

RMCS BOARD OF DIRECTORS

Agenda

3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414

An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. Board agendas are available on the school website www.rivermontessoricharter.org

The regular meeting of the Governing Board held in public, will be advertised and recorded in accordance with the Brown Act.

Regular Meeting: August 9, 2016

Location(s):

- RMCS Community Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

A. Opening/Call to Order:

Roll Call: Tammy Cleland, Carolyn Duffy, Betsy Hall, Ginny Hautau, Norman Lorenz, Tim Lohrentz, Ruben Mejia, Eresa Puch

Staff: Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, Julie Carolan, Administration & Communications Manager

B. Student Presentations- None

C. Agenda Review

D. Public Comment:

Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the Board President may increase or decrease time allowed for public comment. The Board does not respond or take action on public comments.

E. Approval: Minutes from 06/28/16 RMCS BOD Meeting

F. Communications:

1. Executive Director's Report
2. Finance Report
3. Facilities Report
4. Foundation/Fundraising Report

G. Board Business:

- 1. Discussion and Action: Facilities - Long-term Vision, Facilities Committee Member Establishment
- 2. Discussion and Action: Policy/Compliance Committee Member Establishment
- 3. Discussion and Action: Positive Resolution Committee Member Establishment
- 4. Discussion and Action: Review/Approve 2016-17 At-Will Employees
- 5. Discussion and Action: Special Education Policies / SELPA Contract
- 6. Discussion: Questions for Board Training on Sept 6, 6:30pm
- 7. Discussion: UCP
- 8. Discussion: Union School Proposal
- 9. Discussion: LCAP Update
- 10. Discussion: HR/Hiring Process
- 11. Discussion: Establish Performance Goals for E.D./Superintendent

H. Adjourn

Future Meeting Date(s):

- | | |
|---------------------------------------|----------------------------|
| September 13, 2016 - 6:30pm | October 11, 2016 - 6:30pm |
| November 8, 2016 - 6:30pm | December 13, 2016 - 6:30pm |
| January 21, 2017- Retreat 9:00a-4:00p | February 14, 2017 - 6:30pm |
| March 14, 2017 - 6:30pm | April 11, 2017 - 6:30pm |
| May 9, 2017 - 6:30pm | June 27, 2017 - 6:30pm |

Instructions for Presentations to the Board by Members of the Community

River Montessori Charter School welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of the School in public. We hope that you will visit these meetings often and your participation assures us of continuing community interest in our School. To assist you in speaking/participating in our meetings, the following guidelines are provided.

- 1. Agendas are available to all community members
- 2. Community members who wish to speak on any agenda items or under the general category of “Public Comment” will be given an opportunity to do so.
- 3. “Public Comment” is set aside for members of the community to raise issues that are not specifically on the agenda. However, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. Exceptions to these time limits may be made at the discretion of the Board Chair. The board may give direction to staff to respond to your concerns or you may be offered the option of returning with a citizen requested agenda item.
- 4. With regard to items that are on the agenda, you may speak for up to (3) minutes when the Board discusses that item. Exceptions to this time may be made at the discretion of the Board Chair.
- 5. Community members may request in writing that a topic related to school business be considered for placement on a future agenda. Requests should be addressed to the Board Chair. If such an item is placed on the agenda and publicly noticed, the Board can respond, interact, and act upon the item.

RIVER MONTESSORI CHARTER SCHOOL

Procedure for Policy Adoption

The successful operation of River Montessori Charter School (RMCS) requires that the actions of the Board and administrative staff be known and understood by students, employees, and members of the community. These groups as well as individuals should also have an opportunity to affect RMCS action.

The process for adoption and publication of policies in the school includes the following elements:

I. Raising a Policy Issue

Any person within the school community, including teachers, administrative staff, other staff members, students, parents and interested community members, may raise a potential policy issue. At the school level, the individual that raises the policy issue shall communicate that policy issue to the Executive Director, or designee, on a **form** approved by the Board of Directors for that purpose **[Form to be developed? - or should this read, "in writing"]**. The Executive Director, or designee, shall communicate the policy issue to the Chair of the Policy Committee of the Board of Directors ("Policy Committee") within one week of receiving the policy issue.

Any member of the board of directors may raise a potential policy issue by communicating that policy issue to **the Chair of the Policy Committee** using a form approved by the Board of Directors for that purpose. If a policy issue is raised during a regular or special meeting of the Board of Directors, the Policy Committee shall record it using the form approved by the Board of Directors.

The Policy Committee may raise a policy issue itself and record it on the **form** approved by the Board of Directors for that purpose.

II. Investigating a Policy Issue

Once the Policy Committee receives notification of a policy issue, the Policy Committee shall determine the appropriate means to investigate the policy issue(s). The Policy Committee may, in its discretion, investigate the matter itself or delegate the investigation to an appropriate person or group of persons.

III. Investigating a Policy Issue

Once the Policy Committee receives notification of a policy issue, the

Policy Committee shall determine the appropriate means to investigate the policy issues. The Policy Committee may, in its discretion, investigate the matter itself or delegate the investigation to an appropriate person or a group of persons.

IV. Policy Drafting

Once the Policy Committee has investigated the policy issue, the Policy Committee shall convene a meeting to discuss whether to draft the policy and decide any outstanding issues relating to drafting the policy. The Policy Committee shall then undertake to draft the policy itself, or delegate the drafting to an appropriate person or group of persons.

V. Adoption, Revision and Repeal of Policies

Policies shall ordinarily be submitted by the Policy Committee to the Board at a regular or special school board meeting and shall be adopted, revised or repealed by a majority vote.

The adoption, revision or repeal of policy shall be made in an open and public manner at a regular or special charter school board meeting.

VI. Communication and Public Involvement in Policy Adoption

An opportunity for interested parties to be heard before adoption, revision or repeal of policy shall be made.

Retention and organization of adopted policies, rules, regulations and procedures shall be made in a policy binder maintained by the Secretary of the Board with the assistance of school staff.

Publication and availability of all policies, currently in effect within the school, shall be made available to any interested person during the regular business hours of the school. To ensure a basic level awareness and institutional understanding, a copy of the policy binder shall be provided to all new members of the Board who shall be personally briefed on key aspects of the policies by a member of the school's staff.

VII. Review and/or Revision of Existing Policies

No later than **September 30 of any school year, the Policy Committee** shall complete a review of all of the existing policies of the school. Upon completion of the review, the Policy Committee shall notify the Board of Directors at its next regular meeting of the policies that require revision. The Policy Committee shall follow the procedures

required for policy creation in the revision of existing policies. The Policy Committee may receive assistance of individuals or groups of individuals, as it deems necessary, in reviewing the existing policies of the school to determine whether a policy requires revision.

Adopted:

Amended:

DRAFT

RMCS EMPLOYEE LIST 2016-17

For Board Approval

Board Approval		Last Name	First Name	Position
Approve	No			
		Barnett	Vincent	River Crew
		Carolan	Julie	Admin/Comm Manager
		Carrillo	Susie	Guide
		Conde Frendo	Paola	Finance/Admin Associate
		Condon-Lorenz	Maddy	Classroom Assistant
		Duenos	Vinessa	River Crew
		Ewing	Alison (Ali)	Classroom Assistant
		Flynn	Beth	Guide
		Furch	Sara R.	Guide
		Gilardi	Gina	Front Office Coordinator/Admin Associate
		Gonzales	Adriana	Classroom Assistant
		Hartman	Lisa	Guide
		Hickmott	Nicole	River Crew
		Leonard	Michelle	Business Manager
		Mannion	Kelly Griffith	Executive Director/Superintendent
		Matli	Mary	Classroom Assistant/Instruct. Spprt
		Miyano	Emily	Guide
		Nawy	Roma	River Crew
		Peake	Deanna	Guide
		Pieper	Alicia	Classroom Assistant
		Powers	Grace	Guide
		Repetto	Leanne	Classroom Assistant
		Rochman-McIntire	Lorna	Education Specialist Teacher/Coordination of Std Support Svcs
		Rodriguez	Maria	Classroom Assistant
		Samuelson	Haley	Classroom Assistant
		Strazberg	Marcy	Speech-Language Pathologist

*NONPUBLIC, NONSECTARIAN
SCHOOL/AGENCY SERVICES*

Master Contract

2016-2017

Master Contract

GENERAL AGREEMENT FOR NONSECTARIAN, NONPUBLIC SCHOOL AND AGENCY SERVICES

LEA _____

Contract Year 2016-2017

_____ Nonpublic School

_____ Nonpublic Agency

Type of Contract:

_____ Master Contract for fiscal year with Individual Service Agreements (ISA) to be approved throughout the term of this contract.

_____ Individual Master Contract for a specific student incorporating the Individual Service Agreement (ISA) into the terms of this Individual Master Contract specific to a single student.

_____ Interim Contract: an extension of the previous fiscal years approved contracts and rates. The sole purpose of this Interim Contract is to provide for ongoing funding at the prior year's rates for 90 days at the sole discretion of the LEA. Expiration Date: _____

When this section is included as part of any Master Contract, the changes specified above shall amend Section 4 – Term of Master Contract.

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2016-2017

CONTRACT NUMBER:

LOCAL EDUCATION AGENCY: _____
NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDER: _____

NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES MASTER CONTRACT

AUTHORIZATION FOR MASTER CONTRACT AND GENERAL PROVISIONS

1. MASTER CONTRACT

This Master Contract is entered into on July 1, 2016, between _____, hereinafter referred to as the local educational agency ("LEA"), a member of the _____ SELPA and _____ (nonpublic, nonsectarian school or agency), hereinafter referred to as NPS/A or "CONTRACTOR" for the purpose of providing special education and/or related services to students with exceptional needs under the authorization of California Education Code sections 56157, 56361 and 56365 *et seq.* and Title 5 of the California Code of Regulations section 3000 *et seq.*, AB 490 (Chapter 862, Statutes of 2003) and AB1858 (Chapter 914, Statutes of 2004). It is understood that this agreement does not commit LEA to pay for special education and/or related services provided to any student, or CONTRACTOR to provide such special education and/or related services, unless and until an authorized LEA representative approves the provision of special education and/or related services by CONTRACTOR.

Upon acceptance of a student, LEA shall submit to CONTRACTOR an Individual Services Agreement (hereinafter referred to as "ISA") and a Nonpublic Services student Enrollment form as specified in the LEA Procedures. Unless otherwise agreed in writing, these forms shall acknowledge CONTRACTOR's obligation to provide all services specified in the student's Individualized Education Plan (hereinafter referred to as "IEP"). The ISA shall be executed within ninety (90) days of a student's enrollment. LEA and CONTRACTOR shall enter into an ISA for each student served by CONTRACTOR. As available and appropriate, the LEA shall make available access to any electronic IEP system and/or electronic database for ISA developing including invoicing.

Unless placement is made pursuant to an Office of Administrative Hearings (hereinafter referred to as "OAH") order, a lawfully executed agreement between LEA and parent or authorized by LEA for a transfer student pursuant to California Education Code section 56325, LEA is not responsible for the costs associated with nonpublic school placement until the date on which an IEP team meeting is convened, the IEP team determines that a nonpublic school placement is appropriate, and the IEP is signed by the student's parent.

2. CERTIFICATION AND LICENSES

CONTRACTOR shall be certified by the California Department of Education (hereinafter referred to as "CDE") as a nonpublic, nonsectarian school/agency. All nonpublic school and nonpublic agency services shall be provided consistent with the area of certification specified by CDE Certification and as defined in California Education Code, section 56366 *et seq.* and within the professional scope of practice of each provider's license, certification and/or credential. A current copy of CONTRACTOR's nonpublic school/agency certification or a waiver of such certification

issued by the CDE pursuant to Education Code section 56366.2 must be provided to LEA on or before the date this contract is executed by CONTRACTOR. This Master Contract shall be null and void if such certification or waiver is expired, revoked, rescinded, or otherwise nullified during the effective period of this Master Contract. Total student enrollment shall be limited to capacity as stated on CDE certification. Total student enrollment shall be limited to capacity as stated in Section 24 of the Master Contract.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this State shall be certified or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

If CONTRACTOR is a licensed children's institution (hereinafter referred to as "LCI"), CONTRACTOR shall be licensed by the state, or other public agency having delegated authority by contract with the state to license, to provide nonmedical care to children, including, but not limited to, individuals with exceptional needs. The LCI must also comply with all licensing requirements relevant to the protection of the child, and have a special permit, if necessary, to meet the needs of each child so placed. If the CONTRACTOR operates a program outside of this State, CONTRACTOR must obtain all required licenses from the appropriate licensing agency in both California and in the state where the LCI is located.

With respect to CONTRACTOR's certification, failure to notify the LEA and CDE of any changes in: (1) credentialed/licensed staff; (2) ownership; (3) management and/or control of the agency; (4) major modification or relocation of facilities; or (5) significant modification of the program may result in the suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

3. COMPLIANCE WITH LAWS, STATUTES, REGULATIONS

During the term of this contract unless otherwise agreed, CONTRACTOR shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules, policies and regulations. CONTRACTOR shall also comply with all applicable LEA policies and procedures unless, taking into consideration all of the surrounding facts and circumstances, a policy or policies or a portion of a policy does not reasonably apply to CONTRACTOR. CONTRACTOR hereby acknowledges and agrees that it accepts all risks and responsibilities for its failure to comply with LEA policies and shall indemnify LEA under the provisions of Section 16 of this Agreement for all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of CONTRACTOR's failure to comply with applicable LEA policies (e.g., those policies relating to, the provision of special education and/or related services, facilities for individuals with exceptional needs, student enrollment and transfer, student inactive status, corporal punishment, student discipline, and positive behavior interventions).

CONTRACTOR acknowledges and understands that LEA may report to the CDE any violations of the provisions of this Master Contract; and that this may result in the suspension and/or revocation of CDE nonpublic school/agency certification pursuant to California Education Code section 56366.4(a).

4. TERM OF MASTER CONTRACT

The term of this Master Contract shall be from July 1, 2016 to June 30, 2017 (Title 5 California Code of Regulations section 3062(a)) unless otherwise stated. Neither the CONTRACTOR nor the LEA is required to renew this Master Contract in subsequent contract years. However, the parties acknowledge that any subsequent Master Contract is to be re-negotiated prior to June 30, 2017. In the event the contract is not renegotiated by June 30th, an interim contract may be made available

as mutually agreed upon for up to 90 days from July 1 of the new fiscal year. (Title 5 California Code of Regulations section 3062(d)) No Master Contract will be offered unless and until all of the contracting requirements have been satisfied. The offer of a Master Contract to a CONTRACTOR is at the sole discretion of the LEA.

The provisions of this Master Contract apply to CONTRACTOR and any of its employees or independent contractors. Notice of any change in CONTRACTOR's ownership or authorized representative shall be provided in writing to LEA within thirty (30) calendar days of change of ownership or change of authorized representative.

5. INTEGRATION/CONTINUANCE OF CONTRACT FOLLOWING EXPIRATION OR TERMINATION

This Master Contract includes each Individual Services Agreement and they are incorporated herein by this reference. This Master Contract supersedes any prior or contemporaneous written or oral understanding or agreement. This Master Contract may be amended only by written amendment executed by both parties.

CONTRACTOR shall provide the LEA with information as requested in writing to secure a Master Contract or a renewal.

At a minimum, such information shall include copies of teacher credentials and clearance, insurance documentation and CDE certification. The LEA may require additional information as applicable. If the application packet is not completed and returned to District, no Master Contract will be issued. If CONTRACTOR does not return the Master Contract to LEA duly signed by an authorized representative within ninety (90) calendar days of issuance by LEA, the new contract rates will not take effect until the newly executed Master Contract is received by LEA and will not be retroactive to the first day of the new Master Contract's effective date. If CONTRACTOR fails to execute the new Master Contract within such ninety day period, all payments shall cease until such time as the new Master Contract for the current school year is signed and returned to LEA by CONTRACTOR. (California Education Code section 56366(c)(1) and (2)). In the event that this Master Contract expires or terminates, CONTRACTOR shall continue to be bound to all of the terms and conditions of the most recent executed Master Contract between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized students at the discretion of the LEA.

6. INDIVIDUAL SERVICES AGREEMENT

This contract shall include an ISA developed for each student to whom CONTRACTOR is to provide special education and/or related services. An ISA shall only be issued for students enrolled with the approval of the LEA pursuant to Education Code section 56366 (a)(2)(A). An ISA may be effective for more than one contract year provided that there is a concurrent Master Contract in effect. In the event that this Master Contract expires or terminates, CONTRACTOR, shall continue to be bound to all of the terms and conditions of the most recent executed ISAs between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized students.

Any and all changes to a student's educational placement/program provided under this Master Contract and/or an ISA shall be made solely on the basis of a revision to the student's IEP. At any time during the term of this Master Contract, a student's parent, CONTRACTOR, or LEA may request a review of a student's IEP subject to all procedural safeguards required by law.

Unless otherwise provided in this Master Contract, the CONTRACTOR shall provide all services specified in the IEP unless the CONTRACTOR and the LEA agree otherwise in the ISA. (California Education Code sections 56366(a) (5) and 3062(e)). In the event the CONTRACTOR is unable to provide a specific service at any time during the life of the ISA, the CONTRACTOR shall notify the LEA in writing within five (5) business days of the last date a service was provided. CONTRACTOR

shall provide any and all subsequent compensatory service hours awarded to student as a result of lack of provision of services while student was served by the nonpublic school or agency.

If a parent or LEA contests the termination of an ISA by initiating a due process proceeding with the OAH, CONTRACTOR shall abide by the “stay-put” requirement of state and federal law unless the parent agrees otherwise or an interim alternative educational placement is deemed lawful and appropriate by LEA or OAH. CONTRACTOR shall adhere to all LEA requirements concerning changes in placement.

Disagreements between LEA and CONTRACTOR concerning the formulation of an ISA or the Master Contract may be appealed to the County Superintendent of Schools of the County where the LEA is located, or the State Superintendent of Public Instruction pursuant to the provisions of California Education Code section 56366(c) (2).

7. DEFINITIONS

The following definitions shall apply for purposes of this contract:

- a. The term “CONTRACTOR” means a nonpublic, nonsectarian school/agency certified by the California Department of Education and its officers, agents and employees.
- b. The term “authorized LEA representative” means a LEA administrator designated to be responsible for nonpublic school/agencies. It is understood, a representative of the Special Education Local Plan Area (SELPA) of which the LEA is a member is an authorized LEA representative in collaboration with the LEA. The LEA maintains sole responsibility for the contract, unless otherwise specified in the contract.
- c. The term “credential” means a valid credential, life diploma, permit, or document in special education or pupil personnel services issued by, or under the jurisdiction of, the State Board of Education if issued prior to 1970 or the California Commission on Teacher Credentialing, which entitles the holder thereof to perform services for which certification qualifications are required as defined in Title 5 of the California Code of Regulations section 3001(j).
- d. The term “qualified” means that a person holds a certificate, permit or other document equivalent to that which staff in a public school are required to hold to provide special education and designated instruction and services and has met federal and state certification, licensing, registration, or other comparable requirements which apply to the area in which he or she is providing special education or related services, including those requirements set forth in Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and those requirements set forth in Title 5 of the California Code of Regulations Sections 3064 and 3065, and adheres to the standards of professional practice established in federal and state law or regulation, including the standards contained in the California Business and Professions Code.

Nothing in this definition shall be construed as restricting the activities in services of a graduate needing direct hours leading to licensure, or of a student teacher or intern leading to a graduate degree at an accredited or approved college or university, as authorized by state laws or regulations. (Title 5 of the California Code of Regulations Section 3001 (y)).

- e. The term “license” means a valid non-expired document issued by a licensing agency within the Department of Consumer Affairs or other state licensing office authorized to grant licenses and authorizing the bearer of the document to provide certain professional services or refer to themselves using a specified professional title including but not limited to mental health and board and care services at a residential placement. If a license is not available through an appropriate state licensing agency, a certificate of registration with the

appropriate professional organization at the national or state level which has standards established for the certificate that are equivalent to a license shall be deemed to be a license as defined in Title 5 of the California Code of Regulations section 3001(r).

- f. "Parent" means a biological or adoptive parent, unless the biological or adoptive parent does not have legal authority to make educational decisions for the child, a guardian generally authorized to act as the child's parent or authorized to make educational decisions for the child, an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the child lives, or an individual who is legally responsible for the child's welfare, a surrogate parent, a foster parent if the authority of the biological or adoptive parent to make educational decisions on the child's behalf has been specifically limited by court order in accordance with Code of Federal Regulations 300.30(b)(1) or (2). Parent does not include the state or any political subdivision of government or the nonpublic school or agency under contract with the LEA for the provision of special education or designated instruction and services for a child. (California Education Code section 56028).
- g. The term "days" means calendar days unless otherwise specified.
- h. The phrase "billable day" means a school day in which instructional minutes meet or exceed those in comparable LEA programs.
- i. The phrase "billable day of attendance" means a school day as defined in California Education Code Section 46307, in which a student is in attendance and in which instructional minutes meet or exceed those in comparable LEA programs unless otherwise stipulated in an IEP or ISA.
- j. It is understood that the term "Master Contract" also means "Agreement" and is referred to as such in this document.

ADMINISTRATION OF CONTRACT

8. NOTICES

All notices provided for by this contract shall be in writing. Notices shall be mailed or delivered by hand and shall be effective as of the date of receipt by addressee.

All notices mailed to LEA shall be addressed to the person and address as indicated on the signature page of the Master Contract. Notices to CONTRACTOR shall be addressed as indicated on signature page of this Master Contract.

9. MAINTENANCE OF RECORDS

All records shall be maintained by CONTRACTOR as required by state and federal laws and regulations. Notwithstanding the foregoing sentence, CONTRACTOR shall maintain all records for at least five (5) years after the termination of this Master Contract. For purposes of this Master Contract, "records" shall include, but not be limited to student records as defined by California Education Code section 49061(b) including electronically stored information; cost data records as set forth in Title 5 of the California Code of Regulations section 3061; registers and roll books of teachers and/or daily service providers; daily service logs and notes and other documents used to record the provision of related services including supervision; daily service logs and notes used to record the provision of services provided through additional instructional assistants, NPA behavior intervention aides, and bus aides; absence verification records (parent/doctor notes, telephone

logs, and related documents) if the CONTRACTOR is funded for excused absences, however, such records are not required if positive attendance is required; bus rosters; staff lists specifying credentials held and documents evidencing other staff qualifications, social security numbers, dates of hire, and dates of termination; records of employee training and certification, staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related services subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state nonpublic school and/or agency certifications by-laws; lists of current board of directors/trustees, if incorporated; statement of income and expenses; general journals; cash receipts and disbursement books; general ledgers and supporting documents; documents evidencing financial expenditures; federal/state payroll quarterly reports; and bank statements and canceled checks or facsimile thereof. Positive attendance is required.

CONTRACTOR shall maintain student records in a secure location to ensure confidentiality and prevent unauthorized access. CONTRACTOR shall maintain a current list of the names and positions of CONTRACTOR's employees who have access to confidential records. CONTRACTOR shall maintain an access log for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the record. Such log shall be maintained as required by California Education Code section 49064 and include the name, title, agency/organization affiliation, and date/time of access for each individual requesting or receiving information from the student's record. Such log needs to record access to the student's records by: (a) the student's parent; (b) an individual to whom written consent has been executed by the student's parent; or (c) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record. CONTRACTOR/LEA shall maintain copies of any written parental concerns granting access to student records. For purposes of this paragraph, "employees of LEA or CONTRACTOR" do not include subcontractors. CONTRACTOR shall grant parents access to student records, and comply with parents' requests for copies of student records, as required by state and federal laws and regulations. CONTRACTOR agrees, in the event of school or agency closure, to forward student records within ten (10) business days to LEA. These shall include, but not limited to, current transcripts, IEP/IFSPs, and reports. LEA and/or SELPA shall have access to and receive copies of any and all records upon request within five (5) business days.

10. SEVERABILITY CLAUSE

If any provision of this agreement is held, in whole or in part, to be unenforceable for any reason, the remainder of that provision and of the entire agreement shall be severable and remain in effect.

11. SUCCESSORS IN INTEREST

This contract binds CONTRACTOR's successors and assignees. CONTRACTOR shall notify the LEA of any change of ownership or corporate control.

12. VENUE AND GOVERNING LAW

The laws of the State of California shall govern the terms and conditions of this contract with venue in the County where the LEA is located.

13. MODIFICATIONS AND AMENDMENTS REQUIRED TO CONFORM TO LEGAL AND ADMINISTRATIVE GUIDELINES

This Master Contract may be modified or amended by the LEA to conform to administrative and statutory guidelines issued by any state, federal or local governmental agency. The party seeking such modification shall provide the LEA and/or CONTRACTOR thirty (30) days' notice of any such

changes or modifications made to conform to administrative or statutory guidelines and a copy of the statute or regulation upon which the modification or changes are based.

14. TERMINATION

This Master Contract or Individual Service Agreement may be terminated for cause. The cause shall not be the availability of a public class initiated during the period of the contract unless the parent agrees to the transfer of the student to the public school program at an IEP team meeting. To terminate the contract either party shall give twenty (20) days prior written notice (California Education Code section 56366(a)(4)). At the time of termination, CONTRACTOR shall provide to LEA any and all documents CONTRACTOR is required to maintain under this Master Contract. ISAs are void upon termination of this Master Contract, as provided in Section 5 or 6. CONTRACTOR or LEA may terminate an ISA for cause. To terminate the ISA, either party shall give twenty (20) days prior written notice.

15. INSURANCE

CONTRACTOR shall, at his, her, or its sole cost and expense, maintain in full force and effect, during the term of this Agreement, the following insurance coverage from a California licensed and/or admitted insurer with an A minus (A-), VII, or better rating from A.M. Best, sufficient to cover any claims, damages, liabilities, costs and expenses (including counsel fees) arising out of or in connection with CONTRACTOR's fulfillment of any of its obligations under this Agreement or either party's use of the work or any component or part thereof:

PART I

- A. **Commercial General Liability Insurance**, including both bodily injury and property damage, with limits as follows:

- \$2,000,000 per occurrence
- \$ 500,000 fire damage
- \$ 5,000 medical expenses
- \$1,000,000 personal & adv. Injury
- \$3,000,000 general aggregate
- \$2,000,000 products/completed operations aggregate

The policy may not contain an exclusion for coverage of claims arising from claims for sexual molestation or abuse. In the event that CONTRACTOR's policy should have an exclusion for sexual molestation or abuse claims, then CONTRACTOR shall be required to procure a supplemental policy providing such coverage.

- B. **Business Auto Liability Insurance** for all owned scheduled, non-owned or hired automobiles with a \$1 million combined single limit.

If no owned automobiles, then only hired and non-owned is required.

If CONTRACTOR uses a vehicle to travel to/from school sites, between schools and/or to/from students' homes or other locations as approved service locations by the LEA, CONTRACTOR must comply with State of California auto insurance requirements.

- C. **Workers' Compensation and Employers Liability Insurance** in a form and amount covering CONTRACTOR's full liability under the California Workers' Compensation Insurance and Safety Act and in accordance with applicable state and federal laws.

Part A – Statutory Limits

Part B - \$1,000,000/\$1,000,000/\$1,000,000 Employers Liability

- D. Errors & Omissions (E & O)/Malpractice (Professional Liability) coverage, including Sexual Molestation and Abuse coverage, unless that coverage is afforded elsewhere in the Commercial General Liability policy by endorsement or separate policy, with the following limits:
- \$1,000,000 per occurrence
\$2,000,000 general aggregate
- E. CONTRACTOR, upon execution of this contract and periodically thereafter upon request, shall furnish the LEA with certificates of insurance evidencing such coverage. The certificate of insurance shall include a ten (10) day non-renewal notice provision. The Commercial General Liability and Automobile Liability policy shall name the LEA and the Board of Education additional insured's premiums on all insurance policies and shall be paid by CONTRACTOR and shall be deemed included in CONTRACTOR's obligations under this contract at no additional charge.
- F. Any deductibles or self-insured retentions above \$100,000 must be declared to and approved by the LEA. At its option, LEA may require the CONTRACTOR, at the CONTRACTOR's sole cost, to: (a) cause its insurer to reduce to levels specified by the LEA or eliminate such deductibles or self-insured retentions with respect to the LEA, its officials and employees, or (b) procure a bond guaranteeing payment of losses and related investigation.
- G. For any claims related to the services, the CONTRACTOR's insurance coverage shall be primary insurance as respects to the LEA, its subsidiaries, officials and employees. Any insurance or self-insurance maintained by the LEA, its subsidiaries, officials and employees shall be excess of the CONTRACTOR's insurance and shall not contribute with it.
- H. All Certificates of Insurance may reference the contract number, name of the school or agency submitting the certificate, and the location of the school or agency submitting the certificate on the certificate.

CONTRACTOR shall not be entitled to any compensation for any special education and/or related services provided to any pupil for any period during which CONTRACTOR failed to fully comply with this Section 15.

PART II - INSURANCE REQUIREMENTS FOR NONPUBLIC SCHOOLS AFFILIATED WITH A RESIDENTIAL TREATMENT FACILITY ("RTC")

When CONTRACTOR is a nonpublic school affiliated with a **residential treatment center (NPS/RTC)**, the following insurance policies are required:

- A. **Commercial General Liability** coverage of **\$3,000,000 per Occurrence** and **\$6,000,000 in General Aggregate**. The policy shall be endorsed to name the LEA and the Board of Education as *named* additional insured and shall provide specifically that any insurance carried by the LEA which may be applicable to any claims or loss shall be deemed excess and the RTC's insurance primary despite any conflicting provisions in the RTC's policy. Coverage shall be maintained with no Self-Insured Retention above \$100,000 without the prior written approval of the LEA.
- B. **Workers' Compensation Insurance** in accordance with provisions of the California Labor Code adequate to protect the RTC from claims that may arise from its operations pursuant to the Workers' Compensation Act (Statutory Coverage). The Workers'

Compensation Insurance coverage must also include Employers Liability coverage with limits of **\$1,000,000/\$1,000,000/\$1,000,000**.

- C. **Commercial Auto Liability** coverage with limits of **\$1,000,000** Combined Single Limit per Occurrence if the RTC does not operate a student bus service. If the RTC provides student bus services, the required coverage limit is \$5,000,000 Combined Single Limit per Occurrence.
- D. **Fidelity Bond or Crime Coverage** shall be maintained by the RTC to cover all employees who process or otherwise have responsibility for RTC funds, supplies, equipment or other assets. Minimum amount of coverage shall be **\$250,000** per occurrence, with no self-insured retention.
- E. **Professional Liability/Errors & Omissions/Malpractice** coverage with minimum limits of **\$3,000,000** per occurrence and **\$6,000,000** general aggregate.
- F. **Sexual Molestation and Abuse Coverage**, unless that coverage is afforded elsewhere in the Commercial General Liability or Professional liability policy by endorsement, with minimum limits of **\$3,000,000** per occurrence and **\$6,000,000** general aggregate.

If LEA or CONTRACTOR determines that a change in insurance coverage obligations under this section is necessary, either party may reopen negotiations to modify the insurance obligations.

16. INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent allowed by law, CONTRACTOR shall indemnify and hold LEA and its Board Members, administrators, employees, agents, attorneys, volunteers, and subcontractors ("LEA Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Master Contract or its performance, to the extent that such loss, expense, damage or liability was proximately caused by the negligent or willful act or omission of CONTRACTOR, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding LEA and LEA Indemnities).

To the fullest extent allowed by law, LEA shall indemnify and hold CONTRACTOR and its Board Members, administrators, employees, agents, attorneys, and subcontractors ("CONTRACTOR Indemnities") harmless against all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of this Master Contract or its performance, to the extent that such loss, expense, damage or liability was proximately caused by the negligent or willful act or omission of LEA, including, without limitation, its agents, employees, subcontractors or anyone employed directly or indirectly by it (excluding CONTRACTOR and/or any CONTRACTOR Indemnities).

LEA represents that it is self-insured in compliance with the laws of the state of California, that the self-insurance covers district employees acting within the course and scope of their respective duties and that its self-insurance covers LEA's indemnification obligations under this Master Contract.

17. INDEPENDENT CONTRACTOR

Nothing herein contained will be construed to imply a joint venture, partnership or principal-agent relationship between the LEA and CONTRACTOR. CONTRACTOR shall provide all services under this Agreement as an independent contractor, and neither party shall have the authority to bind or make any commitment on behalf of the other. Nothing contained in this Agreement shall be deemed to create any association, partnership, joint venture or relationship of principal and agent,

master and servant, or employer and employee between the parties or any affiliates of the parties, or between the LEA and any individual assigned by CONTRACTOR to perform any services for the LEA.

If the LEA is held to be a partner, joint venturer, co-principle, employer or co-employer of CONTRACTOR, CONTRACTOR shall indemnify and hold harmless the LEA from and against any and all claims for loss, liability, or damages arising from that holding, as well as any expenses, costs, taxes, penalties and interest charges incurred by the LEA as a result of that holding.

18. SUBCONTRACTING

CONTRACTOR shall provide written notification to LEA before subcontracting for special education and/or related services pursuant to this Master Contract. In the event LEA determines that it can provide the subcontracted service(s) at a lower rate, LEA may elect to provide such service(s). If LEA elects to provide such service(s), LEA shall provide written notification to CONTRACTOR within five (5) days of receipt of CONTRACTOR's original notice and CONTRACTOR shall not subcontract for said service(s).

CONTRACTOR shall incorporate all of the provisions of this Master Contract in all subcontracts, to the fullest extent reasonably possible. Furthermore, when CONTRACTOR enters into subcontracts for the provision of special education and/or related services (including without limitation transportation) for any student, CONTRACTOR shall cause each subcontractor to procure and maintain insurance during the term of each subcontract. Such subcontractor's insurance shall comply with the provisions of Section 15. Each subcontractor shall furnish the LEA with original endorsements and certificates of insurance effecting coverage required by Section 15. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms as required by the LEA. All endorsements are to be received and approved by the LEA before the subcontractor's work commences. The Commercial General Liability and Automobile Liability policies shall name the LEA/SELPA and the LEA Board of Education as additional insured.

As an alternative to the LEA's forms, a subcontractor's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by this Master Contract. All Certificates of Insurance may reference the LEA contract number, name of the school or agency submitting the certificate, indication if NPS or NPA, and the location of the school or agency submitting the certificate. In addition, all subcontractors must meet the requirements as contained in Section 45 Clearance Requirements and Section 46 Staff Qualifications of this Master Contract.

19. CONFLICTS OF INTEREST

CONTRACTOR shall provide to LEA upon request a copy of its current bylaws and a current list of its Board of Directors (or Trustees), if it is incorporated. CONTRACTOR and any member of its Board of Directors (or Trustees) shall disclose any relationship with LEA that constitutes or may constitute a conflict of interest pursuant to California Education Code section 56042 and including, but not limited to, employment with LEA, provision of private party assessments and/or reports, and attendance at IEP team meetings acting as a student's advocate. Pursuant to California Education code section 56042, an attorney or advocate for a parent of an individual with exceptional needs shall not recommend placement at CONTRACTOR's facility if the attorney or advocate is employed or contracted by the CONTRACTOR, or will receive a benefit from the CONTRACTOR, or otherwise has a conflict of interest.

Unless CONTRACTOR and LEA otherwise agree in writing, LEA shall neither execute an ISA with CONTRACTOR nor amend an existing ISA for a student when a recommendation for special education and/or related services is based in whole or in part on assessment(s) or reports provided

by CONTRACTOR to the student without prior written authorization by LEA. This paragraph shall apply to CONTRACTOR regardless of when an assessment is performed or a report is prepared (i.e. before or after the student is enrolled in CONTRACTOR's school/agency) or whether an assessment of the student is performed or a report is prepared in the normal course of the services provided to the student by CONTRACTOR. To avoid conflict of interest, and in order to ensure the appropriateness of an Independent Educational Evaluation (hereinafter referred to as "IEE") and its recommendations, the LEA may, in its discretion, not fund an IEE by an evaluator who provides ongoing service(s) or is sought to provide service(s) to the student for whom the IEE is requested. Likewise, the LEA may, in its discretion, not fund services through the evaluator whose IEE the LEA agrees to fund. When no other appropriate assessor is available, LEA may request and if CONTRACTOR agrees, the CONTRACTOR may provide an IEE.

When CONTRACTOR is a Nonpublic Agency, CONTRACTOR acknowledges that its authorized representative has read and understands Education Code section 56366.3 which provides, in relevant part, that no special education and/or related services provided by CONTRACTOR shall be paid for by LEA if provided by an individual who was an employee of LEA within the three hundred and sixty five (365) days prior to executing this contract. This provision does not apply to any person who is able to provide designated instruction and services during the extended school year because he or she is otherwise employed for up to ten months of the school year by LEA.

CONTRACTOR shall not admit a student living within the jurisdictional boundaries of the LEA on a private pay or tuition free "scholarship" basis and concurrently or subsequently advise/request parent(s) to pursue funding for the admitted school year from the LEA through due process proceedings.

20. NON-DISCRIMINATION

CONTRACTOR shall not unlawfully discriminate on the basis of gender, nationality, race or ethnicity, religion, age, sexual orientation, gender identity, gender expression, or disability or any other classification protected by federal or state law, in employment or operation of its programs.

EDUCATIONAL PROGRAM

21. FREE AND APPROPRIATE PUBLIC EDUCATION (FAPE)

LEA shall provide CONTRACTOR with a copy of the IEP including the Individualized Transition Plan (hereinafter referred to as "ITP") of each student served by CONTRACTOR. CONTRACTOR shall provide to each student special education and/or related services (including transition services) within the nonpublic school or nonpublic agency consistent with the student's IEP and as specified in the ISA. If CONTRACTOR is a NPS, CONTRACTOR shall not accept a student if it cannot provide or ensure the provision of the services outlined in the student's IEP. If student services are provided by a third party (i.e. Related Services Provider), CONTRACTOR shall notify LEA if provision of services cease.

Unless otherwise agreed to between CONTRACTOR and LEA, CONTRACTOR shall be responsible for the provision of all appropriate supplies, equipment, and/or facilities for students, as specified in the student's IEP and ISA. CONTRACTOR shall make no charge of any kind to parents for special education and/or related services as specified in the student's IEP and ISA (including, but not limited to, screenings, assessments, or interviews that occur prior to or as a condition of the student's enrollment under the terms of this Master Contract). LEA shall provide low incidence equipment for eligible students with low incidence disabilities when specified in the student's IEP and ISA. Such equipment remains the property of the SELPA/LEA and shall be returned to the SELPA/LEA when the IEP team determines the equipment is no longer needed or

when the student is no longer enrolled in the nonpublic school. CONTRACTOR shall ensure that facilities are adequate to provide LEA students with an environment which meets all pertinent health and safety regulations. CONTRACTOR may charge a student's parent(s) for services and/or activities not necessary for the student to receive a free appropriate public education after: (a) written notification to the student's parent(s) of the cost and voluntary nature of the services and/or activities; and (b) receipt by the LEA of the written notification and a written acknowledgment signed by the student's parent(s) of the cost and voluntary nature of the services and/or activities. CONTRACTOR shall adhere to all LEA requirements concerning parent acknowledgment of financial responsibility.

Voluntary services and/or activities not necessary for the student to receive a free appropriate public education shall not interfere with the student's receipt of special education and/or related services as specified in the student's IEP and ISA unless the LEA and CONTRACTOR agree otherwise in writing.

22. GENERAL PROGRAM OF INSTRUCTION

All nonpublic school and nonpublic agency services shall be provided consistent with the area of certification specified by CDE Certification and as defined in California Education Code section 56366 *et seq.*, and shall ensure that facilities are adequate to provide LEA students with an environment, which meets all pertinent health and safety regulations.

When CONTRACTOR is a nonpublic school, CONTRACTOR's general program of instruction shall: (a) utilize evidence-based practices and predictors and be consistent with LEA's standards regarding the particular course of study and curriculum; (b) include curriculum that addresses mathematics, literacy and the use of educational, assistive technology and transition services; (c) be consistent with CDE's standards regarding the particular course of study and curriculum; (d) provide the services as specified in the student's IEP and ISA. Students shall have access to: (a) State Board of Education (SBE) - adopted Common Core State Standards ("CCSS") for curriculum and the same instructional materials for kindergarten and grades 1 to 8, inclusive; and provide standards – aligned core curriculum and instructional materials for grades 9 to 12, inclusive, used by a local education agency (LEA), that contracts with the nonpublic school: (b) college preparation courses; (c) extracurricular activities, such as art, sports, music and academic clubs; (d) career preparation and vocational training, consistent with transition plans pursuant to state and federal law and; (e) supplemental assistance, including individual academic tutoring, psychological counseling, and career and college counseling.

When CONTRACTOR serves students in grades nine through twelve inclusive, LEA shall provide to CONTRACTOR a specific list of the course requirements to be satisfied by the CONTRACTOR leading toward graduation or completion of LEA's diploma requirements. CONTRACTOR shall not award a high school diploma to students who have not successfully completed all of the LEA's graduation requirements, including, but not limited to, Section Education Codes 60851.5 and Section 60851.6 related to the suspension of the California High School Exit Exam (CAHSEE).

When CONTRACTOR is a nonpublic agency and/or related services provider, CONTRACTOR's general program of instruction and/or services shall utilize evidence-based practices and predictors and be consistent with LEA and CDE guidelines and certification, and provided as specified in the student's IEP and ISA. The nonpublic agency providing Behavior Intervention services shall develop a written treatment plan that specifies the nature of their nonpublic agency service for each student within thirty (30) days of enrollment and shall be provided in writing to the LEA. School-based services may not be unilaterally converted by CONTRACTOR to a substitute program or provided at a location not specifically authorized by the IEP team. Except for services provided by a CONTRACTOR that is a licensed children's institution, all services not provided in the school setting require the presence of a parent, guardian or adult caregiver during the delivery of services, provided such guardian or caregiver have a signed authorization by the parent or legal guardian to

authorize emergency services as requested. Licensed Children's Institution (LCI) CONTRACTORS shall ensure that appropriate and qualified residential or clinical staff is present during the provision of services under this Master Contract. CONTRACTOR shall immediately notify LEA in writing if no parent, guardian or adult caregiver is present. CONTRACTOR shall provide to LEA a written description of the services and location provided prior to the effective date of this Master Contract. CONTRACTORS providing Behavior Intervention services must have a trained Behavior Intervention Manager or trained equivalent on staff. It is understood that Behavior Intervention services are limited per CDE Certification and do not constitute as an instructional program.

When CONTRACTOR is a nonpublic agency, CONTRACTOR shall not provide transportation nor subcontract for transportation services for students unless the LEA and CONTRACTOR agree otherwise in writing.

23. INSTRUCTIONAL MINUTES

When CONTRACTOR is a nonpublic school, the total number of instructional minutes per school day provided by CONTRACTOR shall be at least equivalent to the number of instructional minutes per school day provided to students at like grade level attending LEA schools and shall be specified in the student's ISA developed in accordance with the student's IEP.

For students in grades kindergarten through 12 inclusive, unless otherwise specified in the student's IEP and ISA, the number of instructional minutes, excluding breakfast, recess, lunch and pass time shall be at the same level that Ed. Code. prescribes for the LEA.

The total number of annual instructional minutes shall be at least equivalent to the total number of annual instructional minutes provided to students attending LEA schools in like grade level unless otherwise specified in the student's IEP.

When CONTRACTOR is a nonpublic agency and/or related services provider, the total number of minutes per school day provided by CONTRACTOR shall be specified in the student's ISA developed in accordance with the student's IEP.

24. CLASS SIZE

When CONTRACTOR is a nonpublic school, CONTRACTOR shall ensure that class size shall not exceed a ratio of one teacher per twelve (12) students, unless CONTRACTOR and LEA agree otherwise in writing. Upon prior written approval by an authorized LEA representative, class size may be temporarily increased by a ratio of 1 teacher to fourteen (14) students when necessary during the regular or extended school year to provide services to students with disabilities.

In the event a nonpublic school is unable to fill a vacant teaching position responsible for direct instruction to students, and the vacancy has direct impact on the California Department of Education Certification of that school, the nonpublic school shall develop a plan to assure appropriate coverage of students by first utilizing existing certificated staff. The nonpublic school and the LEA may agree to one 30 school day period per contract year where class size may be increased to assure coverage by an appropriately credentialed teacher. Such an agreement shall be in writing and signed by both parties. This provision does not apply to a nonpublic agency.

CONTRACTOR providing special education instruction for individuals with exceptional needs between the ages of three (3) and five (5) years, inclusive, shall also comply with the appropriate instructional adult to child ratios pursuant to California Education Code sections 56440 *et seq.*

25. CALENDARS

When CONTRACTOR is a nonpublic school, CONTRACTOR shall submit to the LEA/SELPA a school calendar with the total number of billable days not to exceed _____ days, plus up to _____ extended school year billable days equivalent to the number of days determined by the LEA's extended school year calendar. Billable days shall include only those days that are included on the submitted and approved school calendar, and/or required by the IEP (developed by the LEA) for each student. CONTRACTOR shall not be allowed to change its school calendar and/or amend the number of billable days without the prior written approval of the LEA. Nothing in this Master Contract shall be interpreted to require the LEA to accept any requests for calendar changes.

Unless otherwise specified by the students' IEP, educational services shall occur at the school site. A student shall only be eligible for extended school year services if such are recommended by his/her IEP Team and the provision of such is specifically included in the ISA. Extended school year shall consist of twenty (20) instructional days, unless otherwise agreed upon by the IEP Team convened by the LEA. Any days of extended school year in excess of twenty (20) billable days must be mutually agreed to, in writing, prior to the start of the extended school year.

Student must have actually been in attendance during the regular school year and/or during extended school year and actually received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any nonpublic school service. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

CONTRACTOR shall observe the same legal holidays as LEA. Those holidays are Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day and Independence Day. With the approval of LEA, CONTRACTOR may revise the date upon which CONTRACTOR closes in observance of any of the holidays observed by LEA.

When CONTRACTOR is a nonpublic agency, CONTRACTOR shall be provided with a LEA-developed/approved calendar prior to the initiation of services. CONTRACTOR herein agrees to observe holidays as specified in the LEA-developed/approved calendar. CONTRACTOR shall provide services pursuant to the LEA-developed/approved calendar; or as specified in the LEA student's IEP and ISA. Unless otherwise specified in the LEA student's ISA, CONTRACTOR shall provide related services to LEA students on only those days that the LEA student's school of attendance is in session and the LEA student attends school. CONTRACTOR shall bill only for services provided on billable days of attendance as indicated on the LEA calendar unless CONTRACTOR and the LEA agree otherwise, in writing. Student must have actually been in attendance and/or received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any nonpublic agency service provided by CONTRACTOR. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

26. DATA REPORTING

CONTRACTOR shall agree to provide to the LEA all data related to student information and billing information with LEA. CONTRACTOR shall agree to provide all data related to any and all sections of this contract and requested by and in the format required by the LEA. It is understood that all nonpublic school and agencies shall utilize the Special Education Information System (SEIS) or comparable system approved by the LEA and SELPA for all IEP development and progress

reporting. Additional progress reporting may be required by the LEA. The LEA shall provide the CONTRACTOR with appropriate software, user training and proper internet permissions to allow adequate access.

The LEA shall provide the CONTRACTOR with approved forms and/or format for such data including, but not limited to, invoicing, attendance reports and progress reports. The LEA may approve use of CONTRACTOR'S provided forms at their discretion.

27. LEAST RESTRICTIVE ENVIRONMENT/DUAL ENROLLMENT

CONTRACTOR and LEA shall follow all LEA policies and procedures that support Least Restrictive Environment ("LRE") options and/or dual enrollment options if available and appropriate, for students to have access to the general curriculum and to be educated with their nondisabled peers to the maximum extent appropriate.

CONTRACTOR and LEA shall ensure that LRE placement options are addressed at all IEP team meetings regarding students for whom ISAs have been or may be executed. This shall include IEP team consideration of supplementary aids and services, goals and objectives necessary for placement in the LRE and necessary to enable students to transition to less restrictive settings.

When an IEP team has determined that a student should be transitioned into the public school setting, CONTRACTOR shall assist the LEA in implementing the IEP team's recommended activities to support the transition.

28. STATEWIDE ACHIEVEMENT TESTING

When CONTRACTOR is a nonpublic school, per implementation of Senate Bill 484, CONTRACTOR shall administer all Statewide assessments within the California Assessment of Student Performance and Progress ("CAASP"), Desired Results Developmental Profile ("DRDP"), achievement and abilities tests (using LEA-authorized assessment instruments), the Fitness Gram, and the California English Language Development Test ("CELDT"), as appropriate to the student, and mandated by LEA pursuant to LEA and state and federal guidelines.

CONTRACTOR is subject to the alternative accountability system developed pursuant to Education Code section 52052, in the same manner as public schools. Each LEA student placed with CONTRACTOR by the LEA shall be tested by qualified staff of CONTRACTOR in accordance with that accountability program. LEA shall provide test administration training to CONTRACTOR'S qualified staff. CONTRACTOR shall attend LEA test training and comply with completion of all coding requirements as required by LEA.

29. MANDATED ATTENDANCE AT LEA MEETINGS

CONTRACTOR shall attend District mandated meetings when legal mandates, and/or LEA policy and procedures are reviewed, including but not limited to the areas of: curriculum, high school graduation, standards-based instruction, behavior intervention, cultural and linguistic needs of students with disabilities, dual enrollment responsibilities, LRE responsibilities, transition services, and standardized testing and IEPs. LEA shall provide CONTRACTOR with reasonable notice of mandated meetings. Attendance at such meetings does not constitute a billable service hour(s).

30. POSITIVE BEHAVIOR INTERVENTIONS

CONTRACTOR shall comply with the requirements of Education Code section 56521.1 and 56521.2. LEA students who exhibit serious behavioral challenges must receive timely and

appropriate assessments and positive supports and interventions in accordance with the federal law and its implementing regulations. If the Individualized Education Program (“IEP”) team determines that a student’s behavior impedes his or her learning or the learning of others, the IEP team is required to consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior, consistent with Section 1414(d)(3)(B)(i) and (d)(4) of Title 20 of the United States Code and associated federal regulations. This could mean that instead of developing a Behavior Intervention Plan (“BIP”), the IEP team may conclude it is sufficient to address the student’s behavioral problems through the development of behavioral goals and behavioral interventions to support those goals.

CONTRACTOR shall maintain a written policy pursuant to California Education Code section 56521.1 regarding emergency interventions and behavioral emergency reports. Evidence of such training shall be submitted to the LEA at the beginning of the school year and within six (6) days of any new hire. CONTRACTOR shall ensure that all of its staff members are trained annually in crisis intervention and emergency procedures as related to appropriate behavior management strategies. Training includes certification with an approved SELPA crisis intervention program.

Pursuant to Education Code section 56521.1, emergency interventions shall not be used as a substitute for a BIP, and instead may only be used to control behavior that is unpredictable and spontaneous. For an emergency intervention to be used, the behavior must pose a clear and present danger of serious physical harm to the individual with exceptional needs, or others. Before emergency interventions may be applied, the behavior must be of the kind that cannot be immediately prevented by a response less restrictive than the temporary application of a technique used to contain the behavior. Emergency intervention shall not be employed longer than necessary to contain the behavior. If a situation requires prolonged use of emergency intervention, staff must seek assistance from the school site administrator or a law enforcement agency.

CONTRACTOR shall complete a behavior emergency report when an emergency occurs that is defined as a serious, dangerous behavior that staff has determined to present a clear and present danger to others. It requires a non-violent physical intervention to protect the safety of student, self, or others and a physical intervention has been used; or a physical intervention has not been used, but an injury or serious property damage has occurred. Personal Safety Techniques may or may not have been used. Emergencies **require** a behavior emergency report form be completed and submitted to the LEA within twenty-four (24) hours for administrative action. CONTRACTOR shall notify Parent within twenty-four (24) hours via telephone. If the student does not BIP or Positive Behavior Intervention Plan (“PBIP”), an IEP team shall schedule a meeting to review the behavior emergency report, determine if there is a necessity for a functional behavioral assessment, and to determine an interim plan. If the student already has a BIP, the IEP team shall review and modify the BIP if a new serious behavior has been exhibited or existing behavioral interventions have proven to be ineffective. CONTRACTOR shall schedule with LEA an IEP meeting within two (2) days.

Pursuant to Education Code section 56521.2, CONTRACTOR shall not authorize, order, consent to, or pay for the following interventions, or any other interventions similar to or like the following: (1) Any intervention that is designed to, or likely to, cause physical pain, including, but not limited to, electric-shock (2) An intervention that involves the release of noxious, toxic, or otherwise unpleasant sprays, mists, or substances in proximity to the face of the individual. (3) An intervention that denies adequate sleep, food, water, shelter, bedding, physical comfort, or access to bathroom facilities. (4) An intervention that is designed to subject, used to subject, or likely to subject, the individual to verbal abuse, ridicule, or humiliation, or that can be expected to cause excessive emotional trauma. (5) Restrictive interventions that employ a device, material, or objects that simultaneously immobilize all four extremities, including the procedure known as prone containment, except that prone containment or similar techniques may be used by trained personnel as a limited emergency intervention. (6) Locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use a locked room. (7) An intervention that precludes adequate supervision of the individual. (8) An intervention that deprives the individual of one or

more of his or her senses. (b) In the case of a child whose behavior impedes the child's learning or that of others, the individualized education program team shall consider the use of positive behavioral interventions and supports, and other strategies, to address that behavior, consistent with Section 1414(d)(3)(B)(i) and (d)(4) of Title 20 of the United States Code and associated federal regulations.

(Added by Stats. 2013, Ch. 48, Sec. 43. Effective July 1, 2013.)

31. STUDENT DISCIPLINE

CONTRACTOR shall maintain and abide by a written policy for student discipline that is consistent with state and federal law and regulations.

When CONTRACTOR seeks to remove a student from his/her current educational placement for disciplinary reasons, CONTRACTOR shall immediately submit a written discipline report to the LEA and a manifestation IEP team meeting shall be scheduled. Written discipline reports shall include, but not be limited to: the student's name; the time, date, and description of the misconduct; the disciplinary action taken by CONTRACTOR; and the rationale for such disciplinary action. A copy of the student's behavior plan, if any, shall be submitted with the written discipline report. CONTRACTOR and LEA agree to participate in a manifestation determination at an IEP meeting no later than the tenth (10th) day of suspension. CONTRACTOR shall notify and invite LEA representatives to the IEP team meeting where the manifestation determination will be made.

32. IEP TEAM MEETINGS

An IEP team meeting shall be convened at least annually to evaluate: (1) the educational progress of each student placed with CONTRACTOR, including all state assessment results pursuant to the requirements of Education Code section 52052; (2) whether or not the needs of the student continue to be best met at the nonpublic school; and (3) whether changes to the student's IEP are necessary, including whether the student may be transitioned to a public school setting. (California Education Code sections 56366 (a) (2) (B) (i) and (ii)) and pursuant to California Education Code section 56345 (b) (4).)

If LEA student is to be transferred from a NPS setting into a regular class setting in a public school for any part of the school day, the IEP team shall document, if appropriate, a description of activities provided to integrate the student into the regular education program, including the nature of each activity as well as the time spent on the activity each day or week and a description of the activities provided to support the transition of the student from the special education program into the regular education program. Each student shall be allowed to provide confidential input to any representative of his or her IEP team. Except as otherwise provided in the Master Contract, CONTRACTOR and LEA shall participate in all IEP team meetings regarding students for whom ISAs have been or may be executed. At any time during the term of this Master Contract, the parent, the CONTRACTOR or the LEA may request a review of the student's IEP, subject to all procedural safeguards required by law, including reasonable notice given to, and participation of, the CONTRACTOR in the meeting. Every effort shall be made to schedule IEP team meetings at a time and place that is mutually convenient to parent, CONTRACTOR and LEA. CONTRACTOR shall provide to LEA assessments and written assessment reports by service providers upon request and/or pursuant to LEA policy and procedures. It is understood that attendance at an IEP meeting is part of CONTRACTOR'S professional responsibility and is not a billable service under this Master Contract unless otherwise agreed to in writing by the LEA.

It is understood that the CONTRACTOR shall utilize the approved electronic IEP system of the LEA for all IEP planning and progress reporting at the LEA's discretion. The SELPA shall provide training for any NPS and NPA to assure access to THE APPROVED SYSTEM. The NPS and/or NPA shall maintain confidentiality of all IEP data on THE APPROVED SYSTEM and shall protect

the password requirements of the system. When a student dis-enrolls from the NPS, the NPS/NPA shall discontinue use of THE APPROVED SYSTEM for that student.

Changes in any student's educational program, including instruction, services, or instructional setting provided under this Master Contract, may only be made on the basis of revisions to the student's IEP. In the event that the CONTRACTOR believes the student requires a change of placement, the CONTRACTOR may request a review of the student's IEP for the purposes of consideration of a change in the student's placement. Student is entitled to remain in the last agreed upon and implemented placement unless parent agrees otherwise or an interim alternative educational placement is deemed lawful and appropriate by LEA or OAH.

33. SURROGATE PARENTS AND FOSTER YOUTH

CONTRACTOR shall comply with LEA surrogate parent assignments. A pupil in foster care shall be defined pursuant to California Education Code section 42238.01(b). The LEA shall annually notify the CONTRACTOR who the LEA has designated as the educational liaison for foster children. When a pupil in foster care is enrolled in a nonpublic school by the LEA any time after the completion of the pupil's second year of high school, the CONTRACTOR shall schedule the pupil in courses leading towards graduation based on the diploma requirements of the LEA unless provided notice otherwise in writing pursuant to Section 51225.1.

34. DUE PROCESS PROCEEDINGS

CONTRACTOR shall fully participate in special education due process proceedings including mediations and hearings, as requested by LEA. CONTRACTOR shall also fully participate in the investigation and provision of documentation related to any complaint filed with the State of California, the Office of Civil Rights, or any other state and/or federal governmental body or agency. Full participation shall include, but in no way be limited to, cooperating with LEA representatives to provide complete answers raised by any investigator and/or the immediate provision of any and all documentation that pertains to the operation of CONTRACTOR's program and/or the implementation of a particular student's IEP/Individual and Family Service Plan ("IFSP").

35. COMPLAINT PROCEDURES

CONTRACTOR shall maintain and adhere to its own written procedures for responding to parent complaints. These procedures shall include annually notifying and providing parents of students with appropriate information (including complaint forms) for the following: (1) Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations section 4600 *et seq.*; (2) Nondiscrimination policy pursuant to Title 5 of the California Code of Regulations section 4960 (a); (3) Sexual Harassment Policy, California Education Code 231.5 (a) (b) (c); (4) Title IX Student Grievance Procedure, Title IX 106.8 (a) (d) and 106.9 (a); and (5) Notice of Privacy Practices in compliance with Health Insurance Portability and Accountability Act ("HIPAA"). CONTRACTOR shall include verification of these procedures to the LEA.

