



**TYPE:** Regular Board Meeting

**DATE:** 4/21/2022 **TIME:** 6:00 PM **CODE:**

**LOCATION:** Assembly Hall 1935 Bohemian Highway, Occidental, CA 95465

Closed session begins at 6:00 pm; open session begins at 7:00 pm. All documents relating to the following agenda items are available for public review in the Administrative Office of the Harmony Union School District during office hours at least 72 hours prior to the scheduled Board meeting. The Harmony District Board of Education meetings are open to the public, except for certain subjects that are addressed in closed session in accordance with the Ralph M. Brown Act. If anyone wishes to attend and requires special accommodations due to a handicapping condition, as outlined in the Americans with Disabilities Act, please contact the superintendent at least two working days prior to the meeting.

**1.0 Call to Order**

**2.0 Pledge of Allegiance**

**3.0 Approval of the Agenda**

**4.0 Public Comment**

- 4.1 For Closed Session: Members of the public may address the Board briefly on matters not on the agenda and are within the subject matter jurisdiction of the Board. Please state your name and address. In accordance with Board Policy 9323, speakers are to keep comments concise and limited to three minutes. The Public Comment item will be limited to a total of 20 minutes, absent approval to extend by the Board President. If there are several people who share the same issue, please chose one as your representative, and that person may be given additional time, if necessary. The Board values public comment, but by the Brown Act the Board shall not act upon, respond to, or comment on the merits of any item presented. The Board may ask clarifying questions of the presenter or refer the presenter to the District procedures. Members of the public may address the Board regarding items on the agenda at the time the item appears on the agenda. The Board President may move any agenda item to a different place on the agenda in order to accommodate the public or improve the flow of the meeting. Info

**5.0 Closed Session**

- 5.1 With respect to every item of business to be discussed in closed session Gov. Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR Name of Agency Negotiator: Matthew Morgan Name of organization representing employees: HUTA Info
- 5.2 With respect to every item of business to be discussed in closed session Gov. Code Section 54957.6 CONFERENCE WITH LABOR NEGOTIATOR Name of Agency Negotiator: Matthew Morgan Name of organization representing employees: CSEA Info/Action
- 5.3 With respect to every item of business to be discussed in closed session Gov. Code Section 54957.6 CONFERENCE WITH LABOR NEGOTIATOR Name of Agency Negotiator: Matthew Morgan Name of group: Unrepresented employees Info/Action

**6.0 Reconvene to Open Session**

- 6.1 Report out on any action taken during closed session Info

**7.0 Communication**

- A) Reports

- 7.1 HUTA Report
- 7.2 ARK Report
- 7.3 Student Report
- 7.4 Board Member Reports
- 7.5 Superintendent/Principal's Report
- 7.6 Pathways Director Report

B) Public Comment

7.7 For Open Session: Members of the public may address the Board briefly on matters not on the agenda and are within the subject matter jurisdiction of the Board. Please state your name and address. In accordance with Board Policy 9323, speakers are to keep comments concise and limited to three minutes. The Public Comment item will be limited to a total of 20 minutes, absent approval to extend by the Board President. If there are several people who share the same issue, please chose one as your representative, and that person may be given additional time, if necessary. The Board values public comment, but by the Brown Act the Board shall not act upon, respond to, or comment on the merits of any item presented. The Board may ask clarifying questions of the presenter or refer the presenter to the District procedures. Members of the public may address the Board regarding items on the agenda at the time the item appears on the agenda. The Board President may move any agenda item to a different place on the agenda in order to accommodate the public or improve the flow of the meeting.

C) Correspondence

<b>8.0 Consent Agenda</b>	<b>Action</b>
8.1 Vendor Warrants	Action
8.2 6th Grade Field Trip to Yosemite May 2-6, 2022	Action
8.3 8th Grade Field Trip- Doran Beach 5/27/2022	Action
8.4 5th Grade and Little Buddies Field Trip- Dillon Beach	Action
8.5 Approve Williams Settlement Quarterly Uniform Complaint Report: January 1, 2022-March 31, 2022	Action
8.6 Approve the Consent Agenda	Action
<b>9.0 Information/Correspondence/Discussion</b>	
9.1 Enrollment Report	Info
9.2 Business Office Updates; Security, Facilities, Maintenance	Info/Action
9.3 Retirement announcement from Joe Doherty- Cafeteria and Garden Liason	Info
9.4 Retriement announcement from Tanya Turneaure- Middle School Humanities teacher	Info
9.5 Retirement announcement from Nancy Prouty- Librarian	Info
9.6 Letter from SCOE recognizing that Harmony will be able to meet its fiscal	Info

obligations as reported on the Second Interim Report for the 2021-2022 Budget.

## **10.0 Action Items**

- |       |  |             |
|-------|--|-------------|
| 10.1  | Resolution #2021/22-7 Approving the Guaranteed Maximum Price for the Lease-Leaseback Agreement – Phase III with FRC, Inc.  | Action      |
| 10.2  | Consideration of Successor Contract, MOU's (Memorandum of Understanding) between HUTA (Harmony Union Teachers Association) and HUSD for school years 20-21 and 21-22   | Action      |
| 10.3  | Consideration of updated salary schedule- certificated staff   | Action      |
| 10.4  | Consideration of extending TK enrollment birthday requirement to turning 5 before June 2.  | Action      |
| 10.5  | Consideration of paying the attached invoices from Major Alarm out of Fund 14  | Action      |
| 10.6  | Consideration of contract renewal and upgrades for printer copiers from Ray Morgan Company   | Action      |
| 10.7  | Consideration of HUSD School Board Meeting Calendar for 2022-2023  | Action      |
| 10.8  | First reading of policy updates: BP 4030 Nondiscrimination in Employment E(1) 4112.9 Employee Notifications E(1) 4212.9 Employee Notifications E(1) 4312.9 Employee Notifications BP 4141.6 Concerted Action/Work Stoppage BP 4241.6 Concerted Action/Work Stoppage AR 4141.6 Concerted Action/Work Stoppage AR 4241.6 Concerted Action/Work Stoppage BP 5111 Admission AR 5111 Admission AR 5113 Absences and Excuses AR 5142 Safety E(1) 5145.6 Parental Notifications BP 6173 Education for Homeless Children AR 6173 Education for Homeless Children | Info/Action |
| 10.9  | Consideration of revised contract for Occidental Community Center  | Action      |
| 10.10 | Discussion and possible action: Reinstating collection of developer's fees to be deposited into Fund 25.   | Info/Action |
| 10.11 | Consideration of 3 year contract with Nigro and Nigro Accounting for audits.   | Action      |

## **11.0 Next Board Meeting**

## **12.0 Adjournment**

Agendas have been posted at the Harmony School public bulletin board and the Harmony Union School District Website at [www.harmonyusd.org](http://www.harmonyusd.org).



**Meeting Date:** 4/21/2022 - 6:00 PM

**Category:** Public Comment

**Type:** Info

**Subject:**

4.1 For Closed Session: Members of the public may address the Board briefly on matters not on the agenda and are within the subject matter jurisdiction of the Board. Please state your name and address. In accordance with Board Policy 9323, speakers are to keep comments concise and limited to three minutes. The Public Comment item will be limited to a total of 20 minutes, absent approval to extend by the Board President. If there are several people who share the same issue, please chose one as your representative, and that person may be given additional time, if necessary. The Board values public comment, but by the Brown Act the Board shall not act upon, respond to, or comment on the merits of any item presented. The Board may ask clarifying questions of the presenter or refer the presenter to the District procedures.

Members of the public may address the Board regarding items on the agenda at the time the item appears on the agenda. The Board President may move any agenda item to a different place on the agenda in order to accommodate the public or improve the flow of the meeting.

**Strategic Plans:**

**Policy:**

**Enclosure**

**File Attachment:**

**Description:**

**Background  
Information:**

**Fiscal Implications:**

**Recommendation:**

**Approvals:**

Recommended  
By:

Matthew Morgan - Superintendent/Principal



<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Closed Session
<b>Type:</b>	Info
<b>Subject:</b>	5.1 With respect to every item of business to be discussed in closed session Gov. Code Section 54957.6: CONFERENCE WITH LABOR NEGOTIATOR  Name of Agency Negotiator: Matthew Morgan Name of organization representing employees: HUTA
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	

**Approvals:**

Recommended  
By:

Matthew Morgan - Superintendent/Principal



# Harmony Union School District

## AGENDA ITEM

**Meeting Date:** 4/21/2022 - 6:00 PM  
**Category:** Closed Session  
**Type:** Info/Action  
**Subject:** 5.2 With respect to every item of business to be discussed in closed session Gov. Code Section 54957.6  
CONFERENCE WITH LABOR NEGOTIATOR  
Name of Agency Negotiator: Matthew Morgan  
Name of organization representing employees: CSEA

**Strategic Plans:**

**Policy:**

**Enclosure**

**File Attachment:**

**Description:**

**Background Information:**

**Fiscal Implications:**

**Recommendation:** -

**Approvals:**


Recommended  
By:

Matthew Morgan - Superintendent/Principal



# Harmony Union School District

## AGENDA ITEM

<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Closed Session
<b>Type:</b>	Info/Action
<b>Subject:</b>	5.3 With respect to every item of business to be discussed in closed session Gov. Code Section 54957.6 CONFERENCE WITH LABOR NEGOTIATOR Name of Agency Negotiator: Matthew Morgan Name of group: Unrepresented employees
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	-
<b>Approvals:</b>	Recommended By:  Matthew Morgan - Superintendent/Principal



<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Reconvene to Open Session
<b>Type:</b>	Info
<b>Subject:</b>	6.1 Report out on any action taken during closed session
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	none- information only

**Approvals:**

Recommended  
By:

Matthew Morgan - Superintendent/Principal





# Harmony Union School District

## AGENDA ITEM

<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Reports
<b>Type:</b>	Info
<b>Subject:</b>	7.1 HUTA Report
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	
<b>Approvals:</b>	



# Harmony Union School District

## AGENDA ITEM

**Meeting Date:** 4/21/2022 - 6:00 PM

**Category:** Reports

**Type:** Info

**Subject:** 7.2 ARK Report

**Strategic Plans:**

**Policy:**

**Enclosure**

**File Attachment:**

**Description:**

**Background  
Information:**

**Fiscal Implications:**

**Recommendation:**

**Approvals:**

Recommended  
By:

Matthew Morgan - Superintendent/Principal



**Meeting Date:** 4/21/2022 - 6:00 PM

**Category:** Reports

**Type:** Info

**Subject:** 7.3 Student Report

**Strategic Plans:**

**Policy:**

**Enclosure**

**File Attachment:**

**Description:**

**Background  
Information:**

**Fiscal Implications:**

**Recommendation:**

**Approvals:**

Recommended  
By:

Matthew Morgan - Superintendent/Principal



# Harmony Union School District

## AGENDA ITEM

<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Reports
<b>Type:</b>	Info
<b>Subject:</b>	7.4 Board Member Reports
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	

**Approvals:**

Recommended  
By:

Matthew Morgan - Superintendent/Principal



<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Reports
<b>Type:</b>	Info
<b>Subject:</b>	7.5 Superintendent/Principal's Report
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	

**Approvals:**

Recommended  
By:

A handwritten signature in black ink that reads "Matthew Morgan".

Matthew Morgan - Superintendent/Principal




**Meeting Date:** 4/21/2022 - 6:00 PM  
**Category:** Reports  
**Type:** Info  
**Subject:** 7.6 Pathways Director Report


**Strategic Plans:**

**Policy:**

**Enclosure**

**File Attachment:**

 Board Bundle 4.20.22 (1).pdf

 HUSD Report Pathways  
Director 4.15.21 (2).docx

**Description:**

**Background  
Information:**

**Fiscal Implications:**

**Recommendation:**

**Approvals:**



# Pathways Charter School

Monthly Financial Presentation – March 2022

# March Highlights



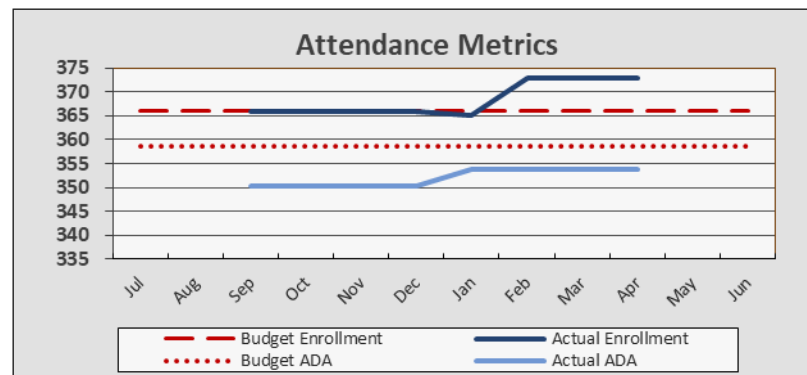


# Attendance Data and Metrics



## Attendance Metrics

<b>Enrollment &amp; Per Pupil Data</b>			
	<b><u>Actual</u></b>	<b><u>Forecast</u></b>	<b><u>Budget</u></b>
Average Enrollment	369	366	366
ADA	354	354	359
Attendance Rate	96.0%	96.6%	98.0%
Unduplicated %	42.5%	42.5%	41.3%
Revenue per ADA		\$13,116	\$12,441
Expenses per ADA		\$13,270	\$12,968



P-2 attendance increased to 353.71, down 5 compared to budget.  
LCFF is calculated at \$9,958 per ADA.

# Revenue

- LCFF increased \$32K with ADA.
- SPED funding increased \$117K from budget - \$85K increase in March (higher rate and ADA).
- Local - reimbursement for Chromebook purchases, offset by increased expenses.
- Increased ESSER III in current year \$26K.
- \$78K grants recognized during 2020/21, reducing 2021/22 forecast.

	2020/21	2021/22	2022/23	2023/24
Expanded Learning Opportunities Grant	\$ 21,307	\$ 258,127	\$ -	\$ -
ESSER II	56,685	92,186	-	-
ESSER III	-	26,333	167,292	140,959
<b>One-Time Funding plan</b>	<b>\$ 77,992</b>	<b>\$ 376,647</b>	<b>\$ 167,292</b>	<b>\$ 140,959</b>

Revenue	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 2,722,465	\$ 2,537,798	\$ 184,667	\$ 3,522,117	\$ 3,559,207	\$ (37,089)
Federal Revenue	46,634	250,423	(203,789)	399,437	354,810	44,627
Other State Revenue	309,223	414,068	(104,846)	651,103	544,809	106,295
Other Local Revenue	66,801	2,662	64,140	66,640	3,662	62,979
<b>Total Revenue</b>	<b>\$ 3,145,123</b>	<b>\$ 3,204,951</b>	<b>\$ (59,828)</b>	<b>\$ 4,639,298</b>	<b>\$ 4,462,487</b>	<b>\$ 176,811</b>

# Expenses

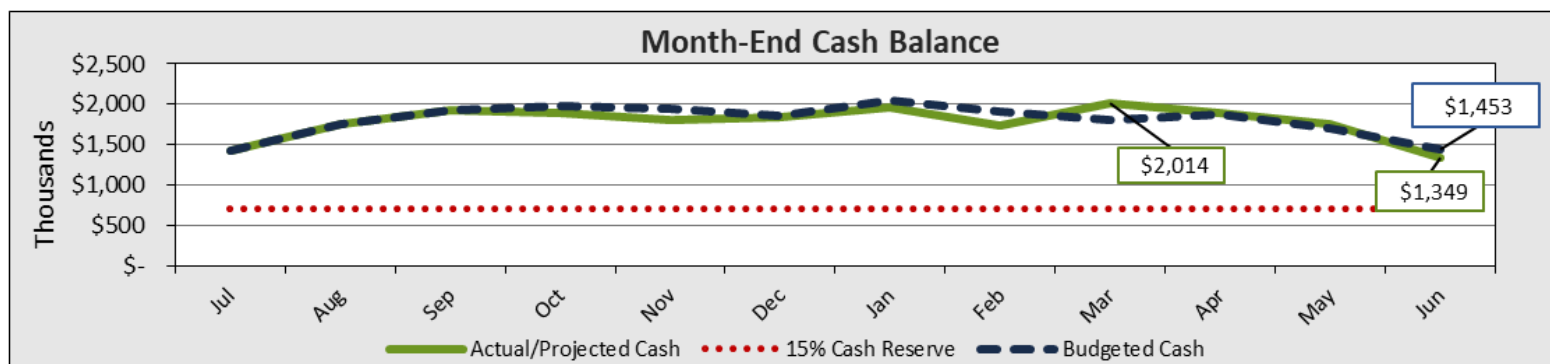
- Expenses near budget:
  - Supplies – Increased Chromebooks, offset with additional revenue.

Expenses	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 1,498,105	\$ 1,521,121	\$ 23,016	\$ 2,072,870	\$ 2,089,989	\$ 17,119
Classified Salaries	275,388	274,967	(421)	372,116	371,694	(421)
Benefits	606,716	634,410	27,694	833,029	857,503	24,474
Books and Supplies	296,996	246,095	(50,901)	374,246	308,785	(65,460)
Subagreement Services	120,145	142,805	22,660	211,400	210,864	(536)
Operations	91,664	101,752	10,088	142,553	140,154	(2,400)
Facilities	257,046	262,709	5,663	340,572	344,027	3,455
Professional Services	200,863	209,588	8,725	312,637	304,996	(7,642)
Depreciation	25,103	17,693	(7,410)	34,248	23,492	(10,756)
<b>Total Expenses</b>	<b>\$ 3,372,026</b>	<b>\$ 3,411,140</b>	<b>\$ 39,114</b>	<b>\$ 4,693,671</b>	<b>\$ 4,651,504</b>	<b>\$ (42,168)</b>

# Surplus / (Deficit) & Fund Balance

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
<b>Total Surplus(Deficit)</b>	\$ (226,903)	\$ (206,189)	\$ (20,713)	\$ (54,373)	\$ (189,017)	\$ 134,644
Beginning Fund Balance	<u>2,041,065</u>	<u>2,041,065</u>		<u>2,041,065</u>	<u>2,041,065</u>	
<b>Ending Fund Balance</b>	<b><u>\$ 1,814,162</u></b>	<b><u>\$ 1,834,876</u></b>		<b><u>\$ 1,986,692</u></b>	<b><u>\$ 1,852,048</u></b>	
<i>As a % of Annual Expenses</i>	38.7%	39.4%		42.3%	39.8%	

# Cash Balance



# Compliance Deadlines (next 60 days)



Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Apr-01	<b>Audit Firm Selection</b> - In accordance with Education Code (EC) Section 41020, the governing board of each school shall provide for an audit of the books and accounts of the school. In the event the governing board of a school has not provided for an audit, by selecting an audit firm, by April 1, the County Office of Education, having jurisdiction over the school, shall provide for the audit.	PCS	Yes	No	<a href="http://codes.findlaw.com/ca/education-code/edc-sect-41020-2.html">http://codes.findlaw.com/ca/education-code/edc-sect-41020-2.html</a>
FINANCE	Apr-01	<b>File a Form 700 - Statement of Economic Interests (SEI)</b> : The requirement is part of the Political Reform Act enacted in 1974, which was passed by California voters to promote integrity in state and local government by helping agency decision makers avoid conflicts between their personal interests and official duties. Depending on your local authorizer's conflict of interest policies, certain charter school officers and employees may be required to file Statements of Economic Interest with a filing officer by the April 1 deadline.	PCS	Yes	Yes	<a href="https://www.fppc.ca.gov/Form700.html">https://www.fppc.ca.gov/Form700.html</a>
FINANCE	Apr-08	<b>Consolidated Application corrections for FY2020-21 Title I Reduction</b> - FY 2020-21 Title I, Part A allocations have been reduced by approximately 4.5%. The finalized reduced allocations have been loaded into CARS as of Wednesday, March 16, 2022 and are now reflected in forms from both the 2020-21 and the 2021-22 CARS Winter Release(s). The deadline to recertify all forms is April 8, 2022.	Charter Impact	No	No	<a href="https://www.cde.ca.gov/fg/fo/r14/title1pa20allocrevltr.asp">https://www.cde.ca.gov/fg/fo/r14/title1pa20allocrevltr.asp</a>
FINANCE	Apr-15	<b>Federal Stimulus Reporting</b> - Local educational agencies (LEAs) are required to report to the California Department of Education (CDE) on funds received through the CARES Act, the CRRSA Act, and the ARP. (ESSER I, GEER, ESSER II, ESSER III). LEAs are required to report status of funds for the period January 1, 2022- March 31, 2022.	Charter Impact with PCS support	No	No	<a href="https://www.cde.ca.gov/cr/reporting.asp">https://www.cde.ca.gov/cr/reporting.asp</a>
FINANCE	Apr-30	<b>Federal Cash Management - Period 4</b> - The Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III LEP; Title III Immigrant; and Title IV programs under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the ESSA, will utilize the Federal Cash Management program. Charter schools that are awarded a grant under any of these programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	<a href="https://www.cde.ca.gov/fg/aa/cm/">https://www.cde.ca.gov/fg/aa/cm/</a>
DATA	May-09	<b>CALPADS End-of-Year 1, 2, 3 and 4</b> - The data submission window opens on May 9, 2022 and closes on July 29, 2022. End-of-Year data includes: Course completion, program eligibility/participation, homeless students, student discipline, cumulative enrollment, student absence, postsecondary, RFEP count, work-based learning indicator, CTE, postsecondary outcomes for Students with Disabilities and SpED.	PCS	No	No	<a href="https://www.cde.ca.gov/ds/sp/cl/">https://www.cde.ca.gov/ds/sp/cl/</a>
FINANCE	May-16	<b>Extended Due Date - Form 990</b> - The IRS Form 990 is the annual information return filed by most non-profit charter schools. The form should be reviewed and accepted by the Board prior to filing.	Auditors with Charter Impact support	Yes	No	<a href="http://www.publiccounsel.org/useful_materials?id=0025">http://www.publiccounsel.org/useful_materials?id=0025</a>
FINANCE	May-27	<b>Submit Charter Schools Annual Information Survey</b> - The Charter Schools Annual Information Survey has 5 sections: location and school contact information, authorizing agency, site, curriculum and governance information, facilities, retirement and services information, and funding. The funding selection impacts how your school receives revenue payments. All charter schools must be either directly or locally funded. For example: LCFF apportionment funds for a locally funded charter school flow through its local chartering authority whereas funds for a direct funded charter school may flow directly to the county treasurer and then to the charter school. However, the funding type decision may impact the amount of other state and federal funds that a charter school receives, outside the LCFF. This decision may be reconsidered on an annual basis.	Charter Impact	No	Yes	<a href="https://www.cde.ca.gov/sp/ch/csinfosvy.asp">https://www.cde.ca.gov/sp/ch/csinfosvy.asp</a>

# Appendices

# *Pathways Charter School*

**Financial Package**

**March 31, 2022**

*Presented by:*





**PATHWAYS CHARTER SCHOOL**

**Monthly Cash Flow/Forecast FY21-22**

Revised 4/12/22

ADA = 353.71



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast	Revised Budget Total	Favorable / (Unfav.)
<b>Revenues</b>																<b>ADA = 358.68</b>
<b>State Aid - Revenue Limit</b>																
8011 LCFF State Aid	86,875	86,875	156,375	156,375	156,375	156,375	156,375	-	230,660	115,330	115,330	-	128,917	1,545,862	1,461,076	84,786
8012 Education Protection Account	-	-	129,470	-	-	129,470	-	-	-	-	-	-	(82,379)	176,561	632,285	(455,724)
8019 State Aid - Prior Year	-	-	-	-	-	-	-	-	30,993	-	-	-	(30,993)	-	-	-
8096 In Lieu of Property Taxes	-	101,167	202,333	134,889	134,889	134,889	134,889	134,889	268,302	134,151	134,151	134,151	150,993	1,799,694	1,465,846	333,848
	86,875	188,042	488,178	291,264	291,264	420,734	291,264	134,889	529,955	249,481	249,481	134,151	166,539	3,522,117	3,559,207	(37,089)
<b>Federal Revenue</b>																
8181 Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	77,713	77,713	69,943	7,770
8290 Title I, Part A - Basic Low Income	-	-	-	-	-	-	-	-	-	14,854	-	-	44,563	59,417	58,842	575
8291 Title II, Part A - Teacher Quality	-	-	-	-	-	-	-	-	-	2,554	-	-	7,661	10,215	10,046	169
8296 Other Federal Revenue	-	-	-	2,500	-	-	24,978	-	-	2,500	-	-	222,114	252,092	215,979	36,113
8299 Prior Year Federal Revenue	-	-	-	6,712	-	-	12,444	-	-	-	-	(19,156)	-	0	-	0
	-	-	-	9,212	-	-	37,422	-	-	19,908	-	(19,156)	352,051	399,437	354,810	44,627
<b>Other State Revenue</b>																
8311 State Special Education	13,233	13,233	23,819	23,819	23,819	23,819	23,819	23,819	22,741	38,186	38,186	-	71,178	339,672	264,656	75,016
8550 Mandated Cost	-	-	-	-	-	12,276	-	-	-	-	-	-	-	12,276	12,281	(5)
8560 State Lottery	-	-	-	-	-	-	29,144	-	-	22,496	-	-	29,006	80,646	81,779	(1,133)
8598 Prior Year Revenue	1,531	-	7	-	-	-	-	-	-	-	-	-	-	1,538	1,538	-
8599 Other State Revenue	-	-	-	74,143	-	-	-	-	-	-	-	-	142,828	216,971	184,554	32,417
	14,764	13,233	23,826	97,962	23,819	36,095	52,963	23,819	22,741	60,682	38,186	-	243,012	651,103	544,809	106,295
<b>Other Local Revenue</b>																
8660 Interest Revenue	142	177	86	448	117	99	328	104	118	333	333	333	-	2,618	3,404	(786)
8689 Other Fees and Contracts	-	-	257	10	-	211	-	-	63,544	-	-	-	-	64,022	257	63,765
8699 School Fundraising	-	-	-	120	-	140	-	-	901	(1,161)	-	-	-	-	-	-
	142	177	343	578	117	450	328	104	64,563	(828)	333	333	-	66,640	3,662	62,979
<b>Total Revenue</b>	<b>101,781</b>	<b>201,452</b>	<b>512,347</b>	<b>399,016</b>	<b>315,200</b>	<b>457,279</b>	<b>381,977</b>	<b>158,812</b>	<b>617,259</b>	<b>329,244</b>	<b>288,001</b>	<b>115,329</b>	<b>761,602</b>	<b>4,639,298</b>	<b>4,462,487</b>	<b>176,811</b>
<b>Expenses</b>																
<b>Certificated Salaries</b>																
1100 Teachers' Salaries	-	110,364	124,170	118,860	120,660	115,283	112,990	113,661	111,000	114,052	114,052	114,052	-	1,269,143	1,256,285	(12,858)
1170 Teachers' Substitute Hours	-	-	-	1,320	(1,320)	221	-	1,675	807	1,591	1,591	1,591	-	7,475	14,318	6,843
1175 Teachers' Extra Duty/Stipends	5,914	2,597	2,454	2,454	2,454	2,454	3,454	3,954	3,954	5,000	5,000	5,000	-	44,693	51,057	6,364
1200 Pupil Support Salaries	-	21,336	23,947	23,757	23,443	22,953	23,976	24,931	24,025	28,983	28,983	28,983	-	275,316	300,475	25,159
1300 Administrators' Salaries	9,754	40,887	41,962	41,962	41,962	41,962	42,118	38,556	51,191	41,963	41,963	41,963	-	476,243	467,855	(8,389)
	15,668	175,184	192,534	188,354	187,200	182,874	182,538	182,777	190,978	191,588	191,588	191,588	-	2,072,870	2,089,989	17,119
<b>Classified Salaries</b>																
2400 Clerical and Office Staff Salaries	16,965	22,912	41,635	32,714	29,002	36,198	32,798	31,457	31,707	32,242	32,242	32,242	-	372,116	371,694	(421)
	16,965	22,912	41,635	32,714	29,002	36,198	32,798	31,457	31,707	32,242	32,242	32,242	-	372,116	371,694	(421)
<b>Benefits</b>																
3101 STRS	2,651	27,435	28,124	27,915	27,915	27,880	25,891	26,135	25,818	30,559	30,559	30,559	-	311,441	325,763	14,322
3202 PERS	3,887	7,983	13,579	11,432	10,505	11,886	11,029	11,617	10,973	10,171	10,171	10,171	-	123,404	116,335	(7,069)
3301 OASDI	1,017	2,107	3,763	3,093	2,843	3,260	3,049	3,191	3,003	2,753	2,753	2,753	-	33,584	31,483	(2,100)
3311 Medicare	461	2,689	3,210	3,020	2,950	2,998	2,939	2,930	3,054	3,304	3,304	3,304	-	34,164	35,382	1,218
3401 Health and Welfare	33,669	21,016	28,299	22,948	25,610	25,856	27,396	20,871	19,133	25,575	25,575	25,575	-	301,523	313,159	11,636
3501 State Unemployment	(1,743)	927	1,107	1,041	1,017	1,034	1,013	1,010	1,053	796	796	796	-	8,849	13,572	4,723
3601 Workers' Compensation	1,906	1,906	(2,018)	1,906	1,906	1,906	1,906	1,905	1,905	2,279	2,279	2,279	-	20,065	21,809	1,745
	41,848	64,062	76,064	71,355	72,745	74,820	73,222	67,659	64,940	75,438	75,438	75,438	-	833,029	857,503	24,474

