



PINER-OLIVET UNION SCHOOL DISTRICT

REGULAR MEETING - GOVERNING BOARD

Wednesday, April 18, 2018

Meeting Opening 5:45 p.m.

Closed Session 5:47 p.m.

Public Session 7:00 p.m.

Adjournment 10:00 p.m.

Board Conference Room 24
Schaefer Elementary School

(for closed session and public session)

1370 San Miguel
Santa Rosa, CA 95403

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 each school, the District Office, the Board/Conference Room 24 and on our web site at www.pousd.org.

ADA Compliance: In compliance with Government Code § 54954.2(a), the Piner-Olivet Union School District, will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American with Disabilities Acts of 1990 (42 U.S.C. § 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Cathy Manno, Executive Secretary to the Superintendent, Piner-Olivet Union School District, 3450 Coffey Lane, Santa Rosa, CA 95403 (707) 522-3000 or send email to cmanno@pousd.org at least two days before the meeting date.

www.pousd.org

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

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

- 5.1 With respect to every item of business to be discussed in closed session pursuant to Gov. Code Section 54957:
 - 5.1.1 PUBLIC EMPLOYMENT DISCIPLINE/DISMISSAL/RELEASE
(No additional information required)
 - 5.1.2 PUBLIC EMPLOYMENT EMPLOYMENT/APPOINTMENT
Chief Business Official, Prog. Asst./YdDty, Food Svs/Kindercare, Acct. Tech/Payroll, Office Manager, PAII/SAI, PE Technician
 - 5.1.3 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Superintendent
- 5.2 With respect to every item of business to be discussed in closed session pursuant to Gov. Code Section 54957.6:
 - 5.2.1 CONFERENCE WITH LABOR NEGOTIATOR
Name of Agency Negotiator: Carmen Diaz-French
Name of organization representing employees: Piner-Olivet Educators' Association, CTA Affiliate
 - 5.2.2 CONFERENCE WITH LABOR NEGOTIATOR
Name of Agency Negotiator: Carmen Diaz-French
Name of organization representing employees: Piner-Olivet Classified Association, CSEA Affiliate.
 - 5.2.3 CONFERENCE WITH LABOR NEGOTIATOR
Name of Agency Negotiator: Carmen Diaz-French
Name of organization representing employees: Confidential, Supervisory, Administrative Staff

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

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

11. COMMENTS FROM THE GOVERNING BOARD

12. RECOGNITION OF EXCELLENCE

13. SUPERINTENDENT'S REPORT

- 13.1 Announcements (*Supplement 1*) (Pgs. 3-9)
- 13.2 Curriculum
- 13.3 Maintenance, Grounds and Operations
- 13.4 Enrollment (*Supplement 2*) (Pgs. 10-12)

14. ASSOCIATION REPORTS

- 14.1 POEA
- 14.2 POCA

15. BOARD POLICIES

- 15.1 Approval of BP/AR 3100 Business and Noninstructional Operations (*Information 1*) (Pgs. 13-20)

16. DISCUSSION/INFORMATION ITEMS

- 16.1 Discussion of the District Local Control Accountability Plan Process
The Board of Trustees will discuss the District's Local Control Accountability Plan process.

17. ACTION ITEMS

- 17.1 Approval of 2018-2019 Budget Development and Operations Calendar
The Board of Trustees will review, discuss and consider approval of the 2018-2019 Budget Development and Operations Calendar. (*Action 1*) (Pgs. 21-23)
- 17.2 Approval of Joint Use Agreement Between the District and Village Charter School for Facilities and Grounds Use at Northwest Prep Charter School from August 1, 2018 through July 31, 2021
The Board of Trustees will review, discuss and consider approval of Joint Use Agreement between the District and Village Charter School for Facilities and Grounds Use at Northwest Prep Charter School from August 1, 2018 through July 31, 2021. (*Action 2*) (Pgs. 24-35)
- 17.3 Approval of the Northwest Prep Charter School 2018-2019 Calendar
The Board of Trustees will review, discuss and consider approval of 2018-2019 Calendar for Northwest Prep Charter School. (*Action 3*) (Pgs. 36-37)
- 17.4 Approval of the Piner-Olivet Charter School 2018-2019 Calendar
The Board of Trustees will review, discuss and consider approval of 2018-2019 Calendar for Piner-Olivet Charter School. (*Action 4*) (Pgs. 38-39)

18. CONSENT ITEMS

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

- 18.1 Approval of Minutes of Regular Board Meeting of March 7, 2018 (*Consent 1*) (Pgs. 40-43)
- 18.2 Approval of Personnel Action Report (*Consent 2*) (Pg. 44)
- 18.3 Approval of Vendor Warrants (*Consent 3*) (Pgs. 45-58)
- 18.4 Approval of Williams Settlement Quarterly Uniform Complaint Report Summary. Reporting period from January 1, 2018 to March 31, 2018 (*Consent 4*) (Pg.59)
- 18.5 Approval of Overnight Field Trip Request for Jack London Elementary School 6th Grade Class Visit to NatureBridge Field Science Program from March 11, 2019 to March 13, 2019(*Consent 5*) (Pg. 60)
- 18.6 Approval of Donation from Katherine Brown in the amount of \$1000.00 to Benefit the Elementary Students in Piner-Olivet Union School District.

19. ROUND TABLE COMMENTS FROM THE GOVERNING BOARD

20. DATES AND FUTURE AGENDA ITEMS

- 20.1 Next Regular Board Meeting – May 2, 2018

21. PUBLIC COMMENT ON CLOSED SESSION AGENDA

22. RECESS TO CLOSED SESSION (If Necessary)

23. RECONVENE TO PUBLIC MEETING

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

25. ADJOURNMENT

March 29, 2018

Carmen Diaz French, Superintendent
Piner-Olivet Union School District
3450 Coffey Lane
Santa Rosa, CA 95403-1919

Marty Hinton, Board President
Piner-Olivet Union School District
3450 Coffey Lane
Santa Rosa, CA 95403-1919

Dear Ms. Diaz French and Ms. Hinton,

In accordance with Education Code Section 42131, a review of the Piner-Olivet Union School District's (District) Second Interim Report for fiscal year 2017-18 has been completed by the Sonoma County Office of Education (County). Based upon the multi-year projection and assumptions provided by the District, it appears that the District will meet its financial obligations for the current and two subsequent years. We therefore concur with the District's **positive** certification. This letter addresses various concerns of the County as well as standard reminders.

State Budget

In January, Governor Brown released his 2018-19 State Budget Proposal. He caps off his legacy of restructuring the entire public education funding delivery model. Ahead of schedule, the proposal includes fully funding LCFF in 2018-19. For the current 2017-18 year, the Proposition 98 guarantee is now estimated at \$75.2 billion, up approximately \$700 million from the enacted level. COLA is 1.56% and Gap Closure is 44.97%.

Some of the major 2018-19 proposed budget components include:

- \$78.3 billion Proposition 98 funding in 2018-19; LCFF gap closure rate of 100%, two years early with an infusion of nearly \$3 billion;
- 2.51% statutory COLA which is applied to LCFF base grant for 2018-19;
- \$200 million ongoing to establish a K-12 specific component of the community college-administered Strong Workforce Program to support K-12 CTE programs aligned with needed industry skills; and
- \$1.8 billion for discretionary one-time mandate monies (approximately \$295 per ADA); these funds will offset LEAs' outstanding mandate reimbursement on a dollar for dollar basis.
- For School Facilities, the 2018-19 proposal authorizes a total of \$640 million in Proposition 51 bond authority.

With the proposal to fund LCFF at 100% in 2018-19, the 2019-20 year will be funded at COLA only. It is important to remember that COLA only funding is not sufficient to cover pension-related employer increases, step/column costs, and rising Special Education contributions. Thus, the average school District would have to redirect some of its existing resources to cover the rising expenditures. With that in mind, the County suggests LEAs remain cautious, plan to spend conservatively, maintain adequate reserves, and think long term.

Second Interim and Multi-Year Projection (MYP)

The Second Interim Report MYP indicates unrestricted deficit spending of -\$542,502 in 2017-18, an increase in fund balance of \$51,228 in 2018-19, and then unrestricted deficit spending of -\$281,835 in 2019-20. The State minimum reserve for economic uncertainty of 4% is met in all years. Even though the District meets minimum reserve requirements, the County Office remains concerned about on-going deficit spending. We urge the District to review and monitor revenues, expenditures, and fund balances of all funds.

At First Interim the District filed a qualified certification, the County requested the District provide a Board approved Budget Reduction Plan with the Second Interim, and offered observations and recommendations summarized as follows:

1. It is recommended the District carefully monitor enrollment and ADA on a monthly basis. As new information becomes available, the District should continue to adjust the 2017-18 budget, as well as the multi-year projection.
2. Current staffing levels should be evaluated in relationship to enrollment projections to ensure that the District can meet its educational and fiscal needs. Staffing ratios should be analyzed and a Board approved Fiscal Recovery Plan should be developed and implemented no later than March 1st in order meet the March 15th deadline for notification of certificated layoffs. A review of classroom loading factors can be an essential tool in stabilizing finances.
3. Without an approved and implemented Fiscal Recovery Plan and without a Second Interim Report that meets the minimum reserve level and specified expenditure reductions for fiscal year 2018-19, the District is facing extreme fiscal distress and jeopardizes its long term fiscal health.

The Second Interim review recognizes that the District has complied with all requests made and made significant strides toward long-term fiscal solvency and was able to file the Second Interim with a positive certification. However, there are still several areas of concern including:

1. Enrollment and projections were updated to reflect actual enrollment after the re-opening of Schafer Charter and return from winter break. Enrollment did not decrease as sharply as projections used at First Interim. The District is assuming that no additional families will be exiting at the end of 2017-18 and re-locating. The continual monitoring of enrollment and enrollment projections is extremely important and additional decline for 2018-19 may put the District back into a deeper deficit spending pattern.
2. The District is still deficit spending in 2017-18 and 2019-20. The County remains concerned with the continued deficit spending, indicating that additional fiscal recovery

plans may need to be put into action in order to remain fiscally solvent in the long term. Careful monitoring of staffing levels and expenditures is extremely important.

3. A 7.0 FTE reduction in certificated salary in 2018-19 has been built into the MYP and preliminary layoff notices were approved and issued by the March 15, 2018 deadline. Final notices must be sent out by May 15, 2018. Since all reductions were included in the Second Interim MYP, if final notices are not issued, the District will continue to face fiscal challenges.
4. The District submitted the Second Interim report meeting all minimum reserve levels and considers this report as the Board approved fiscal recovery plan.

The Sonoma County Office of Education recognizes the extreme hardship and trauma that Piner-Olivet Union School District, staff, students, and families faced during the October 2017 Firestorm and how these challenges intertwined with the First Interim and Second Interim Budgets; including potential loss of ADA, additional operational costs and the impact on cash flow. We continue to offer our support to Sonoma County LEA's as we move through this period of recovery.

Collective Bargaining

Based upon the Criteria and Standards, negotiations remain unsettled. Before considering salary, benefit, or other expenditure increases for 2017-18, the District should ensure that the future increased operational costs can be supported by ongoing revenue to avoid creating or exacerbating structural deficits. Of note, per Government Code Section 3547.5 and the California Code of Regulations Title V Section 15449, before the District's Governing Board takes any action on a proposed collective bargaining agreement, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the District under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting.

We appreciate the timely submittal of your interim report and the accompanying budget assumptions and/or narratives. A technical review will be communicated to the business office. If there are any questions regarding this letter, please call me at 524-2635.

Sincerely,



Shelley Stiles
Director External Fiscal Services

c: Dr. Steven Herrington Mary Downey ~~Becky Leffew~~ Cindy Gordon

Standard Reminders ~ All Districts

NEW ~ Increased Requirements for Debt Management Policy and Practices

Effective January 1, 2017, (per Senate Bill (SB) 1029, Hertzberg) issuers must certify on the *Report of Proposed Debt Issuance* (<http://www.treasurer.ca.gov/cdiac/reporting.asp>) that they have:

- ✚ Adopted local debt policies concerning the use of debt; and
- ✚ The proposed debt issuance is consistent with those policies.

The issuer's **local debt policies** *must* include (A) through (E), below:

- A. The purposes for which the debt proceeds may be used.
- B. The types of debt that may be issued.
- C. The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.
- D. Policy goals related to the issuer's planning goals and objectives.
- E. The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

FCMAT has prepared a Fiscal Alert which provides a **sample Debt Management Policy** which is located at <http://fcmat.org/fcmat-fiscal-and-legal-alerts/>.

SB 1029 contains a declaration that state and local agencies should adopt comprehensive written debt management policies pursuant to the recommendation of the Government Finance Officers Association (GFOA). The GFOA is a national association of government finance professionals with a shared mission to promote excellence in state and local government financial management. The GFOA provides **best practices** and a link to the *Debt Issuance Checklist: Considerations When Issuing Bonds* at <http://www.gfoa.org/debt-management-policy> (bottom of the webpage).

California Debt and Investment Advisory Commission's (CDIAC) website contains the necessary reporting forms and fees which can be found at the website <http://www.treasurer.ca.gov/cdiac/reporting.asp>. CDIAC's guidance regarding SB1029 is located at <http://www.treasurer.ca.gov/cdiac/> by clicking on "Guidance on 1029 Implementation with SB1029" on the left side of the webpage. Some of its guidance is noted below:

Government Code 8855(i) requires any issuer of public debt to provide a *Report of Proposed Debt Issuance* to the California Debt Investment and Advisory Commission *no later than 30 days before the sale* of such debt.

Government Code section 8855(k) ~ Effective January 1, 2017, state and local issuers are required to submit an *annual debt transparency report* for any issue of debt for which they have submitted a *Report of Final Sale* during the reporting period. The annual debt transparency report is due to CDIAC within seven (7) months of the close of the reporting

Standard Reminders ~ All Districts (continued)

period, defined as July 1st to June 30th. This provision makes January 31st the effective deadline for submittal of the annual debt transparency report. Debt issued between January 1, 2017 and June 30, 2017, and reported to CDIAC on or after January 21, 2017 will be required to submit an annual debt transparency report no later than January 31, 2018.

Minimum annual debt transparency report information and additional requirements/stipulations apply. Please see the Guidance from CDIAC for more detailed information.