36. STUDENT PROGRESS REPORTS/REPORT CARDS AND ASSESSMENTS

Unless LEA requests in writing that progress reports be provided on a monthly basis, CONTRACTOR shall provide to parents at least four (4) written progress reports/report cards. At a minimum, progress reports shall include progress over time towards IEP goals and objectives. A copy of the progress reports/report cards shall be maintained at the CONTRACTOR's place of business and shall be submitted to the LEA and LEA student's parent(s).

The CONTRACTOR shall also provide an LEA representative access to supporting documentation used to determine progress on any goal or objective, including but not limited to log sheets, observation notes, data sheets, pre/post-tests, rubrics and other similar data collection used to determine progress or lack of progress on approved goals, objectives, transition plans or behavior intervention plans. The LEA may request such data at any time within five (5) years of the date of service. The CONTRACTOR shall provide this data supporting progress within five (5) business days of request. Additional time may be granted as needed by the LEA.

CONTRACTOR shall complete academic or other assessment of the student one month prior to the student's annual or triennial review IEP team meeting for the purpose of reporting the student's present levels of performance at the IEP team meeting as required by state and federal laws and regulations and pursuant to LEA policies, procedures, and/or practices. CONTRACTOR shall provide sufficient copies of its reports, documents, and projected goals to share with members of the IEP team five (5) business days prior to the IEP meeting. CONTRACTOR shall maintain supporting documentation such as test protocols and data collection, which shall be made available to LEA within five (5) business days of request.

The CONTRACTOR is responsible for all assessment costs regarding the updating of goals and objectives, progress reporting and development of present levels of performance. All assessments shall be provided by the LEA unless the LEA specifies in writing a request that CONTRACTOR perform such additional assessment. Any assessment costs may be added to the ISA and/or approved separately by the LEA at the LEA's sole discretion.

It is understood that all billable hours must be in direct services to pupils as specified in the ISA. For Nonpublic Agency services, supervision provided by a qualified individual as specified in Title 5 Regulation, subsection 3065, shall be determined as appropriate and included in the ISA. Supervision means the direct observation of services, data review, case conferencing and program design consistent with professional standards for each professional's license, certification, or credential.

CONTRACTOR shall not charge the student's parent(s) or LEA for the provision of progress reports, report cards, and/or any assessments, interviews, or meetings. It is understood that all billable hours have limits to those specified on the ISA consistent with the IEP. It is understood that copies of data collection notes, forms, charts and other such data are part of the pupil's record and shall be made available to the LEA upon written request.

37. TRANSCRIPTS

When CONTRACTOR is a nonpublic school, CONTRACTOR shall prepare transcripts at the close of each semester, or upon student transfer, for students in grades nine (9) through twelve (12) inclusive, and submit them on LEA approved forms to the student's school of residence for evaluation of progress toward completion of diploma requirements as specified in LEA Procedures. CONTRACTOR shall submit to the LEA names of students and their schools of residence for whom transcripts have been submitted as specified by the LEA.

38. STUDENT CHANGE OF RESIDENCE

Within five (5) school days after CONTRACTOR becomes aware of a student's change of residence, CONTRACTOR shall notify LEA of the student's change of residence as specified in LEA Procedures. Upon enrollment, CONTRACTOR shall notify parents in writing of their obligation to notify CONTRACTOR of the student's change of residence. CONTRACTOR shall maintain, and provide upon request by LEA, documentation of such notice to parents.

If CONTRACTOR had knowledge or should reasonably have had knowledge of the student's change of residence boundaries and CONTRACTOR fails to follow the procedures specified in this

provision, LEA shall not be responsible for the costs of services delivered after the student's change of residence.

39. WITHDRAWAL OF STUDENT FROM PROGRAM

CONTRACTOR shall immediately report electronically and in writing to the LEA within five (5) business days when an LEA student is withdrawn without prior notice from school and/or services, including student's change of residence to a residence outside of LEA service boundaries, and student's discharge against professional advice from a Nonpublic Schools/Residential Treatment Center ("NPS/RTC"). CONTRACTOR shall assist LEA to verify and clear potential dropouts three (3) times per year, as required by the 2001 Elementary and Secondary Education Act (No Child Left Behind; NCLB), as documentation of graduation rate is one of the indicators of Adequate Yearly Progress ("AYP").

40. PARENT ACCESS

CONTRACTOR shall provide for reasonable parental access to students and all facilities including, but not limited to, the instructional setting, recreational activity areas, meeting rooms and student living quarters. CONTRACTOR shall comply with any known court orders regarding parental visits and access to LEA students.

CONTRACTOR operating programs associated with a NPS/RTC shall cooperate with a parent's reasonable request for LEA student therapeutic visits in their home or at the NPS/RTC. CONTRACTOR shall require that parents obtain prior written authorization for therapeutic visits from the CONTRACTOR and the LEA at least thirty (30) days in advance. CONTRACTOR shall facilitate all parent travel and accommodations and for providing travel information to the parent as appropriate. Payment by LEA for approved travel-related expenses shall be made directly through the LEA.

CONTRACTOR providing services in the student's home as specified in the IEP shall assure that at least one parent of the child, or an adult caregiver with written and signed authorization to make decisions in an emergency, is present. The names of any adult caregiver other than the parent shall be provided to the LEA prior to the start of any home based services, including written and signed authorization in emergency situations. The parent shall inform the LEA of any changes of caregivers and provide written authorization for emergency situation. The adult caregiver cannot also be an employee or volunteer associated with the NPS/NPA service provider.

For services provided in a pupil's home as specified in the IEP, CONTRACTOR must assure that the parent or LEA approved responsible adult is present during the provision of services. All problems and/or concerns reported to parents, both verbal and written, shall also be provided to the LEA.

41. SERVICES AND SUPERVISION AND PROFESSIONAL CONDUCT

If CONTRACTOR provides services on LEA public school campuses, CONTRACTOR shall comply with Penal Code Section 627.1 *et. seq.*, and LEA procedures regarding visitors to school campuses specified by LEA policy and in the LEA procedures, and the procedures of the campus being visited. CONTRACTOR shall be responsible for purchase and provision of the supplies and assessment tools necessary to implement the provision of services on LEA public school campuses.

For services provided on a public school campus, sign in/out procedures shall be followed along with all procedures for being on campus consistent with school and LEA policy. It is understood that the public school credentialed classroom teacher is responsible for the educational program

and all nonpublic agency service providers shall work collaboratively with the classroom teacher, who shall remain in charge of the instructional program.

It is understood, that all employees, subcontractors and volunteers of any certified nonpublic school or agency shall adhere to customary professional standards when providing services. All practices shall be within the scope of professional responsibility as defined in the professional code of conduct for each profession. Reports regarding student progress shall be consistent with the provision of the contract.

CONTRACTOR providing services outside of the student's school as specified in the IEP shall ensure that at least one parent of the child or an adult caregiver with written and signed authority to make decisions in an emergency is present during provision of services. The names of any adult caregiver other than the parent shall be provided to the LEA prior to the start of any home based services, including written and signed authorization in emergency situations. The adult caregiver cannot also be an employee or volunteer associated with the NPS/NPA service provider. All problems and/or concerns reported by CONTRACTOR to parents or guardians, in either verbal or written form, shall be reported to the LEA.

42. LICENSED CHILDREN'S INSTITUTION ("LCI") CONTRACTORS AND RESIDENTIAL TREATMENT CENTER ("RTC") CONTRACTORS

If CONTRACTOR is a licensed children's institution (hereinafter referred to as "LCI"), CONTRACTOR shall adhere to all legal requirements regarding educational placements for LCI students as stated in Education Code 56366 (a) (2) (C), 56366.9, Health and Safety Code section 1501.1(b), AB 1858, AB490 (Chapter 862, Statutes of 2003) and the procedures set forth in the LEA Procedures. An LCI shall not require that a pupil be placed in its nonpublic school as a condition of being placed in its residential facility.

If CONTRACTOR is a nonpublic, nonsectarian school that is owned, operated by, or associated with a residential treatment center (hereinafter referred to as "NPS/RTC"), CONTRACTOR shall adhere to all legal requirements under the Individuals with Disabilities Education Act (IDEA), 20 U.S.C. section 1412(a)(1)(A) and Education Code section 56000, et seq.; amended and reorganized by the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA), 20 U.S.C. section 1401(29); Education Code section 56031; Cal. Code Regs., title 5, section 3001 et seq., Cal. Code Regs., title 2, section 60100 et seq. regarding the provision of counseling services, including residential care for students to receive a FAPE as set forth in the LEA student's IEPs.

If CONTRACTOR is a nonpublic, nonsectarian school that is owned, operated by, or associated with a LCI, CONTRACTOR shall provide to LEA, on a quarterly basis, a list of all students, including those identified as eligible for special education. For those identified special education students, the list shall include: 1) special education eligibility at the time of enrollment and; 2) the educational placement and services specified in each student's IEP at the time of enrollment.

Unless placement is made pursuant to an Office of Administrative Hearings order or a lawfully executed agreement between LEA and parent, LEA is not responsible for the costs associated with nonpublic school placement until the date on which an IEP team meeting is convened, the IEP team determines that a nonpublic school placement is appropriate, and the IEP is signed by the student's parent or another adult with educational decision-making rights.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this State shall be certified or licensed by that state to provide, respectively, special education and related services and designated instruction and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

43. STATE MEAL MANDATE

When CONTRACTOR is a nonpublic school, CONTRACTOR and LEA shall satisfy the State Meal Mandate under California Education Code sections 49530, 49530.5 and 49550.

44. MONITORING

CONTRACTOR shall allow LEA representatives access to its facilities for periodic monitoring of each student's instructional program and shall be invited to participate in the formal review of each student's progress. LEA shall have access to observe each student at work, observe the instructional setting, interview CONTRACTOR, and review each student's records and progress. Such access shall include unannounced monitoring visits. When making site visits, LEA shall initially report to CONTRACTOR's site administrative office. CONTRACTOR shall be invited to participate in the review of each student's progress.

If CONTRACTOR is also an LCI and/or NPS/RTC, LEA shall annually evaluate whether CONTRACTOR is in compliance with Education Code section 56366.9 and Health and Safety Code section 1501.1(b).

The State Superintendent of Public Instruction ("Superintendent") shall monitor CONTRACTOR'S facilities, the educational environment, and the quality of the educational program, including the teaching staff, the credentials authorizing service, the standards-based core curriculum being employed, and the standard focused instructional materials used on a three-year cycle, as follows: (1) CONTRACTOR shall complete a self-review in year one; (2) the Superintendent shall conduct an onsite review in year two; and (3) the Superintendent shall conduct a follow-up visit in year three.

CONTRACTOR shall participate in any LEA and CDE compliance review, if applicable, to be conducted as aligned with the CDE Onsite Review and monitoring cycle in accordance with California Education Code section 56366.1(j). This review will address programmatic aspects of the nonpublic school, compliance with relevant state and federal regulations, and Master Contract compliance. CONTRACTOR shall conduct any follow-up or corrective action procedures related to review findings.

CONTRACTOR understands that LEA reserves the right to institute a program audit with or without cause. The program audit may include, but is not limited to, a review of core compliance areas of health and safety; curriculum/instruction; related services; and contractual, legal, and procedural compliance.

When CONTRACTOR is a nonpublic school, CONTRACTOR shall collect all applicable data and prepare the applicable portion of a School Accountability Report Card as appropriate in accordance with California Education Code Section 33126.

PERSONNEL

45. CLEARANCE REQUIREMENTS

CONTRACTOR shall comply with the requirements of California Education Code sections 44237, 35021.1 and 35021.2 including, but not limited to: obtaining clearance from both the California Department of Justice (hereinafter referred to as "CDOJ") and clearance from the Federal Bureau of Investigation (hereinafter referred to as "FBI") for CONTRACTOR's employees and volunteers who will have or likely may have any direct contact with LEA students. CONTRACTOR hereby agrees that CONTRACTOR's employees and volunteers shall not come in contact with students until CDOJ and FBI clearance are ascertained. CONTRACTOR shall certify in writing to LEA that

none of its employees, and volunteers, unless CONTRACTOR determines that the volunteers will have no direct contact with students, or subcontractors who may come into contact with students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237 (i) or (j). Clearance certification shall be submitted to the LEA.

The passage of AB 389 amends Education Code sections 44237 and 56366.1 as to the verification that the CONTRACTOR has received a successful criminal background check clearance and has enrolled in subsequent arrest notification service, as specified, for each owner, operator, and employee of the nonpublic, nonsectarian school or agency. Further this bill deletes the exemption for applicants possessing a valid California state teaching credential or who are currently licensed by another state agency that requires a criminal record summary, from submitting two (2) sets of fingerprints for the purpose of obtaining a criminal record summary from the Department of Justice and the Federal Bureau of Investigation. Notwithstanding the restrictions on sharing and destroying criminal background check information, CONTRACTOR, upon demand, shall make available to the LEA evidence of a successful criminal background check clearance and enrollment in subsequent arrest notification service, as provided, for each owner, operator, and employee of the nonpublic, nonsectarian school or agency. CONTRACTOR is required to retain the evidence on-site, as specified, for all staff, including those licensed or credentialed by another state agency. Background clearances and proof of subsequent arrest notification service, as required by California Penal Code section 11105.2, for all staff shall be provided to the LEA upon request.

46. STAFF QUALIFICATIONS

CONTRACTOR shall ensure that all individuals employed, contracted, and/or otherwise hired by CONTRACTOR to provide classroom and/or individualized instruction or related services hold a license, certificate, permit, or other document equivalent to that which staff in a public school are required to hold in the service rendered consistent with Education Code section 56366.1(n)(1) and are qualified pursuant to Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and Title 5 of the California Code of Regulations sections 3001(y), 3064 and 3065. Such qualified staff may only provide related services within the scope of their professional license, certification or credential and ethical standards set by each profession, and not assume responsibility or authority for another related services provider or special education teacher's scope of practice.

CONTRACTOR shall ensure that all staff are appropriately credentialed to provide instruction and services to students with the disabling conditions placed in their program/school through documentation provided to the CDE (5 CCR 3064 (a)).

When CONTRACTOR is a nonpublic school, an appropriately qualified person shall serve as curricular and instructional leader, and be able to provide leadership, oversight and professional development.

CONTRACTOR shall comply with personnel standards and qualifications regarding instructional aides and teacher assistants respectively pursuant to federal requirements and California Education Code sections 45340 *et seq.* and 45350 *et seq.* Specifically, all paraprofessionals, including but not limited to, instructional aides and teacher assistants, employed, contracted, and/or otherwise hired or subcontracted by CONTRACTOR to provide classroom and/or individualized instruction or related services, shall possess a high school diploma (or its recognized equivalent) and at least one of the following qualifications: (a) completed at least two (2) years of study at an institution of higher education; or (b) obtained an associate's (or higher) degree; or (c) met a rigorous standard of quality and can demonstrate, through a formal state or local assessment (i) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or (ii) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. CONTRACTOR shall comply with all laws and regulations

governing the licensed professions, including but not limited to, the provisions with respect to supervision.

In addition to meeting the certification requirements of the State of California, a CONTRACTOR that operates a program outside of this state and serving a student by this LEA shall be certified or licensed by that state to provide special education and related services and designated instruction and related services to pupils under the federal Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.).

47. VERIFICATION OF LICENSES, CREDENTIALS AND OTHER DOCUMENTS

CONTRACTOR shall submit to LEA a staff list, and copies of all current licenses, credentials, certifications, permits and/or other documents which entitle the holder to provide special education and/or related services by individuals employed, contracted, and/or otherwise hired or sub-contracted by CONTRACTOR. CONTRACTOR shall ensure that all licenses, credentials, permits or other documents are on file at the office of the County Superintendent of Schools. CONTRACTOR shall notify LEA in writing within thirty (30) days when personnel changes occur which may affect the provision of special education and/or related services to students as specified in the LEA Procedures. CONTRACTOR shall provide the LEA with the verified dates of fingerprint clearance, Department of Justice clearance and Tuberculosis Test clearance for all employees, approved subcontractors and/or volunteers prior to such individuals starting to work with any student.

CONTRACTOR shall monitor the status of licenses, credentials, certifications, permits and/or other documents for all individuals employed, contracted, and/or otherwise hired by CONTRACTOR. CONTRACTOR shall notify LEA and CDE in writing within forty-five (45) days when personnel changes occur which may affect the provision of special education and/or related services to LEA students. CONTRACTOR shall notify LEA within forty-five (45) days if any such licenses, certifications or waivers are expired, suspended, revoked, rescinded, challenged pursuant to an administrative or legal complaint or lawsuit, or otherwise nullified during the effective period of this Master Contract. The LEA shall not be obligated to pay for any services provided by a person whose such licenses, certifications or waivers are expired, suspended, revoked, rescinded, or otherwise nullified during the period which such person is providing services under this Master Contract. Failure to notify the LEA and CDE of any changes in credentialing/licensed staff may result in suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

48. STAFF ABSENCE

When CONTRACTOR is a nonpublic agency and/or related services provider, and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute, unless LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. It is understood that the parent of a student shall not be deemed to be a qualified substitute for their student. LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and authorized LEA representative.

49. STAFF PROFESSIONAL BEHAVIOR WHEN PROVIDING SERVICES AT SCHOOL OR SCHOOL RELATED EVENTS OR AT SCHOOL FACILITY AND/OR IN THE HOME

It is understood that all employees, subcontractors, and volunteers of any certified nonpublic school or agency shall adhere to the customary professional and ethical standards when providing services. All practices shall only be within the scope of professional responsibility as defined in the professional code of conduct for each profession as well as any LEA professional standards as specified in Board policies and/or regulations when made available to the CONTRACTOR. Reports regarding student progress shall be consistent with the provision of this Master Contract.

For services provided on a public school campus, sign in/out procedures shall be followed by nonpublic agency providers working in a public school classroom along with all other procedures for being on campus consistent with school and district policy. Such policies and procedures shall be made available to the CONTRACTOR. It is understood that the public school credentialed classroom teacher is responsible for the instructional program.

For services provided in a pupil's home as specified in the IEP, CONTRACTOR must assure that the parent or LEA approved responsible adult is present during the provision of services. All problems and/or concerns reported to parents, both verbal and written shall also be provided to the LEA.

HEALTH AND SAFETY MANDATES

50. HEALTH AND SAFETY

CONTRACTOR shall comply with all applicable federal, state, local, and LEA laws, regulations, ordinances, policies, and procedures regarding student and employee health and safety. CONTRACTOR shall comply with the requirements of California Education Code sections 35021 *et. seq.*, 49406, and Health and Safety Code Section 3454(a) regarding the examination of CONTRACTOR's employees and volunteers for tuberculosis. CONTRACTOR shall provide to LEA documentation for each individual volunteering, employed, contracted, and/or otherwise hired by CONTRACTOR of such compliance before an individual comes in contact with a student.

CONTRACTOR shall comply with OSHA Blood-Borne Pathogens Standards, 29 code of Federal Regulations (CFR) section 1910.1030, when providing medical treatment or assistance to a student. CONTRACTOR further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

51. FACILITIES AND FACILITIES MODIFICATIONS

CONTRACTOR shall provide special education and/or related services to students in facilities that comply with all applicable federal, state, and local laws, regulations, and ordinances related, but not limited to: disability access; fire, health, sanitation, and building standards and safety; fire warning systems; zoning permits; and occupancy capacity. When CONTRACTOR is a nonpublic school, CONTRACTOR shall conduct fire drills as required by Title 5 California Code of Regulations section 550. CONTRACTOR shall be responsible for any structural changes and/or modifications to CONTRACTOR's facilities as required complying with applicable federal, state, and local laws, regulations, and ordinances. Failure to notify the LEA and CDE of any changes in, major modification or relocation of facilities may result in the suspension or revocation of CDE certification and/or suspension or termination of this Master Contract by the LEA.

52. ADMINISTRATION OF MEDICATION

CONTRACTOR shall comply with the requirements of California Education Code section 49423 when CONTRACTOR serves a student that is required to take prescription and/or over-the-counter medication during the school day. CONTRACTOR may designate personnel to assist the student with the administration of such medication after the student's parent(s) provides to CONTRACTOR: (a) a written statement from a physician detailing the type, administration method, amount, and time schedules by which such medication shall be taken; and (b) a written statement from the student's parent(s) granting CONTRACTOR permission to administer medication(s) as specified in the physician's statement. CONTRACTOR shall maintain, and provide to LEA upon request, copies of such written statements. CONTRACTOR shall maintain a written log for each student to whom medication is administered. Such written log shall specify the student's name; the type of medication; the date, time, and amount of each administration; and the name of CONTRACTOR's employee who administered the medication. CONTRACTOR maintains full responsibility for assuring appropriate staff training in the administration of such medication consistent with physician's written orders. Any change in medication type, administration method, amount or schedule must be authorized by both a licensed physician and parent.

53. INCIDENT/ACCIDENT REPORTING

CONTRACTOR shall submit within 24 hours, electronically, any accident or incident report to the LEA. CONTRACTOR shall properly submit required accident or incident reports pursuant to the procedures specified in LEA Procedures.

54. CHILD ABUSE REPORTING

CONTRACTOR hereby agrees to annually train all staff members, including volunteers, so that they are familiar with and agree to adhere to its own child and dependent adult abuse reporting obligations and procedures as specified in California Penal Code section 11165.7, AB 1432, and Education Code 44691. To protect the privacy rights of all parties involved (i.e. reporter, child and alleged abuser), reports will remain confidential as required by law and professional ethical mandates. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be submitted to the LEA.

55. SEXUAL HARASSMENT

CONTRACTOR shall have a Sexual and Gender Identity harassment policy that clearly describes the kinds of conduct that constitutes sexual harassment and that is prohibited by the CONTRACTOR's policy, as well as federal and state law. The policy should include procedures to make complaints without fear of retaliation, and for prompt and objective investigations of all sexual harassment complaints. CONTRACTOR further agrees to provide annual training to all employees regarding the laws concerning sexual harassment and related procedures pursuant to Government Code 12950.1.

56. REPORTING OF MISSING CHILDREN

CONTRACTOR assures LEA that all staff members, including volunteers, are familiar with and agree to adhere to requirements for reporting missing children as specified in California Education Code section 49370. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be properly submitted to the LEA. The written statement shall be submitted as specified by the LEA.

FINANCIAL

57. ENROLLMENT, CONTRACTING, SERVICE TRACKING, ATTENDANCE REPORTING, AND BILLING PROCEDURES

CONTRACTOR shall assure that the school or agency has the necessary financial resources to provide an appropriate education for the students enrolled and will distribute those resources in such a manner to implement the IEP and ISA for each and every student.

CONTRACTOR shall comply with all LEA procedures concerning enrollment, contracting, attendance reporting, service tracking and billing including requirements of electronic billing as specified by the LEA Procedures. CONTRACTOR shall be paid for the provision of special education and/or related services specified in the student's IEP and ISA. All payments by LEA shall be made in accordance with the terms and conditions of this Master Contract and governed by all applicable federal and state laws.

CONTRACTOR shall maintain separate registers for the basic education program, each related service, and services provided by instructional assistants, behavior intervention aides and bus aides. Original attendance forms (i.e., roll books for the basic education program, service tracking documents and notes for instructional assistants, behavioral intervention aides, bus aides, and each related service) shall be completed by the actual service provider whose signature shall appear on such forms and shall be available for review, inspection, or audit by LEA during the effective period of this contract and for a period of five (5) years thereafter. CONTRACTOR shall verify the accuracy of minutes of reported attendance that is the basis of services being billed for payment.

CONTRACTOR shall submit invoices and related documents to LEA for payment, for each calendar month when education or related services were provided. Invoices and related documents shall be properly submitted electronically and in addition, on an LEA form with signatures in the manner prescribed by LEA in the LEA Procedures. At a minimum, each invoice must contain the following information: month of service; specific days and times of services coordinated by the LEA approved calendar unless otherwise specified in the IEP or agreed to by the LEA; name of staff who provided the service; approved cost of each invoice; total for each service and total for the monthly invoice; date invoice was mailed; signature of NPS/NPA administrator authorizing that the information is accurate and consistent with the ISA, CDE certificates and staff notification; verification that attendance report is attached as appropriate; indication of any made-up session consistent with this contract; verification that progress reports have been provided consistent with the ISA (monthly or quarterly unless specified otherwise on the ISA); and name or initials of each student for when the service was provided.

In the event services were not provided, rationale for why the services were not provided shall be included.

Such an invoice is subject to all conditions of this contract. At the discretion of the LEA, an electronic invoice may be required provided such notice has been made in writing and training provided to the CONTRACTOR at no additional charge for such training.

Invoices shall be submitted no later than thirty (30) days after the end of the attendance accounting period in which the services were rendered. LEA shall make payment to CONTRACTOR based on the number of billable days of attendance and hours of service at rates specified in this contract within forty-five (45) days of LEA's receipt of properly submitted hard copy of invoices prepared and submitted as specified in California Education Code Section 56366.5 and the LEA. CONTRACTOR shall correct deficiencies and submit rebilling invoices no later than thirty (30) calendar days after the invoice is returned by LEA. LEA shall pay properly submitted re-billing

invoices no later than forty-five (45) days after the date a completely corrected re-billing invoice is received by LEA.

In no case shall initial payment claim submission for any Master Contract fiscal year (July through June) extend beyond December 31st after the close of the fiscal year. In no case shall any rebilling for the Master Contract fiscal year (July through June) extend beyond six (6) months after the close of the fiscal year unless approved by the LEA to resolve billing issues including re-billing issues directly related to a delay in obtaining information from the Commission on Teacher Credentialing regarding teacher qualification, but no later than twelve (12) months from the close of the fiscal year. If the billing or re-billing error is the responsibility of the LEA, then no limit is set provided that the LEA and CONTRACTOR have communicated such concerns in writing during the 12-month period following the close of the fiscal year. LEA will not pay mileage for NPA employee.

58. RIGHT TO WITHHOLD PAYMENT

LEA may withhold payment to CONTRACTOR when: (a) CONTRACTOR has failed to perform, in whole or in part, under the terms of this contract; (b) CONTRACTOR has billed for services rendered on days other than billable days of attendance or for days when student was not in attendance and/or did not receive services; (c) CONTRACTOR was overpaid by LEA as determined by inspection, review, and/or audit of its program, work, and/or records; (d) CONTRACTOR has failed to provide supporting documentation with an invoice, as required by EC 56366(c)(2); (e) education and/or related services are provided to students by personnel who are not appropriately credentialed, licensed, or otherwise qualified; (f) LEA has not received prior to school closure or contract termination, all documents concerning one or more students enrolled in CONTRACTOR's educational program; (g) CONTRACTOR fails to confirm a student's change of residence to another district or confirms the change or residence to another district, but fails to notify LEA within five (5) days of such confirmation; or (h) CONTRACTOR receives payment from Medi-Cal or from any other agency or funding source for a service provided to a student. It is understood that no payments shall be made for any invoices that are not received by six (6) months following the close of the prior fiscal year, for services provided in that year.

Final payment to CONTRACTOR in connection with the cessation of operations and/or termination of a Master Contract will be subject to the same documentation standards described for all payment claims for regular ongoing operations. In addition, final payment may be withheld by the LEA until completion of a review or audit, if deemed necessary by the LEA. Such review or audit will be completed within ninety (90) days. The final payment may be adjusted to offset any previous payments to the CONTRACTOR determined to have been paid in error or in anticipation of correction of documentation deficiencies by the CONTRACTOR that remain uncorrected.

The amount which may be withheld by LEA with respect to each of the subparagraphs of the preceding paragraph are as follows: (a) the value of the service CONTRACTOR failed to perform; (b) the amount of overpayment; (c) the entire amount of the invoice for which satisfactory documentation has not been provided by CONTRACTOR; (d) the amount invoiced for services provided by the individual not appropriately credentialed, licensed, or otherwise qualified; (e) the proportionate amount of the invoice related to the applicable pupil for the time period from the date the violation occurred and until the violation is cured; or (f) the amount paid to CONTRACTOR by Medi-Cal or another agency or funding source for the service provided to the student.

If LEA determines that cause exists to withhold payment to CONTRACTOR, LEA shall, within ten (10) business days of this determination, provide to CONTRACTOR written notice that LEA is withholding payment. Such notice shall specify the basis or bases for LEA's withholding payment and the amount to be withheld. Within thirty (30) days from the date of receipt of such notice, CONTRACTOR shall take all necessary and appropriate action to correct the deficiencies that form the basis for LEA's withholding payment or submit a written request for extension of time to correct the deficiencies. Upon receipt of CONTRACTOR's written request showing good cause, LEA shall

extend CONTRACTOR's time to correct deficiencies (usually an additional thirty (30) days), otherwise payment will be denied.

If after subsequent request for payment has been denied and CONTRACTOR believes that payment should not be withheld, CONTRACTOR shall send written notice to LEA specifying the reason it believes payment should not be withheld. LEA shall respond to CONTRACTOR's notice within thirty (30) business days by indicating that a warrant for the amount of payment will be made or stating the reason LEA believes payment should not be made. If LEA fails to respond within thirty (30) business days or a dispute regarding the withholding of payment continues after the LEA's response to CONTRACTOR's notice, CONTRACTOR may invoke the following escalation policy.

After forty-five (45) business days: The CONTRACTOR may notify the Authorized LEA's Representative of the dispute in writing. The LEA Authorized Representative shall respond to the CONTRACTOR in writing within fifteen (15) business days.

After sixty (60) business days: Disagreements between the LEA and CONTRACTOR concerning the Master Contract may be appealed to the County Superintendent of Schools or the State Superintendent of Public Instruction pursuant to the provisions of California Education Code Section 56366(c) (2).

59. PAYMENT FROM OUTSIDE AGENCIES

CONTRACTOR shall notify LEA when Medi-Cal or any other agency is billed for the costs associated with the provision of special education and/or related services to students. Upon request, CONTRACTOR shall provide to LEA any and all documentation regarding reports, billing, and/or payment by Medi-Cal or any other agency for the costs associated with the provision of special education and/or related services to students.

60. PAYMENT FOR ABSENCES

NONPUBLIC SCHOOL STAFF ABSENCE

Whenever a classroom teacher employed by CONTRACTOR is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California Education Code section 56061. CONTRACTOR shall provide to LEA documentation of substitute coverage pursuant to the LEA Procedures. Substitute teachers shall remain with their assigned class during all instructional time. LEA will not pay for instruction and/or services unless said instruction or service is provided by an appropriately credentialed substitute teacher.

Whenever a related service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute. LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided unless otherwise agreed in student's IEP.

NONPUBLIC SCHOOL STUDENT ABSENCE

If CONTRACTOR is a nonpublic school, no later than the tenth (10th) cumulative day of a student's unexcused absence, CONTRACTOR shall notify the LEA of such absence as specified in the LEA Procedures.

Criteria for a billable day for payment purposes is one (1) day of attendance as defined in California Education Code, sections 46010, 46010.3 and 46307. LEA shall not pay for services provided on

days that a student's attendance does not qualify for Average Daily Attendance (ADA) reimbursement under state law. *Per Diem* rates for students whose IEPs authorize less than a full instructional day may be adjusted on a pro rata basis in accordance with the actual proportion of the school day the student was served. LEA shall not be responsible for payment of related services for days on which a student's attendance does not qualify for Average Daily Attendance ("ADA") reimbursement under state law, nor shall student be eligible for make-up services.

NONPUBLIC AGENCY STAFF ABSENCE

When CONTRACTOR is a nonpublic agency and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in Section 7 of this agreement and as determined by LEA) substitute, unless LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. LEA shall not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and LEA. In the event services were not provided, reasons for why the services were not provided shall be included.

NONPUBLIC AGENCY STUDENT ABSENCE

If CONTRACTOR is a nonpublic agency, it shall notify LEA of the absence of a student no later than the fifth (5th) consecutive service day of the student's absence, as specified in the LEA Procedures. LEA shall not be responsible for the payment of services when a student is absent.

61. INSPECTION AND AUDIT

The CONTRACTOR shall maintain and the LEA shall have the right to examine and audit all of the books, records, documents, accounting procedures and practices and other evidence that reflect all costs claimed to have been incurred or fees claimed to have been earned under this Agreement.

CONTRACTOR shall provide access to LEA to all records including, but not limited to: student records as defined by California Education Code section 49061(b); registers and roll books of teachers; daily service logs and notes or other documents used to record the provision of related services; Medi-Cal/daily service logs and notes used to record provision of services provided by instructional assistants, behavior intervention aides, bus aides, and supervisors; absence verification records (parent/doctor notes, telephone logs, and related documents); bus rosters; staff lists specifying credentials held, business licenses held, documents evidencing other qualifications, social security numbers, dates of hire, and dates of termination; staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related service subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state nonpublic school and/or agency certifications; by-laws; lists of current board of directors/trustees, if incorporated; other documents evidencing financial expenditures; federal/state payroll quarterly reports Form 941/DE3DP; and bank statements and canceled checks or facsimile thereof. Such access shall include unannounced inspections by LEA. CONTRACTOR shall make available to LEA all budgetary information including operating budgets submitted by CONTRACTOR to LEA for the relevant contract period being audited.

CONTRACTOR shall make all records available at the office of LEA or CONTRACTOR's offices (to be specified by LEA) at all reasonable times and without charge. All records shall be provided to LEA within five (5) working days of a written request from LEA. CONTRACTOR shall, at no cost to LEA, provide assistance for such examination or audit. LEA's rights under this section shall also include access to CONTRACTOR's offices for purposes of interviewing CONTRACTOR's employees. If any document or evidence is stored in an electronic form, a hard copy shall be made available to the LEA, unless the LEA agrees to the use of the electronic format.

CONTRACTOR shall obtain from its subcontractors and suppliers written agreements to the requirements of this section and shall provide a copy of such agreements to LEA upon request by LEA.

If an inspection, review, or audit by LEA, a state agency, a federal agency, and/or an independent agency/firm determines that CONTRACTOR owes LEA monies as a result of CONTRACTOR's over billing or failure to perform, in whole or in part, any of its obligations under this Master Contract, LEA shall provide to CONTRACTOR written notice demanding payment from CONTRACTOR and specifying the basis or bases for such demand. Unless CONTRACTOR and LEA otherwise agree in writing, CONTRACTOR shall pay to LEA the full amount owed as a result of CONTRACTOR's over billing and/or failure to perform, in whole or in part, any of its obligations under this Master Contract, as determined by an inspection, review, or audit by LEA, a state agency, a federal agency, and/or an independent agency/firm. CONTRACTOR shall make such payment to LEA within thirty (30) days of receipt of LEA's written notice demanding payment.

62. RATE SCHEDULE

The attached rate schedule (Exhibit A) limits the number of students that may be enrolled and maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Per Diem rates for students whose IEPs authorize less than a full instructional day may be adjusted proportionally. In such cases only, the adjustments in basic education rate shall be based on the percentage of a 314-minute instructional day.

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

63. DEBARMENT CERTIFICATION

By signing this agreement, the CONTRACTOR certifies that:

- (a) The CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and
- (b) Have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Contract by and through their duly authorized agents or representatives. This contract is effective on the 1st day of July, 2016 and terminates at 5:00 P.M. on June 30, 2017, unless sooner terminated as provided herein.

CONTRACTOR

LEA

Nonpublic School/Agency

By: _____
Signature Date

Name and Title of Authorized Representative

By: _____
Signature Date

Name and Title of Authorized Representative

Notices to CONTRACTOR shall be addressed to:

Notices to LEA shall be addressed to:

Name and Title	Name and Title
Nonpublic School/Agency/Related Service Provider	LEA
Address	Address
City State Zip	City State Zip
Phone Fax	Phone Fax
Email	Email

**Additional LEA Notification
(Required if completed)**

Name and Title

Address

City State Zip

Phone Fax

Email

EXHIBIT A: 2016-2017 RATES

4.1 RATE SCHEDULE FOR CONTRACT YEAR

The CONTRACTOR: _____

The CONTRACTOR CDS NUMBER: _____

PER ED CODE 56366 – TEACHER-TO-PUPIL RATIO: _____

Education service(s) offered by the CONTRACTOR and the charges for such service(s) during the term of this contract, as negotiated by the SDCOE on behalf of the LEAs, shall be as follows:

a. General Program Tuition Rate

1) Inclusive Education Program
 (Includes Educational Counseling (not ed related mental health) services, Speech & Language services, Behavior Intervention Planning, and Occupational Therapy as specified on the student's IEP.) DAILY RATE: _____

2) Related Services

<u>SERVICE</u>	<u>RATE</u>	<u>PERIOD</u>
<u>Intensive Individual Services (340)</u>	_____	_____
<u>Language and Speech (415)</u>	_____	_____
<u>Adapted Physical Education (425)</u>	_____	_____
<u>Health and Nursing: Specialized Physical Health Care (435)</u>	_____	_____
<u>Health and Nursing: Other Services (436)</u>	_____	_____
<u>Assistive Technology Services (445)</u>	_____	_____
<u>Occupational Therapy (450)</u>	_____	_____
<u>Physical Therapy (460)</u>	_____	_____
<u>Individual Counseling (510)</u>	_____	_____
<u>Counseling and Guidance (515)</u>	_____	_____
<u>Parent Counseling (520)</u>	_____	_____
<u>Social Work Services (525)</u>	_____	_____
<u>Psychological Services (530)</u>	_____	_____
<u>Behavior Intervention Services (535)</u>	_____	_____
<u>Specialized Services for Low Incidence Disabilities (610)</u>	_____	_____
<u>Specialized Deaf and Hard of Hearing (710)</u>	_____	_____
<u>Interpreter Services (715)</u>	_____	_____

Audiological Services (720)		
Specialized Vision Services (725)		
Orientation and Mobility (730)		
Specialized Orthopedic Services (740)		
Reader Services (745)		
Transcription Services (755)		
Recreation Services, Including Therapeutic (760)		
College Awareness (820)		
Work Experience Education (850)		
Job Coaching (855)		
Mentoring (860)		
Travel Training (870)		
Other Transition Services (890)		
Other (900)		
Other (900)		

INDIVIDUAL SERVICES AGREEMENT FOR NONPUBLIC, NONSECTARIAN SCHOOL SERVICES

(Education Code Sections 56365 et seq.)

This agreement is effective on _____ or the date student begins attending a nonpublic school or receiving services from a nonpublic agency, if after the date identified, and terminates at 5:00 P.M. on June 30, 201____, unless sooner terminated as provided in the Master Contract and by applicable law.

Local Education Agency _____ Nonpublic School _____

LEA Case Manager: Name _____ Phone Number _____

Pupil Name _____ Sex: M F Grade: _____

Address _____ (Last) _____ (First) _____ (M.I.)
 City _____ State/Zip _____

DOB _____ Residential Setting: Home Foster LCI # _____ OTHER _____

Parent/Guardian _____ Phone () _____ () _____
 (Residence) (Business)

Address _____ City _____ State/Zip _____
 (If different from student)

AGREEMENT TERMS:

1. *Nonpublic School:* The average number of minutes in the instructional day will be: _____ during the regular school year
 _____ during the extended school year
 2. *Nonpublic School:* The number of school days in the calendar of the school year are: _____ during the regular school year
 _____ during the extended school year
 3. *Educational services as specified in the IEP shall be provided by the CONTRACTOR and paid at the rates specified below.*
- A. **INCLUSIVE EDUCATION PROGRAM:** (Applies to nonpublic schools only): Daily Rate: _____

Estimated Number of Days _____ **x Daily Rate** _____ = **PROJECTED BASIC EDUCATION COSTS (A)** _____

B. RELATED SERVICES:

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Intensive Individual Services (340)							
Language/Speech Therapy (415) a. Individual b. Group							
Adapted Physical Ed. (425)							
Health and Nursing: Specialized Physical Health Care (435)							
Health and Nursing Services: Other (436)							
Assistive Technology Services (445)							

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Occupational Therapy (450)							
Physical Therapy (460)							
Individual Counseling (510)							
Counseling and guidance (515).							
Parent Counseling (520)							
Social Work Services (525)							
Psychological Services (530)							
Behavior Intervention Services (535)							
Specialized Services for Low Incidence Disabilities (610)							
Specialized Deaf and Hard of Hearing Services (710)							
Interpreter Services (715)							
Audiological Services (720)							
Specialized Vision Services (725)							
Orientation and Mobility (730)							
Braille Transcription (735)							
Specialized Orthopedic Service (740)							
Reader Services (745)							

SERVICE	Provider			# of Times per wk/mo/yr., Duration; or per IEP; or as needed	Cost per session	Maximum Number of Sessions	Estimated Maximum Total Cost for Contracted Period
	LEA	NPS	OTHER Specify				
Note Taking Services (750)							
Transcription Services (755)							
Recreation Services (760)							
College Awareness Preparation (820)							
Vocational Assessment, Counseling, Guidance and Career Assessment (830)							
Career Awareness (840)							
Work Experience Education (850)							
Mentoring (860)							
Agency Linkages (865)							
Travel Training (870)							
Other Transition Services (890)							
Other (900)J							
Other (900)							
Transportation-Emergency b. Transportation-Parent							
Bus Passes							
Professional Development							

ESTIMATED MAXIMUM RELATED SERVICES COST (C) \$ _____

D. SPECIALIZED EQUIPMENT/SUPPLIES _____ \$ _____

TOTAL ESTIMATED MAXIMUM BASIC EDUCATION/RELATED SERVICES COSTS/

SPECIALIZED EQUIPMENT/SUPPLIES (A, C, & D) or (B, C, & D)

\$ _____

4. Other Provisions/Attachments:

5. MASTER CONTRACT APPROVED BY THE GOVERNING BOARD ON _____

6. Progress Reporting Requirements: _____ Quarterly _____ Monthly _____ Other (Specify) _____

MASTER CONTRACT APPROVED BY THE GOVERNING BOARD ON _____

The parties hereto have executed this Individual Services Agreement by and through their duly authorized agents or representatives as set forth below.

-CONTRACTOR-

-DISTRICT-

(Name of Nonpublic School/Agency)

(Name of School District)

(Signature) (Date)

(Signature) (Date)

(Name and Title)

(Name of Superintendent or Authorized Designee)

Adopted: January 25, 2014

Revised:

UNIFORM COMPLAINT POLICY AND PROCEDURES

Scope

The River Montessori Charter School (“Charter School”) policy is to comply with applicable federal and state laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

(1) Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity; and

(2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: Adult Education Programs, After School Education and Safety Programs, Agricultural Vocational Education Programs, American Indian Education Centers and Early Child Education Program Assessments, Consolidated Categorical Aid Programs, Career Technical and Technical Education and Career Technical and Technical Training Programs, Child Care and Development Programs, Child Nutrition Programs, Foster and Homeless Youth Services, Migrant Education Programs, No Child Left Behind Act (2001) Programs (Titles I-VII), including improving academic achievement, compensatory education, limited English proficiency, and migrant education, Regional Occupational Centers and Programs, Special Education Programs, State Preschool, and Tobacco-Use Prevention Education.

(3) A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.

a. “Educational activity” means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.

b. “Pupil fee” means a fee, deposit or other charge imposed on pupils, or a pupil’s parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of

Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hertzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:

- i. A fee charged to a pupil as a condition for registering for school or classes, or as
- ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
- iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.

c. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.

d. If the Charter School finds merit in a pupil fees complaint the Charter School shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the Charter School to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.

e. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.

(4) Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.

(5) Complaints of noncompliance with the requirements of Education Code Section 222 regarding the rights of lactating pupils on a school campus. If the Charter School finds merit in a complaint, or if the Superintendent finds merit in an appeal, the Charter School shall provide a remedy to the affected pupil. The Charter School acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible) the confidentiality of the parties and the integrity of the process. The Charter School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, the Charter School will attempt to do so as appropriate. The Charter School may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Executive Director/Principal or designee on a case-by-case basis.

The Charter School prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

Compliance Officers

The Governing Board designates the following compliance officer(s) to receive and investigate complaints and to ensure the Charter School's compliance with law:

Kelly Mannion, Executive Director/Principal
River Montessori Charter School
3880 Cypress Drive
Petaluma, CA 94954
(707) 778-6414

The Executive Director/Principal or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Executive Director/Principal or designee. **Should a complaint be filed against the Director, the compliance officer for that case shall be the Chair of the Board of Directors or a designated board member with board approval.**

Notifications

The Executive Director/Principal or designee shall annually provide written notification of the Charter School's uniform complaint procedures to students, employees, parents/guardians, advisory committees, private school officials and other interested parties (e.g. Adult Education). The annual notice shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the Education Code if fifteen (15) percent or more of the pupils enrolled in the Charter School speak a single primary language other than English. The Executive Director/Principal or designee shall make available copies of the Charter School's uniform complaint procedures free of charge.

The annual notice shall include the following:

- (a) A statement that the Charter School is primarily responsible for compliance with federal and state laws and regulations.
- (b) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- (c) A statement identifying the responsible staff member, position, or unit designated to receive complaints.
- (d) A statement that the complainant has a right to appeal the Charter School's decision to the CDE by filing a written appeal within 15 days of receiving the Charter School's decision.

(e) A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code § 262.3.

(f) A statement that copies of the local educational agency complaint procedures shall be available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations governing educational programs.

Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the Charter School. A complaint alleging unlawful discrimination, harassment, intimidation or bullying shall be initiated no later than six (6) months from the date when the alleged discrimination occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.

Pupil fee complaints shall be filed not later than one (1) year from the date the alleged violation occurred. The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, Charter School staff shall assist him/her in the filing of the complaint.

Step 2: Mediation

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint. The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally. The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The Charter School's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the Charter School's investigation and decision, as described in Step #5 below, within ~~sixty~~ **thirty (30)** days of the Charter School's receipt of the complaint.

Step 5: Final Written Decision

The ~~Charter School's decision~~ **compliance officers decision** shall be in writing and sent to the complainant. The ~~Charter School's~~ decision shall be written in English and in the language of the complainant whenever feasible or as required by law. The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal the Charter School's decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.
7. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of the Charter School's expectations. The report shall not give any further information as to the nature of the disciplinary action.

If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five days, file his/her complaint in writing with the Board of Directors. The Board may consider the matter at its next regular Board meeting or at a special Board meeting within 60 days. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final. If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the written complaint to the board or within the time period that has been specified in a written agreement with the complainant.

Appeals to the California Department of Education

If dissatisfied with the ~~Charter School's~~ Board of Directors' decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving the ~~Charter School's~~ decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the Charter School's decision.

Upon notification by the CDE that the complainant has appealed the Charter School's decision, the Executive Director/Principal or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by the Charter School, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the Charter School's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which the Charter School has not taken action within sixty (60) days of the date the complaint was filed with the Charter School.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5CCR 4622.

UNIFORM COMPLAINT POLICY AND PROCEDURES

Scope

The River Montessori Charter School (“Charter School”) policy is to comply with applicable federal and state laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity; and
- (2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: Adult Education Programs, After School Education and Safety Programs, Agricultural Vocational Education Programs, American Indian Education Centers and Early Child Education Program Assessments, Consolidated Categorical Aid Programs, Career Technical and Technical Education and Career Technical and Technical Training Programs, Child Care and Development Programs, Child Nutrition Programs, Foster and Homeless Youth Services, Migrant Education Programs, No Child Left Behind Act (2001) Programs (Titles I-VII), including improving academic achievement, compensatory education, limited English proficiency, and migrant education, Regional Occupational Centers and Programs, Special Education Programs, State Preschool, and Tobacco-Use Prevention Education.
- (3) A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
 - a. “Educational activity” means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
 - b. “Pupil fee” means a fee, deposit or other charge imposed on pupils, or a pupil’s parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families’ ability or willingness to pay fees or request special waivers, as provided for in *Hertzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:

- i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
 - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
 - iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
- c. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.
 - d. If the Charter School finds merit in a pupil fees complaint the Charter School shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by the Charter School to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
 - e. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.
- (4) Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.
 - (5) Complaints of noncompliance with the requirements of Education Code Section 222 regarding the rights of lactating pupils on a school campus. If the Charter School finds merit in a complaint, or if the Superintendent finds merit in an appeal, the Charter School shall provide a remedy to the affected pupil.

The Charter School acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible) the confidentiality of the parties and the integrity of the process. The Charter School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, the Charter School will attempt to do so as appropriate. The Charter School may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Executive Director/Principal or designee on a case-by-case basis.

The Charter School prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

Compliance Officers

The Governing Board designates the following compliance officer(s) to receive and investigate complaints and to ensure the Charter School's compliance with law:

Kelly Mannion, Executive Director/Principal
River Montessori Charter School
3880 Cypress Drive
Petaluma, CA 94954
(707) 778-6414

The Executive Director/Principal or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Executive Director/Principal or designee.

Notifications

The Executive Director/Principal or designee shall annually provide written notification of the Charter School's uniform complaint procedures to students, employees, parents/guardians, advisory committees, private school officials and other interested parties (e.g. Adult Education).

The annual notice shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the Education Code if fifteen (15) percent or more of the pupils enrolled in the Charter School speak a single primary language other than English.

The Executive Director/Principal or designee shall make available copies of the Charter School's uniform complaint procedures free of charge.

The annual notice shall include the following:

- (a) A statement that the Charter School is primarily responsible for compliance with federal and state laws and regulations.
- (b) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- (c) A statement identifying the responsible staff member, position, or unit designated to receive complaints.
- (d) A statement that the complainant has a right to appeal the Charter School's decision to the CDE by filing a written appeal within 15 days of receiving the Charter School's decision.
- (e) A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code § 262.3.
- (f) A statement that copies of the local educational agency complaint procedures shall be available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

- **Step 1: Filing of Complaint**

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the Charter School.

A complaint alleging unlawful discrimination, harassment, intimidation or bullying shall be initiated no later than six (6) months from the date when the alleged discrimination occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.

Pupil fee complaints shall be filed not later than one (1) year from the date the alleged violation occurred.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, Charter School staff shall assist him/her in the filing of the complaint.

- **Step 2: Mediation**

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

- Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the Charter School's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

The Charter School's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

- Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the Charter School's investigation and decision, as described in Step #5 below, within sixty (60) days of the Charter School's receipt of the complaint.

- Step 5: Final Written Decision

The Charter School's decision shall be in writing and sent to the complainant. The Charter School's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.

5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal the Charter School's decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.
7. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of the Charter School's expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the Charter School's decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving the Charter School's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the Charter School's decision.

Upon notification by the CDE that the complainant has appealed the Charter School's decision, the Executive Director/Principal or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by the Charter School, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the Charter School's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by the Charter School when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which the Charter School has not taken action within sixty (60) days of the date the complaint was filed with the Charter School.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

Board Policy #: _____
Adopted: _____
Revised: _____

POLICY AGAINST UNLAWFUL HARASSMENT

River Montessori Charter School (“Charter School”) is committed to providing a work and educational atmosphere that is free of unlawful harassment. The Charter School’s policy prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. The Charter School will not condone or tolerate harassment of any type by any employee, independent contractor or other person with which the Charter School does business. This policy applies to all employee actions and relationships, regardless of position or gender. The Charter School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment
- Deferential or preferential treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

In accordance with existing policy, discrimination on the basis of gender in education institutions is prohibited. All persons, regardless of gender, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by the Charter School.

The Charter School is committed to provide a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission of the conduct is either made explicitly or implicitly a term or condition of an individual’s employment; (2) an employment decision is based upon an individual’s acceptance or rejection of that conduct; (3) that conduct interferes with an individual’s work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him/her or against another individual.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years

thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Employees and students are expected to act in a positive and professional manner and to contribute to a productive school environment that is free from harassing or disruptive activity. Any employee who believes they have been harassed or has witnessed harassment is encouraged to immediately report such harassment to their supervisor or the Executive Director/Principal. See "Harassment Complaint Form."

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults and
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.

- Unwanted sexual advances, propositions or other sexual comments, such as:
 - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
 - Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
 - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.

- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
 - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work.
 - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
 - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy.

Complainants and witnesses under these policies will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation in or filing of a complaint or reporting sexual harassment.

The Charter School will investigate complaints promptly and provide a written report of the investigation and decision as soon as practicable. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

Employees may also direct their complaints to the California Department of Fair Employment and Housing (“DFEH”), which has authority to conduct investigation of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission (“FEHC”) or file a lawsuit in court. Both the FEHC and the courts have authority to award monetary and non-monetary relief in meritorious cases. Employees can contact the nearest DFEH office or the FEHC by checking the State Government listings in the local telephone directory.

While in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities.

Board Policy #: _____
Adopted: _____
Revised: _____

COMPLAINTS AGAINST PERSONNEL
INTERNAL COMMUNICATION MODEL

**DISPUTES ARISING FROM WITHIN THE SCHOOL/COMMUNICATION/MODEL
CONFLICT RESOLUTION PROCEDURE**

The ultimate purpose of a communication model is to encourage the growth and development of River Montessori Charter School (“Charter School”) as a healthy community. Conflict is a part of any development or growth process and may arise in any community. An effective complaint and conflict resolution process is therefore an essential component of the communication model.

The Conflict Resolution Procedure is a model for all members of the Charter School community and is designed to address issues among the following: between parents and teachers; parents and administration; and teachers and teachers. The overall purpose of this procedure is to perpetuate a climate of collegiality, mutual trust and respect by resolving differences in a timely, objective and equitable manner.

Please note that specific complaints of unlawful harassment are addressed under the Charter School’s “Policy Against Unlawful Harassment.” The Charter School Uniform Complaint Policy/Procedure (“UCP”) shall be used to address all complaints which allege that the Charter School has violated federal or state laws or regulations governing educational programs.

A. FOUR MAJOR AREAS OF COMMUNICATION:

Conflicts may include a wide area of issues, and regard family and staff concerns. Conflicts may fall into one of four major areas or may be a combination of these areas as listed below. It is emphasized that the first step in the resolution of any conflicts in our community is direct communication with the involved parties. Where reasonably possible, the concerned parties are strongly encouraged to address their questions or concerns with the appropriate Charter School personnel listed under each communication area as follows:

1. Policies and Legal Issues

Current policies are available in the Charter School office. Reviewing policies and procedures lends information that may at times solve a conflict. The Board of Directors has final approval for all school policies and procedures. Issues of policy and procedures should be addressed to the Executive Director/Principal.

2. Procedures/Daily Operations

The Executive Director/Principal shall establish procedures designed to carry out the policies adopted by the Board of Directors. Procedures pertain to anything regarding the daily operations of the Charter School. Procedures can be clarified by an office staff member or the Executive Director/Principal. The Executive Director/Principal serves as the

primary administrator of the school. Any daily operations/procedural issues should be addressed directly by the Executive Director.

3. Pedagogy

Pedagogical issues, which pertain to anything that occurs in the classroom, i.e. teaching, curriculum, classroom management, or teacher-student relationships should be addressed directly to the classroom teacher.

4. Interpersonal Communication and Relationships

Concerns between people or communication breakdown should be directly communicated with the person(s) involved.

B. CONFLICT RESOLUTION PROCEDURE:

1. Internal Complaints (Complaints by Employees Against Employees)

This section of the policy is for use when a Charter School employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Executive Director/Principal or designee:

- a. The complainant will bring the matter to the attention of the Executive Director/Principal as soon as possible after attempts to resolve the complaint with the immediate supervisor (or purportedly offending employee) have failed or if not appropriate; and
- b. The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. The Executive Director/Principal or designee will then investigate the facts and provide a solution or explanation;
- c. If the complaint is about the Executive Director/Principal, the complainant may file his or her complaint in a signed writing to the Chair of the Board of Directors of the School, who will then confer with the Board and may conduct a fact-finding or authorize a third party investigator on behalf of the Board. The Chair or investigator will report his or her findings to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee's satisfaction. However, the Charter School values each employee's ability to express concerns and the need for resolution without fear of adverse consequence to employment.

2. Policy for Complaints Against Employees (Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a Charter School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the Executive Director/Principal or Board President (if the complaint concerns the Executive Director/Principal) as soon as possible after the events that give rise to the employee's work-related concerns. The written complaint should set forth in detail the factual basis for the employee's complaint.

In processing the complaint, Executive Director/Principal (or designee) shall abide by the following process:

- a. The Executive Director/Principal or designee shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
- b. In the event that the Executive Director/Principal (or designee) finds that a complaint against an employee is valid, the Executive Director/Principal (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Executive Director/Principal (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
- c. The Executive Director/Principal's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors of the Charter School. The decision of the Board of Directors shall be final.

C. GENERAL REQUIREMENTS

1. **Confidentiality:** All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. **Non-Retaliation:** All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. **Resolution:** The Board (if a complaint is about the Executive Director/Principal) or the Executive Director/Principal or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

The authorizing entity shall not intervene in any such internal disputes without the consent of the Board of Directors and shall refer any complaints or reports regarding such disputes to the

Board of Directors or Executive Director/Principal of the Charter School for resolution pursuant to the Charter School's policies.

UNIFORM COMPLAINT PROCEDURE FORM

Last Name: _____ First Name/MI: _____

Student Name (if applicable): _____ Grade: _____ Date of Birth: _____

Street Address/Apt. #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

School/Office of Alleged Violation: _____

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- | | | |
|-----------------------------------------------------|------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Adult Education | <input type="checkbox"/> After School Education and Safety | <input type="checkbox"/> Agricultural Vocational Education |
| <input type="checkbox"/> American Indian Education | <input type="checkbox"/> Consolidated Categorical Aid | <input type="checkbox"/> Career/Technical Education |
| <input type="checkbox"/> Child Development Programs | <input type="checkbox"/> Child Nutrition | <input type="checkbox"/> Foster/Homeless Youth |
| <input type="checkbox"/> Migrant Education | <input type="checkbox"/> No Child Left Behind Programs | <input type="checkbox"/> Regional Occupational Programs |
| <input type="checkbox"/> Special Education | <input type="checkbox"/> State Preschool | <input type="checkbox"/> Tobacco-Use Prevention Education |
| <input type="checkbox"/> Pupil Fees | <input type="checkbox"/> Local Control Funding Formula | <input type="checkbox"/> Lactating Pupils |

For allegation(s) of unlawful discrimination/harassment, please check the basis of the unlawful discrimination/harassment described in your complaint, if applicable:

- | | | |
|----------------------------------------------------------|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Age | <input type="checkbox"/> Gender / Gender Expression / Gender Identity | <input type="checkbox"/> Sex (Actual or Perceived) |
| <input type="checkbox"/> Ancestry | <input type="checkbox"/> Genetic Information | <input type="checkbox"/> Sexual Orientation (Actual or Perceived) |
| <input type="checkbox"/> Color | <input type="checkbox"/> National Origin | <input type="checkbox"/> Based on association with a person or group with one or more of these actual or perceived characteristics |
| <input type="checkbox"/> Disability (Mental or Physical) | <input type="checkbox"/> Race or Ethnicity | |
| <input type="checkbox"/> Ethnic Group Identification | <input type="checkbox"/> Religion | |

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

2. Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents. Yes No

Signature: _____ Date: _____

Mail complaint and any relevant documents to:
Kelly Mannion, Executive Director/Principal
River Montessori Charter School
3880 Cypress Drive
Petaluma, CA 94954
(707) 778-6414

HARASSMENT COMPLAINT FORM

It is the policy of River Montessori Charter School ("Charter School") that all of its employees be free from harassment including sexual harassment. This form is provided for you to report what you believe to be harassment, so that the Charter School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment.