## PATHWAYS CHARTER SCHOOL

## Monthly Cash Flow/Forecast FY21-22

Revised 4/12/22

ADA = 353.71



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast	Revised Budget Total	Favorable / (Unfav.)
<b>Books and Supplies</b>																
4100 Textbooks and Core Materials	-	(961)	-	10,089	1,415	1,201	-	-	101	0	0	0	-	11,845	10,000	(1,845)
4302 School Supplies	538	974	22,366	11,531	5,978	2,848	3,440	10,013	14,548	10,291	10,291	10,291	-	103,109	104,310	1,201
4305 Software	5,197	15,742	8,629	10,151	3,213	2,424	10,922	3,629	6,480	7,144	7,144	7,144	-	87,819	87,819	-
4310 Office Expense	229	2,396	3,211	6,263	10,211	824	1,060	1,475	(7,804)	3,712	3,712	3,712	-	29,000	24,000	(5,000)
4311 Business Meals	-	-	769	-	-	-	-	-	-	577	577	577	-	2,500	2,500	-
4400 Noncapitalized Equipment	34,834	19,494	6,485	2,270	60,369	532	(50)	-	86	2,977	2,977	2,977	-	132,950	73,356	(59,594)
4700 Food Services	-	406	406	406	406	406	406	406	812	1,049	1,049	1,049	-	6,800	6,800	-
	40,798	38,050	41,866	40,710	81,592	8,235	15,777	15,523	14,445	25,750	25,750	25,750	-	374,246	308,785	(65,460)
<b>Subagreement Services</b>																
5102 Special Education	-	-	3,651	17,713	20,405	11,626	14,608	13,522	27,408	23,022	23,022	23,022	-	178,000	178,000	-
5105 Security	94	581	94	808	94	-	188	574	188	113	113	113	-	2,959	2,559	(400)
5106 Other Educational Consultants	630	614	1,022	1,189	1,880	1,364	(17)	-	1,773	7,283	7,283	7,283	-	30,305	30,305	-
	724	1,195	4,767	19,710	22,379	12,990	14,779	14,096	29,505	30,419	30,419	30,419	-	211,400	210,864	(536)
<b>Operations and Housekeeping</b>																
5201 Auto and Travel	-	24	87	296	120	24	89	194	409	2,586	2,586	2,586	-	9,000	9,000	-
5300 Dues & Memberships	1,154	994	846	846	846	946	916	946	946	959	959	959	-	11,317	8,917	(2,400)
5400 Insurance	4,137	4,137	4,137	4,137	4,137	4,137	4,137	4,137	4,137	4,137	4,137	4,137	-	49,644	49,645	1
5501 Utilities	621	1,459	2,021	1,353	481	1,860	6,327	1,713	1,995	2,390	2,390	2,390	-	25,000	25,000	-
5502 Janitorial Services	200	2,522	475	1,492	2,437	1,724	1,679	1,079	2,036	5,352	5,352	5,352	-	29,700	29,700	-
5900 Communications	76	1,355	447	473	1,971	1,296	1,635	1,397	1,511	1,310	1,310	1,310	-	14,092	14,092	-
5901 Postage and Shipping	-	64	192	81	14	1,149	153	1,195	264	229	229	229	-	3,800	3,800	-
	6,188	10,556	8,205	8,678	10,005	11,135	14,937	10,661	11,299	16,963	16,963	16,963	-	142,553	140,154	(2,400)
<b>Facilities, Repairs and Other Leases</b>																
5601 Rent	19,465	23,965	23,965	23,965	23,965	23,965	24,009	22,594	23,890	24,116	24,116	24,116	-	282,134	284,444	2,310
5602 Additional Rent	213	213	213	213	213	213	220	283	283	371	371	371	-	3,177	3,975	798
5603 Equipment Leases	1,374	817	817	1,432	1,432	277	1,772	817	817	1,149	1,149	1,149	-	13,000	13,346	347
5610 Repairs and Maintenance	-	18,299	10,732	-	4,271	-	-	1,508	834	2,206	2,206	2,206	-	42,262	42,262	-
	21,053	43,294	35,727	25,610	29,881	24,455	26,000	25,201	25,824	27,842	27,842	27,842	-	340,572	344,027	3,455
<b>Professional/Consulting Services</b>																
5801 IT	-	-	-	-	-	-	1,628	-	-	-	-	-	-	1,628	-	(1,628)
5802 Audit & Taxes	-	-	-	4,500	-	-	1,000	-	-	-	-	6,300	-	11,800	11,800	-
5803 Legal	-	1,407	695	3,465	645	1,222	-	-	-	1,656	1,656	1,656	-	12,400	12,400	-
5804 Professional Development	-	190	250	136	(80)	-	129	815	115	2,815	2,815	2,815	-	10,000	10,000	-
5805 General Consulting	-	5,200	6,369	14,440	-	21,409	36,351	17,765	9,185	17,660	17,660	17,660	-	163,700	163,700	-
5806 Special Activities/Field Trips	-	-	-	200	576	80	810	931	362	(1,080)	661	661	-	3,200	3,200	-
5807 Bank Charges	30	30	57	35	60	141	92	45	97	92	92	92	-	862	942	80
5809 Other taxes and fees	94	185	-	109	-	48	-	(32)	64	31	31	31	-	560	560	-
5810 Payroll Service Fee	20	475	466	338	335	335	794	452	336	916	916	916	-	6,300	6,300	-
5811 Management Fee	7,509	7,509	7,509	-	-	4,885	6,007	20,715	12,154	4,967	4,967	4,967	-	81,188	78,094	(3,094)
5813 County Fees	-	-	-	-	-	-	-	-	-	-	-	16,800	-	16,800	16,800	-
5815 Public Relations/Recruitment	-	175	-	-	-	-	-	-	-	1,342	1,342	1,342	-	4,200	1,200	(3,000)
	7,653	15,171	15,347	23,223	1,536	28,120	46,810	40,692	22,312	28,397	30,139	53,239	-	312,637	304,996	(7,642)
<b>Depreciation</b>																
6900 Depreciation Expense	1,933	1,933	2,227	2,227	2,227	3,077	3,826	3,826	3,826	3,048	3,048	3,048	-	34,248	23,492	(10,756)
	1,933	1,933	2,227	2,227	2,227	3,077	3,826	3,826	3,826	3,048	3,048	3,048	-	34,248	23,492	(10,756)
<b>Total Expenses</b>	<b>152,830</b>	<b>372,357</b>	<b>418,373</b>	<b>412,582</b>	<b>436,567</b>	<b>381,904</b>	<b>410,686</b>	<b>391,892</b>	<b>394,836</b>	<b>431,687</b>	<b>433,429</b>	<b>456,529</b>	-	<b>4,693,671</b>	<b>4,651,504</b>	<b>(42,168)</b>
<b>Monthly Surplus (Deficit)</b>	<b>(51,049)</b>	<b>(170,905)</b>	<b>93,974</b>	<b>(13,566)</b>	<b>(121,367)</b>	<b>75,375</b>	<b>(28,709)</b>	<b>(233,079)</b>	<b>222,423</b>	<b>(102,444)</b>	<b>(145,428)</b>	<b>(341,200)</b>	<b>761,602</b>	<b>(54,373)</b>	<b>(189,017)</b>	<b>134,644</b>

## PATHWAYS CHARTER SCHOOL

## Monthly Cash Flow/Forecast FY21-22

Revised 4/12/22

ADA = 353.71



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Year-End Accruals	Annual Forecast	Revised Budget Total	Favorable / (Unfav.)
<b>Cash Flow Adjustments</b>																
Monthly Surplus (Deficit)	(51,049)	(170,905)	93,974	(13,566)	(121,367)	75,375	(28,709)	(233,079)	222,423	(102,444)	(145,428)	(341,200)	761,602	(54,373)		
Cash flows from operating activities																
Depreciation/Amortization	1,933	1,933	2,227	2,227	2,227	3,077	3,826	3,826	3,826	3,048	3,048	3,048	-	34,248		
Public Funding Receivables	281,349	447,030	60,040	29,933	-	-	42,482	(23,819)	23,819	-	-	83,263	(761,602)	182,494		
Grants and Contributions Rec.	(94)	-	-	-	-	-	-	-	-	-	-	-	-	(94)		
Prepaid Expenses	(25,006)	5,539	(4,151)	1,040	9,574	(2,824)	(4,776)	10,945	(1,436)	2,068	2,068	2,068	-	(4,890)		
Accounts Payable	(103,733)	-	-	(7,529)	16,667	(16,667)	6,934	595	11,382	(11,634)	-	-	-	(103,985)		
Accrued Expenses	(14,233)	31,633	24,652	(3,024)	5,416	6,670	6,556	13,077	21,024	(12,504)	6,406	(157,578)	-	(71,906)		
Deferred Revenue	-	16,385	-	(41,726)	2,115	-	108,516	-	-	-	-	-	-	85,290		
Cash flows from investing activities																
Purchases of Prop. And Equip.	-	-	(10,000)	-	-	(26,333)	(22,478)	-	-	-	-	-	-	(58,811)		
<b>Total Change in Cash</b>	<b>89,167</b>	<b>331,614</b>	<b>166,742</b>	<b>(32,645)</b>	<b>(85,368)</b>	<b>39,298</b>	<b>112,350</b>	<b>(228,455)</b>	<b>281,038</b>	<b>(121,465)</b>	<b>(133,905)</b>	<b>(410,399)</b>				
Cash, Beginning of Month	1,340,618	1,429,785	1,761,399	1,928,141	1,895,496	1,810,128	1,849,426	1,961,776	1,733,321	2,014,359	1,892,894	1,758,989				
<b>Cash, End of Month</b>	<b>1,429,785</b>	<b>1,761,399</b>	<b>1,928,141</b>	<b>1,895,496</b>	<b>1,810,128</b>	<b>1,849,426</b>	<b>1,961,776</b>	<b>1,733,321</b>	<b>2,014,359</b>	<b>1,892,894</b>	<b>1,758,989</b>	<b>1,348,590</b>				

**Pathways Charter School**  
**Statement of Financial Position**

March 31, 2022

	<b>Current Balance</b>	<b>Beginning Year Balance</b>	<b>YTD Change</b>	<b>YTD % Change</b>
<b>Assets</b>				
<b>Current Assets</b>				
Cash & Cash Equivalents	\$ 2,014,611	\$ 1,340,618	\$ 673,993	50%
Accounts Receivable	265	171	94	55%
Public Funding Receivables	83,263	944,096	(860,833)	-91%
Prepaid Expenses	81,081	69,986	11,095	16%
<b>Total Current Assets</b>	<b>2,179,220</b>	<b>2,354,871</b>	<b>(175,651)</b>	<b>-7%</b>
<b>Long-Term Assets</b>				
Property & Equipment, Net	60,807	27,099	33,708	124%
Deposits	4,500	4,500	-	0%
<b>Total Long Term Assets</b>	<b>65,307</b>	<b>31,599</b>	<b>33,708</b>	<b>107%</b>
<b>Total Assets</b>	<b>\$ 2,244,527</b>	<b>\$ 2,386,470</b>	<b>\$ (141,943)</b>	<b>-6%</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 11,634	\$ 103,733	\$ (92,099)	-89%
Accrued Liabilities	168,584	76,814	91,770	119%
Deferred Revenue	248,483	163,193	85,290	52%
<b>Total Current Liabilities</b>	<b>428,701</b>	<b>343,741</b>	<b>84,960</b>	<b>25%</b>
<b>Total Liabilities</b>	<b>428,701</b>	<b>343,741</b>	<b>84,960</b>	<b>25%</b>
<b>Total Net Assets</b>	<b>1,815,826</b>	<b>2,042,729</b>	<b>(226,903)</b>	<b>-11%</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 2,244,527</b>	<b>\$ 2,386,470</b>	<b>\$ (141,943)</b>	<b>-6%</b>

## Pathways Charter School

## Statement of Cash Flows

For the period ended March 31, 2022

	Month Ended 03/31/22	YTD Ended 03/31/22
<b>Cash Flows from Operating Activities</b>		
Change in Net Assets	\$ 222,423	\$ (226,903)
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	3,826	25,103
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	23,819	860,833
Grants, Contributions & Pledges Receivable	-	(94)
Prepaid Expenses	(1,436)	(11,095)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	11,382	(92,099)
Accrued Expenses	21,024	91,770
Deferred Revenue	-	85,290
<b>Total Cash Flows from Operating Activities</b>	<b>281,038</b>	<b>732,804</b>
<b>Cash Flows from Investing Activities</b>		
Purchase of Property & Equipment	-	(58,811)
<b>Total Cash Flows from Investing Activities</b>	<b>-</b>	<b>(58,811)</b>
Change in Cash & Cash Equivalents	281,038	673,993
Cash & Cash Equivalents, Beginning of Period	1,733,573	1,340,618
<b>Cash and Cash Equivalents, End of Period</b>	<b>\$ 2,014,611</b>	<b>\$ 2,014,611</b>

## Pathways Charter School

## Budget vs Actual

For the period ended March 31, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
<b>Revenues</b>							
State Aid - Revenue Limit							
LCFF State Aid	\$ 230,660	\$ 101,090	\$ 129,570	\$ 1,186,285	\$ 1,157,805	\$ 28,480	\$ 1,461,076
Education Protection Account	-	-	-	258,940	258,940	-	632,285
State Aid - Prior Year	30,993	-	30,993	30,993	-	30,993	-
In Lieu of Property Taxes	268,302	172,397	95,905	1,246,247	1,121,052	125,195	1,465,846
Total State Aid - Revenue Limit	529,955	273,487	256,468	2,722,465	2,537,798	184,667	3,559,207
Federal Revenue							
Special Education - Entitlement	-	-	-	-	-	-	69,943
Title I, Part A - Basic Low Income	-	-	-	-	29,421	(29,421)	58,842
Title II, Part A - Teacher Quality	-	-	-	-	5,023	(5,023)	10,046
Other Federal Revenue	-	-	-	27,478	215,979	(188,501)	215,979
Prior Year Federal Revenue	-	-	-	19,156	-	19,156	-
Total Federal Revenue	-	-	-	46,634	250,423	(203,789)	354,810
Other State Revenue							
State Special Education	22,741	23,819	(1,078)	192,121	193,199	(1,078)	264,656
Mandated Cost	-	-	-	12,276	12,281	(5)	12,281
State Lottery	-	-	-	29,144	22,496	6,649	81,779
Prior Year Revenue	-	-	-	1,538	1,538	-	1,538
Other State Revenue	-	-	-	74,143	184,554	(110,411)	184,554
Total Other State Revenue	22,741	23,819	(1,078)	309,223	414,068	(104,846)	544,809
Other Local Revenue							3,661
Interest Revenue	118	333	(215)	1,618	2,404	(786)	3,404
Other Fees and Contracts	63,544	-	63,544	64,022	257	63,765	257
School Fundraising	901	-	901	1,161	-	1,161	-
Total Other Local Revenue	64,563	333	64,230	66,801	2,661	64,140	3,661
<b>Total Revenues</b>	<b>\$ 617,259</b>	<b>\$ 297,639</b>	<b>\$ 319,620</b>	<b>\$ 3,145,123</b>	<b>\$ 3,204,951</b>	<b>\$ (59,828)</b>	<b>\$ 4,462,487</b>
<b>Expenses</b>							
Certificated Salaries							
Teachers' Salaries	\$ 111,000	\$ 113,528	\$ 2,527	\$ 926,987	\$ 915,701	\$ (11,287)	\$ 1,256,285
Teachers' Substitute Hours	807	1,591	784	2,703	9,545	6,843	14,318
Teachers' Extra Duty/Stipends	3,954	4,455	500	29,693	37,693	8,000	51,057
Pupil Support Salaries	24,025	28,355	4,330	188,367	215,411	27,044	300,475
Administrators' Salaries	51,191	41,695	(9,496)	350,356	342,771	(7,585)	467,855
Total Certificated Salaries	190,978	189,623	(1,355)	1,498,105	1,521,121	23,016	2,089,989
Classified Salaries							
Support Salaries	-	-	-	-	-	-	-
Clerical and Office Staff Salaries	31,707	32,242	536	275,388	274,967	(422)	371,694
Total Classified Salaries	31,707	32,242	536	275,388	274,967	(422)	371,694
Benefits							
State Teachers' Retirement System, certificated position	25,818	29,728	3,910	219,763	236,579	16,816	325,763
Public Employees' Retirement System, classified position	10,973	10,099	(875)	92,890	86,039	(6,851)	116,335
OASDI/Medicare/Alternative, certificated positions	3,003	2,733	(270)	25,326	23,285	(2,041)	31,483
Medicare/Alternative, certificated positions	3,054	3,225	171	24,250	25,707	1,457	35,382
Health and Welfare Benefits, certificated positions	19,133	25,575	6,442	224,798	236,434	11,636	313,159
State Unemployment Insurance, certificated positions	1,053	1,563	509	6,461	11,229	4,768	13,572
Workers' Compensation Insurance, certificated position	1,905	2,224	319	13,228	15,138	1,910	21,809
Total Benefits	64,940	75,146	10,205	606,716	634,410	27,694	857,503
Books & Supplies							
Textbooks and Core Materials	101	1,218	1,117	11,845	6,346	(5,498)	10,000
Books and Reference Materials	222	-	(222)	222	-	(222)	-
School Supplies	14,548	8,937	(5,611)	72,237	77,499	5,263	104,310
Software	6,480	6,472	(8)	66,387	68,402	2,015	87,819
Office Expense	(7,804)	2,018	9,822	17,863	17,945	82	24,000
Business Meals	-	192	192	769	1,923	1,154	2,500
Noncapitalized Equipment	86	1,394	1,308	124,020	69,175	(54,845)	73,356
Food Services	812	665	(146)	3,653	4,804	1,151	6,800
Total Books & Supplies	14,445	20,897	6,452	296,996	246,095	(50,901)	308,785
Subagreement Services							

## Pathways Charter School

## Budget vs Actual

For the period ended March 31, 2022

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Special Education	27,408	19,372	(8,036)	108,933	119,884	10,951	178,000
Transportation	136	-	(136)	136	-	(136)	-
Security	188	199	11	2,621	1,962	(659)	2,559
Other Educational Consultants	1,773	3,115	1,342	8,455	20,959	12,504	30,305
Total Subagreement Services	29,505	22,687	(6,819)	120,145	142,805	22,660	210,864
Operations & Housekeeping							
Auto and Travel	409	988	579	1,242	6,037	4,795	9,000
Dues & Memberships	946	658	(288)	8,441	6,943	(1,498)	8,917
Insurance	4,137	4,137	0	37,233	37,233	0	49,645
Utilities	1,995	2,322	327	17,831	18,034	203	25,000
Janitorial Services	2,036	2,945	909	13,644	20,866	7,222	29,700
Communications	1,511	1,357	(154)	10,161	10,021	(141)	14,092
Postage and Shipping	264	394	129	3,112	2,619	(493)	3,800
Total Operations & Housekeeping	11,299	12,801	1,502	91,664	101,752	10,088	140,154
Facilities, Repairs & Other Leases							
Rent	23,890	24,116	226	209,784	212,095	2,310	284,444
Additional Rent	283	371	87	2,065	2,863	798	3,975
Equipment Leases	817	1,149	332	9,554	9,900	347	13,346
Repairs and Maintenance	834	1,470	636	35,643	37,852	2,208	42,262
Total Facilities, Repairs & Other Leases	25,824	27,106	1,282	257,046	262,709	5,663	344,027
Professional/Consulting Services							
IT	-	-	-	1,628	-	(1,628)	-
Audit & Taxes	-	-	-	5,500	11,800	6,300	11,800
Legal	-	1,144	1,144	7,433	8,967	1,534	12,400
Professional Development	115	1,062	947	1,555	6,813	5,258	10,000
General Consulting	9,185	16,903	7,718	110,719	112,990	2,271	163,700
Special Activities/Field Trips	362	356	(6)	2,958	2,133	(825)	3,200
Bank Charges	97	92	(5)	587	667	80	942
Other Taxes and Fees	64	31	(33)	468	466	(1)	560
Payroll Service Fee	336	593	257	3,552	4,520	968	6,300
Management Fee	12,154	5,907	(6,247)	66,288	60,372	(5,916)	78,094
County Fees	-	-	-	-	-	-	16,800
Public Relations/Recruitment	-	114	114	175	858	683	1,200
Total Professional/Consulting Services	22,312	26,202	3,890	200,863	209,588	8,725	304,995
Depreciation							
Depreciation Expense	3,826	1,933	(1,893)	25,103	17,693	(7,410)	23,492
Total Depreciation	3,826	1,933	(1,893)	25,103	17,693	(7,410)	23,492
Interest Expense	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>\$ 394,836</b>	<b>\$ 408,636</b>	<b>\$ 13,800</b>	<b>\$ 3,372,026</b>	<b>\$ 3,411,140</b>	<b>\$ 39,114</b>	<b>\$ 4,651,504</b>
<b>Change in Net Assets</b>	<b>222,423</b>	<b>(110,996)</b>	<b>333,420</b>	<b>(226,903)</b>	<b>(206,190)</b>	<b>(20,714)</b>	<b>(189,017)</b>
Net Assets, Beginning of Period	1,593,403			2,042,729			
<b>Net Assets, End of Period</b>	<b>\$ 1,815,826</b>			<b>\$ 1,815,826</b>			

## Pathways Charter School

## Accounts Payable Aging

March 31, 2022

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Little Passports	118242914	2/15/2022	3/17/2022	\$ -	\$ 170	\$ -	\$ -	\$ -	\$ 170
Charter Impact Inc.	12453	4/1/2022	4/1/2022	6,077	-	-	-	-	6,077
AppsEvents s.r.o	2022002-US	3/23/2022	4/25/2022	2,000	-	-	-	-	2,000
School Specialty, LLC	208129592727	3/11/2022	4/10/2022	428	-	-	-	-	428
First Choice Coffee Services	218630	3/21/2022	3/31/2022	195	-	-	-	-	195
Office Depot	232301178001	3/10/2022	4/14/2022	167	-	-	-	-	167
Office Depot	232302534001	3/11/2022	4/14/2022	28	-	-	-	-	28
Office Depot	233158858001	3/15/2022	4/14/2022	27	-	-	-	-	27
Office Depot	233533379001	3/11/2022	4/14/2022	24	-	-	-	-	24
Canon Financial Services, Inc	28255473	3/12/2022	4/1/2022	817	-	-	-	-	817
Rainbow Resource Center, Inc.	3691859	3/2/2022	4/1/2022	51	-	-	-	-	51
Rainbow Resource Center, Inc.	3691960	3/15/2022	4/14/2022	32	-	-	-	-	32
Rainbow Resource Center, Inc.	3691965	3/2/2022	4/1/2022	51	-	-	-	-	51
Rainbow Resource Center, Inc.	3691967	3/2/2022	4/1/2022	51	-	-	-	-	51
Rainbow Resource Center, Inc.	3691988	3/15/2022	4/14/2022	34	-	-	-	-	34
Copperfield's Books	4232592	3/15/2022	4/14/2022	66	-	-	-	-	66
Studies Weekly	431682	2/14/2022	3/11/2022	-	33	-	-	-	33
Inland Finance Company	59037775	3/21/2022	4/9/2022	406	-	-	-	-	406
Warren Security Systems, Inc.	752830	3/17/2022	4/1/2022	94	-	-	-	-	94
Houghton Mifflin Harcourt Publishing Co.	955526551	3/8/2022	4/7/2022	67	-	-	-	-	67
Alhambra	9859373 031922	3/19/2022	3/19/2022	-	113	-	-	-	113
Sarah Amador	AMAD031522-01	3/15/2022	3/15/2022	-	54	-	-	-	54
KiwiCo, Inc	KE-324E31A002262214	2/26/2022	3/28/2022	-	77	-	-	-	77
KiwiCo, Inc	KE-3FFA7E6F02222224	2/22/2022	3/24/2022	-	98	-	-	-	98
KiwiCo, Inc	KE-53E49F4702222248	2/22/2022	3/24/2022	-	97	-	-	-	97
KiwiCo, Inc	KE-A930726F02242250	2/24/2022	3/26/2022	-	152	-	-	-	152
KiwiCo, Inc	KE-D9E0A34902242255	2/24/2022	3/26/2022	-	103	-	-	-	103
KiwiCo, Inc	KE-EA583DCB022222	2/22/2022	3/24/2022	-	98	-	-	-	98
Andriana Sierra	SIER032322	3/23/2022	3/23/2022	-	24	-	-	-	24
<b>Total Outstanding Invoices</b>				<b>\$ 10,615</b>	<b>\$ 1,019</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,634</b>



## Pathways Charter School

## Check Register

For the period ended March 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
14093	Alhambra	3/4/2022	\$ 31.93
14094	AT&T	3/4/2022	23.85
14095	AT&T	3/4/2022	19.59
14096	Charter Impact Inc.	3/4/2022	6,412.80
14097	Copperfield's Books	3/4/2022	24.79
14098	Davis Publications, Inc.	3/4/2022	120.13
14099	Fagen Friedman & Fulfrost LLP	3/4/2022	115.00
14100	Inland Finance Company	3/4/2022	405.85
14101	Institute for Excellence in Writing	3/4/2022	66.31
14102	Office Depot	3/4/2022	287.40
14103	Rainbow Resource Center, Inc.	3/4/2022	819.54
14104	Savvas Learning Company LLC	3/4/2022	133.43
14105	Scholastic Inc	3/4/2022	153.49
14106	School Specialty, LLC	3/4/2022	36.45
14107	Studio 4 Art	3/4/2022	1,433.00
14108	Teachers' Curriculum Institute (TCI)	3/4/2022	32.89
14109	VOID	VOID	VOID
14110	UHS Premium Billing	3/4/2022	4,157.56
14111	Vision Service Plan - (CA)	3/4/2022	303.88
14112	Warren Security Systems, Inc.	3/4/2022	94.00
14113	SCOE	3/9/2022	41,799.30
14114	SCOE	3/9/2022	13,995.40
14115	A Brighter Child, Inc.	3/10/2022	212.00
14116	Aflac	3/10/2022	326.16
14117	Allied Administrators for Delta Dental	3/10/2022	3,147.18
14118	Blick Art Materials	3/10/2022	112.52
14119	Carson Dellosa Education	3/10/2022	289.65
14120	CharterSafe	3/10/2022	6,043.00
14121	Compass	3/10/2022	500.00
14122	Copperfield's Books	3/10/2022	73.71
14123	Demco	3/10/2022	131.28
14124	Evan-Moor	3/10/2022	323.02
14125	Follet Content Solutions, LLC	3/10/2022	234.09
14126	Home Science Tools	3/10/2022	217.59
14127	Houghton Mifflin Harcourt Publishing Co.	3/10/2022	211.12
14128	Kaiser Foundation Health Plan	3/10/2022	21,471.42
14129	Lakeshore Equipment Company	3/10/2022	90.74
14130	McGraw-Hill School Education Holdings, LLC	3/10/2022	675.12
14131	Oak Meadow, Inc.	3/10/2022	274.88
14132	Office Depot	3/10/2022	130.50

## Pathways Charter School

## Check Register

For the period ended March 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
14133	OTC Brands, Inc.	3/10/2022	137.47
14134	PG&E	3/10/2022	26.28
14135	PG&E	3/10/2022	404.83
14136	PG&E	3/10/2022	143.84
14137	PG&E	3/10/2022	695.21
14138	Rainbow Resource Center, Inc.	3/10/2022	1,538.26
14139	School Specialty, LLC	3/10/2022	335.85
14140	Singapore Math Inc.	3/10/2022	287.09
14141	Sonic	3/10/2022	264.50
14142	Speech Language and Learning Services of Northern Californ	3/10/2022	3,200.00
14143	Sylvan Learning of Santa Rosa	3/10/2022	990.00
14144	T-Mobile	3/10/2022	910.00
14145	Teachers' Curriculum Institute (TCI)	3/10/2022	200.04
14146	The Critical Thinking Co.	3/10/2022	68.47
14147	Tracey Orlandi	3/10/2022	71.04
14148	Wieser Educational	3/10/2022	61.30
14149	Blick Art Materials	3/18/2022	41.26
14150	Charter Impact Inc.	3/18/2022	71.26
14151	Department Of Justice	3/18/2022	64.00
14152	Downing Heating & Air Conditioning, Inc.	3/18/2022	834.00
14153	Evan-Moor	3/18/2022	59.92
14154	Hampton Maintenance, LLC	3/18/2022	1,436.00
14155	Kristi Harris	3/18/2022	1,615.00
14156	McGraw-Hill School Education Holdings, LLC	3/18/2022	205.25
14157	Office Depot	3/18/2022	180.24
14158	PG&E	3/18/2022	724.69
14159	PresenceLearning, Inc.	3/18/2022	6,258.10
14160	Rainbow Resource Center, Inc.	3/18/2022	1,252.82
14161	Redwood Pediatric Therapy Assoc.	3/18/2022	405.00
14162	Rockwell Printing Inc.	3/18/2022	912.00
14163	Singapore Math Inc.	3/18/2022	54.00
14164	WageWorks, Inc.	3/18/2022	34.56
14165	William H. Sadlier, Inc.	3/18/2022	184.86
14166	Department of Justice	3/25/2022	1,707.60
14167	Art & Soul Music Studios, Inc.	3/25/2022	25.00
14168	AT&T	3/25/2022	23.92
14169	AT&T	3/25/2022	19.72
14170	Copperfield's Books	3/25/2022	57.80
14171	Herff Jones LLC	3/25/2022	66.45
14172	Houghton Mifflin Harcourt Publishing Co.	3/25/2022	385.49
14173	Keystone Therapy & Training Services	3/25/2022	14,440.00

## Pathways Charter School

## Check Register

For the period ended March 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
14174	MoxieBox Art, Inc.	3/25/2022	202.42
14175	Music to My Ears	3/25/2022	340.00
14176	Naomi Yedlosky	3/25/2022	82.88
14177	Office Depot	3/25/2022	86.34
14178	Pitney Bowes Inc.	3/25/2022	127.53
14179	Rainbow Resource Center, Inc.	3/25/2022	195.09
14180	Sarah Amador	3/25/2022	85.05
14181	Scholastic Inc	3/25/2022	195.43
14182	Silicon Valley High School, Inc.	3/25/2022	855.00
14183	Studies Weekly	3/25/2022	64.99
14184	U.S. Bank	3/25/2022	212.55
14185	UHS Premium Billing	3/25/2022	4,157.56
14186	150-170 Professional Center Drive, LLC	3/28/2022	15,181.55
14187	Georgia Street Plaza	3/28/2022	5,515.65
14188	La Plaza Offices, LLC	3/28/2022	3,476.25
EFT030822-01	Exchange Bank	3/8/2022	32.00
EFT031122-01	Internal Revenue Service	3/11/2022	4,422.82
EFT031122-02	Employment Development Department (EDD)	3/11/2022	851.84
EFT031122-03	Employment Development Department (EDD)	3/11/2022	246.57
EFT031122-04	Exchange Bank	3/11/2022	5.00
EFT031122-05	Exchange Bank	3/11/2022	25.00
EFT031122-06	Exchange Bank	3/11/2022	35.00
EFT032822-01	Internal Revenue Service	3/28/2022	24,203.57
EFT032822-02	Employment Development Department (EDD)	3/28/2022	5,086.46
EFT032822-03	Employment Development Department (EDD)	3/28/2022	1,979.42
PCS220304-01	Alicia Sardoch	3/4/2022	15.49
PCS220304-02	KiwiCo, Inc	3/4/2022	124.15
PCS220310-01	Andriana Sierra	3/10/2022	23.74
PCS220310-02	Erika Paredes	3/10/2022	200.00
PCS220310-03	Erika Paredes	3/10/2022	200.00
PCS220310-04	Jennie Rose	3/10/2022	41.22
PCS220310-05	Julie Carter	3/10/2022	252.00
PCS220310-06	Julie Carter	3/10/2022	64.25
PCS220318-01	Alyssa Payne	3/18/2022	74.22
PCS220318-02	Julie Carter	3/18/2022	325.00
PCS220318-03	KiwiCo, Inc	3/18/2022	114.17
PCS220325-01	Andriana Sierra	3/25/2022	23.74
PCS220325-02	Elizabeth Sanchez	3/25/2022	87.06
PCS220325-03	Elizabeth Sanchez	3/25/2022	124.09
PCS220325-04	Erika Paredes	3/25/2022	200.00
PCS220325-05	KiwiCo, Inc	3/25/2022	221.96

**Pathways Charter School**

**Check Register**

For the period ended March 31, 2022

Check Number	Vendor Name	Check Date	Check Amount
PCS220325-06	KiwiCo, Inc	3/25/2022	68.62
PCS220325-07	KiwiCo, Inc	3/25/2022	130.41
PCS220325-08	KiwiCo, Inc	3/25/2022	61.02
PCS220325-09	KiwiCo, Inc	3/25/2022	113.91
PCS220325-10	KiwiCo, Inc	3/25/2022	197.04
PCS220325-11	KiwiCo, Inc	3/25/2022	286.26
PCS220325-12	KiwiCo, Inc	3/25/2022	262.74
PCS220325-13	KiwiCo, Inc	3/25/2022	129.15
PCS220325-14	KiwiCo, Inc	3/25/2022	621.81
PCS220325-15	KiwiCo, Inc	3/25/2022	80.94
PCS220325-16	KiwiCo, Inc	3/25/2022	<u>83.29</u>

**Total Disbursements issued in March \$ 217,115.94**

## PATHWAYS CHARTER SCHOOL

## Multi-Year Forecast

Revised 4/12/22



	2021-22	2022-23	2023-24
	Forecast	Forecast	Forecast
<b>Assumptions</b>			
LCFF COLA	5.07%	5.33%	3.61%
Non-LCFF Revenue COLA	n/a	0.00%	0.00%
Expense COLA	2.00%	2.00%	2.00%
Enrollment	366.00	390.00	390.00
Average Daily Attendance	353.71	382.20	382.20
<b>Revenues</b>			
<b>State Aid - Revenue Limit</b>			
8011 LCFF State Aid	\$ 1,545,862	\$ 1,911,949	\$ 2,057,439
8012 Education Protection Account	176,561	190,783	190,783
8096 In Lieu of Property Taxes	1,799,694	1,944,653	1,944,653
	<u>3,522,117</u>	<u>4,047,384</u>	<u>4,192,875</u>
<b>Federal Revenue</b>			
8181 Special Education - Entitlement	77,713	45,750	45,750
8290 Title I, Part A - Basic Low Income	59,417	64,203	64,203
8291 Title II, Part A - Teacher Quality	10,215	11,038	11,038
8296 Other Federal Revenue	252,092	177,292	140,959
8299 Prior Year Federal Revenue	0	-	-
	<u>399,437</u>	<u>298,282</u>	<u>261,949</u>
<b>Other State Revenue</b>			
8311 State Special Education	339,672	313,404	313,404
8550 Mandated Cost	12,276	10,581	11,981
8560 State Lottery	80,646	87,142	87,142
8598 Prior Year Revenue	1,538	-	-
8599 Other State Revenue	216,971	50,000	50,000
	<u>651,103</u>	<u>461,127</u>	<u>462,526</u>
<b>Other Local Revenue</b>			
8660 Interest Revenue	2,618	2,829	2,829
8689 Other Fees and Contracts	64,022	-	-
	<u>66,640</u>	<u>2,829</u>	<u>2,829</u>
<b>Total Revenue</b>	<b>\$ 4,639,298</b>	<b>\$ 4,809,622</b>	<b>\$ 4,920,179</b>
<b>Expenses</b>			
<b>Certificated Salaries</b>			
1100 Teachers' Salaries	1,269,143	1,292,208	1,330,974
1170 Teachers' Substitute Hours	7,475	18,025	18,566
1175 Teachers' Extra Duty/Stipends	44,693	40,170	41,375
1200 Pupil Support Salaries	275,316	328,377	338,228
1300 Administrators' Salaries	476,243	485,886	500,463
	<u>2,072,870</u>	<u>2,164,666</u>	<u>2,229,606</u>
<b>Classified Salaries</b>			
2400 Clerical and Office Staff Salaries	372,116	382,898	394,385
	<u>372,116</u>	<u>382,898</u>	<u>394,385</u>
<b>Benefits</b>			
3101 STRS	311,441	381,281	392,719
3202 PERS	123,404	137,746	147,314
3301 OASDI	33,584	32,721	33,703
3311 Medicare	34,164	36,940	38,048
3401 Health and Welfare	301,523	316,107	325,590
3501 State Unemployment	8,849	1,531	614
3601 Workers' Compensation	20,065	25,476	26,240
	<u>833,029</u>	<u>931,802</u>	<u>964,229</u>
<b>Books and Supplies</b>			
4100 Textbooks and Core Curricula	11,845	13,055	13,316
4200 Books and Other Materials	222	245	250
4302 School Supplies	103,109	113,642	115,915
4305 Software	87,819	96,790	98,726
4310 Office Expense	29,000	31,963	32,602
4311 Business Meals	2,500	2,755	2,811
4400 Noncapitalized Equipment	132,950	5,000	5,000
4700 Food Services	6,800	4,800	-
	<u>374,246</u>	<u>268,251</u>	<u>268,620</u>