Reporting Requirements for Proposed Debt Issuances

AB 2274 amended Government Code Section 8855 and is effective January 1, 2015. It requires LEAs to notify the California Debt Investment Advisory Commission (CDIAC) of **any proposed debt issuance**, which would include refinancing and other secondary issuances. In addition, the bill established reporting timeframes. No later than 30 days *prior to the sale* of any debt issue, the issuer shall submit a report of the proposed issuance to CDIAC. Not later than 21 days *after the sale* of the debt, the issuer shall submit a report of final sale to CDIAC. Instructions to all of the requirements that CDIAC needs depending on the type of debt transaction and applicable reporting forms are available at: <http://www.treasurer.ca.gov/cdiac/reporting.asp>

AB 2551 enhances transparency requirements for local bond elections, including Proposition 39 (2000) and two-thirds vote general obligation bonds. The bill requires LEAs attempting to pass local bonds to *submit to their local elections office* the total estimated debt service, including principal and interest, if all bonds are issued, as part of the Tax Rate Statement required pursuant to Elections Code Sections 9400-9401. The aforementioned reporting requirements are applicable to any issuance of debt after AB 2274 adds reporting requirements to debt from bonds already approved by voters. It requires agencies to notify CDIAC of **any proposed debt issuance, which would include refinancing and other secondary issuances**. The provisions of AB 2551 will be required for any local bond elections after January 1, 2015.

Reporting Requirements for Non-Voter-Approved Debt

Education Code Section 17150 requires school districts to notify the County Superintendent of Schools and County Auditor at least 30 days prior to the governing boards' approval of the issuance of certificates of participation (COPs) or other non-voter-approved debt secured by real property such as: Lease purchases (LP) secured by real property; Qualified Zone Academy Bonds (QZABs) secured by real property; Revenue bonds; Energy Loans or Bond Anticipation Notes (BANs). Under the new law, the district must provide repayment schedules, evidence of the ability to repay, and costs of issuance as well as information necessary to assess the anticipated effect of the debt issuance. Within 15 days of the receipt of the information, the County Superintendent of Schools and the County Auditor are authorized to comment publicly regarding the district's capacity to repay the debt obligation, based on the information provided.

Adopting LCAP Revisions during the period the LCAP is in effect

EC sections 52062(c) and 52068(c) allow districts to adopt revisions to an LCAP during the period the LCAP is in effect if they follow the same process for adopting the LCAP. EC sections 52070 and 52070.5 specify that no later than five days after the adoption of an LCAP or annual update to an LCAP, the plan must be filed with the COE. While timelines identified in these sections are reflective of an annual process, statute does provide a process for a revised LCAP to be approved by the appropriate entity.

Collective Bargaining Disclosure

If any collective bargaining settlements are reached during the current year all districts are being reminded of the public disclosure obligation. An important AB 1200 reporting requirement is the statute for tentative collective bargaining agreements to meet the requirements of Government Code Section 3547.5 and Education Code Sections 42131 and 42142, both of which outline the District's responsibilities for public disclosure and budget revisions for collective bargaining agreements. A three-year analysis must be completed to determine the impact of negotiations in future years. The superintendent and chief business officer must certify that the District can meet the costs incurred under the agreement. The governing board must take formal board action to approve the proposed agreement. Please note that within 45 days of the settlement, the District must send to SCOE any revisions to the District's current budget necessary to fulfill the terms of the agreement.

Submission of Studies, Reports, Evaluations and/or Audits

Education Code Sections 42127 and 42127.6 require districts to submit to the County Office any studies, reports, evaluations, or audits done of the district that contain evidence that the district is showing fiscal distress. They also require the County Office to incorporate that information into the analysis of budgets, interim reports, and the District's overall financial condition.

We request that the District submit to this office any such documents commissioned by the District (e.g. reports done by Fiscal Crisis and Management Assistance Team), or by the State Superintendent of Public Instruction and/or a state control agency any time they are received by your District.

SB740

Please note that a SB740 funding determination may be required when a charter school offers instructional time in a non-classroom based setting. Charter schools that do not submit a request by the due date may not receive a funding determination, and could have their State apportionment associated with its non-classroom based ADA reduced to zero. SB740 regulations, instructions and form can be found at:

<http://www.cde.ca.gov/sp/cs/as/nclrbifunddet.asp> .

Additional Standard Reminders for School Districts with Qualified or Negative Certifications

Debt Issuance

The statutory requirements for debt issuance for school districts with qualified or negative interim report certifications are specifically addressed by E.C. Section 42133(a), and read as follows:

"A school district that has a qualified or negative certification in any fiscal year may not issue, in that fiscal year or in the next succeeding fiscal year, certificates of participation, tax anticipation notes, revenue bonds, or any other debt instruments that do not require the approval of the voters of the district, nor may the district cause an information report regarding the debt instrument to be submitted pursuant to subdivision (e) of Section 149 of Title 26 of the United States Code, unless the county superintendent of schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. A school district is deemed to have a qualified or negative certification for purposes of this subdivision if, pursuant to this article, it files that certification or the county superintendent of schools classifies the certification of that fiscal year to be qualified or negative."

E.C. Section 15140 (b) notes that a district that has received a qualified or negative certification in its most recent interim report, may not issue and sell bonds on its own behalf pursuant to this chapter without further action of the board of supervisors or officers of that county or of any other county in which a portion of the school district or community college district is located.

Collective Bargaining

Government Code Section 3540.2 provides added oversight related to the collective bargaining process. Any school district with a Qualified or Negative certification under Education Code Section 42131 **shall allow the county office of education at least ten working days to review and comment on any proposed agreement made between the exclusive representative and the public school employer, or designated representative, before it is ratified.** The school district shall provide the county office with all information relevant to yield an understanding of financial impact of that agreement. The county superintendent shall notify the school district, county board of education, district superintendent, governing board of the school district, and each parent and teacher organization of the district within those 10 days if, in his or her opinion, the agreement would endanger the fiscal well-being of the school district.

Per Government Code 3540.2(d), a school district shall, upon request, provide the county superintendent of schools with all information relevant to provide an understanding of the financial impact of any final collective bargaining agreement reached.

PINER-OLIVET UNION SCHOOL DISTRICT

ENROLLMENT

For April 18, 2018 Board Meeting

DATE: April 8, 2018

	Previous Report Totals	Present Report Totals	This Date Last Year Totals
Kindergarten	136	139	183
First Grade	152	155	162
Second Grade	156	156	164
Third Grade	158	156	121
Fourth Grade	120	121	134
Fifth Grade	126	126	177
Sixth Grade	148	148	121
Home School K-6	10	10	10
Special Day Class	13	13	12
Home & Hospital	0	1	0
TOTALS	1,019	1,025	1,084
K-3 Teacher/Pupil Ratio:	20.76	20.90	
4-6 Teacher/Pupil Ratio:	23.18	23.24	
P-O Charter	199	199	215
7th Grade	102	101	103
8th Grade	92	92	102
Home School 6-8	5	6	10
Northwest Prep Charter School	104	102	106
6th Grade	0	0	0
7th Grade	17	16	17
8th Grade	16	16	22
9th Grade	15	15	9
10th Grade	9	9	13
11th Grade	11	11	8
12th Grade	6	6	4
Home School 6-12	30	29	33
Total Enrollment	1,322	1,326	1,405

2017-2018 SPECIAL EDUCATION/SPECIAL PROGRAMS ENROLLMENT

For: April 18, 2018

4/10/2018	OLIVET	SCHAEFER	JLONDON	POCS	NWP
RSP	K 0	K 0	K 0	6th 0	6th 0
	1st 0	1st 0	1st 1	7th 1	7th 2
	2nd 0	2nd 0	2nd 0	8th 6	8th 1
	3rd 2	3rd 4	3rd 1		9th 0
	4th 1	4th 3	4th 1		10th 0
	5th 3	5th 2	5th 6		11th 2
	6th 6	6th 2	6th 2		12th 0
	Grand Total 46	Total 12	Total 11	Total 11	Total 7
SP/LNG	TK 0	K 4	K 0	7th 0	7th 0
	K 1	1st 2	1st 3	8th 0	8th 0
	1st 4	2nd 4	2nd 0		
	2nd 4	3rd 4	3rd 0		
	3rd 3	4th 2	4th 4		
	4th 0	5th 5	5th 0		
	5th 0	6th 2	6th 1		
	6th 2				
Grand Total 45	Total 14	Total 23	Total 8	Total 0	Total 0
SDC	K 0				
	1st 0				
	2nd 0				
	3rd 3				
	4th 3				
	5th 5				
	6th 2				
Grand Total 13	Total 13				
FULL INCLU.,					
	Grand Total 0	Total 0			
OT	K 0				
	1st 1		1st 1		
	2nd 0				
	3rd 1	3rd 2			
	4th 0				
	5th 0	5th 2			
	6th 0				
Grand Total 7	Total 2	Total 4	Total 1	Total 0	Total 0
APE	K 0	3rd 1	1st 1		
	Grand Total 5	1st 1	5th 1		
	3rd 1	Total 2	Total 1	Total 0	Total 0
HOH/DEAF (Hard of Hearing)		2nd 1	2nd 1	8th 1	
	Grand Total 4	5th 1	Total 1	Total 1	Total 0
		Total 2	Total 1	Total 1	Total 0
NPS Anova North Valley Plumfield	2nd 2				
	3rd 1				
	6th 1	6th 1			
	Grand Total 5	Total 4	Total 1	11	

2017-2018 SPECIAL EDUCATION/SPECIAL PROGRAMS ENROLLMENT
For: April 18, 2018

	OLIVET	SCHAEFER	JLONDON	POCS	NWP
VISION					
Grand Total 0					
Behavior					
Grand Total 0					
Physical Therapy	3rd 1				
Grand Total 1	Total 1				
Individual Therapy 0					
Mental Health					
Grand Total 0					

15.1 BOARD POLICIES

**Approval
@ April 18, 2018
Board Meeting**

BP/AR 3100 Business and Noninstructional Operations

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

Board Policy

Budget

BP 3100

Business and Noninstructional Operations

The Governing Board recognizes its critical responsibility for adopting a sound budget for each fiscal year which is aligned with the district's vision, goals, and priorities. The district budget shall guide administrative decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

(cf. 0000 - Vision)

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

Budget Development and Adoption Process

The Superintendent or designee shall establish an annual budget development process and calendar in accordance with the single budget adoption process described in Education Code 42127(i). He/she shall annually notify the County Superintendent of Schools of the district's decision to use the single budget adoption process in the subsequent year.

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board encourages public input in the budget development process and shall hold public hearings and meetings in accordance with Education Code 42103 and 42127.

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

The budget that is formally adopted by the Board shall be in the format prescribed by the Superintendent of Public Instruction. The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

Budget Criteria and Standards

In developing the district budget, the Superintendent or designee shall analyze criteria and standards adopted by the State Board of Education which address estimation of funded average daily attendance (ADA), projected enrollment, ratio of ADA to enrollment, projected revenue limit, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. The budget review shall also identify supplemental information regarding contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, and the status of labor agreements. (Education Code 33127, 33128, 33129; 5 CCR 15440-15451)

The Board shall establish and maintain a general fund reserve for economic uncertainty that meets or exceeds the requirements of law. (Education Code 33128.3; 5 CCR 15450)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, categorical program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - Administrative Discretion Regarding Board Policy)
(cf. 3110 - Transfer of Funds)

Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. Nonspendable fund balance includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. Restricted fund balance includes amounts constrained to specific purposes by their providers or by law.
3. Committed fund balance includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period of June 30,

although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. Assigned fund balance includes amounts which the Board or its designee intends to use for a specific purpose.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent or designee and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements.

5. Unassigned fund balance includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

To protect the district against unforeseen circumstances such as revenue shortfalls and unanticipated expenditures, the Board intends to maintain a minimum unassigned fund balance which includes a reserve for economic uncertainties equal to at least two months of general fund operating expenditures, or 17 percent of general fund expenditures and other financing uses.

Beginning with the 2008-2009 budget, in light of the State's fiscal crisis, the Board established a Cash Flow Reserve. The Cash Flow Reserve shall be increased each year utilizing available one-time funds until it reaches 11% of the District's General Fund expenditures. The Cash Flow Reserve shall be maintained at 11% of the District's General Fund expenditures each year thereafter. This reserve shall be considered a committed fund balance.

Long-Term Financial Obligations

The district's current-year budget and multi-year projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

(cf. 7210 - Facilities Financing)

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to

ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of OPEBs, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

When the Superintendent or designee presents a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims, the Board shall disclose, as a separate agenda item at the same meeting, whether or not it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

Budget Amendments

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval when the state budget is adopted, collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

Legal Reference:

EDUCATION CODE

- 1240 Duties of county superintendent of schools
- 33127-33131 Standards and criteria for local budgets and expenditures
- 35035 Powers and duties of superintendent
- 35161 Powers and duties, generally, of governing boards
- 42103 Public hearing on proposed budget; requirements for content of proposed budget
- 42122-42129 Budget requirements
- 42130-42134 Financial certifications
- 42140-42141 Disclosure of fiscal obligations
- 42602 Use of unbudgeted funds

42605 Tier 3 categorical flexibility
42610 Appropriation of excess funds and limitation thereon
44518-44519.2 Chief business officer training program
45253 Annual budget of personnel commission
45254 First year budget of personnel commission
GOVERNMENT CODE
7900-7914 Appropriations limit
CODE OF REGULATIONS, TITLE 5
15060 Standardized account code structure
15440-15451 Criteria and standards for school district budgets

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Budget Planning and Adoption, 2006

Maximizing School Board Governance: Understanding District Budgets, 2006

School Finance CD-ROM, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Appropriate Level of Unrestricted Fund Balance in the General Fund, 2009

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009

Statement 45, Accounting and Financial Reporting by Employers for Post-employment Benefits

Other Than Pensions, June 2004

Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

Legislative Analyst's Office: <http://www.lao.ca.gov>

School Services of California, Inc.: <http://www.sscal.com>

Policy
adopted: April 11, 2012

PINER-OLIVET UNION SCHOOL DISTRICT
Santa Rosa, California

Administrative Regulation

Budget

AR 3100

Business and Noninstructional Operations

Initial Budget Adoption

On or before July 1 of each year, the Board shall adopt a budget which adheres to the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42126, 42127)

Before adopting the district budget for the subsequent fiscal year, the Board shall hold a public hearing. The agenda for this hearing shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

The Superintendent or designee shall notify the County Superintendent of Schools of the location, dates, and times at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing.