If you are an employee of the Charter School, you may file this form with the Executive Director/Principal or Board President.

Please review the Charter School's policies concerning harassment for a definition of sexual harassment and a description of the types of conduct that are considered to be harassment.

The Charter School will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the Charter School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the Charter School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged harasser.

In signing this form below, you authorize the Charter School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the Charter School will be able to address your complaint to your satisfaction.

Charges of harassment are taken very seriously by the Charter School both because of the harm caused to the person harassed, and because of the potential sanctions that may be taken against the harasser. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed you or someone else: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize River Montessori Charter School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Signature of Complainant

Date: _____

Print Name

To be completed by River Montessori Charter School:

Received by: _____

Date: _____

COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the River Montessori Charter School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date: _____

Print Name

To be completed by River Montessori Charter School:

Received by: _____ Date: _____

A. Hiring Process

All RMCS hiring activities are organized through school administration under the direction of the Executive Director/Superintendent. Hiring standards are consistent within industry standards, relevant to position.

For all positions, interviews are conducted in a team manner, including board of directors as part of a team for credentialed applicants; when a complete team is not available, multiple interviews will occur to ensure proper and thorough vetting of candidate. Reference checks are concluded, prior to a job offering.

The following employment requirements are to be completed on or before the first date of hire:

- Application Packet (resume, application, references)
- Tour/Interview
- Livescan/fingerprinting clearance
- TB Clearance
- Mandated Reporter Acknowledgement
- I9 -Employment Eligibility Verification
- Tax Documentation (W4, EDD, STRS)
- Emergency Information Form
- First Aid/ CPR /Bloodborne Pathenogens Training
- Job Description
- Workers' Comp Pamphlet
- Sexual Harassment Pamphlet
- Employee Handbook

If employee is credentialed or certified, current, valid credentials or state-approved waiver will be verified by the HR Department, and approved by Executive Director/Superintendent.

RMCS BOARD OF DIRECTORS

Agenda

3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414

An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. Board agendas are available on the school website www.rivermontessoricharter.org

The regular meeting of the Governing Board held in public, will be advertised and recorded in accordance with the Brown Act.

Regular Meeting: September 13, 2016

Time: 6:30pm

Location(s):

- RMCS Community Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

A. Opening/Call to Order:

Roll Call: Tammy Cleland, Carolyn Duffy, Betsy Hall, Ginny Hautau, Norman Lorenz, Tim Lohrentz, Ruben Mejia, Eresa Puch

Staff: Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, Julie Carolan, Administration & Communications Manager

B. Student Presentations- None

C. Agenda Review

D. Public Comment:

Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the Board President may increase or decrease time allowed for public comment. The Board does not respond or take action on public comments.

E. Approval: Minutes from 08/09/16 RMCS BOD Meeting

F. Communications (*6:45pm)

1. Executive Director's Report
2. Finance Report - no report, see Discussion & Action
3. Facilities Report
4. Policy Compliance/Committee Report
5. Positive Resolution Committee Report
6. Foundation/Fundraising Report

G. Board Business (*7:30pm)

- | | |
|-------------------------|----------------------------------------------|
| 1. Discussion & Action: | Review/Approve Unaudited Actuals |
| 2. Discussion & Action: | Review/Approve Prop 39 Bridge Loan from UCP |
| 3. Discussion & Action: | Strategic Planning |
| 4. Discussion & Action: | Calendar Executive Director Evaluation |
| 5. Discussion & Action: | Introduce Board Binder & Board Service Forms |
| 6. Discussion: | LCAP Update |
| 7. Discussion: | New Board Members Messaging to Community |
| 8. Discussion: | UE Self-contained Classrooms |

H. Adjourn (*8:30pm)

**All times are provided as a courtesy and are estimates that may be changed at the discretion of the Board Chair, and/or according to the meeting flow.*

Future Meeting Date(s):

October 11, 2016 - 6:30pm

November 8, 2016 - 6:30pm

December 13, 2016 - 6:30pm

January 21, 2017- Retreat 9:00a-4:00p

February 14, 2017 - 6:30pm

March 14, 2017 - 6:30pm

April 11, 2017 - 6:30pm

May 9, 2017 - 6:30pm

June 27, 2017 - 6:30pm

Instructions for Presentations to the Board by Members of the Community

River Montessori Charter School welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. We hope that you will visit these meetings often and your participation assures us of continuing community interest in our School. To assist you in speaking/participating in our meetings, the following guidelines are provided.

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2. Community members who wish to speak on any agenda items or under the general category of "Public Comment" will be given an opportunity to do so.
3. "Public Comment" is set aside for members of the community to raise issues that are not specifically on the agenda. However, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. Exceptions to these time limits may be made at the discretion of the Board Chair. The board may give direction to staff to respond to your concerns or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may speak for up to (3) minutes when the Board discusses that item. Exceptions to this time may be made at the discretion of the Board Chair.
5. Community members may request in writing that a topic related to school business be considered for placement on a future agenda. Requests should be addressed to the Board Chair. If such an item is placed on the agenda and publicly noticed, the Board can respond, interact, and act upon the item.

[For office use only: Posted On-site: Initial  Date 9/10/16 Posted Website: Initial  Date 9/16/16]

RMCS BOARD OF DIRECTORS

Meeting Minutes

3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414

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The regular meeting of the Governing Board held in public will be advertised and recorded in accordance with the Brown Act.

Location(s):

- RMCS Community Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

Regular Meeting: August 9, 2016

A. Opening/Call to Order: 6:32 pm

Roll Call:

In attendance: Tammy Cleland, Carolyn Duffy, Betsy Ehlen Hall, Ginny Hautau, Tim Lohrentz, Ruben Mejia, Eresa Puch

Absent: Norman Lorenz

Staff: Kelly Mannion, Executive Director, Michelle Leonard, Business pManager, Julie Carolan, School Administration Coordinator

Guests: Lisa Hartman (Guide), Lorna Rochman-McIntire (Special Ed Teacher), Amy Atchley (RMF Chair), Jessica Holten-Casper (RMF Vice-Chair), Melissa Franks (RMF Treasurer), Karen Orlandi (parent), Michelle Loftin (parent), other parents, and guardians

B. Student Presentations - None

C. Carolyn requested for Agenda item 'G. Board Business, No. 8 - Union School Proposal be moved earlier in the meeting. Carolyn also asked to add in future agenda a section for 'Comments and Future Agenda' prior to adjournment of board meeting.

D. Agenda Review

Action: Approved Agenda for August 9, 2016 BOD Meeting

- Motion: Approved by consensus
- A: 7
- N: 0

E. Public Comment:

Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the Board President may increase or decrease time allowed for public comment. The Board does not respond or take action on public comments.

1. Introduction of Lorna Rochman-McIntire as the new Education Specialist Teacher/Coordinator of Student Support Services

2. Karen Orlandi (parent) expressed own enthusiasm and from many parents for the new school year.

F. Approval: Minutes from June 28, 2016 RMCS BOD Meeting

- Motion: Ginny
- Second: Tammy
- A: 3
- N: 0
- Abstain: Betsy and Ruben

G. Union School Proposal

- Cynthia Walsh (Union School Principal and Teacher) presented an overview of the school, collaborative ideas, and the school's goal to stay open.

H. Communications

1. RMCS Executive Director's Report (Kelly)

- a. Successful, fun, and well attended community events - BBQ and Community Work Day
- b. New Special Education Teacher and Student Support Services Coordinator
- c. Received CAASPP (California Assessment of Student Performance and Progress) Report - currently in the assessment process
- d. Montessori Compass - currently assessing the Report Card option
- e. Enrollment process
- f. Current enrollment:
 - TKK - 45
 - LE - 77
 - UE - 52
- g. Guide credentials - all have State credentials; a few are completing the Montessori credential
- h. 1 Internship
- i. Administration level support and additional professional development
- j. Jetting. Jim. CvDue diligence in responding to complaints and appropriate actions taken through levels of Administration, BOD, and Private Investigator
- k. BOD meeting agenda and packet are posted online as well as at physical locations 72 hours in advance; signed by poster
- l. 2016 California Charter Schools Leadership Update Conference - Dec 8 & 9

2. Finance (Michelle)

- a. SY 2015-16 Financials are finalized for review by Sonoma County Education
- b. Michelle will present the unaudited Financial Report in September BOD meeting and will present the audited when available
- c. Revenue over budget by \$269K
 - \$150K for energy efficiency
 - \$60K Education Protection revenue more than expected
- d. Expenses over budget by \$169K
 - \$51K of Depreciation was not included in the budget
 - \$19K Building lease was overlooked

- \$32K fees
- e. Current Ending Cash - \$557K (\$130K restricted for solar project)
- f. More details after Finance Committee meeting

3. Foundation (Amy and Melissa)

- a. RMF commits to \$75K assistance to RMCS
- b. Raised \$81K last year
 - Spring Gala/Auction - \$24K
 - Annual Fund - \$25K
 - Walkathon - \$21K
 - Rivertown - \$2k (half of proceeds)
- c. Provided \$65K cash to the school and \$6K in kind donations (shed and PE materials)
- d. Plans to allot funds to be saved in the bank to provide early assistance to the school at the beginning of the next school year
- e. Successful BBQ - received \$1500 from Riverwear and dessert sales
- f. Future activities:
 - Dine & Donate at Panera
 - More community building
 - Invited Board members to host Coffee Social
 - Creator Faire meeting

I. Board Business:

1. Discussion and Action: Facilities Long-term Vision and Facilities Committee Member Establishment

- a. Facilities Long-term Vision
 - Ruben inquired about current lease, long-term plan, and whether to stay or look into other facilities
 - Michelle & Kelly stated that current lease is good until 2019
 - Kelly raised the need for finalized idea and project planning
 - Facilities Committee is a standing committee with published agenda

Action: To create a Facilities Committee.

- Motion: Tammy
- Second: Betsy
- A: 5
- N: 0

Action: To establish the Facilities Committee members:

1. Ruben
2. Tim
3. Carolyn

- Motion: Eresa
- Second: Ginny
- A: 5
- N: 0

2. Discussion and Action: Policy / Compliance Committee Member Establishment

- Meeting once or a few times in a year

- Policy / Compliance Committee is a standing committee with published agenda

Action: To create a Policy / Compliance Committee.

- Motion: Betsy
- Second: Tammy
- A: 5
- N: 0

Action: To establish Policy / Compliance Committee members:

1. Tammy
2. Eresa
3. Carolyn

- Motion: Approved by consensus
- A: 7
- N: 0

3. Discussion and Action: Positive Resolution Committee Member Establishment

Action: To create a Positive Resolution Committee and establish its members:

1. Tim
2. Betsy
3. Tammy
4. Ginny

- Motion: Eresa
- Second: Ruben
- A: 5
- N: 0

4. Discussion and Action: Review / Approve 2016-17 At-Will Employees

- Michelle: Edit last name 'Strazberg' to 'Satzberg'

Action: To approve 2016-17 At-Will Employees list after last name correction.

- Motion: Betsy
- Second: Eresa
- A: 5
- N: 0

5. Discussion and Action: Special Education Policies / SELPA Contract

Action: To accept the latest Special Education Policies / SELPA Contract.

- Motion: Tim
- Second: Ginny
- A: 5
- N: 0

6. Discussion: Questions for Board Training on September 6, 2016 at 6:30 pm

- Gathered a list of questions and topics for the Board training

7. Discussion: UCP

- Tammy reviewed recommendations from March meeting. Due to legality, unable to modify words in the UCP.

8. Discussion: LCAP Update (Kelly)
 - Reflection on LCAP and three goals
 - Kelly will provide monthly updates
 - CAASPP to speak to the ideals of Montessori
 - Review and refine hiring process
 - Guides to receive professional development (partnership with Eagle Peak)

9. Discussion: HR / Hiring Process
 - Policy vs. Procedure
 - Employee Handbook will be available in September 2016
 - HR policies and procedures will be reviewed by Policy/Compliance Committee

10. Discussion: Establish Performance Goals for E.D. / Superintendent
 - Carolyn: Director to receive an end-of-school year Performance Evaluation

J. Future Agenda Items:

- To put on calendar the Director's Performance Evaluation
- Review and approve unaudited financial statements
- CAASPP results assessment report
- Policy / Compliance Committee to start thinking about an Internet Safety Program
- Planning for election of new Board members
- Self-contained Upper EI strategic planning process in October (Tim will help lead)
- How BOD meetings can be most beneficial and efficient

K. Adjourn at 8:47 pm

Future Meeting Date(s):

September 13, 2016 - 6:30 pm	October 11, 2016 - 6:30 pm
November 8, 2016 - 6:30 pm	December 13, 2016 - 6:30 pm
January 21, 2017 - Retreat 9:00 am - 4:00 pm	February 14, 2017 - 6:30 pm
March 14, 2017 - 6:30 pm	April 11, 2017 - 6:30 pm
May 9, 2017 - 6:30 pm	June 27, 2017 - 6:30 pm

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Unaudited Financials
As of June 30, 2016

Revenue:

1. Total revenues for the year were \$1,720,844, \$218,742 over budget. We received two sources of revenue not budgeted; an unrestricted one-time mandate grant of \$89,114 and a restricted payment of \$151,176 for proposition 39. Without these two extra revenues, revenue was \$21,548 under budget.
2. LCFF revenue increases next year due to increase in ADA from last year's actual.
3. Next year other state revenue decreases due to not receiving prop 39 funds or one-time mandate grant money.

Expenses:

1. Total expenses for the year were \$1,631,193, \$204,348 over budget.
2. Certificated salaries were \$37,335 over budget. This is due to hiring multiple special education employees to accommodate the need.
3. Classified salaries were \$37,038 over budget. This is due to hiring another full-time administration person in January. Next year's budget includes this person for the full year and additional hours for our clerical staff.
4. Employee benefits came in under budget by \$21,588. This is due to over budgeting health insurance, Unemployment insurance, and Worker's Comp insurance. Next year's employee benefit go up due to an 8.5% increase in dues, and additional positions now able to be under our insurance plan.
5. Books and supplies are \$19,308 over budget. Most of this is for new Montessori material that came in \$12k over budget. Plus an overage on supplies and equipment. Next year we won't have to buy as many new Montessori materials.
6. Services and other operating expenses came in over budget by \$69,649. Most of this is for \$65k of unbudgeted vendor expenses for Proposition 39.
7. Depreciation wasn't budget last year, so we are \$50,851 over budget on this line item.
8. Other outgoing costs are \$32,019 over due to payroll tax penalties & interest for late filings.

The overall result is an excess of \$89,651 in funds for the year. Net cash position is \$136,394 in restricted funds, and \$226,146 in unrestricted funds. Unreceived funds due to us is \$203,382. Miscellaneous payables at the end of the year are \$77,294 and \$86,730 for overpayment of government funds.

Charter Number: 1086

To the entity that approved the charter school:

2015-16 CHARTER SCHOOL UNAUDITED ACTUAL FINANCIAL REPORT: This report is hereby approved and filed by the charter school pursuant to Education Code Section 42100(b).

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

Printed Name: Kelty Griffith Mannion Title: Superintendent

To the County Superintendent of Schools:

2015-16 CHARTER SCHOOL UNAUDITED ACTUAL FINANCIAL REPORT: This report has been reviewed and is hereby filed with the County Superintendent of Schools pursuant to Education Code Section 42100(a).

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

Printed Name: _____ Title: _____

To the Superintendent of Public Instruction:

2015-16 CHARTER SCHOOL UNAUDITED ACTUAL FINANCIAL REPORT: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

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

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

For Approving Entity:

Lynda Williams
Name

Director of Business Services
Title

707-765-4323
Telephone

williams@oldadobe.org
E-mail Address

For Charter School:

Michelle Leonard
Name

Business Manager
Title

707-778-6414
Telephone

mleonard@rivemontessoricharter.org
E-mail Address

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	1,154,167.00	1,282,337.00	11.1%
2) Federal Revenue		8100-8299	21,375.00	20,781.00	-2.8%
3) Other State Revenue		8300-8599	302,939.93	83,659.00	-72.4%
4) Other Local Revenue		8600-8799	242,361.77	243,956.00	0.7%
5) TOTAL, REVENUES			1,720,843.70	1,630,733.00	-5.2%
B. EXPENSES					
1) Certificated Salaries		1000-1999	557,617.37	553,928.00	-0.7%
2) Classified Salaries		2000-2999	255,047.54	331,416.00	29.9%
3) Employee Benefits		3000-3999	135,568.42	191,915.00	41.6%
4) Books and Supplies		4000-4999	88,107.92	66,375.00	-24.7%
5) Services and Other Operating Expenses		5000-5999	511,981.58	442,549.00	-13.6%
6) Depreciation		6000-6999	50,850.76	44,550.00	-12.4%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	32,019.13	0.00	-100.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			1,631,192.72	1,630,733.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)					
			89,650.98	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			89,650.98	0.00	-100.0%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	574,120.41	557,854.22	-2.8%
b) Audit Adjustments		9793	(105,917.17)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			468,203.24	557,854.22	19.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			468,203.24	557,854.22	19.1%
2) Ending Net Position, June 30 (E + F1e)			557,854.22	557,854.22	0.0%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	136,394.11	0.00	-100.0%
c) Unrestricted Net Position		9790	421,460.11	557,854.22	32.4%

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	382,540.28		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	1,000.00		
c) in Revolving Fund		9130	1,000.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	184,591.70		
4) Due from Grantor Government		9290	18,790.12		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	10,111.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets					
a) Land		9410	0.00		
b) Land Improvements		9420	0.00		
c) Accumulated Depreciation - Land Improvements		9425	0.00		
d) Buildings		9430	383,258.02		
e) Accumulated Depreciation - Buildings		9435	(257,288.80)		
f) Equipment		9440	124,360.52		
g) Accumulated Depreciation - Equipment		9445	(106,487.16)		
h) Work in Progress		9450	0.00		
10) TOTAL ASSETS			721,877.88		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL DEFERRED OUTFLOWS			0.00		

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
I. LIABILITIES					
1) Accounts Payable		9500	77,293.66		
2) Due to Grantor Governments		9590	86,730.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	0.00		
6) Long-Term Liabilities					
a) Net Pension Liability		9663	0.00		
b) Net OPEB Obligation		9664	0.00		
c) Compensated Absences		9665	0.00		
d) COPs Payable		9666	0.00		
e) Capital Leases Payable		9667	0.00		
f) Lease Revenue Bonds Payable		9668	0.00		
g) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			164,023.66		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. NET POSITION					
Net Position, June 30 (must agree with line F2) (G10 +H2) - (I7 + J2)			557,854.22		

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
LCFF SOURCES					
Principal Apportionment State Aid - Current Year		8011	239,204.00	391,807.00	63.8%
Education Protection Account State Aid - Current Year		8012	98,313.00	33,250.00	-66.2%
State Aid - Prior Years		8019	1,574.00	0.00	-100.0%
LCFF Transfers					
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	815,076.00	857,280.00	5.2%
Property Taxes Transfers		8097	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL LCFF SOURCES			1,154,167.00	1,282,337.00	11.1%
FEDERAL REVENUE					
Maintenance and Operations		8110	0.00	0.00	0.0%
Special Education Entitlement		8181	21,375.00	20,781.00	-2.8%
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.0%
Intersagency Contracts Between LEAs		8285	0.00	0.00	0.0%
NCLB: Title I, Part A, Basic Grants Low- Income and Neglected	3010	8290	0.00	0.00	0.0%
NCLB: Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.0%
NCLB: Title II, Part A, Teacher Quality	4035	8290	0.00	0.00	0.0%
NCLB: Title III, Immigrant Education Program	4201	8290	0.00	0.00	0.0%
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290	0.00	0.00	0.0%
NCLB: Title V, Part B, Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.0%
Other No Child Left Behind	3012-3020, 3030-3199, 4036-4128, 5510	8290	0.00	0.00	0.0%
Vocational and Applied Technology Education	3500-3699	8290	0.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.0%
TOTAL FEDERAL REVENUE			21,375.00	20,781.00	-2.8%

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
OTHER STATE REVENUE					
Other State Apportionments					
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	91,507.00	41,764.00	-54.4%
Lottery - Unrestricted and Instructional Materials		8560	37,756.87	30,091.00	-20.3%
School Based Coordination Program	7250	8590	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.0%
Charter School Facility Grant	8030	8590	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690	8590	0.00	0.00	0.0%
California Clean Energy Jobs Act	8230	8590	151,176.00	0.00	-100.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.0%
Common Core State Standards Implementation Funds	7405	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	22,499.96	11,804.00	-47.5%
TOTAL, OTHER STATE REVENUE			302,939.93	83,659.00	-72.4%

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
OTHER LOCAL REVENUE					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	3,148.17	2,000.00	-36.5%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	162,314.60	158,000.00	-2.7%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.0%
Transfers of Apportionments					
Special Education SELPA Transfers					
From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	76,898.00	83,958.00	9.2%
From JPAs	6500	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			242,361.77	243,956.00	0.7%
TOTAL, REVENUES			1,720,843.70	1,830,733.00	-5.2%

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	429,474.40	457,324.00	6.5%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	87,822.00	96,604.00	10.0%
Other Certificated Salaries		1900	40,320.97	0.00	-100.0%
TOTAL, CERTIFICATED SALARIES			557,617.37	553,928.00	-0.7%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	98,865.67	135,738.00	37.3%
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	84,526.64	114,500.00	35.5%
Clerical, Technical and Office Salaries		2400	71,655.23	81,180.00	13.3%
Other Classified Salaries		2800	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			255,047.54	331,416.00	29.9%
EMPLOYEE BENEFITS					
STRS		3101-3102	44,454.13	69,684.00	56.8%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	32,883.98	33,386.00	1.5%
Health and Welfare Benefits		3401-3402	41,224.65	70,607.00	71.3%
Unemployment Insurance		3501-3502	390.59	8,853.00	2166.6%
Workers' Compensation		3601-3602	18,615.07	9,385.00	-43.5%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			135,568.42	191,915.00	41.6%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	357.55	0.00	-100.0%
Materials and Supplies		4300	73,985.52	50,375.00	-31.9%
Noncapitalized Equipment		4400	5,529.35	8,000.00	44.7%
Food		4700	8,255.50	8,000.00	-3.1%
TOTAL, BOOKS AND SUPPLIES			88,107.92	66,375.00	-24.7%

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENSES					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	19,403.74	24,757.00	27.6%
Dues and Memberships		5300	1,369.00	2,000.00	46.1%
Insurance		5400-5450	14,028.10	11,244.00	-19.8%
Operations and Housekeeping Services		5500	48,284.75	34,514.00	-28.5%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	255,274.65	245,203.00	-3.9%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	167,823.98	117,431.00	-30.0%
Communications		5900	5,797.36	7,400.00	27.8%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			511,981.58	442,549.00	-13.6%
DEPRECIATION					
Depreciation Expense		6900	50,850.76	44,550.00	-12.4%
TOTAL, DEPRECIATION			50,850.76	44,550.00	-12.4%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	32,019.13	0.00	-100.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			32,019.13	0.00	-100.0%

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL EXPENSES			1,631,192.72	1,630,733.00	0.0%

Description	Resource Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8985	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7899	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	1,154,187.00	1,282,337.00	11.1%
2) Federal Revenue		8100-8299	21,375.00	20,781.00	-2.8%
3) Other State Revenue		8300-8599	302,939.83	83,659.00	-72.4%
4) Other Local Revenue		8600-8799	242,361.77	243,958.00	0.7%
5) TOTAL REVENUES			1,720,843.70	1,630,733.00	-5.2%
B. EXPENSES (Objects 1000-7999)					
1) Instruction	1000-1999		717,804.17	827,824.00	15.3%
2) Instruction - Related Services	2000-2999		262,198.23	222,178.00	-15.3%
3) Pupil Services	3000-3999		49,031.58	56,196.00	14.6%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		37,948.15	48,512.00	27.8%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		158,688.70	192,308.00	21.2%
8) Plant Services	8000-8999		373,494.76	283,717.00	-24.0%
9) Other Outgo	9000-9999	Except 7600-7699	32,019.13	0.00	-100.0%
10) TOTAL EXPENSES			1,631,192.72	1,830,733.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			89,650.98	0.00	-100.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Function Codes	Object Codes	2015-16 Unaudited Actuals	2016-17 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			89,850.98	0.00	-100.0%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	574,120.41	557,854.22	-2.8%
b) Audit Adjustments		9793	(105,917.17)	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			468,203.24	557,854.22	19.1%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			468,203.24	557,854.22	19.1%
2) Ending Net Position, June 30 (E + F1e)			557,854.22	557,854.22	0.0%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	0.00	0.00	0.0%
b) Restricted Net Position		9797	136,394.11	0.00	-100.0%
c) Unrestricted Net Position		9790	421,460.11	557,854.22	32.4%

<u>Resource</u>	<u>Description</u>	<u>2015-16 Unaudited Actuals</u>	<u>2016-17 Budget</u>
6230		136,394.11	0.00
Total, Restricted Net Position		136,394.11	0.00

Goal	Program/Activity	Direct Costs				Other Costs (Schedule OC) Column 5	Total Costs by Program (col. 3 + 4 + 5) Column 6
		Direct Charged (Schedule DCC) Column 1	Allocated (Schedule AC) Column 2	Subtotal (col. 1 + 2) Column 3	Central Admin Costs (col. 3 x Sch. CAC line E) Column 4		
Instructional Goals							
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00		0.00
1110	Regular Education, K-12	823,231.87	399,512.66	1,222,744.53	135,487.60		1,358,232.13
3100	Alternative Schools	0.00	0.00	0.00	0.00		0.00
3200	Continuation Schools	0.00	0.00	0.00	0.00		0.00
3300	Independent Study Centers	0.00	0.00	0.00	0.00		0.00
3400	Opportunity Day Schools	0.00	0.00	0.00	0.00		0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00		0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00		0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00		0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00		0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00		0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00		0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00		0.00
4760	Bilingual	0.00	0.00	0.00	0.00		0.00
4850	Migrant Education	0.00	0.00	0.00	0.00		0.00
5000-5999	Special Education	171,526.71	0.00	171,526.71	19,006.21		190,532.92
6000	Regional Occupational Ctr/Prg (ROCP)	0.00	0.00	0.00	0.00		0.00
Other Goals							
7110	Nonagency - Educational	0.00	0.00	0.00	0.00		0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00		0.00
8100	Community Services	0.00	0.00	0.00	0.00		0.00
8500	Child Care and Development Services	37,948.15	0.00	37,948.15	4,204.89		42,153.04
Other Costs							
---	Food Services						
---	Enterprise					8,255.50	8,255.50
---	Facilities Acquisition & Construction					0.00	0.00
---	Other Outgo					0.00	0.00
Other Funds							
---	Adult Education, Child Development, Cafeteria, Foundation (Column 3 + CAC, line C5) times CAC, line E)		0.00	0.00	0.00		0.00
---	Indirect Cost Transfers to Other Funds (Net of Funds 01, 09, 62, Function 7210, Object 7350)					0.00	0.00
---	Total General Fund and Charter Schools Funds Expenditures	1,032,706.73	399,512.66	1,432,219.39	158,698.70	40,274.63	1,631,192.72

Unaudited Actuals
 2015-16
 General Fund and Charter Schools Funds
 Program Cost Report
 Schedule of Direct Charged Costs (DCC)

Goal	Type of Program	Instruction (Functions 1000-1999)	Instructional Supervision and Administration (Functions 2100-2700)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3110-3160 and 3900)	Pupil Transportation (Function 3600)	Auxiliary Services (Functions 4000-4999)	Community Services (Functions 5000-5999)	General Administration (Functions 7000-7999, except 7210)*	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rent and Leases (Function 8700)	Total
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
1110	Regular Education, K-12	673,429.08	4,000.00	0.00	185,164.21	1,618.38	0.00	0.00			0.00	0.00	821,231.87
3100	Alternative Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3200	Continuation Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3300	Independent Study Centers	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3400	Opportunity Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4630	Adult Correctional Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4760	Bilingual	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
4850	Migrant Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
5000-5999	Special Education	85,375.09	41,756.45	0.00	5,257.67	39,137.50	0.00	0.00			0.00	0.00	171,526.71
6000	RDC/P	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
Other Goals													
7110	Nonmanager - Educational	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
7150	Nonmanager - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
8100	Community Services										0.00	0.00	0.00
8500	Child Care and Development Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00
Total Direct Charged Costs		717,804.17	45,756.45	0.00	190,421.88	40,776.68	0.00	0.00	37,948.15	0.00	0.00	0.00	1,012,706.73

* Functions 7100, 2199 for goals 8100 and 8500

Goal	Type of Program	Allocated Support Costs (Based on factors input on Form PCRAF)			Total
		Full-Time Equivalents	Classroom Units	Pupils Transported	
Instructional Goals					
0001	Pre-Kindergarten	0.00	0.00	0.00	0.00
1110	Regular Education, K-12	26,017.90	373,494.76	0.00	399,512.66
3100	Alternative Schools	0.00	0.00	0.00	0.00
3200	Continuation Schools	0.00	0.00	0.00	0.00
3300	Independent Study Centers	0.00	0.00	0.00	0.00
3400	Opportunity Schools	0.00	0.00	0.00	0.00
3550	Community Day Schools	0.00	0.00	0.00	0.00
3700	Specialized Secondary Programs	0.00	0.00	0.00	0.00
3800	Career Technical Education	0.00	0.00	0.00	0.00
4110	Regular Education, Adult	0.00	0.00	0.00	0.00
4610	Adult Independent Study Centers	0.00	0.00	0.00	0.00
4620	Adult Correctional Education	0.00	0.00	0.00	0.00
4630	Adult Career Technical Education	0.00	0.00	0.00	0.00
4760	Bilingual	0.00	0.00	0.00	0.00
4850	Migrant Education	0.00	0.00	0.00	0.00
5000-5999	Special Education (allocated to 5001)	0.00	0.00	0.00	0.00
6000	ROC/P	0.00	0.00	0.00	0.00
Other Goals					
7110	Nonagency - Educational	0.00	0.00	0.00	0.00
7150	Nonagency - Other	0.00	0.00	0.00	0.00
8100	Community Services	0.00	0.00	0.00	0.00
8500	Child Care and Development Svcs.	0.00	0.00	0.00	0.00
Other Funds					
--	Adult Education (Fund 11)		0.00		0.00
--	Child Development (Fund 12)	0.00	0.00	0.00	0.00
--	Cafeteria (Funds 13 and 61)		0.00		0.00
Total Allocated Support Costs		26,017.90	373,494.76	0.00	399,512.66

A. Central Administration Costs in General Fund and Charter Schools Funds		
1	Board and Superintendent (Funds 01, 09, and 62, Functions 7100-7180, Goals 0000-6999 and 9000, Objects 1000-7999)	5,371.65
2	External Financial Audits (Funds 01, 09, and 62, Functions 7190-7191, Goals 0000-6999 and 9000, Objects 1000-7999)	12,000.00
3	Other General Administration (Funds 01, 09, and 62, Functions 7200-7600 except 7210, Goal 0000, Objects 1000-7999)	141,327.05
4	Centralized Data Processing (Funds 01, 09, and 62, Function 7700, Goal 0000, Objects 1000-7999)	0.00
5	Total Central Administration Costs in General Fund and Charter Schools Funds	158,698.70
B. Direct Charged and Allocated Costs in General Fund and Charter Schools Funds		
1	Total Direct Charged Costs (from Form PCR, Column 1, Total)	1,032,706.73
2	Total Allocated Costs (from Form PCR, Column 2, Total)	399,512.66
3	Total Direct Charged and Allocated Costs in General Fund and Charter Schools Funds	1,432,219.39
C. Direct Charged Costs in Other Funds		
1	Adult Education (Fund 11, Objects 1000-5999, except 5100)	0.00
2	Child Development (Fund 12, Objects 1000-5999, except 5100)	0.00
3	Cafeteria (Funds 13 & 61, Objects 1000-5999, except 5100)	0.00
4	Foundation (Funds 19 & 57, Objects 1000-5999, except 5100)	0.00
5	Total Direct Charged Costs in Other Funds	0.00
D. Total Direct Charged and Allocated Costs (B3 + C5)		1,432,219.39
E. Ratio of Central Administration Costs to Direct Charged and Allocated Costs (A5/D)		11.08%

Unaudited Actuals
 2015-16
 General Fund and Charter Schools Funds
 Program Cost Report
 Schedule of Other Costs (OC)

Type of Activity	Food Services (Function 3700)	Enterprise (Function 6000)	Facilities Acquisition & Construction (Function 8500)	Other Outgo (Functions 9000-9999)	Total
Food Services (Objects 1000-5999, 6400, and 6500)	8,255.50				8,255.50
Enterprise (Objects 1000-5999, 6400, and 6500)		0.00			0.00
Facilities Acquisition & Construction (Objects 1000-6500)			0.00		0.00
Other Outgo (Objects 1000-7999)				32,019.13	32,019.13
Total Other Costs	8,255.50	0.00	0.00	32,019.13	40,274.63

Unaudited Actuals
 2015-16
 General Fund and Charter Schools Funds
 Program Cost Report
 Schedule of Allocation Factors (AF) for Support Costs

A. Amount of Undistributed Expenditures, Funds 81, 89, and 62, Goals 8000 and 9000 (will be allocated based on factors input)	-----Teacher Full-Time Equivalents-----						-----Classroom Units-----		Pupils Transported
	Instructional Supervision and Administration (Functions 2100-2200)	Library, Media, Technology and Other Instructional Resources (Functions 2420-2495)	School Administration (Function 2700)	Pupil Support Services (Functions 3100-3199 & 3900)	Plant Maintenance and Operations (Functions 8100-8400)	Facilities Rents and Leases (Function 8700)	Pupil Transportation (Function 3600)		
B. Exater Allocation Factor(s) by Goal: (Note: Allocation factors are only needed for a column if there are undistributed expenditures in line A.)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	FTE Factor(s)	CU Factor(s)	CU Factor(s)	PT Factor(s)		
Instructional Goals Description									
0001 Pre-Kindergarten									
1110 Regular Education, K-12	8.00	0.00	4.50	8.00	16.00	16.00	0.00		
3100 Alternative Schools									
3200 Continuation Schools									
3300 Independent Study Centers									
3400 Opportunity Schools									
3550 Community Day Schools									
3700 Specialized Secondary Programs									
3800 Career Technical Education									
4110 Regular Education, Adult									
4610 Adult Independent Study Centers									
4630 Adult Correctional Education									
4630 Adult Career Technical Education									
4760 Bilingual									
4850 Migrant Education									
5000-5999 Special Education (allocated to 5001)									
6000 ROCP									
Other Goals Description									
7110 Necessity - Educational									
7150 Necessity - Other									
8100 Community Services									
8500 Child Care and Development Services									
Other Funds Description									
-- Adult Education (Fund 11)									
-- Child Development (Fund 12)									
-- Cafeteria (Funds 13 & 61)									
C. Total Allocation Factors	8.00	0.00	4.50	8.00	16.00	16.00	0.00		

Section I - Expenditures	Funds 01, 09, and 62			2015-16 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	1,631,192.72
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	62,712.91
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	37,948.15
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-8999	50,850.76
3. Debt Service	All	8100	5400-5450, 5800, 7430- 7439	32,019.13
4. Other Transfers Out	All	9200	7200-7299	0.00
5. Interfund Transfers Out	All	9300	7600-7629	0.00
6. All Other Financing Uses	All	9100 9200	7889 7851	0.00
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	0.00
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	0.00
9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.			
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				120,818.04
D. Plus additional MOE expenditures:				
1. Expenditures to cover deficits for food services (Funds 13 and 61) (if negative, then zero)	All	All	1000-7143, 7300-7439 minus 8000-8899	0.00
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				1,447,661.77

Section II - Expenditures Per ADA		2015-16 Annual ADA/ Exps. Per ADA
A. Average Daily Attendance (Form A, Annual ADA column, Line C9)		157.91
B. Expenditures per ADA (Line I.E divided by Line II.A)		9,167.64
Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)		
	Total	Per ADA
A. Base expenditures (Preloaded expenditures from prior year official CDE MOE Calculation) (Note: If the prior year MOE was not met, CDE has adjusted the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	1,299,180.80	7,664.78
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	1,299,180.80	7,664.78
B. Required effort (Line A.2 times 90%)	1,169,262.72	6,898.30
C. Current year expenditures (Line I.E and Line II.B)	1,447,661.77	9,167.64
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	0.00	0.00
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)	MOE Met	
F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under NCLB covered programs in FY 2017-18 may be reduced by the lower of the two percentages)	0.00%	0.00%

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

Unaudited Actuals
 2015-16 Unaudited Actuals
LOTTERY REPORT
 Revenues, Expenditures and
 Ending Balances - All Funds

Description	Object Codes	Lottery: Unrestricted (Resource 1100)	Transferred to Other Resources for Expenditure	Lottery: Instructional Materials (Resource 6300)*	Totals
A. AMOUNT AVAILABLE FOR THIS FISCAL YEAR					
1. Adjusted Beginning Fund Balance	9791-9795	41,908.18		12,590.41	54,498.59
2. State Lottery Revenue	8560	30,871.71		6,885.26	37,756.97
3. Other Local Revenue	8600-8799	0.00		0.00	0.00
4. Transfers from Funds of Lapsed/Reorganized Districts	8965	0.00		0.00	0.00
5. Contributions from Unrestricted Resources (Total must be zero)	8980	0.00			0.00
6. Total Available (Sum Lines A1 through A5)		72,779.89	0.00	19,475.67	92,255.56
B. EXPENDITURES AND OTHER FINANCING USES					
1. Certificated Salaries	1000-1999	72,779.89			72,779.89
2. Classified Salaries	2000-2999	0.00			0.00
3. Employee Benefits	3000-3999	0.00			0.00
4. Books and Supplies	4000-4999	0.00		19,475.67	19,475.67
5. a. Services and Other Operating Expenditures (Resource 1100)	5000-5999	0.00			0.00
b. Services and Other Operating Expenditures (Resource 6300)	5000-5999, except 5100, 5710, 5800				
c. Duplicating Costs for Instructional Materials (Resource 6300)	5100, 5710, 5800				
6. Capital Outlay	6000-6999	0.00			0.00
7. Tuition	7100-7199	0.00			0.00
8. Interagency Transfers Out					
a. To Other Districts, County Offices, and Charter Schools	7211,7212,7221, 7222,7281,7282	0.00			0.00
b. To JPAs and All Others	7213,7223, 7283,7299	0.00			0.00
9. Transfers of Indirect Costs	7300-7399				
10. Debt Service	7400-7499	0.00			0.00
11. All Other Financing Uses	7630-7699	0.00			0.00
12. Total Expenditures and Other Financing Uses (Sum Lines B1 through B11)		72,779.89	0.00	19,475.67	92,255.56
C. ENDING BALANCE					
(Must equal Line A6 minus Line B12)	979Z	0.00	0.00	0.00	0.00
D. COMMENTS:					

Data from this report will be used to prepare a report to the Legislature as required by Control Section 24 60 of the Budget Act.

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

Part I - General Administrative Share of Plant Services Costs

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

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

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702) (Functions 7200-7700, goals 0000 and 9000) 96,432.52
- 2. Contracted general administrative positions not paid through payroll _____
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800.
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

B. Salaries and Benefits - All Other Activities

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702) (Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 851,800.81

C. Percentage of Plant Services Costs Attributable to General Administration

(Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 11.32%

Part II - Adjustments for Employment Separation Costs

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

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

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

A. Normal Separation Costs (optional)

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

B. Abnormal or Mass Separation Costs (required)

Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0 00

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

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	141,327.05
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	0.00
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	14,357.53
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	27,922.08
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	183,606.66
9. Carry-Forward Adjustment (Part IV, Line F)	25,299.58
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	208,906.24

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	666,953.41
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	262,196.23
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	49,031.58
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	0.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	37,948.15
6. Enterprise (Function 6000, objects 1000-5999 except 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	5,371.65
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	12,000.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	112,475.74
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	218,739.41
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
15. Child Development (Fund 12, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Cafeteria (Funds 13 and 61, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
17. Foundation (Funds 19 and 57, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
18. Total Base Costs (Lines B1 through B12 and Lines B13b through B17, minus Line B13a)	1,364,716.17

C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment

(For information only - not for use when claiming/recovering indirect costs)
 (Line A8 divided by Line B18) 13.45%

D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2017-18 see www.cde.ca.gov/fg/ac/lc/)
 (Line A10 divided by Line B18) 15.31%

Part IV - Carry-forward Adjustment

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

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

A. Indirect costs incurred in the current year (Part III, Line A8)	<u>183,606.66</u>
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	<u>0.00</u>
2. Carry-forward adjustment amount deferred from prior year(s), if any	<u>0.00</u>
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (11.6%) times Part III, Line B18); zero if negative	<u>25,299.58</u>
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (11.6%) times Part III, Line B18) or (the highest rate used to recover costs from any program (0%) times Part III, Line B18); zero if positive	<u>0.00</u>
D. Preliminary carry-forward adjustment (Line C1 or C2)	<u>25,299.58</u>
E. Optional allocation of negative carry-forward adjustment over more than one year	
<p>Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.</p>	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	<u>not applicable</u>
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
LEA request for Option 1, Option 2, or Option 3	<u>1</u>
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	<u>25,299.58</u>

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30
Governmental Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings	383,258.00		383,258.00			383,258.00
Equipment	124,361.00		124,361.00			124,361.00
Total capital assets being depreciated	507,619.00	0.00	507,619.00	0.00	0.00	507,619.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings	(205,719.00)		(205,719.00)	(51,567.60)		(257,286.60)
Equipment	(45,852.00)		(45,852.00)	(80,635.16)		(106,487.16)
Total accumulated depreciation	(251,571.00)	0.00	(251,571.00)	(112,202.76)	0.00	(363,773.76)
Total capital assets being depreciated, net	256,048.00	0.00	256,048.00	(112,202.76)	0.00	143,845.24
Governmental actively capital assets, net	256,048.00	0.00	256,048.00	(112,202.76)	0.00	143,845.24
Business-Type Activities:						
Capital assets not being depreciated:						
Land			0.00			0.00
Work in Progress			0.00			0.00
Total capital assets not being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Capital assets being depreciated:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total capital assets being depreciated	0.00	0.00	0.00	0.00	0.00	0.00
Accumulated Depreciation for:						
Land Improvements			0.00			0.00
Buildings			0.00			0.00
Equipment			0.00			0.00
Total accumulated depreciation	0.00	0.00	0.00	0.00	0.00	0.00
Total capital assets being depreciated, net	0.00	0.00	0.00	0.00	0.00	0.00
Business-type actively capital assets, net	0.00	0.00	0.00	0.00	0.00	0.00

Unaudited Actuals
 2015-16 Unaudited Actuals
 Schedule of Long-Term Liabilities

	Unaudited Balance July 1	Audit Adjustments/ Restatements	Audited Balance July 1	Increases	Decreases	Ending Balance June 30	Amounts Due Within One Year
Governmental Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt	48,220.00		48,220.00		48,220.00	0.00	
Net Pension Liability			0.00			0.00	
Net OPEB Obligation			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Governmental activities long-term liabilities	48,220.00	0.00	48,220.00	0.00	48,220.00	0.00	0.00
Business-Type Activities:							
General Obligation Bonds Payable			0.00			0.00	
State School Building Loans Payable			0.00			0.00	
Certificates of Participation Payable			0.00			0.00	
Capital Leases Payable			0.00			0.00	
Lease Revenue Bonds Payable			0.00			0.00	
Other General Long-Term Debt			0.00			0.00	
Net Pension Liability			0.00			0.00	
Net OPEB Obligation			0.00			0.00	
Compensated Absences Payable			0.00			0.00	
Business-type activities long-term liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Description	2015-16 Unaudited Actuals			2016-17 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (Includes Necessary Small School ADA)						
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)						
4. Total, District Regular ADA (Sum of Lines A1 through A3)	0.00	0.00	0.00	0.00	0.00	0.00
5. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	0.00	0.00	0.00	0.00	0.00	0.00
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	0.00	0.00	0.00	0.00	0.00	0.00
7. Adults In Correctional Facilities						
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	2015-16 Unaudited Actuals			2016-17 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
B. COUNTY OFFICE OF EDUCATION						
1. County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)	0.00	0.00	0.00	0.00	0.00	0.00
2. District Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools						
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]						
g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)	0.00	0.00	0.00	0.00	0.00	0.00
3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)	0.00	0.00	0.00	0.00	0.00	0.00
4. Adults in Correctional Facilities						
5. County Operations Grant ADA						
6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	2015-16 Unaudited Actuals			2016-17 Budget		
	P-2 ADA	Annual ADA	Funded ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Funded ADA
C. CHARTER SCHOOL ADA						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools. Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.						
1. Total Charter School Regular ADA						
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0.00
3. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0.00
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	0.00	0.00	0.00	0.00	0.00	0.00
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.						
5. Total Charter School Regular ADA	157.51	157.91	157.91	166.40	166.40	166.40
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils						
b. Juvenile Halls, Homes, and Camps						
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]						
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0.00
7. Charter School Funded County Program ADA						
a. County Community Schools						
b. Special Education-Special Day Class						
c. Special Education-NPS/LCI						
d. Special Education Extended Year						
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools						
f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0.00
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	157.51	157.91	157.91	166.40	166.40	166.40
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	157.51	157.91	157.91	166.40	166.40	166.40

Proposition 39 Funds

1. The Board approved the Solar Craft project for this building, with a total cost of \$156,340.
2. Total unspent balance of funds received to date are \$136,394. We have another \$50,000 approved but we will not receive the funds until February 2018.
3. Solar Craft needs all of their payments according to Schedule D of contract (see attached), with final payment 60 days after completion.
4. We are around \$20,000 short of prop 39 funds until final disbursement in Feb. 2018. The building owner, UCP, is willing to loan us \$25,000 until January 31, 2018.
5. Attached is a Promissory note from UCP, to us as a bridge loan/line of credit. Does the board want to take out a loan to complete the Prop 39 project earlier, rather than later?
6. Some facts the board should know:
 - We have until June 30, 2020 to use the prop 39 funds, and complete all projects. Otherwise the funds need to be returned to the state.
 - The solar cannot be moved, after it is installed it belongs to the building owner.
 - If the solar is put on this building, it will be a donation to United Cerebral Palsy. The value RMCS receives is the reduced PG & E bills for as long as we are in this building.
7. If River plans on moving into a new building, depending on timing, we could use prop 39 funds on new building. It really depends on the timing, as stated above, we have until June 30, 2020 to complete the project.

Solar Craft

Schedule D – Payment Schedule

Project Contract Price: \$156,340.

Item	Payment	% of Total	Amount	Comments	When Due
1	Deposit	10%	\$15,634	Initial design, engineering, permitting. Module and Inverter ordering	Upon signing of contract
2	Mobilization Onsite	20%	\$31,268	Invoice upon start of construction	Due upon start of Construction
3	Delivery of Modules Onsite	40%	\$62,536	Invoice 15 days prior to scheduled delivery modules	Due upon delivery of modules
4	Substantial Completion	20%	\$31,268	Invoice when construction substantially complete. All components installed	Due upon substantial completion
5	Retention	10%	\$15,634	Final Building Inspection complete; system operational and ready for utility interconnection; receipt of workmanship warranty.	Due within 60 days of final building permit signoff by AHJ

Prop 39

Schedule

SCHEDULE MILESTONES	DATE
<ul style="list-style-type: none"> SSPI to release energy audit and planning funds 	November 2013, March 2014, May 2014 and each subsequent January
<ul style="list-style-type: none"> Energy Commission to begin accepting energy expenditure plan proposals 	January 2014
<ul style="list-style-type: none"> SSPI began processing award allocations for approved energy expenditure plans 	Quarterly beginning in June 2014
<ul style="list-style-type: none"> Two fiscal year combined funding award requests 	September 1 (<i>annually</i>) Not offered September 2017-18
<ul style="list-style-type: none"> Award calculation completed by the California Department of Education (CDE) 	October 30 (<i>annually</i>)
<ul style="list-style-type: none"> SSPI to begin allocating awards for approved multiple-year energy expenditure plans 	January (<i>annually</i>)
<ul style="list-style-type: none"> LEAs <u>final</u> project completion reporting 	Ongoing
<ul style="list-style-type: none"> LEAs expenditure reports to Citizens Oversight Board (COB) and Energy Commission 	October 1 (<i>annually beginning 2016</i>)
<ul style="list-style-type: none"> Energy Commission report to Citizens Oversight Board (COB) 	January 31 (<i>annually beginning 2016</i>)
<ul style="list-style-type: none"> LEAs final encumbrance date 	June 30, 2018
<ul style="list-style-type: none"> Final date all projects must be completed 	June 30, 2020
<ul style="list-style-type: none"> LEAs final project reporting date 	June 30, 2021

PROMISSORY NOTE FOR LINE OF CREDIT

Maximum Principal Balance:	\$25,000.00
Interest Rate:	0%
Effective Date:	October 1, 2016
Maturity Date:	January 31, 2018

RECITALS:

1. This document constitutes an agreement between **River Montessori Charter School** a 501(c) 3 non-profit organization whose business address is 3880 Cypress Drive, Petaluma CA 94954 and **United Cerebral Palsy of the North Bay, Inc. (UCPNB)**, a 501(c) 3 non-profit organization, whose business address is 3835 Cypress Drive Suite 103, Petaluma, CA 94954.
2. UCPNB will provide a cash advance to **River Montessori Charter School** in the amount of \$25,000 beginning October 1, 2016, total not to exceed \$25,000.

River Montessori Charter School will pay back the amount borrowed to UCPNB no later than January 31, 2018.

3. On September 22, 2016, the Board of Directors of UCPNB, at a duly constituted meeting, authorized funding for a **Line of Credit** to **River Montessori Charter School** which is secured by the **Promissory Note** herein.

PROMISSORY NOTE

FOR VALUE RECEIVED, **River Montessori Charter School**, a 501(c) 3 non-profit organization ("Maker"), whose business address is 3880 Cypress Drive, Petaluma CA 94954 promises to pay as hereinafter provided to **United Cerebral Palsy of the North Bay, Inc. (UCPNB)**, a 501(c) 3 non-profit organization, ("Holder"), or order at 3835

Cypress Drive Suite 103, Petaluma, CA 94954, or such other place as Holder may from time to time designate, the outstanding balances.

1. Advances: The Maker may draw funds against this Line of Credit at anytime prior to the date principal is due as stated in Paragraph 2 (a) and (b) provided:

(a) The principal balance of outstanding withdrawals, including the outstanding balance of all prior loans that are included in this agreement does not exceed \$25,000.00.

(b) An "event of default" has not occurred as defined in Paragraph 4.

Whether or not either of the above conditions have occurred, Holder may deny any request for additional withdrawals if Holder becomes aware of any adverse material changes to Maker's financial condition.

2. Payments. The Maker shall pay this Promissory Note as follows:

(a) All unpaid outstanding balance shall be due and payable on January 31, 2018.

(b) All payments under this Promissory Note shall be in lawful money of the United States of America. All sums paid hereunder shall be applied first against interest then due and the remainder against principal.

3. Optional Prepayment. Any indebtedness hereunder may be prepaid, in whole or in part, at any time, without premium or penalty. All payments under this Promissory Note shall be applied first to the payment of Holder's costs and expenses of collection, if any, second to the payment of the principal balance hereunder.

4. Default. Any of the following actions or inactions shall be deemed an "Event of Default" under this Promissory Note: (i) all unpaid outstanding balance under this Promissory Note is not received by Holder when due and within five (5) business days after notice of non-receipt, and (ii) Holder commits a breach of any term of this Promissory Note or the Guaranty, and such breach remains uncured for a period of ten

(10) business days. In the Event of Default, Holder may declare the entire outstanding principal indebtedness evidenced hereby, to be immediately due and payable and the same shall thereupon become immediately due and payable, without any further presentment, demand, protest or notice of any kind, and interest on the overdue payment shall thereupon accrue at the interest rate of Ten Percent (10%) per annum compounded annually for so long as the Event of Default continues.

5. Modification. This Promissory Note may be amended or modified only by an instrument in writing which expressly refers to this Promissory Note and which is duly executed by both Holder and Maker; provided, however, that if the Guaranty has not been terminated as of the time of such amendment or modification, any such amendment or modification shall also be duly executed by Guarantor.

6. Governing Law. This Promissory Note shall be governed by and construed in accordance with the laws of the State of California.

7. Limitation on Interest. Notwithstanding any provision herein, the total liability for payments in the nature of interest shall not exceed the applicable limits imposed by any applicable state or federal interest rate laws. If any payments in the nature of interest, additional interest and any other charges made hereunder are held to be in excess of the applicable limits imposed by any applicable state or federal laws, it is agreed that any such amount held to be in excess shall be considered payment of principal and the indebtedness evidenced hereby shall be reduced by such amount in the inverse order of maturity so that the total liability for payments in the nature of interest, additional interest and any other charges shall not exceed the applicable limits imposed by any applicable state or federal interest rate laws in compliance with the desires of Holder and Maker.

8. Waiver. Maker hereby expressly waives presentment or demand for payment, dishonor or notice of dishonor, protest or notice of protest or any other formality.

9. **Rights; Remedies.** No delay, failure or omission by Holder to exercise any right or remedy shall constitute a waiver of the right to exercise the right or remedy upon any Event of Default of Maker.
10. **Successor and Assigns.** Maker shall not assign its obligations hereunder without the prior written consent of Holder. This Promissory Note shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.
11. **Time of the Essence.** Time is of the essence with respect to each and every term and provision of this Promissory Note.
12. **Notices.** All notices hereunder shall be given in writing and shall be deemed effectively given upon receipt of personal delivery or twenty-four (24) hours after deposit with an overnight courier, addressed to a party at its address set forth above.
13. **Attorneys' Fees.** If legal action shall be necessary to interpret or enforce any of the terms of this Promissory Note, the prevailing party shall be entitled to reasonable attorneys' fees and costs incurred thereby.
14. **Severability.** If any of the provisions of this Promissory Note shall be held to be invalid or unenforceable, the determination of invalidity or unenforceability of any such provision or provisions shall not affect the validity or enforceability of any other provision or provisions hereof.
15. **Counterparts.** This Promissory Note may be executed in one or more counterparts, all of which together shall constitute one and the same instrument.

(Signature page follows)

IN WITNESS WHEREOF, Maker has executed this Promissory Note effective as of the date first set forth above.

MAKER

River Montessori Charter School
a California non-profit corporation

By: _____

Name: Kelley Mannion

Title: Executive Director

Date: _____

Acknowledged by:

HOLDER

United Cerebral Palsy of the North Bay
a California non-profit corporation

By: _____

Name : Margaret Farman Schliessmann

Title: Chief Executive Officer

Date: _____

2016-2018 STRATEGIC METRIC REVISIONS

From Goal Setting Session, January 2016



SPRING COMMUNITY FORUM

Expert Night

Ed Camp

Importance of Montessori
Cosmic Spiral Curriculum

DATE: TBD

COMMUNITY

STUDENT ENGAGEMENT:

Community partnerships, student-led partnerships, taking Montessori outside of the school.

PARENT ENGAGEMENT:

Improve communications for parents who cannot be present at the school.

FACILITY DEVELOPMENT:

Recruitment, technology integration, affirmation and support for the Montessori philosophy as the driving force, cross relationships with parents & board.

BOARD DEVELOPMENT:

Increase board training, continual recruitment, increase expertise at the board table, volunteer vs. paid board positions.

CIVIC INVOLVEMENT & ENGAGEMENT:

Trash pick-up around the school, student involvement in upkeep with common school areas, go into the community and environment and perform clean-ups.

PROGRAM

STUDENT ATTRIBUTES:

Montessori-focused
Stewardship
Leadership
Student-led

STUDENT ACHIEVEMENTS:

CDE required assessments, child-centered achievements, social development, Montessori-based assessments, relational learning.

SOCIAL/EMOTIONAL LEARNING:

EDUCATION OPTIONS:

Expansion of grade level options; full EC program, relational learning, secondary education (includes grades 7-12)

OPERATIONS

STUDENT ENROLLMENT & RETENTION

Increase marketing, more open houses, addition of Grade Levels

ACCREDITATION:

WASC expiration;

Strategies for checks & balances based on other charter standards;

CSDC, CA Small Districts Association, CCSA, EDCOE SELPA, National Center for Montessori in the Public Sector, AMS

FACILITIES:

SCHOOL FUNDRAISING, GRANTS, FUND DEVELOPMENT & SPENDING:

COMMUNICATION:

Montessori core values, relational learning, promotion of three-year cycle

COMMUNICATION

RMCS BOARD OF DIRECTORS

Agenda

3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414

An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. Board agendas are available on the school website www.rivermontessoricharter.org

The regular meeting of the Governing Board held in public, will be advertised and recorded in accordance with the Brown Act.

Regular/Annual Meeting: October 11, 2016

Time: 6:30pm

Location(s):

- RMCS Community Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

A. Opening/Call to Order:

Roll Call: Tammy Cleland, Carolyn Duffy, Betsy Hall, Ginny Hautau, Norman Lorenz, Tim Lohrentz, Ruben Mejia, Eresa Puch

Staff: Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, Julie Carolan, Administration & Communications Manager

B. Reading of RMCS Mission & Vision: 6:35pm

C. Student Presentations: Montessori Student Presentation

D. Agenda Review

E. Public Comment:

Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the Board President may increase or decrease time allowed for public comment. The Board does not respond or take action on public comments.

F. Approval: Minutes from 08/09/16 RMCS BOD Meeting

G. Communications (*6:45pm)

1. Executive Director's Report
2. Facilities Report
3. Policy Compliance/Committee Report
4. Positive Resolution Committee Report
5. Foundation/Fundraising Report

H. Board Business (*7:30pm)

- 1. Discussion & Action: Strategic Planning
- 2. Discussion & Action: New Board Member Installation
- 3. Discussion & Action: Resolution to Increase Balance of Revolving Bank Account
- 4. Discussion: Annual Board Calendar Update
- 5. Discussion: LCAP Update

I. Adjourn (*8:30pm)

**All times are provided as a courtesy and are estimates that may be changed at the discretion of the Board Chair, and/or according to the meeting flow.*

Future Meeting Date(s):

- November 8, 2016 - 6:30pm December 13, 2016 - 6:30pm
- January 21, 2017- Retreat 9:00a-4:00p February 14, 2017 - 6:30pm
- March 14, 2017 - 6:30pm April 11, 2017 - 6:30pm
- May 9, 2017 - 6:30pm June 27, 2017 - 6:30pm

Instructions for Presentations to the Board by Members of the Community

River Montessori Charter School welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of the School in public. We hope that you will visit these meetings often and your participation assures us of continuing community interest in our School. To assist you in speaking/participating in our meetings, the following guidelines are provided.