## PATHWAYS CHARTER SCHOOL

## Multi-Year Forecast

Revised 4/12/22



	2021-22	2022-23	2023-24
	Forecast	Forecast	Forecast
<b>Subagreement Services</b>			
5102 Special Education	178,000	196,184	200,108
5104 Transportation	136	-	-
5105 Security	2,959	3,262	3,327
5106 Other Educational Consultants	30,305	30,911	31,529
	<u>211,400</u>	<u>230,357</u>	<u>234,964</u>
<b>Operations and Housekeeping</b>			
5201 Auto and Travel	9,000	9,919	10,118
5300 Dues & Memberships	11,317	12,473	12,723
5400 Insurance	49,644	54,716	55,810
5501 Utilities	25,000	25,000	25,500
5502 Janitorial Services	29,700	21,450	21,879
5900 Communications	14,092	15,532	15,842
5901 Postage and Shipping	3,800	4,188	4,272
	<u>142,553</u>	<u>143,278</u>	<u>146,144</u>
<b>Facilities, Repairs and Other Leases</b>			
5601 Rent	282,134	296,460	305,353
5602 Additional Rent	3,177	3,501	3,571
5603 Equipment Leases	13,000	14,328	14,614
5610 Repairs and Maintenance	42,262	5,000	5,100
	<u>340,572</u>	<u>319,289</u>	<u>328,639</u>
<b>Professional/Consulting Services</b>			
5801 IT	1,628	1,794	1,830
5802 Audit & Taxes	11,800	12,036	12,277
5803 Legal	12,400	7,400	7,548
5804 Professional Development	10,000	11,022	11,242
5805 General Consulting	163,700	99,270	100,055
5806 Special Activities/Field Trips	3,200	3,527	3,597
5807 Bank Charges	862	950	969
5809 Other taxes and fees	560	617	630
5810 Payroll Service Fee	6,300	6,944	7,082
5811 Management Fee	81,188	89,482	91,271
5813 County Fees	16,800	18,516	18,887
5815 Public Relations/Recruitment	4,200	4,284	4,370
	<u>312,637</u>	<u>255,841</u>	<u>259,758</u>
<b>Depreciation</b>			
6900 Depreciation Expense	34,248	22,714	22,714
	<u>34,248</u>	<u>22,714</u>	<u>22,714</u>
<b>Total Expenses</b>	<b>4,693,671</b>	<b>4,719,094</b>	<b>\$ 4,849,057</b>
<b>Surplus (Deficit)</b>	<b>\$ (54,373)</b>	<b>\$ 90,527</b>	<b>\$ 71,122</b>
<b>Fund Balance, Beginning of Year</b>	<b>\$ 2,041,065</b>	<b>\$ 1,986,692</b>	<b>\$ 2,077,219</b>
<b>Fund Balance, End of Year</b>	<b>\$ 1,986,692</b>	<b>\$ 2,077,219</b>	<b>\$ 2,148,341</b>
	<b>42.3%</b>	<b>44.0%</b>	<b>44.3%</b>
<b>Cash Flow Adjustments</b>			
Surplus (Deficit)	(54,373)	90,527	71,122
Cash Flows From Operating Activities			
Depreciation/Amortization	34,248	22,714	22,714
Public Funding Receivables	182,494	136,874	33,196
Grants and Contributions Rec.	(94)	-	-
Prepaid Expenses	(4,890)	-	-
Accounts Payable	(103,985)	-	-
Accrued Expenses	(71,906)	-	-
Deferred Revenue	85,290	(85,290)	-
Cash Flows From Investing Activities			
Purchases of Prop. And Equip.	(58,811)	-	-
<b>Total Change in Cash</b>	<b>7,972</b>	<b>164,825</b>	<b>127,032</b>
Cash, Beginning of Year	1,340,618	1,348,590	1,513,415
<b>Cash, End of Year</b>	<b>\$ 1,348,590</b>	<b>\$ 1,513,415</b>	<b>\$ 1,640,447</b>

**Pathways potential budgets 2022/23**

**Current staff + 3% COLA**

				Loss from 390
Enrollment	390		366	(24)
Reoccurring Revenue	\$ 4,642,330	\$ 4,342,004	\$	(300,326)
One-Time funds	167,292	167,292		-
Expenses	4,719,094	4,675,685		(43,409)
<b>Forecast surplus (loss)</b>	<b>\$ 90,528</b>	<b>\$ (166,389)</b>	<b>\$</b>	<b>(256,917)</b>
	2%	-4%		

**Mitigating cuts**

Cut Keystone from \$60K to zero		60,000		60,000
Reduce hourly supports		70,000		70,000

	<b>\$ 90,528</b>	<b>\$ (36,389)</b>	<b>\$</b>	<b>(126,917)</b>
	2%	-1%		-3%

\$130,959 one-time funds remain for 2023/24  
 Second RP lease included in budget



**Meeting Date:** 4/21/2022 - 6:00 PM

**Category:** Public Comment

**Type:** Info

**Subject:**

7.7 For Open Session: Members of the public may address the Board briefly on matters not on the agenda and are within the subject matter jurisdiction of the Board. Please state your name and address. In accordance with Board Policy 9323, speakers are to keep comments concise and limited to three minutes. The Public Comment item will be limited to a total of 20 minutes, absent approval to extend by the Board President. If there are several people who share the same issue, please chose one as your representative, and that person may be given additional time, if necessary. The Board values public comment, but by the Brown Act the Board shall not act upon, respond to, or comment on the merits of any item presented. The Board may ask clarifying questions of the presenter or refer the presenter to the District procedures.

Members of the public may address the Board regarding items on the agenda at the time the item appears on the agenda. The Board President may move any agenda item to a different place on the agenda in order to accommodate the public or improve the flow of the meeting.

**Strategic Plans:**

**Policy:**

**Enclosure**

**File Attachment:**

**Description:**

**Background  
Information:**

**Fiscal Implications:**

**Recommendation:**

**Approvals:**

Recommended  
By:


Matthew Morgan - Superintendent/Principal





# Harmony Union School District

## AGENDA ITEM

<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Consent Agenda
<b>Type:</b>	Action
<b>Subject:</b>	8.1 Vendor Warrants
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	 Vendor Warrants_1-14-2022 through 4-13-2022.pdf
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	Approve through the consent agenda

**Approvals:**

Recommended  
By:



Matthew Morgan - Superintendent/Principal

## Checks Dated 01/14/2022 through 04/13/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1875777	01/14/2022	Amazon Capital Services	03-4310	Site Council Grants		966.26
1875778	01/14/2022	Comcast	01-5911	Phones & Internet - January 2022	88.53	
1875779	01/14/2022	Coolpoint Refrigeration	03-5911	Phones & Internet - January 2022	354.13	442.66
1875780	01/14/2022	Employment Dev. Dept. Sdi	13-5630	Freezer Repair		170.00
1875781	01/14/2022	Harmony Revolving Account	01-9555	EDD - UI - 4th Quarter 2021		3,338.71
1875782	01/14/2022	McPhail Fuel Company	01-9557	Reimbursement to HUSD Revolving acct - for EDD		2,848.10
1875783	01/14/2022	Veritable Vegetable	01-5510	Propane	323.02	
1876696	01/21/2022	Amazon Capital Services	03-5510	Propane	1,292.06	1,615.08
			13-4710	Cafeteria		419.85
			01-4310	Classroom and Cafeteria supplies	44.77	
				Supplies & Toner	12.15	
			01-4350	School, Biz & custodial Supplies	7.54	
			01-4370	COVID Supplies - purchased through Amazon	12.57	
				School, Biz & custodial Supplies	17.87	
			03-4310	Site Council Grants	432.01	
			03-4350	Supplies & Toner	48.60	
			03-4370	School, Biz & custodial Supplies	30.14	
				COVID Supplies - purchased through Amazon	36.24	
1876697	01/21/2022	Clover Stornetta Farms		School, Biz & custodial Supplies	71.47	713.36
1876698	01/21/2022	DBA Intrinsic Environment, Health & Safety	13-4710	Cafeteria		750.38
			01-4300	HVAC, MERV & HEPA Filters and ventilation assessment	32.26	
			01-5830	HVAC, MERV & HEPA Filters and ventilation assessment	894.80	
			03-4300	HVAC, MERV & HEPA Filters and ventilation assessment	129.03	
			03-5830	HVAC, MERV & HEPA Filters and ventilation assessment	3,579.20	4,635.29
1876699	01/21/2022	Flinn Scientific, Inc.	03-4310	Science Curriculum Materials		64.15
1876700	01/21/2022	Nordby Electric, Inc.	01-5630	Parking lot lights & GFCI WP Outlets	654.21	
				Power to hot water heater - office bathroom [labor & parts]	191.60	
			03-5630	Parking lot lights & GFCI WP Outlets	2,616.83	
				Power to hot water heater - office bathroom [labor & parts]	766.41	4,229.05
1876701	01/21/2022	Solutions West	01-5830	Board assistance with Supt Evaluation	1,300.00	

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## Checks Dated 01/14/2022 through 04/13/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1876701	01/21/2022	Solutions West	03-5830	Board assistance with Supt Evaluation	5,200.00	6,500.00
1876702	01/21/2022	Towne Communications, Inc. dba Quest UCCS	01-5830	Fixing paging system feature on phone system	94.55	
			03-5830	Fixing paging system feature on phone system	378.20	472.75
1876703	01/21/2022	Veritable Vegetable	13-4710	Cafeteria		569.50
1877281	01/26/2022	Peters Figueroa, Heather A	03-4310	Chrome Book Stands - Site Council Grant		98.25
1877282	01/26/2022	Gaspar, Krista M	01-4370	Reimbursement for the purchase of seeds for the garden	49.20	
			03-4370	Reimbursement for the purchase of seeds for the garden	196.79	245.99
1877283	01/26/2022	Alpha Analytical Lab, Inc.	01-5884	Water Testing	54.20	
			03-5884	Water Testing	216.80	271.00
1877284	01/26/2022	Amazon Capital Services	Cancelled	Classroom and Cafeteria supplies	76.48	*
				COVID Supplies - purchased through Amazon	85.92	*
				School, Biz & custodial Supplies	56.36	*
				Site Council Grants	220.88	439.64 *
1877285	01/26/2022	Cancelled on 02/08/2022	13-4710	Cafeteria		383.80
1877286	01/26/2022	Clover Stormetta Farms	03-4310	Science Curriculum Materials		201.16
1877287	01/26/2022	Water Walkers, Inc DBA Health-e-Pro	13-5806	Food Service Software		3,118.85
1877288	01/26/2022	School & College Legal Service	01-5202	Review of New Legislation impacting Education for 2022	9.00	
			03-5202	Review of New Legislation impacting Education for 2022	36.00	45.00
1877289	01/26/2022	Sonoma County Office Of Ed.	01-5800	Program Fee 2021-2022	700.00	
			03-5800	Program Fee 2021-2022	2,800.00	3,500.00
1877290	01/26/2022	Veritable Vegetable	13-4710	Cafeteria		260.50
1877291	01/26/2022	West County Trans. Agency	01-5205	Field Trip Bay Area Discovery Museum	130.55	
			03-5205	Field Trip Bay Area Discovery Museum	522.20	652.75
1877932	01/28/2022	Collins, Kyle L	01-4310	Curriculum materials & classroom supplies	239.21	
			03-4310	Curriculum materials & classroom supplies	257.20	496.41
1877933	01/28/2022	Larramendy, Deborah R	01-5862	Reimbursement for fingerprints	12.40	
			03-5862	Reimbursement for fingerprints	49.60	62.00
1877934	01/28/2022	Amazon Capital Services	01-4310	Care Corner supplies	109.98	

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## Checks Dated 01/14/2022 through 04/13/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1877934	01/28/2022	Amazon Capital Services	01-4310	Care Corner supplies & Staff room hospitality	42.10	
			01-4350	Care Corner supplies & Staff room hospitality	22.76	
			01-4370	School, Biz & custodial Supplies	8.19	
			03-4310	PBL Purchases	13.22	
			03-4350	Care Corner supplies & Staff room hospitality	91.04	
1877935	01/28/2022	California Charter Schools	03-4370	School, Biz & custodial Supplies	32.78	320.07
1877936	01/28/2022	Fishman Supply Company	03-5300	2021-22 Membership Year		1,410.00
1877937	01/28/2022	Major Alarm, Inc.	01-4370	Custodial & Maintenance Supplies	35.86	
			03-4370	Custodial & Maintenance Supplies	143.43	
			01-5590	Fire & Security and Repairs	5.52	
			01-5630	Fire & Security and Repairs	5.48	
			03-5590	Fire & Security and Repairs	22.09	
			03-5630	Fire & Security and Repairs	21.91	55.00
1877938	01/28/2022	Gene Gaffney Insurance Inc. DBA:Open Door Ins Services	01-5440	22/23 Accident Policy Premium	429.00	
			03-5440	22/23 Accident Policy Premium	1,716.00	2,145.00
1878474	02/02/2022	Amazon Capital Services	01-4310	Classroom and Cafeteria supplies	123.71	
				Classroom supplies [Weiss]	73.72	
			01-4350	School, Biz & custodial Supplies	11.37	
			01-4370	COVID Supplies - purchased through Amazon	40.00	
			03-4310	Site Council Grants	325.20	
			03-4350	School, Biz & custodial Supplies	45.47	
			03-4370	COVID Supplies - purchased through Amazon	115.34	734.81
1878475	02/02/2022	Clover Stometta Farms	13-4710	Cafeteria		423.30
1878476	02/02/2022	Follett School Solutions, Inc.	03-4310	Library books & Supplies		313.96
1878477	02/02/2022	Honey Bucket	01-5600	Port-o-Potties	52.78	
			03-5600	Port-o-Potties	211.08	263.86
1878478	02/02/2022	Pacific Gas & Electric Company	01-5520	Electricity	1,282.85	
			03-5520	Electricity	5,131.40	6,414.25
1878479	02/02/2022	TLCD Architecture	21-6210	HUSD Field & Playground		3,904.76
1878480	02/02/2022	Union Hotel	13-4710	Cafeteria		500.00
1878481	02/02/2022	US Bancorp Service Center	01-4310	Credit Card Statement	24.04	
			01-4340	Credit Card Statement	12.99	
			01-4350	Credit Card Statement	30.30	

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## Checks Dated 01/14/2022 through 04/13/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1878481	02/02/2022	US Bancorp Service Center	01-5806	Credit Card Statement	31.10	
			01-5950	Credit Card Statement	15.65	
			03-4310	Credit Card Statement	209.22	
			03-4340	Credit Card Statement	226.97	
			03-4350	Credit Card Statement	121.19	
			03-5806	Credit Card Statement	124.38	
			03-5830	Credit Card Statement	14.05	
			13-4710	Credit Card Statement	17.39	827.28
1878482	02/02/2022	Veritable Vegetable	13-4710	Cafeteria		650.90
1879110	02/04/2022	Mills, Jordan E	03-4310	Reimbursement for PBL tree project		35.10
1879111	02/04/2022	Allen Brothers	13-4710	Cafeteria		426.19
1879112	02/04/2022	Alpha Analytical Lab, Inc.	01-5884	Water Testing	11.20	
			03-5884	Water Testing	44.80	56.00
			01-4310	Classroom and Cafeteria supplies	18.48	
			01-4350	School, Biz & custodial Supplies	6.43	
			01-4370	COVID Supplies - purchased through Amazon	22.12	
			03-4310	School, Biz & custodial Supplies	4.85	
			03-4350	Site Council Grants	220.88	
			03-4370	School, Biz & custodial Supplies	25.70	
			03-4370	COVID Supplies - purchased through Amazon	63.80	
			13-4710	School, Biz & custodial Supplies	19.38	381.64
1879114	02/04/2022	Castino Inc.	13-4710	Cafeteria		280.08
1879115	02/04/2022	Clover Stormetta Farms	13-4710	Cafeteria		58.00
1879116	02/04/2022	Document Tracking Services	01-5830	Licensing agreement		595.00
1879117	02/04/2022	Hogan Systems, Inc.	13-5630	Install new Cafeteria Sink Faucet Spout		747.04
1879118	02/04/2022	Home Depot	01-4370	Custodial supplies	14.14	
			03-4370	Custodial supplies	56.55	70.69
			01-4340	Office 365 Enterprise	9.75	
			03-4340	Office 365 Enterprise	39.00	48.75
			01-4370	Garden & Custodial/Maintenance Supplies	3.96	
			03-4370	Garden & Custodial/Maintenance Supplies	15.82	19.78
			01-4350	School, Biz & custodial Supplies	27.74	
			03-4310	Classroom and Cafeteria supplies	54.29	
			03-4350	School, Biz & custodial Supplies	110.94	192.97
			01-5560	Monthly - Garbage, Recycle	91.37	
			03-5560	Monthly - Garbage, Recycle	365.49	456.86

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## Checks Dated 01/14/2022 through 04/13/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1879123	02/04/2022	Sebastopol Hardware	01-4370	Garden & Custodial/Maintenance Supplies	26.43	
1879124	02/04/2022	Stericycle, Inc.	03-4370	Garden & Custodial/Maintenance Supplies	105.73	132.16
1879125	02/04/2022	Teacher's Curriculum Institute	01-5805	Confidential Shredding	20.35	
1879126	02/04/2022	West Music Company, Inc.	03-5805	Confidential Shredding	81.40	101.75
1879771	02/09/2022	Amazon Capital Services	01-4110	Textbooks		114.00
			03-4400	music class supplies/instruments		111.98
			01-4310	Classroom and Cafeteria supplies	61.92	
			01-4370	COVID Supplies - purchased through Amazon	80.30	
1879772	02/09/2022	Clover Stormetta Farms	03-4370	COVID Supplies - purchased through Amazon	231.60	
1879773	02/09/2022	Counterpoint, Inc.	13-4390	Classroom and Cafeteria supplies	69.55	443.37
1879774	02/09/2022	PTS Communications	13-4710	Cafeteria		322.92
1879775	02/09/2022	Redwood Pediatric Therapy Assc	21-5830	New Athletic Field/Playground/Rain Catchment		2,322.50
1879776	02/09/2022	Veritable Vegetable	01-5911	Payments for Payphone	14.60	
1879777	02/09/2022	Verizon Wireless	03-5911	Payments for Payphone	58.40	73.00
1879778	02/09/2022	West County Trans. Agency	01-5811	SPED - OT Services		3,541.18
1880779	02/16/2022	Mills, Jordan E	13-4710	Cafeteria		516.10
1880780	02/16/2022	Alpha Analytical Lab, Inc.	01-5912	Cell service & Hot Spots	122.40	
1880781	02/16/2022	Alvarado Street Bakery	03-5912	Cell service & Hot Spots	489.56	611.96
1880782	02/16/2022	Amazon Capital Services	01-5100	SPED Transportation		3,402.41
1880783	02/16/2022	At&t	Cancelled	Reimbursement for PBL Supplies		35.10 *
1880784	02/16/2022	Counterpoint, Inc.	01-5884	Water Testing	13.80	
1880785	02/16/2022	Department Of Justice	03-5884	Water Testing	55.20	69.00
1880786	02/16/2022	Kone Inc.	13-4710	Cafetera - Fund 13		128.32
			01-4310	Supplies [Chadwick]	111.13	
			01-4370	Supplies for the Garden	10.95	
			03-4310	Site Council Grants	588.54	
			03-4370	Supplies for the Garden	43.82	754.44
			01-5911	AT&T - Monthly Phone Charges	21.30	
			03-5911	AT&T - Monthly Phone Charges	85.17	106.47
			14-5830	District CUPCCAA		127.50
			01-5862	Fingerprinting	6.40	
			03-5862	Fingerprinting	25.60	32.00
			01-5800	Elevator/lift maintenance	38.88	
			03-5800	Elevator/lift maintenance	155.52	194.40

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## Checks Dated 01/14/2022 through 04/13/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1880787	02/16/2022	McPhail Fuel Company	01-5510	Propane	272.86	
1880788	02/16/2022	School & College Legal Service	03-5510	Propane	1,091.43	1,364.29
1880789	02/16/2022	U. S. Bank Equipment Finance	01-5202	Preschool Ed A to Z workshop [M. Morgan]	9.00	
1880790	02/16/2022	Weeks Drilling & Pump Co.	03-5202	Preschool Ed A to Z workshop [M. Morgan]	36.00	45.00
			01-5881	Copiers	388.83	
			03-5881	Copiers	1,555.31	1,944.14
			01-4370	Water Testing, Operator services & supplies	22.12	
			01-5884	Water Testing, Operator services & supplies	105.00	
			03-4370	Water Testing, Operator services & supplies	88.48	
			03-5884	Water Testing, Operator services & supplies	420.00	635.60
1880791	02/16/2022	Amazon Capital Services	01-4310	Classroom supplies - Weiss	16.25	
				Nurse supplies	162.60	178.85
1880792	02/16/2022	California Depart Of Education Cashier's Office	13-4710	Commodity products for the cafeteria		22.80
1880793	02/16/2022	Clover Stornetta Farms	13-4710	Cafeteria		529.77
1880794	02/16/2022	Comcast	01-5911	Phones & Internet	88.93	
			03-5911	Phones & Internet	355.71	444.64
1880795	02/16/2022	Employment Dev. Dept	01-3501	Cal Unemployment Insurance	17.84	
1880796	02/16/2022	McPhail Fuel Company	03-3501	Cal Unemployment Insurance	71.37	89.21
			01-5510	Propane	294.69	
			03-5510	Propane	1,178.77	1,473.46
1880797	02/16/2022	Veritable Vegetable	13-4710	Cafeteria		367.80
1880798	02/16/2022	Weeks Drilling & Pump Co.	01-4370	Water Testing, Operator services & supplies	110.25	
			01-5884	Water Testing, Operator services & supplies	75.00	
			03-4370	Water Testing, Operator services & supplies	441.02	
			03-5884	Water Testing, Operator services & supplies	300.00	926.27
1881750	02/18/2022	Alpha Analytical Lab, Inc.	01-5884	Water Testing		70.80
1881751	02/18/2022	Greenfield Learning Inc.	01-4240	100 Lexia Reading licenses [1-yr subscription]	1,380.00	
			03-4240	100 Lexia Reading licenses [1-yr subscription]	5,520.00	6,900.00
1881752	02/18/2022	Indoor Environmental Services	01-4400	Blower Motor Repair	36.90	

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## Checks Dated 01/14/2022 through 04/13/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1881752	02/18/2022	Indoor Environmental Services	01-5630	Blower Motor Repair	39.60	
			03-4400	Blower Motor Repair	147.61	
			03-5630	Blower Motor Repair	158.39	382.50
1881753	02/18/2022	Office Depot	01-4350	School, Biz & custodial Supplies	11.92	
			03-4350	School, Biz & custodial Supplies	47.66	59.58
1881754	02/18/2022	US Bancorp Service Center	01-4340	Credit Card Statement	113.52	
			01-4370	Credit Card Statement	4.51	
			01-5202	Credit Card Statement	55.00	
			01-5950	Credit Card Statement	8.70	
			03-4310	Credit Card Statement	14.10-	
			03-4340	Credit Card Statement	1,159.44	
			03-4370	Credit Card Statement	18.05	
			03-5202	Credit Card Statement	220.00	
			13-4390	Credit Card Statement	565.41	
			13-4400	Credit Card Statement	75.94	
			13-4710	Credit Card Statement	438.30	2,644.77
1882425	02/23/2022	Gaspar, Krista M	01-4310	Garden Supplies/maintenance & cooking in the garden	16.77	
			01-4370	Garden Supplies/maintenance & cooking in the garden	5.17	
			03-4310	Garden Supplies/maintenance & cooking in the garden	67.08	
			03-4370	Garden Supplies/maintenance & cooking in the garden	20.67	109.69
1882426	02/23/2022	Amazon Capital Services	01-4310	Supplies for Weiss classroom	32.15	
			13-4390	Cafeteria supplies [Covid]	152.30	184.45
1882427	02/23/2022	Castino Inc.	13-4710	Cafeteria		146.45
1882428	02/23/2022	Clover Stornetta Farms	13-4710	Cafeteria		176.52
1882429	02/23/2022	Falcon Trading Company, Inc.	13-4710	Cafeteria - Fund 13		490.38
1882430	02/23/2022	Fishman Supply Company	01-4370	Custodial & Maintenance Supplies	5.36	
			03-4370	Custodial & Maintenance Supplies	21.44	26.80
1882799	02/25/2022	Amazon Capital Services	01-4350	School, Biz & custodial Supplies	6.29	
			03-4350	School, Biz & custodial Supplies	25.16	31.45
1882800	02/25/2022	Flinn Scientific, Inc.	03-4310	Science Curriculum Materials		180.16
1882801	02/25/2022	Indoor Environmental Services	01-4400	Blower Motor Repair	159.75	
			01-5630	Blower Motor Repair	171.41	
			03-4400	Blower Motor Repair	638.99	
			03-5630	Blower Motor Repair	685.67	1,655.82

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## Checks Dated 01/14/2022 through 04/13/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1882802	02/25/2022	Maria Freebairn-Smith	01-5202	Anti-racism workshop [2020/2021]	140.00	
			03-5202	Anti-racism workshop [2020/2021]	560.00	700.00
1883466	03/02/2022	Raef, Teresa C	01-9515	Re-issue stale dated check		2.14
1883467	03/02/2022	Mills, Jordan E	01-4360	Mileage reimbursement	19.36	
			03-4310	Metal Bucket for pbl	12.00	
				PBL Cooking	8.68	40.04
1883468	03/02/2022	Amazon Capital Services	01-4210	Classroom books [Weiss]	14.44	
			01-4310	Classroom and Cafeteria supplies	17.08	
				Nurse supplies	43.28	
			01-4350	School, Biz & custodial Supplies	8.02	
			03-4210	Classroom books [Weiss]	57.74	
			03-4350	School, Biz & custodial Supplies	32.10	172.66
1883469	03/02/2022	Bruce C. Mansell	21-6290	Bond Inspector services		600.00
1883470	03/02/2022	Clover Stornetta Farms	13-4710	Cafeteria		553.69
1883471	03/02/2022	Fishman Supply Company	01-4370	Custodial & Maintenance Supplies	63.09	
			03-4370	Custodial & Maintenance Supplies	252.38	315.47
1883472	03/02/2022	Flinn Scientific, Inc.	03-4310	Science Curriculum Materials		18.99
1883473	03/02/2022	Honey Bucket	01-5600	Port-o-Potties	52.77	
			03-5600	Port-o-Potties	211.09	263.86
1883474	03/02/2022	Indoor Environmental Services	01-4400	Staff Room air filter	25.25	
			01-5800	Staff Room air filter	492.00	
			03-4400	Staff Room air filter	100.98	
			03-5800	Staff Room air filter	1,968.00	2,586.23
1883475	03/02/2022	Major Alarm, Inc.	01-5590	Fire & Security and Repairs	5.52	
			01-5630	Fire & Security and Repairs	5.48	
			03-5590	Fire & Security and Repairs	22.09	
			03-5630	Fire & Security and Repairs	21.91	55.00
1883476	03/02/2022	Pacific Gas & Electric Company	01-5520	Electricity	1,223.08	
			03-5520	Electricity	4,892.34	6,115.42
1883477	03/02/2022	Stericycle, Inc.	01-5805	Confidential Shredding	20.21	
			03-5805	Confidential Shredding	80.85	101.06
1883478	03/02/2022	TLCD Architecture	21-6210	Harmony Field & Playground [Bond]		8,394.46
1883479	03/02/2022	U. S. Bank Equipment Finance	01-5881	Copiers	387.74	
			03-5881	Copiers	1,550.96	1,938.70
1883480	03/02/2022	Veritable Vegetable	13-4710	Cafeteria		1,339.80
1884258	03/04/2022	Allen Brothers	13-4710	Cafeteria		711.61
1884259	03/04/2022	Amazon Capital Services	01-4370	Supplies for the garden	12.12	

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## Checks Dated 01/14/2022 through 04/13/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1884259	03/04/2022	Amazon Capital Services	03-4370	Supplies for the garden	48.48	60.60
1884260	03/04/2022	Clover Stornetta Farms	13-4710	Cafeteria		446.47
1884261	03/04/2022	Recology Sonoma Marin	01-5560	Monthly - Garbage, Recycle	91.37	
1884745	03/09/2022	Gaspar, Krista M	03-5560	Monthly - Garbage, Recycle	365.49	456.86
			01-4300	Reimbursement Garden, Cooking in Garden, F2SG	28.12	
			01-4310	Reimbursement Garden, Cooking in Garden, F2SG	7.53	
			01-4370	Reimbursement Garden, Cooking in Garden, F2SG	16.18	
1884746	03/09/2022	Amazon Capital Services	03-4300	Reimbursement Garden, Cooking in Garden, F2SG	112.49	
			03-4310	Reimbursement Garden, Cooking in Garden, F2SG	30.10	
			03-4370	Reimbursement Garden, Cooking in Garden, F2SG	64.71	259.13
			01-4310	Classroom and Cafeteria supplies	26.17	
			01-4370	COVID Supplies - purchased through Amazon	157.38	
			03-4310	School, Biz & custodial Supplies	14.28	
			03-4370	PBL Purchases	18.00	
			03-4370	COVID Supplies - purchased through Amazon	453.90	
1884747	03/09/2022	Counterpoint, Inc.	13-4390	School, Biz & custodial Supplies	57.10	858.77
			14-5830	Cafeteria supplies [Covid]	131.94	
			21-5830	District CUPCCAA	112.50	
1884748	03/09/2022	Third Generation Plumbing	01-4400	New Athletic Field/playground/rain catchment	4,635.00	4,747.50
1884749	03/09/2022	Follett School Solutions, Inc.	03-4400	on-demand water heater - lavatory sink	160.00	
1884750	03/09/2022	Harmony Union Teachers' Assoc.	03-4310	Library books & Supplies	640.00	800.00
1884751	03/09/2022	Home Depot	01-9515	Reissuance of a stale-dated check		256.71
			01-4370	Custodial supplies	5.20	392.80
			01-4400	Custodial supplies	.57	
			03-4370	Custodial supplies	20.80	
			03-4400	Custodial supplies	2.29	28.86
1884752	03/09/2022	Indoor Environmental Services	01-5630	Fix heater in Black Hawthorn	97.00	
			03-5630	Fix heater in Black Hawthorn	388.00	485.00