During the hearing, any district resident may speak to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak. (Education Code 42103)

(cf. 9323 - Meeting Conduct)

The Superintendent or designee shall file the adopted budget with the County Superintendent no later than five days after adoption or by July 1, whichever occurs first. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

Revised Budget

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and

expenditures which are consequently necessary. (Education Code 42127)

If the County Superintendent disapproves the district's budget, the Board shall review and respond to his/her recommendations at a public meeting on or before September 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

Budget Review Committee for Disapproved Budgets

If the district's revised budget is disapproved by the County Superintendent, the budget shall be reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver. (Education Code 42127)

This committee shall consist of either: (Education Code 42127.1, 42127.2)

1. Three persons selected by the Board from a list of candidates provided by the SPI, who shall be selected within five working days after receiving the list of candidates
2. A regional review committee convened by the County Superintendent with the approval of the Board

If the budget review committee recommends disapproval of the district budget, the Board may submit a response no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. (Education Code 42127.3)

If the SPI disapproves the district budget after reviewing the committee's report and the district's response, the Board shall consult with the County Superintendent as he/she develops and adopts, by November 30, a fiscal plan and budget that will allow the district to meet its financial obligations. For the current fiscal year, the district shall operate in accordance with the budget adopted by the County Superintendent. (Education Code 42127.3)

Until the district receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. (Education Code 42127.4)

Regulation
approved: April 1, 2009

PINER-OLIVET UNION SCHOOL DISTRICT
Santa Rosa, California

Agenda Item Summary

Action Item: **17.1 Approval of 2018-2019 Budget Development and Operations Calendar**

Regular Meeting of: April 18, 2018	Action Item	Report Format: Oral
Attachment: Budget Calendar		

Background

Annually, the Governing Board reviews the District's Budget Development and Operations Calendar.

Issue(s)

Plan/Discussion/Detail

The Board should review and discuss the expectations of the timelines presented in this calendar. There are four additions for this calendar. Three of them are all related to reports that must be updated on a multi-year schedule. The additions are to assist District administrative staff in having the reports updated in a timely manner. The fourth addition is to begin the maintenance/construction discussion in January rather than in February.

Fiscal Impact

None

Options

Recommendation

Approve as is or give further direction to staff.

Motion:

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

Piner-Olivet Union School District
2018-2019 Budget Development and Operations Calendar
 Board Adopted:

DATE	ACTIVITY	Whose Responsibility		PURPOSE
		Prepares and/or Presents	Discusses and/or Approves	
Within 45 days of State Budget Adoption	Budget updates	CBO	School Board adopts	Update of financial status as required by State
September meeting	Annual reports from School-Connected Organizations	Site Admin. School-Connected Org	School Board to review and approve requests for recognition as School-Connected Organizations	Comply with Board Policy 1230
September meeting	Approve resolution for Adopting the GANN Limit	CBO	School Board to approve	Comply with California Constitution Article XIII B (Added by Prop. 4)
September meeting	Hold public hearing regarding the sufficiency of instructional materials	Director of Curriculum Assistant	School Board to hold public hearing	Comply with Ed Code 60119
September meeting	Review final unaudited actuals from prior year budget	CBO	School Board to review any discrepancies between current year budget and prior year budget	Ending balance is no longer estimated, will know true numbers
September meeting	Review updated schools' Comprehensive Safety Plans	Superintendent Site Admin.	School Board to review and adopt	Update of Comprehensive Safety Plans by March 1 st as required by law
September	Review GASB 75 Actuarial Report – must be updated every two years	CBO	CBO to review and have report renewed if needed	Comply with GASB 75 requirement
September	Review Asbestos Management Plan – must have re-inspection every three years	CBO	CBO to review and have inspection completed if needed	Comply with AHERA regulations
October meeting	Adopt resolution regarding the sufficiency of instructional materials	N/A	School Board to adopt resolution	Comply with Ed Code 60119
October meeting	Review progress towards goals outlined in LCAPs	Superintendent Site Admin.	School Board Superintendent	Update Board on progress toward LCAP goals
October meeting	Review status of prior year summer maintenance/construction projects	CBO (Dir. Of Facilities)	CBO School Board	Review the maintenance/construction projects from the prior summer
October	Annual progress report for prior year and updated plan for current year for Title 1, GATE, and ELL Programs presented to Site Councils	Superintendent Site Admin	Superintendent or Designee Site Councils	Give information to Site Council to be used in updating Single Plans for Student Achievement
October	School Site Councils have two meetings to revise Single Plan for Student Achievement District Office Staff review Single Plans for Student Achievement and return to Site Councils with suggested changes	Site Councils Superintendent Site Admin	Site Councils Superintendent or Designee	Update Single Plans for Student Achievement to concur with revised District Areas of Focus
November	Report out to LCAP stakeholders – prior year progress made toward LCAP goals Begin LCAP revision process	Superintendent Site Admin LCAP Stakeholders	Superintendent or Designee	Comply with State laws regarding LCAP
November meeting	School Site Councils present revised Single Plan for Student Achievement, include updated budget for current year, annual progress report for prior year	Superintendent Site Admin. CBO (Budget info to Site Admin only)	School Board to approve or request modifications	Updated Single Plans for Student Achievement approved in a timely manner so that staff can begin working on achieving District Areas of Focus and LCAP goals
November meeting	Review new programs approved by State for current year budget if applicable	Superintendent CBO	Superintendent and CBO to approve expenditure procedures for each new program	Give direction to staff and site councils
November	Review Developer Fee Justification Report – must be updated every five years	CBO	CBO to review and have report renewed if needed	Comply with developer fee regulations
December	Continue stakeholder engagement and LCAP revision process	Superintendent Site Admin LCAP Stakeholders	Superintendent or Designee	Comply with State laws regarding LCAP that LCAP revision is an ongoing process
December meeting	1 st Interim Financial Report and budget updates for current year budget for District and all charter schools	CBO	School Board to adopt	Update of financial status as required by State and monitor financial status of charter schools
January meeting	Audit Report and audit findings corrections reviewed	CBO	School Board to accept audit report and approve audit findings corrections, if any	Comply with law regarding annual audit

January & February	Continue stakeholder engagement and LCAP revision process	Superintendent Site Admin/LCAP Stakeholders	Superintendent or Designee LCAP Stakeholders	Comply with State laws regarding LCAP that LCAP revision is an ongoing process
January meeting	Begin discussion of summer maintenance/construction projects	CBO (Dir of Facilities)	CBO School Board	Begin to determine summer projects, funding for projects, bid
February meeting	Report to Board on LCAP engagement and revision process	Superintendent Site Admin	Superintendent School Board	Continue with LCAP engagement and revision process
February meeting	Continue discussion of summer maintenance/construction projects	CBO (Dir of Facilities)	CBO School Board	Continue to determine summer projects, funding for projects, bid timelines if needed
March meeting	2nd Interim Financial Report and budget updates for current year budget for District and all charters	CBO	School Board to adopt	Update of financial status as required by State and monitor financial status of charter schools
March meeting	Review preliminary budget for next budget year for District and all charters to check for alignment with LCAPs	Superintendent Site Admin CBO	School Board and Stakeholders begin process of aligning budgets to LCAPs	Begin to match budget expenditures to LCAPs and District Areas of Focus
April	Finalize LCAP work with stakeholders Respond to LCAP comments in writing	Superintendent Site Admin	Superintendent or Designee Stakeholders	Complete work with LCAP stakeholders so that LCAP can be finalized for public hearing at May meeting Comply with LCAP law regarding responding to comments in writing
April meeting	Continue to review preliminary budget for next budget year for District and all charters	Superintendent Site Admin CBO	School Board and Stakeholders continue process of aligning budgets to LCAPs	Continue work aligning budgets to LCAPs and District Areas of Focus
April meeting	Finalize discussion of summer maintenance/construction projects	CBO (Dir of Facilities)	CBO School Board	Review summer projects, funding for projects, and approve bids if available.
April meeting	Approve Budget Development and Operations Calendar for budget year	Superintendent CBO	School Board to approve	Use document to build budget and manage multi-year projects
May	School Site Councils develop budget and preliminary revisions to Single Plan for Student Achievement, include staff development plans and support services District Office Staff review SPSA and return to Site Councils with suggested changes	Superintendent Site Councils	Site Councils Superintendent or Designee	Plan for next year and prepare to give input to Governing Board early enough to be incorporated into the District LCAP and budget
May meeting	Adopt resolution allowing year end budget updates	N/A	School Board	Comply with Ed Code allowing Board resolution authorizing year end budget updates
June – 1st meeting	Public Hearing on LCAP and draft budget	Superintendent Site Admin CBO	School Board and stakeholders to review LCAP and draft budget at public hearing	Comply with laws regarding LCAP and budget public hearing – must be held at a meeting prior to the meeting at which the LCAP and budget are adopted
June – 1 st meeting	Review report of summer maintenance/construction projects	CBO (Dir of Facilities)	CBO School Board	Review summer projects, funding for projects, and approve bids if needed
June – 1 st meeting	Adopt Resolution for negative cash balances if needed	CBO	School Board to adopt resolution if needed	Resolution must be adopted and submitted to SCOE by mid-June
June – 2 nd meeting	Adopt LCAP and final budget for next budget year for District and all charters	N/A	School Board to adopt LCAP and final budget	Final LCAP and budget must be adopted by July 1

Agenda Item Summary

Action Item: **17.2** *Approval of Joint Use Agreement Between the District and Village Charter School for Facilities and Grounds Use at Northwest Prep Charter School from August 1, 2018 through July 31, 2021*

Regular Meeting of: April 18, 2018	Action Item	Report Format: Oral
Attachment:	Joint Use Agreement	

Background

The District began a Joint Use Agreement with Village Charter School in 2015. The Agreement has worked satisfactorily for both parties.

Issue(s)

The current Agreement ends on July 31, 2018.

Plan/Discussion/Detail

A new Agreement has been worked out between the District and the Charter School. The new Agreement includes a five percent (5%) increase in the fee structure.

Fiscal Impact

\$60,795 Revenue for 2018-2019, 2019-2020 and 2020-2021

Options

Recommendation

Approve as presented

Motion:

Moved by: _____ Second: _____

Vote:	Aye:	No:	Abstention:	Absent:
HINTON	LAU	MOHR	PRYOR	WAY

JOINT USE AGREEMENT

This Joint Use Agreement (“Agreement”) made this 1st day of August, 2018, by and between Piner-Olivet Union School District (hereinafter called "District") and Village Charter School (hereinafter called "Charter School").

RECITALS

- A. District is the owner of real property situated at 2590 Piner Road, Santa Rosa, California, which is the site of the District’s Northwest Prep Charter School (“Facility”).
- B. Charter School is a nonprofit organization that provides an education program to students in grades K to 8.
- C. District has space at its Facility that District does not currently require for classroom use and Charter School is seeking space to operate its educational program.

In consideration of the terms and conditions set forth below, and in accordance with Education Code sections 17527 et. seq.), the parties agree as follows:

1. PREMISES.

- 1.1** District hereby permits Charter School and Charter School hereby hires from District a portion of certain real property located at 2590 Piner Road, Santa Rosa, California. The Agreement includes full use of Rooms 22, 23, 24, 25, 31, 32, 33, 34 and space for portable restrooms and partial use of multi-purpose room, kitchen, play structure, blacktopped play area and field as demarcated on “Exhibit A” (hereinafter “Premises”).
- 1.2** Hours and days of use of Premises by Charter School shall be limited to 6:00 a.m. to 10:00 p.m. Monday through Sunday for classrooms. Use of the multi-purpose room and kitchen after 3:00 p.m. on Monday through Friday and at any time on Saturday and Sunday must be scheduled with the Northwest Prep School Office Manager. A use permit need be obtained only if required by law and at the sole expense of Charter School. No use is permitted that is contrary to the applicable zoning or to the laws or regulations applicable to the subject property.
- 1.3** The Agreement excludes use by the Charter School of any other rooms at the Facility. District shall have the right to use or lease any of the facilities and property not being used by Charter School pursuant to this Agreement.

2. TERM.

2.1 Term.

The term of this Agreement shall commence on August 1, 2018 (the “Commencement Date”) with rent commencing on August 1, 2018 and shall end on July 31, 2021 unless earlier terminated per the terms of this Agreement. This Agreement may be renewed annually upon written mutual agreement of the parties.

2.2. Termination.

Either party may terminate this Agreement with or without cause upon sixty (60) days prior written notice to the other party. Such termination would take place at the end of the school year.

2.3. Extension Term.

The fees for an extended three-year term shall be negotiated and agreed upon in writing by the parties prior to the commencement of the extended term.

3. USE OF PREMISES.

Charter School shall use and occupy the Premises solely for the operation of its programs and activities in accordance with this Agreement, and any reasonably related lawful purposes. Hours and days of use of Premises by the Charter School shall be limited pursuant to Section 1 of this Agreement. A use permit need be obtained only if required by law.

4. USE FEE/SECURITY DEPOSIT.

4.1. Time and Place of Payment.

The fees payable hereunder shall be paid in equal monthly installments in advance on the first business day of each calendar month, provided that if the Agreement term commences on a day other than the first day of a calendar month, the monthly fees for the fractional month shall be appropriately prorated. All fees shall be paid to District at the address set forth in Section 17 below or such other place as District may from time-to-time direct in writing.

4.2. Fee Amount.

Charter School shall pay to District in lawful money of the United States, the following fees: \$5,040 per year per classroom as rent, an additional \$3,675 per year per classroom used as a classroom for routine custodial, an additional \$5,250 per set of boys/girls restrooms and an additional \$525 per year per classroom for maintenance and gardening for term of the Agreement, due by September 1st of each year. The parties will communicate regarding the number of classrooms actually being used as classrooms each year prior to August 15th in order to allow the District time to produce an invoice for the Charter School.

4.3. Security Deposit.

a) District acknowledges that Charter School paid a security deposit in the sum of \$5,133 (equivalent to one monthly payment as established in Section 4.2 of the prior Agreement dated March 31, 2015) to secure Charter School's performance of its obligations. No further security deposit is required.

b) District is not obliged to apply the deposit on fees or other charges in arrears or on damages for the Charter School's failure to perform the Agreement. However, District may so apply the security at the District's option, and the District's right to possession of the Premises for nonpayment of the fees or for any other reason will not in any event be affected by reason of the fact that the District holds this security.

c) The security deposit, if not applied toward payment of arrearages or damages as provided in this Agreement, shall be returned to Charter School upon termination of this Agreement, after the Charter School has vacated the Premises and delivered possession to District.

d) If District repossesses the Premises because of the Charter School's default or breach, District may apply the deposit to all damages suffered to the date of the repossession, and may retain the remainder to apply to such damages as may be suffered thereafter by reason of the default or breach.