- 1. Agendas are available to all community members
- 2. Community members who wish to speak on any agenda items or under the general category of “Public Comment” will be given an opportunity to do so.
- 3. “Public Comment” is set aside for members of the community to raise issues that are not specifically on the agenda. However, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. Exceptions to these time limits may be made at the discretion of the Board Chair. The board may give direction to staff to respond to your concerns or you may be offered the option of returning with a citizen requested agenda item.
- 4. With regard to items that are on the agenda, you may speak for up to (3) minutes when the Board discusses that item. Exceptions to this time may be made at the discretion of the Board Chair.
- 5. Community members may request in writing that a topic related to school business be considered for placement on a future agenda. Requests should be addressed to the Board Chair. If such an item is placed on the agenda and publicly noticed, the Board can respond, interact, and act upon the item.

RMCS BOARD OF DIRECTORS

Meeting Minutes

3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414

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The regular meeting of the Governing Board held in public will be advertised and recorded in accordance with the Brown Act.

Location(s):

- RMCS Community Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

Regular Meeting: September 13, 2016

A. Opening/Call to Order: 6:33 pm

Roll Call:

In attendance: Tammy Cleland, Carolyn Duffy, Betsy Ehlen Hall, Ginny Hautau, Tim Lohrentz, Norman Lorenz, Ruben Mejia, Eresa Puch

Staff: Kelly Mannion, Executive Director, Julie Carolan, Administration & Communications Manager

Guests: Julie Petersen (RMF Secretary), Joe Campbell, Catherine Campbell, Jennifer Durst

B. Student Presentations

- None

C. Agenda Review

- Tim recommended and everyone agreed to switch Board Business Discussion and Action items 2 and 3 for effective flow.

D. Public Comment

- Parent, Joe Campbell, had questions about serving as a board member and his own uncertainty of interest given the boring nature of the work.

Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the Board President may increase or decrease time allowed for public comment. The Board does not respond or take action on public comments.

E. Approval of Meeting Minutes - 08/09/16 RMCS BOD Meeting

- Recommendation (based on earlier Board training) to report voting by roll call as required by Brown Act when teleconference is utilized.

Action: Approved Meeting Minutes from 08/09/16 RMCS BOD Meeting.

- Motion: Carolyn. Second: Tammy.
- A: Betsy, Eresa, Ginny, Ruben, Tim
- N: 0
- Abstention: Norman (absent on 08/09/16 BOD meeting)

F. Communications

1. Executive Director's Report
 - a. Workshops attended by Kelly and faculty; Sp. Ed. training w/SELPA; Legal training re: personnel, parent, and student services. School events - 'Touch A Truck' for Alex's Lemonade Stand Foundation (children helping children); International Peace Day; Partnership meetings (conferences).
 - b. Current enrollment: TK/K - 46, LE - 79, UE - 51
 - c. CAASPP Assessment - Inquiry into options to effectively analyze data results due to many different and unique attributes of RMCS compared with other school districts/educational programs.
 - d. Montessori Compass - Norman requested to follow up with the vendor regarding training.
2. Finance Report - No report. See Discussion & Action.
3. Facilities Report
 - a. Julie will be assembling the revised Emergency Plan.
 - b. Ruben asked how to properly discuss confidential matters regarding facilities planning.
4. Policy Compliance/Committee Report
 - a. No report. Planning to meet soon.
5. Positive Resolution Committee Report
 - a. No report.
6. River Montessori Foundation Report (by Julie Petersen)
 - a. Annual Fund is currently at 10% participation - slow start but energy is high with lots of fundraising ideas
 - b. Start of 'Burger Wednesdays'
 - c. Previous events - Dine & Donate at Panera
 - d. Future events - Skate Night, Coffee Social, Teacher Appreciation Potluck, and many more upcoming community events
 - e. Creator Faire planning
 - f. Parent Directory in process

G. Board Business

1. Discussion & Action: Review/Approve Unaudited Financials
 - a. Tim presented the Unaudited Financial report as of June 30, 2016.
 - b. The Board will need to approve a depreciation table.
 - c. Norman requested an itemized attachment to clarify and correct as needed in the Misc Payables at the end of the year as an underpayment.

Action: Approved RMCS Unaudited Financial report as of June 30, 2016

 - Motion: Eresa. Second: Norman.
 - A: Betsy, Carolyn, Ginny, Ruben, Tammy, Tim
 - N: 0
2. Discussion & Action: Strategic Planning
 - a. Tim led an exercise in which three small groups discussed and shared thoughts about the Board's vision of RMCS' future in the next five years. Specific questions for groups included, What grade levels do we want to serve?, What would be a stable enrollment?, New site?, and Do you see RMCS as an urban or rural school community?

3. Discussion & Action: Review/Approve Prop 39 Bridge Loan from United Cerebral Palsy of the North Bay, Inc.
 - a. In May 2016, Board approved the Solar Craft project with a total cost of \$156,340. Due to grant funding release schedule, RMCS will not receive final disbursement of \$50K State funds until February 2018. The building owner, UCPNB offered a 0% interest loan for \$25K with maturity date of January 31, 2018, in order to meet the contracted deadlines until receipt of final disbursement.

Action: Approved Prop 39 Bridge Loan from UCPNB for \$25K.

 - Motion: Tim. Second: Ginny.
 - A: Betsy, Eresa, Norman, Ruben, Tammy
 - N: 0
 - Abstention: Carolyn
4. Discussion & Action: Calendar Executive Director Evaluation

Action: Moved date to October 2016 from February 2017 and will create a Board subcommittee to work with Kelly and present to the Board.

 - Motion: Norman. Second: Eresa
 - A: Betsy, Carolyn, Ginny, Ruben, Tammy, Tim,
 - N: 0
5. Discussion: Introduce Board Binder & Board Service Forms
 - a. Julie and Carolyn created Board binders with important documents and training materials for Board members who do not have one yet.
 - b. Carolyn distributed Board service forms for Board members to sign and submit by next BOD meeting in October.
6. Discussion: LCAP
 - a. Kelly reported on LCAP update; Montessori Compass' planning perspective; professional development; strengthening community partnership; promoting events
7. Discussion: New Board Members Messaging to Community
 - a. Board discussed procedures for the upcoming election of new Board members as described in previous school community newsletter.
8. Discussion: UE self-contained classrooms
 - a. UE classrooms are self-contained with guides completing Montessori curriculum befitting of their individual students and classroom communities. Worksheets to be addressed and decreased.

H. Adjourn at 9:21 pm

Future Meeting Date(s):	October 11, 2016 - 6:30 pm	November 8, 2016 - 6:30 pm
	December 13, 2016 - 6:30 pm	January 21, 2017 - Retreat 9am-4pm
	February 14, 2017 - 6:30 pm	March 14, 2017 - 6:30 pm
	April 11, 2017 - 6:30 pm	May 9, 2017 - 6:30 pm
	June 27, 2017 - 6:30 pm	

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RMCS BOARD OF DIRECTORS

Agenda

3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414

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The regular meeting of the Governing Board held in public, will be advertised and recorded in accordance with the Brown Act.

Regular/Annual Meeting: November 8, 2016

Time: 6:30pm

Location(s):

- RMCS Community Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

A. Opening/Call to Order (2 minutes)

Roll Call: Norman Lorenz, Ginny Hautau, Eresa Puch, Tim Lohrentz, Ruben Mejia, Betsy Ehlen Hall, Tammy Cleland, Eva Covarrubias

Staff: Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, Julie Carolan, Administration & Communications Manager

B. Reading of RMCS Mission & Vision: (5 minutes)

Our mission at River Montessori Charter School is to provide students with a learning culture grounded in Montessori philosophy. This historically proven educational model supports the whole child, creates lifelong learners, and educates for peace. The resulting academic excellence is supported by a prepared classroom environment that inspires self-paced, individualized discovery; a love of learning; and respect for self, others, and the environment.

Our vision at RMCS is to create a Montessori learning community where children are inspired to realize their academic, personal, and social potential to become global citizens.

C. Student Presentations: Montessori Student Presentation (20 minutes)

D. Agenda Review (5 minutes)

E. Public Comment:

Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the Board President may increase or decrease time allowed for public comment. The Board does not respond or take action on public comments.

F. Approval: Minutes from 10/11/16 RMCS BOD Meeting

G. Communications (*6:45pm)

1. Executive Director's Report
2. Fiscal Report
3. Facilities Report
4. Policy Compliance/Committee Report
5. Positive Resolution Committee Report
6. Foundation/Fundraising Report

H. Board Business (*7:30pm)

1. Discussion & Action: Strategic Planning
2. Discussion & Action: Review & Approve 2015-16 Audited Financial Statements
3. Discussion & Action Foundation - Board Sponsored Coffee
(December's Coffee Social is scheduled on Dec 16, Friday (8-9 am) but can be moved to Dec 2 or 9 if the Board prefers)
4. Discussion: Annual RMCS BOD Assessment Survey
5. Discussion: LCAP Update

I. Adjourn (*8:30pm)

**All times are provided as a courtesy and are estimates that may be changed at the discretion of the Board Chair, and/or according to the meeting flow.*

Future Meeting Date(s):

December 13, 2016 - 6:30pm	January 21, 2017- Retreat 9:00a-4:00p
February 14, 2017 - 6:30pm	March 14, 2017 - 6:30pm
April 11, 2017 - 6:30pm	May 9, 2017 - 6:30pm
June 27, 2017 - 6:30pm	

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RMCS BOARD OF DIRECTORS

Meeting Minutes

3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414

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The regular meeting of the Governing Board held in public will be advertised and recorded in accordance with the Brown Act.

Location(s):

- RMCS Community Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

Regular Meeting: October 11, 2016

A. Opening/Call to Order: 6:35 pm

Roll Call:

In attendance: Carolyn Duffy, Betsy Ehlen Hall, Ginny Hautau, Norman Lorenz, Tim Lohrentz, Ruben Mejia, Eresa Puch

Absent: Tammy Cleland

Staff: Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, Julie Carolan, Administration & Communications Manager

Guests: Julie Petersen (RMF Secretary)

B. Reading of RMCS Mission & Vision - Carolyn

C. Student Presentations - None

D. Agenda Review

Action: Approved Agenda for October 11, 2016 BOD Meeting

- Motion: Approved by consensus
- A: Carolyn, Betsy, Ginny, Norman, Tim, Ruben, Eresa
- N: 0

E. Public Comment: None

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F. Approval: Minutes from September 13, 2016 RMCS BOD Meeting

- Motion: Carolyn
- Second: Betsy
- A: Ginny, Norman, Tim, Ruben, Eresa
- N: 0

G. Communications

1. Executive Director's Report (Kelly)
 - a. Update about recent safety report - no safety issue or concern as verified by police department
 - b. Current enrollment: TK/K - 45, LE - 76, UE - 50
 - c. International Peace Day was delightful
 - d. Great feedback from guides and families regarding conferences/partnership meetings
 - e. Grapes & Gratitude with Cypress
 - f. Board members and everyone are invited for 'Montessori Journey' Parent University/Professional Development
 - g. CAASPP Assessment - Kelly will compile presentation for BOD regarding benefits and relevant information for our students and community, to include feedback from entire school community.
 - h. 1st Progress Report - to be distributed at end of week
 - i. LCAP update- Professional development, assessments results analysis, new quarterly surveys distributed next week to be analyzed.
2. Facilities Report (Julie and Ruben)
 - a. Facilities Manual is ready. Next steps include review by Facilities Committee and Safety officer.
 - b. Solar project is moving along. Panels were ordered by Cypress. Planned to begin over December break.
3. Policy/Compliance Committee Report (Carolyn and Eresa)
 - a. The Policy/Compliance Committee held first meeting on 10/08/2016.
 - b. Established committee's purpose and planned work for the next coming months.
 - c. Current RMCS policies will be reviewed and grouped for effective access.
 - d. Compliance/practices will be reviewed.
4. Positive Resolution Committee Report - No complaints/no report
5. Foundation/Fundraising Report (Julie Petersen)
 - a. Lots of events coming up; Fundraising still lagging, annual fund very low; Lots of new families versus founders/founding spirit of participation; In the process of educating families about benefits of fundraising; Aims to increase lunch sign-ups.

H. Board Business

1. Discussion & Action: Strategic Planning
 - a. Tim recommended to incorporate planning for facility into Strategic Planning
 - b. Tim led a second series of exercises for BOD members in relation to Strategic Planning. Each Board member envisioned an ideal RMCS 10-15 years from now, with an overwhelming agreed vision of a full primary program (3-6 years old) program through adolescence/high school, and great interest in infant/toddler program as well as a teacher training center.
 - c. Discussion & Action: New Board Member Installation
 - i. The Board welcomed Eva Covarrubias as the newly elected Parent member.
 - d. A warm farewell and gratitude to outgoing Parent member and Board Vice-Chair Carolyn Duffy.

Action: To approve the executive members of the Board as presented:

- Board Chair - Norman Lorenz
 - Board Vice-Chair - Ginny Hautau
 - Board Treasurer - Tim Lohrentz (seeking replacement)
 - Interim Board Treasurer - Eresa Puch
 - Board Secretary - Eresa Puch (seeking replacement)
 - Motion: Carolyn
 - Second: Ruben
 - A: Betsy, Ginny, Norman, Tim, Eresa
 - N: 0
2. Discussion & Action: Resolution to Increase Balance of Revolving Bank Account (Michelle)
- a. Need to increase the balance of revolving bank account from \$1,000 to \$20,000 in order to meet the recent change in requirement for depositing payroll taxes (Current requirement: Once a month, three days after processing payroll).
 - b. Norman suggested to train a backup employee who can deposit payroll taxes when Michelle is unavailable.
- Action: Increase the balance of revolving bank account from \$1,000 to \$20,000 in order to meet new monthly submission deadline requirement and train a backup employee to deposit payroll taxes when needed.
- Motion: Norman
 - Second: Betsy
 - A: Ginny, Carolyn, Ruben, Tim, Eresa
 - N: 0
3. Discussion: Annual Board Calendar Update (Norman)
- a. The 2016-17 annual charter school governing board calendar is a living document and constantly updated.
4. Discussion: LCAP Update (Kelly)
- a. Professional development, assessments results analysis, new quarterly surveys distributed next week to be analyzed.

I. Adjourn at 8:29 pm

Future Meeting Date(s):

November 8, 2016 - 6:30 pm	December 13, 2016 - 6:30 pm
January 21, 2017 - Retreat 9 am - 4 pm	February 14, 2017 - 6:30 pm
March 14, 2017 - 6:30 pm	April 11, 2017 - 6:30 pm
May 9, 2017 - 6:30 pm	June 27, 2017 - 6:30 pm

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RMCS BOARD OF DIRECTORS

Agenda

3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414

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The regular meeting of the Governing Board held in public, will be advertised and recorded in accordance with the Brown Act.

Regular/Annual Meeting: December 13, 2016

Time: 6:30pm

Location(s):

- RMCS Community Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

A. Opening/Call to Order

Roll Call: Norman Lorenz, Ginny Hautau, Eresa Puch, Tim Lohrentz, Ruben Mejia, Betsy Ehlen Hall, Tammy Cleland, Eva Covarrubias

Staff: Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, Julie Carolan, Administration & Communications Manager

B. Reading of RMCS Mission & Vision:

Our mission at River Montessori Charter School is to provide students with a learning culture grounded in Montessori philosophy. This historically proven educational model supports the whole child, creates lifelong learners, and educates for peace. The resulting academic excellence is supported by a prepared classroom environment that inspires self-paced, individualized discovery; a love of learning; and respect for self, others, and the environment.

Our vision at RMCS is to create a Montessori learning community where children are inspired to realize their academic, personal, and social potential to become global citizens.

C. Student Presentations: Montessori Student Presentation (20 minutes)

D. LCAP Public Feedback Session

- Promote Academic Excellence Through Montessori Methodology
- Develop Attributes of Successful Learners in an Authentic Montessori School
- Strengthen Montessori School-Family Communication and Partnership

E. Agenda Review

F. Public Comment:

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G. Approval: Minutes from 11/08/16 RMCS BOD Meeting

H. Communications

1. Foundation/Fundraising Report
2. Executive Director's Report
3. Fiscal Report
4. Facilities Report
5. Policy Compliance/Committee Report

I. Board Business

1. Discussion: CSDC Leadership Update Conference
2. Discussion & Action: Strategic Planning
3. Discussion & Action: Review & Approve 2015-16 Audited Financial Statements
4. Discussion & Action: First Interim Report
5. Discussion & Action: BOD Survey
6. Discussion: AMS Conference (March 2017)

J. Adjourn

Future Meeting Date(s):

January 21, 2017- Retreat 9:00a-4:00p

February 14, 2017 - 6:30pm

March 14, 2017 - 6:30pm

April 11, 2017 - 6:30pm

May 9, 2017 - 6:30pm

June 27, 2017 - 6:30pm

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**REGULAR MEETING OF THE
RIVER MONTESSORI CHARTER SCHOOL (RMCS) BOARD OF DIRECTORS**
RIVER MONTESSORI CHARTER SCHOOL
3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414
November 8, 2016
6:30 - 8:03 PM

MINUTES

An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. Board agendas are available on the school website www.rivermontessoricharter.org

The regular meeting of the Governing Board held in public will be advertised and recorded in accordance with the Brown Act.

Location(s):

- RMCS Community Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

1. CALL TO ORDER

- 1.1. Director Lorenz called the meeting to order at 6:30 PM.
- 1.2. Directors Norman Lorenz, Ginny Hautau, Eresa Puch, Ruben Mejia, Betsy Ehlen Hall, Tammy Cleland, and Eva Covarrubias were present.

2. MISSION STATEMENT

- 2.1. Director Hall read the mission statement.

3. PUBLIC COMMENT - None

Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the Board President may increase or decrease time allowed for public comment. The Board does not respond or take action on public comments.

4. APPROVAL OF AGENDA

- 4.1. Postponed Fiscal Report to December Board meeting.
- 4.2. Moved Foundation/Fundraising Report to Communication item #1.
- 4.3. Agenda was approved and passed with unanimous consent (7-0-0).

5. CONSENT AGENDA

- 5.1. Minutes of the October 11, 2016 Board meeting were approved with a motion from Dir. Lorenz. Dir. Cleland abstained (6-0-1).

6. COMMUNICATIONS

- 6.1. Foundation/Fundraising Report
Julie Petersen, RMF Secretary reported on contribution check given to the school, holiday catalog, cookies sale, Copperfields donate, December Toy B Ville, holiday season bake sale, and planning for gala and walkathon next year.
- 6.2. Executive Director's Report

Kelly Mannion reported on the success of 'Silent Journey', prospective meeting with parents, SCOE-hosted event to address shortage of teachers, History's Mysteries, Professional Development Day, International Day, SELPA's visit, staff changes, and total current enrollment.

- 6.3. Business Manager, Michelle Leonard, reported on Solar Project, employee handbook, retirement plans for classified employees, and revenues and expenses' actuals versus budget.
- 6.4. Facilities Committee Report - nothing to report.
- 6.5. Policy Compliance Committee Report - nothing to report.
- 6.6. Positive Resolution Committee Report - nothing to report.

7. BOARD BUSINESS

- 7.1. There was no discussion and action on Strategic Planning.
- 7.2. There was no discussion and action on 2015-16 Audited Financial Statements.
- 7.3. The Board discussed sponsoring and hosting the December Coffee Social on December 9, 2016 from 8:00 to 9:00 AM. Dir. Lorenz moved to approve Board's sponsoring of this event. The motion passed with unanimous consent (7-0-0).
- 7.4. The Board discussed the Annual RMCS BOD Assessment Survey. Dir. Lorenz talked about the survey for Board members.
- 7.5. The Board discussed current updates regarding RMCS LCAP goals.

8. FUTURE AGENDA ITEMS

- 8.1. LCAP update and feedback session in December
- 8.2. Board member survey/assessment
- 8.3. March 2017 AMS conference

9. ADJOURNMENT

- 9.1. Dir. Lorenz moved to adjourn the meeting at 8:03 PM. The motion passed with a unanimous consent (7-0-0).

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January 21, 2017 - Retreat 9 AM - 4 PM

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RIVER MONTESSORI CHARTER SCHOOL

**Independent Auditor's Report
and Financial Statements
For the Year Ended
June 30, 2016**

RIVER MONTESSORI CHARTER SCHOOL

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
River Montessori Charter School
Petaluma, CA

Report on the Financial Statements

We have audited the accompanying financial statements of River Montessori Charter School (the School), a California nonprofit public benefit corporation, which comprise the statement of financial position as of June 30, 2016, and the related statements of activities, cash flows and functional expenses for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. 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.

Board of Directors
River Montessori Charter School

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to on page one present fairly, in all material respects, the financial position of the School as of June 30, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

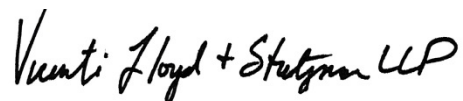
Other Matters

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the School's financial statements as a whole. The accompanying supplementary schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated October 11, 2016 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.



VICENTI, LLOYD & STUTZMAN LLP
Glendora, CA
October 11, 2016

RIVER MONTESSORI CHARTER SCHOOL

STATEMENT OF FINANCIAL POSITION

June 30, 2016

ASSETS

CURRENT ASSETS:

Cash and cash equivalents	\$ 364,540
Accounts receivable	203,382
Prepaid expenses and other assets	10,111
Total current assets	<u>578,033</u>

LONG-TERM ASSETS:

Property, plant and equipment, net	<u>143,845</u>
Total long-term assets	<u>143,845</u>
Total assets	<u><u>\$ 721,878</u></u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES:

Accounts payable and accrued liabilities	\$ <u>164,024</u>
Total current liabilities	<u>164,024</u>

NET ASSETS:

Unrestricted	421,460
Temporarily restricted	<u>136,394</u>
Total net assets	<u>557,854</u>
Total liabilities and net assets	<u><u>\$ 721,878</u></u>

The accompanying notes are an integral part of these financial statements.

RIVER MONTESSORI CHARTER SCHOOL

**STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2016**

	Unrestricted	Temporarily Restricted	Total
REVENUES:			
State revenue:			
State apportionments	\$ 339,091	\$ -	\$ 339,091
Other state revenue	228,662	151,176	379,838
Federal revenue:			
Grants and entitlements	21,375		21,375
Local revenue:			
In-lieu property tax revenue	815,076		815,076
Investment income	3,149		3,149
Other revenue	143,004		143,004
Total revenues	1,550,357	151,176	1,701,533
Net assets released from restriction	59,197	(59,197)	-
Total revenues and amounts released	1,609,554	91,979	1,701,533
EXPENSES:			
Program services - Education	1,333,696		1,333,696
Management and general	297,495		297,495
Total expenses	1,631,191	-	1,631,191
Change in net assets	(21,637)	91,979	70,342
Beginning net assets - unadjusted	443,097	44,415	487,512
Adjustment for restatement (Note 6)	(19,309)	-	(19,309)
Beginning net assets - restated	423,788	44,415	468,203
Ending net assets	\$ 421,460	\$ 136,394	\$ 557,854

The accompanying notes are an integral part of these financial statements.

RIVER MONTESSORI CHARTER SCHOOL

**STATEMENT OF CASH FLOWS
For the Year Ended June 30, 2016**

CASH FLOWS from OPERATING ACTIVITIES:

Change in net assets	\$ 70,342
Adjustments to reconcile change in net assets to net cash flows from operating activities:	
Depreciation	50,851
Change in operating assets:	
Accounts receivable	49,534
Change in operating liabilities:	
Accounts payable and accrued liabilities	<u>3,719</u>
Net cash flows from operating activities	<u>174,446</u>
Net change in cash and cash equivalents	174,446
Cash and cash equivalents at the beginning of the year	<u>190,094</u>
Cash and cash equivalents at the end of the year	<u><u>\$ 364,540</u></u>

The accompanying notes are an integral part of these financial statements.

RIVER MONTESSORI CHARTER SCHOOL

STATEMENT OF FUNCTIONAL EXPENSES
For the Year Ended June 30, 2016

	Program	Management	Total
	Services	and General	Expenses
Salaries and wages	\$ 656,483	\$ 156,182	\$ 812,665
Pension expense	44,454	-	44,454
Other employee benefits	47,746	10,093	57,839
Payroll taxes	14,605	18,669	33,274
Legal expenses	-	5,371	5,371
Accounting expenses	-	12,000	12,000
Instructional materials	64,021	-	64,021
Other fees for services	110,781	23,339	134,120
Advertising and promotion expenses	-	3,759	3,759
Office expenses	-	9,438	9,438
Printing and postage expenses	-	4,853	4,853
Information technology expenses	7,466	-	7,466
Occupancy expenses	308,261	-	308,261
Travel expenses	5,417	-	5,417
Conference and meeting expenses	15,355	-	15,355
Depreciation expense	50,851	-	50,851
Insurance expense	-	14,028	14,028
Other expenses	8,256	39,763	48,019
	<u>\$ 1,333,696</u>	<u>\$ 297,495</u>	<u>\$ 1,631,191</u>

The accompanying notes are an integral part of these financial statements.

RIVER MONTESSORI CHARTER SCHOOL

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2016

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities – River Montessori Charter School (the School) is a nonprofit public benefit corporation, incorporated by the State of California November 2007, and became an independent charter school in 2009 for first through sixth grade through the California Department of Education, with the addition of Kindergarten added in the current fiscal year ended June 30, 2015.

Approximately 70% of the School's revenue is derived from basic aid apportionment of State funds made available to school districts based on average daily attendance. Federal and State grants represent approximately 20% of total revenue. 10% of revenues received from local revenues, including donations.

The School's mission is to provide students with a learning culture which is grounded in Montessori Philosophy. This educational model supports the whole child, creates lifelong learners, and educates for peace. The resulting academic excellence is supported by a prepared classroom environment that inspires self-paced, individualized discovery and a love of learning, as well as respect for self, others, and the environment.

The vision of the School, located in Petaluma, CA, is a Montessori learning community where children are inspired to realize their academic, personal, and social potential to become global citizens.

Cash and Cash Equivalents – The School defines its cash and cash equivalents to include only cash on hand, demand deposits, and liquid investments with original maturities of three months or less.

Use of Estimates – The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, and disclosures. Accordingly, actual results could differ from those estimates.

Basis of Accounting – The financial statements have been prepared on the accrual method of accounting and accordingly reflect all significant receivables and liabilities.

Functional Allocation of Expenses – Costs of providing the School's programs and other activities have been presented in the statement of functional expenses. During the year, such costs are accumulated into separate groupings as either direct or indirect. Indirect or shared costs are allocated among program and support services by a method that best measures the relative degree of benefit.

Basis of Presentation – The accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States as prescribed by the Financial Accounting Standards Board.

RIVER MONTESSORI CHARTER SCHOOL

NOTES TO THE FINANCIAL STATEMENTS

For the Year Ended June 30, 2016

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Net Asset Classes – The School is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted. Net assets of the School are defined as:

- Unrestricted: All resources over which the governing board has discretionary control to use in carrying on the general operations of the School.
- Temporarily restricted: These net assets are restricted by donors to be used for specific purposes. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and are reported in the statement of activities as net assets released from restrictions. There were temporarily restricted net assets of \$136,394 as of June 30, 2016.
- Permanently restricted: These net assets are permanently restricted by donors and cannot be used by the School. The School does not currently have any permanently restricted net assets.

Receivables – Accounts receivable primarily represent amounts due from federal and state governments as of June 30, 2016. Management believes that all receivables are fully collectible, therefore no provisions for uncollectible accounts were recorded.

Property, Plant and Equipment – Property, plant and equipment are stated at cost if purchased or at estimated fair market value if donated. Depreciation is provided on a straight-line basis over the estimated useful lives of the asset.

Contributed Assets and Services – Contributions of donated non-cash assets are recorded at fair value in the period received. Contributions of donated services that create or enhance non-financial assets or that require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation, are recorded at fair values in the period received.

Property Taxes – Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are levied on September 1 and are payable in two installments on or before November 1 and February 1. Unsecured property taxes are not a lien against real property and are payable in one installment on or before August 31. The County bills and collects property taxes for all taxing agencies within the County and distributes these collections to the various agencies. The sponsor agency of the School is required by law to provide in-lieu property tax payments on a monthly basis, from August through July. The amount paid per month is based upon an allocation per student, with a specific percentage to be paid each month.

Compensated Absences – Employees of the School are entitled to “paid time-off” depending upon job classification, length of service, and other factors. Due to the nature of the employees' position, accrued “paid time-off “ is not carried over from year to year, and the School does not pay employees in lieu of unused “paid time-off”; accordingly, no liability has been recorded in the accompanying financial statements. The School's policy is to recognize the cost when actually paid.

RIVER MONTESSORI CHARTER SCHOOL

**NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2016**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Revenue Recognition – Amounts received from the California Department of Education are recognized as revenue by the School based on the average daily attendance (ADA) of students. Revenue that is restricted is recorded as an increase in unrestricted net assets if the restriction expires in the reporting period in which the revenue is recognized. All other restricted revenues are reported as increases in temporarily restricted net assets.

Contributions – All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are restricted to specific use or future periods are reported as temporarily restricted. Restricted contributions that are received and released in the same period are reported as unrestricted revenue. Unconditional promises to give expected to be received in one year or less are recorded at net realizable value. Unconditional promises to give expected to be received in more than one year are recorded at fair market value at the date of the promise. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met.

Income Taxes – The School is a non-profit entity exempt from the payment of income taxes under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d. Accordingly, no provision has been made for income taxes. Management has determined that all income tax positions are more likely than not of being sustained upon potential audit or examination; therefore, no disclosures of uncertain income tax positions are required. The School files informational returns in the U.S. federal jurisdiction, and the state of California. The statute of limitations for federal and California state purposes is generally three and four years, respectively.

Evaluation of Subsequent Events – The School has evaluated subsequent events through October 11, 2016, the date these financial statements were available to be issued.

NOTE 2: CONCENTRATION OF CREDIT RISK

The School maintains cash balances held in banks and revolving funds which are insured up to \$250,000 by the Federal Depository Insurance Corporation (FDIC). At times, cash in these accounts exceeds the insured amounts. The School has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on its cash and cash equivalents.

NOTE 3: PROPERTY, PLANT AND EQUIPMENT

Property, plant and equipment in the accompanying financial statements is presented net of accumulated depreciation. The School capitalizes all expenditures for land, buildings and equipment in excess of \$5,000. Depreciation expense was \$50,851 as of June 30, 2016.

RIVER MONTESSORI CHARTER SCHOOL

**NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2016**

NOTE 3: PROPERTY, PLANT AND EQUIPMENT

The components of property, plant and equipment as of June 30, 2016 are as follows:

Leasehold improvements	\$ 383,258
Furniture, fixtures, equipment	<u>124,361</u>
	507,619
Less accumulated depreciation and amortization	<u>(363,774)</u>
Property, plant and equipment, net	<u>\$ 143,845</u>

NOTE 4: EMPLOYEE RETIREMENT

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the State Teachers' Retirement System (STRS).

The risks of participating in this multiemployer defined benefit pension plan are different from single-employer plans because: (a) assets contributed to the multiemployer plan by one employer may be used to provide benefits to employees of other participating employers, (b) the required member, employer, and state contribution rates are set by the California Legislature and detailed in Teachers' Retirement Law, and (c) if the School chooses to stop participating in the multiemployer plan, it may be required to pay a withdrawal liability to the plan. The School has no plans to withdraw from this multiemployer plan.

State Teachers' Retirement System (STRS)

Plan Description

The School contributes to the State Teachers' Retirement System (STRS), a cost-sharing multi-employer public employee retirement system defined benefit pension plan administered by STRS. Plan information for STRS is not publicly available. The plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law. According to the most recently available Comprehensive Annual Financial Report and Actuarial Valuation Report for the year ended June 30, 2015, total plan net assets are \$181 billion, the total actuarial present value of accumulated plan benefits is \$242 billion, contributions from all employers totaled \$2.55 billion, and the plan is 68.5% funded. The School did not contribute more than 5% of the total contributions to the plan.

Copies of the STRS annual financial reports may be obtained from STRS, 7667 Folsom Boulevard, Sacramento, CA 95826 and www.calstrs.com.

RIVER MONTESSORI CHARTER SCHOOL

**NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2016**

NOTE 4: EMPLOYEE RETIREMENT

Funding Policy

Active plan members hired before December 31, 2012 are required to contribute 9.20% of their salary and those hired after are required to contribute 8.56% of their salary. The School is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the STRS Teachers' Retirement Board. Under the 2014 funding plan, employer contributions on compensation creditable to the program will increase every year for the next seven years, up to 19.10% in 2020–21. The required employer contribution rate for year ended June 30, 2016 was 10.73% of annual payroll. The contribution requirements of the plan members are established and may be amended by State statute.

The School's contributions to STRS for the past three fiscal years are as follows:

Year Ended June 30,	Required Contribution	Percent Contributed
2014	\$ 36,317	100%
2015	\$ 43,012	100%
2016	\$ 44,454	100%

NOTE 5: OPERATING LEASES

River Montessori Charter School leases its facility under a non-cancelable operating lease agreement dated July 15, 2009. The lease requires that the School pay its pro-rata share of maintenance and insurance. The lease commenced September 2009 and expires in June 2018. Future minimum rental payments under the terms of the lease as of June 30, 2016 are as follows:

Year Ended June 30,	
2017	\$ 194,724
2018	200,556
2019	<u>206,573</u>
Total	<u>\$ 601,853</u>

Rent expense, including maintenance and insurance, for the year ended June 30, 2016 was \$237,053.

NOTE 6: ADJUSTMENT FOR RESTATEMENT

The School identified an over-accrual of prior year funding and restated beginning net assets by \$19,309.

RIVER MONTESSORI CHARTER SCHOOL

**NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2016**

NOTE 7: CONTINGENCIES

The School has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate disallowances under terms of the grants, it is believed that any required reimbursement would not be material.

RIVER MONTESSORI CHARTER SCHOOL

**LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE
For the Year Ended June 30, 2016**

River Montessori Charter School was established to provide elementary education to pupils in kindergarten through sixth grade. The School was granted authority as a charter school in May 2009 through the State Board of Education. Beginning July 2014, the School's authorizing agent became Old Adobe Union School District.

The charter school number is: 1086

The Board of Directors and the Administrator as of the year ended June 30, 2016 were as follows:

BOARD OF DIRECTORS

<u>Member</u>	<u>Office</u>	<u>Term Expires (term)</u>
Norman Lorenz	Chairperson	October 2017 (3 yrs)
Carolyn Duffy	Vice Chairperson	October 2016 (3 yrs)
Tim Lorentz	Treasurer	October 2017 (3 yrs)
Eresa Puch	Secretary	October 2018 (3 yrs)
Ginny Hautau	Community Member	October 2017 (2 yrs)
Tammy Cleland	Parent Member	October 2017 (2 yrs)
Ruben Mejia	Parent Member	October 2018 (2 yrs)
Betsy Hall	Community Member	October 2017 (2 yrs)

ADMINISTRATOR

Kelly Griffith Mannion	Executive Director and Superintendent
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RIVER MONTESSORI CHARTER SCHOOL

**SCHEDULE OF INSTRUCTIONAL TIME
For the Year Ended June 30, 2016**

	Instructional Minutes		Instructional Days	Status
	Requirement	Actual		
Kindergarten	36,000	60,800	175	In compliance
Grade 1	50,400	60,800	175	In compliance
Grade 2	50,400	60,800	175	In compliance
Grade 3	50,400	60,800	175	In compliance
Grade 4	54,000	60,800	175	In compliance
Grade 5	54,000	60,800	175	In compliance
Grade 6	54,000	60,800	175	In compliance

See independent auditor's report and the notes to the supplementary information.

RIVER MONTESSORI CHARTER SCHOOL
SCHEDULE OF AVERAGE DAILY ATTENDANCE
For the Year Ended June 30, 2016

	Second Period Report		Annual Report	
	Classroom		Classroom	
	Based	Total	Based	Total
Grades TK / K-3	111.09	112.89	112.22	114.08
Grades 4-6	44.00	44.62	43.18	43.83
ADA Totals	155.09	157.51	155.40	157.91

See independent auditor's report and the notes to the supplementary information.

RIVER MONTESSORI CHARTER SCHOOL
RECONCILIATION OF ANNUAL FINANCIAL REPORT
WITH AUDITED FINANCIAL STATEMENTS
For the Year Ended June 30, 2016

There were no differences between the Annual Financial Report and the Audited Financial Statements.

See independent auditor's report and the notes to the supplementary information.

RIVER MONTESSORI CHARTER SCHOOL

**NOTES TO THE SUPPLEMENTARY INFORMATION
For the Year Ended June 30, 2016**

NOTE 1: PURPOSE OF SCHEDULES

Schedule of Instructional Time

This schedule presents information on the amount of instructional time offered by the School and whether the School complied with the provisions of the Education Code.

Schedule of Average Daily Attendance

Average daily attendance is a measurement of the number of pupils attending classes of the School. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels.

Reconciliation of Annual Financial Report with Audited Financial Statements

This schedule provides the information necessary to reconcile the net assets of the charter schools as reported on the Annual Financial Report form to the audited financial statements.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors
River Montessori Charter School
Petaluma, CA

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of River Montessori Charter School (the School), a nonprofit California public benefit corporation, which comprise the statement of financial position as of June 30, 2016, and the related statements of activities, cash flows and functional expenses for the year then ended, the related notes to the financial statements, and have issued our report thereon dated October 11, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.


**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.


VICENTI, LLOYD & STUTZMAN LLP
Glendora, CA
October 11, 2016



INDEPENDENT AUDITOR’S REPORT ON STATE COMPLIANCE

Board of Directors
River Montessori Charter School
Petaluma, CA

We have audited River Montessori Charter School’s (the School) compliance with the types of compliance requirements described in the *2015-2016 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel for the year ended June 30, 2016. The School’s State compliance requirements are identified in the table below.

Management’s Responsibility

Management is responsible for the compliance with the State laws and regulations as identified below.

Auditor’s Responsibility

Our responsibility is to express an opinion on the School’s compliance based on our audit of the types of compliance requirements referred to below. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *2015-2016 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the specific areas listed below has occurred. An audit includes examining, on a test basis, evidence about the School’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion on state compliance. Our audit does not provide a legal determination of the School’s compliance.

Compliance Requirements Tested

In connection with the audit referred to above, we selected and tested transactions and records to determine the School’s compliance with the laws and regulations applicable to the following items:

<u>Description</u>	<u>Procedures Performed</u>
School Districts, County Offices of Education, and Charter Schools:	
Educator Effectiveness	Yes
California Clean Energy Jobs Act	Yes
After School Education and Safety Program	Not applicable
Proper Expenditure of Education Protection Account Funds	Yes

INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

<u>Description</u>	<u>Procedures Performed</u>
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	Not applicable
Immunizations	Yes
Charter Schools:	
Attendance	Yes
Mode of Instruction	Yes
Nonclassroom-based instructional/independent study	No ¹
Determination of funding for nonclassroom-based instruction	Not applicable
Annual instructional minutes – classroom based	Yes
Charter School Facility Grant Program	Not applicable

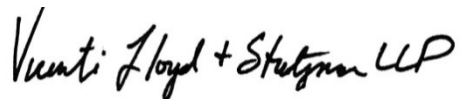
¹We did not perform testing for independent study because the independent study ADA was under the level which requires testing.

Opinion on State Compliance

In our opinion, the School complied with the laws and regulations of the state programs referred to above in all material respects for the year ended June 30, 2016.

Purpose of this Report

The purpose of this report on state compliance is solely to describe the results of testing based on the requirements of the *2015-2016 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Accordingly, this report is not suitable for any other purpose.



VICENTI, LLOYD & STUTZMAN LLP
Glendora, CA
October 11, 2016

RIVER MONTESSORI CHARTER SCHOOL
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2016

All audit findings must be identified as one or more of the following twelve categories:

<u>Five Digit Code</u>	<u>Finding Types</u>
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Program
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

There were no findings and questioned costs related to the basic financial statements or state awards for June 30, 2016.

RIVER MONTESSORI CHARTER SCHOOL


**STATUS OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
For the Year Ended June 30, 2016**

There were no findings and questioned costs related to the basic financial statements or state awards for the prior year.

Charter Number: _____

To the chartering authority and the county superintendent of schools (or only to the county superintendent of schools if the county board of education is the chartering authority):

2016-17 CHARTER SCHOOL INTERIM REPORT: This report is hereby filed by the charter school pursuant to Education Code Section 47604.33(a).

Signed:  Date: 11/28/16
Charter School Official
(Original signature required)

Printed Name: Kelly Griffith Mannion Title: Executive Director

For additional information on the interim report, please contact:

Charter School Contact:
Michelle Leonard
Name
Business Manager
Title
707-778-6414
Telephone
mleonard@rivermontessoricharter.org
E-mail Address

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	1,282,337.00	1,282,337.00	366,447.00	1,282,337.00	0.00	0.0%
2) Federal Revenue		8100-8299	20,781.00	20,781.00	51.00	20,781.00	0.00	0.0%
3) Other State Revenue		8300-8599	83,659.00	83,659.00	2,133.66	83,659.00	0.00	0.0%
4) Other Local Revenue		8600-8799	243,956.00	243,959.00	16,816.13	243,956.00	0.00	0.0%
5) TOTAL, REVENUES			1,630,733.00	1,630,733.00	385,447.79	1,630,733.00		
B. EXPENSES								
1) Certificated Salaries		1000-1999	553,928.00	553,928.00	184,956.03	553,928.00	0.00	0.0%
2) Classified Salaries		2000-2999	331,416.00	331,416.00	89,952.60	331,416.00	0.00	0.0%
3) Employee Benefits		3000-3999	191,915.00	191,915.00	53,119.59	191,915.00	0.00	0.0%
4) Books and Supplies		4000-4999	66,375.00	66,375.00	22,007.77	66,375.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	442,549.00	442,549.00	119,400.41	442,549.00	0.00	0.0%
6) Depreciation		6000-6999	44,550.00	44,550.00	0.00	44,550.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	946.79	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENSES			1,630,733.00	1,630,733.00	470,383.18	1,630,733.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			0.00	0.00	(84,935.40)	0.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			0.00	0.00	(84,935.40)	0.00		
F. NET POSITION								
1) Beginning Net Position								
a) As of July 1 - Unaudited		9791	649,379.00	557,856.00		557,854.22	(1.78)	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			649,379.00	557,856.00		557,854.22		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			649,379.00	557,856.00		557,854.22		
2) Ending Net Position, June 30 (E + F1e)			649,379.00	557,856.00		557,854.22		
Components of Ending Net Position								
a) Net Investment in Capital Assets		9796	0.00	0.00		0.00		
b) Restricted Net Position		9797	88,552.00	0.00		155,014.11		
c) Unrestricted Net Position		9790	560,827.00	557,856.00		402,840.11		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	391,807.00	391,807.00	153,014.00	391,807.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	33,250.00	33,250.00	7,878.00	33,250.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	26,042.00	0.00	0.00	0.0%
LCFF Transfers								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools In Lieu of Property Taxes		8098	857,280.00	857,280.00	179,515.00	857,280.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			1,282,337.00	1,282,337.00	366,447.00	1,282,337.00	0.00	0.0%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	20,781.00	20,781.00	51.00	20,781.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title I, Part A, Basic Grants Low-Income and Neglected	3010	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title I, Part D, Local Delinquent Program	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title II, Part A, Teacher Quality	4035	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title III, Immigrant Education Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title V, Part B, Public Charter Schools Grant Program (PCSGP)	4810	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other No Child Left Behind	3012-3020, 3030-3199, 4036-4126, 5510	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Vocational and Applied Technology Education	3500-3699	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			20,781.00	20,781.00	51.00	20,781.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	41,784.00	41,784.00	0.00	41,784.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	30,091.00	30,091.00	1,865.90	30,091.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Common Core State Standards Implementation	7405	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	11,804.00	11,804.00	267.76	11,804.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			83,659.00	83,659.00	2,133.66	83,659.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	2,000.00	2,000.00	976.26	2,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Child Development Parent Fees		8673	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	158,000.00	158,000.00	1,483.87	158,000.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8761-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments								
Special Education SELPA Transfers From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	83,956.00	83,956.00	14,356.00	83,956.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			243,956.00	243,956.00	16,816.13	243,956.00	0.00	0.0%
TOTAL, REVENUES			1,630,733.00	1,630,733.00	385,447.79	1,630,733.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	457,324.00	457,324.00	149,315.91	457,324.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	96,604.00	96,604.00	32,701.32	96,604.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	2,938.80	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			553,928.00	553,928.00	184,956.03	553,928.00	0.00	0.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	135,736.00	135,736.00	30,979.60	135,736.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	114,500.00	114,500.00	38,169.50	114,500.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	81,180.00	81,180.00	20,803.50	81,180.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			331,416.00	331,416.00	89,952.60	331,416.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	69,684.00	69,684.00	22,201.94	69,684.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
CASDI/Medicare/Alternative		3301-3302	33,386.00	33,386.00	9,630.23	33,386.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	70,607.00	70,607.00	16,237.81	70,607.00	0.00	0.0%
Unemployment Insurance		3501-3502	8,853.00	8,853.00	131.23	8,853.00	0.00	0.0%
Workers' Compensation		3601-3602	9,385.00	9,385.00	2,918.38	9,385.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			191,915.00	191,915.00	53,119.59	191,915.00	0.00	0.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	50,375.00	50,375.00	19,441.23	50,375.00	0.00	0.0%
Noncapitalized Equipment		4400	8,000.00	8,000.00	2,831.60	8,000.00	0.00	0.0%
Food		4700	8,000.00	8,000.00	(265.06)	8,000.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			66,375.00	66,375.00	22,007.77	66,375.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENSES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	24,757.00	24,757.00	1,065.45	24,757.00	0.00	0.0%
Dues and Memberships		5300	2,000.00	2,000.00	970.00	2,000.00	0.00	0.0%
Insurance		5400-5450	11,244.00	11,244.00	5,382.00	11,244.00	0.00	0.0%
Operations and Housekeeping Services		5500	34,514.00	34,514.00	13,183.65	34,514.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	245,203.00	245,203.00	80,661.26	245,203.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	117,431.00	117,431.00	15,246.83	117,431.00	0.00	0.0%
Communications		5900	7,400.00	7,400.00	2,891.42	7,400.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			442,549.00	442,549.00	119,400.41	442,549.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
DEPRECIATION								
Depreciation Expense		6900	44,550.00	44,550.00	0.00	44,550.00	0.00	0.0%
TOTAL, DEPRECIATION			44,550.00	44,550.00	0.00	44,550.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	948.79	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	948.79	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENSES			1,630,733.00	1,630,733.00	470,383.19	1,630,733.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7819	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7851	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7899	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

<u>Resource</u>	<u>Description</u>	<u>2016/17 Projected Year Totals</u>
6230		136,394.11
6300		6,816.00
6512		11,804.00
Total, Restricted Net Position		<u>155,014.11</u>

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	0.00	0.00	0.00	0.00	0.00	0%
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
4. Total, District Regular ADA (Sum of Lines A1 through A3)	0.00	0.00	0.00	0.00	0.00	0%
5. District Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools	0.00	0.00	0.00	0.00	0.00	0%
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]	0.00	0.00	0.00	0.00	0.00	0%
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	0.00	0.00	0.00	0.00	0.00	0%
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	0.00	0.00	0.00	0.00	0.00	0%
7. Adults in Correctional Facilities	0.00	0.00	0.00	0.00	0.00	0%
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
B. COUNTY OFFICE OF EDUCATION						
1. County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)	0.00	0.00	0.00	0.00	0.00	0%
2. District Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools	0.00	0.00	0.00	0.00	0.00	0%
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]	0.00	0.00	0.00	0.00	0.00	0%
g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)	0.00	0.00	0.00	0.00	0.00	0%
3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)	0.00	0.00	0.00	0.00	0.00	0%
4. Adults in Correctional Facilities	0.00	0.00	0.00	0.00	0.00	0%
5. County Operations Grant ADA	0.00	0.00	0.00	0.00	0.00	0%
6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
C. CHARTER SCHOOL ADA						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools. Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.						
1. Total Charter School Regular ADA	166.25	166.25	166.25	166.25	0.00	0%
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0%
3. Charter School Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools	0.00	0.00	0.00	0.00	0.00	0%
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0%
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	166.25	166.25	166.25	166.25	0.00	0%
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 01 or Fund 62.						
5. Total Charter School Regular ADA	0.00	0.00	0.00	0.00	0.00	0%
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0%
7. Charter School Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools	0.00	0.00	0.00	0.00	0.00	0%
f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0%
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	0.00	0.00	0.00	0.00	0.00	0%
9. TOTAL CHARTER SCHOOL ADA Reported In Fund 01, 09, or 62 (Sum of Lines C4 and C8)	166.25	166.25	166.25	166.25	0.00	0%

Part I - General Administrative Share of Plant Services Costs

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

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

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
 (Functions 7200-7700, goals 0000 and 9000) 128,133.00
2. Contracted general administrative positions not paid through payroll _____
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. _____
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit.

B. Salaries and Benefits - All Other Activities

1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
 (Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 949,126.00

C. Percentage of Plant Services Costs Attributable to General Administration

- (Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 13.50%

Part II - Adjustments for Employment Separation Costs

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

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

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

A. Normal Separation Costs (optional)

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

B. Abnormal or Mass Separation Costs (required)

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

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

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	188,308.00
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	0.00
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	0.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	5,874.39
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	32,427.41
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	226,609.80
9. Carry-Forward Adjustment (Part IV, Line F)	88,749.08
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	315,358.88

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	783,274.00
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	222,176.00
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	56,196.00
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	0.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	48,512.00
6. Enterprise (Function 6000, objects 1000-5999 except 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	4,000.00
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	0.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	37,639.61
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	207,775.59
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
15. Child Development (Fund 12, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
16. Cafeteria (Funds 13 and 61, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
17. Foundation (Funds 19 and 57, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
18. Total Base Costs (Lines B1 through B12 and Lines B13b through B17, minus Line B13a)	1,359,573.20

C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment

(For information only - not for use when claiming/recovering indirect costs) (Line A8 divided by Line B18)	16.67%
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D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2017-18 see www.cde.ca.gov/fg/ac/ic) (Line A10 divided by Line B18)	23.20%
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Part IV - Carry-forward Adjustment

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

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

A. Indirect costs incurred in the current year (Part III, Line A8)	<u>226,609.80</u>
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	<u>0.00</u>
2. Carry-forward adjustment amount deferred from prior year(s), if any	<u>0.00</u>
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (10.14%) times Part III, Line B18); zero if negative	<u>88,749.08</u>
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (10.14%) times Part III, Line B18) or (the highest rate used to recover costs from any program (0%) times Part III, Line B18); zero if positive	<u>0.00</u>
D. Preliminary carry-forward adjustment (Line C1 or C2)	<u>88,749.08</u>
E. Optional allocation of negative carry-forward adjustment over more than one year	
<p>Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.</p>	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	<u>not applicable</u>
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
LEA request for Option 1, Option 2, or Option 3	<u>1</u>
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	<u>88,749.08</u>

Approved indirect cost rate: 10.14%
Highest rate used in any program: 0.00%

<u>Fund</u>	<u>Resource</u>	<u>Eligible Expenditures (Objects 1000-5999 except Object 5100)</u>	<u>Indirect Costs Charged (Objects 7310 and 7350)</u>	<u>Rate Used</u>
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Section I - Expenditures	Funds 01, 09, and 62			2016-17 Expenditures
	Goals	Functions	Objects	
A. Total state, federal, and local expenditures (all resources)	All	All	1000-7999	1,630,733.00
B. Less all federal expenditures not allowed for MOE (Resources 3000-5999, except 3385)	All	All	1000-7999	39,401.00
C. Less state and local expenditures not allowed for MOE: (All resources, except federal as identified in Line B)				
1. Community Services	All	5000-5999	1000-7999	48,512.00
2. Capital Outlay	All except 7100-7199	All except 5000-5999	6000-6999	44,550.00
3. Debt Service	All	9100	5400-5450, 5800, 7430- 7439	0.00
4. Other Transfers Out	All	9200	7200-7299	0.00
5. Interfund Transfers Out	All	9300	7600-7629	0.00
6. All Other Financing Uses	All	9100 9200	7699 7651	0.00
7. Nonagency	7100-7199	All except 5000-5999, 9000-9999	1000-7999	0.00
8. Tuition (Revenue, in lieu of expenditures, to approximate costs of services for which tuition is received)	All	All	8710	0.00
9. Supplemental expenditures made as a result of a Presidentially declared disaster	Manually entered. Must not include expenditures in lines B, C1-C8, D1, or D2.			
10. Total state and local expenditures not allowed for MOE calculation (Sum lines C1 through C9)				93,062.00
D. Plus additional MOE expenditures:				
1. Expenditures to cover deficits for food services (Funds 13 and 61) (If negative, then zero)	All	All	1000-7143, 7300-7439 minus 8000-8699	0.00
2. Expenditures to cover deficits for student body activities	Manually entered. Must not include expenditures in lines A or D1.			
E. Total expenditures subject to MOE (Line A minus lines B and C10, plus lines D1 and D2)				1,498,270.00

Section II - Expenditures Per ADA		2016-17 Annual ADA/ Exps. Per ADA
A. Average Daily Attendance (Form AI, Column C, Line C9)*		166.25
B. Expenditures per ADA (Line I.E divided by Line II.A)		9,012.15
Section III - MOE Calculation (For data collection only. Final determination will be done by CDE)		
	Total	Per ADA
A. Base expenditures (Preloaded expenditures extracted from prior year Unaudited Actuals MOE Calculation) (Note: If the prior year MOE was not met, in its final determination, CDE will adjust the prior year base to 90 percent of the preceding prior year amount rather than the actual prior year expenditure amount.)	1,447,661.77	9,167.64
1. Adjustment to base expenditure and expenditure per ADA amounts for LEAs failing prior year MOE calculation (From Section IV)	0.00	0.00
2. Total adjusted base expenditure amounts (Line A plus Line A.1)	1,447,661.77	9,167.64
B. Required effort (Line A.2 times 90%)	1,302,895.59	8,250.88
C. Current year expenditures (Line I.E and Line II.B)	1,498,270.00	9,012.15
D. MOE deficiency amount, if any (Line B minus Line C) (If negative, then zero)	0.00	0.00
E. MOE determination (If one or both of the amounts in line D are zero, the MOE requirement is met; if both amounts are positive, the MOE requirement is not met. If either column in Line A.2 or Line C equals zero, the MOE calculation is incomplete.)	MOE Met	
F. MOE deficiency percentage, if MOE not met; otherwise, zero (Line D divided by Line B) (Funding under NCLB covered programs in FY 2018-19 may be reduced by the lower of the two percentages)	0.00%	0.00%

*Interim Periods - Annual ADA not available from Form AI. For your convenience, Projected Year Totals Estimated P-2 Report ADA has been preloaded. Manual adjustment may be required to reflect estimated Annual ADA.

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

RMCS BOARD OF DIRECTORS

Board Retreat Meeting Agenda

3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414

An individual who requires disability related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. Board agendas are available on the school website www.rivermontessoricharter.org

The regular meeting of the Governing Board held in public, will be advertised and recorded in accordance with the Brown Act.

Board Retreat Meeting: February 4, 2017

Time: 9:00am-4pm

Location(s):

- WORK, PETALUMA 245 Kentucky Street, Petaluma CA 94952
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

A. Opening/Call to Order

Roll Call: Norman Lorenz, Ginny Hautau, Eresa Puch, Tim Lohrentz, Ruben Mejia, Betsy Ehlen Hall, Tammy Cleland, Eva Covarrubias

Staff: Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, Julie Carolan, Administration & Communications Manager

B. Reading of RMCS Mission & Vision:

Our mission at River Montessori Charter School is to provide students with a learning culture grounded in Montessori philosophy. This historically proven educational model supports the whole child, creates lifelong learners, and educates for peace. The resulting academic excellence is supported by a prepared classroom environment that inspires self-paced, individualized discovery; a love of learning; and respect for self, others, and the environment.

Our vision at RMCS is to create a Montessori learning community where children are inspired to realize their academic, personal, and social potential to become global citizens.

C. Presentations - Article for Discussion

A Montessori Journey from the Start

Journal Article for discussion

Mindfulness Practices in Education: Montessori's Approach

(Please read prior to Saturday.)

Resources

- [http://www.montessori-science.org/montessori science articles.htm](http://www.montessori-science.org/montessori%20science%20articles.htm)

D. Agenda Review

E. Public Comment

Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the Board President may increase or decrease time allowed for public comment. The Board does not respond or take action on public comments.

F. Approval: Minutes from 12/13/16 RMCS BOD Meeting

G. Communications

1. Executive Director's Report & Update on Assessment Scores for 15-16
2. Fiscal Report
3. Facilities Report
4. Policy Compliance/Committee Report

10:15-10:30 Break

**H. The Role of the Board in Strategic Planning, Ginny Hautau
Bob Hampton, [CharterSearch, LLC](#)**

- 1. Communication & Outreach: A Time for Objective Professionals**
"Every school has a story to tell." What is ours? [CharterSmart](#), Mike & Tanja McCey
Branding & Marketing Communications, Social Media
Advocacy, Outreach, Media Relations
Crisis Communications
- 2. Curriculum & Instruction: Earn Your Montessori Chops**
*"The greatest sign of success for a teacher is to be able to say,
'The children are now working as if I did not exist.'" Maria Montessori*
The Montessori Journey
Case Study: Ace Charter Schools ([Home](#), [Growth](#), [Jobs](#))
The Elevator Pitch Winner: [Video](#)
- 3. Facilities & Operation: A Committee Call to Action**
"Charter schools are publicly funded, privately managed and semi-autonomous schools of choice." NCSL and "Charter public schools are facing a crisis... struggling to obtain affordable, adequate facilities for their students - facilities that are critical to ensuring student success." CSFI
Charter Schools Facilities Initiative: [Participate](#)
Credit Enhancement: [Slides & Video](#)
Charter School Facilities Program: [Application](#)

12:30-1:30 p.m. Lunch Break

H. Board Business

- 1. Discussion & Action: LCAP Reporting
- 2. Discussion: BOD Survey
- 3. Discussion: Update on Montessori Training with St. Mary's College
- 4. Discussion: AMS Conference
- 5. Discussion & Action: Board Calendar Annual Review

I. Next Steps

Action Items:

- Finalize Strategic Plan
- Commit to school development with board agenda items across Annual Calendar
- Demonstrate and record monthly progress in board calendar

J. Closing remarks- Board Members
Development of Montessori Adolescents

K. Adjournment

Future Meeting Date(s):

February 14, 2017 - 6:30pm	March 14, 2017 - 6:30pm
April 11, 2017 - 6:30pm	May 9, 2017 - 6:30pm
June 27, 2017 - 6:30pm	

Instructions for Presentations to the Board by Members of the Community

River Montessori Charter School welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. We hope that you will visit these meetings often and your participation assures us of continuing community interest in our School. To assist you in speaking/participating in our meetings, the following guidelines are provided.