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## Checks Dated 01/14/2022 through 04/13/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1884753	03/09/2022	Mariah Lander	01-4397	Reimbursement for Special Board Mtg dinner	20.49	
			03-4397	Reimbursement for Special Board Mtg dinner	143.44	163.93
1884754	03/09/2022	PTS Communications	01-5911	Payments for Payphone	14.00	
			03-5911	Payments for Payphone	56.00	70.00
1884755	03/09/2022	Redwood Pediatric Therapy Assc	01-5811	SPED - OT Services		1,681.76
1884756	03/09/2022	School Specialty	03-4310	Foss Kit replacement parts		144.25
1884757	03/09/2022	Veritable Vegetable	13-4710	Cafeteria		455.05
1884758	03/09/2022	Verizon Wireless	01-5912	Cell service & Hot Spots	91.56	
			03-5912	Cell service & Hot Spots	366.22	457.78
1886114	03/16/2022	Morgan, Matthew D	01-4400	Sound Equipment for Board Meetings	268.01	
			03-4400	Sound Equipment for Board Meetings	1,072.04	1,340.05
1886115	03/16/2022	Alvarado Street Bakery	13-4710	Cafetera - Fund 13		120.60
1886116	03/16/2022	Amazon Capital Services	01-4310	Classroom and Cafeteria supplies	184.47	
			01-4350	Nurse's office/covid supplies	78.75	
			01-4370	School, Biz & custodial Supplies	24.20	
			01-4370	Nurse's office/covid supplies	28.20	
			03-4300	Fun Friday supplies	31.40	
			03-4350	School, Biz & custodial Supplies	96.80	
			03-4370	Nurse's office/covid supplies	112.80	556.62
1886117	03/16/2022	Bruce C. Mansell	21-6290	Bond Inspector		1,400.00
1886118	03/16/2022	Clover Stormetta Farms	13-4710	Cafeteria		300.72
1886119	03/16/2022	Falcon Trading Company, Inc.	13-4710	Cafeteria - Fund 13		175.92
1886120	03/16/2022	KAMIND IT, Inc.	01-4340	Office 365 Enterprises	9.75	
			03-4340	Office 365 Enterprises	39.00	48.75
1886121	03/16/2022	Veritable Vegetable	13-4710	Cafeteria		375.95
1886122	03/16/2022	Weeks Drilling & Pump Co.	01-4370	Water Testing, Operator services & supplies	27.42	
			01-5884	Water Testing, Operator services & supplies	105.00	
			03-4370	Water Testing, Operator services & supplies	109.68	
			03-5884	Water Testing, Operator services & supplies	420.00	662.10
1886765	03/18/2022	Collins, Kyle L	03-4100	Curriculum Materials		523.15
1886766	03/18/2022	Amazon Capital Services	01-4310	Classroom and Cafeteria supplies		44.38
1886767	03/18/2022	At&t	01-5911	AT&T - Monthly Phone Charges	21.58	

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## Checks Dated 01/14/2022 through 04/13/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1886767	03/18/2022	At&t	03-5911	AT&T - Monthly Phone Charges	86.30	107.88
1886768	03/18/2022	Clover Stomettia Farms	13-4710	Cafeteria		182.00
1886769	03/18/2022	Comcast	01-5911	Phones & Internet	88.93	
1886770	03/18/2022	Fisher Wireless Service, Inc.	03-5911	Phones & Internet	355.71	444.64
1886771	03/18/2022	Harmony Farm Supply	01-4400	Walkie Talkies	334.37	
			03-4400	Walkie Talkies	1,337.47	1,671.84
			01-4300	PBL & Farm-2-School Grant	2.96	
			01-4370	Garden & Custodial Supplies	32.87	
			03-4300	PBL & Farm-2-School Grant	11.85	
			03-4310	PBL & Farm-2-School Grant	1.23	
			03-4370	Garden & Custodial Supplies	131.48	180.39
1886772	03/18/2022	Office Depot	01-4351	Copy Paper	96.50	
			03-4351	Copy Paper	386.00	482.50
1886773	03/18/2022	Towne Communications, Inc. dba Quest UCCS	01-5830	Tech help with Suzi's side-car button programming	15.50	
			03-5830	Tech help with Suzi's side-car button programming	62.00	77.50
1886774	03/18/2022	West County Trans. Agency	01-5205	Field Trips	185.52	
			03-5205	Field Trips	742.08	927.60
1888407	04/01/2022	Alpha Analytical Lab, Inc.	01-5884	Water Testing		112.00
1888408	04/01/2022	Amazon Capital Services	01-4310	Classroom and Cafeteria supplies	191.97	
			03-4310	Drama expenditure	43.66	235.63
1888409	04/01/2022	Clover Stomettia Farms	13-4710	Cafeteria		593.93
1888410	04/01/2022	Shaun Paul Lewis Third Generation Plumbing	01-5630	Repair Urinals	113.00	
			03-5630	Repair Urinals	452.00	565.00
1888411	04/01/2022	Kevin Falkerson	01-5830	Living Roof Maintenance	74.00	
			03-5830	[1/1/2022-4/1/2022]	296.00	370.00
1888412	04/01/2022	Forestville USD	01-5100	2021-22 School Psychology Services		33,810.00
1888413	04/01/2022	Home Depot	01-4370	Custodial supplies	9.22	
			01-4400	Custodial supplies	1.02	
			03-4370	Custodial supplies	36.94	
			03-4400	Custodial supplies	4.07	51.25
1888414	04/01/2022	Honey Bucket	01-5600	Port-o-Potties	52.78	
			03-5600	Port-o-Potties	211.08	263.86
1888415	04/01/2022	McPhail Fuel Company	01-5510	Propane	440.33	
			03-5510	Propane	1,761.35	2,201.68

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Checks Dated 01/14/2022 through 04/13/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1888416	04/01/2022	Occidental Hardware	01-4370	PBL & Garden	7.53	
			03-4310	PBL & Garden	142.29	
			03-4370	PBL & Garden	30.14	179.96
1888417	04/01/2022	Office Depot	01-4350	School Board Name plaques	34.70	
1888418	04/01/2022	Pacific Gas & Electric Company	03-4350	School Board Name plaques	138.81	173.51
			01-5520	Electricity	1,020.39	
			03-5520	Electricity	4,081.55	5,101.94
1888419	04/01/2022	School Services of California	01-5202	Fed Compliance: How to stay out of trouble webinar series	55.00	
			03-5202	Fed Compliance: How to stay out of trouble webinar series	220.00	275.00
1888420	04/01/2022	Stericycle, Inc.	01-5805	Confidential Shredding	20.35	
			03-5805	Confidential Shredding	81.40	101.75
1888421	04/01/2022	Total Compensation Systems Inc Att: Accounts Receivable	01-5830	Consulting Services Agreement	243.00	
			03-5830	Consulting Services Agreement	972.00	1,215.00
1888422	04/01/2022	US Bancorp Service Center	01-4340	Credit Card Statement	39.99	
			01-4370	Credit Card Statement	58.70	
			03-4340	Credit Card Statement	159.96	
			03-4370	Credit Card Statement	234.82	
			03-4400	Credit Card Statement	1,610.77	
			03-5205	Credit Card Statement	398.00	
			13-4390	Credit Card Statement	730.79	
1888423	04/01/2022	Veritable Vegetable	13-4710	Credit Card Statement	802.53	4,035.56
1888424	04/01/2022	Verizon Wireless	13-4710	Cafeteria		861.15
			01-5912	Cell service & Hot Spots	121.62	
			03-5912	Cell service & Hot Spots	486.50	608.12
1888425	04/01/2022	West County Trans. Agency	01-5100	Adding Taylor Lane to Route		1,080.00
1889210	04/06/2022	Turneasure, Tanya	03-4310	Reimbursement for art program	60.94	
				Reimbursement for Art Show frames	245.85	
				Reimbursement for Drama production set design	228.37	535.16
1889211	04/06/2022	Gasper, Krista M	01-4310	Reimbursement for garden & cooking in the garden supplies	17.05	
			01-4370	Reimbursement for garden & cooking in the garden supplies	16.08	
			03-4310	Reimbursement for garden & cooking in the garden supplies	68.22	

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## Checks Dated 01/14/2022 through 04/13/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1889211	04/06/2022	Gasper, Krista M	03-4370	Reimbursement for garden & cooking in the garden supplies	64.32	165.67
1889212	04/06/2022	Rogers, Allison P	01-9515	Re-issue reimbursement check for fingerprinting		62.00
1889213	04/06/2022	Allen Brothers	13-4710	Cafeteria		575.94
1889214	04/06/2022	Alpha Analytical Lab, Inc.	01-5884	Water Testing	249.41	69.00
1889215	04/06/2022	Amazon Capital Services	01-4310	Art Teacher classroom supplies	190.14	
			01-4390	Classroom and Cafeteria supplies	368.85	
			03-4310	RESIG Safety Funds	32.75	841.15
1889216	04/06/2022	Clover Stormetta Farms	13-4710	For Drama production		363.46
1889217	04/06/2022	Fishman Supply Company	01-4370	Cafeteria	38.47	
			03-4370	Custodial & Maintenance Supplies	153.87	192.34
1889218	04/06/2022	George Williams Webber	03-5205	Custodial & Maintenance Supplies		200.00
				Sonoma History Experience - General Vallejo		
1889219	04/06/2022	KAMIND IT, Inc.	01-4340	Office 365 Enterprises	9.75	
			03-4340	Office 365 Enterprises	39.00	48.75
1889220	04/06/2022	PTS Communications	01-5911	Payments for Payphone	14.00	
			03-5911	Payments for Payphone	56.00	70.00
1889221	04/06/2022	Recology Sonoma Marin	01-5560	Monthly - Garbage, Recycle	91.37	
			03-5560	Monthly - Garbage, Recycle	365.49	456.86
1889222	04/06/2022	Richard L. Moorhouse	03-5205	Gold Rush Trip - Blacksmith Shop		210.00
1889223	04/06/2022	Sebastopol Hardware	01-4300	Farm-To-School Grant supplies	14.33	
			01-4370	Garden & Custodial/Maintenance Supplies	10.59	
			03-4300	Farm-To-School Grant supplies	57.32	
			03-4370	Garden & Custodial/Maintenance Supplies	42.35	124.59
1889224	04/06/2022	U. S. Bank Equipment Finance	01-5881	Copiers	447.59	
			03-5881	Copiers	1,790.35	2,237.94
1890076	04/08/2022	Amazon Capital Services	01-4370	COVID Supplies - purchased through Amazon	36.30	
			03-4100	Curriculum materials [Collins]	1,381.52	
			03-4370	COVID Supplies - purchased through Amazon	104.70	1,522.52
1890077	04/08/2022	Clover Stormetta Farms	13-4710	Cafeteria		451.87
1890078	04/08/2022	Counterpoint, Inc.	21-5830	New Athletic Field/Playground/Rain Catchment		3,817.50
1890079	04/08/2022	Follett School Solutions, Inc.	03-4310	Library books & Supplies		350.12
1890080	04/08/2022	TLCD Architecture	21-6210	Field & Playground		11,406.45

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Checks Dated 01/14/2022 through 04/13/2022

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1890081	04/08/2022	Veritable Vegetable	13-4710	Cafeteria		481.15
1890744	04/13/2022	Amazon Capital Services	13-4390	Refrigerator/Freezer Thermometers		26.00
1890745	04/13/2022	State of CA Employment Dev.Dept SDI	01-9555	State Quarterly EDD UI [1/10/2022 - 3/10/2022]		3,379.50
1890746	04/13/2022	Harmony Revolving Account	01-9557	Reimburse Revolving Acct [1st Quarter SDI]		2,679.99
1890747	04/13/2022	Major Alarm, Inc.	01-5590	Fire & Security and Repairs	5.52	
			01-5630	Fire & Security and Repairs	5.48	
			03-5590	Fire & Security and Repairs	22.09	
			03-5630	Fire & Security and Repairs	21.91	55.00
1890748	04/13/2022	Nigro & Nigro	21-5821	Final billing - 2020/2021 Bond Audit		400.00
1890749	04/13/2022	Redwood Pediatric Therapy Assc	01-5811	SPED - OT Services		2,730.91
1890750	04/13/2022	Veritable Vegetable	13-4710	Cafeteria		259.15
<b>Total Number of Checks</b>					<b>201</b>	<b>224,088.38</b>

Cancel	Count	Amount
	2	1,793.66
Net Issue		222,294.72

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	131	80,291.28
03	General Fund/charter School	127	83,483.63
13	Cafeteria Fund	47	22,718.06
14	Deferred Maintenance Fund	2	240.00
21	Building Fund	9	36,880.67
Total Number of Checks		<b>199</b>	<b>223,613.64</b>
Less Unpaid Sales Tax Liability			.00
<b>Net (Check Amount)</b>			<b>223,613.64</b>

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# Harmony Union School District

## AGENDA ITEM

<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Consent Agenda
<b>Type:</b>	Action
<b>Subject:</b>	8.2 6th Grade Field Trip to Yosemite May 2-6, 2022
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	

**File Attachment:**  Yosemite 2022 5-2 thru 5-6.pdf

**Description:**

**Background Information:**

**Fiscal Implications:**

**Recommendation:** Approve through consent agenda

**Approvals:**

Recommended  
By:



Matthew Morgan - Superintendent/Principal



# FIELD TRIP PLANNING/APPROVAL FORM

Teacher: Park Guthrie

Class or Group: 6<sup>th</sup> Grade

Objectives of Field Trip: Geology / Ecology

Date of Trip: 5.2.2022 to 5.5.2022

Time Leaving: 9:00 am Monday 5.2

Time Returning: 3:00ish Friday 5.5

Destination: Yosemite Valley

Other places you may go during the Field Trip: Stop for lunch at Knight's Ferry

Bus required? Yes  No  Number of Students 21 Recreation Area

Parents driving? Yes  No  Cost to Student? ~~\$470~~ \$85

If sack lunches are required [notify kitchen at least 5 days before trip], how many? N/A

Requested by: Park Guthrie Date: 3.28.2022

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

(For trips requiring overnight travel or accommodations only)

**Additional insurance is needed for overnight field trips. Please see Ann Hayes-Stern or Missy Calvi**

APPROVED BY: \_\_\_\_\_ Superintendent \_\_\_\_\_ Date \_\_\_\_\_


## Reminders:

1. This form must be completed by teacher and have final approval **before** any letters are sent home or any final arrangements completed. Requests must be submitted **at least 10 days before the Field Trip**. Requests for Field Trips requiring overnight travel or accommodations must be submitted to the Governing Board no less than 120 days prior to the trip.
2. The principal should approve all letters prior to sending them home.
3. All arrangements should be completed at least three days before the field trip, so that there is reasonable time to cancel, if necessary.
4. Refer to AR 6153 to insure that all appropriate forms are completed.
5. If there are any special factors about the field trip, please use the back of this form.
6. **Notify food services before the trip.** If sack lunches are needed, a specific number must be ordered at **least five days prior** to the field trip.
7. If requesting a bus for the field trip, obtain the "Request for Transportation Service" form in the district office.
8. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.



# Harmony Union School District

## AGENDA ITEM

<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Consent Agenda
<b>Type:</b>	Action
<b>Subject:</b>	8.3 8th Grade Field Trip- Doran Beach 5/27/2022
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	 8th grade beach trip.pdf
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	Approve through consent agenda

**Approvals:**

Recommended  
By:

A handwritten signature in black ink that reads "Matthew Morgan".

Matthew Morgan - Superintendent/Principal

# FIELD TRIP PLANNING/APPROVAL FORM

Teacher: Turneure / Collins

Class or Group: 8th grade

Objectives of Field Trip: end-of-year bonding/celebration

Date of Trip: 5/27/22

Time Leaving: 9:30 a.m.

Time Returning: 2:30 p.m.

Destination: Doran Beach \* This field trip is near water, but students won't be swimming.

Other places you may go during the Field Trip: walk to nearby hike

Bus required? Yes  No  Number of Students 18

Parents driving? Yes  No  Cost to Student? (covered by district)

If sack lunches are required [notify kitchen at least 5 days before trip], how many? TBD

Requested by: Tanya Turneure Date: 4/11/22

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

(For trips requiring overnight travel or accommodations only)

**Additional insurance is needed for overnight field trips. Please see Ann Hayes-Stern or Missy Calvi**

APPROVED BY: \_\_\_\_\_ Superintendent \_\_\_\_\_ Date \_\_\_\_\_

## Reminders:

1. This form must be completed by teacher and have final approval **before** any letters are sent home or any final arrangements completed. Requests must be submitted **at least 10 days before the Field Trip**. Requests for Field Trips requiring overnight travel or accommodations must be submitted to the Governing Board no less than 120 days prior to the trip.
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3. All arrangements should be completed at least three days before the field trip, so that there is reasonable time to cancel, if necessary.
4. Refer to AR 6153 to insure that all appropriate forms are completed.
5. If there are any special factors about the field trip, please use the back of this form.
6. **Notify food services before the trip.** If sack lunches are needed, a specific number must be ordered at **least five days prior** to the field trip.
7. If requesting a bus for the field trip, obtain the "Request for Transportation Service" form in the district office.
8. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.



<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Consent Agenda
<b>Type:</b>	Action
<b>Subject:</b>	8.4 5th Grade and Little Buddies Field Trip- Dillon Beach
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	

**File Attachment:**  Request- Mcgovern dillon beach.pdf

**Description:**

**Background Information:**

**Fiscal Implications:**

**Recommendation:** Approve through the consent agenda

**Approvals:**

Recommended  
By:



Matthew Morgan - Superintendent/Principal

# FIELD TRIP PLANNING/APPROVAL FORM

Teacher: Emily Golden & Susan McGovern  
Class or Group: 5<sup>th</sup> & Kindergarten  
Objectives of Field Trip: Ocean study / Buddies tidepooling - 1.2 tide @ 9:30  
Date of Trip: Fri. May 20  
Time Leaving: 8:40  
Time Returning: 2:30  
Destination: Dillon Beach

Other places you may go during the Field Trip: \_\_\_\_\_

Bus required? Yes  No \_\_\_\_\_ Number of Students 46

Parents driving? Yes \_\_\_\_\_ No  Cost to Student? \_\_\_\_\_

If sack lunches are required [notify kitchen at least 5 days before trip], how many? \_\_\_\_\_

Requested by: Susan McGovern Date: 4/14/22

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Principal

(For trips requiring overnight travel or accommodations only)


**Additional insurance is needed for overnight field trips. Please see Ann Hayes-Stern or Missy Calvi**

APPROVED BY: \_\_\_\_\_ Superintendent \_\_\_\_\_ Date \_\_\_\_\_

## Reminders:

1. This form must be completed by teacher and have final approval **before** any letters are sent home or any final arrangements completed. Requests must be submitted **at least 10 days before the Field Trip**. Requests for Field Trips requiring overnight travel or accommodations must be submitted to the Governing Board no less than 120 days prior to the trip.
2. The principal should approve all letters prior to sending them home.
3. All arrangements should be completed at least three days before the field trip, so that there is reasonable time to cancel, if necessary.
4. Refer to AR 6153 to insure that all appropriate forms are completed.
5. If there are any special factors about the field trip, please use the back of this form.
6. **Notify food services before the trip**. If sack lunches are needed, a specific number must be ordered at **least five days prior** to the field trip.
7. If requesting a bus for the field trip, obtain the "Request for Transportation Service" form in the district office.
8. Lifeguards are required for all swimming activities. If the activity is at a private pool, the owner of the pool shall provide a certificate of insurance, designating the district as an additional insured, for not less than \$500,000 in liability coverage. Staff shall determine supervisory responsibilities for all chaperones.



<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Consent Agenda
<b>Type:</b>	Action
<b>Subject:</b>	8.5 Approve Williams Settlement Quarterly Uniform Complaint Report: January 1, 2022-March 31, 2022
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	 Williams 12022-3312022.pdf
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	Approval through the Consent Agenda vote

**Approvals:**

Recommended  
By:



Matthew Morgan - Superintendent/Principal

# Williams Settlement Quarterly Uniform Complaint Report - January 1, 2022 - March 31, 2022

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.

 sheron@harmonyusd.org (not shared) Switch account

 Draft saved

\* Required


Name of District

Harmony Union School District

Name and Title of Person Reporting \*

Suzi Heron- Office Manager

Phone Number \*

 707-874-1205

Email Address \*

sheron@harmonyusd.org

### INSTRUCTIONAL MATERIALS

There were 0 complaints received during this quarter.

YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

Clear selection

### TEACHER VACANCY AND/OR MISASSIGNMENT \*

There were 0 complaints received during this quarter

YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

### FACILITIES \*

There were 0 complaints received during this quarter

YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution





## INSTRUCTIONAL MATERIALS

Complaint Details

Your answer

## TEACHER VACANCY AND/OR MISASSIGNMENT

Complaint Details

Your answer

## FACILITIES

Complaint Details

Your answer

Submit

Clear form

Never submit passwords through Google Forms.

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Google Forms





# Harmony Union School District

## AGENDA ITEM

**Meeting Date:** 4/21/2022 - 6:00 PM  
**Category:** Consent Agenda  
**Type:** Action  
**Subject:** 8.6 Approve the Consent Agenda

**Strategic Plans:**

**Policy:**

**Enclosure**

**File Attachment:**

**Description:**

The Consent Agenda, sometimes called the Consent Calendar, is for routine items that require Board action. Board members may request that any consent item be removed for purposes of discussion, and then acted upon as a separate item.

**Background Information:**

**Fiscal Implications:**

**Recommendation:**

That Board approves the consent agenda as shown.

**Approvals:**


Recommended  
By:

Matthew Morgan - Superintendent/Principal



<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Information/Correspondence/Discussion
<b>Type:</b>	Info
<b>Subject:</b>	9.1 Enrollment Report
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	

**File Attachment:**

 APRIL\_HUSD ENROLLMENT  
REPORT 2021-2022.pdf

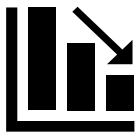
 Enrollment 22-23.pdf

**Description:****Background  
Information:****Fiscal Implications:****Recommendation:****Approvals:**

Recommended  
By:

A handwritten signature in black ink that reads "Matthew Morgan".

Matthew Morgan - Superintendent/Principal



# Harmony Union School District

## Enrollment Report

### APRIL 2022

Teacher	Grade	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022
Johnston	TK - Non ADA	0	0	0	0	0	0	0	0	0		
Johnston/Golden	TK - ADA	5	5	5	5	5	5	5	4	4		
Golden	K	18	18	18	18	19	19	19	19	19		
Ginn	1st	21	21	21	20	21	21	21	21	21		

		<b>44</b>	<b>44</b>	<b>44</b>	<b>43</b>	<b>45</b>	<b>45</b>	<b>45</b>	<b>44</b>	<b>44</b>	<b>0</b>	<b>0</b>
Home/Hospital		0	0	1	0	0	0	0	0	0	0	0

Teacher	Grade	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Figueroa	2nd	19	19	20	20	21	20	19	19	19		
Gehring	3rd	14	14	14	14	13	13	14	14	14		
Monroe	3rd	17	17	16	17	17	17	16	15	14		
Ferguson	4th	14	14	14	14	14	14	14	14	14		
McGovern	5th	23	22	22	23	23	23	23	23	23		
Guthrie	6th	23	22	21	21	23	21	21	21	21		
Collins	7th	13	13	12	12	12	12	12	11	11		
Lanning/Turneure	8th	20	20	20	20	20	20	19	18	18		
		<b>143</b>	<b>141</b>	<b>140</b>	<b>141</b>	<b>143</b>	<b>140</b>	<b>138</b>	<b>135</b>	<b>134</b>	<b>0</b>	<b>0</b>

<b>TOTAL</b>	<b>187</b>	<b>185</b>	<b>184</b>	<b>184</b>	<b>188</b>	<b>185</b>	<b>183</b>	<b>179</b>	<b>178</b>	<b>0</b>	<b>0</b>
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Date Entered:

8/19/2021	9/10/2021	10/14/2021	11/10/2021	12/9/2021	1/14/2022	2/14/2022	3/10/2022	4/13/2022		
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Enrolled:

Un-Enrolled:

1 - 3rd grade [receiving schooling through Hospital]

In-House Changes:

Enrollment 22-23 Snapshot

Tk:

12 students on the list

11 in district

1 out- child of employee if we are able to take

Fun fact- 6 are siblings : )

Traditional tk (5 between Sept 1-Dec 1) : 4

5 between Dec and Feb 1: 2

5 between Feb 2 and April 1: 1

5 between April 2 and June 1: 4

1 unsure of placement between kinder and tk-

Kindergarten:

Matriculate: 4

In district on list: 9

Total:13

Fun fact: 5 are siblings

1 unsure of placement between kinder and tk-

Wait list (out of district) 5 (2 applications on file)

All other grades:

First:

New: 1

Total: 22

Waitlist: 2

1 moving to area but not confirmed yet

1 from other district

Second:

New: 2

Total: 22

Waitlist: 0

Third:

New: 1 potential out of district

Total: 19 (20 with above)

Fourth:

New: 0

Total: 29

Waitlist: 0

Fifth:

New: 1

Total: 15

Waitlist: 1 moving to area not confirmed yet

Sixth:

New: 1 (returning in district student)

Total: 24

Waitlist: 1

Seventh:

New: 1 (returning in district student)?

Total:23

Waitlist: 0

Eighth

New: 0


Total: 11


Waitlist: 0:



<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Information/Correspondence/Discussion
<b>Type:</b>	Info/Action
<b>Subject:</b>	9.2 Business Office Updates; Security, Facilities, Maintenance
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	

**File Attachment:**

 2022-2023 Blue Shield PPO Rates 3 & 4 Tier\_DRAFT.pdf

 2022-2023 KP Rates with Vision\_DRAFT.pdf

**Description:****Background Information:****Fiscal Implications:**

**Recommendation:** Information only

**Approvals:**

Recommended  
By:

A handwritten signature in black ink that reads "Matthew Morgan".

Matthew Morgan - Superintendent/Principal

Active & Early Retiree

### 3-Tier Traditional

**Blue Shield Rates**      2022/2023    2021/2022    \$ Change    % Change

**100-B \$20 OV, Rx \$7/\$25**

	2022/2023	2021/2022	\$ Change	% Change
Employee	\$900.00	\$832.00	\$68.00	8.2%
Employee + 1	\$1,910.00	\$1,757.00	\$153.00	8.7%
Employee + Family	\$2,660.00	\$2,442.00	\$218.00	8.9%
Composite	\$1,998.00	\$1,837.00	\$161.00	8.8%

**90-E \$20 OV, Rx \$7/\$25**

	2022/2023	2021/2022	\$ Change	% Change
Employee	\$821.00	\$761.00	\$60.00	7.9%
Employee + 1	\$1,736.00	\$1,600.00	\$136.00	8.5%
Employee + Family	\$2,415.00	\$2,221.00	\$194.00	8.7%
Composite	\$1,816.00	\$1,673.00	\$143.00	8.5%

**80-G, \$30 OV, Rx \$9/\$35**

	2022/2023	2021/2022	\$ Change	% Change
Employee	\$726.00	\$673.00	\$53.00	7.9%
Employee + 1	\$1,535.00	\$1,416.00	\$119.00	8.4%
Employee + Family	\$2,135.00	\$1,966.00	\$169.00	8.6%
Composite	\$1,606.00	\$1,481.00	\$125.00	8.4%

**H S A - A, \$1500/\$3000**

	2022/2023	2021/2022	\$ Change	% Change
Employee	\$612.00	\$565.00	\$47.00	8.3%
Employee + 1	\$1,347.00	\$1,243.00	\$104.00	8.4%
Employee + Family	\$1,898.00	\$1,751.00	\$147.00	8.4%
Composite	\$1,408.00	\$1,299.00	\$109.00	8.4%

**H S A - B, \$3000/\$5200**

	2022/2023	2021/2022	\$ Change	% Change
Employee	\$551.00	\$509.00	\$42.00	8.3%
Employee + 1	\$1,213.00	\$1,119.00	\$94.00	8.4%
Employee + Family	\$1,709.00	\$1,577.00	\$132.00	8.4%
Composite	\$1,268.00	\$1,170.00	\$98.00	8.4%

**2-Tiered Anchor Bronze**

	2022/2023	2021/2022	\$ Change	% Change
Employee Only	\$495.00	\$457.00	\$38.00	8.3%
EE + Child(ren)	\$1,080.00	\$996.00	\$84.00	8.4%
Composite - Employee	\$716.00	\$661.00	\$55.00	8.3%
Composite - EE + Child(ren)	\$1,125.00	\$1,038.00	\$87.00	8.4%

### 4-Tier Traditional

2022/2023    2021/2022    \$ Change    % Change

**100-B \$20 OV, Rx \$7/\$25**

	2022/2023	2021/2022	\$ Change	% Change
Employee Only	\$900.00	\$832.00	\$68.00	8.2%
EE + Sp	\$1,990.00	\$1,833.00	\$157.00	8.6%
EE + Child(ren)	\$1,750.00	\$1,605.00	\$145.00	9.0%
EE + Family	\$2,763.00	\$2,539.00	\$224.00	8.8%

**90-E \$20 OV, Rx \$7/\$25**

	2022/2023	2021/2022	\$ Change	% Change
Employee Only	\$821.00	\$761.00	\$60.00	7.9%
EE + Sp	\$1,811.00	\$1,671.00	\$140.00	8.4%
EE + Child(ren)	\$1,587.00	\$1,458.00	\$129.00	8.8%
EE + Family	\$2,509.00	\$2,310.00	\$199.00	8.6%

**80-G, \$30 OV, Rx \$9/\$35**

	2022/2023	2021/2022	\$ Change	% Change
Employee Only	\$726.00	\$673.00	\$53.00	7.9%
EE + Sp	\$1,600.00	\$1,479.00	\$121.00	8.2%
EE + Child(ren)	\$1,404.00	\$1,290.00	\$114.00	8.8%
EE + Family	\$2,219.00	\$2,044.00	\$175.00	8.6%

**H S A - B, \$3000/\$5200**

	2022/2023	2021/2022	\$ Change	% Change
Employee Only	\$551.00	\$509.00	\$42.00	8.3%
EE + Sp	\$1,251.00	\$1,155.00	\$96.00	8.3%
EE + Child(ren)	\$1,136.00	\$1,048.00	\$88.00	8.4%
EE + Family	\$1,770.00	\$1,633.00	\$137.00	8.4%

**2-Tiered Anchor Bronze**

	2022/2023	2021/2022	\$ Change	% Change
Employee Only	\$495.00	\$457.00	\$38.00	8.3%
EE + Child(ren)	\$1,020.00	\$941.00	\$79.00	8.4%





Active & Early Retiree

### 3-Tier Traditional

**Kaiser HMO**      2022/2023    2021/2022    \$ Change    % Change

**KP \$10 OV,\$10 Rx, \$150 Vision**

	2022/2023	2021/2022	\$ Change	% Change
Employee	\$925.00	\$859.00	\$66.00	7.7%
Employee + 1	\$1,952.00	\$1,812.00	\$140.00	7.7%
Employee + Family	\$2,710.00	\$2,516.00	\$194.00	7.7%
Composite	\$2,035.00	\$1,889.00	\$146.00	7.7%

**KP \$20 OV, \$10-20 Rx, \$150 Vision**

	2022/2023	2021/2022	\$ Change	% Change
Employee	\$905.00	\$840.00	\$65.00	7.7%
Employee + 1	\$1,909.00	\$1,772.00	\$137.00	7.7%
Employee + Family	\$2,650.00	\$2,461.00	\$189.00	7.7%
Composite	\$1,990.00	\$1,848.00	\$142.00	7.7%

**KP \$500 DHMO, \$10-30 Rx, \$150 Vision**

	2022/2023	2021/2022	\$ Change	% Change
Employee	\$783.00	\$723.00	\$60.00	8.3%
Employee + 1	\$1,652.00	\$1,525.00	\$127.00	8.3%
Employee + Family	\$2,293.00	\$2,118.00	\$175.00	8.3%
Composite	\$1,722.00	\$1,590.00	\$132.00	8.3%

**KP \$1000 DHMO, \$10-30 Rx, \$150 Vision**

	2022/2023	2021/2022	\$ Change	% Change
Employee	\$725.00	\$670.00	\$55.00	8.2%
Employee + 1	\$1,530.00	\$1,415.00	\$115.00	8.1%
Employee + Family	\$2,124.00	\$1,964.00	\$160.00	8.1%
Composite	\$1,595.00	\$1,475.00	\$120.00	8.1%

**KP H S A - A**

	2022/2023	2021/2022	\$ Change	% Change
Employee	\$574.00	\$533.00	\$41.00	7.7%
Employee + 1	\$1,210.00	\$1,124.00	\$86.00	7.7%
Employee + Family	\$1,681.00	\$1,561.00	\$120.00	7.7%
Composite	\$1,262.00	\$1,172.00	\$90.00	7.7%

### 4-Tier Traditional

2022/2023    2021/2022    \$ Change    % Change

**KP \$10 OV,\$10 Rx, \$150 Vision**

	2022/2023	2021/2022	\$ Change	% Change
Employee Only	\$925.00	\$859.00	\$66.00	7.7%
EE + Sp	\$2,035.00	\$1,889.00	\$146.00	7.7%
EE + Child(ren)	\$1,776.00	\$1,649.00	\$127.00	7.7%
EE + Family	\$2,812.00	\$2,610.00	\$202.00	7.7%

**KP \$20 OV, \$10-20 Rx, \$150 Vision**

	2022/2023	2021/2022	\$ Change	% Change
Employee Only	\$905.00	\$840.00	\$65.00	7.7%
EE + Sp	\$1,990.00	\$1,848.00	\$142.00	7.7%
EE + Child(ren)	\$1,737.00	\$1,613.00	\$124.00	7.7%
EE + Family	\$2,750.00	\$2,554.00	\$196.00	7.7%

**KP \$500 DHMO, \$10-30 Rx, \$150 Vision**

	2022/2023	2021/2022	\$ Change	% Change
Employee Only	\$783.00	\$723.00	\$60.00	8.3%
EE + Sp	\$1,722.00	\$1,590.00	\$132.00	8.3%
EE + Child(ren)	\$1,503.00	\$1,388.00	\$115.00	8.3%
EE + Family	\$2,379.00	\$2,197.00	\$182.00	8.3%

**KP H S A - A**

	2022/2023	2021/2022	\$ Change	% Change
Employee Only	\$574.00	\$533.00	\$41.00	7.7%
EE + Sp	\$1,262.00	\$1,172.00	\$90.00	7.7%
EE + Child(ren)	\$1,101.00	\$1,023.00	\$78.00	7.6%
EE + Family	\$1,744.00	\$1,619.00	\$125.00	7.7%



<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Information/Correspondence/Discussion
<b>Type:</b>	Info
<b>Subject:</b>	9.3 Retirement announcement from Joe Doherty- Cafeteria and Garden Liason
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	

**File Attachment:**  Joseph Doherty Resignation letter.pdf

**Description:**

**Background Information:**

**Fiscal Implications:**

**Recommendation:**

**Approvals:**

Recommended  
By:

A handwritten signature in black ink that reads "Matthew Morgan".