5. MAINTENANCE.

5.1. Maintenance of Premises.

Except as otherwise provided in this Agreement, during the Agreement term, District, at its expense, shall maintain and repair heating, air conditioning, and ventilation system, elevator, sprinkler, sewage, electrical, water supply or steam system, foundation, superstructure, structural roof, roofing membrane, exterior walls, and other structural members of the Premises, the exterior portions of the Premises such as painting and/or washing the exterior walls and windows, maintaining the exterior portions of the Premises, cleaning and maintaining sidewalks and parking lots adjacent to the Premises, rubbish removal and all interior repair and replacement.

5.2. Cleaning of Premises.

The District shall provide routine, day-to-day custodial and maintenance services for the interior and exterior of the Premises. District shall be responsible for general grounds maintenance, including designated garden spaces. The amount charged for custodial services includes classroom cleaning every other day, restroom cleaning every day and joint use spaces as designated on the custodians' schedules. Charter School shall provide routine, day-to-day custodial services for the classrooms used for activities other than regular classrooms and for the rented bathrooms.

5.3. Maintenance by Charter School.

Charter School shall be responsible for the maintenance, including repair and/or replacement desired by Charter School, of its interior and exterior signs, furnishings and other personal property used in connection with the Premises. Charter School shall also be responsible to reimburse the District for any maintenance required solely because of Charter School staff, students or parents such as a window broken by a student.

6. UTILITIES.

District shall be responsible for the payment of utilities, including water, gas, electricity, heat, internet, telephone services, and other services delivered to the Premises as part of the rent received. Charter School shall be connected to the District's VoIP and wireless internet infrastructures.

7. ALTERATIONS AND IMPROVEMENTS.

During the term of this Agreement, Charter School shall make no alterations, installations, additions, or improvements to the Premises without submitting to District plans and specifications therefore and obtaining District's written consent. District, without any cost to itself, shall cooperate with Charter School in securing Premises and other permits and authority necessary from time-to-time for any work permitted under this Agreement. Charter School may at any time remove any equipment and trade fixtures installed by Charter School in the Premises. Improvements made by Charter School at any time to the Premises during the terms of this Agreement shall be and remain the property of District. Charter School shall be responsible for and shall pay for any repairs or replacements which are occasioned or made necessary by reason of the negligence or misuse of the Premises by Charter School. District shall not be responsible to Charter School for any damage or injury to persons or property which may occur as a result of the failure of Charter School to make repairs.

8. PARKING.

Included in Charter School's use herein is the right of Charter School and Charter School's employees, clients and invitees to jointly use free of charge any of the parking spaces in the parking area associated with the Premises as determined by District in accordance with this Agreement.

9. INSURANCE.

9.1. Insurance --Charter School.

Charter School agrees to purchase at its own expense and to keep in force during the term of this Agreement, a policy or policies of comprehensive liability insurance, including public liability and property damage. The liability under such insurance shall not be less than one million dollars (\$1,000,000) for each occurrence (\$2,000,000 aggregate). The Charter School must list the District as an additional insured.

Charter School agrees to purchase at its own expense and to keep in force during the term of this Agreement, a policy or policies of workers' compensation insurance with limits of \$1,000,000.00 or more in accordance with the law.

9.2. Other Insurance Matters.

All of insurance required under this Agreement shall: (i) be issued by insurance companies authorized to do business in the State of California, with a financial rating of at least A VIII as rated in the most recent edition of Best's Insurance Reports. (ii) be issued as a primary policy, and (iii) contain an endorsement requiring thirty (30) days' written notice from the insurance company to both parties before cancellation or change in the coverage, scope, or amount. In the event that that the Charter School receives a thirty (30) day written notice of cancellation concerning any of the required policies, or should the Charter School fail to have in effect the required coverage at any time during this Agreement, District may give notice to the Charter School to reinstate or acquire the affected coverage. Should the insurance fail to be reinstated or acquired within ten (10) days of the notice to reinstate or acquire such coverage, Charter School shall be considered in default.

9.3. Insurance Documentation.

The following documentation shall be submitted to District:

- (a) Properly executed certificates of insurance clearly evidencing all coverages, limits, and endorsements required above. Said certificates shall be submitted prior to the execution of this Agreement.
- (b) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement.
- (c) Upon District's written request, certificated copies of insurance policies. Said policy copies shall be submitted within thirty (30) days of District's request.

9.4. Indemnity - Charter School.

Charter School shall hold harmless, defend and indemnify District, its officers, agents and employees, from and against any liability, claim, action, cost, damage or loss, including reasonable costs and attorneys' fees, for injury, including death, to any person or damage to any property arising out of Charter School's activities under this Agreement, but excluding liability due to the sole negligence or willful misconduct of District. This obligation shall continue beyond the term of this Agreement as to any act or omission which occurred during or under this Agreement. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Charter School or its employees or agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.

9.5. Destruction and Untenantability of Premises.

If during the term of this Agreement the Premises are totally or partially destroyed from any cause, rendering the Premises totally or partially inaccessible or unusable, District shall restore the Premises or the Premises and other improvements in which the Premises are located to substantially the same condition as they were in immediately before destruction, if the restoration can be made under the existing laws and can be completed within forty-five (45) working days after the date of the destruction. Such destruction shall not terminate this Agreement, provided, however, that use fees shall be equitably abated or adjusted to account for any damage, destruction or reduction of the Premises. If the restoration cannot be made in the time stated in this Article 9, then within thirty (30) days after the parties determine that the restoration cannot be made in the time stated in this Article 9, Charter School may terminate this Agreement immediately by giving written notice to District. If the existing laws do not permit the restoration, either party may terminate this Agreement immediately upon giving notice to the other party.

10. ASSIGNMENT.

This Agreement or any interest of Charter School therein, shall not be assignable by Charter School or by operation of law without the written consent of District. Any attempt to so assign without first obtaining such written consent shall be null and void. In the event such written consent should be given by District, said consent shall not constitute a waiver of this provision, which shall remain in effect with respect to any and all subsequent attempts to assign.

11. WAIVER.

The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition herein contained.

12. SURRENDER.

Charter School covenants that on the last day of the term or on the last day of a renewal or extension of this Agreement, it will peaceably and quietly leave and surrender the Premises in as good condition as they now are, ordinary wear and tear excepted.

13. HOLDING OVER.

Any holding over by Charter School shall not be construed as a renewal of the term of this Agreement but shall constitute a month-to-month use which may be terminated by either party upon thirty (30) days prior written notice, and shall otherwise be on the same terms and conditions herein set forth and at the use fees applicable to the last month of the Agreement term.

14. TRANSFER OF CHARTER SCHOOL'S INTEREST.

Charter School shall not at any time assign or otherwise transfer all or any part of Charter School's interest in this Agreement without the express written consent of District.

15. SIGNING.

Upon the commencement of the Agreement, Charter School shall have the right, at its own cost and expense, to install and affix, erect, and maintain from time-to-time any signs relating to the conduct of its business during the term of the Agreement. Any signs and the location thereof shall be subject to the prior written approval of District.

16. INSPECTION AND ENTRY BY OWNER.

Charter School shall permit District or District's agents, representatives, or employees to enter said Premises at all reasonable times and with reasonable notice for the purpose of inspecting said Premises to determine whether the Charter School is complying with the terms of this Agreement and for the purpose of doing other lawful acts that may be necessary to protect the District's interest in said premises under this Agreement, or to perform District's duties under this Agreement.

17. NOTICES.

Any notice required or permitted to be given hereunder shall be in writing and may be served personally or may be sent by registered or certified mail, return receipt requested, and shall be deemed given as of the earlier of the date of receipt of such notice by the office of the other party hereto or five (5) days after deposited in the mail, postage prepaid, and addressed as follows:

If to District: Carmen Diaz-French
Piner-Olivet Union School District
3450 Coffey lane
Santa Rosa, CA 95403

If to Charter School: Rebecca Ivanoff
Village Charter School
2590 Piner Road
Santa Rosa, CA 95401

District and Charter School each reserve the right to change the name and/or address with respect to which notices to it are to be sent hereunder by giving written notice of such change to the other party hereto personally or by certified or registered mail, return receipt requested, and such change of address and or name shall become effective as of the date of such receipt of such notice of change by the other party hereto.

18. ISSUANCE OF FACILITY KEYS.

Keys shall be issued or other means of access provided by District for the Charter School. Issuance of keys to the Charter School for the use of the Premises shall be limited to the requirements of this Agreement. Both agencies agree to not duplicate keys issued by the other agency. In the event that a key is lost by any agents, servants, or employees of the Charter School or District, the responsible agency shall bear the cost of rekeying the Facility.

19. AMERICANS WITH DISABILITIES ACT (ADA).

Charter School is responsible for compliance with the Americans with Disabilities Act and its supporting regulations, as may be amended from time to time. Charter School is also responsible for compliance with any and all similar federal, state or local laws, regulations and ordinances relating to removal of barriers within the workplace, e.g., arrangement of interior furnishings and access within the Premises, and any improvements installed by Charter School. If District's consent would be required for alterations to bring the Premises into compliance, this consent shall not be unreasonably withheld, conditioned or delayed.

20. DISCRIMINATION PROHIBITED.

Charter School and its employees shall not discriminate because of actual or perceived sex, sexual orientation, gender, gender identity, gender expression, age, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability against any person by refusing to furnish such persons any service or privilege offered by Charter School at the Premises.

21. COMPLIANCE WITH LAW.

Charter School shall not use the Premises or permit anything to be done in or about the Premises which will in any way conflict with any law, statute, ordinance or governmental rule or regulation now in force or which may hereafter be enacted or promulgated. Charter School shall, at its sole cost and expense, promptly comply with all laws, statutes, ordinances and governmental rules, regulations or requirements now in force or which may hereafter be in force, and with the requirements of any board of fire insurance underwriters or other similar bodies now or hereafter constituted, relating to, or affecting the condition, use or occupancy of the Premises, excluding structural changes not related to or affected by Charter School's improvements or acts.

22. SEVERABILITY.

The invalidity or illegality of any provision shall not affect the remainder of the Agreement.

23. EMPLOYEES.

Unless otherwise agreed to by the parties, all agents, servants, and employees of the Charter School shall be stipulated under the exclusive management control of Charter School and shall not be agents, servants, or employees of District for any purposes whatsoever. It is specifically acknowledged that the programs provided by Charter School and any of its agents, servants, or employees are entirely and exclusively under the supervision and control of Charter School, and no person so employed shall have any status or right with regard to District.

24. FINGERPRINTING.

Charter School and all employees are subject to Education Code section 45125.1(d). This Agreement will be subject to immediate termination if any employee of Charter School has been convicted of a crime that would preclude employment as a school employee. Charter School shall take all appropriate steps to protect the safety of District students and ensure that all Charter School invitees and customers have limited contact with District students. The Charter School's written policy regarding fingerprinting is attached as a part of this Agreement.

25. DEFAULT.

In the event Charter School defaults in the payment of any amount due or in the performance of any terms or conditions of this Agreement, Charter School's rights hereunder shall terminate if Charter School fails to remit payment within five (5) days or cure any other breach within thirty (30) days after notice has been given by District.

26. MISCELLANEOUS.

26.1. Binding on Successors. This Agreement and all of the covenants, agreements, conditions and undertakings contained herein, shall be binding upon and inure to the benefit of the respective heirs, legal representatives, successors and assigns of the parties hereto.

26.2. Headings.

The headings of the Articles and Sections hereof are for convenience only and shall not affect or be deemed to affect the meaning of any provisions hereof.

26.3. Entire Agreement.

This Agreement, including all exhibits, contains all of the terms, covenants, conditions and agreements between District and Charter School relating in any manner to the use and occupancy of the Premises. No prior agreement or understanding pertaining to the same shall be valid or of any force or effect, and the terms, covenants, conditions and provisions of this Agreement cannot be altered, changed, modified or added to, except in writing and signed by District and Charter School. All references herein, directly or indirectly, to the term of this Agreement shall also be deemed to include any extensions or renewals thereof provided Charter School herein, unless expressly provided to the contrary.

26.4. Governing Law.

This Agreement shall be governed exclusively by its express provisions and by the laws of the State of California, and any action to enforce the terms of the Agreement or breach thereof shall be brought in Sonoma County, California, and no other place.

26.5. Force Majeure.

No party shall be in default on account of any failure of performance which is caused by circumstances beyond the reasonable control of such party, including strikes, lockouts, fires, floods, acts of nature, war, civil disorder or government regulations. This provision shall not excuse a delay in performance in excess of the actual delay so occasioned.

26.6. No Joint Venture.

Nothing herein contained shall be deemed in any way or have any purpose whatsoever to constitute District or Charter School a partner of the other in its business or otherwise, or a joint venturer or a member of a joint enterprise with the other.

26.7. Invalidity.

If any term or provision of this Agreement, or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and shall be enforced to the fullest extent permitted by law.