- 1. Agendas are available to all community members
- 2. Community members who wish to speak on any agenda items or under the general category of "Public Comment" will be given an opportunity to do so.
- 3. "Public Comment" is set aside for members of the community to raise issues that are not specifically on the agenda. However, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. Exceptions to these time limits may be made at the discretion of the Board Chair. The board may give direction to staff to respond to your concerns or you may be offered the option of returning with a citizen requested agenda item.
- 4. With regard to items that are on the agenda, you may speak for up to (3) minutes when the Board discusses that item. Exceptions to this time may be made at the discretion of the Board Chair.
- 5. Community members may request in writing that a topic related to school business be considered for placement on a future agenda. Requests should be addressed to the Board Chair. If such an item is placed on the agenda and publicly noticed, the Board can respond, interact, and act upon the item.

[For office use only: Posted On-site: Initial *SP* / Date *4/19* Posted Website: Initial *SP* / Date *4/19*]

RMCS BOARD OF DIRECTORS

Meeting Minutes

3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414

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The regular meeting of the Governing Board held in public, will be advertised and recorded in accordance with the Brown Act.

Petaluma Music Festival Guest: Judy - was happy to present a check to RMCS \$1470 for the Music Program (August 5th Petaluma Music Festival - the more RMCS volunteers, the more monies are earned for RMCS)

Regular/Annual Meeting: December 13, 2016

Location(s):

- RMCS Community Room, 3880 Cypress Drive, Suite B, Petaluma, CA 94954
- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

A. Opening/Call to Order: 6:32pm

Roll Call: Norman Lorenz, Ginny Hautau, Tim Lohrenz, Ruben Mejia, Tammy Cleland, Eva Covarrubias; *Betsy Ehlen Hall & Eresa Puch absent (notified)*

Staff: Kelly Griffith Mannion, Executive Director, Michelle Leonard, Business Manager, Julie Carolan, Administration & Communications Manager

Guest(s): Amy Atchley, River Montessori Foundation Chair; Judy, Petaluma Music Festival

B. Reading of RMCS Mission & Vision:

Our mission at River Montessori Charter School is to provide students with a learning culture grounded in Montessori philosophy. This historically proven educational model supports the whole child, creates lifelong learners, and educates for peace. The resulting academic excellence is supported by a prepared classroom environment that inspires self-paced, individualized discovery; a love of learning; and respect for self, others, and the environment.

Our vision at RMCS is to create a Montessori learning community where children are inspired to realize their academic, personal, and social potential to become global citizens.

Requested Amendment to Agenda: Move Foundation Report to beginning of meeting. Approved by all. Reporting out Foundation Chair, Amy Atchley:

- Thanks to the Board for hosting coffee - lots of parent attendance.
- Foundation voted to give teachers a gift for \$100 for each classroom.
- Creator Faire Update (10 outside organizations involved, to date.
- Kiwanis gift received.
- Walk-a-thon theme: "Walk Like an Egyptian" is the theme.

- Last Dine-n-Donate Restaurant had an "Ugly Sweater" Contest, RMCS parent won!.
- Spring Gala Update: Riverboat- Galactic Theme.
- Earned \$1200 for Winter Catalogue.
- Annual Fund - turning a corner and getting some more commitments for Annual Fund.
- Wrote a check to school for \$10K.
- Another expected \$5-7K check projected for January 2017.

C. Student Presentations: Montessori Student Presentation (20 minutes)

- Kaweah Student Presentation

D. LCAP Public Feedback Session

No public present - KGM to mention public session in next newsletter. 2017-18 Goals:

- Promote Academic Excellence Through Montessori Methodology
- Develop Attributes of Successful Learners in an Authentic Montessori School
- Strengthen Montessori School-Family Communication and Partnership

E. Agenda Review

See above exception - Foundation Report prior to Student Presentations, approved by consensus

F. Public Comment: No PUBLIC present

Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the Board President may increase or decrease time allowed for public comment. The Board does not respond or take action on public comments.

G. Approval: Minutes from 11/08/16 RMCS BOD Meeting

Motion - Ginny / 2nd Ruben

A: Norman, Ginny, Tim, Tammy, Eva, Ruben, Betsy

N: 0

Abstention: 0

H. Communications

1. Foundation/Fundraising Report - see above
2. Executive Director's Report
 - CSDC Conference
 - New UE Montessori materials and training; classroom calm, stable, work-oriented
 - CALPADS extended deadline and focus
 - Enrollment:165
 - Audit
 - OAUSD visit: January 19, 2017
 - Pleased with how calm classrooms are in spite of teacher absences and changes (in part due to high-quality subs). NORMAN: pleased with interworking of school December 9, 2016.
 - Surveys - gathering data, how to best present. Annual Parent Survey in January
 - CAASPP development- guides, students, technology

3. Fiscal Report - see discussion below
4. Facilities Report - All good - Fire/earthquake drills happening; (Solar project postponed a week - City of Petaluma had a couple of changes/roof repair - will take about 4 weeks; will work around school day)
5. Policy Compliance/Committee Report -
TAMMY: No report - Eresa & Tammy working to review and categorizing into 9 categories

I. Board Business (*7:30pm)

1. Discussion: CSDC Leadership Update Conference (GINNY)

Packed/informative - sat in on 6 sessions, including:

- Board Governance Training

Roles and Responsibilities:

Uphold School's Mission

Monitor School's Performance (Educational, Fiscal, Operational, Legal)

Develop, Approve Short- and Long-Term Goals

Establish Policies & Delegate Power

Hire & Evaluate Top Administrative Staff (only)

Attend to Board Business and Corporate Events

Monitor Own Board Performance

Fundamental Duties:

Duty of Care, Duty of Loyalty, Duty of Obedience

- Montessori Affinity Group
- School Finance for Board Members
- **Leadership Transition Planning** (#1 reason for Charter demise – Ginny's focus)
- Facilities Finance Opportunities
- Preparing for Renewal (60 other charter schools/board members in attendance)

LCAP – Measurable. Achievable. Report in conjunction with interim reporting only.

Board Binders, Training, Recruiting, Composition – For future discussion.

Board Calendar – For further discussion at BOD retreat.

Agenda Development – To be added to end of BOD Business on future agendas.

2. Discussion & Action: Strategic Planning

Open back up to discussion -

- Reached a broad consensus through prior discussions: PreK - 6; 7-12.
- Not sure how large, or how quickly - not consensus.
- Next steps - reality check - feasibility 1) enrollment - possibility (school would have to be substantially larger (400 for pk-12/even 500); 2) Financial feasibility
- If we pass those two tests - create more of a timeline, detailed vision of what school would look like curriculum/financial/program
- Financial plan for that school
- "Not been easy, but is more stable - good base; worried about enrollment" - we've lost enrollment
- Not been able to address (board or school) - the issue of enrollment, growth
- In our conversations have been about - We've been looking at a "vision" where we are hoping the school will get...

3. Discussion & Action: Review & Approve 2015-16 Audited Financial Statements

- Got our financial statements back - no numbers changed from the unaudited actuals presented - no findings/no audit adjustments. (\$3K cheaper).

Motion to Approve Audited Financial Statements: Tim L/ 2nd Tammy

A: Norman, Ginny, Tim, Tammy, Eva, Ruben, Betsy

N: 0

Absention: 0

4. Discussion & Action First Interim Report-ML
- Update on financial status of charter (7/1 - Oct 31); able to meet financial obligation
 - Projections the same - based on 166 ADA ; budget hasn't changed - right about where it should be
 - Expenses coming in a bit above -
 - Revenues Review

Motion to approve First Interim Report: Ginny / 2nd Tim

A: Norman, Ginny, Tim, Tammy, Eva, Ruben, Betsy

N: 0

Absention: 0

5. Discussion & Action: BOD Survey - Should be discussion item on Board Retreat.
6. Discussion: AMS Conference March 2017 Update (
- NL - Send Kelly an das many teachers as we can
- TIM - Staff decision, not board; (If 10-20% over budget, would need to come to board); would like to work within existing training budget.

J. Adjourn 9:01pm

Future Meeting Date(s):

Feb 4, 2017 Board Retreat (9:00am - 4:00pm)	February 14, 2017 - 6:30pm
March 14, 2017 - 6:30pm	April 11, 2017 - 6:30pm
May 9, 2017 - 6:30pm	June 27, 2017 - 6:30pm

Instructions for Presentations to the Board by Members of the Community

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RMCS BOARD OF DIRECTORS

Meeting Agenda

3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414

An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. Board agendas are available on the school website www.rivermontessoricharter.org

The regular meeting of the Governing Board held in public, will be advertised and recorded in accordance with the Brown Act.

Regular Meeting: February 15, 2017

Time: 6:00p

Location(s):

- RMCS Community Meeting Room: 3880 Cypress Drive, Suite B, Petaluma CA 94954
- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

A. Opening/Call to Order

Roll Call: Norman Lorenz, Ginny Hautau, Eresa Puch, Tim Lohrentz, Ruben Mejia, Betsy Ehlen Hall, Tammy Cleland, Eva Covarrubias

Staff: Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, Julie Carolan, Administration & Communications Manager

B. Reading of RMCS Mission & Vision:

Our mission at River Montessori Charter School is to provide students with a learning culture grounded in Montessori philosophy. This historically proven educational model supports the whole child, creates lifelong learners, and educates for peace. The resulting academic excellence is supported by a prepared classroom environment that inspires self-paced, individualized discovery; a love of learning; and respect for self, others, and the environment.

Our vision at RMCS is to create a Montessori learning community where children are inspired to realize their academic, personal, and social potential to become global citizens.

C. Student Presentations: Montessori Student Presentation (20 minutes)

D. Agenda Review

E. Public Comment

Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the Board President may increase or decrease time allowed for public comment. The Board does not respond or take action on public comments.

F. Approval: Minutes from 02/04/17 RMCS BOD Retreat

G. Communications

- 1. Executive Director's Report
 - Update on Assessment Scores for 15-16
- 2. Fiscal Report
- 3. Facilities Report
- 4. Policy Compliance/Committee Report

H. Board Business

- 1. Discussion: LCAP Reporting
- 2. Discussion & Action Board Calendar Annual Review
- 3. Discussion: BOD Survey

I. Adjournment

Future Meeting Date(s):

March 14, 2017 - 6:30pm

April 11, 2017 - 6:30pm

May 9, 2017 - 6:30pm

June 27, 2017 - 6:30pm

Instructions for Presentations to the Board by Members of the Community

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[For office use only: Posted On-site: Initial___/Date___ Posted Website: Initial___/Date___]

**BOARD RETREAT MEETING OF THE
RIVER MONTESSORI CHARTER SCHOOL (RMCS) BOARD OF DIRECTORS**
RIVER MONTESSORI CHARTER SCHOOL
3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414
February 4, 2017, 9:00 AM - 4:00 PM

MINUTES

An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. Board agendas are available on the school website www.rivermontessoricharter.org

The regular meeting of the Governing Board held in public will be advertised and recorded in accordance with the Brown Act.

Location(s):

- WORK PETALUMA: 245 Kentucky Street, Petaluma CA 94952
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

1. CALL TO ORDER

- 1.1. Director Lorenz called the meeting to order at 9:23 AM.
- 1.2. Directors Norman Lorenz, Ginny Hautau, Eresa Puch, Tim Lohrentz, Ruben Mejia, Betsy Ehlen Hall, Tammy Cleland, and Eva Covarrubias were present.
- 1.3. Kelly Mannion (Executive Director), Michelle Leonard (Business Manager), and Julie Carolan (Administration & Communications Manager) were present.

2. MISSION STATEMENT

- 2.1. Director Covarrubias read the mission statement.

3. PRESENTATIONS

- 3.1. Watched a video - 'A Montessori Journey From the Start'
- 3.2. Journal Article for Discussion - 'Mindfulness Practices in Education: Montessori's Approach'

4. AGENDA REVIEW

- 4.1. Moved section 'G. Communications' to RMCS BOD Meeting on February 15, 2017
- 4.2. Agenda was approved with unanimous consent with a motion from Dir. Hautau (8-0-0).

5. PUBLIC COMMENT - None

Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the Board President may increase or decrease time allowed for public comment. The Board does not respond or take action on public comments.

6. APPROVAL OF MINUTES FROM December 13, 2016 RMCS BOD Meeting

- 6.1. Minutes of the December 13, 2016 Board meeting was approved with a motion from Dir. Lorenz. Dir. Puch abstained (7-0-1).

7. THE ROLE OF THE BOARD IN STRATEGIC PLANNING (Dir. Hautau)

- 7.1. Communication & Outreach

an opportunity to do so.

3. "Public Comment" is set aside for members of the community to raise issues that are not specifically on the agenda. However, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. Exceptions to these time limits may be made at the discretion of the Board Chair. The board may give direction to staff to respond to your concerns or you may be offered the option of returning with a citizen requested agenda item.

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5. Community members may request in writing that a topic related to school business be considered for placement on a future agenda. Requests should be addressed to the Board Chair. If such an item is placed on the agenda and publicly noticed, the Board can respond, interact, and act upon the item.

RMCS BOARD OF DIRECTORS

Meeting Agenda

3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414

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The regular meeting of the Governing Board held in public, will be advertised and recorded in accordance with the Brown Act.

Regular Meeting: March 14, 2017

Time: 5:30pm - 6:20pm RMCS Board of Director's Meeting

Location(s):

- RMCS Community Meeting Room: 3880 Cypress Drive, Suite B, Petaluma CA 94954
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

A. Opening/Call to Order

Roll Call: Norman Lorenz, Ginny Hautau, Eresa Puch, Tim Lohrentz, Ruben Mejia, Betsy Ehlen Hall, Tammy Cleland, Eva Covarrubias

Staff: Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, Julie Carolan, Administration & Communications Manager

B. Reading of RMCS Mission & Vision

Our mission at River Montessori Charter School is to provide students with a learning culture grounded in Montessori philosophy. This historically proven educational model supports the whole child, creates lifelong learners, and educates for peace. The resulting academic excellence is supported by a prepared classroom environment that inspires self-paced, individualized discovery; a love of learning; and respect for self, others, and the environment.

Our vision at RMCS is to create a Montessori learning community where children are inspired to realize their academic, personal, and social potential to become global citizens.

C. Agenda Review

D. Public Comment

Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the Board President may increase or decrease time allowed for public comment. The Board does not respond or take action on public comments.

E. Approval: Minutes from 02/15/17 RMCS BOD Retreat

F. **Communications**

No Reports

G. **Board Business**

1. Discussion & Action: RMCS 2017-18 SY Calendar Approval
2. Discussion & Action: Second Interim Presentation
3. Discussion & Action: 2017-18 Auditor Selection
4. Discussion & Action: 2015-16 Tax Return approval
5. Discussion & Action: Form 700-Conflict of Interest

H. **Adjournment of Board Meeting**

Future Meeting Date(s):

April 11, 2017 - 6:30pm

May 9, 2017 - 6:30pm

June 27, 2017 - 6:30pm

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[For office use only: Posted On-site: Initial *JP* / Date *3/10/17* Posted Website: Initial *JP* / Date *3/10/17*

**REGULAR MEETING OF THE
RIVER MONTESSORI CHARTER SCHOOL (RMCS) BOARD OF DIRECTORS
RIVER MONTESSORI CHARTER SCHOOL
3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414
February 15, 2017
5:30 PM**

MINUTES

An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. Board agendas are available on the school website www.rivermontessoricharter.org

The regular meeting of the Governing Board held in public will be advertised and recorded in accordance with the Brown Act.

Location(s):

- RMCS Community Meeting Room: 3880 Cypress Drive, Suite B, Petaluma CA 94954
- Norman Lorenz: 2011 U Street, Sacramento, CA 95818
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

1. CALL TO ORDER

- 1.1. Norman called the meeting to order at 6:32 PM.
- 1.2. Directors Norman Lorenz, Ginny Hautau, Eresa Puch, Tim Lohrentz, Ruben Mejia, Betsy Ehlen Hall, and Tammy Cleland were present. (Absent: Eva Covarrubias)
- 1.3. Kelly Mannion, Executive Director was present.
- 1.4. Julie Petersen, RMF Secretary was present.

2. MISSION STATEMENT

- 2.1. Tim read the mission statement.

3. STUDENT PRESENTATION: None

4. AGENDA REVIEW

- 4.1. Add the RMF Report under 'Communications'
- 4.2. Agenda was approved with unanimous consent (7-0-0)

5. PUBLIC COMMENT

- See River Montessori Foundation Report (Item 7.5)

Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the Board President may increase or decrease time allowed for public comment. The Board does not respond or take action on public comments.

6. APPROVAL OF MINUTES FROM February 4, 2017 RMCS BOD Retreat Meeting

- 6.1. Fix error on Ginny's last name.
- 6.2. Minutes of the February 4, 2017 Board Retreat meeting was approved with a motion from Tammy, second by Betsy, and unanimous vote (7-0-0).

7. COMMUNICATIONS

- 7.1. Executive Report - Kelly presented on the following:
- i. Enrollment: TKK-54, UE-75, LE-44 (Total 173)
 - ii. Old Adobe visit
 - iii. Offered the upper Elementary teacher position, pending completion in April 2017
 - iv. Sending Business Manager Michelle to 2nd phase of CBO training
 - v. Montessori Education Week
 - vi. Graduate Night on 2/28/17
 - vii. Open House on 2/22/17
 - viii. Spanish perspective meeting/tours
 - ix. Watch Me Work
 - x. Will host Bay Area Association Workshop - Writer's workshop on 2/25/2017
 - xi. Sending 2 teachers to AMS
 - xii. Assessment scores - Lorna will provide perspective as a coordinator (March mtg.)
- 7.2. Fiscal Report
- i. Tim shared a good lesson on enrollment impact on cash flow (of P1 and P2 attendance submission) and potential scenarios.
- 7.3. Facilities Report - No report. Ruben asked for an update on the solar project.
- 7.4. Policy Compliance/Committee Report
- i. Tammy shared with the Board an update from the committee's last meeting on 1/25/17.
 - ii. 'To Do List' - each Board member was assigned a policy area. The goal is to identify whether RMCS has a policy in place. Tammy will connect with Kelly in late February regarding prioritizing the policy topics.
 - Students - Tammy
 - Facilities - Ruben
 - Board - Ginny
 - Personnel & Safety - Betsy
 - Budget - Tim & Eresa
 - Curriculum - Norman
- 7.5. River Montessori Foundation Report
- Julie Petersen presented on the current financial standing of RMF. The Foundation is unable to write a check at this time. Annual fund is at \$17k. Holiday Catalog generated \$2k. Creator Faire was successful with over 300 people, 12 organizations that supported, and 60 volunteers. Food sales at \$2,750. RMF is hoping to bring \$10k from Walk-a-Thon. Currently planning for Spring Gala on April 29, 2017 and looking for volunteers.

8. BOARD BUSINESS

- 8.1. Discussion: LCAP Reporting
- i. Kelly provided a review of where we stand. ELL students are receiving differentiated curriculum and instructional support. Family communication and partnership's challenge stem from low participation.
- 8.2. Discussion & Action: Board Calendar Annual Review
- i. Spring Community Forum - 3/14/17 from 6:30 to 7:30 PM (after BOD meeting 5:30-6:30)

- ii. Operations - development and review of chain of command and hierarchy of communication
- iii. Begin Executive Director's evaluation process.
- iv. To add for agenda next month - Business Manager's report (Michelle)
- v. Update on Guide evaluation
- vi. Norman moved to have policy review become a routine schedule each month and to incorporate in Board Calendar. Tammy will recommend when to review in June BOD meeting.

8.3. Discussion: BOD Survey

- i. Norman will redo in Survey Monkey.

9. ADJOURNMENT

- 9.1. Norman moved to adjourn the meeting at 9:14 PM. The motion passed with a unanimous consent (7-0-0).

Future Meeting Dates:

April 11, 2017 - 6:30 PM

May 9, 2017 - 6:30 PM

June 27, 2017 - 6:30 PM

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River Montessori Charter School 2017-2018 Calendar

Draft for Board Approval

July '17						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August '17						
Su	M	Tu	W	Th	F	Sa
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September '17						
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School Day Information
Regular School Day Session Monday - Thursday: 8:15 a.m. - 3:00 p.m. Friday: 8:15 a.m. - 12:00 p.m. (No Lunch) First Day of School - July 26, 2017 Last Day of School - June 1, 2018

October '17						
Su	M	Tu	W	Th	F	Sa
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29	30	31				

November '17						
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December '17						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Extra Curricular
Bridge to Success Program July 24 & 25, 8:15 AM-12:00 PM TK/K, First & Fourth Grade, New Students River Crew Adventure Program Held during conferences, Fall, Winter and Spring breaks & teacher work days.

January '18						
Su	M	Tu	W	Th	F	Sa
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February '18						
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March '18						
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25	26	27	28	29	30	31

No School
Break
Conferences
Teacher Workdays/Prof. Dev.
Holidays

April '18						
Su	M	Tu	W	Th	F	Sa
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29	30					

May '18						
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27	28	29	30	31		

June '18						
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24	25	26	27	28	29	30

Holidays	
7/4/17	Independence Day
9/4/17	Labor Day
11/10/17	Veterans Day, Observed
11/23/17	Thanksgiving
12/25/17	Christmas Day
1/1/18	New Years Day
1/15/18	Martin Luther King Day
2/12/18	Lincoln's Birthday
2/19/18	Washington's Birthday
5/28/18	Memorial Day

DRAFT FOR BOARD APPROVAL

Board Approved:

**River Montessori Charter School (RMCS)
FY17 (2016-17) Second Interim Narrative
Michelle Leonard, Business Manager
March 10, 2017**

The Second Interim report is an update of the financial status of River Montessori Charter School for the current fiscal year, and reflects current activity of July 1, 2016 through January 31, 2017 and budget projections as of February 28, 2017. The interim report addresses the question of whether the school will be able to meet its financial obligations for 2016-17.

Enrollment:

The projected enrollment has remained the same as the Adopted Budget of 175, but the projected ADA (Average Daily Attendance) has been reduced. This becomes an issue because the school is funded on ADA, not total enrollment. The projected ADA was 166, and has been reduced to 156. There are a few reasons for the average attendance to decline this interim; 1) a higher student absent rate, from 5% to 8%, 2) there are more unfunded TK children than anticipated, and 3) some mid-year un-enrollments which opened spots for new students to enroll. As of March 13th we are at 175 total enrollment.

Revenues:

Revenues are funded from multiple sources, which are based on ADA: Local Control Funding Formula (LCFF), Educational Protection Account (EPA), In-Lieu of Property Taxes, Lottery, and State & Federal Special Education Entitlements. Additional revenue comes from local contributions such as The River Montessori Foundation (a separate non-profit entity similar to a Parent Student Teacher Organization of which the school is the benefactor), revenue from River Crew (the before and after school care program for enrolled students), and donations from parents for field trips. At Adoption, total revenues for 2016-17 were projected to be \$1,630,733 and has been adjusted down to \$1,567,101. River Crew income has been increased by \$20,000 due to consistent billing and a new lead supervisor. Year to date revenue is \$784,797 or 50.0% of budget.

Expenditures:

Expenses are coming in slightly lower than the adopted budget at \$1,586,397. Year to date we have spent \$859,056 or 54.2% of the budget. With the resignation of one of our upper elementary teachers, expenses for substitute teachers and Montessori trainings went up and are over budget by around \$12,500. Also, Teacher's Assistants salaries went up around \$16,000 due to an IEP need. Student materials are \$4,000 over budget, along with office supplies being over budget of around \$5,000. Both of these line items were under-budgeted, as necessary instructional materials and office supplies had to be replaced. Legal expense is over budget by around \$6,000. This is due to an unexpected need for legal advice, and a thorough vetting of our new employee handbook. Due to the increase in the above expenditure line items and decrease in revenue, the Executive Director and Business Manager made some expenditure reductions in other areas. In clerical salaries, the decision to rehire another front office person was postponed until next fiscal year, which saved around \$15,000. Equipment expense was

reduced \$5,000 with the postponement of purchasing new chrome books until next fiscal year. Conferences/Staff development cost went down \$12,000 as the decision was made to send 3 teachers instead of 8 to the American Montessori Society conference in San Diego. Advertising costs were reduced from \$4,000 to \$2,000. The largest reduction was for \$25,000 in consultants. Special Education consultant costs went down with hiring of a full-time Special Education Teacher & Coordinator. The other expense line items seem to be in line with the adopted budget.

Cash Balance:

Current cash balance is \$287,836; of this amount \$119,416 is restricted to a solar project funded by proposition 39. The remaining cash balance of \$168,420 is approximately a 10.7% reserve, \$90,065 above the required amount of at least a 5% reserve in the county fund, 3% per OAUSD MOU and 2% per board resolution. The school also has a revolving cash account for River Crew and general Operations in the amount of \$21,000.

The RMCS Board and Committees should continue its long term exploration and evaluation of additional funding and building/site options.

Based on this report, it is recommended that the Board accepts and approves the Second Interim Report for 2016-17 fiscal year.

Charter Number: 1086

To the chartering authority and the county superintendent of schools (or only to the county superintendent of schools if the county board of education is the chartering authority):

2016-17 CHARTER SCHOOL INTERIM REPORT: This report is hereby filed by the charter school pursuant to Education Code Section 47604.33(a).

Signed: 
Charter School Official
(Original signature required)

Date: 3/8/17

Printed Name: Kelly Griffith Mannion

Title: Superintendent & Executive Dir

For additional information on the interim report, please contact:

Charter School Contact:

Michelle Leonard
Name

Business Manager
Title

707-778-6414
Telephone

mleonard@rivermontessoricharter.org
E-mail Address

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	1,282,337.00	1,207,114.00	653,094.00	1,207,114.00	0.00	0.0%
2) Federal Revenue		8100-8299	20,781.00	20,781.00	51.00	20,781.00	0.00	0.0%
3) Other State Revenue		8300-8599	83,659.00	80,340.00	38,468.20	80,340.00	0.00	0.0%
4) Other Local Revenue		8600-8799	243,958.00	258,866.00	93,183.36	258,866.00	0.00	0.0%
5) TOTAL, REVENUES			1,830,733.00	1,567,101.00	784,796.56	1,567,101.00		
B. EXPENSES								
1) Certificated Salaries		1000-1999	553,928.00	551,328.00	330,789.48	551,328.00	0.00	0.0%
2) Classified Salaries		2000-2999	331,418.00	332,680.00	168,313.94	332,680.00	0.00	0.0%
3) Employee Benefits		3000-3999	191,915.00	191,915.00	100,543.27	191,915.00	0.00	0.0%
4) Books and Supplies		4000-4999	68,375.00	59,375.00	37,026.33	59,375.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	442,549.00	403,549.00	221,597.72	403,549.00	0.00	0.0%
6) Depreciation		6000-6999	44,550.00	44,550.00	0.00	44,550.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	784.92	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENSES			1,830,733.00	1,583,397.00	859,055.64	1,583,397.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)								
			0.00	(16,296.00)	(74,259.08)	(16,296.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			0.00	(16,296.00)	(74,259.08)	(16,296.00)		
F. NET POSITION								
1) Beginning Net Position								
a) As of July 1 - Unaudited		9791	649,379.00	557,856.00		557,854.22	(1.78)	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			649,379.00	557,856.00		557,854.22		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			649,379.00	557,856.00		557,854.22		
2) Ending Net Position, June 30 (E + F1e)			649,379.00	541,560.00		541,558.22		
Components of Ending Net Position								
a) Net Investment in Capital Assets		9796	0.00	0.00		0.00		
b) Restricted Net Position		9797	0.00	85,955.00		155,014.11		
c) Unrestricted Net Position		9790	649,379.00	455,605.00		386,544.11		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
LCFF SOURCES								
Principal Apportionment State Aid - Current Year		8011	391,807.00	338,159.00	242,042.00	338,159.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	33,250.00	31,233.00	15,751.00	31,233.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	26,042.00	0.00	0.00	0.0%
LCFF Transfers								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8098	857,280.00	839,722.00	389,258.00	839,722.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			1,282,337.00	1,207,114.00	653,094.00	1,207,114.00	0.00	0.0%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	20,781.00	20,781.00	51.00	20,781.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title I, Part A, Basic Grants Low-Income and Neglected	3010	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title I, Part D, Local Delinquent Program	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title II, Part A, Teacher Quality	4035	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title III, Immigrant Education Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title V, Part B, Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other No Child Left Behind	3012-3020, 3030-3199, 4036-4126, 5510	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Vocational and Applied Technology Education	3500-3699	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			20,781.00	20,781.00	51.00	20,781.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
Special Education Master Plan Current Year	8500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	8500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	41,784.00	39,856.00	30,299.00	39,856.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	30,091.00	28,680.00	7,862.07	28,680.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Common Core State Standards Implementation	7405	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	11,804.00	11,804.00	307.13	11,804.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			83,659.00	80,340.00	38,468.20	80,340.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	2,000.00	2,000.00	1,889.47	2,000.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Child Development Parent Fees		8673	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	158,000.00	178,000.00	58,737.89	178,000.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	83,956.00	78,866.00	34,756.00	78,866.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			243,956.00	258,866.00	93,183.36	258,866.00	0.00	0.0%
TOTAL REVENUES			1,630,733.00	1,567,101.00	784,796.56	1,567,101.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	457,324.00	454,724.00	270,623.36	454,724.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	96,604.00	96,604.00	57,227.30	96,604.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	2,938.80	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			553,928.00	551,328.00	330,789.46	551,328.00	0.00	0.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	135,736.00	152,000.00	64,821.94	152,000.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	114,500.00	114,500.00	66,830.50	114,500.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	81,180.00	66,180.00	36,661.50	66,180.00	0.00	0.0%
Other Classified Salaries		2600	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			331,416.00	332,680.00	168,313.94	332,680.00	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	69,684.00	69,684.00	40,071.90	69,684.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	33,386.00	33,386.00	17,704.55	33,386.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	70,607.00	70,607.00	37,231.02	70,607.00	0.00	0.0%
Unemployment Insurance		3501-3502	8,853.00	8,853.00	238.33	8,853.00	0.00	0.0%
Workers' Compensation		3601-3602	9,385.00	9,385.00	5,297.47	9,385.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			191,915.00	191,915.00	100,543.27	191,915.00	0.00	0.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	50,375.00	50,375.00	31,416.23	50,375.00	0.00	0.0%
Noncapitalized Equipment		4400	8,000.00	3,000.00	2,831.60	3,000.00	0.00	0.0%
Food		4700	8,000.00	8,000.00	2,778.50	8,000.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			66,375.00	59,375.00	37,026.33	59,375.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENSES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	24,757.00	12,757.00	4,941.90	12,757.00	0.00	0.0%
Dues and Memberships		5300	2,000.00	2,000.00	970.00	2,000.00	0.00	0.0%
Insurance		5400-5450	11,244.00	11,244.00	8,073.00	11,244.00	0.00	0.0%
Operations and Housekeeping Services		5500	34,514.00	34,514.00	23,789.43	34,514.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	245,203.00	245,203.00	132,216.78	245,203.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	117,431.00	90,431.00	48,632.28	90,431.00	0.00	0.0%
Communications		5800	7,400.00	7,400.00	4,974.32	7,400.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			442,549.00	403,549.00	221,597.72	403,549.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
DEPRECIATION								
Depreciation Expense		6900	44,550.00	44,550.00	0.00	44,550.00	0.00	0.0%
TOTAL, DEPRECIATION			44,550.00	44,550.00	0.00	44,550.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to Districts or Charter Schools		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	784.82	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	784.82	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENSES			1,630,733.00	1,583,397.00	859,055.64	1,583,397.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

<u>Resource</u>	<u>Description</u>	<u>2016/17 Projected Year Totals</u>
6230		136,394.11
6300		6,816.00
6512		11,804.00
Total, Restricted Net Position		<u>155,014.11</u>

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (includes Necessary Small School ADA)	0.00	0.00	0.00	0.00	0.00	0%
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
4. Total, District Regular ADA (Sum of Lines A1 through A3)	0.00	0.00	0.00	0.00	0.00	0%
5. District Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools	0.00	0.00	0.00	0.00	0.00	0%
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]	0.00	0.00	0.00	0.00	0.00	0%
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	0.00	0.00	0.00	0.00	0.00	0%
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	0.00	0.00	0.00	0.00	0.00	0%
7. Adults in Correctional Facilities	0.00	0.00	0.00	0.00	0.00	0%
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
B. COUNTY OFFICE OF EDUCATION						
1. County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, County Program Alternative Education ADA (Sum of Lines B1a through B1c)	0.00	0.00	0.00	0.00	0.00	0%
2. District Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools	0.00	0.00	0.00	0.00	0.00	0%
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]	0.00	0.00	0.00	0.00	0.00	0%
g. Total, District Funded County Program ADA (Sum of Lines B2a through B2f)	0.00	0.00	0.00	0.00	0.00	0%
3. TOTAL COUNTY OFFICE ADA (Sum of Lines B1d and B2g)	0.00	0.00	0.00	0.00	0.00	0%
4. Adults in Correctional Facilities	0.00	0.00	0.00	0.00	0.00	0%
5. County Operations Grant ADA	0.00	0.00	0.00	0.00	0.00	0%
6. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
C. CHARTER SCHOOL ADA						
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools. Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.						
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.						
1. Total Charter School Regular ADA	0.00	0.00	0.00	0.00	0.00	0%
2. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00	0%
3. Charter School Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools	0.00	0.00	0.00	0.00	0.00	0%
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00	0%
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	0.00	0.00	0.00	0.00	0.00	0%
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 01 or Fund 62.						
5. Total Charter School Regular ADA	166.25	166.25	156.17	156.17	(10.08)	-6%
6. Charter School County Program Alternative Education ADA						
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00	0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00	0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00	0%
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00	0%
7. Charter School Funded County Program ADA						
a. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00	0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools	0.00	0.00	0.00	0.00	0.00	0%
f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00	0%
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C6, C6d, and C7f)	166.25	166.25	156.17	156.17	(10.08)	-6%
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	166.25	166.25	156.17	156.17	(10.08)	-6%

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Second Interim
2016-17 Actuals to Date
Technical Review Checks

River Montessori Elementary Charter
Old Adobe Union Elementary

Sonoma County

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

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

IMPORT CHECKS

GENERAL LEDGER CHECKS

SUPPLEMENTAL CHECKS

EXPORT CHECKS

Checks Completed.

SACS2016ALL Financial Reporting Software - 2016.2.0
 3/9/2017 8:14:35 AM

49-70847-0119750

Second Interim
 2016-17 Board Approved Operating Budget
 Technical Review Checks

River Montessori Elementary Charter
 Old Adobe Union Elementary

Sonoma County

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

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

IMPORT CHECKS

CHK-RESOURCExOBJECTA - (W) - The following combinations for RESOURCE and OBJECT (objects 8000 through 9999, except for 9791, 9793, and 9795) are invalid. Data should be corrected or narrative must be provided explaining why the exception(s) should be considered appropriate. EXCEPTION

ACCOUNT	RESOURCE	OBJECT	VALUE
FD - RS - PY - GO - FN - OB			
62-3310-0-0000-0000-9797	3310	9797	-18,620.00
Explanation: A donation from resource 0000 will be done to resource 3310 to make a zero balance.			

GENERAL LEDGER CHECKS

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

FUND	RESOURCE	NEG. EFB
62	3310	-18,620.00
Explanation: A donation from resource 0000 to resource 3310 will be done to make the balance zero.		
62	6500	-50,440.00
Explanation: A donation will be done from resource 0000 to resource 6500 to make the balance zero.		
Total of negative resource balances for Fund 62		-69,060.00

CEFB-POSITIVE - (W) - Components of Ending Fund Balance/Net Position (objects 9700-9789, 9796, and 9797) are not positive individually by resource, by fund. EXCEPTION

FUND	RESOURCE	OBJECT	VALUE
62	3310	9797	-18,620.00

Explanation:A donation will be made from resource 0000 to resource 3310 to make the balance zero.

62 6500 9797 -50,440.00

Explanation:A donation will be made from resource 0000 to resource 6500 to make the balance zero.

SUPPLEMENTAL CHECKS

EXPORT CHECKS

Checks Completed.

SACS2016ALL Financial Reporting Software - 2016.2.0
3/9/2017 8:15:00 AM

49-70847-0119750

Second Interim
2016-17 Projected Totals
Technical Review Checks

River Montessori Elementary Charter
Old Adobe Union Elementary

Sonoma County

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

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

IMPORT CHECKS

GENERAL LEDGER CHECKS

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

FUND	RESOURCE	NEG. EFB
62	3310	-18,620.00
Explanation:A donation will be made from resource 0000 to resource 3310 to make the balance zero.		
62	6500	-50,440.00
Explanation:A donation from resource 0000 to resource 6500 will be made to make the balance zero.		
Total of negative resource balances for Fund 62		-69,060.00

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

FUND	RESOURCE	OBJECT	VALUE
62	3310	9790	-18,620.00
Explanation:A donation will be made from resource 0000 to resource 3310 to make the balance zero.			
62	6500	9790	-50,440.00
Explanation:A donation will be made from resource 0000 to resource 6500 to make the balance zero.			

SUPPLEMENTAL CHECKS

EXPORT CHECKS

CHK-UNBALANCED-A - (W) - Unbalanced and/or incomplete data exist in the following form(s) that should be corrected before an official export is completed. Please view the form(s) on screen and clear any "Unbalanced" or similar messages displayed in red. Note that forms GANN, SEMA, SEMB, and SEMAI request contact information. EXCEPTION

Form CASH

Explanation:Using outside cash flow statement.

Checks Completed.

**LCFF Calculator Universal Assumptions
River Montessori Elementary Charter (119750) - Second Interim 2016-17**

	Summary of Funding									
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21		
Target	\$ 1,181,629	\$ 1,322,892	\$ 1,265,196	\$ 1,257,915	\$ 1,363,125	\$ 1,394,525	\$ 1,428,733	\$ 1,466,797		
Floor	878,972	1,006,982	1,031,163	1,144,318	1,290,857	1,307,963	1,354,576	1,405,700	FLOOR	FLOOR
Applied Formula: Target or Floor				FLOOR	FLOOR	FLOOR	FLOOR	FLOOR		
Remaining Need after Gap (informational only)	266,333	220,631	111,031	50,801	55,162	39,948	23,033	-		
Current Year Gap Funding	36,324	95,279	123,002	62,797	17,106	46,614	51,124	61,097		
Economic Recovery Target	-	-	-	-	-	-	-	-		
Additional State Aid	-	-	-	-	-	-	-	-		
Total Phase-In Entitlement	\$ 915,296	\$ 1,102,261	\$ 1,154,165	\$ 1,207,114	\$ 1,307,963	\$ 1,354,577	\$ 1,405,700	\$ 1,466,797		

	Components of LCFF By Object Code									
	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	
8011 - State Aid	\$ -	\$ -	\$ 166,741	\$ 265,246	\$ 336,159	\$ 397,447	\$ 383,806	\$ 370,034	\$ 1,286,333	
8011 - Fair Share	-	-	-	-	-	-	-	-	-	
8311 & 8580 - Categoricals	95,458	103,585	142,233	98,313	31,233	33,400	33,400	33,400	180,464	
EPA (for LCFF Calculation purposes)	167,973	-	-	-	-	-	-	-	-	
Local Revenue Sources:										
8021 to 8088 - Property Taxes	-	-	-	-	-	-	-	-	-	
8086 - In-Lieu of Property Taxes	654,022	683,933	793,287	790,606	839,722	877,116	937,371	1,002,266	-	
Property Taxes net of In-lieu	-	-	-	-	-	-	-	-	-	
TOTAL FUNDING	\$ 917,453	\$ 915,296	\$ 1,102,261	\$ 1,154,165	\$ 1,207,114	\$ 1,307,963	\$ 1,354,577	\$ 1,405,700	\$ 1,466,797	
Less: Excess Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Less: EPA in Excess to LCFF Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Phase-In Entitlement	\$ 917,453	\$ 915,296	\$ 1,102,261	\$ 1,154,165	\$ 1,207,114	\$ 1,307,963	\$ 1,354,577	\$ 1,405,700	\$ 1,466,797	
8012 - EPA Receipts (for budget & cashflow)	\$ 175,833	\$ 96,728	\$ 141,230	\$ 98,313	\$ 31,233	\$ 33,400	\$ 33,400	\$ 33,400	\$ 180,464	

Summary of Student Population								
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Unduplicated Pupil Population								
Agency Unduplicated Pupil Count	33.00	41.00	47.00	48.00	48.00	48.00	48.00	48.00
COE Unduplicated Pupil Count								
Total Unduplicated pupil Count	33.00	41.00	47.00	48.00	48.00	48.00	48.00	48.00
Rolling %, Supplemental Grant	21.0200%	23.9800%	25.6000%	27.1500%	28.3200%	27.8000%	27.4300%	27.4300%
Rolling %, Concentration Grant	21.0200%	23.9800%	25.6000%	27.1500%	28.3200%	27.8000%	27.4300%	27.4300%
FUNDED ADA								
Adjusted Base Grant ADA								
Grades TK-3	87.27	102.93	112.89	111.65	112.00	112.00	112.00	112.00
Grades 4-6	65.77	65.44	44.62	44.52	55.00	55.00	55.00	55.00
Grades 7-8	-	-	-	-	-	-	-	-
Grades 9-12	-	-	-	-	-	-	-	-
Total Adjusted Base Grant ADA	153.04	168.37	157.51	156.17	167.00	167.00	167.00	167.00
Necessary Small School ADA								
Grades TK-3	-	-	-	-	-	-	-	-
Grades 4-6	-	-	-	-	-	-	-	-
Grades 7-8	-	-	-	-	-	-	-	-
Grades 9-12	-	-	-	-	-	-	-	-
Total Necessary Small School ADA	-	-	-	-	-	-	-	-
Total Funded ADA	153.04	168.37	157.51	156.17	167.00	167.00	167.00	167.00
ACTUAL ADA (Current Year Only)								
Grades TK-3	87.27	102.93	112.89	111.65	112.00	112.00	112.00	112.00
Grades 4-6	65.77	65.44	44.62	44.52	55.00	55.00	55.00	55.00
Grades 7-8	-	-	-	-	-	-	-	-
Grades 9-12	-	-	-	-	-	-	-	-
Total Actual ADA	153.04	168.37	157.51	156.17	167.00	167.00	167.00	167.00
Funded Difference (Funded ADA less Actual ADA)								
	-	-	-	-	-	-	-	-
Minimum Proportionality Percentage (MPP)								
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Current year estimated supplemental and concentration grant funding in the LCAP year	\$	18,260	\$ 32,388	\$ 35,814	\$ 17,295	\$ 39,553	\$ 51,225	\$ 76,284
Current year Minimum Proportionality Percentage (MPP)		1.68%	2.89%	3.06%	1.34%	3.01%	3.78%	5.49%

River Montessori Element						v17.2b
LOCAL CONTROL FUNDING						2016-17
CALCULATE LCFF TARGET						
Unduplicated as % of Enrollment	3 yr average			27.15%	COLA 27.15%	0.000% 2016-17
	ADA	Base	Gr Span	Supp	Concen	TARGET
Grades TK-3	111.65	7,083	737	425	-	920,512
Grades 4-6	44.52	7,189		390	-	337,403
Grades 7-8	-	7,403		402	-	-
Grades 9-12	-	8,578	223	478	-	-
Subtract NSS	-	-	-	-	-	-
NSS Allowance	-	-	-	-	-	-
TOTAL BASE	156.17	1,110,843	82,286	64,786	-	1,257,915
Targeted Instructional Impro						-
Home-to-School Transportat						-
Small School District Bus Rep						-
LOCAL CONTROL FUNDING F						1,257,915
ECONOMIC RECOVERY TARG						1/2 -
CALCULATE LCFF FLOOR						
				12-13 Rate	16-17 ADA	
Current year Funded ADA tin				5,145.83	156.17	803,604
Current year Funded ADA tin				-	156.17	-
Necessary Small School Allow						-
2012-13 Categoricals						-
2012-13 Categorical Program				597.58	156.17	93,322
Less Fair Share Reduction						-
Non-CDE certified New Chart						-
Beginning in 2014-15, prior y				\$ 1,584.16	156.17	247,392
LOCAL CONTROL FUNDING F						1,144,318

River Montessori Element		v17.2b
LOCAL CONTROL FUNDING		2016-17
CALCULATE LCFF PHASE-IN ENTITLEMENT		
		2016-17
LOCAL CONTROL FUNDING F		1,257,915
LOCAL CONTROL FUNDING F		1,144,318
Applied Funding Formula: Floor		FLOOR
LCFF Need (LCFF Target less LCFF		113,597
Current Year Gap Funding	55.28%	62,797
ECONOMIC RECOVERY PAYM		-
LCFF Entitlement before Min		<u>1,207,114</u>
CALCULATE STATE AID		
Transition Entitlement		1,207,114
Local Revenue (including RDA)		<u>(839,722)</u>
Gross State Aid		<u>367,392</u>
CALCULATE MINIMUM STATE AID		
	12-13 Rate 16-17 ADA	N/A
2012-13 RL/Charter Gen BG	5,145.83 156.17	803,604
2012-13 NSS Allowance (defi		-
Less Current Year Property T		<u>(839,722)</u>
Subtotal State Aid for Histori		-
Categorical funding from 201		-
Charter Categorical Block Gra		<u>93,322</u>
Minimum State Aid Guarante		<u>93,322</u>
CHARTER SCHOOL MINIMUM		
Local Control Funding Formu		1,207,114
Minimum State Aid plus Prop		<u>933,044</u>
Offset		-
Minimum State Aid Prior to C		<u>93,322</u>
Total Minimum State Aid with		<u>93,322</u>
TOTAL STATE AID		<u>367,392</u>
Additional State Aid (Additio		-
LCFF Phase-in Entitlement (b		<u>1,207,114</u>
CHANGE OVER PRIOR YEAR	4.59% 52,949	
LCFF Entitlement PER ADA		<u>7,730</u>
PER ADA CHANGE OVER PRIOR	5.49% 402	
LCFF SOURCES INCLUDING E		
	Increase	2016-17
State Aid	1.05% 3,833	<u>367,392</u>
Property Taxes net of in-lieu	0.00% -	-
Charter in-Lieu Taxes	6.21% 49,116	<u>839,722</u>
LCFF pre COE, Choice, Supp	4.59% 52,949	<u>1,207,114</u>

**ACTUAL AND PROJECTED MONTHLY
CASH FLOW FOR RIVER MONTESSORI
CHARTER SCHOOL
2016-2017 FISCAL YEAR**

Object No.	JUL	AUG	SEP	OCT	NOV	DEC	JAN	Budgeted Amounts From November through June				OTHER ACCRUALS	Projected Total for the Fiscal Year
								FEB	MAR	APR	MAY		
A. BEGINNING CASH	362,540	368,038	329,937	356,509	281,476	309,630	278,021	287,836	238,456	245,582	260,060	273,789	273,789
B. REVENUES													
LCFF - State Aid / EPA	103,217	16,487	37,552	29,676	29,676	37,551	29,676	20,644	30,000	62,926	29,676		427,081
LCFF - In Lieu of Property Tax													
Misc Funds	(26,042)	47,436	94,873	63,248	63,248	63,248	63,248	63,248	83,248	63,248	83,248	63,248	725,499
Federal Revenue	(21,175)		21,426										20,832
Other State Revenue	4,798	7,200	(9,865)	2,277	16,592	17,465	6,800	8,000	20,000	8,000	32,000	8,000	113,268
Other Local Revenue	(14,964)	16,837	3,778	11,185	45,504	21,800	9,063		25,000	45,000	39,500	48,000	250,683
Interfund Transfer In													
TOTAL REVENUES	45,614	87,960	157,629	94,244	148,705	139,191	119,452	90,692	158,248	179,174	184,424	148,029	1,537,364
C. EXPENDITURES													
Classified Salaries	36,132	46,193	53,728	48,903	44,649	52,600	48,585	54,292	48,585	48,585	48,585	48,585	579,421
Employee Benefits	9,542	20,251	32,263	27,896	26,216	26,718	25,427	28,652	25,427	20,000	20,000	20,000	282,393
Books and Supplies	8,606	13,621	14,872	16,020	15,224	16,241	15,919	16,129	16,241	16,241	20,241	16,241	185,836
Stead/Other Oper Exp	(1,191)	16,255	2,545	4,398	1,385	10,764	2,869	7,329	5,869	9,869	10,869	2,869	73,833
Capital Outlay	27,585	31,501	27,535	32,779	21,626	66,128	14,444	34,335	30,000	45,000	46,000	30,000	406,933
Other Outgo	(6,000)			6,947	(1,378)	1,217						44,400	44,400
TOTAL EXPENDITURES	74,675	127,821	130,944	136,943	107,720	173,668	107,284	140,937	126,123	139,695	145,695	167,195	1,573,701
D-1 CHANGES IN CURRENT ASSETS:													
Revolving Cash	9130			19,000									19,000
Accounts Receivable	(188,118)		1,600	(15,264)	(1,600)								(203,382)
Due from Other Funds													
Stores	912X												
Prepaid Expenditures	9330												
Fried Assets	9400-9499			15,634					25,000	25,000	25,000	25,000	119,434
TOTAL CHANGES IN ASSETS	(188,118)		1,600	19,970	(1,600)				25,000	25,000	25,000	25,000	(64,948)
D-2 CHANGES IN LIABILITIES:													
Accounts Payable	9500-9599	153,559	(1,339)	(1,907)	6,431	(2,868)	2,353	(865)					168,327
Payroll/Due to Govt	9610												
Due to Other Funds	9615												
Temporary Loans	9640												
Current Loans	9650												
Unearned Revenue	9650-9659												
TOTAL CHANGE IN LIABILITIES	153,559	(1,339)	(1,907)	12,964	6,431	(2,868)	2,353	(865)					168,327
D-3 AUDIT ADJUSTMENT													
NET INCREASE (DECREASE) IN CASH from changes to assets, liabilities and audit adj		1,319	307	(32,334)	(4,831)	2,868	(2,353)	865	(25,000)	(25,000)	(25,000)	(28,800)	(103,380)
NET CHANGE IN CASH:	5,498	(38,522)	26,992	(75,033)	28,154	(31,609)	9,815	(49,380)	7,125	14,479	13,729	(50,966)	(139,717)
E. ENDING CASH (A + E)	348,038	329,517	356,509	281,476	369,630	278,021	287,836	238,456	245,582	260,060	273,789	222,823	222,823

Start with year actual cash balance on July 1

(Includes revenue and expenditure accruals at year end-cash is adjusted through section D)

For First Interim (through October 31) or Second Interim (through January 31): Enter actual data from your Cashflow Summary Report or other more detailed reports for revenues and expenditures, as well as balance sheet account net change.