Matthew Morgan - Superintendent/Principal

4/11/2022

To: Matthew,

I, Joseph R. Doherty, am giving my letter of resignation from my position of Cafeteria Assistant/ Garden Liaison effective Friday, June 3rd, 2022 the last day of school.

It has been such an honor and I am so grateful to have worked for HUSD for the last 7 years learning so much from my fellow staff members, office staff, students, parents, and other community members as well. This school is a very very special place to work. I have so many memories of this school that I will take with me and cherish.

An opportunity has come up for my family and I to relocate outside of Sonoma County but still in Northern California and therefore I must relinquish my job duties when this school year ends.

This has been a very difficult decision to come to, but a necessary one for me. I will miss all the wonderful people who have touched my life in so many different ways, all the students that I've had the opportunity to provide healthy meals for each day, the parents who support their children and the staff, the place that we call HARMONY.

Thank you again for giving me the opportunity to work at such a unique and inspiring school. I truly am going to miss each and everyone. I really hope the next person you hire for my position likes it as much as I did.

Respectfully,

Joseph R. Doherty



# Harmony Union School District

## AGENDA ITEM

<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Information/Correspondence/Discussion
<b>Type:</b>	Info
<b>Subject:</b>	9.4 Retirement announcement from Tanya Turneaure- Middle School Humanities teacher
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	 TTurneaure retirement letter.pdf
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	
<b>Approvals:</b>	Recommended By:  Matthew Morgan - Superintendent/Principal



Suzi Heron <sheron@harmonyusd.org>

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**to the Harmony staff ...**

1 message

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**Tanya Turneure** <tturneure@harmonyusd.org>  
To: Faculty and Staff <facultyandstaff@harmonyusd.org>

Mon, Mar 14, 2022 at 7:35 AM

Dear Harmony Staff,

I am writing to deliver news about a decision that hasn't been easy for me to make, but, now that I've made it, is invariably the right choice: I plan to retire from teaching at the end of this school year.

I continue to love the children, the staff, my work, and the school, and I'm simultaneously called to make some big changes. Now that we don't have children at home, I'm eager to more closely align my work schedule with my husband's. I also plan to pursue long-held career interests outside of teaching: starting a freelance editing business and seeing where it takes me.

I've worked with so many of you in such a variety of capacities that I hardly know where to begin my numerous appreciations and goodbyes. I hope to connect with each of you over the next weeks to tell you my full thank yous!

I'll tell 8th graders my news in person on Tuesday—I don't want them to spill the beans to the 7th graders at recess today! I'll talk to the 7th graders today after recess. I regret that I only have one year with them, and I'd like to tell them the news myself and express how much I appreciate each of them.

Thank you for everything,  
Tanya



# Harmony Union School District

## AGENDA ITEM

<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Information/Correspondence/Discussion
<b>Type:</b>	Info
<b>Subject:</b>	9.5 Retirement announcement from Nancy Prouty- Librarian
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	

**Approvals:**

Recommended  
By:

Matthew Morgan - Superintendent/Principal



<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Information/Correspondence/Discussion
<b>Type:</b>	Info
<b>Subject:</b>	9.6 Letter from SCOE recognizing that Harmony will be able to meet its fiscal obligations as reported on the Second Interim Report for the 2021-2022 Budget.
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	Please find attached letter from SCOE.
<b>File Attachment:</b>	 Harmony 21-22 2nd Interim 4.15.2022.pdf  ZSCOE STANDARD REMINDERS for 21-22 Interim reports and AB (1).pdf
<b>Description:</b>	<p>Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31. The second interim report is due March 17 for the period ending January 31. County superintendents are to report to the Superintendent of Public Instruction and the State Controller the certification for all districts in their county within 75 days after the close of the reporting period.</p>
<b>Background Information:</b>	<p>The interim reports must include a certification of whether or not the LEA is able to meet its financial obligations. The certifications are classified as positive, qualified, or negative. A positive certification is assigned when the district will meet its financial obligations for the current and two subsequent fiscal years. A qualified certification is assigned when the district may not meet its financial obligations for the current or two subsequent fiscal years. A negative certification is assigned when a district will be unable to meet its financial obligations for the remainder of the current year or for the subsequent fiscal year. In addition, the Superintendent of Public Instruction may reclassify the certification of any county office of education or reclassify a certification based on an appeal of a school district in accordance with the above standards.</p>
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	None- information only
<b>Approvals:</b>	Recommended By:  Matthew Morgan - Superintendent/Principal

April 15, 2022

Matthew Morgan, Superintendent  
Harmony Union School District  
1935 Bohemian Highway  
Occidental, CA 95465

Dear Mr. Morgan,

In accordance with Education Code Section 42131, a review of Harmony Union School District's (District) Second Interim Report for Fiscal Year 2021-22 has been completed by the Sonoma County Office of Education (County). The District self-certified its 2021-22 Second Interim Report as Positive. After a review of the financial data provided by the District, it appears that the District will meet its financial obligations for the current and two subsequent years. Therefore, the County concurs with the District's positive certification.

### **State Budget**

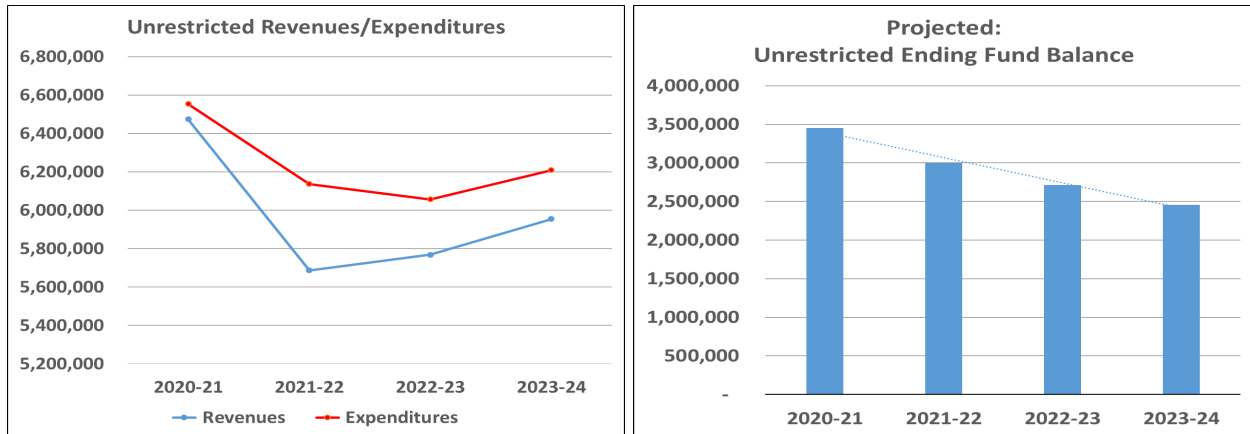
On January 10, 2022, the Governor released the proposed State Budget for the upcoming 2022-2023 fiscal year. Governor Newsom's State Budget proposal provides additional funding to education due to the robust economy California has experienced in the 2021-22 fiscal year, while offering fewer new initiatives than seen with the 2021-22 State Budget. Some of the major 2022-23 proposed budget components included a 5.33% statutory COLA for the LCFF base grants, additional \$3.4 billion ongoing for the Expanded Learning Opportunities Program, \$500 million in Prop 98 General Fund special education funds, plus \$140.6 million to fund the 5.33% COLA for special education. It also addressed the ADA cliff by proposing to fund school districts on the greater of: Current-Year ADA, Prior-Year ADA or Computed Average ADA using the prior year's ADA. Additionally, included is a deposit into the education rainy day fund, which triggers the Local Reserve Cap for 2022-23. Basic aid districts and districts with fewer than 2,501 ADA are exempt from the reserve cap.

### **Second Interim and Multi-Year Projection (MYP)**

The District's Second Interim Report MYP, which includes its conversion charter, projects unrestricted deficit spending of  $-\$449,513$ ,  $-\$289,318$ , and  $-\$254,829$  in 2021-22, 2022-23, and 2023-24, with the State minimum reserve for economic uncertainty of 5% met in all years. Deficit spending is of concern to the County and the elimination of structural deficit spending is critical in order to maintain required reserve levels. Therefore, we urge the District to review and monitor revenues, expenditures, and fund balances of all funds.



The graphs below depict the gap between projected revenues and expenditures; and projected unrestricted ending fund balances. The District is currently projecting that the unrestricted ending fund balance will decline 29% by 2023-24.



### **Collective Bargaining**

Based upon the Criteria and Standards, negotiations with all bargaining units in the 2021-22 fiscal year are not settled. Because these costs make up the largest portion of the district's budget, any salary and/or benefit increases could adversely impact the fiscal condition of the district. We caution the district to ensure that the costs of any proposed agreement be supported by ongoing revenues to avoid creating or exacerbating structural deficits. Before the district takes any future action on a proposed collective bargaining agreement, Government Code Section 3547.5 requires the district to certify financial projections reflecting the impact of any salary negotiations on the current or two subsequent years.

### **Charter Schools**

As the authorizing agency of Pathways Charter School, the District maintains fiscal oversight responsibilities, particularly in the key areas of accounting, attendance, budgeting and payroll. Please see Education Code Section 47604.32 for a detailed list of oversight duties.

The District should review the charter budget reports at each cycle: Budget, First Interim, Second Interim, and Unaudited Actuals. It is also the District's responsibility to transmit these reports to our office by the state-required deadline. Please coordinate with the charter school in advance to ensure all deadlines are met. Should any circumstances arise related to the charter school that would negatively impact the financial condition of the District, please notify this office as soon as possible.

**Summary**

Our Office appreciates the preparation and timely submittal of your Second Interim report. A technical review will be communicated to the Business Office. **Please see the attached for standard reminders.** If you have any questions, please feel free to call me at (707) 524-2635.

Sincerely,

*Sarah Lampenfeld*

Sarah Lampenfeld  
Director, External Fiscal Services

c:

Stacy Kalember, District Chief Business Official  
Steven D. Herrington, PhD., County Superintendent of Schools  
Greg Medici, SCOE Deputy Superintendent, Business Services  
Michelle Panizzera, SCOE District Fiscal Management Advisor

## **2021-22 Annual Standard Reminders ~ All Districts**

### **Collective Bargaining Disclosure**

SCOE Business requests copies of collective bargaining disclosures 10 days prior to board approval: 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:

<https://www.cde.ca.gov/sp/ch/nclrbifunddet.asp>

### **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 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.

## **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.



<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Action Items
<b>Type:</b>	Action
<b>Subject:</b>	10.1 Resolution #2021/22-7 Approving the Guaranteed Maximum Price for the Lease-Leaseback Agreement – Phase III with FRC, Inc.
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	 LLB Agreement Total Base Rent Resolution - Phase III - Final.pdf
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	That the board approves Resolution #2021/22-7 Approving the Guaranteed Maximum Price for the Lease-Leaseback Agreement – Phase III with FRC, Inc.
<b>Approvals:</b>	Recommended By:  Matthew Morgan - Superintendent/Principal

*Resolution of the Board of Trustees of the Harmony Union School District Approving the Guaranteed Maximum Price for the Lease-Leaseback Agreement – Phase III with FRC, Inc.*

WHEREAS, pursuant to Education Code 17406, the Harmony Union School District (“District”) entered into a Lease-Leaseback Agreement with FRC, Inc. (“Contractor”), dated July 23, 2019, to undertake the development and construction of the Phase III of the Harmony Improvements Project (the "Work"); and

WHEREAS, all preconstruction services for the Work has been completed by the Contractor and all subcontractors have been selected by Contractor in accordance with Education Code 17406(a)(4) and the Request for Sealed Proposals; and

WHEREAS, the District has obtained approval of the plans and specifications for the Work by the Department of General Service’ Division of the State Architect, if required; and

WHEREAS, pursuant to Education Code 17406 and the Lease-Leaseback Agreement, Contractor shall provide the District with written rationale detailing the “base construction cost” for the Work, consisting of (a) all subcontracts to be awarded by Contractor for the Work and (b) any separately awarded contracts for materials and supplies for the Work; and

WHEREAS, the sum of the base construction cost, multiplied by the percentage that was offered by the Contractor in its response to the Request for Sealed Proposals, shall be set forth in Contractor’s written rationale to the District and added to the base construction cost to determine the Guaranteed Maximum Price; and

WHEREAS, Contractor has provided the District with objectively verifiable information of its costs to perform the Work and a written rationale for the Lease-Leaseback Guaranteed Maximum Price, including documentation sufficient to support the calculation, which is attached hereto as Exhibit A.

NOW THEREFORE, BE IT RESOLVED that the Harmony Union School District:

1. Approves the Lease-Leaseback Guaranteed Maximum Price for Phase III based on the written rationale provided by the Contractor, as set forth in Exhibit A; and
2. Amends the Lease-Leaseback Agreement, attached hereto as Exhibit B; and
3. Directs the District Superintendent or designee to issue the Contractor a Notice to Proceed for the Work.



AYES:  
NOES:  
ABSENT:  
ABSTAINED:

HARMONY UNION SCHOOL DISTRICT

Attest:

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[Name], President

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[Name], Clerk to the Board



EXHIBIT B

**Addendum to Lease-Leaseback Agreement**

Harmony Union School District (“Owner”) and FRC, Inc. (“Contractor”) entered into a Lease-Leaseback Agreement, dated July 23, 2019, for Harmony Improvement Project.

By this Addendum, Owner and Contractor mutually agree to modify the terms of the Lease-Leaseback Agreement as follows:

- Article III. Time to Complete and Liquidated Damages – The time for completion of Phase III of the Project shall be 243 days from the date established in the Owner’s Notice to Proceed. The liquidated damages will be \$350.00 for each calendar day by which the completion of Phase III, or a portion thereof, is delayed beyond the Phase III completion dates.
- Facilities Lease Agreement – Attachment A: Phase III Schedule of Payments, attached hereto, shall be incorporated into and become a part of the Lease-Leaseback Agreement.

In all other respects, the provisions of the Lease-Leaseback Agreement not amended, not deleted, or not otherwise mentioned herein remain in full force and effect during the term of the Lease-Leaseback Agreement, unless otherwise amended in writing signed by both parties.

IN WITNESS WHEREOF, the Owner and Contractor have executed this Addendum as of April 21, 2022.

Harmony Union School District

FRC, Inc.



\_\_\_\_\_  
Title:

\_\_\_\_\_  
Title: Frank Ruggirello, President

**Facilities Lease Agreement  
Attachment A  
Phase III Schedule of Payments**

The District shall make payments to Lessor for Phase III of the Project totaling the amount of: **\$5,548,707.04** (“Guaranteed Maximum Price” or “GMP”).

In addition to the above, a District-controlled contingency of **\$277,435.35** has been approved by the District for unforeseen conditions, design oversights, owner added work and jurisdictional requests. Lessor shall use the Modification of Contract process provided in the General Conditions to request contingency payments.

The Total Base Rent for all construction costs for Phase III of the Project is based on the plans, specifications, drawings, and design packages prepared by TLCD dated September 21, 2021.

Upon approval of the GMP, ninety-five percent (95%) of the GMP shall be paid based on the level of completion as shown in monthly Application for Payments. Commencing on the month immediately following Final Completion of the construction work, as defined in the General Conditions, the monthly rental payments shall equally divide the remaining amount of the Total Base Rent, in the amount of across a total of twelve (12) months plus 3.35% annual interest. Payments will be made to Contractor contingent upon timely receipt of all documents required as a condition precedent to payment of monthly lease amounts.

The District shall have the option to purchase not less than all of the Project in its “as-is, where-is” condition and terminate the Facilities Lease and Site Lease by paying the balance of the Total Base Rent, which is exclusive of interest that would have otherwise been owed, as of the date the option is exercised (“Option Price”). Said payment shall be made on or before the date on which the District’s lease payment would otherwise be due for that month (“Option Date”).






The District shall provide to Contractor a written notice no less than ten (10) days prior to the Option Date. The notice will include that the District is exercising its option to purchase the Project as set forth above on the Option Date. If the District exercises this option, the District shall pay directly to Contractor the Option Price on or prior to the Option Date and Contractor shall at that time deliver to the District an executed Termination Agreement and Quitclaim Deed in recordable form to terminate the Facilities Lease and the Site Lease.

Under no circumstances can the first Option Date be on or before ninety (90) days after Final Completion of the construction work, as defined in the General Conditions.

During the post-construction time period, the District shall have exclusive occupancy of the premises. However, the Lessor is entitled to reasonable access to the premises to resolve warranty and repair issues. The District’s insurance of the premises shall be primary during this time period.

The District shall be responsible for the cost of all utilities incurred during its use of the premises. The District shall be liable for damages to the premises caused by its willful or reckless misconduct during the construction period and all damages to the premises, other than warranty repairs, during the post-construction period.



<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Action Items
<b>Type:</b>	Action
<b>Subject:</b>	10.2 Consideration of Successor Contract, MOU's (Memorandum of Understanding) between HUTA (Harmony Union Teachers Association) and HUSD for school years 20-21 and 21-22
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	 4-2022 through 6-2023 MOU re Faculty Meetings.pdf   2021-2023 SYs MOU re Additional Release Days.pdf   3-3-2022 COVID Extra Duty Pay between HUTA and HUSD.pdf   2020-2021 Tentative Agreement for Contract Negotiations between HUSD and HUTA.pdf
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	That the board approves the Successor Contract, MOU's (Memorandum of Understanding) between HUTA (Harmony Union Teachers Association) and HUSD for school years 20-21 and 21-22
<b>Approvals:</b>	Recommended By:  Matthew Morgan - Superintendent/Principal

**MEMORANDUM OF UNDERSTANDING  
FACULTY MEETINGS 2022-2023  
BETWEEN  
HARMONY UNION SCHOOL DISTRICT  
AND  
HARMONY UNION TEACHER ASSOCIATION**

Weekly Faculty Monthly meetings will be held during early release days. The duration of meetings will be 90 minutes and shall be scheduled for adjournment by the end of the regular work day. (Section 8.6)

All time during the early release days that is not committed to the meetings outlined above will be considered part of the overall 250 minutes preparation time outlined below in Section 8.7. (Section 8.6.1)

The calendar of meetings, individual agendas and activities will be developed and adopted in collaboration with membership representatives. (Section 8.6.2)

Faculty meetings will not be held during parent conferencing week(s), or on other weeks agreed to by administration and membership representatives. (Section 8.6.4)

Teachers may request excuse from faculty meetings to conduct parent teacher conferences, IEPs, or other school business. (Section 8.6.5)

IN WITNESS WHEREOF, the parties have executed this Agreement on April 11, 2022.

Harmony Union School District



Matthew Morgan  
Superintendent-Principal

Harmony Union Teachers Union



Erica Ferguson  
HUTA Negotiator

**MEMORANDUM OF UNDERSTANDING  
ADDITIONAL RELEASE DAYS 2021-2023  
BETWEEN  
HARMONY UNION SCHOOL DISTRICT  
AND  
HARMONY UNION TEACHER ASSOCIATION**

Teachers are allowed release days at teachers' discretion for assessments and/or report cards.

**MOU for 2021-2022**

1 sub day for each HUTA grade level classroom teacher: 10 teachers  
Subject to substitute availability and date approval by administration.


**MOU for 2022-2023**

3 sub days for each HUTA grade level classroom teacher: 10 teachers  
Subject to substitute availability and date approval by administration.

Teachers subject to this agreement are grade level classroom teachers  
To be eligible, FTE > 0.5

IN WITNESS WHEREOF, the parties have executed this Agreement on April 11, 2022.

Harmony Union School District

  
\_\_\_\_\_  
Matthew Morgan  
Superintendent-Principal

Harmony Union Teachers Union

  
\_\_\_\_\_  
Erica Ferguson  
HUTA Negotiator



**MEMORANDUM OF UNDERSTANDING  
FOR COVID EXTRA DUTY COMPENSATION  
BETWEEN  
HARMONY UNION SCHOOL DISTRICT  
AND  
HARMONY UNION TEACHERS ASSOCIATION**

**July 1, 2021 - June 30, 2022**

This agreement settles compensation for additional hours accrued due to COVID mitigation protocols for the 2021-2022 School Year. This resolves compensation for additional work time beyond contracted hours with a one-time payment of \$2333.25 to each HUTA member. This payment will resolve COVID impact hours for the duration of the 2021-2022 school year.



HUTA Representative

03/03/23

Date



HUSD Representative

3/3/2022

Date

**2020-2021 Tentative Agreement for Contract Negotiations Between the Harmony Union School District and the Harmony Union Teachers Association**

re: negotiated changes to sunshined contract items

date: Tuesday, June 29, 2021

The following changes to the contract have been agreed upon by both negotiating teams:

**ARTICLE VI - CLASS SIZE and CONFIGURATION**

6.1 Class size shall not exceed the ceilings except in traditionally large group instruction or classes where agreed upon by HUTA and the District in writing. (Refer to chart below):

Grades	Target	Overage Pay Begins	Impacted	Ceiling
TK	20	21	<del>16</del> 8	22*
K	20	21	20	25*
1	20	21	<del>23</del> 20	25*
2-3	22	23	<del>25</del> 22	27*
4-8	26	27	<del>28</del> 25	30

\* Primary class size numbers may increase or decrease pursuant to Local Control Funding Formula (LCFF) regulations ~~and/or board policy~~. If LCFF regulations change, all affected items in this article will be reopened for the following year.

A class is considered “impacted” when class size reaches the number on the chart above. No new out-of-district students will be enrolled in an impacted class unless the teacher, HUTA, and the District agree that extenuating circumstances exist.

The “ceiling” for combination classes will be the ceiling number from the chart above that corresponds to the lower of the two grades that a member teaches.

6.2 When the numbers in the chart above for “overage pay” are reached, teachers will be compensated as follows:

- \$6.00 per student/per day for self-contained classes or \$1.50/student/period.
- ~~Overage payment for combination classes will be determined by the teacher, HUTA, and the District based on the configuration and need of the class. When a~~

member is assigned to a combination class that exceeds the target number for the lowest grade they teach, overage pay will begin at the number of students that corresponds with that lowest grade.

- Overage payments will be made on a trimester basis. Unit members will be responsible for filling out and filing the “overage” form at the end of each trimester. Overage forms are available in the office.

6.3 When class size ceilings (refer to the chart above) are exceeded, new classes will be formed or an accommodation agreeable to HUTA will be made.

- ~~For the class of 2019, current contract language will apply.~~

~~6.4 6.4 Combination class teachers shall receive their per diem rate for up to three days, if the assignment is made prior to July 15th. If notified after July 15th, the teacher may choose to receive up to three days paid per diem, or three days of release time, to allow for beginning of the year adjustments. These days may be used at the discretion of the teacher with district approval.~~

The expertise of the faculty and the staff is vital for decision making regarding combo class composition and/or when there are multiple classes offered at the same grade level. When such a situation arises, HUTA members will be consulted when class lists are being devised.

**6.5** Combination classes and reassignments to a new grade level carry an extra burden. The district and membership have a common interest in supporting teachers assuming the expanded responsibilities of a reassignment.

6.5.1 Teachers of combination classes will be provided the following::

- One (1) week of paid planning time before the start of the school year
- Three extra release and/or professional development days throughout the year at the discretion of the teacher with district approval
- Additional funding relative to non-reassigned teachers for materials and curriculum.
- A higher proportion of aide support relative to teachers of non-combination classes.

~~6.5 Teachers of combination classes shall be chosen on a voluntary basis.~~

~~6.6 If there are no volunteers, a rotation shall be implemented so that no teacher will have a~~

~~combination two years in a row.~~

## ARTICLE VIII - HOURS OF EMPLOYMENT

8.5.3 One hour of Back to School Night and one hour of Open House are considered professional activities, and shall be scheduled on the district calendar, and shall be calendared during negotiations. ~~Teachers shall also attend at least three (3) additional evening or non-school day activities during the school year. A list of activities will be mutually agreed to by the administration and staff at the beginning of each school year. The list will be posted and teachers will sign on to indicate their attendance at an activity.~~ Teachers are invited to attend a variety of community events throughout the school year (ie. sports events, community dinner, concerts, graduation) with the understanding that teacher attendance fosters healthy relationships with students, families, and community.

8.5.4 ~~Teachers will establish and maintain their own teacher web page. Content is at the discretion of the teacher; no one will be required to provide personal information, however all information must be educationally related. District will provide ongoing training, monthly support and communicate password changes. Teachers will update their site monthly. Teachers will communicate with families regularly for the benefit of healthy relationships with families and exchange of important information on student progress and wellbeing.~~

8.5.5 ~~All teachers will write one article per year about their classroom activities or special events to be submitted to the superintendent and may be included in the District's newsletter.~~

## ARTICLE IX - REASSIGNMENT

9.1 An assignment is a position or grade currently held by a teacher. A reassignment is a change in a position or grade level. ~~A change from a single grade to a combo class is also considered a reassignment.~~

~~A "member-initiated reassignment" is a written request by the member based on a wish to move grade levels or on a wish to move into an announced opening.~~

~~An "administrator-initiated reassignment" is when a vacancy appears at a grade-level and an administrator initiates a conversation with a teacher about reassignment.~~

9.1.1 Reassignments to a new grade level carry an extra burden. The district and membership have a common interest in supporting teachers assuming the expanded responsibilities of a reassignment.

~~9.1.26.4 Combination class teachers shall receive their per diem rate for up to three days, if the assignment is made prior to July 15th. If notified after July 15th, the teacher may choose to receive up to three days paid per diem, or three days of release time, to allow for beginning of the year adjustments. These days may be used at the discretion of the teacher with district approval.~~

Members reassigned will be provided the following:

- One (1) week of paid planning time before the start of the school year
- Three extra release and/or professional development days throughout the year at the discretion of the teacher with district approval
- Additional funding relative to non-reassigned teachers for materials and curriculum.
- A higher proportion of aide support relative to the other non-reassigned members.

9.1.3 (see below -Renumbered)

Reassignments shall be based on the educational and economic needs of the District, subject to the following conditions:

### 9.3 Administrator-initiated Involuntary Reassignments

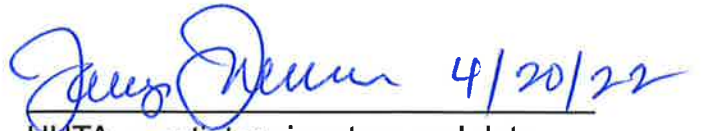
9.3.1 ~~No teacher shall be involuntarily assigned more than one different grade level during a period of three (3) years. A return to the original grade level is not considered a reassignment.~~ Circumstances may arise where administrator-initiated reassignment occurs for consecutive years. Repeated reassignments over multiple years may have adverse impacts on the teacher so reassigned. In the event of such reassignments for the same member, an agreement amenable to the member and HUTA for managing the year three assignment shall be made at the time of the 2nd reassignment.

9.3.5 A teacher who experiences reassignment during the school year ~~Teachers reassigned to a different grade level (as described in Section 9.1) or moves to a new~~ classroom during the school year will be given three (3) days' pay at their per diem rate or three (3) days release time to prepare for the new position/space. The District will provide assistance in moving of the teachers' material.

### 9.4 Member-initiated Voluntary Reassignment



HUSD negotiator signature and date



HUTA negotiator signature and date



<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Action Items
<b>Type:</b>	Action
<b>Subject:</b>	10.3 Consideration of updated salary schedule- certificated staff
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	 2021-22 Fully Executed Salary Schedule.pdf
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	That the board approve the updated salary schedule for certificated staff
<b>Approvals:</b>	Recommended By:  Matthew Morgan - Superintendent/Principal

HARMONY UNION SCHOOL DISTRICT  
 CERTIFICATED SALARY SCHEDULE  
 FISCAL YEAR 2021-22

COLUMN

STEP	Years of Service	1	2	3	4
		BA<45	BA+45	BA+60	BA+75
1	0	57,612	59,511	61,411	<b>63,310</b>
2	1	59,484	61,446	63,407	65,368
3	2	61,418	63,442	65,467	67,492
4	3	63,414	65,504	67,595	69,686
5	4	65,475	67,633	69,792	71,950
6	5	67,603	69,831	72,060	74,289
7	6	69,800	72,101	74,402	76,703
8	7	72,068	74,444	76,820	79,196
9	8	74,410	76,864	79,317	81,770
10	9	76,829	79,362	81,894	84,427
11	10	79,326	81,941	84,556	87,171
12	11	81,904	84,604	87,304	90,004
13	12	83,235	85,979	88,723	91,467
14	13	84,587	87,376	90,165	92,953
15	14	85,962	88,796	91,630	94,464
16	15	87,359	90,239	93,119	95,999
17	16	88,778	91,705	94,632	97,559
18	17	90,221	93,195	96,170	99,144
19	18	91,687	94,710	97,732	100,755
20	19	93,177	96,249	99,321	102,392
21	20	94,691	97,813	100,935	104,056
22	21	96,230	99,402	102,575	105,747
23	22	97,794	101,018	104,242	107,466
24	23	99,383	102,659	105,935	109,212
25	24	<b>99,383</b>	<b>102,659</b>	106,797	110,100
26	25	<b>99,383</b>	<b>102,659</b>	107,665	110,995
27	26	<b>99,383</b>	<b>102,659</b>	108,540	111,897
28	27	<b>99,383</b>	<b>102,659</b>	109,423	112,807
29	28	<b>99,383</b>	<b>102,659</b>	110,312	113,724
30	29+	<b>99,383</b>	<b>102,659</b>	111,209	114,649

Master's Degree	\$948
Hourly Rate	\$64.81
Daily Rate for Substitute	\$225
Daily Rate for Substitute Long Term	\$225


**Salary Schedule Algorithm & Calculations**

Column 4 Step 1 is the Foundation Salary cell used to calculate Initial column values  
 Column 3 Step 1 is 97% of Column 4 Step 1  
 Column 2 Step 1 is 94% of Column 4 Step 1  
 Column 1 Step 1 is 91% of Column 4 Step 1  
 Steps 2 through 12 increase by 3.25% of the step above  
 Steps 13 through 24 increase by 1.625% of the step above  
 Steps 24 through 30 increase by 0.8125% of the step above In column 3 and 4 only  
 Column 1 and 2 do not increase for step 25 through 30  
 Hourly Rate is Column 3, Step 10 / Annual Contract hours (21-22 = 1263.55hrs/yr)

*Handwritten signatures and initials in blue ink.*





<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Action Items
<b>Type:</b>	Action
<b>Subject:</b>	10.4 Consideration of extending TK enrollment birthday requirement to turning 5 before June 2.
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	That the board approve extending TK enrollment birthday requirement to turning 5 before June 2.
<b>Approvals:</b>	Recommended By:  Matthew Morgan - Superintendent/Principal



<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Action Items
<b>Type:</b>	Action
<b>Subject:</b>	10.5 Consideration of paying the attached invoices from Major Alarm out of Fund 14
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	 Invoices Major ALarm.pdf
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	That the board approves paying the attached invoices from Major Alarm out of Fund 14
<b>Approvals:</b>	Recommended By:  Matthew Morgan - Superintendent/Principal

**Major Alarm**

1160 Industrial Ave, Suite G  
Petaluma, CA 94952

Phone # (707)559-5636

**Invoice**

Invoice #: 32710  
Invoice Date: 12/15/2021  
Due Date: 12/29/2021  
Account No.