26.8. Construction of Agreement.

This Agreement shall be strictly construed neither against District nor Charter School, but shall be construed according to the fair meaning of its terms. No remedy or election given by any provision in this Agreement shall be deemed exclusive unless so indicated, but each shall, wherever possible, be cumulative with all other remedies in law or equity as otherwise specifically provided.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

DISTRICT:

By: _____
Carmen Diaz-French, Superintendent

CHARTER SCHOOL:

By: _____
Rebecca Ivanoff, Director

EXHIBIT A

DESCRIPTION OF PREMISES

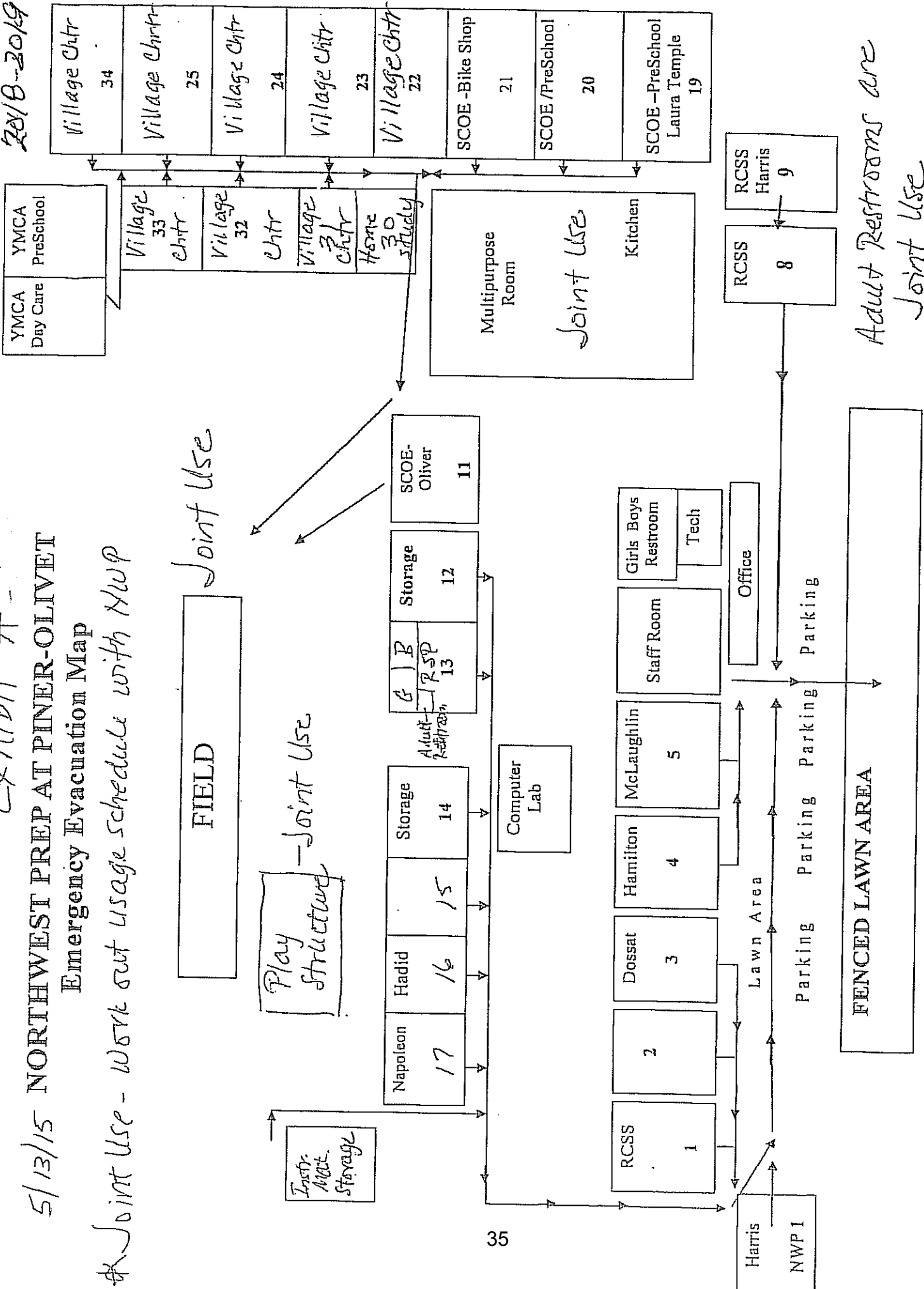
See Attached Map of Northwest Prep Charter School Campus

EXHIBIT A -

5/13/15 NORTHWEST PREP AT PINER-OLIVET Emergency Evacuation Map

* Joint Use - Work out usage schedule with NWP

2018-2019



Adult Restrooms are
Joint Use

Joint Use

Play Structure - Joint Use

Agenda Item Summary

Action Item: 17.3 Approval of Staff's Recommendation for Northwest Prep Charter School 2018-2019 Calendar
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Regular Meeting of: April 18, 2018	Action Item	Report Format: Written
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Attachment: **Northwest Prep Charter School Calendar**

Background

According to Board Policy BP 6111 the Superintendent establishes a process by which an annual school calendar is developed. This process involved teachers, students and Advisory Council members in a substantial manner. The calendar shall establish first and last day of instruction as well as school days, legal and local holidays, minimum days, and grading terms. It shall be made available to students, parents, and the public.

Issue(s)

The district is following the guidelines set forward in establishing annual school calendars in the State of California. The process included a review and alignment with district calendar and observed holidays.

Plan/Discussion/Detail

The staff is recommending the adoption of Northwest Prep 2018-2019 School Calendar (see attached).

Fiscal Impact

None

Options

Recommendation

Approve.

Motion:

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

NORTHWEST PREPCHARTER SCHOOL

2018-2019 CALENDAR

FIRST DAY OF INSTRUCTION: August 15, 2018

LAST DAY OF INSTRUCTION: May 31, 2019

2018	M	T	W	Th	F		Days of Inst.	Cert. Empl Wkdays
August			1	2	3	Aug 9		
	6	7	8	9	10	Aug 10		
	13	14	15	16	17	Aug 13	13	16
	20	21	22	23	24	Aug 14		
	27	28	29	30	31	Aug 13 & 14		
						Aug 15		
						School Opens/1st Day of Instruction		
September	3	4	5	6	7	Sept 3		
	10	11	12	13	14	Sept 6		
	17	18	19	20	21		19	19
	24	25	26	27	28			
October	1	2	3	4	5			
	6	9	10	11	12	Oct 8		
	15	16	17	18	19		22	23
	22	23	24	25	26			
	29	30	31					
November				1	2			
	5	6	7	8	9	Nov 12		
	12	13	14	15	16	Nov 19-23		
	19	20	21	22	23		16	16
	26	27	28	29	30			
December								
	3	4	5	6	7	Dec 10		
	10	11	12	13	14	Dec 24 - Jan 4		
	17	18	19	20	21		14	15
	24	25	26	27	28			
	31							
2019								
January		1	2	3	4			
	7	8	9	10	11	Jan 7		
	14	15	16	17	18	Jan 8		
	21	22	23	24	25	Jan 21		
	28	29	30	31			16	18
February								
	4	5	6	7	8	Feb 11		
	11	12	13	14	15	Feb 18		
	18	19	20	21	22		18	18
	25	26	27	28				
March								
	4	5	6	7	8	March 18-22		
	11	12	13	14	15		16	16
	18	19	20	21	22			
	25	26	27	28	29			
April								
	1	2	3	4	5			
	8	9	10	11	12			
	15	16	17	18	19		22	22
	22	23	24	25	26			
	29	30						
May								
	6	7	8	9	10	May 6		
	13	14	15	16	17	May 27		
	20	21	22	23	24	May 31		
	27	28	29	30	31	May 31	21	22
June								
	3	4	5	6	7			
	10	11	12	13	14			
	17	18	19	20	21			
	24	25	26	27	28			

Board Approved:

Printed:

nwp/Calendar 18-19

	LEGAL/LOCAL HOLIDAYS	TOTAL DAYS OF INSTRUCTION
	MINIMUM DAYS	177
	PARENT CONFERENCE DAY-NO SCHOOL	185
	Certificated PD Day	

Agenda Item Summary

Action Item: **17.4 Approval of Staff's Recommendation for Piner-Olivet Charter School 2018-2019 Calendar**

Regular Meeting of: April 18, 2018 Action Item Report Format: **Written**
Attachment: **Piner-Olivet Charter School Calendar**

Background

According to Board Policy BP 6111 the Superintendent establishes a process by which an annual school calendar is developed. This process involved teachers, students and Advisory Council members in a substantial manner. The calendar shall establish first and last day of instruction as well as school days, legal and local holidays, minimum days, and grading terms. It shall be made available to students, parents, and the public.

Issue(s)

The district is following the guidelines set forward in establishing annual school calendars in the State of California. The process included a review and alignment with district calendar and observed holidays.

Plan/Discussion/Detail

The staff is recommending the adoption of Piner-Olivet Charter School 2018-2019 School Calendar (see attached).

Fiscal Impact

None

Options

Recommendation

Approve.

Motion:

Moved by:

Second:

Vote:

Aye:

No:

Abstention:

Absent:

HINTON

LAU

MOHR

PRYOR

WAY

PINER-OLIVET UNION SCHOOL DISTRICT - Piner-Olivet Charter School

2018-2019 CALENDAR

FIRST DAY OF INSTRUCTION: August 15, 2018

LAST DAY OF INSTRUCTION: May 31, 2019

2018	M	T	W	Th	F			Days of Inst.	Cert. Empl Wkdays
August			1	2	3	Aug 10	Certificated Work Day	13	16
	6	7	8	9	10	Aug 13	Certificated Work Day		
	13	14	15	16	17	Aug 14	Certificated PD Day		
	20	21	22	23	24	Aug 13 & 14	Classified Work Days		
	27	28	29	30	31	Aug 15	Certificated Work Day		
						Aug 15	School Opens/1st Day of Instruction		
September	3	4	5	6	7	Sept 3	NO SCHOOL - Labor Day Holiday	18	19
	10	11	12	13	14	Sept 13	Back-to-School Night		
	17	18	19	20	21	Sept 14	NO SCHOOL - Professional Development		
	24	25	26	27	28				
October	1	2	3	4	5	Oct 1-5	Minimum Days (Conference Week)	22	23
	8	9	10	11	12				
	15	16	17	18	19				
	22	23	24	25	26				
	29	30	31			Oct 29	NO SCHOOL - Professional Development		
November					*2	Nov 2	End of First Trimester/Minimum Day	16	16
	5	6	7	8	9	Nov 12	NO SCHOOL - Veterans' Day (Observed)		
	12	13	14	15	16	Nov 16	Report Cards Sent Home		
	19	20	21	22	23	Nov 19-23	NO SCHOOL - Thanksgiving Holiday Break		
December								15	15
	3	4	5	6	7				
	10	11	12	13	14				
	17	18	19	20	21	Dec 21	Minimum Day		
	24	25	26	27	28	Dec 24- Jan 4	NO SCHOOL - Winter Break		
	31								
2019								17	18
January	1	2	3	4		Jan 7	NO SCHOOL - Certificated PD Day		
	7	8	9	10	11	Jan 8	School Resumes		
	14	15	16	17	18	Jan 18	Progress Reports Sent Home		
	21	22	23	24	25	Jan 21	NO SCHOOL - Martin Luther King's Day		
	28	29	30	31					
February					1			18	18
	4	5	6	7	8	Feb 11	NO SCHOOL - Lincoln's Day Observed		
	11	12	13	14	15	Feb 18	NO SCHOOL - Presidents' Day Observed		
	18	19	20	21	*22	Feb 22	End of the Second Trimester/Minimum Day		
	25	26	27	28					
March					1			15	16
	4	5	6	7	8	March 8	Report Cards Sent Home		
	11	12	13	14	15	March 15	NO SCHOOL - Professional Development		
	18	19	20	21	22	March 18-22	Spring Break		
	25	26	27	28	29				
April								21	22
	1	2	3	4	5				
	8	9	10	11	12				
	15	16	17	18	19				
	22	23	24	25	26	April 22	NO SCHOOL - Professional Development		
	29	30							
May								20	22
	6	7	8	9	10	May 24	NO SCHOOL - Professional Development		
	13	14	15	16	17	May 27	NO SCHOOL - Memorial Day Holiday		
	20	21	22	23	24	May 30	End of Third Trimester/Minimum Day		
	27	28	29	*30	31	May 30	Report Cards Sent Home		
						May 31	NO SCHOOL - Teacher Work Day		
June	3	4	5	6	7				
	10	11	12	13	14				
	17	18	19	20	21				
	24	25	26	27	28				

Board Approved:

Printed:

D.O. Staff/Calendar 18-19

LEGAL/LOCAL HOLIDAYS/NO SCHOOL

END OF THE TRIMESTER

MINIMUM DAYS

NO SCHOOL

SHORTENED WEDNESDAY

TOTAL DAYS OF INSTRUCTION

175

185

**PINER-OLIVET UNION SCHOOL DISTRICT
3450 COFFEY LANE
SANTA ROSA, CA 95403
REGULAR MEETING – GOVERNING BOARD MINUTES
MARCH 7, 2018**

1. CALL TO ORDER

The regular meeting of the Governing Board of the Piner-Olivet Union School District was called to order at 6:12 p.m., Wednesday, March 7, 2018, in Room 24 at Schaefer Elementary School. President, Mardi Hinton, presided.

2. ROLL CALL

Governing Board

Mardi Hinton, President PRESENT
John Way, Vice-President PRESENT
Albert Lau, Clerk PRESENT
Mindy Mohr, Member PRESENT
Cindy Pryor, Member PRESENT

Staff

Carmen Diaz-French, Superintendent and
Secretary to the Board
Becky Leffew, Interim Chief Business Official
Cathy Manno, Executive Secretary
Mary Reynolds, Principal
Betha MacClain, Principal
Kim Kern, POCS Principal and Director of Innovative
Learning
Dr. Jamie Worthington, Principal
Susan Donner, Principal

3. PUBLIC COMMENT ON CLOSED SESSION AGENDA

Ms. Hinton 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 6:13 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: Prog Asst./Yd Dty, School Office Manager, PE Technician, Teacher

5.1.3 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Superintendent

5.2 With respect to every item of business discussed in closed session pursuant to Gov. Code Section 54957.6:

5.2.1 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Carmen Diaz-French

Name of organization representing employees: Piner-Olivet Educators' Association, CTA Affiliate

5.2.2 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Carmen Diaz-French

Name of organization representing employees: Piner-Olivet Classified Association, CSEA Affiliate

5.2.3 CONFERENCE WITH LABOR NEGOTIATOR

Name of Agency Negotiator: Carmen Diaz-French

Name of organization unrepresented employees: Confidential, Supervisory, Administrative Staff

6. RECONVENE TO PUBLIC MEETING

The meeting reconvened to Open Session at 7:12 p.m.

7. REPORT OF CLOSED SESSION ACTION, IF ANY

Ms. Hinton reported out that during Closed Session, the Board unanimously approved Resolution # 505 Non-Reelection of Probationary Certificated #9250, Resolution #506 Layoff of Probationary Certificated # 7905, and Resolution # 507 Release Temporary Certificated Employees. She also reported that direction was given to the Superintendent regarding negotiations.

8. FLAG SALUTE

9. A.GENDA MODIFICATIONS

There were none.

