b>	JE Trans Date 08/09/2020	JE Posted 08/09/2020	Comment Fund 01 revised updates	
01-0000-0-0000-7150-5211-600-0000	Mileage,Superintendent,Un	CR		1,800.00
01-0000-0-0000-8210-5300-600-0000	Dues & Membersh,Operation	DR	2,200.00	
01-0000-0-0000-7200-5450-600-0000	Other Insurance,Other Gen	CR		85,638.00
01-0000-0-0000-8210-5520-104-0000	Electricity,Operations,Un	DR	5,000.00	
<b>Net increase to Appropriations</b>			<b>7,200.00</b>	<b>87,438.00</b>

JE # <b>BR21-00020</b>	JE Trans Date 08/09/2020	JE Posted 08/09/2020	Comment Fund 01 OB5750 revised	
01-0000-0-0000-8110-5750-600-0000	Dir Costs For I,Maintenan	CR		206.00
01-0000-0-0000-2700-5750-600-0000	Dir Costs For I,School Ad	DR	23,228.00	
01-0000-0-0000-3110-5750-104-SG01	Dir Costs For I,Guidance	CR		8.00
01-0000-0-1110-1000-5750-600-0000	Dir Costs For I,Instructi	DR	691.00	
01-0000-0-1230-1000-5750-600-SGPD	Dir Costs For I,Instructi	CR		83.00
01-0000-0-1510-1000-5750-600-SG01	Dir Costs For I,Instructi	DR	72,524.00	
01-1100-0-1230-1000-5750-600-0000	Dir Costs For I,Instructi	CR		48.00
<b>Net decrease to Appropriations</b>			<b>96,443.00</b>	<b>345.00</b>

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 43, JE Type = R, Starting Post Date = 6/13/2020, Ending Post Date = 8/10/2020, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

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Account	Description	Comment	From	To
<b>JE # BR21-00021</b> JE Trans Date 08/09/2020      JE Posted 08/09/2020      Comment Fund 04 revised updates				
04-0000-0-0000-2700-1300-000-0000	Cert Suprvrs',School Adm	CR		4,733.00
04-0000-0-1110-1000-3202-000-0000	Benefits - Pers,Instructi	CR		6,083.00
04-0000-0-0000-2700-5750-000-0000	Dir Costs For I,School Ad	CR		11,364.00
04-0000-0-0000-3110-5750-000-SG01	Dir Costs For I,Guidance	CR		4.00
04-0000-0-0000-8110-5750-000-0000	Dir Costs For I,Maintenan	DR	101.00	
04-0000-0-1110-1000-5750-000-0000	Dir Costs For I,Instructi	CR		340.00
04-0000-0-1110-1000-5750-000-SGPD	Dir Costs For I,Instructi	DR	41.00	
04-0000-0-1510-1000-5750-000-SG01	Dir Costs For I,Instructi	CR		35,699.00
04-1100-0-1230-1000-5750-000-0000	Dir Costs For I,Instructi	DR	23.00	
<b>Net increase to Appropriations</b>			<b>165.00</b>	<b>58,223.00</b>
<b>JE # BR21-00022</b> JE Trans Date 08/09/2020      JE Posted 08/09/2020      Comment Fund 04 5750 revised updates				
04-0000-0-0000-3110-5750-000-SG01	Dir Costs For I,Guidance	DR	8.00	
<b>Net decrease to Appropriations</b>			<b>8.00</b>	<b>.00</b>
<b>JE # BR21-00023</b> JE Trans Date 08/09/2020      JE Posted 08/09/2020      Comment Fund 05 5750 revise update				
05-0000-0-0000-2700-5750-000-0000	Dir Costs For I,School Ad	CR		11,723.00
05-0000-0-0000-3110-5750-000-SG01	Dir Costs For I,Guidance	DR	5.00	
05-0000-0-0000-8110-5750-000-0000	Dir Costs For I,Maintenan	DR	104.00	
05-0000-0-1110-1000-5750-000-0000	Dir Costs For I,Instructi	CR		351.00
05-0000-0-1110-1000-5750-000-SGPD	Dir Costs For I,Instructi	DR	42.00	
05-0000-0-1510-1000-5750-000-SG01	Dir Costs For I,Instructi	CR		36,825.00
05-1100-0-1230-1000-5750-000-0000	Dir Costs For I,Instructi	DR	24.00	
<b>Net increase to Appropriations</b>			<b>175.00</b>	<b>48,899.00</b>
<b>Total for Org 043</b>			<b>1,172,760.00</b>	<b>3,832,720.00</b>
<b>Org 043 Net Increase in Estimated Fund Balance</b>		<b>470,370.00</b>	<b>Net increase to Appropriations</b>	