Net Change for the Year: Objects 9xxx

With updated budget

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
LCFF Revenue Sources						
8011	Principal Apport-State Aid	391,807.00	336,159.00	267,883.00	68,276.00	79.69
8012	Education Protection Account	33,250.00	31,233.00	15,751.00	15,482.00	50.43
8019	State Aid-prior year			20,845.00	20,845.00-	NO BDGT
8096	In Lieu Of Property Taxes	857,280.00	839,722.00	456,490.00	381,232.00	54.60
	Total LCFF Revenue Sources	1,282,337.00	1,207,114.00	762,969.00	444,145.00	63.21
Federal Revenue						
8181	Sp Ed-Entitlement per UDC	20,781.00	20,781.00	51.00	20,730.00	0.25
	Total Federal Revenue	20,781.00	20,781.00	51.00	20,730.00	0.25
Other State Revenues						
8550	Mandated Cost Reimbursement	41,764.00	39,856.00	30,299.00	9,557.00	76.02
8560	State Lottery Revenue	30,091.00	28,680.00	7,862.07	20,817.93	27.41
8590	All Other State Revenues	11,804.00	11,804.00	307.13	11,496.87	2.60
	Total Other State Revenues	83,659.00	80,340.00	38,468.20	41,871.80	47.88
Other Local Revenue						
8660	Interest Income	2,000.00	2,000.00	1,689.47	310.53	84.47
8699	All Other Local Revenue	158,000.00	178,000.00	57,286.54	120,713.46	32.18
8792	Transfers of Appor from CO	83,956.00	78,866.00	41,556.00	37,310.00	52.69
	Total Other Local Revenue	243,956.00	258,866.00	100,532.01	158,333.99	38.84
	Total Year To Date Revenues	1,630,733.00	1,567,101.00	902,020.21	665,080.79	57.56
Expenditure Detail						
Certificated Salaries						
1100	Teachers' Salaries - Regular	455,824.00	453,224.00	323,315.19	12,499.57-	71.34
1130	Teacher Salary Add-on	1,500.00	1,500.00	1,200.00	300.00	80.00
1300	Cert Suprvrs' & Admins' Sal	96,604.00	96,604.00	65,402.63	1,499.93-	67.70
1900	Other Cert Salaries-regular			2,938.80	2,938.80-	NO BDGT
	Total Certificated Salaries	553,928.00	551,328.00	392,856.62	16,638.30-	71.26
Classified Salaries						
2100	Non Certificated Instruction	135,736.00	152,000.00	90,865.70	61,134.30	59.78
2300	Classified Managers Salary	114,500.00	114,500.00	76,366.11	8.54-	66.70
2400	Clerical & Office Salaries	81,180.00	66,180.00	45,873.00	20,307.00	69.32
	Total Classified Salaries	331,416.00	332,680.00	213,104.81	81,432.76	64.06

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Employee Benefits							
3101	Benefits - STRS / Certificated	69,684.00	69,684.00	21,978.46	46,848.52	857.02	67.23
3102	Benefits - STRS/Classified				127.10	127.10-	NO BDGT
3311	Benefits - OASDI/ Certificated	6,000.00	6,000.00		1,070.37	4,929.63	17.84
3312	Benefits - OASDI/ Classified	14,548.00	14,548.00	2,313.24	12,924.09	689.33-	88.84
3331	Benefits - Medicare / Cert.	8,032.00	8,032.00	2,337.84	5,329.75	364.41	66.36
3332	Benefits - Medicare / Class.	4,806.00	4,806.00	541.00	3,074.97	1,190.03	63.98
3401	Benefits - H&W / Cert.	65,607.00	65,607.00	15,554.00	25,958.76	24,094.24	39.57
3402	Health & Welfare Class.	5,000.00	5,000.00	7,994.28	18,383.76	21,378.04-	367.68
3501	Benefits - SUJ / Cert.	5,539.00	5,539.00	80.64	183.82	5,274.54	3.32
3502	Benefits - SUJ / Class.	3,314.00	3,314.00	18.68	106.11	3,189.21	3.20
3601	Benefits - WComp / Cert.	5,872.00	5,872.00	1,859.64	4,172.15	159.79-	71.05
3602	Benefits - WComp / Class.	3,513.00	3,513.00	404.28	2,258.89	849.83	64.30
	Total Employee Benefits	191,915.00	191,915.00	53,082.06	120,438.29	18,394.85	62.76
Books and Supplies							
4310	Instructional Mat's&Supplies	38,775.00	38,775.00	6,811.00	23,014.88	8,949.12	59.35
4340	Computer Software	3,000.00	3,000.00		3,555.17	555.17-	118.51
4350	Office Supplies	4,200.00	4,200.00	3,991.01	7,293.83	7,084.84-	173.66
4370	Janitorial Supplies	4,000.00	4,000.00		4,320.34	320.34-	108.01
4390	Other Supplies	400.00	400.00		926.66	526.66-	231.67
4400	Equipment	8,000.00	3,000.00		2,831.60	168.40	94.39
4700	Food	8,000.00	6,000.00		3,765.40	2,234.60	62.76
	Total Books and Supplies	66,375.00	59,375.00	10,802.01	45,707.88	2,865.11	76.98
Services and Other Operating Expenditures							
5201	Travel	3,000.00	3,000.00		1,614.73	1,385.27	53.82
5202	Conference/Staff Developmt.	21,757.00	9,757.00		5,621.82	4,135.18	57.62
5301	Dues & Membership	2,000.00	2,000.00		970.00	1,030.00	48.50
5450	P&L and Other Insurance	11,244.00	11,244.00	1,881.00	8,970.00	393.00	79.78
5500	Utilities	14,514.00	14,514.00		15,641.01	1,127.01-	107.76
5510	Janitorial Services	20,000.00	20,000.00	12,732.90	12,071.10	4,804.00-	60.36
5600	Non Capitalized Improvements	2,500.00	2,500.00		1,313.95	1,186.05	52.56
5601	Building Lease	237,703.00	237,703.00	85,067.88	145,449.30	7,185.82	61.19
5630	Maintenance-Building	5,000.00	5,000.00		4,844.01	155.99	96.88
5800	Other Operating Expenses	2,000.00	2,000.00		635.73-	2,635.73	-31.79
5809	Vendor/Consultant Services	60,000.00	35,000.00	225.00	22,101.50	12,673.50	63.15
5812	Copies/Print Shop	100.00	100.00		163.94	63.94-	163.94

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5817	SCOE Data Processing Charges	1,200.00	1,200.00			1,200.00	
5821	Audit Costs	10,000.00	10,000.00	2,175.00	7,825.00		78.25
5823	Legal Costs	4,000.00	4,000.00		9,741.92	5,741.92-	243.55
5830	Professional/Consultant Svcs	12,000.00	12,000.00		10,819.90	1,180.10	90.17
5850	Advertising	4,000.00	2,000.00		1,872.94	127.06	93.65
5862	Fingerprinting	800.00	800.00		1,290.00	490.00-	161.25
5883	Authorizing Agency Oversight	13,031.00	13,031.00			13,031.00	
5884	Miscellaneous Expense	5,000.00	5,000.00		240.74	4,759.26	4.81
5885	Copier-Lease	5,300.00	5,300.00	962.18	2,856.08	1,481.74	53.89
5911	Telephone	4,000.00	4,000.00	1,663.30	2,421.90	85.20-	60.55
5940	Internet Communications	2,400.00	2,400.00		3,014.69	614.69-	125.61
5950	Postage	1,000.00	1,000.00		229.64	770.36	22.96
	Total Services and Other Operating Expenditures	442,549.00	403,549.00	104,707.26	258,438.44	40,403.30	64.04
6600 - 6999							
6900	Depreciation Expense	44,550.00	44,550.00			44,550.00	
	Total 6600 - 6999	44,550.00	44,550.00	.00	.00	44,550.00	
Debt Service							
7438	Interest Paid on Debt	.00	.00		784.92	784.92-	NO BDGT
	Total Debt Service	.00	.00	.00	784.92	784.92-	NO BDGT
	Total Year To Date Expenditures	1,630,733.00	1,583,397.00	381,843.44	1,031,330.96	170,222.60	65.13

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash	362,540.28	130,300.25-	232,240.03
9120	Cash in Bank	1,000.00	19,000.00	20,000.00
9130	Revolving Cash Account	1,000.00		1,000.00
9210	Accounts Receivable (prior yr)	43,676.57	43,676.57-	
9218	AVR CHARTER/DISTRICT	140,915.13	140,915.13-	
9290	AVR Due from Govt (PY)	18,790.12	18,790.12-	
9330	Prepaid Expenditures	10,111.00		10,111.00
9430	Buildings	383,258.02		383,258.02
9435	Building Accum.Depreciation	257,286.60-		257,286.60-
9440	Equipment	124,360.52		124,360.52
9445	Equipment Accum. Depreciation	106,487.16-		106,487.16-
9450	Work in Progress		15,634.00	15,634.00
	Total Assets	721,877.88	299,048.07-	422,829.81
Liabilities				
9510	Accounts Payable (prior year)	65,486.22	65,486.22-	
9515	Outdate Warrant	443.45	1,658.95	2,102.40
9542	Federal Income Tax	697.96	5,002.03	5,699.99
9543	State Income Tax	116.09	1,105.62	1,221.71
9546	OASDI EE	578.39	1,153.98	1,732.37
9548	Medicare EE	138.23	927.77	1,066.00
9553	OASDI Liability(er-pd clear)	578.39	1,153.98	1,732.37
9555	Unemployment Ins Liability	5,440.93	9,160.07-	3,719.14-
9556	Workers Comp Ins Liability	3,589.96	3,780.16-	190.20-
9557	SDI charter	85.81	575.87	661.68
9558	Medicare Liability(er-pd clr)	138.23	927.77	1,066.00
9572	Health Insurance Clearing		22,066.88-	22,066.88-
9573	Dental Insurance Clearing		4,858.19	4,858.19
9574	Vision Insurance Clearing		121.85	121.85
9599	AP Due to Govt (PY)	86,730.00	86,730.00-	
	Total Liabilities	164,023.66	169,737.32-	5,713.66-
	Calculated Fund Balance	557,854.22	129,310.75-	428,543.47
Beginning Fund Balance		557,854.22		557,854.22
9791	Undesignated/Unappropriated		129,310.75-	129,310.75-
	Beginning Fund Balance Proof	.00		

Fund 62 - Charter School Enterprise Fund

Fiscal Year 2016/17 Through March 2017

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
	Change in Fund Balance - Excess Revenues (Expenditures)		(129,310.75)	

Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
Reserves		
9720		381,843.44
Other Designations		
9790 Undesignated/unappropriated	649,379.00	541,558.22

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	1,630,733.00	1,567,101.00		902,020.21	665,080.79	57.56
B. Expenditures	1,630,733.00	1,583,397.00	381,843.44	1,031,330.96	170,222.60	65.13
C. Subtotal (Revenue LESS Expense)				129,310.75-	494,858.19	
D. Other Financing Sources and Uses	.00	16,296.00-				
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	16,296.00-		129,310.75-	494,858.19	
F. Fund Balance:						
Beginning Balance (9791)	649,379.00	557,854.22		557,854.22		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	649,379.00	557,854.22		557,854.22		
G. Calculated Ending Balance	649,379.00	541,558.22		428,543.47		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	649,379.00	541,558.22		381,843.44		
Other						

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash	362,540.28	74,704.04-	287,836.24
9120	Cash in Bank	1,000.00	19,000.00	20,000.00
9130	Revolving Cash Account	1,000.00		1,000.00
9210	Accounts Receivable (prior yr)	43,676.57	43,676.57-	
9218	A/R CHARTER/DISTRICT	140,915.13	140,915.13-	
9290	A/R Due from Govt (PY)	18,790.12	18,790.12-	
9330	Prepaid Expenditures	10,111.00		
9430	Buildings	383,258.02		10,111.00
9435	Building Accum. Depreciation	257,286.60-		383,258.02
9440	Equipment	124,360.52		257,286.60-
9445	Equipment Accum. Depreciation	106,487.16-		124,360.52
9450	Work in Progress		15,634.00	106,487.16-
	Total Assets	721,877.88	243,451.86-	478,426.02
Liabilities				
9510	Accounts Payable (prior year)	65,486.22	65,486.22-	2,102.40
9515	Outdate Warrant	443.45	1,658.95	1,189.78
9542	Federal Income Tax	697.96	491.82	
9543	State Income Tax	116.09	1,156.98	1,273.07
9546	OASDI EE	578.39	1,128.00	1,706.39
9548	Medicare EE	138.23	888.95	1,027.18
9553	OASDI Liability(er-pd clear)	578.39	1,128.00	1,706.39
9555	Unemployment Ins Liability	5,440.93	3,811.67-	1,629.26
9556	Workers Comp Ins Liability	3,589.96	4,135.83-	545.87-
9557	SDI charter	85.81	551.75	637.56
9558	Medicare Liability(er-pd clr)	138.23	888.95	1,027.18
9572	Health Insurance Clearing		31,430.30-	31,430.30-
9573	Dental Insurance Clearing		14,133.49	14,133.49
9574	Vision Insurance Clearing		374.35	374.35
9599	A/P Due to Govt (PY)	86,730.00	86,730.00-	
	Total Liabilities	164,023.66	169,192.78-	5,169.12-
	Calculated Fund Balance	557,854.22	74,259.08-	483,595.14
Beginning Fund Balance				
9791	Undesignated/Unappropriated	557,854.22		557,854.22
	Beginning Fund Balance Proof	.00	74,259.08-	74,259.08-

119,416

Fund 62 - Charter School Enterprise Fund

Fiscal Year 2016/17 Through January 2017

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
	Change in Fund Balance - Excess Revenues (Expenditures)		(74,259.08)	

Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
Reserves		
9720		133,831.93
Other Designations		
9790 Undesignated/unappropriated	649,379.00	557,854.22
		133,831.93

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	1,630,733.00	1,630,733.00		784,796.56	845,936.44	48.13
B. Expenditures	1,630,733.00	1,630,733.00	133,831.93	859,055.64	637,845.43	52.68
C. Subtotal (Revenue LESS Expense)	.00	.00		74,259.08-	208,091.01	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	.00		74,259.08-	208,091.01	
F. Fund Balance:						
Beginning Balance (9791)	649,379.00	557,854.22		557,854.22		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	649,379.00	557,854.22		557,854.22		
G. Calculated Ending Balance	649,379.00	557,854.22		483,595.14		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	649,379.00	557,854.22		133,831.93		
Other						

River Montessori Charter School
Projected Budget

COLA	0.00%	1.11%	2.42%
Budget	Adopted	Projected	Projected
Year	2016/2017	2017/2018	2018/2019
Object # DESCRIPTION			
REVENUE			
8000-8999 Revenues			
8011 Local Control Funding Formula (LCFF)	391,807	443,004	462,414
8096 In Lieu of Property Tax	857,280	860,000	860,000
8012 Education Protection Account (EPA)	33,250	33,250	33,250
8181 Federal IDEA (Special Education)	20,781	20,781	20,781
8590 Special Education Mental Health	11,804	11,804	11,804
1100-8560 State Lottery Revenue	23,275	23,275	23,275
6300-8560 State Lottery Revenue Prop 20	6,816	6,816	6,816
8550 Mandated Block Grant	41,764	41,764	41,764
8660 Interest	2,000	2,000	2,000
8650 Rent, Other	0	0	0
8699-FOUN Donation from River Foundation	75,000	75,000	75,000
8699-FOUN Music Program (Foundation)	0	0	0
8699-DAYC River Crew Revenue	53,000	53,000	53,000
8699-Other Field Trip Donations & Fundraisers	30,000	30,000	30,000
8699-BTSA BTSA (NCBTP) Reimbursement	0	0	0
8792 Special Education-State	83,956	83,956	83,956
TOTAL REVENUES	1,630,733	1,684,650	1,704,060
SALARIES/WAGES			
1000-1999 Certified Positions			
1100 Teachers Salaries	367,124	371,200	376,009
1100 Substitutes	4,500	4,550	4,609
6500-1900 Teacher Salaries - Special Education	83,000	83,921	85,009
5000-1100 River Crew Director/Cert Supervisor	1,200	1,213	1,229
1130 Teacher Add-On/Stipends	1,500	1,517	1,536
1300 Certificated Admin Salaries	96,604	97,677	98,942
Subtotal - Certificated Salaries	553,929	560,077	567,334
2000-2999 Classified Positions			
2100 Non Certificated Instruction (TAs)	93,176	94,210	95,431
2100 Non Certificated Instruction (Music)	0	0	0
6500-2100 Non Cert Special Education (TAs)	0	0	0
7200-2300 Business Manager & Operations Coord.	114,500	115,771	117,271
2700-2400 Office Coordinator/Registrar	37,500	37,916	38,408

River Montessori Charter School
Projected Budget

2700-2400	Office Assistant	43,680	44,165	44,737
5000-2100	River Crew Salaries	42,560	43,032	43,590
	Subtotal - Classified Salaries	331,416	335,095	339,436
	TOTAL Salaries	885,345	895,172	906,770
3000-3999	Employee Benefits			
3101	STRS- Certified (.1258)	69,684	80,819	92,362
3202	PERS- Classified (.09428)	0	0	0
3311	OASDI- Certified (.062)	6,000	6,000	6,000
3312	OASDI- Classified (.062)	14,548	20,776	21,045
3331	Medicare/Alt- Certified (.0145)	8,032	8,121	8,226
3332	Medicare/Classified (.0145)	4,806	4,859	4,922
3401	Health/Welfare- Certified	65,607	66,336	67,195
3402	Health/Welfare- Classified	5,000	8,000	10,000
3501	SUI- Certified (.01)	5,539	5,601	5,673
3502	SUI- Classified (.01)	3,314	3,351	3,394
3601	Workers Comp- Certified	5,872	14,226	14,410
3602	Workers Comp- Classified	3,513	8,511	8,622
	Subtotal - Benefits	191,915	226,600	241,850
	TOTAL SALARIES & WAGES	1,077,260	1,121,772	1,148,620
BOOKS & MATERIALS				
4000-4999	Books & Supplies			
4310	Student Materials	13,775	13,775	13,775
4310-FDTP	Student Materials (Field Trip)	25,000	25,000	25,000
4340	Computer Software	3,000	3,000	3,000
4350	Office Supplies	4,200	4,200	4,200
4370	Custodial Supplies	4,000	4,000	4,000
4390	Other Supplies (Health)	400	400	400
4400	Equipment/Furniture	8,000	8,000	8,000
4700	Food	8,000	8,000	8,000
	TOTAL MATERIALS & SUPPLIES	66,375	66,375	66,375
SERVICES & OPER EXP (UNRESTRICTED)				
5000-5999	Services & Operations			
5201	Travel, Mileage	3,000	3,000	3,000
5202	Conference Expense & Tuition Reimbursement	21,756	20,880	12,442
5301	Dues	2,000	2,000	2,000
5450	Other Insurance (Property & Liability)	11,244	13,000	14,000
5500	Utilities	14,514	5,000	0

River Montessori Charter School
Projected Budget

5510	Janitorial Service	20,000	20,000	20,000
5600	Non Capitalized Improvements	2,500	2,500	2,500
5601	Lease	237,703	240,000	245,000
5630	Maintenance	5,000	5,000	5,000
5800	Other Operating Costs	2,000	2,000	2,000
5809	Vendor/Consultants	60,000	60,000	60,000
5812	Copies/Print Shop	100	100	100
5817	Data Processing - SCOE	1,200	1,200	1,200
5821	Audit Costs	10,000	10,000	10,000
5823	Legal	4,000	4,000	4,000
5830	Prof/Consultant Fees	12,000	12,000	12,000
5850	Advertising	4,000	4,000	4,000
5862	Fingerprinting Fees	800	800	800
5883	Oversight Fee - OAUDS	13,031	13,031	13,031
5884	Miscellaneous Expense	5,000	5,000	5,000
5885	Copier - Lease	5,300	5,300	5,300
5911	Telephone	4,000	4,000	4,000
5940	Communications- Internet	2,400	2,400	2,400
5950	Postage	1,000	1,000	1,000
TOTAL SERVICES & OTHER OPER EXP		442,548	436,211	428,773
CAPITAL OUTLAY				
6000-6999				
6100	Improvement to Sites/Bldgs.	0	0	0
6900	Depreciation Expense	44,550	60,292	60,292
OTHER OUTGO				
7000-7999				
7438	Other Debt Service Payments (Interest)	0	0	0
TOTAL 6000/7000 SERIES		44,550	60,292	60,292
Total Expenditures		1,630,733	1,684,650	1,704,060
Overage/(Deficit)		0	0	0



Vicenti, Lloyd & Stutzman, CPAs

February 27, 2017

River Montessori Charter School
c/o Michelle Leonard, Business Manager
3880 Cypress Drive
Petaluma, CA 94928

Dear Board of Directors:

We are pleased to confirm our understanding of the services we are to provide for River Montessori Charter School (the Organization) for the year ended June 30, 2017.

We will audit the financial statements of the Organization, which comprise the statement of financial position as of the year ended June 30, 2017, and the related statements of activities, functional expenses, and cash flows for the then ended, and the related notes to the financial statements. Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Local Education Agency Organization Structure
- 2) Schedule of Instructional Time
- 3) Schedule of Average Daily Attendance
- 4) Reconciliation of Annual Financial Report with Audited Financial Statements
- 5) Notes to Supplementary Information

We will also prepare the Organization's federal and state information returns for the year ended June 30, 2017.

Audit Objectives

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. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America, the standards for financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, procedures applicable to charter schools contained in *Standards and Procedures for Audits of California K-12 Local Education Agencies 2016-2017* and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our audit of the Organization's financial statements. Our report will be addressed to the Board of Directors of the Organization. We cannot

provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Organization is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with generally accepted auditing standards established by the Auditing Standards Board (United States) and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will provide tax services and assist with preparation of your financial statements and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with the preparation of the financial statements and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for helping to ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles;

and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence.

Your responsibilities include 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.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. The Organization is also responsible for providing management's views on our current findings, conclusions, and

recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. 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. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards 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 the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from the Organization's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the Organization and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements

resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Organization's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Informational Tax Returns

We will prepare the Federal Form 990 and California Form 199 informational tax returns for the year ended June 30, 2017. These returns will be prepared using information you provide. The initial due dates for the returns is November 15, 2017. Depending on the progress of the audit and the preparation of the returns, we may extend the returns to February 15, 2018 or May 15, 2018 as necessary. In order to meet the November 15, 2017 due date, the audit must be complete and we must have all of the requested information no later than October 15, 2017. In order to meet extended due dates in February and May, we need to have the audit complete and all information received no later than one month prior to the due date.

We will use our judgment in resolving questions where the tax law is unclear, or where there may be conflicts between the taxing authorities' interpretations of the law and other supportable positions. We will resolve such question in your favor, whenever possible, after discussion of possible alternatives with you. Management has the final responsibility for the information returns, and, therefore, you should review them carefully before you sign and file them.

Your returns may be selected for review by taxing authorities. Any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examination, we will be available upon request to represent you and will render additional invoices for the time and expenses incurred.

Unless requested or unavailable, the returns will be electronically filed. This requires an authorization form to be completed by you once the return is complete.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but 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 agreements with all service providers to maintain the confidentiality of your information and we 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 an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Vicenti, Lloyd & Stutzman LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Vicenti, Lloyd & Stutzman LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Wade McMullen, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Per Education Code Section 41020(f) (2), there is a limit of six consecutive years for any firm where the partner-in-charge of the audit and the reviewing partner have been the same in each of those years. This is the second year Wade McMullen will be the engagement partner.

During the term of this Agreement and for twelve months following its termination, the Organization shall not knowingly employ any Vicenti, Lloyd & Stutzman LLP employees or partners used by Vicenti,

River Montessori Charter School

February 27, 2017

Page 7 of 8

Lloyd & Stutzman LLP in the performance under this agreement, without the prior written consent of Vicenti, Lloyd & Stutzman LLP. Vicenti, Lloyd & Stutzman LLP shall be entitled, in addition to any other remedies it may have at law or in equity, to a payment from the Organization in an amount equal to one year's salary of any partner or employee the Organization employs in violation of this paragraph.

We estimate that our fees for these services will be \$8,000 for the audit and will not exceed \$1,200 for the information returns. You will also be billed for travel and other out-of-pocket costs such as report production, word processing, postage, etc. Additional expenses are estimated to be \$120. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, standard billing rates may apply. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. There is a ten percent withholding clause per Education Code 14505.

Government Auditing Standards requires that we provide you with a copy of our most recent quality control review report. Our 2015 peer review report is on the last page of this letter.

We appreciate the opportunity to be of service to you 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.

Sincerely,



Vicenti, Lloyd & Stutzman LLP

RESPONSE: This letter correctly sets forth the understanding of River Montessori Charter School.

Officer signature: _____

Title: _____

Date: _____



System Review Report

To the Owners of Vicenti, Lloyd & Stutzman, LLP
and the Peer Review Committee of the
California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Vicenti, Lloyd & Stutzman, LLP (the firm) in effect for the year ended December 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Vicenti, Lloyd & Stutzman, LLP in effect for the year ended December 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Vicenti, Lloyd & Stutzman, LLP has received a rating of *pass*.

Campbell Taylor & Company

May 25, 2016

RIVER MONTESSORI CHARTER SCHOOL
3880 CYPRESS DRIVE, SUITE B
PETALUMA, CA 94954
Attention: Norman Lorenz

Dear Norman:

Enclosed are the 2015 Exempt Organization returns, as follows:

Return of Organization Exempt From Income Tax (Form 990)
California Exempt Organization Annual Information Return (Form 199)

Please see the accompanying filing instructions for information on how to file the returns.
The copies should be retained for your files.

If you have any questions, or if we can be of assistance, please contact our office.

Sincerely,

Wade McMullen, CPA
Vicenti, Lloyd & Stutzman

Filing Instructions
RIVER MONTESSORI CHARTER SCHOOL
Exempt Organization / Private Foundation Tax Return(s)
Taxable Year Ended June 30, 2016

Federal Filing Instructions

None is required. Your Form 990 for the year ended 6/30/16 shows no balance due.

You are using a Personal Identification Number (PIN) for signing your return electronically. Sign the IRS e-file Authorization and mail it as soon as possible to:

Vicenti, Lloyd & Stutzman
2210 E Route 66 Ste 100
Glendora, CA 91740-4676

Initial and date the copies of the IRS e-file Signature Authorization and the Form 990. Retain them for your records. If previously signed and returned no further action is required for Form 8879-EO.

Your return is being filed electronically with the IRS and is not required to be mailed. Mailing a paper copy of your return to the IRS will delay the processing of your return.

California Form 199 Filing Instructions

Your Form 199 for the tax year ended 6/30/16 shows no balance due.

Your return is being filed electronically with the California Franchise Tax Board and is not required to be mailed. If you mail a paper copy of Form 199 to the California Franchise Tax Board it will delay processing of your return. Initial and date the copy, and retain it for your records.

Your electronically filed return is not complete without your signature. Form 8453-EO, California e-file Return Authorization for Exempt Organizations, should be signed and dated by an authorized officer of the corporation and returned to Vicenti, Lloyd & Stutzman before the electronic file is transmitted to the California Franchise Tax Board.

Form **8879-EO**

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

OMB No. 1545-1878

Department of the Treasury
Internal Revenue Service

For calendar year 2015, or fiscal year beginning 7/01, 2015, and ending 6/30, 2016

2015

Do not send to the IRS. Keep for your records.
Information about Form 8879-EO and its instructions is at www.irs.gov/form8879eo.

Name of exempt organization

RIVER MONTESSORI CHARTER SCHOOL

Employer identification number

27-0431277

Name and title of officer

NORMAN LORENZ
CHAIRPERSON

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

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

1a Form 990 check here	<input checked="" type="checkbox"/>	b Total revenue , if any (Form 990, Part VIII, column (A), line 12)	1b	<u>1,701,533</u>
2a Form 990-EZ check here	<input type="checkbox"/>	b Total revenue , if any (Form 990-EZ, line 9)	2b	
3a Form 1120-POL check here	<input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a Form 990-PF check here	<input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a Form 8868 check here	<input type="checkbox"/>	b Balance Due (Form 8868, Part I, line 3c or Part II, line 8c)	5b	

Part II Declaration and Signature Authorization of Officer

Under penalties of perjury, I declare that I am an officer of the above organization and that I have examined a copy of the organization's 2015 electronic return and accompanying schedules and statements and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the organization's electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the organization's return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the organization's federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the organization's electronic return and, if applicable, the organization's consent to electronic funds withdrawal.

Officer's PIN: check one box only

I authorize VICENTI, LLOYD & STUTZMAN to enter my PIN 91740 as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the organization's tax year 2015 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer of the organization, I will enter my PIN as my signature on the organization's tax year 2015 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Officer's signature

Date 02/28/17

Part III Certification and Authentication

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

95115722100
do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2015 electronically filed return for the organization indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature WADE MCMULLEN, CPA

Date 02/28/17

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

For Paperwork Reduction Act Notice, see back of form.

Form **8879-EO** (2015)

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

OMB No. 1545-0047
2015
Open to Public Inspection

Do not enter social security numbers on this form as it may be made public.
Information about Form 990 and its instructions is at www.irs.gov/form990.

A For the 2015 calendar year, or tax year beginning 07/01/15 , **and ending** 06/30/16

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C Name of organization RIVER MONTESSORI CHARTER SCHOOL		D Employer identification number 27-0431277
	Doing business as		E Telephone number 707-778-6414
	Number and street (or P.O. box if mail is not delivered to street address)	Room/suite	
	3880 CYPRESS DRIVE, SUITE B		
City or town, state or province, country, and ZIP or foreign postal code PETALUMA CA 94954		G Gross receipts\$ 1,701,533	

F Name and address of principal officer:
KELLY GRIFFITH MANNION
3880 CYPRESS DRIVE STE B
PETALUMA CA 94954

H(a) Is this a group return for subordinates? Yes No
H(b) Are all subordinates included? Yes No
If "No," attach a list. (see instructions)

I Tax-exempt status: 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

J Website: WWW.RIVERMONTESSORICHARTER.ORG

H(c) Group exemption number ▶
L Year of formation: 2007 **M** State of legal domicile: CA

K Form of organization: Corporation Trust Association Other ▶

Part I Summary

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: TO PROVIDE STUDENTS WITH A LEARNING CULTURE WHICH IS GROUNDED IN MONTESSORI PHILOSOPHY. THIS HISTORICALLY PROVEN EDUCATIONAL MODEL SUPPORTS THE WHOLE CHILD, CREATES LIFELONG LEARNERS, AND EDUCATES FOR PEACE.				
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.				
	3 Number of voting members of the governing body (Part VI, line 1a)	3	8		
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	8		
	5 Total number of individuals employed in calendar year 2015 (Part V, line 2a)	5	40		
	6 Total number of volunteers (estimate if necessary)	6	105		
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0		
b Net unrelated business taxable income from Form 990-T, line 34	7b	0			
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year	1,281,585	Current Year	1,629,154
	9 Program service revenue (Part VIII, line 2g)		60,895		0
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)		2,019		3,149
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		1,551		69,230
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)		1,346,050		1,701,533
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)				0
	14 Benefits paid to or for members (Part IX, column (A), line 4)				0
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)		860,414		948,232
	16a Professional fundraising fees (Part IX, column (A), line 11e)				0
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 0				
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)		571,881		682,959
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)		1,432,295		1,631,191	
19 Revenue less expenses. Subtract line 18 from line 12		-86,245		70,342	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	647,818	End of Year	721,878
	21 Total liabilities (Part X, line 26)		160,306		164,024
	22 Net assets or fund balances. Subtract line 21 from line 20		487,512		557,854

Part II Signature Block

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

Sign Here

Signature of officer: NORMAN LORENZ Date: _____
Type or print name and title: CHAIRPERSON

Paid Preparer Use Only

Print/Type preparer's name: WADE MCMULLEN, CPA
Preparer's signature: WADE MCMULLEN, CPA
Date: 02/27/17
Check if self-employed
PTIN: P00541671

Firm's name: VICENTI, LLOYD & STUTZMAN
Firm's EIN: 95-2242818
Firm's address: 2210 E ROUTE 66 STE 100
GLENDORA, CA 91740-4676
Phone no.: 626-857-7300

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission: TO PROVIDE STUDENTS WITH A LEARNING CULTURE WHICH IS GROUNDED IN MONTESSORI PHILOSOPHY. THIS HISTORICALLY PROVEN EDUCATIONAL MODEL SUPPORTS THE WHOLE CHILD, CREATES LIFELONG LEARNERS, AND EDUCATES FOR PEACE.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [] Yes [X] No If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [] Yes [X] No If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 1,333,696 including grants of\$) (Revenue \$) AS A PUBLIC CHARTER SCHOOL, RIVER MONTESSORI CHARTER SCHOOL(RMCS) ENROLLED APPROXIMATELY 160 STUDENTS IN CALIFORNIA FROM KINDERGARDEN THROUGH SIXTH GRADE. RMCS IS COMMITTED TO THE DEVELOPMENT OF EACH STUDENTS FULL HUMAN POTENTIAL IN A LEARNING ENVIRONMENT BASED ON MONTESSORI PEDAGOGY. ACCORDING TO MANDATED AND NON-MANDATED MEASUREMENTS, THE STUDENTS OF RIVER MONTESORRI CHARTER SCHOOL ARE BECOMING SELF-MOTIVATED, COMPETENT, LIFELONG LEARNERS AND THE SCHOOL IS SUCCESSFUL IN EDUCATIONAL GOALS AND STUDENT OUCOMES AS PUT FORTH IN THE CHARTER PETITION. THESE INCLUDE PROMOTING ACADEMIC EXCELLENCE, DEVELOPING ATTRIBUTES OF SUCCESSFUL LEARNERS, CREATING STRONG PARENT INVOLVEMENT AND SATISFACTION, BECOMING A MONDEL LEARNING COMMUNITY, AND SPONSORING SUCCESSFUL STAFF DEVELOPMENT. ACHIEVING WASC

4b (Code:) (Expenses \$ including grants of\$) (Revenue \$)

4c (Code:) (Expenses \$ including grants of\$) (Revenue \$)

4d Other program services (Describe in Schedule O.) (Expenses \$ including grants of\$) (Revenue \$)

4e Total program service expenses ▶ 1,333,696

Part IV Checklist of Required Schedules

		Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2	Is the organization required to complete Schedule B, Schedule of Contributors (see instructions)?	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4	Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10	Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? If "Yes," complete Schedule D, Part V		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	X	
b	Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		X
c	Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d	Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		X
e	Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		X
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X	X	
12a	Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E	X	
14a	Did the organization maintain an office, employees, or agents outside of the United States?		X
b	Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		X
15	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		X
16	Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		X
17	Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I (see instructions)		X
18	Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		X
19	Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X

Part IV Checklist of Required Schedules (continued)

	Yes	No
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? If "Yes," complete Schedule I, Parts I and III		X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? If "Yes," complete Schedule J		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?		
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? If "Yes," complete Schedule L, Part I		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I		X
26 Did the organization report any amount on Part X, line 5, 6, or 22 for receivables from or payables to any current or former officers, directors, trustees, key employees, highest compensated employees, or disqualified persons? If "Yes," complete Schedule L, Part II		X
27 Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? If "Yes," complete Schedule L, Part III		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
b A family member of a current or former officer, director, trustee, or key employee? If "Yes," complete Schedule L, Part IV		X
c An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? If "Yes," complete Schedule L, Part IV		X
29 Did the organization receive more than \$25,000 in non-cash contributions? If "Yes," complete Schedule M		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? If "Yes," complete Schedule M		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? If "Yes," complete Schedule N, Part I		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? If "Yes," complete Schedule N, Part II		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? If "Yes," complete Schedule R, Part I		X
34 Was the organization related to any tax-exempt or taxable entity? If "Yes," complete Schedule R, Parts II, III, or IV, and Part V, line 1	X	
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?		X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," complete Schedule R, Part V, line 2		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? If "Yes," complete Schedule R, Part V, line 2		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? If "Yes," complete Schedule R, Part VI		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note. All Form 990 filers are required to complete Schedule O.	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V

Table with columns for line number, description, and Yes/No boxes. Includes sections for backup withholding, employee reporting, unrelated business income, foreign accounts, prohibited tax shelter transactions, deductible contributions, and sponsoring organizations.

Part VI Governance, Management, and Disclosure For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions. Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.		
1b	Enter the number of voting members included in line 1a, above, who are independent		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?		X
6	Did the organization have members or stockholders?		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?		X
7b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:		
8a	The governing body?	X	
8b	Each committee with authority to act on behalf of the governing body?	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses in Schedule O		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
10a	Did the organization have local chapters, branches, or affiliates?		X
10b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	X	
11b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.		
12a	Did the organization have a written conflict of interest policy? If "No," go to line 13	X	
12b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	X	
12c	Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done	X	
13	Did the organization have a written whistleblower policy?		X
14	Did the organization have a written document retention and destruction policy?		X
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
15a	The organization's CEO, Executive Director, or top management official	X	
15b	Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).		X
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?		X
16b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?		

Section C. Disclosure

- 17** List the states with which a copy of this Form 990 is required to be filed ► NONE
- 18** Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain in Schedule O)
- 19** Describe in Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.
- 20** State the name, address, and telephone number of the person who possesses the organization's books and records: ►
 KELLY MANNION 3880 CYPRESS DRIVE CA 94954 707-778-6414
 PETALUMA

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) NORMAN LORENZ CHAIRPERSON	2.00 0.00	X		X				0	0	0
(2) CAROLYN DUFFY VICE CHAIRPERSON	2.00 0.00	X		X				0	0	0
(3) TIM LORENTZ TREASURER	2.00 0.00	X		X				0	0	0
(4) ERESA PUCH SECRETARY	2.00 0.00	X		X				0	0	0
(5) GINNY HAUTAU COMMUNITY MEMBER	2.00 0.00	X						0	0	0
(6) TAMMY CLELAND PARENT MEMBER	2.00 0.00	X						0	0	0
(7) RUBEN MEJIA PARENT MEMBER	2.00 0.00	X						0	0	0
(8) BESTY HALL COMMUNITY MEMBER	2.00 0.00	X						0	0	0
(9) KELLY GRIFFITH MANNION EXECUTIVE DIRECTOR	40.00 0.00			X				86,961	0	14,310
(10)										
(11)										

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

Table with 6 main columns: (A) Name and title, (B) Average hours per week, (C) Position (Individual trustee or director, Institutional trustee, Officer, Key employee, Highest compensated employee, Former), (D) Reportable compensation from the organization, (E) Reportable compensation from related organizations, (F) Estimated amount of other compensation. Includes sub-totals for lines 1b, 1c, and 1d.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization

Table with 3 columns: Question number, Question text, Yes, No. Contains questions 3, 4, and 5 regarding compensation reporting.

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

Table with 3 columns: (A) Name and business address, (B) Description of services, (C) Compensation. Contains 5 rows for independent contractors.

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

		(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns					
	b Membership dues					
	c Fundraising events					
	d Related organizations					
	e Government grants (contributions)	1,555,380				
	f All other contributions, gifts, grants, and similar amounts not included above	73,774				
	g Noncash contributions included in lines 1a-1f: \$					
	h Total. Add lines 1a-1f	1,629,154				
Program Service Revenue	2a					
	b					
	c					
	d					
	e					
	f All other program service revenue					
	g Total. Add lines 2a-2f					
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)	3,149			3,149	
	4 Income from investment of tax-exempt bond proceeds					
	5 Royalties					
	6a Gross rents	(i) Real				
		(ii) Personal				
	b Less: rental exps.					
	c Rental inc. or (loss)					
	d Net rental income or (loss)					
	7a Gross amount from sales of assets other than inventory	(i) Securities				
		(ii) Other				
	b Less: cost or other basis & sales exps.					
	c Gain or (loss)					
	d Net gain or (loss)					
	8a Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	a				
	b Less: direct expenses	b				
c Net income or (loss) from fundraising events						
9a Gross income from gaming activities. See Part IV, line 19	a					
b Less: direct expenses	b					
c Net income or (loss) from gaming activities						
10a Gross sales of inventory, less returns and allowances	a					
b Less: cost of goods sold	b					
c Net income or (loss) from sales of inventory						
Miscellaneous Revenue	Busn. Code					
11a OTHER REVENUE		69,230	69,230			
b						
c						
d All other revenue						
e Total. Add lines 11a-11d		69,230				
12 Total revenue. See instructions.		1,701,533	69,230	0	3,149	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2 Grants and other assistance to domestic individuals. See Part IV, line 22				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees	102,132	20,426	81,706	
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7 Other salaries and wages	713,395	638,919	74,476	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	44,454	44,454		
9 Other employee benefits	54,977	44,884	10,093	
10 Payroll taxes	33,274	14,605	18,669	
11 Fees for services (non-employees):				
a Management				
b Legal	5,371		5,371	
c Accounting	12,000		12,000	
d Lobbying				
e Professional fundraising services. See Part IV, line 7				
f Investment management fees				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	134,120	110,781	23,339	
12 Advertising and promotion	3,759		3,759	
13 Office expenses	14,291		14,291	
14 Information technology	7,466	7,466		
15 Royalties				
16 Occupancy	308,261	308,261		
17 Travel	5,417	5,417		
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings	15,355	15,355		
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization	50,851	50,851		
23 Insurance	14,028		14,028	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a INSTRUCTIONAL MATERIALS	64,021	64,021		
b OTHER EXPENSES	39,763		39,763	
c FOOD SERVICE	8,256	8,256		
d				
e All other expenses				
25 Total functional expenses. Add lines 1 through 24e	1,631,191	1,333,696	297,495	0
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X

		(A) Beginning of year		(B) End of year
Assets	1 Cash—non-interest bearing	190,094	1	364,540
	2 Savings and temporary cash investments		2	
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	252,916	4	203,382
	5 Loans and other receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions). Complete Part II of Schedule L		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	10,111
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 507,619		
	b Less: accumulated depreciation	10b 363,774	194,696	10c 143,845
	11 Investments—publicly traded securities		11	
	12 Investments—other securities. See Part IV, line 11		12	
	13 Investments—program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11	10,112	15	
16 Total assets. Add lines 1 through 15 (must equal line 34)	647,818	16	721,878	
Liabilities	17 Accounts payable and accrued expenses	160,306	17	164,024
	18 Grants payable		18	
	19 Deferred revenue		19	
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23 Secured mortgages and notes payable to unrelated third parties		23	
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26 Total liabilities. Add lines 17 through 25	160,306	26	164,024
Net Assets or Fund Balances	Organizations that follow SFAS 117 (ASC 958), check here <input checked="" type="checkbox"/> and complete lines 27 through 29, and lines 33 and 34.			
	27 Unrestricted net assets	443,097	27	421,460
	28 Temporarily restricted net assets	44,415	28	136,394
	29 Permanently restricted net assets		29	
	Organizations that do not follow SFAS 117 (ASC 958), check here <input type="checkbox"/> and complete lines 30 through 34.			
	30 Capital stock or trust principal, or current funds		30	
	31 Paid-in or capital surplus, or land, building, or equipment fund		31	
	32 Retained earnings, endowment, accumulated income, or other funds		32	
33 Total net assets or fund balances	487,512	33	557,854	
34 Total liabilities and net assets/fund balances	647,818	34	721,878	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	1,701,533
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,631,191
3	Revenue less expenses. Subtract line 2 from line 1	3	70,342
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	487,512
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain in Schedule O)	9	
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 33, column (B))	10	557,854

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

		Yes	No
1	Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
2b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
2c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
3b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits.		

SCHEDULE A
(Form 990 or 990-EZ)

Public Charity Status and Public Support

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

▶ Attach to Form 990 or Form 990-EZ.

▶ Information about Schedule A (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2015

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

Name of the organization

RIVER MONTESSORI CHARTER SCHOOL

Employer identification number

27-0431277

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

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

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

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1–9 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
 (Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2011	(b) 2012	(c) 2013	(d) 2014	(e) 2015	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2011	(b) 2012	(c) 2013	(d) 2014	(e) 2015	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10						

12 Gross receipts from related activities, etc. (see instructions) 12

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

Section C. Computation of Public Support Percentage

14 Public support percentage for 2015 (line 6, column (f) divided by line 11, column (f))	14	%
15 Public support percentage from 2014 Schedule A, Part II, line 14	15	%

16a 33 1/3% support test—2015. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here**. The organization qualifies as a publicly supported organization ▶

b 33 1/3% support test—2014. If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here**. The organization qualifies as a publicly supported organization ▶

17a 10%-facts-and-circumstances test—2015. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here**. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶

b 10%-facts-and-circumstances test—2014. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the "facts-and-circumstances" test, check this box and **stop here**. Explain in Part VI how the organization meets the "facts-and-circumstances" test. The organization qualifies as a publicly supported organization ▶

18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ▶

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

(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ►	(a) 2011	(b) 2012	(c) 2013	(d) 2014	(e) 2015	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ►	(a) 2011	(b) 2012	(c) 2013	(d) 2014	(e) 2015	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

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

Section C. Computation of Public Support Percentage

15 Public support percentage for 2015 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2014 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2015 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2014 Schedule A, Part III, line 17	18	%

19a 33 1/3% support tests—2015. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

b 33 1/3% support tests—2014. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization

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

Part IV Supporting Organizations

(Complete only if you checked a box in line 11 on Part I. If you checked 11a of Part I, complete Sections A and B. If you checked 11b of Part I, complete Sections A and C. If you checked 11c of Part I, complete Sections A, D, and E. If you checked 11d of Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

		Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer (b) and (c) below.		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in Part VI when and how the organization made the determination.		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in Part VI what controls the organization put in place to ensure such use.		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked 11a or 11b in Part I, answer (b) and (c) below.		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer (b) and (c) below (if applicable). Also, provide detail in Part VI , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b	Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c	Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in Part VI .		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in Part VI .		
b	Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in Part VI .		
c	Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in Part VI .		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer 10b below.		
b	Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

Part IV Supporting Organizations (continued)

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

Section B. Type I Supporting Organizations

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

Section C. Type II Supporting Organizations

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

Section D. All Type III Supporting Organizations

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

Section E. Type III Functionally-Integrated Supporting Organizations

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

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

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

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6 and 7 from line 4)	8	
Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d	3	
4	Cash deemed held for exempt use. Enter 1-1/2% of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by .035	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	
Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, Column A)	1	
2	Enter 85% of line 1	2	
3	Minimum asset amount for prior year (from Section B, line 8, Column A)	3	
4	Enter greater of line 2 or line 3	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions)	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally-integrated Type III supporting organization (see instructions).		

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

Section D - Distributions	Current Year
1 Amounts paid to supported organizations to accomplish exempt purposes	
2 Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	
3 Administrative expenses paid to accomplish exempt purposes of supported organizations	
4 Amounts paid to acquire exempt-use assets	
5 Qualified set-aside amounts (prior IRS approval required)	
6 Other distributions (describe in Part VI). See instructions.	
7 Total annual distributions. Add lines 1 through 6.	
8 Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	
9 Distributable amount for 2015 from Section C, line 6	
10 Line 8 amount divided by Line 9 amount	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2015	(iii) Distributable Amount for 2015
1 Distributable amount for 2015 from Section C, line 6			
2 Underdistributions, if any, for years prior to 2015 (reasonable cause required-see instructions)			
3 Excess distributions carryover, if any, to 2015:			
a			
b			
c			
d From 2013			
e From 2014			
f Total of lines 3a through e			
g Applied to underdistributions of prior years			
h Applied to 2015 distributable amount			
i Carryover from 2010 not applied (see instructions)			
j Remainder. Subtract lines 3g, 3h, and 3i from 3f.			
4 Distributions for 2015 from Section D, line 7: \$			
a Applied to underdistributions of prior years			
b Applied to 2015 distributable amount			
c Remainder. Subtract lines 4a and 4b from 4.			
5 Remaining underdistributions for years prior to 2015, if any. Subtract lines 3g and 4a from line 2 (if amount greater than zero, see instructions).			
6 Remaining underdistributions for 2015. Subtract lines 3h and 4b from line 1 (if amount greater than zero, see instructions).			
7 Excess distributions carryover to 2016. Add lines 3j and 4c.			
8 Breakdown of line 7:			
a			
b			
c Excess from 2013			
d Excess from 2014			
e Excess from 2015			

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

DRAFT

Schedule of Contributors

2015

▶ **Attach to Form 990, Form 990-EZ, or Form 990-PF.**

▶ **Information about Schedule B (Form 990, 990-EZ, or 990-PF) and its instructions is at www.irs.gov/form990.**

Name of the organization

Employer identification number

RIVER MONTESSORI CHARTER SCHOOL

27-0431277

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

501(c)(3) (enter number) organization

4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

527 political organization

Form 990-PF

501(c)(3) exempt private foundation

4947(a)(1) nonexempt charitable trust treated as a private foundation

501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note. Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3 % support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000 or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h, or (ii) Form 990-EZ, line 1. Complete Parts I and II.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III.

For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions exclusively for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an exclusively religious, charitable, etc., purpose. Do not complete any of the parts unless the **General Rule** applies to this organization because it received nonexclusively religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$

Caution. An organization that is not covered by the General Rule and/or the Special Rules does not file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it does not meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization

RIVER MONTESSORI CHARTER SCHOOL

Employer identification number

27-0431277

Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	MONTESSORI CHARTER SCHOOL OF PETALUM 3880 CYPRESS DRIVE PETALUMA CA 94954	\$ 45,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
.....	\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
.....	\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
.....	\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
.....	\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
.....	\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

SCHEDULE D (Form 990)

Department of the Treasury Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.

Attach to Form 990.

Information about Schedule D (Form 990) and its instructions is at www.irs.gov/form990.

OMB No. 1545-0047

2015

Open to Public Inspection

Name of the organization

RIVER MONTESSORI CHARTER SCHOOL

Employer identification number

27-0431277

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

Table with 2 columns: (a) Donor advised funds, (b) Funds and other accounts. Rows include: 1 Total number at end of year, 2 Aggregate value of contributions to (during year), 3 Aggregate value of grants from (during year), 4 Aggregate value at end of year, 5 Did the organization inform all donors...?, 6 Did the organization inform all grantees...?

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

Table with 2 columns: Description, Held at the End of the Tax Year. Rows include: 1 Purpose(s) of conservation easements held by the organization, 2 Complete lines 2a through 2d if the organization held a qualified conservation contribution..., 3 Number of conservation easements modified..., 4 Number of states where property subject to conservation easement is located..., 5 Does the organization have a written policy..., 6 Staff and volunteer hours..., 7 Amount of expenses..., 8 Does each conservation easement..., 9 In Part XIII, describe how the organization reports...

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

Table with 2 columns: Description, Amount. Rows include: 1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report..., 1b If the organization elected, as permitted under SFAS 116 (ASC 958), to report..., 2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain...

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

- a Public exhibition
- b Scholarly research
- c Preservation for future generations
- d Loan or exchange programs
- e Other

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

- c Beginning balance
- d Additions during the year
- e Distributions during the year
- f Ending balance

	Amount
1c	
1d	
1e	
1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII

Part V Endowment Funds.

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment %
- b Permanent endowment %
- c Temporarily restricted endowment %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i) unrelated organizations
- (ii) related organizations

	Yes	No
3a(i)		
3a(ii)		
3b		

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings				
c Leasehold improvements		383,258	257,287	125,971
d Equipment		124,361	106,487	17,874
e Other				
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				143,845

Part VII Investments—Other Securities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

Part VIII Investments—Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

Part IX Other Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

Part X Other Liabilities.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740). Check here if the text of the footnote has been provided in Part XIII

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements		1	1,701,533
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:			
a	Net unrealized gains (losses) on investments	2a		
b	Donated services and use of facilities	2b		
c	Recoveries of prior year grants	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	
3	Subtract line 2e from line 1		3	1,701,533
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	
5	Total revenue. Add lines 3 and 4c . (This must equal Form 990, Part I, line 12.)		5	1,701,533

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements		1	1,631,191
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:			
a	Donated services and use of facilities	2a		
b	Prior year adjustments	2b		
c	Other losses	2c		
d	Other (Describe in Part XIII.)	2d		
e	Add lines 2a through 2d		2e	
3	Subtract line 2e from line 1		3	1,631,191
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:			
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a		
b	Other (Describe in Part XIII.)	4b		
c	Add lines 4a and 4b		4c	
5	Total expenses. Add lines 3 and 4c . (This must equal Form 990, Part I, line 18.)		5	1,631,191

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X - FIN 48 FOOTNOTE

THE SCHOOL IS A NON-PROFIT ENTITY EXEMPT FROM THE PAYMENT OF INCOME TAXES UNDER INTERNAL REVENUE CODE SECTION 501(C)(3) AND CALIFORNIA REVENUE AND TAXATION CODE SECTION 23701D. ACCORDINGLY, NO PROVISION HAS BEEN MADE FOR INCOME TAXES. MANAGEMENT HAS DETERMINED THAT ALL INCOME TAX POSITIONS ARE MORE LIKELY THAN NOT OF BEING SUSTAINED UPON POTENTIAL AUDIT OR EXAMINATION; THEREFORE, NO DISCLOSURES OF UNCERTAIN INCOME TAX POSITIONS ARE REQUIRED. THE SCHOOL FILES INFORMATIONAL RETURNS IN THE U.S. FEDERAL JURISDICTION, AND THE STATE OF CALIFORNIA. THE STATUTE OF LIMITATIONS FOR FEDERAL AND CALIFORNIA STATE PURPOSES IS GENERALLY THREE AND FOUR YEARS, RESPECTIVELY.

Part XIII Supplemental Information (continued)

DRAFT

SCHEDULE E
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Name of the organization

Schools

▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 13, or Form 990-EZ, Part VI, line 48.**

▶ **Attach to Form 990 or Form 990-EZ.**

▶ **Information about Schedule E (Form 990 or 990-EZ) and its instructions is at www.irs.gov/form990.**

OMB No. 1545-0047

2015

Open to Public Inspection

RIVER MONTESSORI CHARTER SCHOOL

Employer identification number

27-0431277

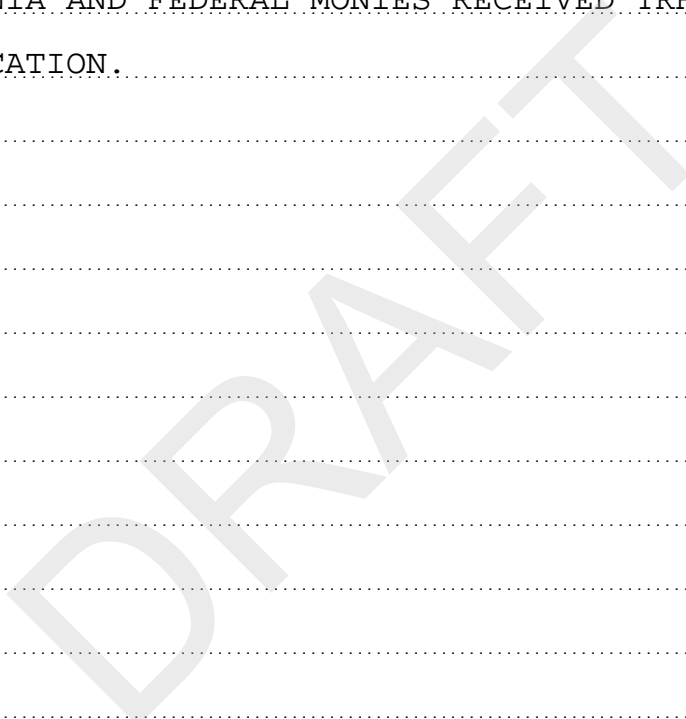
Part I

		YES	NO
1	Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body?	X	
2	Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships?	X	
3	Has the organization publicized its racially nondiscriminatory policy through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe. If "No," please explain. If you need more space, use Part II. AFTER ADVERTISING AND NOTIFYING THE COMMUNITY THROUGH VARIOUS MEANS (I.E. FLYERS IN RETAIL ESTABLISHMENTS, LIBRARIES, & PUBLIC POSTING BOARDS AND PRESS RELEASES) APPLICATIONS WERE RECEIVED FOR ENROLLMENT. PROSPECTIVE PARENT MEETINGS WERE HELD AT VARIOUS TIMES AND VENUES IN ORDER TO ENSURE THAT THE COMMUNITY AT LARGE	X	
4	Does the organization maintain the following?		
a	Records indicating the racial composition of the student body, faculty, and administrative staff?	X	
b	Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis?	X	
c	Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships?	X	
d	Copies of all material used by the organization or on its behalf to solicit contributions? If you answered "No" to any of the above, please explain. If you need more space, use Part II.	X	
5	Does the organization discriminate by race in any way with respect to:		
a	Students' rights or privileges?		X
b	Admissions policies?		X
c	Employment of faculty or administrative staff?		X
d	Scholarships or other financial assistance?		X
e	Educational policies?		X
f	Use of facilities?		X
g	Athletic programs?		X
h	Other extracurricular activities? If you answered "Yes" to any of the above, please explain. If you need more space, use Part II.		X
6a	Does the organization receive any financial aid or assistance from a governmental agency?	X	
b	Has the organization's right to such aid ever been revoked or suspended? If you answered "Yes" on either line 6a or line 6b, explain on Part II.		X
7	Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," explain on Part II	X	

Part II **Supplemental Information.** Provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable. Also provide any other additional information (see instructions).

SCH E - PUBLICATION OF NONDISCRIMINATORY POLICY IN MEDIA EXPLANATION
WAS FULLY APPRAISED OF THE OPTION OF THE RIVER MONTESSORI
CHARTER SCHOOL AND ITS EDUCATIONAL METHODS AND
PUBLIC AVAILABILITY.

SCH E - FINANCIAL AID OR GOVERNMENT ASSISTANCE EXPLANATION
RIVER MONTESSORI CHARTER SCHOOL IS A PUBLIC CHARTER SCHOLL PRINCIPALLY
FUNDED BY CALIFORNIA AND FEDERAL MONIES RECEIVED TRHOUGH THE CALIFORNIA
DEPARTMENT OF EDUCATION.



SCHEDULE O
(Form 990 or 990-EZ)Department of the Treasury
Internal Revenue Service**Supplemental Information to Form 990 or 990-EZ**Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

OMB No. 1545-0047

2015**Open to Public
Inspection**

Name of the organization

RIVER MONTESSORI CHARTER SCHOOL

Employer identification number

27-0431277

FORM 990, PART III, LINE 4A - FIRST ACCOMPLISHMENT

ACCREDITATION WAS A PROUD ACCOMPLISHMENT OF RMCS DURING 2011-12. RMCS CONTRIBUTES TO HOST STUDENT-TEACHERS, OBSERVERS, AND VISITORS FORM MEMBERS OF THE LARGER EDUCATIONAL COMMUNITY AND HAS DEVELOPED RELATIONSHIPS FOR HOSTING STUDENT-TEACHERS, EMBRACING LEADERSHIP ROLES IN THE LOCAL AND NATIONAL EDUCATIONAL AND CIVIC COMMUNITIES. DESPITE SIGNIFICANT FUNDING FLUCTUATIONS AND DEFERRALS FROM THE STATE OF CALIFORNIA, RMCS HAS CONTINUED TO MAINTAIN A BALANCED BUDGET.

FORM 990, PART VI, LINE 11B - ORGANIZATION'S PROCESS TO REVIEW FORM 990 THE FINAL TAX RETURN IS PRESENTED TO THE BOARD FOR REVIEW, AND RECEIVES APPROVAL AND SIGNATURE BEFORE MAILING.

FORM 990, PART VI, LINE 12C - ENFORCEMENT OF CONFLICTS POLICY INDIVIDUALS HOLDING DESIGNATED POSITIONS SHALL FILE THEIR STATEMENTS OF ECONOMIC INTERESTS WITH RIVER MONTESSORI CHARTER SCHOOL, WHICH WILL MAKE THE STATEMENTS AVAILABLE FOR PUBLIC INSPECTION AND REPRODUCTION.

FORM 990, PART VI, LINE 15A - COMPENSATION PROCESS FOR TOP OFFICIAL COMPENSATION, REVIEW AND APPROVAL OF THE EXECUTIVE DIRECTOR IS HELD UNDER CLOSED SESSION OF THE BOARD OF DIRECTORS.

FORM 990, PART VI, LINE 19 - GOVERNING DOCUMENTS DISCLOSURE EXPLANATION ORGANIZATION DOCUMENTS ARE PUBLICLY AVAILABLE ON THE RMCS SCHOOL WEBSITE, ON-SITE AND BY REQUEST.

**SCHEDULE R
(Form 990)**

Related Organizations and Unrelated Partnerships

OMB No. 1545-0047

2015

Open to Public Inspection

- ▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.
- ▶ Attach to Form 990.
- ▶ Information about Schedule R (Form 990) and its instructions is at www.irs.gov/form990.

Department of the Treasury
Internal Revenue Service

Name of the organization: **RIVER MONTESSORI CHARTER SCHOOL**
Employer identification number: **27-0431277**

Part I Identification of Disregarded Entities Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity
(1)					
(2)					
(3)					
(4)					
(5)					

Part II Identification of Related Tax-Exempt Organizations Complete if the organization answered "Yes" on Form 990, Part IV, line 34 because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity?	
						Yes	No
(1) MONTESSORICHARTERSCHOOLOFPETALUMA 3880 CYPRESS DRIVE 26-0748455 PETALUMA CA 94954	FUNDRAISIN	CA	501C3	2	N/A		X
(2)							
(3)							
(4)							
(5)							

Part III Identification of Related Organizations Taxable as a Partnership Complete if the organization answered "Yes" on Form 990, Part IV, line 34 because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate alloc.?		(i) Code V—UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
							Yes	No		Yes	No	
(1)												
(2)												
(3)												
(4)												

Part IV Identification of Related Organizations Taxable as a Corporation or Trust Complete if the organization answered "Yes" on Form 990, Part IV, line 34 because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity?	
								Yes	No
(1)									
(2)									
(3)									
(4)									

Part V Transactions With Related Organizations Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

Note. Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

	Yes	No
1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?		
a Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity		X
b Gift, grant, or capital contribution to related organization(s)		X
c Gift, grant, or capital contribution from related organization(s)	X	
d Loans or loan guarantees to or for related organization(s)		X
e Loans or loan guarantees by related organization(s)		X
f Dividends from related organization(s)		X
g Sale of assets to related organization(s)		X
h Purchase of assets from related organization(s)		X
i Exchange of assets with related organization(s)		X
j Lease of facilities, equipment, or other assets to related organization(s)		X
k Lease of facilities, equipment, or other assets from related organization(s)		X
l Performance of services or membership or fundraising solicitations for related organization(s)		X
m Performance of services or membership or fundraising solicitations by related organization(s)		X
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)		X
o Sharing of paid employees with related organization(s)		X
p Reimbursement paid to related organization(s) for expenses		X
q Reimbursement paid by related organization(s) for expenses		X
r Other transfer of cash or property to related organization(s)		X
s Other transfer of cash or property from related organization(s)		X

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1) MONTESSORI CHARTER SCHOOL-PETALUMA	C	45,000	FMV
(2)			
(3)			
(4)			
(5)			
(6)			

Part VI Unrelated Organizations Taxable as a Partnership Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(e) Are all partners section 501(c)(3) organizations?		(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations?		(i) Code V—UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
				Yes	No			Yes	No		Yes	No	
(1)													
(2)													
(3)													
(4)													
(5)													
(6)													
(7)													
(8)													
(9)													
(10)													
(11)													

Part VII Supplemental Information

Provide additional information for responses to questions on Schedule R (see instructions).

DRAFT

Federal Statements**Accounts payable - BOY**

<u>Description</u>	<u>Amount</u>
ACCOUNTS PAYABLE	\$ <u>160,306</u>
TOTAL	\$ <u><u>160,306</u></u>

Accounts payable - EOY

<u>Description</u>	<u>Amount</u>
ACCOUNT PAYABLE	\$ <u>164,024</u>
TOTAL	\$ <u><u>164,024</u></u>

DRAFT

California Diagnostics

Critical Messages

None

Electronic Filing

None

Informational Messages

Form 199 is marked to be filed electronically

DRAFT

Form 199 Return Summary

For calendar year 2015, or tax year beginning 07/01/2015 , and ending 06/30/2016

27-0431277

RIVER MONTESSORI CHARTER SCHOOL

Gross sales / receipts	<u>72,379</u>	
Dues from members	<u> </u>	
Contributions / grants	<u>1,629,154</u>	
Total costs	<u> </u>	
Expenses	<u>1,631,191</u>	
Excess / (deficit)		<u><u>70,342</u></u>
Filing fee	<u> </u>	
Total payments	<u> </u>	
Penalties and interest	<u> </u>	
Use tax	<u> </u>	
Balance due		<u> </u>
Refund		<u><u> </u></u>

Balance Sheet			
	Beginning	Ending	Differences
Assets	<u>647,818</u>	<u>721,878</u>	
Liabilities	<u>160,306</u>	<u>164,024</u>	
Net assets	<u><u>487,512</u></u>	<u><u>557,854</u></u>	<u><u>70,342</u></u>

Miscellaneous Information

Amended return

Return / extended due date 06/15/17

034

Date Accepted _____

DO NOT MAIL THIS FORM TO THE FTB

TAXABLE YEAR

2015

California e-file Return Authorization for Exempt Organizations

FORM

8453-EO

Exempt Organization name

RIVER MONTESSORI CHARTER SCHOOL

Identifying number

27-0431277

Part I Electronic Return Information (whole dollars only)

1	Total gross receipts (Form 199, line 4)	1	1,701,533
2	Total gross income (Form 199, line 8)	2	1,701,533
3	Total expenses and disbursements (Form 199, Line 9)	3	1,631,191

Part II Settle Your Account Electronically for Taxable Year 2015

4 Electronic funds withdrawal 4a Amount _____ 4b Withdrawal date (mm/dd/yyyy) _____

Part III Banking Information (Have you verified the exempt organization's banking information?)

5 Routing number _____
 6 Account number _____ 7 Type of account: Checking Savings

Part IV Declaration of Officer

I authorize the exempt organization's account to be settled as designated in Part II. If I check Part II, Box 4, I authorize an electronic funds withdrawal for the amount listed on line 4a.

Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2015 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's fee liability, the exempt organization will remain liable for the fee liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. **If the processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider, the reason(s) for the delay.**

Sign Here

Signature of officer: _____ Date: 02/28/17 Title: CHAIRPERSON

Part V Declaration of Electronic Return Originator (ERO) and Paid Preparer. See instructions.