10. COMMUNICATIONS, PETITIONS AND DELEGATIONS

There were none.

11. COMMENTS FROM THE GOVERNING BOARD

Mr. Lau announced that this would be his last year serving on the Board. He commented that he has served on the Board for the past eight years.

Ms. Hinton congratulated Ms. Brady for receiving CTA’s Human Rights Award. Ms. Hinton commented that she was planning on attending the upcoming parent clubs meetings. She commented that she is planning on running for another four years.

12. RECOGNITION OF EXCELLENCE

Recognition of Excellence was awarded to Ms. Henry for coordinating a donation drive for families that lost their homes due to the Tubbs fire and the WINter Wonderland event.

13. SUPERINTENDENT’S REPORT

13.1 Announcements

Ms. Diaz-French updated the Board on her recent activities. She commented that students continue to return to Schaefer School. She commented that she is closely monitoring kindergarten enrollment for the 2018-2019 school year.

13.2 Curriculum

13.3 Maintenance, Grounds and Operations

13.4 Enrollment

Enrollment was reported as 1,019 for the K-6 program, 199 for POCS and 104 for NWP.

14. ASSOCIATION REPORTS

14.1 POEA

Ms. Zavala commented that she attended the CTA’s Human Rights Award Night and that Julie Brady was a recipient of the Human Rights Award. She introduced their new CTA Rep., Mark Mitchell

14.2 POCA

Ms. Wofford updated the Board on Associations comments and activities. She commented that the elementary schools participated in Read across America. She commented that the classified members had recently attended a Toolbox training and an ELD training.

15. BOARD POLICIES

There were none.

16. DISCUSSION/INFORMATION ITEMS

16.1 Discussion of the District Local Control Accountability Plan (LCAP) Planning

Ms. Diaz- French commented that she recently met with the stakeholders. The stakeholders expressed the need for more translation in the schools, and after school enrichment. She commented that she is planning on attending upcoming parent group meeting to get their input.

17. ACTION ITEMS

17.1 Approval of the Second Interim Financial Report and Accompanying Budget Updates for the Piner-Olivet Union School District, Northwest Prep Charter School, Olivet Charter School, the Piner-Olivet Charter School and Schaefer Charter School

Ms. Leffew commented that the report shows that the Piner-Olivet USD and all four charter schools are in a positive financial position at this time for the current and two subsequent years. The one area of concern for the district was that in the 2nd subsequent year (2019-2020), the District is projected to deficit spend by approximately \$250,000. The District’s reserve would keep the District in a positive financial status, however, the deficit spending could not be sustained. The District would need to work towards eliminating the deficit through the LCAP process. The Second Interim Financial Report and accompanying budget updates for the District and all four charter schools was approved as presented on the motion of Mr. Lau, seconded by Mr. Way, all aye. The action taken included rescinding prior Board action to reduce the 18-19 budget by \$1.5 million and submitting the 2nd Interim Report to the Sonoma County Office of Education as the District’s Financial Recovery Plan.

17.2 Approval of Proposal from RGM & Associates to Perform a Facilities Assessment

Ms. Leffew commented that this item was tabled at the last meeting so the Board would have the opportunity to ask questions from a representative from RGM & Associates. Ms. Leffew introduced Andrea Noble. Andrea shared her history working with the District and the various assignments she has worked on since 2001. The proposal from RGM & Associates to perform facilities assessment was approved as presented on the motion of Mr. Lau, seconded by Mr. Way, all aye.

17.3 Approval of Comprehensive School Safety Plan for Jack London Elementary School/Piner-Olivet Charter School

The Governing Board expressed their concerns regarding safety at schools in light of recent events that have happened at schools across the country. The Comprehensive School Safety Plan for Jack London Elementary and Piner-Olivet Charter School was approved as presented on the motion of Mr. Lau, seconded by Ms. Mohr, all aye.

17.4 Approval of Comprehensive School Safety Plan for Olivet Elementary Charter School

The Comprehensive School Safety Plan for Olivet Elementary Charter School was approved as presented on the motion of Mr. Lau, seconded by Ms. Pryor, all aye.

17.5 Approval of Comprehensive School Safety Plan for Schaefer Charter School

The Comprehensive School Safety Plan for Schaefer Charter School was approved as presented on the motion of Mr. Lau, seconded by Ms. Pryor, all aye.

17.6 Approval of Comprehensive School Safety Plan for Northwest Prep Charter School

The Comprehensive School Safety Plan for Northwest Prep Charter School was approved as presented on the motion of Mr. Way, seconded by Mr. Lau, all aye.

17.7 Approval of Declaration of Need for Fully Qualified Educators

The Declaration of Need for Fully Qualified Educators was approved as presented on the motion by Mr. Lau, seconded by Ms. Pryor, all aye.

17.8 Approval of Nominations to the California School Boards Association Delegate Assembly

Mr. Way moved to nominate Jeremy Brott to the California Boards Association Delegate Assembly, seconded by Mr. Lau all aye.

17.9 Acknowledge Sunshining of 2017-2018 and 2018-2019 Contract Openers from the Piner-Olivet Classified Association (POCA)

The Sunshining of 2017-2018 and 2018-2019 contract openers from the Piner-Olivet Classified Association (POCA) was acknowledged by the Board.

17.10 Approval of the Schaefer Charter School Single Plan for Student Achievement (SPSA)

The Schaefer Charter School Single Plan for Student Achievement was approved on the motion of Ms. Pryor, seconded Ms. Mohr by, all aye.

17.11 Approval of the Jack London School Single Plan for Student Achievement (SPSA)

The Jack London School Single Plan for Student Achievement was approved on the motion of Mr. Lau, seconded by Ms. Pryor, all aye.

17.12 Approval of the Olivet School Single Plan for Student Achievement (SPSA)

The Olivet School Single Plan for Student Achievement was approved on the motion of Ms. Pryor, seconded by Mr. Lau, all aye.

17.13 Approval of Resolution #503 to Support Assembly Bill 2228 to Supplemental Apportionment for Districts affected by the 2017 Wildfires

Resolution # 503 to support Assembly Bill 2228 to Supplemental Apportionment for Districts affected by the 2017 wildfires was approved on the motion of Mr. Lau, and seconded by Mr. Way, all aye.

17.14 Approval Request to Waive Provisions of the Elementary and Secondary Education Act of 1965 (ESEA), 20 U.S.C. 786, As Amended by Every Student Succeeds Act of 2016 (ESSA), Pub. L. No. 114-95 for the Remainder of the 2017/2018 School Year

The request to waive provisions of the Elementary and Secondary Education Act of 1965 (ESEA), 20 U.S.C. 786, as amended by Every Student Succeeds Act of 2016 (ESSA), Pub. L. No. 114-95 for the remainder of the 2017-2018 school year was approved on the motion of Mr. Lau and seconded by Mr. Way.

17.15 Approval of Resolution # 504 Reduction or Discontinuance of Certain Particular Kinds of Services for the 2018-2019 School Year

Resolution # 504 Reduction or Discontinuance of Certain Particular Kinds of Services for the 2018-2019 school year was approved on the motion of Mr. Lau, seconded by Ms. Pryor, all aye.

17.16 Approval of Technology Expenditures from Technology Reserve

The technology expenditures from technology reserve was approved on the motion of Mr. Lau seconded by Mr. Way, all aye.

18. CONSENT ITEMS

The following consent items were approved on the motion of Mr. Lau, seconded by Ms. Pryor, all aye.

- 18.1 The minutes of the regular Board meeting held February 7, 2018,
- 18.2 The minutes of the special Board meeting held February 28, 2018,
- 18.3 The Personnel Action Report,
- 18.4 The vendor warrants,
- 18.5 The routine budget updates,
- 18.6 The overnight field trip request for Schaefer Charter School 4th grade class visit to Coloma outdoor discovery school from March 12, 2018 to March 14, 2018 and
- 18.7 The swimming field trip for POCS 7&8 grades field to Wikiup Tennis & Swim Club on May 22, 2018.

19. ROUND TABLE COMMENTS FROM THE GOVERNING BOARD

Ms. Hinton commented that the school community spirit is strong.

20. DATES AND FUTURE AGENDA ITEMS

The next regular board meeting was scheduled for April 11, 2018.

21. PUBLIC COMMENT ON CLOSED SESSION

There was no Closed Session.

22. RECESS TO CLOSED SESSION

There was no Closed Session.

23. RECONVENE TO PUBLIC MEETING

There was no Closed Session.

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

There was no Closed Session.

25. ADJOURNMENT

The meeting adjourned at 9:10 p.m.

Respectfully submitted,

Carmen Diaz- French
Secretary to the Board

APPROVED:

Albert Lau, Clerk of the Board

Piner-Olivet Union School District

TO: Board of Trustees

PERSONNEL ACTION REPORT

Meeting of: April 18, 2018

Information Assignment Recommendation Cost To Budget 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	Cost To Budget	Additional Cost To Budget
Felicia Koha	Chief Business Official	Step 3	General Ed	May 1, 2018	New Hire	District	Acknowledge	0	0
Andrea Magana	Prog. Asst./YdDty	Step 3	General Ed	March 12, 2018	New Hire	Schaefer	Acknowledge	0	0
Lourdes Singh Morales	Food Svs/Kindercare	Step 3	General Ed	April 9, 2018	New Hire	Schaefer/Olivet	Acknowledge	0	0
Cathleen Gould-Turetsky	Prog Asst/Yd Dty	Step 2	General Ed	April 9, 2018	New Hire	Schaefer	Acknowledge	0	0
Katie Jimenez-Tusciano	Acct. Tech/Payroll	Step 3	General Ed	April 9, 2018	Transfer from PAII	To DO from Schaefer	Acknowledge	0	0
Jo-Anne Kennedy	Office Manager	Step 6	General Ed	April 9, 2018	From Acct Tech to Ofc. Mgr	To Schaefer from DO	Acknowledge	0	0
Justie Hoover	PAII/SAI	Step 2	General Ed/Spec. Ed	April 9, 2018	Resignation	Olivet/Schaefer	Acknowledge	0	0
Chris Terry	PE Technician	Step 4	General Ed	April 9, 2018	Resignation	Olivet	Acknowledge	0	0

VENDOR WARRANTS

Checks Dated 03/01/2018 through 03/31/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1624444	03/02/2018	Martha Gonzalez Rocha	01-5862	Fingerprinting services		20.00
1624445	03/02/2018	California's Valued Trust	01-9574	Coverage for March 2018	13,328.52	
			01-9575	Coverage for March 2018	3,754.39	17,082.91
1624446	03/02/2018	Clover Stormetta Farms Inc	13-4700	District Wide Milk orders 17-18		57.00
1624447	03/02/2018	Edilo LLC	01-5840	District Website Design and Hosting (3Year)		4,051.33
1624448	03/02/2018	Michelle Jacobsen McCarthy	01-5830	Bilingual Psychologist		850.00
1624449	03/02/2018	Catherine Manno	01-4310	Writing Training supplies		2.99
1624450	03/02/2018	Office Depot	01-4350	Open PO for Office Supplies - 17-18	83.62	
				Open PO for Office Supplies-JL	49.09	
1624451	03/02/2018	School Specialty Inc	04-4311	Teacher Ink & Misc Office Supplies 2017-18	294.75	501.16
1624452	03/02/2018	All City Management Svcs Inc	04-4350	Teacher Ink & Misc Office Supplies 2017-18	73.70	226.39
1624453	03/02/2018	Analytical Sciences	01-4311	Instructional- Physical Education		
			01-5882	Crossing Guards 2017-2018	330.35	
			05-5882	Crossing Guards 2017-2018	625.13	1,580.61
			09-5882	Crossing Guards 2017-2018	625.13	
1624454	03/02/2018	Apple Inc.	01-5830	Well Water Testing - 2017-2018	2,099.30	2,457.00
1624455	03/02/2018	Casco Refrigeration Inc.	09-5830	Well Water Testing - 2017-2018	357.70	211.93
1624456	03/02/2018	CDW Government Inc	01-4310	Open PO for Tech Coordinator		360.26
			13-5630	Parts, Labor, travel charges for Freezer repair		
			01-4310	Open PO for upper grade headphones	258.58	
				NWP/Home Study		
			01-4400	Desktop Comp for JL Office Manager	700.63	
			09-4310	Open PO for upper grade headphones	430.97	1,390.18
				NWP/Home Study		
1624457	03/02/2018	City Of Santa Rosa	01-5530	City of Santa Rosa Water Charges	339.26	
				City Water Acct# 021026	464.57	
			05-5530	City Water Acct#026852	650.81	1,637.32
			09-5530	City of Santa Rosa Water Charges	182.68	
1624458	03/02/2018	Clover Stormetta Farms Inc	13-4700	District Wide Milk orders 17-18		131.50
1624459	03/02/2018	Discovery Office System Inc	01-4350	2017-18 Supplies for Riso Machine		365.31
1624460	03/02/2018	Glacier Springs	09-5530	Water Delivery on regular basis 2017-18		45.00
1624461	03/02/2018	Hitmen Termite & Pest Control	01-5850	Spring Weed Control for all sites 2017-18	445.25	
			04-5850	Spring Weed Control for all sites 2017-18	665.00	
			05-5850	Yellow Jacket & Rodent Service 2017-2018	170.00	
1624462	03/02/2018	Office Depot	09-5850	Spring Weed Control for all sites 2017-18	239.75	1,540.00
			01-4311	Teachers Ink & Misc Supplies 17-18 JL	19.98	