**Bill To:**

Harmony Union School Dist  
Attn: Missy Calvi  
1935 Bohemian Hwy  
Occidental, CA 95465

Customer ID :

Description	Hours/Qty	Rate	Amount
Location: Harmony/Salmon Creek School - Fire Alarm System Install		0.00	0.00
Job Materials	1	6,566.40	6,566.40T
Labor	1	5,157.36	5,157.36
Drawings and Submittals	1	850.00	850.00
Sonoma County		8.50%	558.14
<b>Total</b>			<b>\$13,131.90</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$13,131.90</b>

009197

**Major Alarm**  
1160 Industrial Ave, Suite G  
Petaluma, CA 94952

# Invoice

Invoice #: 34013  
Invoice Date: 1/19/2022  
Due Date: 1/19/2022  
Project:  
P.O. Number: E21020

**Bill To:**  
Harmony Union School Dist  
Attn: Missy Calvi  
1935 Bohemian Hwy  
Occidental, CA 95465





Description	Hours/Qty	Rate	Amount
Location: Harmony/Salmon Creek School - Fire Alarm System Install - Final Billing			0.00
Labor	1	1,459.10	1,459.10
<b>Total</b>			<b>\$1,459.10</b>
<b>Payments/Credits</b>			<b>\$0.00</b>
<b>Balance Due</b>			<b>\$1,459.10</b>



**Meeting Date:** 4/21/2022 - 6:00 PM  
**Category:** Action Items  
**Type:** Action  
**Subject:** 10.6 Consideration of contract renewal and upgrades for printer copiers from Ray Morgan Company  
**Strategic Plans:**  
**Policy:**

### Enclosure

### File Attachment:

-  PL CA Judicial Ref Add A595 .pdf
-  RMC SLG Addendum\_33334.pdf
-  Harmony USD- Upgrade Proposal.pdf
-  Harmony Union School District - IR C7765I x2 -.pdf

### Description:

### Background Information:

### Fiscal Implications:

### Recommendation:

That the board approves the contract extension and upgrades for printer copiers from Ray Morgan Company

### Approvals:

Recommended  
By:



Matthew Morgan - Superintendent/Principal

# CALIFORNIA JUDICIAL REFERENCE ADDENDUM

**AGREEMENT #**  
**Application #: 2889272**

Addendum to Agreement # 2889272 and any future supplements/schedules thereto, between Harmony Union School District, as Customer and US Bank Equipment Finance, as Lessor/Secured Party ("Agreement"). The words "you" and "your" refer to Customer. The words "we," "us" and "our" refer to Lessor/Secured Party.

The parties wish to amend the above-referenced Agreement by adding the following language:

1. Any and all disputes, claims and controversies arising out of, connected with or relating to the Agreement or the transactions contemplated thereby (individually, a "Dispute") that are brought before a forum in which pre-dispute waivers of the right to trial by jury are invalid under applicable law shall be subject to the terms contained in this Addendum in lieu of the jury trial waiver otherwise provided in the Agreement. Disputes may include, without limitation, tort claims, counterclaims, claims brought as class actions, claims arising from schedules, supplements, exhibits or other documents to the Agreement executed in the future, disputes as to whether a matter is subject to arbitration, or claims concerning any aspect of the past, present or future relationships arising out of or connected with the Agreement.
2. Any and all Disputes shall be heard by a referee and resolved by judicial reference pursuant to California Code of Civil Procedure Sections 638 et seq. The referee shall be a retired California state court judge or an attorney licensed to practice law in the State of California with at least ten (10) years' experience practicing commercial law. The parties shall not seek to appoint a referee that may be disqualified pursuant to California Code of Civil Procedure Section 641 or 641.2 without the prior written consent of all parties. If the parties are unable to agree upon a referee within ten (10) calendar days after one party serves a written notice of intent for judicial reference upon the other party or parties, then the referee will be selected by the court in accordance with California Code of Civil Procedure Section 640(b).
3. The referee shall render a written statement of decision and shall conduct the proceedings in accordance with the California Code of Civil Procedure, the Rules of Court and California Evidence Code, except as otherwise specifically agreed by the parties and approved by the referee. The referee's statement of decision shall set forth findings of fact and conclusions of law. The decision of the referee shall be entered as a judgment in the court in accordance with the provisions of California Code of Civil Procedure Sections 644 and 645. The decision of the referee shall be appealable to the same extent and in the same manner that such decision would be appealable if rendered by a judge of the superior court.
4. Nothing herein shall be deemed to apply to or limit our right (a) to exercise self help remedies such as (but not limited to) setoff, (b) to foreclose judicially or nonjudicially against any real or personal property collateral, or to exercise judicial or nonjudicial power of sale rights, (c) to obtain from a court provisional or ancillary remedies (including, but not limited to, injunctive relief, a writ of possession, prejudgment attachment, a protective order or the appointment of a receiver), or (d) to pursue rights against a party in a third-party proceeding in any action brought against us (including actions in bankruptcy court). We may exercise the rights set forth in the foregoing clauses (a) through (d), inclusive, before, during or after the pendency of any judicial reference proceeding. Neither the exercise of self help remedies nor the institution or maintenance of an action for foreclosure or provisional or ancillary remedies or the opposition to any such provisional remedies shall constitute a waiver of the right of any party, including, but not limited to, the claimant in any such action, to require submission to judicial reference the merits of the Dispute occasioning resort to such remedies. No provision in the Agreement regarding submission to jurisdiction and/or venue in any court is intended or shall be construed to be in derogation of the process described herein for judicial reference of any Dispute. The parties hereto do not waive any applicable Federal or state substantive law except as provided herein.
5. If a Dispute includes multiple claims, some of which are found not subject to judicial reference, the parties shall stay the proceedings of the Disputes or part or parts thereof not subject to judicial reference until all other Disputes or parts thereof are resolved in accordance with judicial reference. If there are Disputes by or against multiple parties, some of which are not subject to judicial reference, the parties shall sever the Disputes subject to judicial reference and resolve them in accordance with the terms of this Addendum.
6. During the pendency of any Dispute which is submitted to judicial reference in accordance with this Addendum, each of the parties to such Dispute shall bear equal shares of the fees charged and costs incurred by the referee in performing the services described herein. The compensation of the referee shall not exceed the prevailing rate for like services. The prevailing party shall be entitled to reasonable court costs and legal fees, including customary attorneys' fees, expert witness fees, paralegal fees, the fees of the referee and other reasonable costs and disbursements charged to the party by its counsel, in such amount as is determined by the referee.
7. In the event of any challenge to the legality or enforceability of this Addendum, the prevailing party shall be entitled to recover the costs and expenses from the non-prevailing party, including reasonable attorneys' fees, incurred by it in connection therewith.
8. THE TERMS OF THIS ADDENDUM CONSTITUTE A "REFERENCE AGREEMENT" BETWEEN OR AMONG THE PARTIES WITHIN THE MEANING OF AND FOR PURPOSES OF CALIFORNIA CODE OF CIVIL PROCEDURE SECTION 638.

By signing this Addendum, Customer acknowledges the above changes to the Agreement and authorizes Lessor/Secured Party to make such changes. In the event of any conflict between this Addendum and the Agreement, this Addendum shall prevail. In all other respects, the terms and conditions of the Agreement remain in full force and effect and remain binding on Customer.

\_\_\_\_\_  
Lessor/Secured Party

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer

**X**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

NOTE: CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.



## STATE AND LOCAL GOVERNMENT ADDENDUM

Addendum to Agreement # 2889272 and any future supplements/schedules thereto, between **Harmony Union School District**, as Customer and **Ray A. Morgan Company**, as Lessor (“Agreement”). The words “you” and “your” refer to Customer. The words “we,” “us” and “our” refer to Lessor.

The parties wish to amend the above-referenced Agreement by adding the following language:

**REPRESENTATIONS AND WARRANTIES OF CUSTOMER:** You hereby represent and warrant to us that: (i) you have been duly authorized under the Constitution and laws of the applicable jurisdiction and by a resolution or other authority of your governing body to execute and deliver this Agreement and to carry out your obligations hereunder; (ii) all legal requirements have been met, and procedures have been followed, including public bidding, in order to ensure the enforceability of this Agreement; (iii) this Agreement is in compliance with all laws applicable to you, including any debt limitations or limitations on interest rates or finance charges; (iv) the Equipment will be used by you only for essential governmental or proprietary functions of you consistent with the scope of your authority, will not be used in a trade or business of any person or entity, by the federal government or for any personal, family or household use, and your need for the Equipment is not expected to diminish during the term of this Agreement; (v) you have funds available to pay Payments until the end of your current appropriation period, and you intend to request funds to make Payments in each appropriation period, from now until the end of the term of this Agreement; and (vi) your exact legal name is as set forth on page one of this Agreement.

**NON-APPROPRIATION OR RENEWAL:** If either sufficient funds are not appropriated to make Payments or any other amounts due under this Agreement or (to the extent required by applicable law) this Agreement is not renewed either automatically or by mutual ratification, this Agreement shall terminate and you shall not be obligated to make Payments under this Agreement beyond the then-current fiscal year for which funds have been appropriated. Upon such an event, you shall, no later than the end of the fiscal year for which Payments have been appropriated or the term of this Agreement has been renewed, deliver possession of the Equipment to us. If you fail to deliver possession of the Equipment to us, the termination shall nevertheless be effective but you shall be responsible, to the extent permitted by law and legally available funds, for the payment of damages in an amount equal to the portion of Payments thereafter coming due that is attributable to the number of days after the termination during which you fail to deliver possession and for any other loss suffered by us as a result of your failure to deliver possession as required. You shall notify us in writing within seven days after (i) your failure to appropriate funds sufficient for the payment of the Payments or (ii) to the extent required by applicable law, (a) this Agreement is not renewed or (b) this Agreement is renewed by you (in which event this Agreement shall be mutually ratified and renewed), provided that your failure to give any such notice under clause (i) or (ii) of this sentence shall not operate to extend this Agreement or result in any liability to you.

**TITLE TO THE EQUIPMENT:** If the selected purchase option for this Agreement is \$1.00 or \$101.00, unless otherwise required by law, upon your acceptance of the Equipment, title to the Equipment shall be in your name, subject to our interest under this Agreement.

The parties wish to amend the above-referenced Agreement by restating the following language:

Any provision in the Agreement stating this Agreement supersedes any invoice and/or purchase order is hereby amended and restated as follows: “You agree that the terms and conditions contained in this Agreement, which, with the acceptance certification, is the entire agreement between you and us regarding the Equipment and which supersedes any purchase order, invoice, request for proposal, response or other related document.”

Any provision in the Agreement stating that this Agreement shall automatically renew unless the Equipment is purchased, returned or a notice requirement is satisfied is hereby amended and restated as follows: “Unless the purchase option is \$1.00 or \$101.00, at the end of the initial term, this Agreement shall renew on a month-to-month basis under the same terms hereof unless you send us written notice at least 30 days before the end of any term that you want to purchase or return the Equipment, and you timely purchase or return the Equipment.”

Any provision in the Agreement stating that we may assign this Agreement is hereby amended and restated as follows: “We may sell, assign, or transfer this Agreement without notice to or consent from you, and you waive any right you may have to such notice or consent.”

NOTE: CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.

Any provision in the Agreement stating that you grant us a security interest in the Equipment to secure all amounts owed to us under any agreement is hereby amended and restated as follows: "To the extent permitted by law, you grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement and any supplements hereto. You authorize and ratify our filing of any financing statement(s) and the naming of us on any vehicle title(s) to show our interest."

Any provision in the Agreement stating that you shall indemnify and hold us harmless is hereby amended and restated as follows: "You shall not be required to indemnify or hold us harmless against liabilities arising from this Agreement. However, as between you and us, and to the extent permitted by law and legally available funds, you are responsible for and shall bear the risk of loss for, shall pay directly, and shall defend against any and all claims, liabilities, proceedings, actions, expenses, damages or losses arising under or related to the Equipment, including, but not limited to, the possession, ownership, lease, use or operation thereof, except that you shall not bear the risk of loss of, nor pay for, any claims, liabilities, proceedings, actions, expenses, damages or losses that arise directly from events occurring after you have surrendered possession of the Equipment in accordance with the terms of this Agreement to us or that arise directly from our gross negligence or willful misconduct."

Any provision in the Agreement stating that a default by you under any agreement with our affiliates or other lenders shall be an event of default under the Agreement is hereby amended and restated as follows: "You will be in default if: (i) you do not pay any Payment or other sum due to us under this Agreement when due or you fail to perform in accordance with the covenants, terms and conditions of this Agreement; (ii) you make or have made any false statement or misrepresentation to us; or (iii) you dissolve, liquidate, terminate your existence or are in bankruptcy."

Any provision in the Agreement stating that you shall pay our attorneys' fees is hereby amended and restated as follows: "In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay, to the extent permitted by law and to the extent of legally available funds, our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee."

Any provision in the Agreement requiring you to pay amounts due under the Agreement upon the occurrence of a default, failure to appropriate funds or failure to renew the Agreement is hereby amended to limit such requirement to the extent permitted by law and legally available funds.

Any provision in the Agreement stating that the Agreement is governed by a particular state's laws and you consent to such jurisdiction and venue is hereby amended and restated as follows: "This Agreement will be governed by and construed in accordance with the laws of the state where you are located. You consent to jurisdiction and venue of any state or federal court in such state and waive the defense of inconvenient forum."

By signing this Addendum, Customer acknowledges the above changes to the Agreement and authorizes Lessor to make such changes. In the event of any conflict between this Addendum and the Agreement, this Addendum shall prevail. In all other respects, the terms and conditions of the Agreement remain in full force and effect and remain binding on Customer.

**Ray A. Morgan Company**

\_\_\_\_\_  
Lessor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer

**X**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

NOTE: CAPITALIZED TERMS IN THIS DOCUMENT ARE DEFINED AS IN THE AGREEMENT, UNLESS SPECIFICALLY STATED OTHERWISE.





# ***Ray Morgan Company***

---

***DOCUMENT TECHNOLOGY SOLUTIONS***



**Harmony Union School District**

Place Based Learning for a lifetime of growth

Prepared for

**Harmony Union USD**

**Submitted by Eric Gray**

# RMC Mission Statement

*“Our mission is to ensure the ongoing trust and loyalty of our clients by providing them with uncommonly great customer service and value in the sales and support of document technology products and services.”*

# References

- **Local & School References**

- Windsor USD
- Gravenstein USD
- Pope Valley UESD
- Santa Rosa Press Democrat
- Presentation School
- Sonoma County Indian Health
- Any many more

- **Major Account References**

- Tesla Motors
- Juniper Networks
- Gilead Sciences
- Stanford University
- OKTA
- Graton Resort & Casino
- Any many more

# Customer Support – Web Portal

**Ray Morgan Company**  
DOCUMENT TECHNOLOGY SOLUTIONS

Home About Us Solutions Partners Contact Us

User Login Sign Up Now

propersi@raymorgan.com

.....

Login Now Forgot password?

**NEED SERVICE?**

By logging a call through the web portal, there's no quicker way to reach your tech. Calls are auto dispatched and your assigned tech will call you within 1 working hour.

**24h**

Schedule A Service Call

Login to use services

Order Supplies

Login to use services

Report Meter Reading

Login to use services

Login Assistance

Submitting Meter Readings

How to Place a Service Call

How to Order Supplies

**1 Company**  
DOCUMENT TECHNOLOGY SOLUTIONS

# RMC Client Web Portal

24/7 Access To Account Details

## Client Dashboard

The screenshot shows the RMC Client Web Portal dashboard. At the top, there are three main action buttons: 'SCHEDULE A SERVICE CALL' (with a 24/7 support icon), 'ORDER SUPPLIES' (with an invoice icon), and 'REPORT METER READING' (with a meter icon). Below these are three sections: 'SEARCH' (with a search bar and 'FIND: EQUIPMENT/ITEM'), 'METERS' (with a 'Report your meter reading' section and a table showing 'METERS DUE' and 'ALL METERS' with a count of 288), and 'EQUIPMENT/ITEM' (with a table showing counts for 'ON RECORD', 'ON CONTRACT', and 'OFF CONTRACT'). A 'SERVICE CALLS' section is also visible, listing various call statuses and counts. A 'NEW SERVICE CALL' button is at the bottom.

Click to schedule service, order supplies or enter meters.

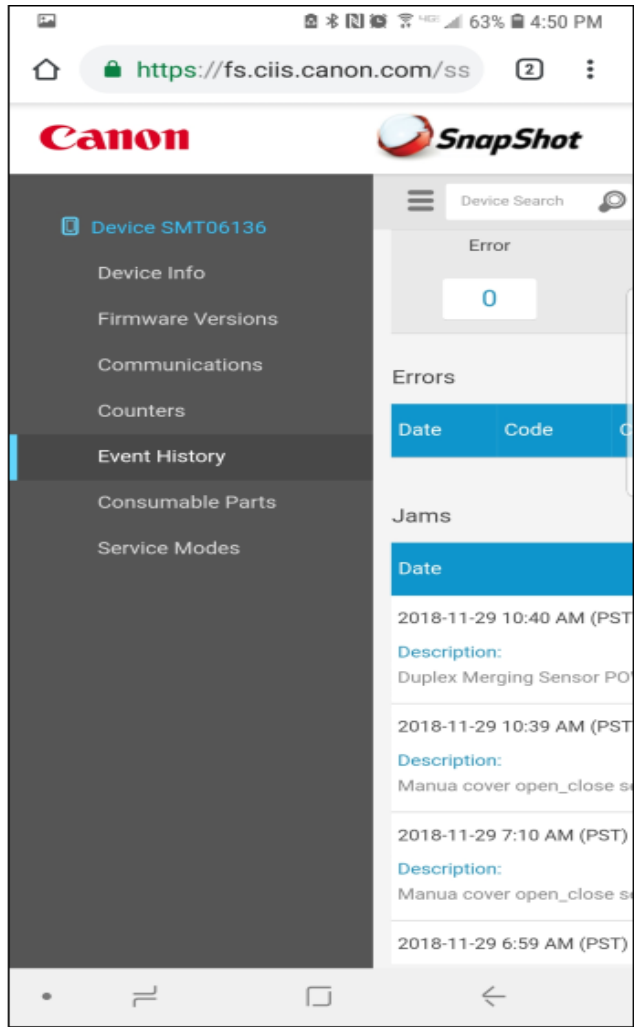
Find a specific device

Click to see all systems on contract

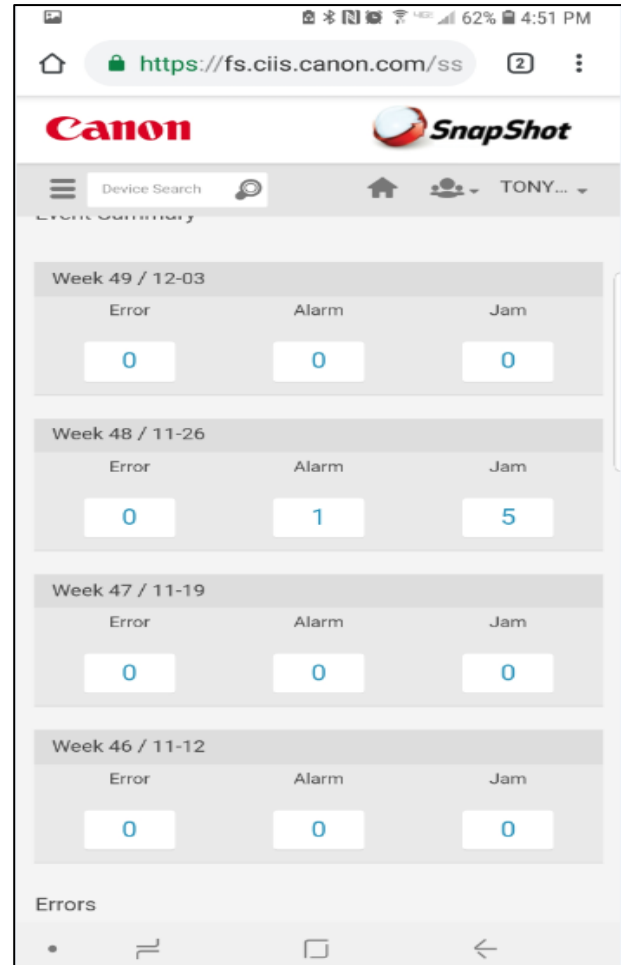
Click to see all systems on contract by %

# Field Tech Dispatch Automation

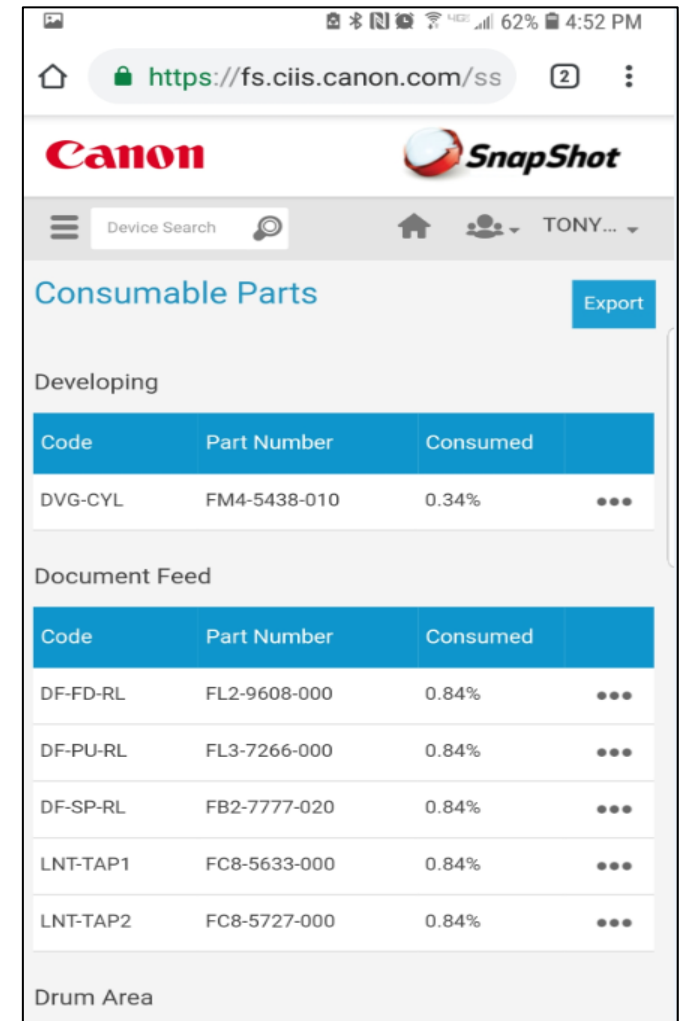
Connecting directly to the device Remotely



4 - Tech Accesses Device



5 - Remotely Views Event History



6 - All Part Yields Viewed

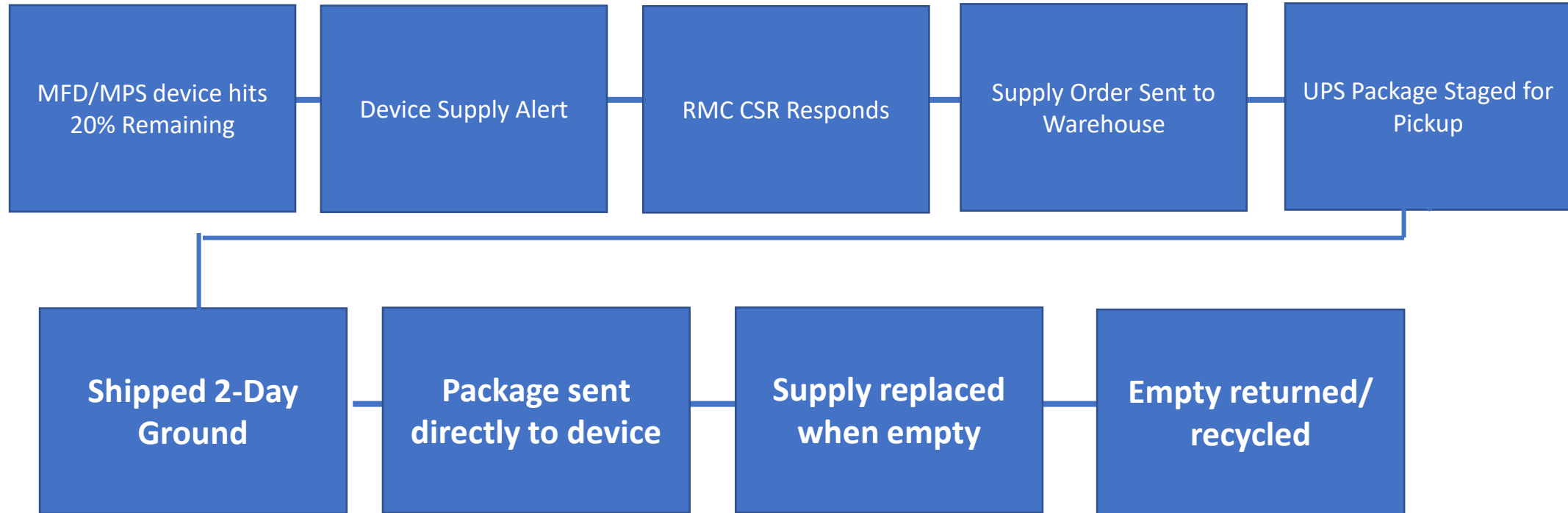
# Auto-Toner Fulfillment



## Support Program Process Flow (IWR & FMA)

### Supply Support Process

Timeline ----- 4 Hours -----



# Service Support Communication

## Customer Satisfaction Surveys & Feedback



Ray Morgan appreciates your feedback			
Opt Out Instructions <a href="#">here</a>	Using Dashboard <a href="#">here</a>	Understanding this page <a href="#">here</a>	Changing Questions <a href="#">here</a>
CallNumber	1983947	Customer:	
Completed Date:	12/29/2017 3:47:25PM	Customer Number:	R3-16094301
Customer Rep:	Andrey Esterlis	Customer Address:	3478 Buskirk Ave Pleasant Hill, CA 94523-4385
<b>Survey Sent To:</b>			
Equipment:	B416176	Call Opened:	12/28/2017 9:32:42AM
Model:	Ricoh MP6002-R	Call Closed:	12/28/2017 11:00:00AM
Technician:	Tommy Henderson	Dispatched:	12/28/2017 9:47:00AM
TechMgr:	Ron Yee	Arrival Date:	12/28/2017 10:33:00AM
Dispatcher:	CSR - Jennifer Putnam	Departed Date:	12/28/2017 11:00:00AM
Call Description:	machine requested staples to be inserted, machine has staples. Sensor Issue		
Rate our dispatch overall (ease of placing a service call etc.)		Target	6 10 of 10 Scale 0-10
Communication to keep me informed if needed		Target	6 10 of 10 Scale 0-10
Technician left the equipment repaired to your satisfaction		Target	6 10 of 10 Scale 0-10
Technician explained the problem/resolution/provided training if needed		Target	6 10 of 10 Scale 0-10
Rate our Technician overall		Target	6 10 of 10 Scale 0-10
How likely is it that you would recommend our company to a friend or colleague?		Target	7 10 of 10 Scale 0-10



# Current Contract Costs With Volumes

Location	Make	Model	Lease/Maintenance	Volumes included in Maintenance	BW AMV	CLR AMV	Overage Rates BW	Overage Rates Color	Overages Total	Total
Main Office	Canon	IR C5550i	\$ 1,887.90	38,000 BW & 3,000 CLR	4,282	2,325	0.0122	0.098		\$1,887.90
Teachers Workroom	Canon	IR 6555i			20,852	0				
					<b>25,134</b>	<b>2,325</b>				<b>\$1,887.90</b>

# Canon C7765i Features & Specs

- 10.1" Touchscreen Control Panel
- Prints at 65 PPM
- Scans up to 270 IPM
- Blank Page Removal
- DOD Defense HDD Encryption
- Mobile Printing
- Best In Class (Buyer Lab)
- Intuitive Interface



# Recommendation 1 Costs: (New Equipment)

Lease/MA payment: \$1,554.76 (63 Months)

- Includes:
- Canon C7765i (QTY 2)
  - 25,000 BW images per month on MFP's:
  - 3,000 CLR images per month on MFP's:
- **MFP's: BW Overages \$.009; CLR Overages \$.059**

Current Expense: \$1,887.90

Proposed: \$1,554.76

Monthly Savings: \$333.14

Annual Savings: \$3,997.68

# Recommendation 2 Costs: (Refinance Equipment)

Lease/MA payment: \$1,685.39 (39 Months-2 Year Extension)

- Includes:
- Canon C7765i (QTY 2)
  - 25,000 BW images per month on MFP's:
  - 2,500 CLR images per month on MFP's:
- **MFP's: BW Overages \$.0125; CLR Overages \$.095**

Current Expense: \$1,887.90

Proposed: \$1,685.39

Monthly Savings: \$202.51

Annual Savings: \$2,430.12

# UniFLOW Features & Costs

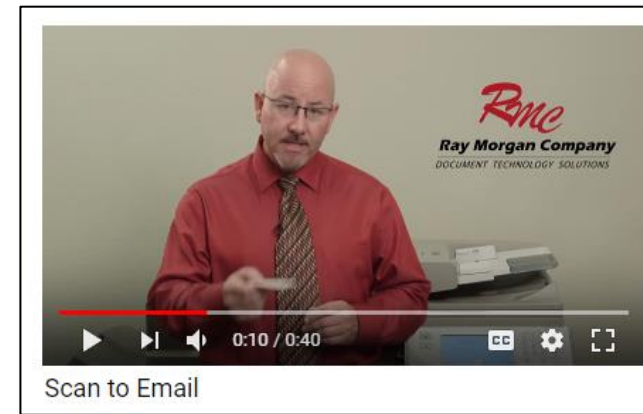
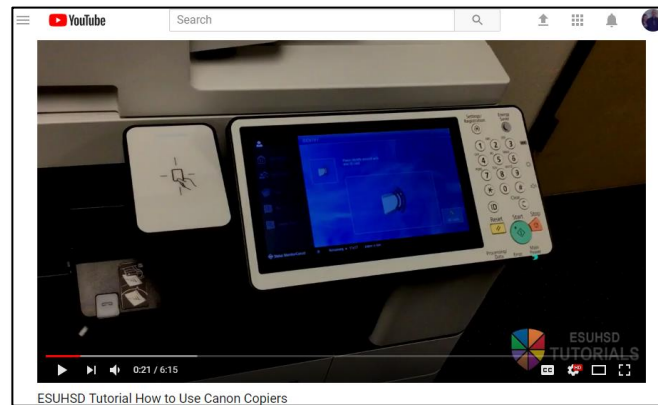
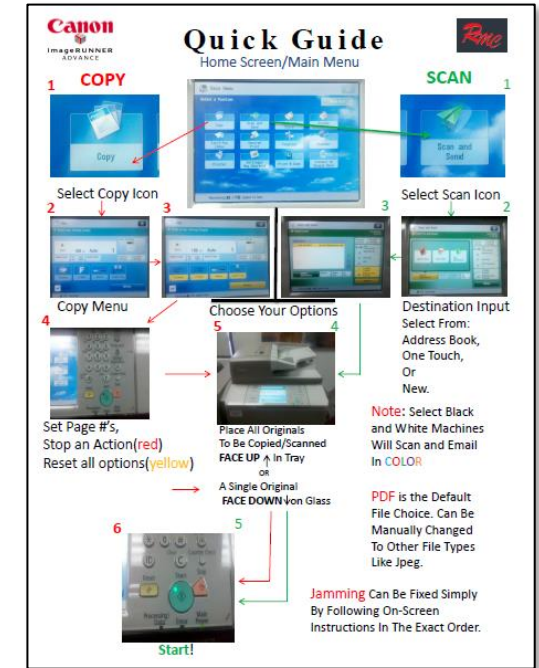
- **UniFLOW Express Software-Included in pricing**
  - User Authentication-Secure Printing
  - Track usage by person or dept.
  - “Send to Myself”- No address book management
  - E-Fax Integration
  - Customized Home Screen by User
- **UniFLOW Online-Full Subscription**
  - Adds “Follow Me Print”
  - Adds Scan Integration
  - Adds Guest & Mobile printing



# Training

## Implementation – Delivery Day

- Customize Trainings to Best Fit Our Clients
  - 1 on 1, Small Groups, Classroom & Webinar
  - “How To” Guides Posted
  - Intranet Materials Available
  - End User, Power User & Key Operator Levels
- Customized On-Line Training Videos
- RMC Training Channel (YouTube) w/ 30,000 views





Value Rental Lease Agreement

APPLICATION NO.