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB; I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2015 e-file Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

ERO Must Sign	ERO's- signature	WADE MCMULLEN, CPA	Date	Check if also paid preparer	<input checked="" type="checkbox"/>	Check if self-employed	<input type="checkbox"/>	ERO's PTIN	P00541671
	Firm's name (or yours if self-employed) and address	VICENTI, LLOYD & STUTZMAN 2210 E ROUTE 66 STE 100 GLEN DORA CA						FEIN	95-2242818
							ZIP code	91740-4676	

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

Paid Preparer Must Sign	Paid preparer's signature	Date	Check if self-employed	<input type="checkbox"/>	Paid preparer's PTIN	
	Firm's name (or yours if self-employed) and address					FEIN
						ZIP code

TAXABLE YEAR **2015** **California Exempt Organization**
Annual Information Return

FORM

199

Calendar Year 2015 or fiscal year beginning (mm/dd/yyyy) 07/01/2015, and ending (mm/dd/yyyy) 06/30/2016.

Corporation/Organization name RIVER MONTESSORI CHARTER SCHOOL California corporation number 2951315

Additional information. See instructions. FEIN 27-0431277

Street address (suite or room) 3880 CYPRESS DRIVE, SUITE B PMB no.

City PETALUMA State CA Zip code 94954

Foreign country name Foreign province/state/county Foreign postal code

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

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

Receipts and Revenues	1 Gross sales or receipts from other sources. From Side 2, Part II, line 8	1	72,379	00
	2 Gross dues and assessments from members and affiliates	2		00
	3 Gross contributions, gifts, grants, and similar amounts received	3	1,629,154	00
	4 Total gross receipts for filing requirement test. Add line 1 through line 3. This line must be completed. If the result is less than \$50,000, see General Instruction D	4	1,701,533	00
	5 Cost of goods sold	5		00
	6 Cost or other basis, and sales expenses of assets sold	6		00
	7 Total costs. Add line 5 and line 6	7		00
	8 Total gross income. Subtract line 7 from line 4	8	1,701,533	00
Expenses	9 Total expenses and disbursements. From Side 2, Part II, line 18	9	1,631,191	00
	10 Excess of receipts over expenses and disbursements. Subtract line 9 from line 8	10	70,342	00
Filing Fee	11 Total payments	11		00
	12 Use tax. See General Instruction K	12		00
	13 Payment balance. If line 11 is more than line 12, subtract line 12 from line 11	13		00
	14 Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12	14		00
	15 Filing fee \$10 or \$25. See General Instruction F	15		00
	16 Penalties and Interest. See General Instruction J	16		00
	17 Balance due. Add line 12, line 15, and line 16. Then subtract line 11 from the result	17		00

Sign Here Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.
 Signature of officer CHAIRPERSON Title Date Telephone 707-778-6414

Paid Preparer's Use Only Preparer's signature WADE MCMULLEN, CPA Date 02/27/2017 Check if self-employed
 Firm's name (or yours, if self-employed) VICENTI, LLOYD & STUTZMAN FEIN 95-2242818
2210 E ROUTE 66 STE 100 Telephone 626-857-7300
GLENDORA, CA 91740-4676
 May the FTB discuss this return with the preparer shown above? See instructions Yes No

RIVER MONTESSORI CHARTER SCHOOL
27-0431277

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

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions	●	1		00	
	2	Interest	●	2		00	
	3	Dividends	●	3	3,149	00	
	4	Gross rents	●	4		00	
	5	Gross royalties	●	5		00	
	6	Gross amount received from sale of assets (See Instructions)	●	6		00	
	7	Other income. Attach schedule SEE STATEMENT 1	●	7	69,230	00	
	8	Total gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1		8	72,379	00	
	9	Contributions, gifts, grants, and similar amounts paid. Attach schedule	●	9		00	
	10	Disbursements to or for members	●	10		00	
	11	Compensation of officers, directors, and trustees. Attach schedule SEE STATEMENT 2	●	11	102,132	00	
	12	Other salaries and wages	●	12	713,395	00	
	Expenses and Disbursements	13	Interest	●	13		00
		14	Taxes	●	14		00
		15	Rents	●	15	308,261	00
		16	Depreciation and depletion (See instructions)	●	16	50,851	00
		17	Other Expenses and Disbursements. Attach schedule. SEE STATEMENT 3	●	17	456,552	00
		18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9		18	1,631,191	00

Schedule L Balance Sheets

Assets	Beginning of taxable year		End of taxable year	
	(a)	(b)	(c)	(d)
1 Cash		190,094	●	364,540
2 Net accounts receivable		252,916	●	203,382
3 Net notes receivable			●	
4 Inventories			●	
5 Federal and state government obligations			●	
6 Investments in other bonds			●	
7 Investments in stock			●	
8 Mortgage loans			●	
9 Other investments. Attach schedule			●	
10 a Depreciable assets	507,619		507,619	
b Less accumulated depreciation	(312,923)	194,696	(363,774)	143,845
11 Land			●	
12 Other assets. Attach schedule. STMT 4		10,112	●	10,111
13 Total assets		647,818		721,878
Liabilities and net worth				
14 Accounts payable		160,306	●	164,024
15 Contributions, gifts, or grants payable			●	
16 Bonds and notes payable			●	
17 Mortgages payable			●	
18 Other liabilities. Attach schedule			●	
19 Capital stock or principal fund			●	
20 Paid-in or capital surplus. Attach reconciliation			●	
21 Retained earnings or income fund		487,512	●	557,854
22 Total liabilities and net worth		647,818		721,878

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

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

1	Net income per books	●	70,342	7	Income recorded on books this year not included in this return. Attach schedule	●	
2	Federal income tax	●		8	Deductions in this return not charged against book income this year. Attach schedule	●	
3	Excess of capital losses over capital gains	●		9	Total. Add line 7 and line 8		
4	Income not recorded on books this year. Attach schedule	●		10	Net income per return.		
5	Expenses recorded on books this year not deducted in this return. Attach schedule	●			Subtract line 9 from line 6		70,342
6	Total. Add line 1 through line 5		70,342				

Schedule of Contributors

2015

▶ **Attach to Form 990, Form 990-EZ, or Form 990-PF.**

▶ **Information about Schedule B (Form 990, 990-EZ, or 990-PF) and its instructions is at www.irs.gov/form990.**

Name of the organization	Employer identification number
RIVER MONTESSORI CHARTER SCHOOL	27-0431277

Organization type (check one):

- | | |
|--------------------|-----------------------------------------------------------------------------------------------------------|
| Filers of: | Section: |
| Form 990 or 990-EZ | <input checked="" type="checkbox"/> 501(c)(3) (enter number) organization |
| | <input type="checkbox"/> 4947(a)(1) nonexempt charitable trust not treated as a private foundation |
| | <input type="checkbox"/> 527 political organization |
| Form 990-PF | <input type="checkbox"/> 501(c)(3) exempt private foundation |
| | <input type="checkbox"/> 4947(a)(1) nonexempt charitable trust treated as a private foundation |
| | <input type="checkbox"/> 501(c)(3) taxable private foundation |

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note. Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

- For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

- For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3 % support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990 or 990-EZ), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** \$5,000 or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h, or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 exclusively for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I, II, and III.
- For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions exclusively for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an exclusively religious, charitable, etc., purpose. Do not complete any of the parts unless the **General Rule** applies to this organization because it received nonexclusively religious, charitable, etc., contributions totaling \$5,000 or more during the year ▶ \$

Caution. An organization that is not covered by the General Rule and/or the Special Rules does not file Schedule B (Form 990, 990-EZ, or 990-PF), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it does not meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

Name of organization

RIVER MONTESSORI CHARTER SCHOOL

Employer identification number

27-0431277

Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	MONTESSORI CHARTER SCHOOL OF PETALUM 3880 CYPRESS DRIVE PETALUMA CA 94954	\$ 45,000	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
		\$	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

California Statements

Statement 1 - Form 199, Part II, Line 7 - Other Income

<u>Description</u>	<u>Amount</u>
OTHER REVENUE	\$ 69,230
TOTAL	\$ 69,230

DRAFT

California Statements

Statement 2 - Form 199, Part II, Line 11 - Officer Compensation

Name		Address				Avg	Compensation
	City	State	Zip	Title		Hrs	Amount
NORMAN LORENZ			3880 CYPRESS DRIVE				
	PETALUMA	CA	94954	CHAIRPERSON		2.00	
CAROLYN DUFFY				VICE CHAIRPERSON		2.00	
TIM LORENTZ				TREASURER		2.00	
ERESA PUCH				SECRETARY		2.00	
GINNY HAUTAU				COMMUNITY MEMBER		2.00	
TAMMY CLELAND				PARENT MEMBER		2.00	
RUBEN MEJIA				PARENT MEMBER		2.00	
BESTY HALL				COMMUNITY MEMBER		2.00	
KELLY GRIFFITH MANNION			3880 CYPRESS DRIVE STE B				
	PETALUMA	CA	94954	EXECUTIVE DIRECTOR		40.00	102,132
TOTAL							<u>102,132</u>

California Statements**Statement 3 - Form 199, Part II, Line 17 - Other Expenses**

<u>Description</u>	<u>Amount</u>
OTHER EMPLOYEE BENEFITS	\$ 54,977
PAYROLL TAX	33,274
ACCOUNTING EXPENSE	12,000
LEGAL EXPENSE	5,371
VENDOR OPERATION	110,781
OTHER FEES	23,339
PRINTING AND POSTAGE	4,853
TRAVEL	5,417
CONFERENCE AND MEETING	15,355
INSTRUCTIONAL MATERIALS	64,021
FOOD SERVICE	8,256
OTHER EXPENSES	39,763
PENSION	44,454
ADVERTISING	3,759
OFFICE EXPENSES	9,438
INFORMATION TECHNOLOGY	7,466
INSURANCE	14,028
TOTAL	<u>\$ 456,552</u>

Statement 4 - Form 199, Schedule L, Line 12 - Other Assets

<u>Description</u>	<u>Beginning of Year</u>	<u>End of Year</u>
OTHER ASSETS	\$ 10,112	\$
PREPAID EXPENSES		10,111
TOTAL	<u>\$ 10,112</u>	<u>\$ 10,111</u>

COUNTY OF SONOMA
BOARD OF SUPERVISORS

575 ADMINISTRATION DRIVE, RM. 100A
SANTA ROSA, CALIFORNIA 95403

(707) 565-2241
FAX (707) 565-3778



MEMBERS OF THE BOARD

SHIRLEE ZANE
CHAIR

JAMES GORE
VICE CHAIR

SUSAN GORIN

DAVID RABBITT

LYNDA HOPKINS

DATE: February 2, 2017
TO: Conflict of Interest Filing Officer
FROM: Darin Bartow, Interim Chief Deputy Clerk of the Board
SUBJECT: Annual Statement of Economic Interests

This is a reminder that it is now time for Agency Heads and Board/Commission members of your district/board/agency to file annual Statements of Economic Interests (Form 700s). Filers may file annual statements any time between now and April 1, 2016. Annual statements are **due no later than April 1, 2017**. The period covered by this statement is January 1, 2016 through December 31, 2016.

Your Agency's Conflict of Interest Code, lists your designated filers and disclosure categories. You should have each designated filer file a Form 700. **State law requires the County, as the code reviewing body, to serve as the filing officer and maintain the Form 700s for heads of agencies, including members of boards and commissions (Government Code §87500(j)).** All other individuals listed in your agency's conflict of interest code are required to file their Form 700s with your agency.

In an effort to assist with keeping our records accurate, please include a list of the names and titles of the Board/Commission members or Agency Heads currently holding the designated positions when you return the Statements of Economic Interests for your district, board, or agency and any change in contact information.

The 2016/2017 Form 700 may be accessed on the FPPC's website at <http://www.fppc.ca.gov/>. The form may be completed online, however it cannot be electronically filed, **as it requires an original signature**. In September 2011, the FPPC adopted two forms for agencies to use to document filing requirements for individuals serving as consultants (Form 804) or in newly created positions (Form 805). Both of these forms can be accessed at the FPPC's website mentioned above.

Reminder! All new Board/Commission members or Agency Head must file an Assuming Office Statement and any Board/Commission members or Agency Head who has left his/her position must file a Leaving Office Statement. All other Board/Commission members or Agency Heads must file a Form 700 Annual Statement covering the previous calendar year by April 1st each year.

For assistance concerning reporting, the FPPC has published a 2016/2017 Form 700 Statement of Economic Interest Reference Pamphlet on the referenced website address. For advice on whether an interest is reportable, call the FPPC toll-free advice line at 1-866-275-3772.

Thank you!

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)
Mannion Kelly Griffith

1. Office, Agency, or Court

Agency Name (Do not use acronyms)
River Montessori Charter School
Division, Board, Department, District, if applicable Board of Directors
Your Position Executive Director

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

State Judge or Court Commissioner (Statewide Jurisdiction)
 Multi-County _____ County of _____
 City of _____ Other Old Adobe School District

3. Type of Statement (Check at least one box)

Annual: The period covered is January 1, 2016, through December 31, 2016.
-or- The period covered is ____/____/____, through December 31, 2016.
 Assuming Office: Date assumed ____/____/____
 Candidate: Election year _____ and office sought, if different than Part 1: _____
 Leaving Office: Date Left ____/____/____ (Check one)
 The period covered is January 1, 2016, through the date of leaving office.
-or-
 The period covered is ____/____/____, through the date of leaving office.

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

Schedule A-1 - Investments - schedule attached Schedule C - Income, Loans, & Business Positions - schedule attached
 Schedule A-2 - Investments - schedule attached Schedule D - Income - Gifts - schedule attached
 Schedule B - Real Property - schedule attached Schedule E - Income - Gifts - Travel Payments - schedule attached

-or-

None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)
3880 Cypress Drive Suite B Petaluma CA 94954
DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
(707) 778-6414 kmannion@rivermontessoricharter.org

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____
(month, day, year)

Signature _____
(File the originally signed statement with your filing official.)

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)
Covarrubias Eva

1. Office, Agency, or Court

Agency Name (Do not use acronyms)
River Montessori Charter School
Division, Board, Department, District, if applicable
Board of Directors
Your Position
Parent Member

▶ If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

- State Judge or Court Commissioner (Statewide Jurisdiction)
- Multi-County _____ County of _____
- City of _____ Other Old Adobe School District

3. Type of Statement (Check at least one box)

- Annual: The period covered is January 1, 2016, through December 31, 2016.
- or- The period covered is _____ through December 31, 2016.
- Assuming Office: Date assumed _____
- Leaving Office: Date Left _____ (Check one)
- The period covered is January 1, 2016, through the date of leaving office.
- or- The period covered is _____ through the date of leaving office.
- Candidate: Election year _____ and office sought, if different than Part 1: _____

4. Schedule Summary (must complete) ▶ Total number of pages including this cover page: _____

Schedules attached

- Schedule A-1 - Investments - schedule attached Schedule C - Income, Loans, & Business Positions - schedule attached
- Schedule A-2 - Investments - schedule attached Schedule D - Income - Gifts - schedule attached
- Schedule B - Real Property - schedule attached Schedule E - Income - Gifts - Travel Payments - schedule attached

-or- None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)
3880 Cypress Drive Suite B Petaluma CA 94954
DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
(707) 778-6414 EvaCovarrubias@sbcglobal.net

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____
(month, day, year)

Signature _____
(File the originally signed statement with your filing official.)

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)
Hall Betsy

1. Office, Agency, or Court

Agency Name (Do not use acronyms)
River Montessori Charter School
Division, Board, Department, District, if applicable
Board of Directors
Your Position
Community Member

If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

- State
Multi-County
City of
Judge or Court Commissioner (Statewide Jurisdiction)
County of
Other Old Adobe School District

3. Type of Statement (Check at least one box)

- Annual: The period covered is January 1, 2016, through December 31, 2016.
-or-
The period covered is through December 31, 2016.
Assuming Office: Date assumed
Candidate: Election year and office sought, if different than Part 1:
Leaving Office: Date Left
The period covered is January 1, 2016, through the date of leaving office.
-or-
The period covered is through the date of leaving office.

4. Schedule Summary (must complete) Total number of pages including this cover page:

Schedules attached

- Schedule A-1 - Investments - schedule attached
Schedule A-2 - Investments - schedule attached
Schedule B - Real Property - schedule attached
Schedule C - Income, Loans, & Business Positions - schedule attached
Schedule D - Income - Gifts - schedule attached
Schedule E - Income - Gifts - Travel Payments - schedule attached

-or-
None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
3880 Cypress Drive Suite B Petaluma CA 94954
DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
(707) 778-6414 betsy@ehlenhall.com

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed (month, day, year)

Signature (File the originally signed statement with your filing official.)

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)
Mejia Ruben

1. Office, Agency, or Court

Agency Name (Do not use acronyms)
River Montessori Charter School
Division, Board, Department, District, if applicable
Board of Directors
Your Position
Parent Member

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

State Judge or Court Commissioner (Statewide Jurisdiction)
 Multi-County _____ County of _____
 City of _____ Other Old Adobe School District

3. Type of Statement (Check at least one box)

Annual: The period covered is January 1, 2016, through December 31, 2016.
-or-
The period covered is ____/____/____, through December 31, 2016.
 Assuming Office: Date assumed ____/____/____
 Candidate: Election year _____ and office sought, if different than Part 1: _____
 Leaving Office: Date Left ____/____/____ (Check one)
 The period covered is January 1, 2016, through the date of leaving office.
-or-
 The period covered is ____/____/____, through the date of leaving office.

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

Schedule A-1 - Investments - schedule attached Schedule C - Income, Loans, & Business Positions - schedule attached
 Schedule A-2 - Investments - schedule attached Schedule D - Income - Gifts - schedule attached
 Schedule B - Real Property - schedule attached Schedule E - Income - Gifts - Travel Payments - schedule attached

-or-
 None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)
3880 Cypress Drive Suite B Petaluma CA 94954
DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
(707) 778-6414 rubenjejia@gmail.com

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____ Signature _____
(month, day, year) (File the originally signed statement with your filing official)

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)
Puch Eresa

1. Office, Agency, or Court

Agency Name (Do not use acronyms)
River Montessori Charter School
Division, Board, Department, District, if applicable
Board of Directors
Your Position
Secretary and Parent Member

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

- State Judge or Court Commissioner (Statewide Jurisdiction)
- Multi-County _____ County of _____
- City of _____ Other Old Adobe School District

3. Type of Statement (Check at least one box)

- Annual: The period covered is January 1, 2016, through December 31, 2016. Leaving Office: Date Left ____/____/____ (Check one)
- or- The period covered is ____/____/____, through December 31, 2016. The period covered is January 1, 2016, through the date of leaving office.
- Assuming Office: Date assumed ____/____/____ -or- The period covered is ____/____/____, through the date of leaving office.
- Candidate: Election year _____ and office sought, if different than Part 1: _____

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-or- None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)
3880 Cypress Drive Suite B Petaluma CA 94954
DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
(707) 778-6414 epuch@rivermontessoricharter.org

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I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____ Signature _____
(month, day, year) (File the originally signed statement with your filing official.)

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)
Cleland Tammy

1. Office, Agency, or Court

Agency Name (Do not use acronyms)
River Montessori Charter School
Division, Board, Department, District, if applicable
Board of Directors
Your Position
Parent Member

If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

- State
Multi-County
City of
Judge or Court Commissioner (Statewide Jurisdiction)
County of
Other Old Adobe School District

3. Type of Statement (Check at least one box)

- Annual: The period covered is January 1, 2016, through December 31, 2016.
Assuming Office: Date assumed
Candidate: Election year
Leaving Office: Date Left
The period covered is January 1, 2016, through the date of leaving office.

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Schedule D - Income - Gifts - schedule attached
Schedule E - Income - Gifts - Travel Payments - schedule attached

-or-

None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
3880 Cypress Drive Suite B Petaluma CA 94954
DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
(707) 778-6414 tcleland@rivermontessoricharter.org

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed (month, day, year)

Signature (File the originally signed statement with your filing official.)

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)
Lohrentz Tim J

1. Office, Agency, or Court

Agency Name (Do not use acronyms)
River Montessori Charter School
Division, Board, Department, District, if applicable Board of Directors
Your Position Treasurer and Community Member

If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

State Judge or Court Commissioner (Statewide Jurisdiction)
Multi-County County of
City of Other Old Adobe School District

3. Type of Statement (Check at least one box)

Annual: The period covered is January 1, 2016, through December 31, 2016.
-or- The period covered is through December 31, 2016.
Assuming Office: Date assumed
Candidate: Election year and office sought, if different than Part 1:
Leaving Office: Date Left
The period covered is January 1, 2016, through the date of leaving office.
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Schedule E - Income - Gifts - Travel Payments - schedule attached

-or-
None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
3880 Cypress Drive Suite B Petaluma CA 94954
DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
(707) 778-6414 tllohrentz@rivermontessoricharter.org

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed (month, day, year)

Signature (File the originally signed statement with your filing official.)

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)
Hautau Ginny

1. Office, Agency, or Court

Agency Name (Do not use acronyms)
River Montessori Charter School
Division, Board, Department, District, if applicable
Board of Directors
Your Position
Vice President and Community Member

If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

- State
Multi-County
City of
Judge or Court Commissioner (Statewide Jurisdiction)
County of
Other Old Adobe School District

3. Type of Statement (Check at least one box)

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Leaving Office: Date Left
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Candidate: Election year and office sought, if different than Part 1:

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Schedule D - Income - Gifts - schedule attached
Schedule E - Income - Gifts - Travel Payments - schedule attached

None - No reportable interests on any schedule

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MAILING ADDRESS STREET CITY STATE ZIP CODE
3880 Cypress Drive Suite B Petaluma CA 94954
DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
(707) 778-6414 ginny@urbancowgirldesign.com

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed (month, day, year)

Signature (File the originally signed statement with your filing official.)

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)
Lorenz Norman H

1. Office, Agency, or Court

Agency Name (Do not use acronyms)
River Montessori Charter School
Division, Board, Department, District, if applicable
Board of Directors
Your Position
President and Community Member

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Agency: Position:

2. Jurisdiction of Office (Check at least one box)

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Multi-County
City of
Judge or Court Commissioner (Statewide Jurisdiction)
County of
Other Old Adobe School District

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Schedule E - Income - Gifts - Travel Payments - schedule attached

-or-
None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
3880 Cypress Drive Suite B Petaluma CA 94954
DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
(707) 778-6414 nlorenz@rivermontessoricharter.org

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed (month, day, year)

Signature (File the originally signed statement with your filing official.)

RMCS BOARD OF DIRECTORS

Meeting Agenda

3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414

An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. Board agendas are available on the school website www.rivermontessoricharter.org

The regular meeting of the Governing Board held in public, will be advertised and recorded in accordance with the Brown Act.

Regular Meeting: April 11, 2017

Time: 6:30pm

Location(s):

- RMCS Community Meeting Room: 3880 Cypress Drive, Suite B, Petaluma CA 94954
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

A. Opening/Call to Order

Roll Call: Norman Lorenz, Ginny Hautau, Eresa Puch, Tim Lohrentz, Ruben Mejia, Betsy Ehlen Hall, Tammy Cleland, Eva Covarrubias

Staff: Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, Julie Carolan, Administration & Communications Manager

B. Reading of RMCS Mission & Vision

Our mission at River Montessori Charter School is to provide students with a learning culture grounded in Montessori philosophy. This historically proven educational model supports the whole child, creates lifelong learners, and educates for peace. The resulting academic excellence is supported by a prepared classroom environment that inspires self-paced, individualized discovery; a love of learning; and respect for self, others, and the environment.

Our vision at RMCS is to create a Montessori learning community where children are inspired to realize their academic, personal, and social potential to become global citizens.

C. Student Presentations: Montessori Student Presentation (20 minutes)

D. Agenda Review

E. Public Comment

Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the Board President may increase or decrease time allowed for public comment. The Board does not respond or take action on public comments.

F. Approval: Minutes from 03/14/17 RMCS BOD Retreat

G. Communications

1. Executive Director's Report
2. Fiscal Report
3. Facilities Report
4. Policy Compliance/Committee Report

H. Board Business

1. Discussion: Messaging Through Emails/Texts; Legal Update
2. Discussion & Action: Facilities Ad Hoc Committee

I. Adjournment of Board Meeting

Future Meeting Date(s):

May 9, 2017 - 6:30pm

June 27, 2017 - 6:30pm

Instructions for Presentations to the Board by Members of the Community

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4. With regard to items that are on the agenda, you may speak for up to (3) minutes when the Board discusses that item. Exceptions to this time may be made at the discretion of the Board Chair.
5. Community members may request in writing that a topic related to school business be considered for placement on a future agenda. Requests should be addressed to the Board Chair. If such an item is placed on the agenda and publicly noticed, the Board can respond, interact, and act upon the item.

[For office use only: Posted On-site: Initial_JC_/Date_4/7___ Posted Website: Initial_JC_/Date_4/7__]

**REGULAR MEETING OF THE
RIVER MONTESSORI CHARTER SCHOOL (RMCS) BOARD OF DIRECTORS**
RIVER MONTESSORI CHARTER SCHOOL
3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414
March 14, 2017
5:30 PM

MINUTES

An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. Board agendas are available on the school website www.rivermontessoricharter.org

The regular meeting of the Governing Board held in public will be advertised and recorded in accordance with the Brown Act.

Location(s):

- RMCS Community Meeting Room: 3880 Cypress Drive, Suite B, Petaluma CA 94954
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

1. CALL TO ORDER

- 1.1. Norman called the meeting to order at 5:33 PM.
- 1.2. Directors Norman Lorenz, Ginny Hautau, Eresa Puch, Tim Lohrentz, Ruben Mejia, Betsy Ehlen Hall, Tammy Cleland, and Eva Covarrubias were present.
- 1.3. Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, and Julie Carolan, Administration & Communications Manager were present.

2. MISSION STATEMENT

- 2.1. Tim read the mission statement.

3. AGENDA REVIEW

- 3.1. Agenda was approved with unanimous consent (8-0-0)

4. PUBLIC COMMENT - None

Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the Board President may increase or decrease time allowed for public comment. The Board does not respond or take action on public comments.

5. APPROVAL OF MINUTES FROM February 15, 2017 RMCS BOD Meeting

- 5.1. Kelly suggested two minor edits on 7.1.i and 8.1.i
- 5.2. Minutes of the February 15, 2017 Board Retreat meeting was approved with a motion from Betsy, second by Tammy, and unanimous vote (8-0-0).

6. COMMUNICATIONS - No reports

7. BOARD BUSINESS

- 7.1. Discussion & Action: RMCS 2017-18 SY Calendar Approval
 - i. Board approved the RMCS 2017-18 SY Calendar with a motion from Tammy, second by Eresa, and abstention by Ginny.

- 7.2. Discussion & Action: Second Interim Presentation
 - i. Michelle will locate the Board resolution stating that 2% of the 5% restricted fund can be used for emergency.
 - ii. Board approved the 2nd Interim Report with a motion from Tim, second by Norman, and unanimous vote (8-0-0).
- 7.3. Discussion & Action: 2017-18 Auditor Selection
 - i. Board approved the selection of “Vicenti, Lloyd, & Stutzman, CPAs” as auditor for SY 2017-18 with a motion from Betsy, second by Tammy, and unanimous vote (8-0-0).
- 7.4. Discussion & Action: 2015-16 Tax Return approval
 - i. Board approved the 2015-16 tax return with a motion from Eresa, second by Tim, and unanimous vote (8-0-0).
- 7.5. Discussion & Action: Form 700 - Conflict of Interest
 - i. All Board members completed and signed “Form 700 - Conflict of Interest”.

8. ADJOURNMENT

- 8.1. Norman moved to adjourn the meeting at 6:24 PM. The motion passed with a unanimous consent (8-0-0).

Future Meeting Dates:

April 11, 2017 - 6:30 PM

May 9, 2017 - 6:30 PM

June 27, 2017 - 6:30 PM

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RIVER MONTESSORI
CHARTER SCHOOL

BOARD OF DIRECTORS MEETING AGENDA

An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. Board agendas are available on the school website www.rivermontessoricharter.org

The regular meeting of the Governing Board held in public, will be advertised and recorded in accordance with the Brown Act.

Regular Meeting: May 9, 2017 at 6:30 p.m.

Location(s):

- RMCS Community Meeting Room: 3880 Cypress Drive, Suite B, Petaluma CA 94954
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

A. Opening/Call to Order

Roll Call: Norman Lorenz, Ginny Hautau, Eresa Puch, Tim Lohrentz, Ruben Mejia, Betsy Ehlen Hall, Tammy Cleland, Eva Covarrubias

Staff: Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, Julie Carolan, Administration & Communications Manager

B. Reading of RMCS Mission & Vision

Our mission at River Montessori Charter School is to provide students with a learning culture grounded in Montessori philosophy. This historically proven educational model supports the whole child, creates lifelong learners, and educates for peace. The resulting academic excellence is supported by a prepared classroom environment that inspires self-paced, individualized discovery; a love of learning; and respect for self, others, and the environment.

Our vision at RMCS is to create a Montessori learning community where children are inspired to realize their academic, personal, and social potential to become global citizens.

- C. Student Presentations:** Yuba Classroom Student Presentation
Yuba Teacher Presentation, Beth Flynn

D. Agenda Review & Approval

E. Public Comment

Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the Board President may increase or decrease time allowed for public comment. The Board does not respond or take action on public comments.

F. **Approval:** Minutes from 04/11/17 RMCS BOD Meeting

G. **Communications**

1. Executive Director's Report
2. Fiscal Report
3. Facilities Report
4. Policy/Compliance Committee Report

H. **Board Business**

1. Discussion: Assessment
2. Discussion: LCAP Update
3. Discussion: Educator Effectiveness Plan

I. **Closed Session**

With respect to every item of business to be discussed in closed session pursuant to Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION of Executive Director & Superintendent

J. **Closed Session Report - Action Taken in Closed Session:** Public Employee Performance Evaluation of Executive Director & Superintendent

K. **Future Agenda Item**

L. **Adjournment of Board Meeting**

Future Meeting Date(s): June 27, 2017 - 6:30pm

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[For office use only: Posted On-site: Initial *GC* / Date *6/5/17* Posted Website: Initial *GC* / Date *6/5/17*

3880 Cypress Drive, Ste B • Petaluma, CA 94954 • 707.778.6414 • www.rivermontessoricharter.org

River Montessori Charter School is an Equal Opportunity Employer and does not discriminate against any persons (actual or perceived disability, gender, gender identity or expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

**REGULAR MEETING OF THE
RIVER MONTESSORI CHARTER SCHOOL (RMCS) BOARD OF DIRECTORS**
RIVER MONTESSORI CHARTER SCHOOL
3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414
April 11, 2017
6:30 PM

MINUTES

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The regular meeting of the Governing Board held in public will be advertised and recorded in accordance with the Brown Act.

Location(s):

- RMCS Community Meeting Room: 3880 Cypress Drive, Suite B, Petaluma CA 94954
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

1. CALL TO ORDER

- 1.1. Ginny called the meeting to order at 6:31 PM.
- 1.2. Directors Ginny Hautau, Eresa Puch, Tim Lohrentz, Ruben Mejia, Betsy Ehlen Hall, Tammy Cleland, and Eva Covarrubias were present. (Absent: Norman Lorenz)
- 1.3. Kelly Mannion, Executive Director and Michelle Leonard, Business Manager were present.

2. MISSION STATEMENT

- 2.1. Betsy read the mission statement.

3. STUDENT PRESENTATION: None

4. AGENDA REVIEW

- 4.1. To include "Future Agenda Items"
- 4.2. Agenda was approved with a motion from Ruben, second by Betsy, and unanimous consent (7-0-0).

5. PUBLIC COMMENT - None

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6. APPROVAL OF MINUTES FROM March 14, 2017 RMCS BOD Meeting

- 6.1. Minutes of the March 14, 2017 Board meeting was approved with a motion from Betsy, second by Tammy, and unanimous vote (7-0-0).

7. COMMUNICATIONS

- 7.1. Executive Director's Report - Kelly

- i. Kelly encouraged the Board to send questions to Lorna Rochman-McEntire (Coordinator of Student Services & Education Specialist) regarding student assessments by next Tuesday.
 - ii. LCAP update in May BOD meeting to incorporate community input
 - iii. CSDC LCAP Workshop provided volumes of information; new dashboard is complicated and unsuited in many ways for charters; Kelly will examine further.
 - iv. Old Adobe Union School District's Director of Business Services and Director of Curriculum presented a positive report regarding the Annual Site Visit to its Board specifically noting business organization, climate of learning, training, website, and reclassification progress.
 - v. Enrollment: TKK=54; LE=76; UE=45 (Total = 175)
 - vi. Lottery results indicate enrollment to full capacity at 190 for next SY
 - vii. CAASPP in April
- 7.2. Fiscal Report - Michelle
- i. Filed for Facilities Grant
 - ii. P-2 reporting
 - iii. CBO training
 - iv. Michelle provided budget training/orientation to Eresa and Tim. Will meet with Budget Committee before budget presentation to the Board in June.
- 7.3. Facilities Report - Nothing to report
- i. Ruben inquired about the status of solar project. Michelle stated that the solar panel installation is finished.
- 7.4. Policy & Compliance Committee Report
- i. Tammy gathered feedback for various policy sections. Board asked the Administration to select top priority policies for review and update.

8. BOARD BUSINESS

- 8.1. Discussion: Messaging Through Emails/Texts; Legal Update
- i. Personal email may be subject to public record laws.
 - ii. To provide a follow-up Brown Act training to employees and fiduciary members.
- 8.2. Discussion & Action: Facilities Ad Hoc Committee
- i. There is a need for an Ad Hoc Committee to tackle facility planning.

9. ADJOURNMENT

- 9.1. Ginny moved to adjourn the meeting at 8:09 PM. The motion passed with a unanimous consent (7-0-0).

Future Meeting Dates:

May 9, 2017 - 6:30 PM

June 27, 2017 - 6:30 PM

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5. Community members may request in writing that a topic related to school business be considered for placement on a future agenda. Requests should be addressed to the Board Chair. If such an item is placed on the agenda and publicly noticed, the Board can respond, interact, and act upon the item.



Educator Effectiveness Plan

School districts, county offices of education, charter schools, and state special schools with full-time equivalent (FTE) certificated staff were eligible to receive Educator Effectiveness funds from the State for restricted purposes. The staff counts were calculated by the State Superintendent of Public Instruction using data submitted to the California Longitudinal Pupil Achievement Data System (CALPADS) for the 2014–15 fiscal year. River Montessori Charter School received \$23,584.00 to be used for any of the following:

(A) Beginning teacher and administrator support and mentoring, including, but not limited to, programs that support new teacher and administrator ability to teach or lead effectively and to meet induction requirements adopted by the Commission on Teacher Credentialing and pursuant to Section 44259 of the Education Code.

(B) Professional development, coaching, and support services for teachers who have been identified as needing improvement or additional support by local educational agencies.

(C) Professional development for teachers and administrators that is aligned to the state content standards adopted pursuant to Sections 51226, 60605, 60605.1, 60605.2, 60605.3, 60605.8, 60605.11, 60605.85, as that section read on June 30, 2014, and 60811.3, as that section read on June 30, 2013, of the Education Code.

(D) To promote educator quality and effectiveness, including, but not limited to, training on mentoring and coaching certificated staff and training certificated staff to support effective teaching and learning.

Our plan is to use these funds for professional development and activities to promote educator quality and effectiveness including, training on mentoring and coaching certificated staff, and training certificated staff to support effective teaching and learning.

We will be sending our teachers and/or administrators to workshops and trainings by:

- 1) Bay Area Montessori Association
- 2) American Montessori Society
- 3) Charter School Development Center
- 4) Young, Minney & Corr
- 5) ETC Montessori



BOARD OF DIRECTORS MEETING AGENDA

An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. Board agendas are available on the school website www.rivermontessoricharter.org

The regular meeting of the Governing Board held in public, will be advertised and recorded in accordance with the Brown Act.

Regular Meeting: June 27, 2017 at 6:30 p.m.

Location(s):

- RMCS Community Meeting Room: 3880 Cypress Drive, Suite B, Petaluma CA 94954
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048
- Norman: 2011 U Street, Sacramento, CA 95818

A. Opening/Call to Order

Roll Call: Norman Lorenz, Ginny Hautau, Eresa Puch, Tim Lohrentz, Ruben Mejia, Betsy Ehlen Hall, Tammy Cleland, Eva Covarrubias

Staff: Kelly Mannion, Executive Director, Michelle Leonard, Business Manager, Julie Carolan, Administration & Communications Manager

B. Reading of RMCS Mission & Vision

Our mission at River Montessori Charter School is to provide students with a learning culture grounded in Montessori philosophy. This historically proven educational model supports the whole child, creates lifelong learners, and educates for peace. The resulting academic excellence is supported by a prepared classroom environment that inspires self-paced, individualized discovery; a love of learning; and respect for self, others, and the environment.

Our vision at RMCS is to create a Montessori learning community where children are inspired to realize their academic, personal, and social potential to become global citizens.

C. Student Presentations: No Student Presentations

D. Agenda Review & Approval

E. Public Comment

Visitors are allowed to address the Board for up to three (3) minutes on items not on the agenda for a total of 15 minutes per topic. With Board consent, the Board President may increase or decrease time allowed for public comment. The Board does not respond or take action on public comments.

F. Approval: Minutes from 05/09/17 RMCS BOD Meeting

G. Communications

1. Foundation Report
2. Executive Director's Report
3. Fiscal Report
4. Facilities Report
5. Policy/Compliance Committee Report

H. Board Business

1. Discussion & Action: 2017-18 Budget Approval
2. Discussion & Action: Gratitude for Board Member Service
3. Discussion & Action: Review & Set 2017-18 School Year BOD Meetings
(Shared Google Calendar)
4. Discussion & Action: 2017-18 LCAP Approval
5. Discussion & Action: Educator Effectiveness Plan
6. Discussion & Action: Approve New Faculty Hires
7. Discussion & Action: Education Protection Account
8. Discussion: SMART Train's transportation to RMCS
9. Discussion: Update on Facilities Grant
10. Discussion: Secondary Education Prospects Update

I. Future Agenda Items

J. Adjournment of Board Meeting

Future Meeting Date(s): TBD

Instructions for Presentations to the Board by Members of the Community

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[For office use only: Posted On-site: Initial *gc* Date *6/23/17* Posted Website: Initial *gc* Date *6/23/17*

3880 Cypress Drive, Ste B • Petaluma, CA 94954 • 707.778.6414 • www.rivermontessoricharter.org

River Montessori Charter School is an Equal Opportunity Employer and does not discriminate against any persons (actual or perceived disability, gender, gender identity or expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes) set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics)

**REGULAR MEETING OF THE
RIVER MONTESSORI CHARTER SCHOOL (RMCS) BOARD OF DIRECTORS**
RIVER MONTESSORI CHARTER SCHOOL
3880 Cypress Drive, Suite B, Petaluma CA 94954 (707)778-6414
May 9, 2017
6:30 PM

MINUTES

An individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should notify the board in writing at least 48 hours prior to the meeting. Board agendas are available on the school website www.rivermontessoricharter.org

The regular meeting of the Governing Board held in public will be advertised and recorded in accordance with the Brown Act.

Location(s):

- RMCS Community Meeting Room: 3880 Cypress Drive, Suite B, Petaluma CA 94954
- Ginny Hautau: 102 Paisano Road, Corrales NM 87048

1. CALL TO ORDER

- 1.1. Norman called the meeting to order at 6:32 PM.
- 1.2. Directors Norman Lorenz, Ginny Hautau, Eresa Puch, Tim Lohrentz, Ruben Mejia, Betsy Ehlen Hall, Tammy Cleland, and Eva Covarrubias were present.
- 1.3. Kelly Mannion, Executive Director and Michelle Leonard, Business Manager were present.

2. MISSION STATEMENT

- 2.1. Eresa read the mission statement.

3. STUDENT PRESENTATION

- 3.1. Students from Yuba Classroom offered two meaningful song presentations.

4. AGENDA REVIEW

- 4.1. Agenda was approved with a motion from Betsy, second by Eresa, and unanimous consent (8-0-0).

5. PUBLIC COMMENT

- 5.1. Beth Flynn, Yuba Classroom Guide expressed her deep love and gratitude to the entire RMCS community as she embarks on a new journey and next chapter of retirement life. Beth also conveyed her utmost confidence with Upper Elementary's new Guides beginning 2017-18 SY.

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6. APPROVAL OF MINUTES FROM April 11, 2017 RMCS BOD Meeting

- 6.1. Minutes of the April 11, 2017 Board meeting was approved with a motion from Betsy, second by Tammy, and abstention from Norman (7-0-1).

7. COMMUNICATIONS

- 7.1. Executive Director's Report - Kelly
 - i. Enrollment: TK/K=54; LE=76; UE=45 (Total = 175)
 - ii. LCAP - input gathering from community held earlier (5:30 p.m. May 9, 2017)
 - iii. Processing of 2017-18 enrollment packets
 - iv. Notice from Cypress/UCPNB regarding building lease renewal
 - v. Kelly presented her reflection of 2016-17, the continuation of work to be done, ways to improve, and goals of stability and growth.
 - vi. Kelly invited Board members to visit classrooms to witness the positivity and effectiveness that are tangible and observable.
- 7.2. Fiscal Report - Michelle
 - i. 2017-18 Budget continues to be revised and will be presented in June BOD meeting.
 - ii. Cost of Living increase allowed by the Governor
 - iii. June revenue will be paid in July; Cash Flow still looks good.
 - iv. Solar project is completed. Solar power is expected to be up and running in a week. RMCS is working with PG&E on connectivity agreement that is expected to generate revenue for RMCS.
- 7.3. Facilities Report - Ruben
 - i. Ruben, Michelle, and Kelly reviewed the building lease and found a potential discrepancy.
- 7.4. Policy & Compliance Committee Report - Tammy
 - i. Tammy met with Julie and Kelly and found a few items that the Policy Committee will bring in June BOD meeting.
 - ii. They identified items that would need input from Administration - Independent Study, Internet Security, Attendance, Immunization, Health & Wellness policy.

8. BOARD BUSINESS

- 8.1. Discussion: Assessment
 - i. Lorna Rochmann-McEntire (Coordinator of Student Services & Education Speciality) answered questions by Board members regarding CAASPP assessment.
 - ii. Second year scores are reported; Lorna is currently investigating the scores' impact on different schools.
- 8.2. Discussion: LCAP Update
 - i. There is more community participation this year.
 - ii. Goals:
 - 1. Promote Academic Excellence through Montessori Methodology
 - 2. Develop Attributes of Successful Learners in an Authentic Montessori School
 - 3. Strengthen Montessori School-Family Communication and Partnership
 - iii. Kelly will present LCAP in June BOD meeting.
- 8.3. Discussion: Educator Effectiveness Plan
 - i. Michelle described the "Educator Effectiveness Grant," a restricted fund intended for staff training and development in the amount of \$12,000.
 - ii. Michelle distributed the plan to the Board for review and action in June BOD meeting.

9. CLOSED SESSION

- 9.1. With respect to every item of business to be discussed in closed session pursuant to Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION of Executive Director & Superintendent.

10. CLOSED SESSION REPORT

- 10.1. The Board unanimously voted to retain the employment of Kelly Mannion as Executive Director & Superintendent of River Montessori Charter School.

11. FUTURE AGENDA ITEMS

- 11.1. SMART Train’s transportation impact to RMCS
- 11.2. Educator Effectiveness Plan
- 11.3. LCAP Update
- 11.4. 2017-18 Budget

12. ADJOURNMENT

- 12.1. Norman moved to adjourn the meeting at 9:40 PM. The motion passed with unanimous consent (8-0-0).

Future Meeting Dates:

June 27, 2017 - 6:30 PM

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River Montessori Charter School 2017-2018 Proposed Budget Narrative

Revenues are funded from multiple sources which are based on ADA: LCFF/State Aid Entitlement, Mandated Block Grant, county In-Lieu of Property Taxes, Lottery, and State & Federal Special Education Entitlements. Additional revenue comes from local donations such as The River Montessori Foundation (Parent Student Teacher Association), revenue from River Crew (the before and after school care program for enrolled students), and donations from parents for field trips. Total revenues for 2017-18 are projected to be \$1,709,597.

2017-18 Revenue Summary

(Based on 168 ADA)
Percentages are rounded

Revenue by Object	Per ADA	Total Amount	% of Budget
LCFF	\$7,942.35	\$1,334,314	78%
Federal Revenue	\$125.00	\$21,000	1%
State Revenue	\$936.21	\$157,283	9%
Local Revenue	\$1,172.62	\$197,000	12%
Total Resources	\$10,176.18	\$1,709,597	100%

The LCFF is funded through county In-Lieu of Property Taxes, General State Aid, and the EPA Grant and represents 78 percent of the school’s total revenues. Of this amount, \$877,116 (65.7%) comes from County In-Lieu property taxes, \$423,598 (31.7%) from the State General Fund and \$33,600 (2.6%) from the EPA Grant.

General State Aid revenues are based on ADA for different grade spans, and are revised several times throughout the fiscal year according to actual ADA. Final year funding is based on P-2 ADA for that current school year. The May Revision released in May 2017 by the Governor attempts to address the State’s current budget and several entities estimate the ADA funding levels from this information. Per May’s release, there will be a COLA increase of 1.56% in this year’s funding amounts. Based on enrollment forms, River Montessori is using an estimate ADA of 168, total enrollment of 177, for the 2017-2018 Proposed Budget.

Other revenue sources fund the remaining 22 percent of the budget. Federal revenue is the smallest percentage with projected income of \$21,000 from IDEA Special Education, which is based on \$125 per ADA. The other State revenues are projected to be 9 percent totaling \$157,283. State revenues includes a one-time Block Grant, \$162.21 per ADA, which is optional every year. Lottery funds also comprises the State revenues with a projected \$31,752, based upon \$189.00 per ADA for State Lottery.

The River Montessori Foundation is projecting to contribute \$85,000 for FY17-18. Additional local revenue is projected to be \$30,000 from the Upper Elementary lunch fundraisers and parent donations for field trips. River Crew, the before and after school care program, income is projected to be \$80,000.

River Montessori Charter School 2017-2018 Proposed Budget Narrative

Projected expenditures for 17-18 are \$1,709,598 from a variety of sources. As in the past, major expenses are from salaries and the building lease. Certificated salaries from classroom teachers, Special Education Support, and the Executive Director & Superintendent are projected to be \$561,118. Classified salaries are projected to be \$359,976 and include the Business Manager, Communications/Operations Manager, 7 full-time teaching assistants, a part-time Special Education teaching assistant, Office & Clerical Administrative positions, and River Crew staff. Statutory benefits, payroll taxes and health benefits are projected to be \$258,183, bringing total salaries and benefits to \$1,179,276 and is 69 percent of budgeted expenditures.

Library books, instructional materials, software, classroom furniture and other student materials are projected to be \$80,800 and 5.0 percent of the budget. Due to the nature of Montessori instructional materials, the life cycle and durability of instructional materials spans several years and does not require frequent replacement such as textbooks would. Supplies for the River Crew program are projected to be \$1,000 based on prior year data and include arts and crafts supplies, after school snacks & baking ingredients, playground balls and garden tools. Revenues from the program fees cover these costs to ensure the program is self-sustaining as the school does not receive any grants or other outside funding for this service to families.

Expenses for services and operations are projected to be \$396,521 and represent 23 percent of the budget. Of this amount, \$240,000 will be for the building lease, which ends with the school year and charter renewal in June 2019.

Expenditures for Special Education include a Psychiatrist, Occupational Therapist, Psychologist and Speech and Language Pathologist. Federal and State expenditures for these contractors are projected to be \$55,450.

Additional operating expenditures include oversight fees. As stated in our MOU with our sponsoring district, Old Adobe Union School District, the allowable charge for oversight services is \$13,553, or 1% of LCFF Funds which are General State Aid & In-Lieu Property Tax Revenue and the Education Protection Account Grant for FY17-178.

Future Revenues & Expenses will remain relatively flat except for employee benefits, which will increase dramatically due to rising costs of health insurance and STRS benefits. The other major expenditure we need to plan for are moving expenses to expand our Montessori Education to 7th and 8th grade levels.

Based on this report, it is recommended that the Board accept the Proposed Budget for 2017-18 fiscal year.

River Montessori Charter School
Projected Budget

COLA		1.56%	2.15%	2.35%
Budget Year		Proposed 2017/2018	Projected 2018/2019	Projected 2019/2020
Estimated ADA		168	168	168
Object #	DESCRIPTION			
REVENUE				
8000-8999	Revenues			
8011	Local Control Funding Formula (LCFF)	423,598	432,705	442,874
8096	In Lieu of Property Tax (LCFF)	877,116	895,974	917,029
8012	Education Protection Account (LCFF)	33,600	34,322	35,129
3310-8181	Federal IDEA (Special Education)	21,000	21,452	21,956
6512-8590	Special Education Mental Health	11,928	12,184	12,471
1100-8560	State Lottery Revenue	24,192	24,712	25,293
6300-8560	State Lottery Revenue Prop 20	7,560	7,723	7,904
8550	Mandated Block Grant	27,251	27,837	28,491
8660	Interest	2,000	2,043	2,091
8650	Rent, Other	0	0	0
8699-FOUN	Donation from River Foundation	85,000	86,828	88,868
8699-DAYC	River Crew Revenue	80,000	81,720	83,640
8699-Other	Field Trip Donations & Fundraisers	30,000	30,645	31,365
6500-8792	Special Education-State	86,352	88,209	90,281
	TOTAL REVENUES	1,709,597	1,746,354	1,787,393
SALARIES/WAGES				
1000-1999	Certificated Positions			
1100	Teachers Salaries	332,706	339,860	347,846
1100	Substitutes	20,950	17,000	17,000
6500-1900	Teacher Salaries - Special Education	106,650	108,943	111,503
5000-1100	River Crew Director/Cert Supervisor	1,200	1,200	1,200
1130	Teacher Add-On/Stipends	1,500	1,500	1,500
1300	Certificated Admin Salaries	98,111	100,221	102,576
	Subtotal - Certificated Salaries	561,118	568,723	581,625
2000-2999	Classified Positions			
2100	Non Certificated Instruction (TAs)	126,800	129,526	132,570
6500-2100	Non Cert Special Education (TAs)	12,084	12,344	12,634
7200-2300	Business Manager	70,200	71,709	73,394
2700-2400	Office Manager/Registrar	50,272	51,353	52,560
2700-2400	Office Assistant	42,640	43,557	44,580
5000-2100	River Crew Salaries	57,980	59,227	60,618

River Montessori Charter School
Projected Budget

	Subtotal - Classified Salaries	359,976	367,716	376,357
	TOTAL Salaries	921,094	936,439	957,982
3000-3999	Employee Benefits			
3101	STRS- Certificated (.1443)	80,969	92,588	106,437
3203	403b Retirement Plan	3,600	3,677	3,764
3311	OASDI- Certificated (.062)	6,000	6,129	6,273
3312	OASDI- Classified (.062)	16,319	16,669	17,061
3331	Medicare/Alt- Certificated (.0145)	8,136	8,311	8,506
3332	Medicare/Classified (.0145)	5,220	5,332	5,457
3401	Health/Welfare- Certificated	64,496	65,883	67,431
3402	Health/Welfare- Classified	52,073	53,193	54,443
3501	SUI- Certificated (.01)	5,611	5,732	5,867
3502	SUI- Classified (.01)	3,600	3,677	3,764
3601	Workers Comp- Certificated	7,407	7,566	7,744
3602	Workers Comp- Classified	4,752	4,854	4,968
	Subtotal - Benefits	258,183	273,612	291,715
	TOTAL SALARIES & BENEFITS	1,179,276	1,210,050	1,249,697
	BOOKS & MATERIALS			
4000-4999	Books & Supplies			
4310	Student Materials	25,700	26,253	26,869
4310-FDTP	Student Materials (Field Trip)	25,000	25,538	26,138
4340	Computer Software	9,100	9,296	9,514
4350	Office Supplies	6,000	6,129	6,273
4370	Custodial Supplies	5,000	5,108	5,228
4390	Other Supplies	1,000	1,022	1,046
4400	Equipment/Furniture	3,000	3,065	3,137
4700	Food	6,000	6,129	6,273
	TOTAL MATERIALS & SUPPLIES	80,800	82,537	84,477
	SERVICES & OPER EXP (UNRESTRICTED)			
5000-5999	Services & Operations			
5201	Travel, Mileage	5,500	5,618	5,750
5202	Conference Expense & Tuition Reimbursement	12,225	12,488	12,781
5301	Dues	1,500	1,532	1,568
5450	Other Insurance (Property & Liability)	9,258	9,457	9,679
5500	Utilities	5,000	5,108	5,228
5510	Janitorial Service	25,000	25,538	26,138
5600	Non Capitalized Improvements	6,000	6,129	6,273

River Montessori Charter School
Projected Budget

5601	Lease	240,000	245,160	250,921
5630	Maintenance	5,000	5,108	5,228
5800	Other Operating Costs	0	0	0
5809	Vendor/Consultants	23,750	24,261	24,831
5812	Copies/Print Shop	200	204	209
5817	Data Processing - SCOE	1,200	1,226	1,255
5821	Audit Costs	10,000	10,215	10,455
5823	Legal	7,000	7,151	7,319
5830	Prof/Consultant Fees	12,500	12,769	13,069
5850	Advertising	4,000	4,086	4,182
5862	Fingerprinting Fees	1,000	1,022	1,046
5883	Oversight Fee - OAUSD	13,553	13,845	14,170
5884	Miscellaneous Expense	985	1,006	1,030
5885	Copier - Lease	5,300	5,414	5,541
5911	Telephone	2,500	2,554	2,614
5940	Communications- Internet	4,800	4,903	5,018
5950	Postage	250	255	261
TOTAL SERVICES & OTHER OPER EXP		396,521	405,046	414,565
CAPITAL OUTLAY				
6000-6999				
6100	Improvement to Sites/Bldgs.	0	0	0
6900	Depreciation Expense	53,000	54,140	55,412
OTHER OUTGO				
7000-7999				
7438	Other Debt Service Payments (Interest)	0	0	0
TOTAL 6000/7000 SERIES		53,000	54,140	55,412
Total Expenditures		1,709,598	1,751,774	1,804,151
Overage/(Deficit)		(0)	(5,420)	(16,758)

Local Control Accountability Plan and Annual Update (LCAP) Template

[Addendum:](#) General instructions & regulatory requirements.

[Appendix A:](#) Priorities 5 and 6 Rate Calculations

[Appendix B:](#) Guiding Questions: Use as prompts (not limits)

[LCFF Evaluation Rubrics:](#) Essential data to support completion of this LCAP. Please analyze the LEA's full data set; specific links to the rubrics are also provided within the template.

LEA Name	River Montessori Charter School		
Contact Name and Title	Kelly Griffith Mannion, M.Ed. Executive Director & Superintendent	Email and Phone	kmannion@rivermontessoricharter.org 707.778.6414

2017-20 Plan Summary

THE STORY

Briefly describe the students and community and how the LEA serves them.

River Montessori Charter School



As a small, public, and tuition-free school, River Montessori Charter School (RMCS) educates a diverse population of students from Transitional Kindergarten through Sixth grade, providing a robust educational offering by bringing students into the Montessori educational approach earlier in their development. Born out of community interest in a diverse, public Montessori elementary school, the RMCS community believes that every student regardless of circumstance or financial means deserves the opportunity to learn within an educational model that supports the whole child, creates lifelong learners, and educates for peace — The Montessori Method.

RMCS has significantly increased diversity over the last three years and enjoys a multi-cultural and socio-economically blended and valued community.

Our collaborative community shares a commitment to the following core values, vision, and mission:

Core Values

Collaboration: Working together, respecting others, and maintaining a global perspective enlighten students, teachers, families, and the larger community.

Academic Excellence: a prepared and rigorous Montessori environment challenges children cognitively, physically, emotionally, and socially, and provides each student with the freedom to progress at their own developmental level and pace.

Individuality: the limitless potential of every child contributes to the strength and diversity of our school community.

Community: Shared experiences foster lifelong commitment to social responsibility.

Respect: uncompromising responsibility for self, others, and the environment is critical to overall success.

Educating For Peace: Inner contentment, self-actualization, and community harmony engender the all-encompassing goal of peace.

Vision

Our vision at RMCS is to create a Montessori learning community where children are inspired to realize their academic, personal, and social potential to become global citizens.

Mission

Our mission at River Montessori Charter School is to provide students with a learning culture grounded in Montessori philosophy. This historically proven educational model supports the whole child, creates lifelong learners, and educates for peace. The resulting academic excellence is supported by a prepared classroom environment that inspires self-paced, individualized discovery; a love of learning; and respect for self, others, and the environment.

Thank You!

RMCS is extremely proud of its growth and strength as a fully non-profit and independent charter school. The RMCS Faculty, Administration, and Board of Directors express sincerest gratitude for the commitment and support of Montessori Education and collaboration of our community members!

Together we share in the vision of education creating a more peaceful world through children understanding themselves as individuals with unique and meaningful gifts to develop, refine, and contribute through their own individual effort of will.

*Our care of the child should be governed, not by the desire to make him learn things,
but by the endeavor always to keep burning within him that light which is called intelligence.*

~ Dr. Maria Montessori, *The Advanced Montessori Method*

Questions or Comments?

We welcome your questions, comments, or concerns! Although many plans are provided within the LCAP, these do not reflect all of the work we do at RMCS to serve our students and community. Please feel free to contact our Executive Director, 707.778.6414, so we can better understand your experience and perspective and continue the synergistic work of our dynamic school community. Written comments, questions, and concerns may also be submitted at any time to admin@rivermontessoricharter.org.

DRAFT

LCAP HIGHLIGHTS

Identify and briefly summarize the key features of this year's LCAP.

The shared experiences, expressed priorities and values, and identified needs of students, teachers, families, and school confirmed the following goals for the RMCS school community:

Promote Academic Excellence through Montessori Methodology

Students will be provided opportunities for exposure and achievement to a broad, interdisciplinary, and an integrated, whole-child educational experience through Montessori pedagogy.

Develop Attributes of Successful Learners in an Authentic Montessori School

Students will benefit personally and academically in a Montessori school culture of peace, safety, and respect for self, others, and their environment. Students will learn and grow in Cognitive Understanding and Thinking Skills, Confidence and Competence, Independence, Autonomy, Intrinsic Motivation, Ability to Handle External Authority, Social Responsibility, and Stewardship and Good Citizenship.

Strengthen Montessori School-Family Communication and Partnership

Students are supported socially, emotionally, physically, personally, and academically by increased parent involvement and support in various forms- in the classroom, outside of the classroom, interactions, educational support at home, participating in leadership positions with the RMCS Board and committees, volunteering at school events, and in the efforts to maintain a positive and collaborative school community for students.