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Checks Dated 03/01/2018 through 03/31/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1624462	03/02/2018	Office Depot	09-4311	Open PO for Classroom Supplies- NWP 2017-2018	460.05	480.03
1624463	03/02/2018	Oregon University System DBA University of Oregon	01-5840	2017-18 Dibbles Data System Usage	309.00	
1624464	03/02/2018	Ashley Cleveland	04-5840	2017-18 Dibbles Data System Usage	85.00	844.00
1624465	03/02/2018	CDW Government Inc	01-5862	Reimb. Fingerprinting srvs	450.00	20.00
			01-4310	Headsets for CAASPP-Tech order at JL	188.03	
				Open PO for Tech Coordinator	29.57	
1624466	03/02/2018	Clover Stormetta Farms Inc	04-4310	Headsets for CAASPP-Tech order at Olivet	804.48	1,022.08
1624467	03/02/2018	Mead Clark	13-4700	District Wide Milk orders 17-18		414.25
			01-4380	DO Tow Strap	97.70	
				Supplies 2017-18 Wrench/Scrwdrv	64.75	162.45
1624468	03/02/2018	PACE Supply Corp.	01-4380	Maintenance Olivet Cust. rm coupling	37.87	
1624469	03/02/2018	Pacific Gas & Electric		Olivet Custodial rm SVC Sink Fct w/ VB	190.30	228.17
			01-5510	Acct #0532988800-1	570.32	
			01-5520	Acct #0532988800-1	386.19	
			04-5510	Acct #0532988800-1	689.35	
			04-5520	Acct #0532988800-1	1,473.46	
			05-5510	Acct #0532988800-1	1,396.25	
			05-5520	Acct #0532988800-1	984.28	
			09-5510	Acct #0532988800-1	307.09	
			09-5520	Acct #0532988800-1	43.69	5,850.63
1624470	03/02/2018	Sac-Val	01-4370	Annual Custodial	63.72	
				Supplies-JL,NWP/VC,Ovt,SCH 17-18	126.66	190.38
			04-4370	Annual Custodial		
				Supplies-JL,NWP/VC,Ovt,SCH 17-18		
1625558	03/07/2018	Theo Marquez	01-5862	Reimb. Fingerprinting Srvs		20.00
1625559	03/07/2018	Anova Center of Education	01-5810	SPED/NPS 2017-2018		3,924.45
1625560	03/07/2018	AT&T	01-5911	Calnet3 Billing 2017-18	36.77	
			04-5911	Calnet3 Billing 2017-18	36.83	
			09-5911	Calnet3 Billing 2017-18	19.72	93.32
1625561	03/07/2018	Bill's Lock & Safe Service	04-5631	Rekey & Copy Services 2017-18	4.58	
1625562	03/07/2018	BWS Distributors Inc	05-5631	Rekey & Copy Services 2017-18	34.17	38.75
1625563	03/07/2018	Donna Champion	04-4370	Cust boots at Olivet		67.62
			01-5880	CBET Instructor & ESL Instruction/Parents Class	101.25	

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Checks Dated 03/01/2018 through 03/31/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1625563	03/07/2018	Donna Champion	04-5830 CBET Instructor & ESL Instruction/Parents' Class		101.25	303.75
1625564	03/07/2018	Clover Stormetta Farms Inc	05-5830 CBET Instructor & ESL Instruction/Parents' Class		101.25	303.75
1625565	03/07/2018	Friedman's Home Improvement	13-4700 District Wide Milk orders 17-18			337.50
1625566	03/07/2018	Hilmen Termite & Pest Control	01-4380 Open PO for Maintenance Supplies 17-18		19.45	32.13
1625567	03/07/2018	Office Depot	09-4380 Open PO for Maintenance Supplies 17-18		12.68	975.00
1625568	03/07/2018	School Nurse Supply	05-5850 Spring Weed Control for all sites 2017-18			150.25
1625569	03/07/2018	Kourtney Steinley	05-4311 Open PO for Classroom Supplies - SCH 2017-2018			917.23
1625570	03/07/2018	The Smog Center, Inc.	01-4390 District School Nurse Supplies 2017-18		366.88	306.00
1625571	03/07/2018	Weeks Drilling & Pump Co Inc	04-4390 District School Nurse Supplies 2017-18		183.45	66.75
1625572	03/07/2018	West County Transportation	05-4390 District School Nurse Supplies 2017-18		183.45	300.00
1625347	03/09/2018	Amine H. Teklemariam	01-5830 Preschool Monthly Fee			306.00
1626348	03/09/2018	BWS Distributors Inc	01-5630 Smog for Small Truck 2017-18			66.75
1626349	03/09/2018	Clover Stormetta Farms Inc	09-5530 NWP Water System Service - 2017-2018		16,363.25	300.00
1626350	03/09/2018	Dan Clary Auto Service	01-5830 Special Ed Transportation			300.00
1626351	03/09/2018	ESGI	05-5806 Busing for FT to LBC		100.36	16,463.61
1626352	03/09/2018	Friedman's Home Improvement	01-4362 Reimb. for Fuel charges			17.20
1626353	03/09/2018	Michelle Jacobsen McCarthy	01-4370 Blanket PO for Custodial Supplies 2017-18		17.72	125.50
1626354	03/09/2018	Momentum in Teaching, LLC	04-4370 Blanket PO for Custodial Supplies 2017-18		2.64	472.76
1626355	03/09/2018	Esmeralda Mondragon DBA Mondragon Consulting	05-4370 Blanket PO for Custodial Supplies 2017-18		10.52	537.00
1626356	03/09/2018	ESGI	09-4370 Blanket PO for Custodial Supplies 2017-18		17.73	48.61
1626357	03/09/2018	ESGI	13-4700 District Wide Milk orders 17-18			125.50
1626358	03/09/2018	ESGI	01-5630 Parts and labor for small Truck			472.76
1626359	03/09/2018	ESGI	01-5880 Kindergarten Online Assessment Software 17-18			537.00
1626360	03/09/2018	ESGI	01-4380 Open PO for Maintenance Supplies 17-18			56.29
1626361	03/09/2018	ESGI	01-5830 Bilingual Psychologist			400.00
1626362	03/09/2018	ESGI	01-5202 Staff Development Presenters and flights/mileage		7,999.79	400.00
1626363	03/09/2018	ESGI	04-5202 Staff Development Presenters and flights/mileage		4,516.57	400.00
1626364	03/09/2018	ESGI	05-5202 Staff Development Presenters and flights/mileage		6,259.64	18,776.00
1626365	03/09/2018	ESGI	01-5830 Parent Edu, Outreach, & Translation Svcs 2017-18		375.00	18,776.00

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Checks Dated 03/01/2018 through 03/31/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1626355	03/09/2018	Esmeralda Mondragon DBA Mondragon Consulting	04-5830 Parent Edu, Outreach, & Translation Svcs 2017-18		375.00	
1626356	03/09/2018	My Therapy Company, LLC	05-5830 Parent Edu, Outreach, & Translation Svcs 2017-18		375.00	1,125.00
1626357	03/09/2018	NatureBridge	01-5830 Temp Fill for position #99 S/L			2,880.00
1626358	03/09/2018	O'Rourke Electric Inc	01-5808 6th Grade Camp 2017-18			10,853.40
1626359	03/09/2018	Radke, Jan	01-5630 Troubleshoot lights in walkway breaker			210.00
1626360	03/09/2018	Shell	01-5830 School Counseling Services 2017-2018			2,962.50
1626361	03/09/2018	Sonoma Co Office Of Education	01-4362 Fuel for trucks 2017-2018			179.61
1627989	03/16/2018	Virginia Garcia	01-5202 Administrator Induction Program 2017-2018 (Yr 2)			4,000.00
1627990	03/16/2018	Adam W. Napoleon	01-8699 Donation from The John Jordan Foundation			250.00
1627991	03/16/2018	Joyce E. Avignon-Hamilton	01-8699 Donation from The John Jordan Foundation			300.00
1627992	03/16/2018	Robert Pitchford	09-4390 Reimb. College & Career Readiness lunch @ SRJC		81.45	
1627993	03/16/2018	Laura Schertni	Reimb. College & Career Readiness lunch @ UC Berkeley		429.00	510.45
1627994	03/16/2018	Mary J. Reynolds	01-8699 Donation from The John Jordan Foundation			300.00
1627995	03/16/2018	Jamie J Worthington	05-4310 Reimb. ELAC Meeting supplies 1/16/18			10.38
1627996	03/16/2018	All City Management Svcs Inc	04-5880 Reimb. Staff meeting supplies			60.13
1627997	03/16/2018	Ajuma Transportation LLC DBA True Elegance Worldwide	05-4310 Reimb. ELAC Meeting supplies 1/16/18			59.74
1627998	03/16/2018	CDW Government Inc	01-5882 Crossing Guards 2017-2018		276.83	
1627999	03/16/2018	Dept Of Justice Accounting Office	05-5882 Crossing Guards 2017-2018		500.08	
1628000	03/16/2018	Glacier Springs	09-5882 Crossing Guards 2017-2018		500.08	1,276.99
1628001	03/16/2018	Hilmen Termite & Pest Control	05-5806 Coloma Outdoor FT 03/11/18			3,600.00
1628002	03/16/2018	Horizon	04-4310 Headsets for CAASPP-Tech order at Olivet		160.00	
1628003	03/16/2018	K-Log, Inc.	01-5862 Open PO for Fingerprinting 2017-18		32.00	
1628004	03/16/2018	McLea's Tire & Automotive Svcs	05-5862 Open PO for Fingerprinting 2017-18		192.00	
			09-5862 Open PO for Fingerprinting 2017-18		32.00	416.00
			09-5530 Water Delivery on regular basis 2017-18			52.00
			01-5850 Spring Weed Control for all sites 2017-18			1,025.00
			01-4380 Irrigation Box Cover-JL portion 60%			44.46
			09-4310 Easel for Writers Workshop		387.91	
			01-5630 One Tire replaced on Smaller District grey truck	Unpaid Tax	23.37-	364.54
						419.83

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ESCAPE ONLINE

Checks Dated 03/01/2018 through 03/31/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1628005	03/16/2018	Reliable Hardware & Steel	01-4380	Tow Ball & Mount for Big District Truck		39.09
1628006	03/16/2018	Santa Rosa City Schools	13-4700	Meals for 2017-2018		27,605.25
1628007	03/16/2018	Northwood Backflow Services	01-4380	Replace bags destroyed in fire		350.00
1628008	03/16/2018	The Standard Insurance Co.	01-9576	March 2018 Coverage		240.12
1629317	03/23/2018	Analytical Sciences	01-5830	Well Water Testing - 2017-2018		246.00
1629318	03/23/2018	Business Card	01-5890	Finance & Service Charges Jan-March 2018	64.94	
1629319	03/23/2018	California's Valued Trust	01-5912	Monthly Cell Charges	72.63	137.57
1629320	03/23/2018	Clover Stormetta Farms Inc	01-9574	Coverage for April 2018	13,174.76	
1629321	03/23/2018	Michelle Jacobsen McCarthy	01-9575	Coverage for April 2018	3,823.93	16,998.69
1629322	03/23/2018	Learning Without Tears	13-4700	District Wide Milk orders 17-18		193.50
1629323	03/23/2018	Lifeworks Of Sonoma County	01-5830	Bilingual Psychologist		850.00
1629324	03/23/2018	Lozano Smith, LLP	01-4310	SPED Keyboarding license 2017-18		20.00
1629325	03/23/2018	NewEgg Business	01-5830	Disaster Relief Counseling Services 1/1/18-6/1/18		1,765.86
1629326	03/23/2018	North Valley School Accounts Receivable	01-5823	2017-2018 Legal & Labor Relations Services		1,268.50
1629327	03/23/2018	Office Depot	09-4310	NWP Tech -lpads & projector adaptors		122.20
1629328	03/23/2018	Rector Plumbing	01-5810	NPS Tuition 2017-2018		7,553.60
1629329	03/23/2018	Redwood Empire Ice Operations	01-4311	Teachers Ink & Misc Supplies 17-18 JL	102.13	
1629330	03/23/2018	Rosetta Stone Ltd	01-4350	Open PO for Office Supplies-JL	172.22	
1629331	03/23/2018	Redwood Ped Therapy Assoc	04-4350	Open PO for Office Supplies - Olivet	213.17	487.52
1629332	03/23/2018	Sac-Val	01-5630	Labor and parts for Services @ District Office	1,035.00	
1629333	03/23/2018	Starfall Education Foundation	01-5811	SCH-replace drinking fountain in K area	1,417.50	2,452.50
			01-5808	School Program Ice Skating		972.00
			04-4340	Site-Plan-OnLine Access Language 2017-18		742.50
			01-4370	Annual Custodial	200.30	193.16
			04-4370	Annual Custodial	3.87-	
			05-4370	Annual Custodial	59.74	
			09-4370	Annual Custodial	98.57-	157.60
			01-5840	Instructional Program		270.00

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Checks Dated 03/01/2018 through 03/31/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1629334	03/23/2018	Northwood Backflow Services	01-5630	Test Backflow Devices-All Sites, Repairs as Needed	694.50	740.00
1629335	03/23/2018	Weeks Drilling & Pump Co Inc	09-5630	Test Backflow Devices-All Sites, Repairs as Needed	45.50	740.00
1629336	03/23/2018	Kimberly E. Kern	04-5530	Olivet Water System Service - 2017-2018		333.31
1629337	03/23/2018	Jamie J. Worthington	09-5202	WW Leadership Training		330.00
1629338	03/23/2018	Business Card	05-4390	Staff supplies Princ. Discr.		16.35
			01-4350	Exc. Sec. Credit Card Charges Feb18	18.47	
			01-4390	Exc. Sec. Credit Card Charges Feb18	76.77	
				Sup. Credit Card Charges for Jan11-Feb,10 2018	59.88	
			01-5202	Exc. Sec. Credit Card Charges Feb18	51.53	
				Sup. Credit Card Charges for Jan11-Feb,10 2018	1,352.65	
			01-5880	Exc. Sec. Credit Card Charges Feb18	34.07	
			01-5890	Finance & Service Charges Jan-March 2018	18.95	
			01-5912	Monthly Cell Charges	95.44	
			04-4400	Refrigerator at Olivet	798.49	
			09-4390	Walkie Talkie NWP	381.90	2,888.15
			01-4311	Teachers Ink & Misc Supplies 17-18 JL	243.77	
			01-4350	Open PO for Office Supplies - 17-18	354.04	
			05-4350	Open PO for Office Supplies - Schaefer	73.98	
			09-4350	Open PO for Office Supplies- NWP	77.23	749.02
			01-5911	Cameo3 Billing 2017-18		866.43
1630672	03/28/2018	AT&T	01-5630	Rekey & Copy Services 2017-18	336.88	380.09
1630673	03/28/2018	Bill's Lock & Safe Service	01-4370	Open PO for 2017-18 Per site		
1630674	03/28/2018	City Electric Supply	05-4370	Open PO for 2017-18 Per site	48.86	385.74
1630675	03/28/2018	United Cerebral Palsy NB, Inc.	01-5810	NPS School SPED 2017-18		11,166.98
1630676	03/28/2018	Discovery Office System Inc	01-5634	2017-2018 Equipment Base Rate and Overage costs		777.73
1630677	03/28/2018	Fulwider Outdoor Power Equip	01-4380	New Chain Saw and replacement Part	402.75	
1630678	03/28/2018	Horizon		New Lawn Mower for Schaefer	440.89	843.64
1630679	03/28/2018	Michelle Jacobsen McCarthy	01-4380	JL/POCS Valve Closure/Lid		73.96
1630680	03/28/2018	My Therapy Company, LLC	01-5830	Bilingual Psychologist		220.00
1630681	03/28/2018	Pacific Gas & Electric	01-5830	Temp Fill for position #99 S/L		2,880.00
			01-5510	Acct #8210388297-1 - Jack London Site	365.51	
			01-5520	Acct #8210388297-1 - Jack London Site	1,036.42	1,401.93