AGREEMENT NO.

Ray Morgan Company

3131 Esplanade • Chico, CA 95973 • Phone: 530.343.6065 • Fax: 530.343.9470

The words "User," "Lessee," "you" and "your" refer to Customer. The words "Owner," "Lessor," "we," "us" and "our" refer to Ray A. Morgan Company.

CUSTOMER INFORMATION

Form with fields for Full Legal Name, Street Address, City, State, ZIP, Phone, Fax, Billing Name, Billing Street Address, City, State, ZIP, E-Mail, and Equipment Location.

EQUIPMENT DESCRIPTION

Table with columns: MAKE/MODEL/ACCESSORIES, SERIAL NO., STARTING METER, NOT FINANCED UNDER THIS AGREEMENT. Row 1: 2 Canon imageRUNNER ADVANCE DX C7765i.

See attached Schedule A See attached Billing Schedule

TERM AND PAYMENT INFORMATION

Form with fields for Term (63), Payments\* of \$ (1,554.76), and various payment details including B&W images, General Color images, Pro. Color images, and scans per month.

Please check one: Meter Readings verified: Monthly Quarterly Other: (If nothing is selected, then Quarterly will be your Meter Reading option.)

Upon acceptance of the Equipment, THIS AGREEMENT IS NONCANCELABLE, IRREVOCABLE AND CANNOT BE TERMINATED.

OWNER ACCEPTANCE

Signature line for Ray A. Morgan Company, including fields for Signature, Title, and Dated.

CUSTOMER ACCEPTANCE

BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THIS AGREEMENT ON THIS PAGE AND ON PAGE 2 ATTACHED HERETO.

Signature line for Harmony Union School District, including fields for Signature, Title, and Dated.

FEDERAL TAX I.D.# PRINT NAME



TERMS AND CONDITIONS (Continued on Page 2)

1. AGREEMENT: You agree to rent from us the goods, together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto... 2. OWNERSHIP; PAYMENTS; TAXES AND FEES: We own the Equipment, excluding any whatsoever. Ownership of any Financed Items shall remain with Supplier thereof.

3. **EQUIPMENT; SECURITY INTEREST:** At your expense, you shall keep the Equipment: (i) in good repair, condition and working order, in compliance with applicable laws, ordinances and manufacturers' and regulatory standards; (ii) free and clear of all liens and claims; and (iii) at your address shown on page 1, and you agree not to move it unless we agree in writing. You grant us a security interest in the Equipment to secure all amounts you owe us under this Agreement or any other agreement with us ("Other Agreements"), except amounts under Other Agreements which are secured by land and/or buildings. You authorize and ratify our filing of any financing statement(s) to show our interest. You will not change your name, state of organization, headquarters or residence without providing prior written notice to us. You will notify us within 30 days if your state of organization revokes or terminates your existence.
4. **INSURANCE; COLLATERAL PROTECTION; INDEMNITY; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against all risk, with us named as lender's loss payee, in an amount not less than the full replacement value of the Equipment until this Agreement is terminated. You also agree to maintain commercial general liability insurance with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. You will provide written notice to us within 10 days of any modification or cancellation of your insurance policy(s). You agree to provide us certificates or other evidence of insurance acceptable to us. If you do not provide us with acceptable evidence of property insurance within 30 days after the start of this Agreement, we may, at our sole discretion, to do so as provided in either (A) or (B) below, as determined in our discretion: (A) We may obtain insurance covering our interest (and only our interest) in the Equipment for the Agreement term and renewals. Any insurance we obtain will not insure you against third party or liability claims and may be cancelled by us at any time. You may be required to pay us an additional amount each month for the insurance premium and an administrative fee. The cost may be more than the cost of obtaining your own insurance; or (B) We may charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. **NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT.** We are not responsible for, and you agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, renting, manufacture, use, condition, inspection, removal, return or storage of the Equipment. All indemnities will survive the expiration or termination of this Agreement. You are responsible for any loss, theft, destruction or damage to the Equipment ("Loss"), regardless of cause, whether or not insured. You agree to promptly notify us in writing of any Loss. If a Loss occurs and we have not otherwise agreed in writing, you will promptly pay to us the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. Any proceeds of insurance will be paid to us and credited against the Loss. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to a Loss.
5. **ASSIGNMENT: YOU SHALL NOT SELL, TRANSFER, ASSIGN, ENCUMBER, PLEDGE OR SUBRENT THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent which will not be unreasonably withheld.** You shall not consolidate or merge with or into any other entity, distribute, sell or dispose of all or any substantial portion of your assets other than in the ordinary course of business, without our prior written consent, and the surviving, or successor entity or the transferee of such assets, as the case may be, shall assume all of your obligations under this Agreement by a written instrument acceptable to us. No event shall occur which causes or results in a transfer of majority ownership of you while any obligations are outstanding hereunder. We may sell, assign, or transfer this Agreement without notice to or consent from you. You agree that if we sell, assign or transfer this Agreement, our assignee will have the same rights and benefits that we have now and will not have to perform any of our obligations. **You agree that our assignee will not be subject to any claims, defenses, or offsets that you may have against us.** This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns.
6. **DEFAULT AND REMEDIES:** You will be in default if: (i) you do not pay any Payment or other sum due to us or you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or fail to perform or pay under any material agreement with any other entity; (ii) you make or have made any false statement or misrepresentation to us; (iii) you or any guarantor dies, dissolves, liquidates, terminates existence or is in bankruptcy; (iv) you or any guarantor suffers a material adverse change in its financial, business or operating condition; or (v) any guarantor defaults under any guaranty for this Agreement. If you are ever in default, at our option, we can cancel this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of term plus the anticipated residual value of the Equipment, both discounted to present value at 2%. We may recover default interest on any unpaid amount at the rate of 12% per year. Concurrently and cumulatively, we may also use any remedies available to us under the UCC and any other law and we may require that you immediately stop using any Financed Items. If we take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement and you will be responsible for any deficiency. In the event of any dispute or enforcement of our rights under this Agreement or any related agreement, you agree to pay our reasonable attorneys' fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee. **WE SHALL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE.** Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will refund such excess to you, which will be your sole remedy.
7. **INSPECTIONS AND REPORTS:** We have the right, at any reasonable time, to inspect the Equipment and any documents relating to its installation, use, maintenance and repair. Within 30 days after our request (or such longer period as provided herein), you will deliver all requested information (including tax returns) which we deem reasonably necessary to determine your current financial condition and faithful performance of the terms hereof. This may include: (i) compiled, reviewed or audited annual financial statements (including, without limitation, a balance sheet, a statement of income, a statement of cash flow, a statement of changes in equity and notes to financial statements) within 120 days after your fiscal year end, and (ii) management-prepared interim financial statements within 45 days after the requested reporting period(s). Annual statements shall set forth the corresponding figures for the prior fiscal year in comparative form, all in reasonable detail without any qualification or exception deemed material by us. Unless otherwise accepted by us, each financial statement shall be prepared in accordance with generally accepted accounting principles consistently applied and shall fairly and accurately present your financial condition and results of operations for the period to which it pertains. You authorize us to obtain credit bureau reports for credit and collection purposes and to share them with our affiliates and agents.
8. **END OF TERM:** At the end of the initial term, this Agreement shall renew for successive 12-month renewal term(s) under the same terms hereof unless you send us written notice between 90 and 150 days before the end of the initial term or at least 30 days before the end of any renewal term that you want to return the Equipment, and you timely return the Equipment. You shall continue making Payments and paying all other amounts due until the Equipment is returned. As long as you have given us the required written notice, you will return all of the Equipment to a location we specify, at your expense, in retail re-salable condition, full working order and complete repair. **YOU ARE SOLELY RESPONSIBLE FOR REMOVING ANY DATA THAT MAY RESIDE IN THE EQUIPMENT, INCLUDING BUT NOT LIMITED TO HARD DRIVES, DISK DRIVES OR ANY OTHER FORM OF MEMORY.**
9. **USA PATRIOT ACT NOTICE; ANTI-TERRORISM AND ANTI-CORRUPTION COMPLIANCE:** To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each customer who opens an account. When you enter into a transaction with us, we ask for your business name, address and other information that will allow us to identify you. We may also ask to see other documents that substantiate your business identity. You and any other person who you control, own a controlling interest in, or who owns a controlling interest in or otherwise controls you in any manner ("Representatives") are and will remain in full compliance with all laws, regulations and government guidance concerning foreign asset control, trade sanctions, embargoes, and the prevention and detection of money laundering, bribery, corruption, and terrorism, and neither you nor any of your Representatives is or will be listed in any Sanctions-related list of designated persons maintained by the U.S. Department of Treasury's Office of Foreign Assets Control or successor or the U.S. Department of State. You shall, and shall cause any Representative to, provide such information and take such actions as are reasonably requested by us in order to assist us in maintaining compliance with anti-money laundering laws and regulations.
10. **MISCELLANEOUS:** Unless otherwise stated in an addendum hereto, the parties agree that: (i) this Agreement and any related documents hereto may be authenticated by electronic means; (ii) the "original" of this Agreement shall be the copy that bears your manual, facsimile, scanned or electronic signature and that also bears our manually or electronically signed signature and is held or controlled by us; and (iii) to the extent this Agreement constitutes chattel paper (as defined by the UCC), a security interest may only be created in the original. You agree not to raise as a defense to the enforcement of this Agreement or any related documents that you or we executed or authenticated such documents by electronic or digital means or that you used facsimile or other electronic means to transmit your signature on such documents. Notwithstanding anything to the contrary herein, we reserve the right to require you to sign this Agreement or any related documents hereto manually and to send to us the manually signed, duly executed documents via overnight courier on the same day that you send us the facsimile, scanned or electronic transmission of the documents. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement. Whenever our consent is required, we may withhold or condition such consent in our sole discretion, except as otherwise expressly stated herein. From time to time, Supplier may extend to us payment terms for Equipment financed under this Agreement that are more favorable than what has been quoted to you or the general public, and we may provide Supplier information regarding this Agreement if Supplier has assigned or referred it to us. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications, including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system, from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider. You authorize us to make non-material amendments (including completing and conforming the description of the Equipment) on any document in connection with this Agreement. Unless stated otherwise herein, all other modifications to this Agreement must be in writing and signed by each party or in a duly authenticated electronic record. This Agreement may not be modified by course of performance.
11. **WARRANTY DISCLAIMERS: WE ARE RENTING THE EQUIPMENT TO YOU "AS-IS." YOU HAVE SELECTED SUPPLIER AND THE EQUIPMENT BASED UPON YOUR OWN JUDGMENT. IN THE EVENT WE ASSIGN THIS AGREEMENT, OUR ASSIGNEE DOES NOT TAKE RESPONSIBILITIES FOR THE INSTALLATION OR PERFORMANCE OF THE EQUIPMENT. SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF SUPPLIER, AND NOTHING SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATIONS HEREUNDER. YOU WILL MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, INFRINGEMENT OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS. SO LONG AS YOU ARE NOT IN DEFAULT UNDER THIS AGREEMENT, WE ASSIGN TO YOU ANY WARRANTIES IN THE EQUIPMENT GIVEN TO US.**
12. **LAW; JURY WAIVER: LAW; JURY WAIVER:** This Agreement will be governed by and construed in accordance with the law of the principal place of business of Owner or, if assigned, its assignee. You consent to jurisdiction and venue of any state or federal court in the state of the Owner or, if assigned, its assignee has its principal place of business and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, **BOTH PARTIES WAIVE ALL RIGHTS TO A TRIAL BY JURY.**
13. **MAINTENANCE AND SUPPLIES:** You have elected to enter into a separate arrangement with Supplier for maintenance, inspection, adjustment, parts replacement, drums, cleaning material required for proper operation and toner and developer ("Arrangement"). You agree to pay all amounts owing under this Agreement regardless of any claim you have against Supplier relating to the Arrangement. Supplier will be solely responsible for performing all services and providing all supplies under the Arrangement. You agree not to hold Owner (if different from Supplier) or any assignee of this Agreement responsible for Supplier's obligations under the Arrangement. As a convenience to you, we will provide you with one invoice covering amounts owing under this Agreement and the Arrangement. If necessary, Supplier's obligations to you under the Arrangement may be assigned by us. You have been informed that a surge protector is recommended to protect your electronic investment from harmful high voltage power disturbances. Said surge protectors should have network protection when connected in a network environment. Units that provide network protection are available through Ray A. Morgan Company. You are responsible for providing manufacturer recommended adequate power supply. Check one of the following:  Purchased  Has existing  Declined and will be responsible for damage caused by not having a surge protector. You agree to pay a monthly supply freight fee to cover the costs of shipping supplies to you. An image/scan is equal to a single sided 8.5" x 11" copy or print. Each month, you are entitled to produce the minimum number of images/scans shown on page 1 of this Agreement for each applicable image/scan type. Regardless of the number of images/scans made, you will never pay less than the minimum Payment. You agree to provide periodic meter readings on the Equipment. If at any time during the term of this Agreement meter readings are not collected electronically there will be a \$5 fee assessed per device, per month for the term of this Agreement or until the meter readings are set-up electronically. You agree to pay the applicable overage charge for each metered image/scan that exceeds the applicable minimum number of images/scans. Images/scans made on equipment marked as not financed under this Agreement will be included in determining your image/scan and overage charges. At the end of the first year of this Agreement, and once each successive 12-month period thereafter, the maintenance and supplies portion of the Payment and the overage charges may be increased by a maximum of 15% of the existing payment or charge. If you have multiple devices at the installation address, which use the same supplies provided under this Agreement, all devices using the same supplies must be covered under an active agreement with Supplier.
14. **EXCLUSIONS:** Maintenance service under the Arrangement is contingent upon proper use of the device. The Arrangement does not include: a) Repairs resulting from causes other than normal use; your willful act, use of any paper stock that does not meet device specifications, negligence or misuse including, without limitation, damage to any part or mechanisms and/or use or supplies or spare parts not manufactured and/or use or supplies or spare parts not manufactured by the original equipment manufacturer and which cause abnormally high service calls or service problems; accident, transportation, failure of electrical power, air conditioning or humidity control related problems, acts of nature (fire, flood etc.), theft, or any other unusual circumstance. b) Repairs made necessary by service performed by personnel other than Ray A. Morgan Company representative. c) Work which you request to be performed outside regular business hours. d) Reconditioning or modification to the Equipment except those specified by Ray A. Morgan Company's Technical Service Department to assure greater performance of the Equipment. e) Any and all work related to data flow between the covered device and your computers, software or computer network; or work on your computers, software or computer network independent of the Equipment. f) Repairs to the Equipment that is past the manufacturer's end of service life.





<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Action Items
<b>Type:</b>	Action
<b>Subject:</b>	10.7 Consideration of HUSD School Board Meeting Calendar for 2022-2023
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	 DRAFT HUSD Board Meeting Calendar 2022-23.pdf
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	For the Board to consider approving the HUSD School Board meeting calendar for 2022-2023
<b>Approvals:</b>	Recommended By:  Matthew Morgan - Superintendent/Principal



# Harmony

Union School District

1935 Bohemian Highway  
Occidental, California, 95465  
Phone (707) 874-1205 • Fax (707) 874-1226  
[www.harmonyusd.org](http://www.harmonyusd.org)

**\*\*DRAFT\*\***

## Board Meeting Calendar 2022/2023

*Board meetings are typically held on the third Thursday of the month.*

*However, due to some calendar issues and deadlines this may change.*

**July – No meeting**

**August 18th**

**September 8th**

*(2nd Thursday for unaudited actuals)*

**October 20st**

**November 17th**

**December 8th**

*(2nd Thursday due to 1st Interim Budget Deadline, Organization of the Board)*

**January 19th**

**February 16th**

**March 9th**

*(2nd Thursday due to 2nd Interim Budget Deadline)*

**April 20th**

**May 18th**

**June 15th**

*(Present LCAPs and Budget)*




**Special Board Meeting June 16th at 9:00 am**

*(Approve LCAPs and Budget)*

**Submission Deadline:** *Requests for items to be placed on the agenda must be submitted on*

*Thursday the week before the Board meeting by 3:00 p.m.*



<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Action Items
<b>Type:</b>	Info/Action
<b>Subject:</b>	<p>10.8 First reading of policy updates:          BP 4030 Nondiscrimination in Employment          E(1) 4112.9 Employee Notifications          E(1) 4212.9 Employee Notifications          E(1) 4312.9 Employee Notifications          BP 4141.6 Concerted Action/Work Stoppage          BP 4241.6 Concerted Action/Work Stoppage          AR 4141.6 Concerted Action/Work Stoppage          AR 4241.6 Concerted Action/Work Stoppage          BP 5111 Admission          AR 5111 Admission          AR 5113 Absences and Excuses          AR 5142 Safety          E(1) 5145.6 Parental Notifications          BP 6173 Education for Homeless Children          AR 6173 Education for Homeless Children</p>
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	<p> ViewMemberCommAttachment (2).pdf</p> <p> ViewMemberCommAttachment (1).pdf</p>
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	None- first reading
<b>Approvals:</b>	<p>Recommended By: </p> <p>Matthew Morgan - Superintendent/Principal</p>

## **CSBA POLICY GUIDE SHEET**

### **March 2022**

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

#### **Board Policy 4030 - Nondiscrimination in Employment**

Policy updated to reflect **NEW LAW (SB 331, 2021)** which makes unlawful a district's use of a nondisparagement agreement or other document that would deny an employee the right to disclose information about unlawful acts in the workplace, in exchange for a raise or bonus, with respect to any complaint or claim that involves workplace harassment or discrimination, not just those relating to sexual harassment or sexual assault. Policy also updated to reflect **NEW LAW (SB 807, 2021)** that makes it an unlawful employment practice for an employer to fail to maintain certain records in accordance with law, particularly when a workplace discrimination or harassment complaint has been filed with the California Department of Fair Employment and Housing.

#### **Exhibit(1) 4112.9/4212.9/4312.9 - Employee Notifications**

Exhibit updated to add employee notifications related to (1) receipt of written notification that minor student has committed a felony or misdemeanor involving specified offenses; (2) duties of the district liaison for homeless students; (3) termination of services of certificated permanent or probationary employee when, during the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies, the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent; (4) receipt of transfer student record regarding acts that resulted in suspension or expulsion; and (5) disclosure of document identifying an employee who is a victim of domestic violence. Exhibit also updated to reflect **NEW LAW (AB 438, 2021)** regarding classified employees who are laid off due to lack of work or lack of funds, and classified employees whose positions must be eliminated due to expiration of a specially funded program.

#### **Board Policy 4141.6/4241.6 - Concerted Action/Work Stoppage**

Policy updated to reflect **NEW LAW (AB 237, 2021)** which prohibits public employers from discontinuing employer contributions for health care or other medical coverage for employees who are participating in an authorized strike, as defined in law.

#### **Administrative Regulation 4141.6/4241.6 - Concerted Action/Work Stoppage**

Regulation updated to provide implementation language for **NEW LAW (AB 237, 2021)** which prohibits public employers from discontinuing employer contributions for health care or other medical coverage for employees who are participating in an authorized strike, as defined in law. Updated Regulation includes other consistent changes.

#### **Board Policy 5111 - Admission**

Policy updated to reflect the distinction between compulsory education for students starting at age six and the requirement for districts to offer and admit students who are eligible for transitional kindergarten, delete the requirement for district enrollment applications to include information about health care options as the law requiring such information has self-repealed, and clarify that a student's residence is a location within the district that may be verified as part of school admission requirements.

#### **Administrative Regulation 5111 - Admission**

Regulation updated for consistency with **NEW LAW (AB 130, 2021)** which revises the timespans for transitional kindergarten (TK) admittance requirements to be phased in from the 2022-23 school year to the 2025-26 school year, as reflected in BP 6170.1 - Transitional Kindergarten.

### **Administrative Regulation 5113 - Absences and Excuses**

Regulation updated to reflect **NEW LAW (SB 14, 2021)** which includes an absence for the benefit of a student's mental or behavioral health within an absence due to a student's illness, and **NEW LAW (AB 516, 2021)** which includes an absence for a student's participation in a cultural ceremony or event as an excused absence. Regulation also updated for clarification and alignment with law.

### **Administrative Regulation 5142 - Safety**

Regulation updated to reflect **NEW LAW (SB 722, 2021)** which requires any district hosting or sponsoring an on-campus event that is not part of an interscholastic athletic program in or around a swimming pool to have at least one adult with a Cardiopulmonary Resuscitation training certification present throughout the event. Updated Regulation includes minor editorial changes.

### **Exhibit(1) 5145.6 - Parental Notifications**

Exhibit updated to reflect **NEW LAW (AB 128, 2021)** which extends the suspension of certain mandated activities through the 2021-22 fiscal year. Exhibit also updated to add parental notifications related to (1) completion and submission of the Federal Application for Federal Student Aid and California Dream Act Application; (2) public hearing on alternative schedule in secondary grades; and (3) early entry to transitional kindergarten if early entry is offered. Additionally, exhibit updated to expand description regarding notifications related to (1) uniform complaint procedures; (2) student records; (3) college admission requirements; (4) transfer opportunities for foster youth, homeless youth, former juvenile court school students and children of military families through the California Community Colleges; (5) parent/guardian rights when child participates in licensed child care and development program; (6) change in service to child care or preschool services; and (7) homeless student or unaccompanied youth notices. Exhibit also updated to include additional classroom/facility notices regarding uniform complaint procedures and parental rights related to licensed child care and development centers.

### **Board Policy 6173 - Education for Homeless Children**

Policy updated to reflect **NEW LAW (AB 27, 2021)** which requires districts to ensure that each school within the district identifies all homeless children and unaccompanied youths and to create a web page or post on the district website a list of district liaisons for homeless students, contact information for such liaisons, and specific information on homelessness, including information regarding the educational rights and resources available to persons experiencing homelessness. Policy also updated to reflect **AB 27** requirement for districts that receive American Rescue Plan Elementary and Secondary School Emergency Relief - Homeless Children and Youth funds to administer a housing questionnaire developed by the California Department of Education (CDE) to parents/guardians of all students and all unaccompanied youths and report to CDE the number of homeless children and unaccompanied youths enrolled in the district. In addition, policy updated to reflect **NEW LAW (SB 400, 2021)** which requires CDE to develop and implement a system to verify that districts are providing required training to district liaisons and other appropriate staff at least annually. Policy also updated for clarity and closer alignment with law.

### **Administrative Regulation 6173 - Education for Homeless Children**

Regulation updated to add email address to the district liaison's contact information since the California Department of Education (CDE) collects email addresses as part of the consolidated application process. Regulation also updated to reflect (1) **NEW LAW (SB 400, 2021)** which requires CDE to provide training materials to district liaisons for the purpose of providing required professional development and support to school personnel who provide services to homeless students; (2) CDE's recommendation regarding how dispute resolution information may be provided to parents/guardians or unaccompanied youth when the student involved is an English learner, including in the native language of the individual or through an interpreter; and (3) **NEW LAW (AB 27, 2021)** which requires districts to create a web page or post on the district website a list of district liaisons, contact information for such liaisons, and specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness.

**Exhibit(1) 6173 - Education for Homeless Children**

Exhibit updated for closer alignment with the U.S. Department of Education's "Education for Homeless Children and Youths Program Non-Regulatory Guidance", change the term "verbal" to "oral" to stay consistent with language in the administrative regulation and the California Department of Education's (CDE) "Homeless Education Dispute Resolution Process" letter to districts, and add the district liaison for homeless students email address to the district liaison's contact information as email is such a widely used means of communication and CDE collects email addresses as part of the consolidated application process. Exhibit also updated for clarity and gender neutrality.

**Exhibit(2) 6173 - Education for Homeless Children**

Exhibit updated to change the term "verbal" to "oral" to stay consistent with language in the administrative regulation and the California Department of Education's (CDE) "Homeless Education Dispute Resolution Process" letter to districts, add the district liaison for homeless students email address to the district liaison's contact information as email is such a widely used means of communication and CDE collects email addresses as part of the consolidated application process, and add that a copy of the dispute form be provided to the parent/guardian or student disputing enrollment as this is recommended in CDE's "Homeless Education Dispute Resolution Process" letter to districts and is stated in the administrative regulation.

**Board Bylaw 9322 - Agenda/Meeting Materials**

Bylaw updated to reflect **NEW LAW (SB 274, 2021)** which requires districts with a website to email a copy of, or a website link to, the agenda or a copy of all the documents constituting the agenda packet, if a person requests such items be delivered by email, unless it is technologically infeasible to do so. Bylaw also updated to include a focus on student well-being in the philosophical statement, add a provision for each agenda to include a statement regarding the option for students and parents/guardians to request that directory information or personal information of the student or parent/guardian be excluded from the meeting minutes as required by law, and to make other clarifying changes.

## CSBA MANUAL MAINTENANCE SERVICE CHECKLIST – March 2022

District Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
BP 4030	Nondiscrimination in Employment		
E(1) 4112.9	Employee Notifications		
E(1) 4212.9	Employee Notifications		
E(1) 4312.9	Employee Notifications		
BP 4141.6	Concerted Action/Work Stoppage		
BP 4241.6	Concerted Action/Work Stoppage		
AR 4141.6	Concerted Action/Work Stoppage		
AR 4241.6	Concerted Action/Work Stoppage		
BP 5111	Admission		
AR 5111	Admission		
AR 5113	Absences and Excuses		
AR 5142	Safety		
E(1) 5145.6	Parental Notifications		
BP 6173	Education for Homeless Children		
AR 6173	Education for Homeless Children	<p><b>Fill in Blanks</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	





## CSBA MANUAL MAINTENANCE SERVICE CHECKLIST – March 2022

District Name: \_\_\_\_\_

POLICY	TITLE	OPTIONS/BLANKS	ADOPT DATE
E(1) 6173	Education for Homeless Children	<b>Fill in Blanks</b> <hr/> <hr/> <hr/> <hr/>	
E(2) 6173	Education for Homeless Children y	<b>Fill in Blanks</b> <hr/> <hr/> <hr/> <hr/>	
BB 9322	Agenda/Meeting Materials		



<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Action Items
<b>Type:</b>	Action
<b>Subject:</b>	10.9 Consideration of revised contract for Occidental Community Center
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	 OCC MOU 20220217.pdf
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	That the board approve the revised contract with Occidental Community Center
<b>Approvals:</b>	Recommended By:  Matthew Morgan - Superintendent/Principal

**REVOCABLE LICENSE AGREEMENT FOR USE OF  
COUNTY FACILITIES  
OCCIDENTAL COMMUNITY CENTER**

This Agreement, made and entered into between the County of Sonoma, a political subdivision of the State of California, hereinafter called the County, and Harmony Union School District, hereinafter called the Licensee.

RECITALS

WHEREAS, the Harmony Union School District has requested the use of the Occidental Community Center to provide community programs and services for the benefit of the people of Sonoma County; and

WHEREAS, in the judgment of the Board of Supervisors, it is in the best interest of the citizens of Occidental to continue to allow the Harmony Union School District to use the Occidental Community Center; now

THEREFORE, in consideration of the premises and of the agreements of the respective parties herein set forth, it is mutually agreed as follows:

AGREEMENT

1. License. The County gives its permission, subject to all the terms and conditions of this Agreement, to use that portion of County real property described in Section 2 below.

2. Premises. Licensee is hereby permitted to use the County real property as specifically shown or described in **Exhibit A** and **Exhibit B** attached hereto and made a part hereof (hereinafter, "the premises"), consisting of the Occidental Community Center and adjacent tennis courts, located at 3920 Bohemian Highway, Occidental, California.

3. Non-exclusive License. The license herein granted is non-exclusive. County continues to maintain and control the premises including, without limitation, leasing, sub-leasing and granting of additional licenses.

4. Term. The term of this Agreement shall be ten (10) years, commencing on April 26, 2022, and expiring at midnight on June 30, 2032, unless terminated earlier in accordance with Section 18 below. The Director of Regional Parks is authorized to extend the term of this agreement for periods not to exceed a cumulative total of four (4) years beyond the initial term.

5. Operating Budget and Fees. Licensee shall prepare and submit a County approved Operating Budget by August 30 each year. Licensee shall require each facility user to pay fees.

Fees must be approved by the Board of Supervisors and published in advance. Operating Budget is included in **Exhibit C** attached hereto and made a part hereof. Fee Schedule is included in **Exhibit D** attached hereto and made a part hereof.

6. Accounting Requirements. Licensee shall maintain and provide to County full and accurate accounting records of all Licensee's business conducted in the Occidental Community Center in conformance with the following:

6.1 Form, Retention and Inspection. Records shall be kept in conformance with accepted accounting practices, in a form satisfactory to County's Auditor Controller. Records shall be maintained separably from the records of any other operations Licensee may have, and shall be retained for at least four years. Licensee shall make the records available at reasonable times for inspection and audit by County.

6.2 Annual Accounting Report. Licensee shall submit to County an annual accounting report containing a detailed statement which includes revenue and expenses for operations and maintenance and any funds held for long-term operations and maintenance under this license and such other information as County's Auditor-Controller may reasonably require. The annual report shall be submitted by October 1 of each year for the prior fiscal year ending June 30, beginning October 1, 2022. The Director shall review the report for sufficiency and may contact licensee if any questions are raised. Failure by Licensee to conform to Accounting Requirements may be cause for termination under Section 20 below.

7. Consideration. Licensee shall:

7.1 In lieu of rent for the term of this Agreement, perform the maintenance and operation functions described below.

Provide at its sole cost and expense all staff, equipment, supplies, services and materials necessary to the operation of the Center as a community facility and necessary to the normal maintenance of the building in a safe, clean, and attractive condition. Operation days and hours are identified in appendix (x). As used herein, normal maintenance includes cleaning, sweeping, mopping, dusting, window cleaning, wall cleaning, sanitizing, changing light bulbs, and provision of all janitorial, toiletry and cleaning supplies. A list of cleaning supplies being used shall be submitted to County for approval prior to their use. Material Data Safety Sheets for all cleaning supplies shall be maintained by Licensee in Center office.

7.2 Provide a schedule of annual ongoing use of the Center by members of the public; prepare license agreements; verify insurance; and collect fees associated with these uses. Provide at its sole cost and expense all staff, equipment, supplies, services, and materials necessary to prepare and clean up Center after these uses.

7.3 Review and set rental rates for booking of the building as needed to offset maintenance and operational costs.

8. Use. Licensee's use shall be limited to: the use of the Premises (Occidental Community Center) to provide community programs and services for the benefit of the people of Sonoma County. No other use shall be permitted.

9. Equipment Installation and Operation. Licensee may install the equipment, at its sole cost and expense, subject to the prior written approval of County of the type, location and connection methods. Licensee's equipment shall be installed, operated and maintained in accordance with the highest standards now or hereafter generally employed for similar equipment. In the event the installation, operation or maintenance of said equipment causes any direct or indirect interference with the operation of County's facilities, equipment or the equipment of County's tenants, or other licensees, Licensee shall correct said interference, at its sole cost and expense, to the satisfaction of County. In the event said interference cannot be corrected, Licensee shall promptly remove said equipment. Such equipment shall be the property of Licensee unless affixed to the building

10. County Obligations. County shall:

10.1 Review and approve building use schedules and any changes therein.

10.2 Pay all electricity, gas, water utility and refuse charges.

10.3 Provide, at its sole cost and expense, fire insurance for building and all facilities and County personal property within building.

10.4 Provide, at its sole cost and expense, all major repairs to the Center and its mechanical equipment. As used herein a major repair includes any matter requiring specialized skills and equipment necessary to repair roof, mechanical systems, electrical systems or structure.

10.5

11. Possessory Interest. Licensee expressly recognizes and understands that this Agreement may create a possessory interest subject to property taxation and that Licensee may be subject to the payment of property taxes levied on such interest.

12. Compliance with Laws. Licensee has represented to County and hereby warrants that Licensee has complied with all laws applicable to the acceptance and use of the license herein granted. Licensee shall observe and comply at all times with all applicable federal, state and county statutes and ordinances, rules, regulations, directives, and orders of governmental agencies now in force or which may hereinafter be in force relating to or affecting the use of the license herein granted.

13. Waste; Nuisance. Licensee shall not commit, suffer, or permit the commission by others of: (i) any waste or nuisance on the premises; (ii) any action or use of the premises which interferes or conflicts with the use of the premises by County or any authorized person; or (iii) any action on the premises in violation of any laws or ordinances.