Effective 08/06/2020 through 08/08/2020

Fiscal Year 2021

Account	Description	Comment	From	To
<b>JE # BR21-00001</b> JE Trans Date 08/06/2020 JE Posted 08/06/2020 Comment Insurance increase in premiums 2020-21				
03- 0000- 0- 0000- 2700- 5450- 000- 0000	PropLiabl/Insur,School Ad	CR		7,128.00
<b>Net increase to Appropriations</b>			<b>.00</b>	<b>7,128.00</b>
<b>JE # BR21-00002</b> JE Trans Date 08/06/2020 JE Posted 08/06/2020 Comment Business services increase				
03- 0000- 0- 0000- 2700- 5830- 000- FI SC	Professional/co,School Ad	CR		21,755.00
03- 0000- 0- 0000- 2700- 5830- 000- HRPY	Professional/co,School Ad	CR		12,583.00
03- 0000- 0- 0000- 2700- 5830- 000- 0000	Professional/co,School Ad	CR		44,302.00
<b>Net increase to Appropriations</b>			<b>.00</b>	<b>78,640.00</b>
<b>JE # BR21-00003</b> JE Trans Date 08/06/2020 JE Posted 08/06/2020 Comment Revenue increase RS0000				
03- 0000- 0- 0000- 0000- 8011- 000- 0000	Revenue Limit S,Unrestric	DR		109,850.00
03- 0000- 0- 0000- 0000- 8096- 000- 0000	In-lieu Propert,Unrestric	DR		101,231.00
03- 1400- 0- 0000- 0000- 8012- 000- 0000	EPA,EPA	CR	85,874.00	
03- 1100- 0- 0000- 0000- 8560- 000- 0000	State Lottery R,State Lot	DR		7,035.00
<b>Net increase to Appropriations</b>			<b>85,874.00</b>	<b>218,116.00</b>
<b>JE # BR21-00004</b> JE Trans Date 08/06/2020 JE Posted 08/06/2020 Comment Restricted revenue increase				
03- 6300- 0- 0000- 0000- 8560- 000- 0000	State Lottery R,Lottery -	DR		1,809.00
<b>Net increase to Appropriations</b>			<b>.00</b>	<b>1,809.00</b>
<b>JE # BR21-00005</b> JE Trans Date 08/07/2020 JE Posted 08/07/2020 Comment SG03 update				
03- 0000- 0- 1110- 1000- 2100- 000- SG03	Instructional A,Instructi	CR		12,558.00
03- 0000- 0- 1110- 1000- 3202- 000- SG03	Benefits - Pers,Instructi	CR		2,600.00
03- 0000- 0- 1110- 1000- 3312- 000- SG03	Benefits - Oasd,Instructi	CR		779.00
03- 0000- 0- 1110- 1000- 3332- 000- SG03	Benefits - Medi,Instructi	CR		182.00
03- 0000- 0- 1110- 1000- 3402- 000- SG03	H & W Benefits,Instructio	CR		3,498.00
03- 0000- 0- 1110- 1000- 3502- 000- SG03	Benefits - Sui,Instructio	CR		8.00
03- 0000- 0- 1110- 1000- 3602- 000- SG03	Benefits - Wcom,Instructi	CR		153.00
<b>Net increase to Appropriations</b>			<b>.00</b>	<b>19,778.00</b>
<b>JE # BR21-00006</b> JE Trans Date 08/07/2020 JE Posted 08/07/2020 Comment Restricted exp update				
03- 6300- 0- 1110- 1000- 4110- 000- 0000	Textbooks,Instruction,Reg	DR	6,000.00	
03- 7510- 0- 1110- 1000- 4110- 000- 0000	Textbooks,Instruction,Reg	CR		6,000.00
Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 44, JE Type = R, Starting Post Date = 6/13/2020, Ending Post Date = 8/10/2020, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)				

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Effective 08/06/2020 through 08/08/2020