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E S C A P E

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Checks Dated 03/01/2018 through 03/31/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1630682	03/28/2018	Plumfield Academy	01-5810	NPS Tuition for 2017-2018		3,134.30
1630683	03/28/2018	Read Naturally	04-4340	Read Naturally Live Annual Subscription 2017-18		1,610.00
1630684	03/28/2018	Rincon Vly Un School District	01-5830	Behavior Specialist-Sarah Busseil		1,484.91
1630685	03/28/2018	Tony Doifons Concrete Pump Scv	01-5630	Maintenance & NWP		430.00
Total Number of Checks					114	211,483.80

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	86	145,329.79
04	Olivet Charter School	23	14,359.04
05	Schaefer Charter School	23	17,027.24
09	Charter School Fund	24	5,566.34
13	Cafeteria	8	29,224.76
Total Number of Checks		114	211,507.17
Less Unpaid Tax Liability			23.37
Net (Check Amount)			211,483.80

Checks Dated 02/01/2018 through 02/28/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1618479	02/02/2018	John Elze	03-5881	Referee payment for 2 Game		70.00
1618480	02/02/2018	John Elze	03-5881	Referee Payment for 2 games		70.00
1618481	02/02/2018	Nate Ortega	03-5881	Referee payment for 2 Game		70.00
1618482	02/02/2018	Randy Merian	03-5881	Referee Payment for 2 games		70.00
1618483	02/02/2018	Viviana Vigil	03-5881	Referee payment for 2 Game		25.00
1618484	02/02/2018	All City Management Servcs Inc	03-5882	Crossing Guards 2017-2018		133.95
1618485	02/02/2018	Brook Haven Middle School	03-5880	8th Grade Girls VB Tournament Fee		75.00
1618486	02/02/2018	Gail Ahlas	03-5830	Coach for Pincipal		562.50
1618487	02/02/2018	Sac-Val	03-4370	POCS portion Annual Custodial Supplies 2017-18		8.13
1618488	02/02/2018	West County Transportation	03-5806	Sept & Nov Field Trips		2,532.43
1618489	02/02/2018	Brook Haven BB Tournament		Cancelled 8th Grade Girls Volleyball Tournament		75.00 *
1619572	02/07/2018	Hilmen Termite & Pest Control	03-5630	Weed Control for all sites 2017-18 (Yearly Cost)		410.00
1619573	02/07/2018	Office Depot	03-4311	Open PO- Teacher Supplies - POCS 2017-2018		65.09
1619574	02/07/2018	Radke, Jan	03-5830	School Counseling Services 2017-2018		2,450.00
1619575	02/07/2018	Sonoma Co Office of Education	03-5202	Restorative Practices Training Dec 1, 2017		600.00
1620402	02/09/2018	Department of Justice	03-5860	Open PO for Finger Printing 2017-18		32.00
1620403	02/09/2018	Gail Ahlas	03-5830	Coach for Pincipal		125.00
1621724	02/16/2018	John Elze	03-5881	Referee Payment for 2 games		70.00
1621725	02/16/2018	Randy Theiller	03-5881	Referee Payment for 2 games		70.00
1621726	02/16/2018	All City Management Servcs Inc	03-5882	Crossing Guards 2017-2018		299.16
1623376	02/23/2018	Joel Aguayo	03-5881	Referee Payment for 2 games		70.00
1623377	02/23/2018	Tony Corsello	03-5881	Referee Payment for 2 games		70.00
1623378	02/23/2018	Pacific Gas & Electric	03-5510	2017-18 Gas & Electric Chgs 8775983334-3	271.01	
			03-5520	2017-18 Gas & Electric Chgs 8775983334-3	918.65	1,189.66
Total Number of Checks					23	9,142.92

Count	Amount
1	75.00
Net Issue	9,067.92

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 02/01/2018 through 02/28/2018

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

Fund	Description	Check Count	Expensed Amount
03	General Fund/charter School	22	9,067.92
	Total Number of Checks	22	9,067.92
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		9,067.92

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.

044 - Piner-Olivet Charter School

Generated for Birhana Habtemariam (BHABTEMARIAM), Mar 1 2018 11:48AM

Checks Dated 01/01/2018 through 01/31/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1613440	01/10/2018	Tallulah Kuula	03-5881	Referee Services for 2 games		25.00
1613441	01/10/2018	Susan M. Donner	03-5880	Reimb. Dist Holiday Event deposit		267.00
1613442	01/10/2018	City Of Santa Rosa	03-5530	City Water Acc# 021026		294.04
1613443	01/10/2018	Clear Vision Technologies	03-4340	District Wide Report Cards 2016-2017	197.00	
				District Wide Report Cards License 2017-18	151.00	348.00
1613444	01/10/2018	Hiltmen Termite & Pest Control	03-5630	Spray entire buildings for wasps		394.00
1613445	01/10/2018	Deborah A. Berry	03-5830	Svcs pd to Miguel Elliot Living Earth Strir		1,000.00
1613446	01/10/2018	All City Management Services Inc	03-5882	Crossing Guards 2017-2018		495.62
1613447	01/10/2018	Pacific Gas & Electric	03-5510	2017-18 Gas & Electric Chgs	111.14	
				2017-18 Gas & Electric Chgs	328.05	439.19
1613448	01/10/2018	PRP Printing Companies	03-4310	Health Instructional	591.15	
				Unpaid Sales Tax	5.93-	585.22
1614967	01/17/2018	Jacqueline Sandoval	03-5881	Referee Payment 1 game		15.00
1614968	01/17/2018	All City Management Services Inc	03-5882	Crossing Guards 2017-2018		165.21
1614969	01/17/2018	Department of Justice	03-5860	Open PO for Finger Printing 2017-18		32.00
1614970	01/17/2018	Office Depot	03-4311	Open PO- Teacher Supplies - POCS 2017-2018	43.51	
1614971	01/17/2018	PACE Supply Corp.	03-4350	Office Supplies- Open PO - 2016-2017		64.07
1614972	01/17/2018	West County Athletic League	03-4380	Maintenance supplies for 2017-18	20.56	150.23
1615505	01/19/2018	Nancy Trejo Vazquez	03-5881	Referee Payment for 2 games on 01/10/18		415.00
1615506	01/19/2018	Richard J Schultz	03-5881	Referee payment for 2 matches 7&8 Twin Hills MS		25.00
1615507	01/19/2018	Richard J Schultz	03-5881	Referee payment for 2 matches 7&8 VB Windsor MS		25.00
1615508	01/19/2018	Challenge Day	03-5808	Challenge Day FT 02/26/18		3,475.00
1615509	01/19/2018	Document Tracking Services	03-5800	License Agreement 12/15/17-12/15/18		400.00
1615510	01/19/2018	Office Depot	03-4311	Open PO- Teacher Supplies - POCS 2017-2018		53.86
1615511	01/19/2018	Pacific Gas & Electric	03-5510	2017-18 Gas & Electric Chgs	110.42	
				2017-18 Gas & Electric Chgs	283.71	394.13
1616290	01/24/2018	Stephanie Weiner	03-5881	Referee Payment for 2 games	205.30	25.00
1616291	01/24/2018	Banner Enterprises Inc	03-5630	Open PO 2017-18 No AC in Kitchen		
				Open PO 2017-18 No AC in Office	125.06	
				Open PO 2017-18 No ac in Staff room	599.61	
				Open PO 2017-18 No Heat in Gym	284.38	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 01/01/2018 through 01/31/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1616291	01/24/2018	Banner Enterprises Inc	03-5630	Open PO 2017-18 Server Room too hot,(old Unit)	54.00	1,268.35
1616292	01/24/2018	City Of Santa Rosa	03-5530	City Water Acct# 021026		137.32
1616293	01/24/2018	Sac-Val	03-4370	POCS portion Annual Custodial Supplies 2017-18		40.67
1617517	01/26/2018	Employment Development Dept.	03-9555	QRTLY Cont Return ending 12/31/17		138.65
1617518	01/26/2018	Pacific Gas & Electric	03-5510	2017-18 Gas & Electric Chgs 8775983334-3	25.55	
			03-5520	2017-18 Gas & Electric Chgs 8775983334-3	2,505.93	2,531.48
Total Number of Checks					28	13,229.04

Fund Summary

Fund	Description	Check Count	Expensed Amount
03	General Fund/charter School	28	13,234.97
	Total Number of Checks	28	13,234.97
	Less Unpaid Sales Tax Liability		5.93
	Net (Check Amount)		13,229.04

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

Checks Dated 12/01/2017 through 12/31/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1606155	12/01/2017	Jen J. Worstel	03-5201	Reimb. Mileage to and from Math training/conf.		34.45
1606156	12/01/2017	All City Management Services Inc	03-5882	Crossing Guards 2017-2018		165.21
1606157	12/01/2017	Business Card	03-5890	Annual Membership Fee & Finance Charges		82.65
1606904	12/06/2017	Discovery Office Systems	03-4350	2017-18 Supplies for Riso Machine	132.53	
1606905	12/06/2017	Sam Phong	03-5634	2017-2018 Equipment Base Rate and Overage Costs	49.57	182.10
1606906	12/06/2017	Radke, Jan	03-5881	POCS Sports Stipend		2,750.00
1606907	12/06/2017	So Co Office of Education Business Services	03-5830	Restorative Culture E3 @ Barlow		625.00
1606908	12/06/2017	Sonoma Co Office of Education	03-5835	Interim CBO Ruth Karlstrud		1,320.35
1608402	12/13/2017	Sac-Vai	03-5835	Account Tech Support- B Weinberg-Tuttle 2017-18		502.20
1608403	12/13/2017	Wine Country Embroidery, LLC	03-4370	POCS portion Annual Custodial Supplies 2017-18		131.02
1610459	12/20/2017	Richard J Schulz	03-4390	T-Shirts for JL/POCS		108.06
1610460	12/20/2017	Zayra Lopez	03-5881	Referee fees for 2 games refied		25.00
1610461	12/20/2017	All City Management Services Inc	03-5882	Referee fees for 2 games refied		25.00
1610462	12/20/2017	Bill's Lock And Safe Service	03-5631	Rekey & Copy Services 2017-18		40.00
1610463	12/20/2017	Office Depot	03-4350	Office Supplies- Open PO - 2016-2017		15.41
1610464	12/20/2017	Realtyworks	03-4310	Receiving Blankets for Health Instructional	73.92	
1610465	12/20/2017	Sac-Vai		Unpaid Tax	4.92	69.00
1610466	12/20/2017	Wine Country Embroidery, LLC	03-4370	POCS portion Annual Custodial Supplies 2017-18		724.74
1611471	12/27/2017	Amy Estrada	03-5800	Staff Tee's at JL & POCS (POCS Portion)		10.44
1611472	12/27/2017	Paolina Figueroa	03-5881	Referee payment for 2 games		25.00
1611473	12/27/2017	Jules A. Strasser	03-5881	Referee payment for 2 games		25.00
1611474	12/27/2017	Susan M. Donner	03-4310	Reimb. Blick Art Supplies purchase	113.88	371.51
1611475	12/27/2017	Radke, Jan		Reimb. Amazon Art supply purchase	257.63	
1611476	12/27/2017	Stephen Roatch Accountancy	03-4390	POCS Princ Discretionary 11/28	241.04	
				POCS Princ Discretionary 12/01	25.46	266.50
				School Counseling Services 2017-2018		2,475.00
				POCS Portion of R18-00244		2,341.00
				Total Number of Checks	24	12,553.96

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 12/01/2017 through 12/31/2017

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

Fund	Description	Check Count	Expensed Amount
03	General Fund/charter School	24	12,558.88
	Total Number of Checks	24	12,558.88
	Less Unpaid Tax Liability		4.92
	Net (Check Amount)		12,553.96

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.

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, 2018 April 1 – June 30, 20
 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
Total	0	0	0

Board meeting date: 4/18/18
 Date sent to County Superintendent of Schools: 4/19/18
 Sonoma County Office of Education
 5340 Skylane Blvd.
 Santa Rosa, CA 95403



PINER-OLIVET UNION SCHOOL DISTRICT

Overnight Field Trip Approval Form

For use in submitting requests to school board: Field Trip Request Forms A & B are also required (when appropriate). Forms should be received by the superintendent for board approval a minimum of one month prior to field trip.

A) Schools: Jack London Elementary (2018-2019) Requesting Teacher: 6th grade Teachers / O.H.
Program: Nature Bridge Date of Request: 3/20/18
Destination: Sausalito
Purpose of Trip: Science, maker, P.E

Mode of transportation: School / District Buses
List key scheduled events or describe program (Please attach other helpful information if readily available):
Science - hands on activities, marine mammal center
nature hikes, environment Impact Awareness

B) Field Trip Dates and Times:
To Destination: Nature Bridge
Departure: Date 3/11/19 Time 7:30 AM From(where): Jack London Elementary
Arrival: Date 3/11/19 Time 11:00 AM
From Destination: Nature Bridge
Departure: Date 3/13/19 Time 11:30 AM
Arrival: Date 3/13/19 Time 1:00 PM To(where): JACK LONDON Elementary

Number of school days off site (include fraction of day): 3 days

C) Total Number of Students: 50+
Total Number of chaperones: (21 years or older) 10+
Student/chaperone ratio: 1 to 10

D) Estimated Total Cost of Field Trip: \$ 15,108.00
Estimated total cost of trip per student: \$ 300±

Funding per student by: Student/Parents \$ 40%
District/School \$ 60%
Other \$ _____

E) Describe any fundraisers: school mall, cookie dough, pizza nights, halloween haunted house

F) Recommending Administrator (Trip adheres to existing district policy)

[Signature]
Signature

4/10/18
Date