14. Inspection. County shall be permitted to enter and inspect the licensed premises at any and all times.

15. Extent of Grant of License. This Agreement and the license herein granted are valid only to the extent of County's jurisdiction as a landowner or tenant of the premises. Acquisition of any other necessary permits or entitlements for use are the responsibility of Licensee.

NOTHING CONTAINED IN THIS AGREEMENT SHALL BE CONSTRUED AS A RELINQUISHMENT OF ANY RIGHTS NOW HELD BY COUNTY.

16. Deposit Refund. Licensee agrees that the deposit, if any be required, made upon execution by Licensee of this Agreement shall not be refundable for any reason unless County, in its absolute discretion, determines such a refund, in whole or in part, to be warranted.

17. On-liability of County. County, its officers, agents, and employees shall not be liable to Licensee for any loss or damage to Licensee or Licensee's property from any cause. Licensee expressly waives all claims against County, its officers, agents, and employees, unless such injury or damage is caused by or due to the sole negligence or willful misconduct of County, its officers, agents, and employees.

18. Indemnification. Licensee agrees to accept all responsibility for loss or damage to any person or entity, including County, and to indemnify, hold harmless, and release County, its officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including Licensee, that arise out of, pertain to, or relate to Licensee's or its agents', employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. Licensee agrees to provide a complete defense for any claim or action brought against County based upon a claim relating to such Licensee's or its agents', employees', contractors', subcontractors', or invitees' performance or obligations under this Agreement. Licensee's obligations under this Section apply whether or not there is concurrent negligence on County's part, but to the extent required by law, excluding liability due to County's conduct. County shall have the right to select its legal counsel at Licensee's expense, subject to Licensee's approval, which shall not be unreasonably withheld. 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 Licensee or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

19. Insurance. With respect to performance of work under this Agreement, Licensee shall maintain and shall require all of its subcontractors, Licensees, and other agents to maintain, insurance as described in **Exhibit E**, which is attached hereto and incorporated herein by this reference

20. Termination. This agreement may be terminated by either party for any reason whatsoever upon thirty (30) days prior written notice.

21. License is Personal. The license herein granted is personal to Licensee and no right hereunder may be assigned, sublet, or otherwise transferred in whole or in part without the prior written consent of County, and any attempt to assign, sublet or transfer shall be of no force or effect whatsoever unless and until County shall have given its written consent thereto. County may withhold its consent for any reason.

22. Provisions are Conditions of Use/Occupancy. Each provision of this Agreement shall be deemed a condition of the right of Licensee to use or continue to occupy the premises. Notwithstanding anything stated to the contrary herein, if Licensee fails to perform any provision of this Agreement at the time and in the manner herein provided, County may at its option

immediately terminate this Agreement; this right to terminate shall be cumulative to any other legal right or remedy available to County.

23. Licensee to Act in Independent Capacity. Licensee, its officers, agents, and employees shall act in an independent capacity and shall not represent themselves to be or be construed to be officers, agents, or employees of County.

24. License Not a Lease. This Agreement does not constitute a lease, but constitutes a mere revocable license and Licensee is limited to the use of the premises expressly and specifically described above. If access routes are not specifically described in Section 2 of this Agreement, Licensee shall be entitled to use only the access route(s) designated by the County. Licensee shall have no right or privilege in any respect whatsoever to use any other part of the property of County for any purpose whatsoever. Licensee disclaims any interest that when coupled with the license herein granted would render it irrevocable.

25. Notice. All notices shall be made in writing and shall be given by personal delivery or by U.S. Mail or courier service. Notices, bills, and payments shall be addressed as follows:

If to County:

County of Sonoma Regional Parks Department  
2300 County Center Drive, #120A  
Santa Rosa, CA 95403

If to Licensee:

Harmony Union School District  
1111 College Ave. Santa Rosa, CA 95404

When a notice is given by a generally recognized overnight courier service, the notice shall be deemed received on the next business day. When a copy of a notice is sent by facsimile or email, the notice shall be deemed received upon transmission as long as (1) the original copy of the notice is promptly deposited in the U.S. mail and postmarked on the date of the facsimile or email (for a payment, on or before the due date), (2) the sender has a written confirmation of the facsimile transmission or email, and (3) the facsimile or email is transmitted before 5 p.m. (recipient's time). In all other instances, notices, shall be effective upon receipt by the recipient. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this paragraph.

26. No Continuing Waiver. The waiver by County of any breach of any of the provisions of this Agreement shall not constitute a continuing waiver of any subsequent breach of the same, or of any other provision of this Agreement.

27. Surrender. Upon the expiration or sooner termination of this Agreement, Licensee, at its sole cost and expense, shall remove, revise, or relocate such of its structures and equipment as is designated by County, restore the premises to its original condition, and vacate the premises. Should Licensee neglect to restore the premises to a condition satisfactory to County, County may perform such work or have the work performed, and Licensee shall immediately reimburse County for all direct and indirect costs associated with such work upon receipt of a statement therefore.

28. General Provisions.

28.1 Time of Essence. Time is and shall be of the essence of this Agreement and of each and every provision contained in this Agreement.

28.2 Incorporation of Prior Agreements; Amendments. This Agreement contains all the agreements of the parties with respect to any matter mentioned herein. No prior agreement, or understanding pertaining to any such matter, shall be effective. This Agreement may be modified in writing only, signed by the parties in interest at the time of the modification, and this sentence may not be modified or waived by any oral agreement, whether executed or unexecuted.

28.3 Binding Effect; Choice of Law. This Agreement shall be binding upon and inure to the benefit of the parties, their personal representatives, successors, and assigns. This Agreement shall be construed and interpreted according to the substantive law of the State of California, regardless of the law of conflicts to the contrary in any jurisdiction. Any action to enforce the terms of this Agreement or for the breach thereof shall be brought and tried in the County of Sonoma.

28.4 No Third Party Beneficiaries. Nothing contained in this Agreement shall be construed to create and the parties do not intend to create any rights in third parties.

28.5 Construction of Agreement; Severability. To the extent allowed by law, the provisions in this Agreement shall be construed and given effect in a manner that avoids any violation of statute, regulation, or law. County and Licensee agree that in the event any provision in this Agreement is held to be invalid or void by any court of competent jurisdiction, the invalidity of any such provision shall in no way affect any other provision in this Agreement. Licensee and County acknowledge that they have each contributed to the making of this Agreement and that, in the event of a dispute over the interpretation of this Agreement, the language of the Agreement will not be construed against one party in favor of the other. Licensee and County further acknowledge that they have each had an adequate opportunity to consult with counsel in the negotiation and preparation of this Agreement.

28.6 Relationship. The parties intend by this Agreement to establish the relationship of licensor and licensee only, and do not intend to create a partnership, joint venture, joint enterprise, or any business relationship other than that of licensor and licensee.

28.7 Captions. The captions in this Agreement are for convenience only and are not a part of this Agreement. The captions do not in any way limit or amplify the provisions hereof, and shall have no effect upon the construction or interpretation of any part hereof.

28.8 Nondiscrimination. Licensee shall comply with all applicable federal, state, and local laws, rules, and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, pregnancy, disability, sexual orientation or other prohibited basis, including without limitation, the County's Non-Discrimination Policy. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated herein by this reference.



28.9 AIDS Discrimination. Licensee agrees to comply with the provisions of Chapter 19, Article II, of the Sonoma County Code prohibiting discrimination in housing, employment, and services because of AIDS or HIV infection during the term of this Agreement and any extensions of the term.

27. Contract Enforcement. The Director of Regional Parks or his designee has the authority to enforce provisions of this Agreement. LICENSEE HAS CAREFULLY READ AND CONSIDERED THE TERMS AND CONDITIONS SET FORTH IN THIS AGREEMENT AND HEREBY AGREES THAT LICENSEE SHALL BE BOUND BY ALL SAID TERMS AND CONDITIONS.

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

LICENSEE:  
Harmony Union School District

By: \_\_\_\_\_ Name: \_\_\_\_\_ Title: \_ Date:

COUNTY: COUNTY OF SONOMA

CERTIFICATES OF INSURANCE ON FILE WITH AND APPROVED AS TO SUBSTANCE FOR COUNTY:

By: \_\_\_\_\_ Department Head

Date: \_\_\_\_\_

APPROVED AS TO FORM FOR COUNTY:

By:

\_\_\_\_\_  
County Counsel

Date: \_\_\_\_\_

By:

\_\_\_\_\_

Chair

Board of Supervisors


Date: \_\_\_\_\_

ATTEST:

Clerk of the Board of Supervisors

\_\_\_\_\_



<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Action Items
<b>Type:</b>	Info/Action
<b>Subject:</b>	10.10 Discussion and possible action: Reinstating collection of developer's fees to be deposited into Fund 25.
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	
<b>Description:</b>	
<b>Background Information:</b>	<p>The Board decided to stop collecting developer's fees in November of 2018.</p> <p>The discussion in 2018 was HUSD completed the Developer fee study and needs to decide if the district will increase the existing fee of \$1.34 up to the recommended amount of \$3.79. This number includes WSCUHSD's fees. The board could also choose to only increase the fees to reflect HUSD fees, \$2.62 or not to continue collecting the fees.</p> <p>Developer fees are collected when new construction is being built within district boundaries. The intent of the fees is to offset costs accrued by increasing enrollment due to new development. The money can only be used for new construction or modernization within the District. If the board decides to not continue collecting developer fees they can reevaluate and begin collecting them at anytime by making a statement at a regularly scheduled board.meeting.</p>
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	That the board approve reinstating collection of developer's fees for deposit into fund 25.
<b>Approvals:</b>	Recommended By:  Matthew Morgan - Superintendent/Principal



# Harmony Union School District

## AGENDA ITEM

<b>Meeting Date:</b>	4/21/2022 - 6:00 PM
<b>Category:</b>	Action Items
<b>Type:</b>	Action
<b>Subject:</b>	10.11 Consideration of 3 year contract with Nigro and Nigro Accounting for audits.
<b>Strategic Plans:</b>	
<b>Policy:</b>	
<b>Enclosure</b>	
<b>File Attachment:</b>	 Harmony Measure C (2023-25).pdf   Engagement Letter -3 year Harmony LEA.pdf
<b>Description:</b>	
<b>Background Information:</b>	
<b>Fiscal Implications:</b>	
<b>Recommendation:</b>	That the board approve the 3 year contract with Nigro and Nigro for audit purposes.
<b>Approvals:</b>	Recommended By:  Matthew Morgan - Superintendent/Principal



April 8, 2022

To the Board of Education and Management of  
Harmony Union School District  
1935 Bohemian Hwy,  
Occidental, CA 95465

We are pleased to confirm our understanding of the services we are providing for Harmony Union School District for the years ending June 30, 2023 through 2025. We will audit the financial statements of the Measure C Building Fund of Harmony Union School District as of and for the fiscal years ended June 30, 2023 through 2025. We will also conduct an annual performance audit in accordance with Government Auditing Standards to ensure that bond proceeds have been spent only on allowable costs. Please read this letter carefully because it is important to both Nigro & Nigro, PC and Harmony Union School District that you understand and accept the terms under which we have agreed to perform our services as well as management's responsibilities under this agreement.

On March 11, 2020, the World Health Organization declared the coronavirus (COVID-19) outbreak a pandemic. Citizens and the economies of the United States and other countries have been significantly impacted by the pandemic. Several stimulus packages have been signed into law in the U.S. providing economic relief to businesses and individuals. While it is premature to accurately predict how the coronavirus will ultimately affect your organization's operations long term because the disease's severity and duration are uncertain, your 2020 financial results may be impacted and the implications beyond 2020, while unclear, could also be adversely impacted.

### **Financial Statement Services**

We will prepare and audit the financial statements of the Measure C Building Fund of Harmony Union School District as of and for the fiscal years ending June 30, 2023 through 2025, and the related notes to the financial statements.

The objective of our financial audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles.

*Jeff Nigro, CPA, CFE | Elizabeth Nigro, CPA | Shannon Bishop, CPA | Peter Glenn, CPA, CFE | Paul J. Kaymark, CPA*

MURRIETA OFFICE 2522O Hancock Avenue, Suite 400, Murrieta, CA 92562 • P: (951) 698-8783 • F: (951) 699-1064

WALNUT CREEK OFFICE 2121 N. California Blvd. Suite 290, Walnut Creek, CA 94596 • P: (844) 557-3111 • F: (844) 557-3444

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The objective of our performance audit is the expression of an opinion about whether the expenditures charged to the Building Fund have been made in accordance with the bond project list approved by the voters through the approval of Measure C.

Our audit will be conducted in accordance with GAAS. Our professional standards as defined by GAAS require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement and are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America.

### **Audit Procedures**

Our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of Harmony Union School District and other procedures we consider necessary. The procedures we determine necessary will depend on our professional judgment as auditors and will be based, in part, on our assessment of the risks of material misstatement of the financial statements, whether from errors, fraudulent financial reporting, misappropriations of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If we deem it appropriate, our procedures will also include tests of documentary evidence supporting the transactions recorded in the accounts, may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals and third parties (e.g., creditors or financial institutions). As part of our audit process, we may request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters. These representations will include acknowledging our assistance with the preparation of your financial statements, the supplementary information, and notes accompanying these documents, and that you have reviewed and approved these documents, approved their release, and that you have accepted responsibility for them.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected by our firm, even though our audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we will consider internal control relevant to the preparation and fair presentation of the Harmony Union School District's financial statements in order to design

audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose of expressing an opinion on the effectiveness of your internal control. In accordance with our professional standards, we will communicate in writing to the appropriate level of management and those charged with governance matters concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of Harmony Union School District's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion. Management maintains the responsibility for identifying and ensuring that Harmony Union School District complies with applicable laws, regulations, contracts, and other agreements.

As this engagement is not designed to be a fraud audit, management understands and accepts the inherent limitations of the audit services described in this agreement.

Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

Jessica Berry, CPA, is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Nigro & Nigro, PC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

### **Responsibilities of Management and Those Charged with Governance**

By your signature below, you acknowledge that management understands and agrees to assume all of the responsibilities stipulated in this section. As part of our engagement, we may advise you about appropriate accounting principles and their application; however, the management of Harmony Union School District acknowledges and understands that the final responsibility for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America remains with you. This responsibility includes the financial statements, all accompanying information, and the representations that accompany them. As such, the management of Harmony Union School District is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Other management responsibilities include maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

You also acknowledge that the management of Harmony Union School District is responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements, and all accompanying information, that are free from

material misstatement, whether due to fraud or error. This responsibility includes the fair presentation in the financial statements of the respective financial position of the Measure C General Obligation Bond Building Fund of Harmony Union School District and the respective changes in financial position in conformity with accounting principles generally accepted in the United States of America. In addition, management is also responsible for having appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization that involves management, employees who have significant roles in internal control, regulators, and others where fraud could have a material impact on the financial statements. The management of Harmony Union School District is also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting Harmony Union School District received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that Harmony Union School District complies with applicable laws and regulations and for taking timely and appropriate actions to remedy any fraud, noncompliance with laws and regulations, or violations of contracts and agreements. You agree that you will confirm your understanding of your responsibilities as defined in this letter to us in your representation letter.

Management's responsibilities also include designating qualified individuals with suitable skill, knowledge, and/or experience to be responsible and accountable for overseeing the preparation of your financial statements and any other nonattest services we perform as part of this engagement, as well as evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for providing us with access to all information management is aware of that is relevant to the preparation and fair presentation of the financial statements such as records, documentation and other matters; for the accuracy and completeness of the information that is provided to us; and for informing us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements. This responsibility also includes providing us with any additional information that we may request from management for the purpose of the audit; as well as allowing us unrestricted access to individuals within the organization from whom we may determine it necessary to obtain audit evidence, including access to your designated employees who will type all confirmations we request.

### **Written Report**

We expect to issue a written report upon completion of our audit of the financial statements of the Measure C Building Fund of Harmony Union School District. Our report will be addressed to the Board of Trustees. We cannot provide assurance that an unmodified opinion will be expressed on the financial statements. Circumstances may arise in which it is necessary for us to modify our opinion, add emphasis-of-matter or other-matter paragraphs, decline to express an opinion or withdraw from the engagement.

## **Other Matters**

We expect to begin our audit upon execution of this agreement and to issue our report by March 30, 2024.

**In accordance with the terms and conditions of this agreement, Harmony Union School District shall be responsible for the accuracy and completeness of all data, information and representations provided to us for purposes of this engagement. Because of the importance of oral and written management representations to the effective performance of our services, Harmony Union School District releases and indemnifies our firm and its personnel from any and all claims, liabilities, costs and expenses attributable to any misrepresentation by management and its representatives.**

The maximum annual fee for auditing services under the terms of this agreement shall be \$4,500. This agreement and related fees reflect that audit procedures will be performed remotely; should in-person visits to the District be required, additional fees for travel costs and time spent on travel will be added. Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before incurring additional costs.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.), by third parties arise against Harmony Union School District or its officers subsequent to this engagement, which results in the subpoena of documents from Nigro & Nigro, PC and/or requires additional assistance from us to provide information, depositions or testimony, Harmony Union School District hereby agrees to compensate Nigro & Nigro, PC (at our standard hourly rates then in effect) for additional time charges and other costs (copies, travel, etc.), and to indemnify us for any attorney's fees to represent Nigro & Nigro, PC.

We may from time to time and depending on the circumstances and nature of the services we are providing, share your confidential information with third-party service providers, some of whom may be cloud-based, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality terms with all service providers to maintain the confidentiality of your information and will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure appropriate confidentiality terms with a third-party service provider, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Although we will use our best efforts to make the sharing of your information with such third parties secure from unauthorized access, no completely secure system for electronic data transfer exists. As such, by your signature below, you understand that the firm makes no warranty, expressed or implied, on the



security of electronic data transfers.

In connection with this engagement, we may communicate with you or others via email transmission. We take reasonable measures to secure your confidential information in our email transmissions. However, as email can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom it is directed and only to such parties, we cannot guarantee or warrant that email from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or for the unauthorized use or failed delivery of email transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

Professional standards require us to be independent with respect to the District. Any discussions with our personnel regarding employment could pose a threat to our independence. Therefore, you agree to inform the engagement partner before having any such discussions.

It is our policy to keep records related to this engagement for seven years. However, Nigro & Nigro, PC does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. It is your responsibility to retain and protect your records (which includes any work product we provide to you as well as any records that we return) for possible future use, including potential examination by any government or regulatory agencies. Nigro & Nigro, PC does not accept responsibility for hosting client information; therefore, you have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data and records.

By your signature below, you acknowledge and agree that upon the expiration of the seven-year period Nigro & Nigro, PC shall be free to destroy our records related to this engagement.

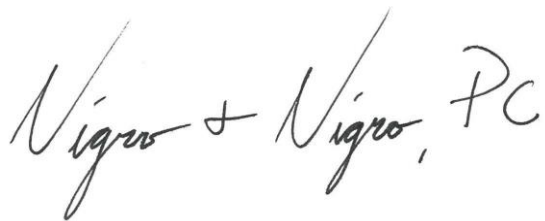
If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for resolving professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Harmony Union School District and Nigro & Nigro, PC both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services disputes of the American Arbitration Association, except that under all circumstances the arbitrator must follow the laws of California. Such arbitration shall be binding and final. **IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A**

JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION. The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

We appreciate the opportunity to be of service to Harmony Union School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

A handwritten signature in cursive script that reads "Nigro & Nigro, PC". The signature is written in black ink and is positioned above the typed name of the firm.

Nigro & Nigro, PC

RESPONSE:

This letter correctly sets forth the understanding of Harmony Union School District.

APPROVED:

\_\_\_\_\_  
Harmony Union School District

\_\_\_\_\_  
Date



April 8, 2022

To the Board of Education and Management of  
Harmony Union School District  
1935 Bohemian Hwy,  
Occidental, CA 95465

We are pleased to confirm our understanding of the services we are providing for Harmony Union School District (“the District”) for the fiscal years ending June 30, 2023 through 2025. Please read this letter carefully because it is important that you understand and accept the terms under which we have agreed to perform our services as well as management’s responsibilities under this agreement.

Citizens and the economies of the United States and other countries have been significantly impacted by the coronavirus pandemic. Several stimulus packages have been signed into law in the U.S. since March 2020, providing economic relief to businesses and individuals. It is premature to accurately predict how the coronavirus will ultimately affect your organization’s operations long term because the pandemic’s severity and duration remain uncertain, your financial results may be impacted and the implications beyond the current period, while unclear, could also be adversely impacted.

### **Financial Statement Services**

We will prepare and audit the financial statements of the governmental activities, each major fund, the aggregate remaining fund information, and the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the fiscal years ending June 30, 2023 through 2025.

Accounting principles generally accepted in the United States of America (U.S. GAAP) call for certain required supplementary information (RSI) to accompany the basic financial statements. The Governmental Accounting Standards Board also considers this information a necessary part of financial reporting, as it provides perspective to the basic financial statements. Therefore, as part of this engagement, we will apply limited procedures to the District’s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will primarily consist of inquiries of management regarding their methods of measurement and presentation. However, we will not express an opinion or provide any assurance on this RSI, as our limited procedures do not provide us with sufficient evidence to do

so. Consequently, the financial statements we present to you will include the following required RSI that will not be audited and, as such, our report will disclaim an opinion on this RSI:

- Management's Discussion and Analysis
- Schedules of Budgetary Comparison
- Schedule of Proportionate Share of the Net Pension Liability
- Schedule of Pension Contributions
- Schedule of Changes in the Net OPEB Liability and Related Ratios
- Schedule of the District's Proportionate Share of the Net OPEB Liability-MPP Program

We also understand that supplementary information other than RSI will accompany the District's basic financial statements. In accordance with GAAS, we will apply auditing procedures and other additional procedures deemed necessary to the following supplementary information accompanying the basic financial statements in order to provide an opinion on this information in relation to the financial statements as a whole:

- Schedule of Average Daily Attendance
- Schedule of Instructional Time
- Schedule of Financial Trends and Analysis
- Reconciliation of the Annual Financial and Budget Report with the Audited Financial Statements

The statements we present to you will include the following additional information, which will not be subject to the auditing procedures applied in our audit of the basic financial statements and for which our report will not provide an opinion or any assurance:

- History and Organization
- Schedule of Charter Schools

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. GAAP and to report on the fairness of the additional information referred to above when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with laws, regulations, and the provisions of awards, contracts or grants agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.

The reports on internal control and compliance are solely for information and use of management and will each include a paragraph that the purpose of the report is solely to describe the following: (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance; (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of

internal control over compliance; and (3) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering internal control over financial reporting and compliance. The Uniform Guidance report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the Uniform Guidance requirements.

Our audit will be conducted in accordance with GAAS; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting. Our professional standards as defined by GAAS require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements, and the related financial statement disclosures, are free from material misstatement and are fairly presented, in all material respects, in conformity with U.S. GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of the District and other procedures we consider necessary. The procedures we determine necessary will depend on our professional judgment as auditors and will be based, in part, on our assessment of the risks of material misstatement of the financial statements and disclosures, whether from errors, fraudulent financial reporting, misappropriations of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If we deem it appropriate, our procedures will also include tests of documentary evidence supporting the transactions recorded in the accounts, may include tests of the physical existence of inventories, and will include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals and third parties (e.g., creditors or financial institutions). As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the financial statements and related matters. These representations will include acknowledging our assistance with the preparation of your financial statements, the supplementary information, and notes accompanying these documents, and that you have reviewed and approved these documents, approved their release, and that you have accepted responsibility for them.

Because of the inherent limitations of an audit, together with the inherent limitations of your system of internal control, an unavoidable risk exists that some material misstatements may not be detected by our firm, even though our audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may

involve collusion, forgery, intentional omissions, misrepresentation, or the override of controls. An audit is not designed to provide an opinion on your system of internal control nor to identify deficiencies in internal control.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or disclosures. However, we will inform you of any material errors that come to our attention, and we will inform you, or the appropriate level of management, of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

In making our risk assessments, we will gain an understanding of your system of internal control relevant to the preparation and fair presentation of the District's financial statements in order to design audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose of expressing an opinion on the effectiveness of your system of internal control, and accordingly we will express no such opinion. We will communicate in writing to the appropriate level of management and those charged with governance matters concerning any significant deficiencies or material weaknesses in the system of internal control relevant to your financial statements that we identify during the audit.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of those procedures will not be to express an opinion in our report on compliance with these provisions pursuant to Government Auditing Standards.

As this engagement is not designed to be a fraud audit, management understands and accepts the inherent limitations of the audit services described in this agreement.

Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

Also, based on the audit evidence we obtain, we will conclude whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Jessica Berry, CPA, is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Nigro & Nigro's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

### **Responsibilities of Management and Those Charged with Governance**

By your signature below, you acknowledge that management understands and agrees to assume all of the responsibilities stipulated in this section. As part of our engagement, we may advise

you about appropriate accounting principles and their application; however, the management of the District acknowledges and understands that the final responsibility for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America remains with you. This responsibility includes the financial statements, all accompanying information, and the representations that accompany them. Management's responsibilities also include identifying government award programs, understanding and complying with program requirements, and the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) as required by the Uniform Guidance. As such, the management of the District is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Other management responsibilities include maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

Management is also responsible for the preparation and fair presentation of the supplementary information in conformity with U.S. GAAP. You agree that you will confirm your understanding of your responsibilities with respect to the supplementary information in your representation letter. You further agree to include our report on the supplementary information in any document that contains and indicates that we have reported on such supplementary information. In addition, you also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

You also acknowledge that the management of District is responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements and disclosures, and all accompanying information, that are free from material misstatement, including omissions, whether due to fraud or error. This responsibility includes the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the District and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. GAAP. In addition, management is also responsible for having appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization that involves management, employees who have significant roles in internal control, regulators, and others where fraud could have a material impact on the financial statements or disclosures. The management of the District is also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws and regulations and for taking timely and appropriate actions to remedy any fraud, noncompliance with laws and regulations, or violations of contracts and agreements. You agree that you will confirm your understanding of your responsibilities as defined in this letter to us in your representation letter.

Management is also responsible for the preparation and fair presentation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree that you will confirm your understanding of your responsibilities with respect to the supplementary information in your representation letter. You further agree to include our report on the supplementary information in any document that contains and indicates that we have reported on such supplementary information.

Management's responsibilities also include designating qualified individuals with suitable skill, knowledge, and/or experience to be responsible and accountable for overseeing the preparation of your financial statements and any other nonattest services we perform as part of this engagement, as well as evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for providing us with access to all information it is aware of that is relevant to the preparation and fair presentation of the financial statements and disclosures such as financial records, documentation and related information; for the accuracy and completeness of that information (including information from outside of general and subsidiary ledgers); and for informing us of events occurring or facts discovered subsequent to the date of the financial statements that may affect them. This responsibility also includes providing us with any additional information that we may request from management for the purpose of the audit; as well as allowing us unrestricted access to individuals within the organization from whom we may determine it necessary to obtain audit evidence, including access to your designated employees who will type all confirmations we request.

### **Written Report**

We expect to issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Governing Board. We cannot provide assurance that an unmodified opinion will be expressed on the financial statements. Circumstances may arise in which it is necessary for us to modify our opinion, add emphasis-of-matter or other-matter paragraphs, decline to express an opinion, or withdraw from the engagement.

The inclusion, publication, or reproduction by the District of any of our reports in bond offerings, regulatory filings, or Data Collection Forms containing information in addition to financial statements may require us to perform additional procedures to satisfy our professional responsibilities. Accordingly, our reports should not be used for such purposes without our prior written permission. Also, to avoid delay or misunderstanding, it is important that we be given timely notice of the District's intention to include, publish or reproduce our report in any report, document, or written communication containing financial information on which we have not reported. Any agreement to perform work in connection with an offering, including an agreement to provide permission or consent, will be a separate engagement.

### **Other Matters**

**In accordance with the terms and conditions of this agreement, the District shall be responsible for the accuracy and completeness of all data, information and representations**



**provided to us for purposes of this engagement. Because of the importance of oral and written management representations to the effective performance of our services, the District releases and indemnifies our firm and its personnel from any and all claims, liabilities, costs and expenses attributable to any misrepresentation by management and its representatives.**

At the conclusion of our engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will also provide copies of our reports to the California Department of Education and the State Controller's Office; however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

By your signature below, you acknowledge that the audit documentation in connection with this engagement is the property of Nigro & Nigro and constitutes confidential information. However, in accordance with applicable laws and regulations, we may be asked to make certain audit documents available to and/or provide copies of selected audit documentation to regulators, governmental agencies, or their representatives ("Regulators") for purposes of quality review of the audit, to resolve audit findings, in accordance with funding requirements, or to carry out oversight responsibilities. Regulators may intend, or decide, to distribute the copies of information obtained therein to others, including other governmental agencies. By your signature below, you further acknowledge and agree that we are authorized to allow the Regulators access to, and copies of, such audit documents. We will notify you of any such request.

The maximum annual fee for auditing services under the terms of this agreement shall be as follows:

2022-2023 Fiscal Year Audit: \$ 10,350  
2023-2024 Fiscal Year Audit: \$ 10,500  
2024-2025 Fiscal Year Audit: \$ 10,750

with the exception that any auditing services provided for (1) significant changes in audit requirements as stated in GASB standards, Government Auditing Standards or the Audit Guide issued by the Education Audit Appeals may be in addition to the above maximum fee. This agreement and related fees reflect that audit procedures will be performed remotely; should in-person visits to the District be required, additional fees for travel costs and time spent on travel will be added. Our invoices for these fees will be rendered as work progresses and are payable within 30 days. In accordance with our firm policies, your account becomes delinquent when it is 90 days or more overdue. In accordance with Education Code Section 14505 as amended, ten percent (10%) of the audit fee shall be withheld pending certification of the audit report by the Office of the State Controller and fifty percent (50%) of the audit fee shall be withheld for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to the reporting provisions of the Audit Guide. This audit contract is null and void if

the firm is declared ineligible to audit K-12 school districts pursuant to subdivision (c) of Education Code Section 41020.5. The amount withheld is not payable unless payment is ordered by the California Board of Accountancy or the audit report for that subsequent year is certified by the Controller as conforming to reporting provisions of subdivision (a) of Section 14503. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before incurring additional costs.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.), by third parties arise against the District or its officers subsequent to this engagement, which results in the subpoena of documents from Nigro & Nigro and/or requires additional assistance from us to provide information, depositions or testimony, the District hereby agrees to compensate Nigro & Nigro (at our standard hourly rates then in effect) for additional time charges and other costs (copies, travel, etc.), and to indemnify us for any attorney's fees to represent Nigro & Nigro.

We may from time to time and depending on the circumstances and nature of the services we are providing, share your confidential information with third-party service providers, some of whom may be cloud-based, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality terms with all service providers to maintain the confidentiality of your information and will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure appropriate confidentiality terms with a third-party service provider, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Although we will use our best efforts to make the sharing of your information with such third parties secure from unauthorized access, no completely secure system for electronic data transfer exists. As such, by your signature below, you understand that the firm makes no warranty, expressed or implied, on the security of electronic data transfers.

In connection with this engagement, we may communicate with you or others via email transmission. We take reasonable measures to secure your confidential information in our email transmissions. However, as email can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom it is directed and only to such parties, we cannot guarantee or warrant that email from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or for the unauthorized use or failed delivery of email transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

Professional standards require us to be independent with respect to the company. Any discussions with our personnel regarding employment could pose a threat to our independence. Therefore, you agree to inform the engagement partner before having any such discussions so that we can implement appropriate safeguards to maintain our independence.

It is our policy to keep records related to this engagement for seven years. However, Nigro & Nigro does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. It is your responsibility to retain and protect your records (which includes any work product we provide to you as well as any records that we return) for possible future use, including potential examination by any government or regulatory agencies. Nigro & Nigro does not accept responsibility for hosting client information; therefore, you have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data and records.

By your signature below, you acknowledge and agree that upon the expiration of the seven-year period Nigro & Nigro shall be free to destroy our records related to this engagement.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for resolving professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

the District and Nigro & Nigro both agree that any dispute over fees charged by the firm to the District will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services disputes of the American Arbitration Association, except that under all circumstances the arbitrator must follow the laws of California. Such arbitration shall be binding and final. **IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.** The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

The agreement may be cancelled annually if notified by the District or auditor by February 1 for the audit of the following fiscal year. Additional extensions beyond 2025 may be secured on a year-by-year basis, subject to the agreement of the District and the auditor.

We appreciate the opportunity to be of service to Harmony Union School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*Nigro & Nigro, PC*

Nigro & Nigro, PC

RESPONSE:

This letter correctly sets forth the understanding of Harmony Union School District.

APPROVED:

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Harmony Union School District

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Date