Fiscal Year 2021

Account	Description	Comment	From	To
(continued) JE # <b>BR21-00006</b> JE Trans Date 08/07/2020 JE Posted 08/07/2020		Comment Restricted exp update		
03- 7510- 0- 1110- 1000- 2100- 000- 0000	Instructional A,Instructi	DR	10,261.00	
03- 7510- 0- 1110- 1000- 3202- 000- 0000	Benefits - Pers,Instructi	DR	2,124.00	
03- 7510- 0- 1110- 1000- 3312- 000- 0000	Benefits - Oasd,Instructi	DR	636.00	
03- 7510- 0- 1110- 1000- 3332- 000- 0000	Benefits - Medi,Instructi	DR	149.00	
03- 7510- 0- 1110- 1000- 3402- 000- 0000	H & W Benefits,Instructio	DR	3,513.00	
03- 7510- 0- 1110- 1000- 3502- 000- 0000	Benefits - Sui,Instructio	DR	4.00	
03- 7510- 0- 1110- 1000- 3602- 000- 0000	Benefits - Wcom,Instructi	DR	125.00	
03- 7510- 0- 1110- 1000- 5830- 000- 0000	Professional/co,Instructi	CR		2,313.00
<b>Net decrease to Appropriations</b>			<b>22,812.00</b>	<b>8,313.00</b>
JE # <b>BR21-00007</b> JE Trans Date 08/08/2020 JE Posted 08/08/2020		Comment COVID funding updates		
03- 3210- 0- 1110- 1000- 4370- 000- 0000	Custodial Suppl,Instructi	CR		33,055.00
03- 3215- 0- 1110- 1000- 1130- 000- 0000	Teachers' Sals,Instructio	CR		6,440.00
03- 3220- 0- 1110- 1000- 1130- 000- 0000	Teachers' Sals,Instructio	CR		15,000.00
03- 3220- 0- 1110- 1000- 2100- 000- 0000	Instructional A,Instructi	CR		7,000.00
03- 3220- 0- 1110- 1000- 4310- 000- 0000	Instructional M,Instructi	CR		12,292.00
03- 3220- 0- 1110- 1000- 5830- 000- 0000	Professional/co,Instructi	CR		45,000.00
03- 7420- 0- 1110- 1000- 2100- 000- 0000	Instructional A,Instructi	CR		15,097.00
<b>Net increase to Appropriations</b>			<b>.00</b>	<b>133,884.00</b>
JE # <b>BR21-00008</b> JE Trans Date 08/08/2020 JE Posted 08/08/2020		Comment COVID rev update		
03- 3210- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,ESSER Fun	DR		33,055.00
03- 3215- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,GEER fund	DR		6,440.00
03- 3220- 0- 0000- 0000- 8290- 000- 0000	All Other Feder,Corona.Re	DR		79,292.00
03- 7420- 0- 0000- 0000- 8590- 000- 0000	All Other State,State LLM	DR		15,097.00
<b>Net increase to Appropriations</b>			<b>.00</b>	<b>133,884.00</b>
JE # <b>BR21-00009</b> JE Trans Date 08/08/2020 JE Posted 08/08/2020		Comment Aeries update		
03- 0000- 0- 0000- 2700- 5840- 000- 0000	Computer/tech R,School Ad	CR		2,344.00
<b>Net increase to Appropriations</b>			<b>.00</b>	<b>2,344.00</b>
<b>Total for Org 044</b>			<b>108,686.00</b>	<b>603,896.00</b>

Org 044 Net Increase in Estimated Fund Balance 40,660.00

Net increase to Appropriations

Selection Grouped by Org, Fiscal Year, JE# - Sorted by JE Item #, (Org = 44, JE Type = R, Starting Post Date = 6/13/2020, Ending Post Date = 8/10/2020, Unposted JEs? = N, End Bud Bal? = O, JE# Page Break? = N, Description? = A, Recap? = N)

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# Piner-Olivet Union School District

## Williams Settlement

### Quarterly Uniform Complaint Report Summary

Education Code §35186(d): A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

**Reporting Period:**

January 1 – March 31, 20

April 1 – June 30, 2020

July 1 – September 30, 20

October 1 – December 31, 20

**No complaints were received during the above time period.**

*If you received any complaints during the above time period, please complete the following table. Enter "0" in any cell that does not apply.*

General Subject Area	Complaints Received	Complaints Resolved	Unresolved Complaints
Instructional Materials	0	0	0
Facilities	0	0	0
Teacher Vacancy and/or Mis-assignment	0	0	0
CAHSEE Intensive Instruction and Services	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Board meeting date: 8/12/20  
 Date sent to County Superintendent of Schools: 8/13/20  
 Sonoma County Office of Education  
 5340 Skylane Blvd.  
 Santa Rosa, CA 95403