LCAP actions have been re-ordered to better articulate the work and focus of RMCS and to communicate within the required LCAP template.

In order to meet these goals years, the community will focus on:

Positive collaboration and climate with an increased mindfulness program and self-reflection process for students regarding Attributes of Successful Learners

Attendance Improvement via immediate and individualized support

Full-time classroom assistants for Montessori teachers

Professional development in Montessori Didactics tailored to CCSS, CAASPP, and support for children struggling or experiencing challenge or difficulty

Respect for low-income, English Learners, foster youth and students with special needs through an individual approach to learning and tracking/assessment as RMCS is a very small school and subgroups are not statistically significant, despite significantly increasing multi-cultural and socio-economic diversity over the last three years

Universal and easily-tracked assessment program to measure individual progress of both short and long-term growth

Availability of on-line programs to provide additional academic practice for all children, especially those struggling or experiencing challenge or difficulty

CAASPP achievement through consistent strategies for familiarity and practice, tailored for the individual student's growth versus cohorts due to our small school population

REVIEW OF PERFORMANCE

Based on a review of performance on the state indicators and local performance indicators included in the LCFF Evaluation Rubrics, progress toward LCAP goals, local self-assessment tools, stakeholder input, or other information, what progress is the LEA most proud of and how does the LEA plan to maintain or build upon that success? This may include identifying any specific examples of how past increases or improvements in services for low-income students, English learners, and foster youth have led to improved performance for these students.

This year, RMCS is most proud of:

Increased community focus on Montessori pedagogy through the intention and repeated articulation of LCAP goals.

Increased participation in professional development for Montessori Guides in math, literacy, and strategic lessons and support for students who struggle; a positive and collaborative partnership among students, guides, and families; and community participation in school events and gatherings.

A new position of, Student Services Support & Assessment Coordinator, successfully fostered integration of support in all aspects of a student's school-life, founded in consistent communication and collaboration among general education teachers, special education providers, students, and families. There were no suspensions among Special Education students in 2016-17.

Suspensions were reduced to less than 1%.

Hiring and HR processes were refined to ensure updated and accurate accountability.

Diversity in student and family populations increased, providing for a multi-cultural and socio-economically diverse community in which the children can learn, and find value, respect, and support.

Participation increased within the Latin family population at community events, demonstrating increased leadership and collaboration.

RMCS student participation in RMCS-UCPNB Friendship Program with United Cerebral Palsy of the North Bay's Cypress School increased 200%.

According to surveys and feedback from stakeholders, RMCS students, families, teachers, and community value the Montessori pedagogy of independent learning, developmental/whole child approach, collaboration among students, a safe environment, and focus on the individual child available at RMCS.

While the majority of the RMCS community values standardized testing as a base-line to gauge student academic performance, there remains greater community interest and curiosity about how to

GREATEST PROGRESS

more accurately measure the individualized, developmental, whole-child, performance in a multi-year approach to learning and how to best synthesize and understand data ascertained through academic testing.
80% of students increased performance on local measures of academic understanding including San Diego Quick, DRA, and Montessori math assessments.
Reclassification is successful with 9% this year.

Referring to the LCFF Evaluation Rubrics, identify any state indicator or local performance indicator for which overall performance was in the “Red” or “Orange” performance category or where the LEA received a “Not Met” or “Not Met for Two or More Years” rating. Additionally, identify any areas that the LEA has determined need significant improvement based on review of local performance indicators or other local indicators. What steps is the LEA planning to take to address these areas with the greatest need for improvement?

GREATEST NEEDS

While in-house assessments demonstrate increased skill in reading, comprehension, and math computation and understanding through concrete materials, overall performance in the abstract CAASPP indicate that Math and ELA are areas for improvement (red). As a public Montessori school, CAASPP is one of several assessments utilized for our students and, as a standardized test, does not relate to the individualized, independently-paced, several year cycle of educational programming. However, in order to fully understand our students, other Montessori, educationally-sound, qualitative and quantitative diagnostics are in place to provide understanding of where a student stands in understanding, application, critique, and communication of interdisciplinary and integrated subject content and in all areas of development. These include the three-period lesson, presentations of knowledge to group or teacher, subject tests, portfolios, and self-, peer-, and teacher-analysis, review, and evaluation.

Program strategies for improvement include new Montessori curriculum materials aligned with CCSS, additional classroom assistants to allow more support for teacher-lessons and individual students, a school-wide, on-line formative and summative assessment, and an on-line academic support program with tailored, guided, and increased practice for children who are struggling academically. Although RMCS has significantly increased diversity over the last three years and enjoys a multi-cultural and socio-economically blended community, our small school population does not meet statistical significance for subgroups including low socio-economic, English learners, and foster youth. RMCS will begin to track student growth individually rather than by cohort.

Student emotional safety and well-being, and self-regulation has been determined as an area of improvement in awareness, understanding, school, and parent support. Teachers and students will be guided in a mindfulness program to provide further success.

As with each academic year, attendance continues as a focus of parent education and support. Like other schools and school districts in the Northern California region, RMCS student attendance was significantly impacted by serious and extended flus and colds throughout the year. Attendance strategies include immediate and tailored support for each student and family experiencing consecutive and/or growing pattern of “tardies” or absences.

Referring to the LCFF Evaluation Rubrics, identify any state indicator for which performance for any student group was two or more performance levels below the “all student” performance. What steps is the LEA planning to take to address these performance gaps?

PERFORMANCE GAPS

Since our small school population does not meet statistical significance for subgroups, our school community needs to improve Math and ELA according to CAASPP. While *Standard Met* and *Nearly Met* are fairly consistent with the State of California and Old Adobe Union School District in both ELA and Math, Level 1 and Level 4 are disproportionate.

Steps to improve these performance gaps include professional development in: Social-emotional learning and mindfulness to allow consistent focus on work; Montessori didactics and support curriculum tailored to CCSS; support for struggling students; trackable on-going assessment (on-line, long-term); on-line program to provide academic practice for RtI identified students; and consistent familiarity and practice with CAASPP expectations, language, platform, etc. via Interim Assessments and the Digital Library to garner improvement in achievement on CAASPP.

INCREASED OR IMPROVED SERVICES

If not previously addressed, identify the two to three most significant ways that the LEA will increase or improve services for low-income students, English learners, and foster youth.

In accordance with Montessori pedagogy and the flexible nature of a charter school, RMCS will approach, track, and assess, and report the measurable growth of students as individuals. In this way, each student will receive an individually-tailored, personalized education for growth and progress. All students, including low income, English Learners, foster youth, and students with disabilities, will receive individualized instruction, universal screening and intake assessments, three quarterly formative assessments, and support via extra time with a teacher/lessons, extra practice and diagnostics via on-line skill development programs, and consistent RtI. Additional staff and classroom teaching assistants will support students and teachers in ensuring these levels of interventions and improvements.

BUDGET SUMMARY

Complete the table below. LEAs may include additional information or more detail, including graphics.

DESCRIPTION

AMOUNT

Total General Fund Budget Expenditures for LCAP Year

\$1,714,597

Total Funds Budgeted for Planned Actions/Services to Meet the Goals in the LCAP for LCAP Year

\$ 1,714,597

The LCAP is intended to be a comprehensive planning tool but may not describe all General Fund Budget Expenditures. Briefly describe any of the General Fund Budget Expenditures specified above for the LCAP year not included in the LCAP.

All funds will be spent on LCAP goals for this current year.

\$ 1,334,314

Total Projected LCFF Revenues for LCAP Year

Annual Update

LCAP Year Reviewed: 2016-17

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Goal 1

Promote Academic Excellence Through Montessori Methodology

State and/or Local Priorities Addressed by this goal:

STATE 1 2 3 4 5 6 7 8

COE 9 10

LOCAL Students benefit from Montessori methodology to ensure exposure and achievement with a broad, interdisciplinary, and an integrated, whole-child educational experience.

ANNUAL MEASURABLE OUTCOMES

EXPECTED

All students, including EL and Foster youth, on average, continuously enrolled for Montessori three-year cycles at RMCS beginning in the TK/K, including those in numerically significant subgroups, will show measurable progress academically and on state assessments.

English Learners continuously enrolled for Montessori three-year cycles at RMCS beginning in the TK/K will show consistent gains in language proficiency and increasing percentage of English Learners continuously enrolled at RMCS for five (5) years or more will achieve reclassification to Fluent English Proficiency as measured by CELDT and local measures.

Students at RMCS will demonstrate knowledge of a broad course of study (English, mathematics, social sciences, science, visual and performing arts, health, physical education) as evidenced by individual and group work and presentations, portfolios, three-period lessons, observations, interactions with peers and guides, in-house and state-required formative and summative assessments.

Increased number of guides will attend professional development/training.

ACTUAL

Baselines were established for students continuously enrolled, beginning in the foundational level of Montessori Education in TK/K. Students demonstrated growth on local measures, including those in numerically significant subgroups, but are not yet of level to participate in state assessments.

Baselines were established for English Learners continuously enrolled, beginning in the foundational level of Montessori Education in TK/K. English Learners demonstrated growth on local measures. Although there were no English Learners continuously enrolled at RMCS for five (5) years or more, there was an overall 9% reclassification to Fluent English Proficiency as measured by CELDT and local measures.

Students at RMCS demonstrated knowledge of a broad course of study (English, mathematics, social sciences, science, visual and performing arts, health, physical education) as evidenced by individual and group work and presentations, portfolios, three-period lessons, observations, interactions with peers and guides, in-house and state-required formative and summative assessments.

An increased number of guides attended professional development/training. All guides received either formal training by a Teacher-Trainer or attended a professional conference.

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action	1		
Actions/Services		PLANNED Guide-Level teams to create Montessori lessons in the language of CAASPP for students.	ACTUAL Guide-Level teams created Montessori lessons in the language of CAASPP for students.
Expenditures		BUDGETED \$457,733 (obc 1100-1130)	ESTIMATED ACTUAL \$483,592 (obc 1100-1130)

Action	2		
Actions/Services		PLANNED Guides to utilize Digital Library for practice and development in CCSS/CAASPP.	ACTUAL Guides utilized Digital Library for practice and development in CCSS/CAASPP.
Expenditures		BUDGETED \$0	ESTIMATED ACTUAL \$0

Action	3		
Actions/Services		PLANNED Collect assessment data to address the concrete nature of Montessori Methodology in the early years and to begin to determine whether Montessori students have a greater performance increase on state assessments in later years when they are fully abstracting.	ACTUAL Staff collected assessment data to address the concrete nature of Montessori Methodology in the early years and to begin to determine whether Montessori students have a greater performance increase on state assessments in later years when they are fully abstracting. Participation in larger Montessori community collection of assessment data.
Expenditures		BUDGETED \$0	ESTIMATED ACTUAL \$0

Action **4**

Actions/Services	PLANNED Review and refine hiring processes and personnel files to ensure compliance in meeting RMCS charter requirements for Montessori and state-required credentials.	ACTUAL Reviewed and refined hiring processes and personnel files to ensure compliance in meeting RMCS charter requirements for Montessori and state-required credentials.
Expenditures	BUDGETED \$367,124 (obc 1100)	ESTIMATED ACTUAL \$482,392 (obc 1100)

Action

5

Actions/Services	PLANNED Guides to receive professional development for supporting struggling learners.	ACTUAL Guides received professional development for supporting struggling learners from ETC Montessori, The Shelton School, EDCOE Charter SELPA, RMCS Education Specialist, AMS Conference Leaders/Trainers
Expenditures	BUDGETED \$21,756 (obc 5202)	ESTIMATED ACTUAL \$10,040 (obc 5202 & 5201)

Action

6

Actions/Services	PLANNED Continued implementation of 2015-16 pilot programs to support ELs in progress towards EL proficiency and having access to the content areas.	ACTUAL Implementation of 2015-16 pilot programs continued to support ELs in progress towards EL proficiency and having access to the content areas.
Expenditures	BUDGETED \$26,904 (obc 1100)	ESTIMATED ACTUAL \$26,904 (obc 1100)

Goal 2

Develop Attributes of Successful Learners in an Authentic Montessori School

State and/or Local Priorities Addressed by this goal:

STATE 1 2 3 4 5 6 7 8

COE 9 10

LOCAL Students benefit personally and academically in a Montessori school culture of peace, and respect for self, others, and their environment. This experience allows individual talents to flourish, invites willing interest, eager participation, self-understanding and direction, purposeful work, and develops attributes of successful learners as defined by Attributes of Successful Learners in the Authentic American Montessori School: Cognitive Understanding and Thinking Skills, Confidence and Competence, Independence, Autonomy, Intrinsic Motivation, Ability to Handle External Authority, Social Responsibility, and Stewardship and Good Citizenship.

ANNUAL MEASURABLE OUTCOMES

EXPECTED

RMCS will achieve a 95% ADA rate as evidenced through attendance records.
 RMCS will show an increase in positive school climate and satisfaction as evidenced by student surveys.
 RMCS will demonstrate less than 10% suspension and expulsion rates, as measured through student discipline records.
 Increase of students, including EL and foster youth, who show mastery on Attributes of Successful Learners.

ACTUAL

Due to overwhelming numbers of student flu and colds, RMCS achieved a 94% ADA rate as evidenced through attendance records.
 RMCS demonstrated an increase in positive school climate and satisfaction as evidenced by student surveys, with only 3% percent of students stating that the school was “not peaceful”.
 RMCS demonstrated less than 10% suspension and expulsion rates, as measured through student discipline records with less than 1% suspension and 0% expulsion.
 Increase of students, including EL and foster youth, who show mastery on Attributes of Successful Learners with 90%.

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action

1

Actions/Services

PLANNED
 Establish baselines of student perspective on school climate and satisfaction with school experience.

ACTUAL
 Established baselines of student perspective on school climate and satisfaction with school experience.

Expenditures

BUDGETED
 \$380,460 (obc 1300,2100-2400)

ESTIMATED ACTUAL
 \$397,110 (obc 1300,2100-2400)

Action

2

Actions/Services	<p>PLANNED Further inquiry, interaction, and understanding with students regarding student perspective, purposeful work, roles and leadership during each year in a Montessori classroom and within the larger school community.</p>	<p>ACTUAL Through working with students in their individual student planning, classroom leadership, level roles, and personal and community responsibilities, Montessori Guides, teaching staff, and school director pursued further meaningful inquiry, interaction, and understanding with students regarding student perspective, purposeful work, roles and leadership during each year in a Montessori classroom and within the larger school community.</p>
Expenditures	<p>BUDGETED \$0</p>	<p>ESTIMATED ACTUAL \$0</p>

Action

3

Actions/Services	<p>PLANNED School leaders- faculty, administration, board- to frequently articulate leadership and focus on Montessori pedagogy for students and RMCS stakeholders.</p>	<p>ACTUAL School leaders- faculty, administration, board- frequently articulated leadership and focus on Montessori pedagogy for students and RMCS stakeholders. RMCS Mission and Vision read at all board meetings, Montessori literature, education and child-related articles frequently distributed to families, Montessori Education Week celebration included a display and focus on the RMCS Montessori and Family Support Lending Library with much parent "borrowing" and meaningful discussions. Community Conversations to focus on parenting and how to lean into Montessori focus of individuality, competence garners confidence, and how to best support a child in a developmentally-appropriate and Montessori way.</p>
Expenditures	<p>BUDGETED \$0</p>	<p>ESTIMATED ACTUAL \$0</p>

Action

4

Actions/Services	<p>PLANNED Review of attendance contracts and other strategies to ensure understanding and promotion of attendance awareness.</p>	<p>ACTUAL Attendance contracts and other strategies were reviewed to ensure understanding and promotion of attendance awareness.</p>
Expenditures	<p>BUDGETED \$0</p>	<p>ESTIMATED ACTUAL \$0</p>

Action	5		
Actions/Services		<p>PLANNED Students with exceptional needs, ELs, high and low-achieving in any area of Attributes of Successful Learners will receive documented differentiated curriculum and instructional supports to meet their developmental needs.</p>	<p>ACTUAL Students with exceptional needs, ELs, high and low-achieving in any area of Attributes of Successful Learners received documented differentiated curriculum and instructional supports to meet their developmental needs via Guides, Student Services Coordinator, and other staff and specialists as necessary.</p>
Expenditures		<p>BUDGETED \$109,904 (obc 1100 &1900)</p>	<p>ESTIMATED ACTUAL \$119,518 (obc 1100 &1900)</p>

Action	6		
Actions/Services		<p>PLANNED In addition to Montessori record- keeping (student lessons), the school-wide on-line, pilot program of 2015-16 will be implemented from a planning perspective, parent education tool, and communication tool.</p>	<p>ACTUAL In addition to Montessori record- keeping (student lessons), the school-wide on-line, pilot program of 2015-16 was implemented from a planning perspective, parent education tool, and communication tool. Guides are more proficient. Program upgrade appreciated by guides. Very low parent participation rate in viewing and some parents expressed concern regarding the level of work for guides as a parent communication tool.</p>
Expenditures		<p>BUDGETED \$21,756 (obc 5202)</p>	<p>ESTIMATED ACTUAL \$10,040 (obc 5202 & 5201)</p>

Action	7		
Actions/Services		<p>PLANNED Implementation of Montessori Professional Development Opportunities for Guides</p>	<p>ACTUAL Various implementation of Montessori Professional Development Opportunities for Guides via professional consultants, trainers, workshops, and conferences.</p>
Expenditures		<p>BUDGETED \$0</p>	<p>ESTIMATED ACTUAL \$0</p>

Goal 3

Strengthen Montessori School-Family Communication and Partnership

State and/or Local Priorities Addressed by this goal:

STATE 1 2 3 4 5 6 7 8

COE 9 10

LOCAL Students benefit socially, emotionally, physically, personally, and academically by parent involvement and support in various forms- in the classroom, outside of the classroom, interactions, educational support at home, participating in leadership positions with the RMCS Board and committees, volunteering at school events, and in the efforts to maintain a positive and collaborative school community for students.

ANNUAL MEASURABLE OUTCOMES

EXPECTED

Establish baselines in satisfaction rating on annual community survey results.

Establish baselines of parent participation in parent education events, volunteering in/for classroom, and on board committees.

Establish baselines for parent participation in daily math facts and reading practice at home for all students, including EL and foster youth.

Increase student support via parent participation in parent education, volunteering in/for classroom and on board committees.

ACTUAL

Community survey results yielded a very poor response rate despite multiple requests, reminders, and formats; greatest return was 16 responses; with an average of 80% satisfaction in most areas including how is my child doing/happy with work/meeting goals; to 88% in peaceful environment, 100% satisfaction with communication; 94% satisfaction with Executive Director.

Baselines established of parent participation in parent education events, volunteering in/for classroom, and on board committees.

Baselines established for parent participation in daily math facts and reading practice at home for all students, including EL and foster youth, however, very low return of surveys from parents.

Increased parent participation in parent education, volunteering in/for classroom and on board committees. Student gains demonstrated in students who were struggling as evidenced by family participation in process of support.

ACTIONS / SERVICES

Duplicate the Actions/Services from the prior year LCAP and complete a copy of the following table for each. Duplicate the table as needed.

Action

1

Actions/Services

PLANNED

Parent education calendar and promotion, establish strategies for increasing awareness of value, welcome, support, and community nature of RMCS, volunteering opportunities, and family events.
Child care availability for enrolled students.

PLANNED

Parent education calendars and events were distributed, promoted in weekly and monthly newsletters, emails, and school signage. Communication strategies were utilized for understanding parent perspective and how to best increase awareness of value, welcome, support, and community nature of RMCS, volunteering opportunities, and family events.

	Child care was available for enrolled students.
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BUDGETED \$16,500 (obc 5850,5885,4340 & 4350)	ESTIMATED ACTUAL \$23,724 (obc 5850,5885,4340 & 4350)
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Expenditures

Action

2

PLANNED Documentation of participation.	ACTUAL Participation was documented through sign-in sheets at events and workshops and via attendance records at meetings, conferences, etc.
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Actions/Services

BUDGETED \$0	ESTIMATED ACTUAL \$0
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Expenditures

Action

3

PLANNED Establish baselines for satisfaction. Increase depth of questions asked and answered in surveys.	PLANNED Baselines were established for satisfaction, although very poor rate of return despite multiple requests, reminders, and formats. Depth of questions asked and answered in surveys was increased and varied in attempt to generate more participation.
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Actions/Services

BUDGETED \$16,500 (obc 5850,5885,4340 & 4350)	ESTIMATED ACTUAL \$23,724 (obc 5850,5885,4340 & 4350)
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Expenditures

Action

4

PLANNED Measure participation rates in surveys, volunteering by level, F/RL, and ethnicity, to survey and ensure understanding of parent participation patterns.	ACTUAL Participation rates were measured in surveys, volunteering by level, F/RL, and ethnicity, to survey and ensure understanding of parent participation patterns.
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Actions/Services

Expenditures

BUDGETED
\$0

ESTIMATED ACTUAL
\$0

Action

5

Actions/Services

PLANNED
Communication and encouragement for help at home, daily skills practice in math facts and reading, independence, and support with organization, receptivity to learning, and executive functioning skills.

ACTUAL
Through weekly emails, monthly newsletters, student-parent-teacher partnership meetings, and conferences with Guides and school, consistent communication and encouragement was provided for help at home, daily skills practice in math facts and reading, independence, and support with organization, receptivity to learning, and executive functioning skills.

Expenditures

BUDGETED
\$16,500 (obc 5850,5885,4340 & 4350)

ESTIMATED ACTUAL
\$23,724 (obc 5850,5885,4340 & 4350)

DRAFT

ANALYSIS

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.

GOAL 1: Promote Academic Excellence Through Montessori Methodology

The overall implementation of actions to achieve the goal of Promoting Academic Excellence Through Montessori Methodology allowed students to benefit from Montessori methodology to ensure exposure and achievement with a broad, interdisciplinary, and an integrated, whole-child educational experience. As a growing school with only a three year old TK/K program, RMCS has yet to experience large numbers of students completing learning cycles. As diversity continues to increase, RMCS will continue tracking to demonstrate that the proficiencies are consistent and measurable over time. Professional development was valued by faculty in the areas of reading, writing, mathematics, special needs, and a variety of subjects covered at a Montessori conference.

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

Overall, created materials, lessons, and practice for CAASPP varied by classroom, and with great ideas, but ultimately requires more consistency across level classrooms. RMCS looks forward to the results of assessment data being shared, collected, and compiled with a Montessori data-base to generate national trends, strengths, and needs in Montessori pedagogy.

Ensuring consistent hiring processes and personnel files provides certainty and confidence in teachers and staff by all stakeholders.

Guides very much appreciated and expressed the value of the professional development for supporting struggling learners and implemented various strategies during the year with students, in tandem with the Student Services Coordinator, for a very successful year, both for and with, children requiring extra support.

Continued implementation of 2015-16 pilot programs to support ELs in progress towards EL proficiency and having access to the content areas was inconsistent and requires improvement.

Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

RMCS spent \$9,614 more than the budget on speech therapy for our children, based on unanticipated Special Education/IEP services.

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

As Montessori education is an individualized curriculum which includes multi-year planes of development and growth, and three sets of three-multi-year program levels at RMCS, it is integral and invaluable that RMCS measure growth and progress over time for the individual student. As a result of analysis, RMCS has stated metrics for improving local and state assessment and will incorporate additional professional development specific to Montessori and CCSS. An outside Montessori curriculum will be implemented and measured to ensure a broad course of study and continued success for all students. The creators of this CCSS aligned Montessori curriculum will provide on-site training and on-line based communication to ensure proper implementation and support for guides. Changes listed in Goal 1. (In order to streamline and bring additional clarity to the RMCS LCAL, re-alignment of charter-specific state priorities to RMCS goals are reflected in 2017-2020 goals and actions, i.e., parent engagement goals and actions are included only in RMCS Goal 3.)

ANALYSIS

Complete a copy of the following table for each of the LEA's goals from the prior year LCAP. Duplicate the table as needed.

Use actual annual measurable outcome data, including performance data from the LCFF Evaluation Rubrics, as applicable.

Describe the overall implementation of the actions/services to achieve the articulated goal.

GOAL 2: Develop Attributes of Successful Learners in an Authentic Montessori School

Actions taken as required regarding student perspective on school climate and satisfaction with school experience via surveys, meetings with students, student services coordinator collaboration. School leaders promoted Montessori philosophy including the Board reading the school mission and vision at every board meeting.

While attendance contracts and other strategies such as letters, phone calls, and meetings, were implemented to ensure understanding and promotion of attendance awareness, the multiple flus and colds affecting the larger community impacted attendance greatly. Students with exceptional needs received documented support to meet their needs and further their success personally and academically.

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

90% of students were successful in their growth and progress in Attributes of Successful Learners. Guides became more proficient with the on-line tracking of each student's work with Montessori lessons. A program upgrade has enhanced it's its value in-house. However, both parents and guides have questioned the necessity and relevance for parents. Professional development and school-wide implementation of social emotional awareness and self-regulation allowed individual growth, support by the community of students, peers, guides, families, and for peaceful learning environments. Suspension rate well-below goal.

Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

RMCS spent \$25,859 more on teacher's salaries due to a mid-year resignation and hiring alternate teaching staff.

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

Actions can be better articulated as they relate, specifically regarding student perspective regarding their work and school climate. This can be found in the goals and actions areas of the LCAP. School leadership and communication can be combined to address the common goal of ensuring student understanding and support for their work, roles, responsibilities, and personal and community leadership. In order to streamline and bring additional clarity to the RMCS LCAL, re-alignment of charter-specific state priorities to RMCS goals are reflected in 2017-2020 goals and actions, i.e., parent engagement goals and actions are included only in RMCS Goal 3.

Describe the overall implementation of the actions/services to achieve the articulated goal.

GOAL 3: Strengthen Montessori School-Family Partnership
Qualitatively, the majority of guides and staff indicate that they felt a greater positivity and higher trust in the philosophy and in their work as teachers which affected their daily work with the children and their student's success. They felt supported by parents in an expressively positive, appreciative culture, with high participation in school events and activities in 2016-17.

Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.

Actions for establishing baselines and increasing parent participation. Although participation rates were lower in surveys, in-person attendance at events and activities was markedly increased. Communication regarding math and reading practice at home was conducted on an individual basis and found success through partnership.

Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures.

RMCS spent \$7,224 more than budgeted mostly on new software and advertising.

Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

Attendance measures are included in Goal 2 and actions are combined as related. Changes can be found in Goal 2 Goals, Actions, and Services. In order to streamline and bring additional clarity to the RMCS LCAL, re-alignment of charter-specific state priorities to RMCS goals are reflected in 2017-2020 goals and actions, i.e., parent engagement goals and actions are included only in RMCS Goal 3.

Stakeholder Engagement

LCAP Year 2017-18 2018-19 2019-20

INVOLVEMENT PROCESS FOR LCAP AND ANNUAL UPDATE

How, when, and with whom did the LEA consult as part of the planning process for this LCAP/Annual Review and Analysis?

In order to consult and capture all stakeholder opinions, several public meetings were held and surveys were widely distributed with students, faculty, families, and the Board of Directors. LCAP updates were included on Board meeting agendas and addressed with goals, actions, and progress discussed at most Board meetings. Public LCAP Hearings were held on December 13, 2016 and May 9, 2017; participation doubled the previous LCAP year with attendance by parents, board members, faculty, and staff.

Community Conversation Meetings

September 20, 2016
November 29, 2016
February 28, 2017
May 3, 2017

Spanish Forum Meetings

March 2, 2017

Board Meeting LCAP Discussions

June 29, 2016
August 9, 2016
September 13, 2016
October 11, 2016
November 8, 2016
December 13, 2016 & Public Feedback Session
February 4, 2017
February 15, 2017
May 9, 2017 & Public Hearing
June 27, 2017

Parent Surveys

October 27, 2016
November 17, 2016
December 5, 2016
January 27, 2017
May 12, 17

Faculty Meetings

July 20, 21 2016 April 7, 14, 28, 2017
August 5, 19, 2016 May 5, 12, 26, 2017
September 2, 9, 2016 June 5, 2017
October 14, 28, 2016
December 2, 16, 2017
January 13, 20, 27, 2017
February 17, 2017
March 3, 2017

Student Surveys

October 17, 2016
May 4, 2017

Faculty Survey

October 17, 2016
January 9, 2017
May 9, 2017

IMPACT ON LCAP AND ANNUAL UPDATE

How did these consultations impact the LCAP for the upcoming year?

With greater experience and familiarity of the clarity of the goals in the RMCS LCAP within the community at large, richer discussions were held about the process, goals, actions, analysis, and forward movement of the RMCS LCAP. Additional outside training was sought to determine the unique needs of a charter school in addressing a school LCAP and how to best serve the needs of RMCS' students and community. All stakeholder opinions were gathered, tallied, and aided in the process of ensuring goals in which all stakeholders have contribution and consensus.

The LCAP process has increased conversation about the importance and value of RMCS as a public and independent charter school and how all stakeholders contribute to the success of students and the community through the specific goals and actions we each take with our individual roles and responsibilities as community members. Conversation about Montessori education, individuality of students in their learning, and self-paced, hands-on discovery in a social and collaborative environment is frequent and lofty at RMCS and keeps the community inspired and supportive of our students and each other!

Goals, Actions, & Services

Strategic Planning Details and Accountability

Complete a copy of the following table for each of the LEA's goals. Duplicate the table as needed.

New
 Modified
 Unchanged

Goal 1

Promote Academic Excellence Through Montessori Methodology

State and/or Local Priorities Addressed by this goal:

STATE 1 2 3 4 5 6 7 8
 COE 9 10
 LOCAL RMCS Charter

Identified Need

Students benefit from Montessori methodology to ensure exposure and achievement with a broad, interdisciplinary, and an integrated, whole-child educational experience.

EXPECTED ANNUAL MEASURABLE OUTCOMES

Metrics/Indicators

Baseline

2017-18

2018-19

2019-20

Local Assessments and measures (individual and group work and presentations, portfolios, three-period lessons, observations, interactions with peers and guides.) CAASPP (or other state-required assessments)	Individual scores on local measures and CAASPP.	Using local indicators and self-reflection tools, the progress of individual students, including EL and Foster youth, on average, continuously enrolled for Montessori three-year cycles at RMCS beginning in the TK/K, including those in numerically significant subgroups, will be measured and reported to the RMCS community of stakeholders and Board of Directors. RMCS annually measures and reports progress in implementing state academic standards to the RMCS community and Board of Directors.	Using local indicators and self-reflection tools, the progress of individual students, including EL and Foster youth, on average, continuously enrolled for Montessori three-year cycles at RMCS beginning in the TK/K, including those in numerically significant subgroups, will be measured and reported to the RMCS community of stakeholders and Board of Directors. RMCS annually measures and reports progress in implementing state academic standards to the RMCS community and Board of Directors.	Using local indicators and self-reflection tools, the progress of individual students, including EL and Foster youth, on average, continuously enrolled for Montessori three-year cycles at RMCS beginning in the TK/K, including those in numerically significant subgroups, will be measured and reported to the RMCS community of stakeholders and Board of Directors. RMCS annually measures and reports progress in implementing state academic standards to the RMCS community and Board of Directors.
Local Assessments and Measures (individual and group work and presentations, portfolios, three-period lessons, observations, interactions with peers and guides.) CELDT, ELPAC, or required state assessments SOLOM	No baseline.	Compare ELPAC with CELDT to determine new understanding and baselines and report to RMCS community and governing Board of Directors.	Using local indicators and self-reflection tools, the progress of individual English Learners continuously enrolled for Montessori three-year cycles at RMCS beginning in the TK/K who show consistent gains in language proficiency and those individual English Learners continuously enrolled at RMCS for five (5) years or more achieving reclassification to Fluent English Proficiency will be measured and reported to the RMCS community of stakeholders and governing Board of Directors.	Using local indicators and self-reflection tools, the progress of individual English Learners continuously enrolled for Montessori three-year cycles at RMCS beginning in the TK/K who show consistent gains in language proficiency and those individual English Learners continuously enrolled at RMCS for five (5) years or more achieving reclassification to Fluent English Proficiency will be measured and reported to the RMCS community of stakeholders and governing Board of Directors.
Attendance Rate	100% Guides attended at least one professional development training	Increased number of guides will attend more than one professional development/training and/or formally share their learning with faculty	Increased number of guides will attend more than one professional development/training and/or formally share their learning with faculty	Increased number of guides will attend more than one professional development/training and/or formally share their learning with faculty
Local Assessments and Measures	Charter school compliance requirements.	Number/percentage of misassignments of teachers of ELs, total teacher misassignments, and teacher vacancies measured and reported to RMCS community and governing Board of Directors.	Number/percentage of misassignments of teachers of ELs, total teacher misassignments, and teacher vacancies measured and reported to RMCS community and governing Board of Directors.	Number/percentage of misassignments of teachers of ELs, total teacher misassignments, and teacher vacancies measured and reported to RMCS community and governing Board of Directors.

Action 1

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served All Students with Disabilities [Specific Student Group(s)] _____

Location(s) All schools Specific Schools: _____ Specific Grade spans: _____

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served English Learners Foster Youth Low Income

Scope of Services LEA-wide Schoolwide **OR** Limited to Unduplicated Student Group(s)

Location(s) All schools Specific Schools: RMCS _____ Specific Grade spans Charter-wide _____

PLANNED ACTIONS / SERVICES

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

ACTIONS/SERVICES

2017-18

2018-19

2019-20

<input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Modified <input type="checkbox"/> Unchanged	<input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Modified <input type="checkbox"/> Unchanged	<input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Modified <input type="checkbox"/> Unchanged
Using local indicators and self- reflection tools, the progress of individual students, including EL and Foster youth, on average, continuously enrolled for Montessori three-year cycles at RMCS beginning in the TK/K, including those in numerically significant subgroups, will be measured and reported to the RMCS community of stakeholders and Board of Directors. RMCS annually measures and reports progress in implementing state academic standards to the RMCS community and governing Board of Directors.	Using local indicators and self- reflection tools, the progress of individual students, including EL and Foster youth, on average, continuously enrolled for Montessori three-year cycles at RMCS beginning in the TK/K, including those in numerically significant subgroups, will be measured and reported to the RMCS community of stakeholders and Board of Directors. RMCS annually measures and reports progress in implementing state academic standards to the RMCS community and governing Board of Directors.	Using local indicators and self- reflection tools, the progress of individual students, including EL and Foster youth, on average, continuously enrolled for Montessori three-year cycles at RMCS beginning in the TK/K, including those in numerically significant subgroups, will be measured and reported to the RMCS community of stakeholders and Board of Directors. RMCS annually measures and reports progress in implementing state academic standards to the RMCS community and governing Board of Directors.

BUDGETED EXPENDITURES

2017-18

2018-19

2019-20

Amount	\$1,127	Amount	\$1,127	Amount	\$1,127
Source	6500	Source	6500	Source	6500
Budget Reference	obc 1900	Budget Reference	obc 1900	Budget Reference	obc 1900

Action **2**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

<u>Students to be Served</u>	<input type="checkbox"/> All <input type="checkbox"/> Students with Disabilities <input type="checkbox"/> [Specific Student Group(s)] _____
<u>Location(s)</u>	<input type="checkbox"/> All schools <input type="checkbox"/> Specific Schools: _____ <input type="checkbox"/> Specific Grade spans: _____

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

<u>Students to be Served</u>	<input checked="" type="checkbox"/> English Learners <input checked="" type="checkbox"/> Foster Youth <input checked="" type="checkbox"/> Low Income
<u>Scope of Services</u>	<input checked="" type="checkbox"/> LEA-wide <input checked="" type="checkbox"/> Schoolwide OR <input type="checkbox"/> Limited to Unduplicated Student Group(s)
<u>Location(s)</u>	<input checked="" type="checkbox"/> All schools <input checked="" type="checkbox"/> Specific Schools: RMCS _____ <input checked="" type="checkbox"/> Specific Grade spans Charter-wide _____

ACTIONS/SERVICES

2017-18

New Modified Unchanged

Compare ELPAC with CELDT to determine new understanding and baselines and report to RMCS community and governing Board of Directors.

2018-19

New Modified Unchanged

Using local indicators and self- reflection tools, the progress of individual English Learners continuously enrolled for Montessori three-year cycles at RMCS beginning in the TK/K who show consistent gains in language proficiency and those individual English Learners continuously enrolled at RMCS for five (5) years or more achieving reclassification to Fluent English Proficiency will be measured and reported to the RMCS community of stakeholders and governing Board of Directors.

2019-20

New Modified Unchanged

Using local indicators and self- reflection tools, the progress of individual English Learners continuously enrolled for Montessori three-year cycles at RMCS beginning in the TK/K who show consistent gains in language proficiency and those individual English Learners continuously enrolled at RMCS for five (5) years or more achieving reclassification to Fluent English Proficiency will be measured and reported to the RMCS community of stakeholders and governing Board of Directors.

BUDGETED EXPENDITURES

2017-18

Amount
 Source
 Budget Reference

2018-19

Amount
 Source
 Budget Reference

2019-20

Amount
 Source
 Budget Reference

Action **3**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served All Students with Disabilities [Specific Student Group(s)] _____
Location(s) All schools Specific Schools: _____ Specific Grade spans: _____

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served English Learners Foster Youth Low Income
Scope of Services LEA-wide Schoolwide **OR** Limited to Unduplicated Student Group(s)
Location(s) All schools Specific Schools: RMCS _____ Specific Grade spans Charter-wide _____

ACTIONS/SERVICES

2017-18

New Modified Unchanged

Increased number of guides will attend more than one professional development/training and/or formally share their learning with faculty.

2018-19

New Modified Unchanged

Increased number of guides will attend more than one professional development/training and/or formally share their learning with faculty.

2019-20

New Modified Unchanged

Increased number of guides will attend more than one professional development/training and/or formally share their learning with faculty.

BUDGETED EXPENDITURES

2017-18

Amount 17,725
 Source 0000
 Budget Reference obc 5201 & 5202

2018-19

Amount 17,725
 Source 0000
 Budget Reference obc 5201 & 5202

2019-20

Amount 17,725
 Source 0000
 Budget Reference obc 5201 & 5202

Action **4**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served All Students with Disabilities [Specific Student Group(s)] _____
Location(s) All schools Specific Schools: _____ Specific Grade spans: _____

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served English Learners Foster Youth Low Income
Scope of Services LEA-wide Schoolwide **OR** Limited to Unduplicated Student Group(s)
Location(s) All schools Specific Schools: RMCS _____ Specific Grade spans Charter-wide _____

Number/percentage of misassignments of teachers of ELs, total teacher misassignments, and teacher vacancies measured and reported to RMCS community and Board of Directors

Number/percentage of misassignments of teachers of ELs, total teacher misassignments, and teacher vacancies measured and reported to RMCS community and Board of Directors

Number/percentage of misassignments of teachers of ELs, total teacher misassignments, and teacher vacancies measured and reported to RMCS community and Board of Directors

BUDGETED EXPENDITURES

2017-18

Amount

\$35,100

Source

0000

Budget Reference

obc 2300

2018-19

Amount

\$35,100

Source

0000

Budget Reference

obc 2300

2019-20

Amount

\$35,100

Source

0000

Budget Reference

obc 2300

New Modified Unchanged

Goal 2

Develop Attributes of Successful Learners in an Authentic Montessori School

[State and/or Local Priorities Addressed by this goal:](#)

STATE 1 2 3 4 5 6 7 8
 COE 9 10
 LOCAL RMCS Charter

[Identified Need](#)

Students benefit personally and academically in a Montessori school culture of peace, and respect for self, others, and their environment. This experience allows individual talents to flourish, invites willing interest, eager participation, self-understanding and direction, purposeful work, and develops attributes of successful learners as defined by Attributes of Successful Learners in the Authentic American Montessori School: Cognitive Understanding and Thinking Skills, Confidence and Competence, Independence, Autonomy, Intrinsic Motivation, Ability to Handle External Authority, Social Responsibility, and Stewardship and Good Citizenship.

[EXPECTED ANNUAL MEASURABLE OUTCOMES](#)

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Attendance records.	94%	RMCS will achieve a 95% ADA rate.	RMCS will achieve a 95% ADA.	RMCS will achieve a 95% ADA.
Student Survey Self-Reflections Continued qualitative and quantitative forums and meetings with Guides, support staff, and Head of School	97% student satisfaction	RMCS will administer a local climate survey annually, measure and report outcomes to the community and governing Board of Directors and take actions based on results.	RMCS will administer a local climate survey annually, measure and report outcomes to the community and governing Board of Directors and take actions based on results.	RMCS will administer a local climate survey annually, measure and report outcomes to the community and governing Board of Directors and take actions based on results.

Student discipline records.	Less than 1%	RMCS will maintain less than 10% suspension and expulsion rates.	RMCS will maintain less than 10% suspension and expulsion rates.	RMCS will maintain less than 10% suspension and expulsion rates.
Evaluation of Attributes of Successful Learners.	90%	RMCS will measure and report the number of individual students, including EL and foster youth, who show mastery on Attributes of Successful Learners.	RMCS will measure and report the number of individual students, including EL and foster youth, who show mastery on Attributes of Successful Learners.	RMCS will measure and report the number of individual students, including EL and foster youth, who show mastery on Attributes of Successful Learners.

Action **1**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served All Students with Disabilities [Specific Student Group(s)] _____

Location(s) All schools Specific Schools: _____ Specific Grade spans: _____

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served English Learners Foster Youth Low Income

Scope of Services LEA-wide Schoolwide **OR** Limited to Unduplicated Student Group(s)

Location(s) All schools Specific Schools: RMCS _____ Specific Grade spans Charter-wide _____

ACTIONS/SERVICES

2017-18	2018-19	2019-20
<input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Modified <input type="checkbox"/> Unchanged	<input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Modified <input type="checkbox"/> Unchanged	<input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Modified <input type="checkbox"/> Unchanged
RMCS will strive to achieve a 95% ADA rate and measure and report to RMCS Board of Directors and Stakeholders.	RMCS will strive to achieve a 95% ADA rate and measure and report to RMCS Board of Directors and Stakeholders.	RMCS will strive to achieve a 95% ADA rate and measure and report to RMCS Board of Directors and Stakeholders.

BUDGETED EXPENDITURES

2017-18	2018-19	2019-20
Amount \$12,568	Amount \$12,568	Amount \$12,568

Source

0000

Source

0000

Source

0000

Budget
Reference

obc 2400

Budget
Reference

obc 2400

Budget
Reference

obc 2400

DRAFT

PLANNED ACTIONS / SERVICES

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

2

Action

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

<u>Students to be Served</u>	<input type="checkbox"/> All	<input type="checkbox"/> Students with Disabilities	<input type="checkbox"/> [Specific Student Group(s)] _____
<u>Location(s)</u>	<input type="checkbox"/> All schools	<input type="checkbox"/> Specific Schools: _____	<input type="checkbox"/> Specific Grade spans: _____

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

<u>Students to be Served</u>	<input checked="" type="checkbox"/> English Learners	<input checked="" type="checkbox"/> Foster Youth	<input checked="" type="checkbox"/> Low Income
<u>Scope of Services</u>	<input checked="" type="checkbox"/> LEA-wide	<input checked="" type="checkbox"/> Schoolwide	OR <input type="checkbox"/> Limited to Unduplicated Student Group(s)
<u>Location(s)</u>	<input checked="" type="checkbox"/> All schools	<input checked="" type="checkbox"/> Specific Schools: RMCS _____	<input checked="" type="checkbox"/> Specific Grade spans Charter-wide _____

ACTIONS/SERVICES

2017-18

2018-19

2019-20

<input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Modified <input type="checkbox"/> Unchanged	<input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Modified <input type="checkbox"/> Unchanged	<input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Modified <input type="checkbox"/> Unchanged
RMCS will administer a local climate survey annually, measure and report outcomes to the community and governing Board of Directors and take actions based on results.	RMCS will administer a local climate survey annually, measure and report outcomes to the community and governing Board of Directors and take actions based on results.	RMCS will administer a local climate survey annually, measure and report outcomes to the community and governing Board of Directors and take actions based on results.

BUDGETED EXPENDITURES

2017-18

2018-19

2019-20

Amount	\$12,568	Amount	\$12,568	Amount	\$12,568
Source	0000	Source	0000	Source	0000
Budget Reference	obc 2400	Budget Reference	obc 2400	Budget Reference	obc 2400

Action **3**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served All Students with Disabilities [Specific Student Group(s)] _____

Location(s) All schools Specific Schools: _____ Specific Grade spans: _____

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served English Learners Foster Youth Low Income

Scope of Services LEA-wide Schoolwide **OR** Limited to Unduplicated Student Group(s)

Location(s) All schools Specific Schools: RMCS _____ Specific Grade spans Charter-wide _____

ACTIONS/SERVICES

2017-18

New Modified Unchanged

RMCS will maintain less than 10% suspension and expulsion rates.

2018-19

New Modified Unchanged

RMCS will maintain less than 10% suspension and expulsion rates.

2019-20

New Modified Unchanged

RMCS will maintain less than 10% suspension and expulsion rates.

BUDGETED EXPENDITURES

2017-18

Amount \$4,905

Source 0000

Budget Reference obc 1300

2018-19

Amount \$4,905

Source 0000

Budget Reference obc 1300

2019-20

Amount \$4,905

Source 0000

Budget Reference obc 1300

Action **4**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served All Students with Disabilities [Specific Student Group(s)] _____

Location(s) All schools Specific Schools: _____ Specific Grade spans: _____

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served English Learners Foster Youth Low Income

Scope of Services LEA-wide Schoolwide **OR** Limited to Unduplicated Student Group(s)

Location(s) All schools Specific Schools: RMCS _____ Specific Grade spans Charter-wide _____

ACTIONS/SERVICES

2017-18

2018-19

2019-20

New Modified Unchanged

New Modified Unchanged

New Modified Unchanged

RMCS will annually measure and report the number of individual students, including EL and foster youth, who show mastery on Attributes of Successful Learners.

RMCS will annually measure and report the number of individual students, including EL and foster youth, who show mastery on Attributes of Successful Learners.

RMCS will annually measure and report the number of individual students, including EL and foster youth, who show mastery on Attributes of Successful Learners.

BUDGETED EXPENDITURES

2017-18

2018-19

2019-20

Amount \$1,127

Amount \$1,127

Amount \$1,127

Source 6500

Source 6500

Source 6500

Budget Reference obc 1900

Budget Reference obc 1900

Budget Reference obc 1900

New Modified Unchanged

Goal 3

Strengthen Montessori School-Family Communication and Partnership

State and/or Local Priorities Addressed by this goal:

STATE 1 2 3 4 5 6 7 8

COE 9 10
 LOCAL RMCS Charter

Students benefit socially, emotionally, physically, personally, and academically by parent involvement and support in various forms- in the classroom, outside of the classroom, interactions, educational support at home, participating in leadership positions with the RMCS Board and committees, volunteering at school events, and in the efforts to maintain a positive and collaborative school community for students.

Identified Need

EXPECTED ANNUAL MEASURABLE OUTCOMES

Metrics/Indicators	Baseline	2017-18	2018-19	2019-20
Parent Engagement Survey Continued qualitative and quantitative forums and meetings with Guides, support staff, and Head of School	Baseline for participation only, anecdotal satisfaction and climate rating.	RMCS will annually administer a local parent engagement and feedback survey, measuring and reporting input and participation outcomes to the RMCS community and governing Board of Directors.	RMCS will annually administer a local parent engagement and feedback survey, measuring and reporting input and participation outcomes to the RMCS community and governing Board of Directors.	RMCS will annually administer a local parent engagement and feedback survey, measuring and reporting input and participation outcomes to the RMCS community and governing Board of Directors.
Public invitations, Montessori educational literature, and calendar of parent education events. Parent Feedback/Surveys	School leaders consistently, publically, and positively, invite all stakeholders to events and opportunities to learn about child development, Montessori methodology, and how RMCS strives for Montessori fidelity. School leaders will articulate leadership and focus on Montessori pedagogy for students and RMCS stakeholders.	Maintain professional development for faculty, administration, and board in leadership roles and responsibilities. Faculty rotates presenting Montessori Mathematics lessons at Board meetings; the Board of Directors contributes to newsletters and hosts a Community Forum. Administration maintains and facilitates parent education opportunities for families and the larger community.	Maintain professional development for faculty, administration, and board in leadership roles and responsibilities. Faculty rotates presenting Montessori Mathematics lessons at Board meetings; the Board of Directors contributes to newsletters and hosts a Community Forum. Administration maintains and facilitates parent education opportunities for families and the larger community.	Maintain professional development for faculty, administration, and board in leadership roles and responsibilities. Faculty rotates presenting Montessori Mathematics lessons at Board meetings; the Board of Directors contributes to newsletters and hosts a Community Forum. Administration maintains and facilitates parent education opportunities for families and the larger community.
Self, Peer, and Administration Review Parent Feedback	Faculty maintenance of on-line Montessori lesson planning, record- keeping of student lessons, and communication needs of parents to be determined.	Increased proficiency of Guides to implement the on-line program, based on results of feedback from stakeholders.	Increased proficiency of Guides to implement the on-line program, based on results of feedback from stakeholders.	Increased proficiency of Guides to implement the on-line program, based on results of feedback from stakeholders.

Action **1**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served All Students with Disabilities [Specific Student Group(s)] _____

Location(s) All schools Specific Schools: _____ Specific Grade spans: _____

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served English Learners Foster Youth Low Income

[Scope of Services](#)

LEA-wide Schoolwide **OR** Limited to Unduplicated Student Group(s)

[Location\(s\)](#)

All schools Specific Schools: RMCS _____ Specific Grade spans Charter-wide _____

[ACTIONS/SERVICES](#)

2017-18

2018-19

2019-20

New Modified Unchanged

New Modified Unchanged

New Modified Unchanged

RMCS will annually administer a local parent engagement and feedback survey, measuring and reporting input and participation outcomes to the RMCS community and governing Board of Directors.

RMCS will annually administer a local parent engagement and feedback survey, measuring and reporting input and participation outcomes to the RMCS community and governing Board of Directors.

RMCS will annually administer a local parent engagement and feedback survey, measuring and reporting input and participation outcomes to the RMCS community and governing Board of Directors.

[BUDGETED EXPENDITURES](#)

2017-18

2018-19

2019-20

Amount \$2514

Amount \$2514

Amount \$2514

Source 0000

Source 0000

Source 0000

Budget Reference obc 2400

Budget Reference obc 2400

Budget Reference obc 2400

[PLANNED ACTIONS / SERVICES](#)

Complete a copy of the following table for each of the LEA's Actions/Services. Duplicate the table, including Budgeted Expenditures, as needed.

Action **2**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

[Students to be Served](#) All Students with Disabilities [Specific Student Group(s)] _____

[Location\(s\)](#) All schools Specific Schools: _____ Specific Grade spans: _____

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

[Students to be Served](#) English Learners Foster Youth Low Income

Scope of Services

LEA-wide Schoolwide **OR** Limited to Unduplicated Student Group(s)

Location(s)

All schools Specific Schools: RMCS _____ Specific Grade spans Charter-wide _____

ACTIONS/SERVICES

2017-18

New Modified Unchanged

Maintain leadership training for faculty, administration, and board in leadership roles and responsibilities.
Faculty rotates presenting Montessori Mathematics lessons at Board meetings; the Board of Directors contributes to newsletters and hosts a Community Forum.
Administration maintains and facilitates parent education opportunities for families and the larger community.

2018-19

New Modified Unchanged

Maintain leadership training for faculty, administration, and board in leadership roles and responsibilities.
Faculty rotates presenting Montessori Mathematics lessons at Board meetings; the Board of Directors contributes to newsletters and hosts a Community Forum.
Administration maintains and facilitates parent education opportunities for families and the larger community.

2019-20

New Modified Unchanged

Maintain leadership training for faculty, administration, and board in leadership roles and responsibilities.
Faculty rotates presenting Montessori Mathematics lessons at Board meetings; the Board of Directors contributes to newsletters and hosts a Community Forum.
Administration maintains and facilitates parent education opportunities for families and the larger community.

BUDGETED EXPENDITURES

2017-18

Amount
Source
Budget Reference

2018-19

Amount
Source
Budget Reference

2019-20

Amount
Source
Budget Reference

Action **3**

For Actions/Services not included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served All Students with Disabilities [Specific Student Group(s)] _____

Location(s) All schools Specific Schools: _____ Specific Grade spans: _____

OR

For Actions/Services included as contributing to meeting the Increased or Improved Services Requirement:

Students to be Served English Learners Foster Youth Low Income

Scope of Services

LEA-wide Schoolwide **OR** Limited to Unduplicated Student Group(s)

Location(s)

All schools Specific Schools: RMCS _____ Specific Grade spans Charter-wide _____

ACTIONS/SERVICES

2017-18

2018-19

2019-20

New Modified Unchanged

New Modified Unchanged

New Modified Unchanged

Increased proficiency of Guides to implement the on-line record-keeping program, based on results of feedback from stakeholders.

Increased proficiency of Guides to implement the on-line record-keeping program, based on results of feedback from stakeholders.

Increased proficiency of Guides to implement the on-line record-keeping program, based on results of feedback from stakeholders.

BUDGETED EXPENDITURES

2017-18

2018-19

2019-20

Amount \$0

Amount \$0

Amount \$0

Source

Source

Source

Budget Reference

Budget Reference

Budget Reference

Demonstration of Increased or Improved Services for Unduplicated Pupils

LCAP Year 2017-18 2018-19 2019-20

Estimated Supplemental and Concentration Grant Funds: \$76,273 Percentage to Increase or Improve Services: 6.06 %

Describe how services provided for unduplicated pupils are increased or improved by at least the percentage identified above, either qualitatively or quantitatively, as compared to services provided for all students in the LCAP year.

Identify each action/service being funded and provided on a schoolwide or LEA-wide basis. Include the required descriptions supporting each schoolwide or LEA-wide use of funds ([see instructions](#)).

Unduplicated pupils are qualitatively and quantitatively assessed and supported individually to ensure improvement, progress, and growth, through faculty, staff, and programs as stated in the aforementioned LCAP goals, actions, and funds.

DRAFT

Local Control and Accountability Plan and Annual Update Template Instructions

Addendum

The Local Control and Accountability Plan (LCAP) and Annual Update Template documents and communicates local educational agencies' (LEAs) actions and expenditures to support student outcomes and overall performance. The LCAP is a three-year plan, which is reviewed and updated annually, as required. Charter schools may complete the LCAP to align with the term of the charter school's budget, typically one year, which is submitted to the school's authorizer. The LCAP and Annual Update Template must be completed by all LEAs each year.

For school districts, the LCAP must describe, for the school district and each school within the district, goals and specific actions to achieve those goals for all students and each student group identified by the Local Control Funding Formula (LCFF) (ethnic, socioeconomically disadvantaged, English learners, foster youth, pupils with disabilities, and homeless youth), for each of the state priorities and any locally identified priorities.

For county offices of education, the LCAP must describe, for each county office of education-operated school and program, goals and specific actions to achieve those goals for all students and each LCFF student group funded through the county office of education (students attending juvenile court schools, on probation or parole, or expelled under certain conditions) for each of the state priorities and any locally identified priorities. School districts and county offices of education may additionally coordinate and describe in their LCAPs services funded by a school district that are provided to students attending county-operated schools and programs, including special education programs.

If a county superintendent of schools has jurisdiction over a single school district, the county board of education and the governing board of the school district may adopt and file for review and approval a single LCAP consistent with the requirements in Education Code (EC) sections 52060, 52062, 52066, 52068, and 52070. The LCAP must clearly articulate to which entity's budget (school district or county superintendent of schools) all budgeted and actual expenditures are aligned.

Charter schools must describe goals and specific actions to achieve those goals for all students and each LCFF subgroup of students including students with disabilities and homeless youth, for each of the state priorities that apply for the grade levels served or the nature of the program operated by the charter school, and any locally identified priorities. For charter schools, the inclusion and description of goals for state priorities in the LCAP may be modified to meet the grade levels served and the nature of the programs provided, including modifications to reflect only the statutory requirements explicitly applicable to charter schools in the EC. Changes in LCAP goals and actions/services for charter schools that result from the annual update process do not necessarily constitute a material revision to the school's charter petition.

For questions related to specific sections of the template, please see instructions below:

Instructions: Linked Table of Contents

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For additional questions or technical assistance related to completion of the LCAP template, please contact the local county office of education, or the CDE's Local Agency Systems Support Office at: 916-319-0809 or by email at: lcff@cde.ca.gov.

[Plan Summary](#)

The LCAP is intended to reflect an LEA's annual goals, actions, services and expenditures within a fixed three-year planning cycle. LEAs must include a plan summary for the LCAP each year.

When developing the LCAP, mark the appropriate LCAP year, and address the prompts provided in these sections. When developing the LCAP in year 2 or year 3, mark the appropriate LCAP year and replace the previous summary information with information relevant to the current year LCAP.

In this section, briefly address the prompts provided. These prompts are not limits. LEAs may include information regarding local program(s), community demographics, and the overall vision of the LEA. LEAs may also attach documents (e.g., the LCFF Evaluation Rubrics data reports) if desired and/or include charts illustrating goals, planned outcomes, actual outcomes, or related planned and actual expenditures.

An LEA may use an alternative format for the plan summary as long as it includes the information specified in each prompt and the budget summary table.

The reference to LCFF Evaluation Rubrics means the evaluation rubrics adopted by the State Board of Education under EC Section 52064.5.

[Budget Summary](#)

The LEA must complete the LCAP Budget Summary table as follows:

- **Total LEA General Fund Budget Expenditures for the LCAP Year:** This amount is the LEA's total budgeted General Fund expenditures for the LCAP year. The LCAP year means the fiscal year for which an LCAP is adopted or updated by July 1. The General Fund is the main operating fund of the LEA and accounts for all activities not accounted for in another fund. All activities are reported in the General Fund unless there is a compelling reason to account for an activity in another fund. For further information please refer to the *California School Accounting Manual* (<http://www.cde.ca.gov/fg/ac/sa/>). (Note: For some charter schools that follow governmental fund accounting, this amount is the total budgeted expenditures in the Charter Schools Special Revenue Fund. For charter schools that follow the not-for-profit accounting model, this amount is total budgeted expenses, such as those budgeted in the Charter Schools Enterprise Fund.)
- **Total Funds Budgeted for Planned Actions/Services to Meet the Goals in the LCAP for the LCAP Year:** This amount is the total of the budgeted expenditures associated with the actions/services included for the LCAP year from all sources of funds, as reflected in the LCAP. To the extent actions/services and/or expenditures are listed in the LCAP under more than one goal, the expenditures should be counted only once.
- **Description of any use(s) of the General Fund Budget Expenditures specified above for the LCAP year not included in the LCAP:** Briefly describe expenditures included in total General Fund Expenditures that are not included in the total funds budgeted for planned actions/services for the LCAP year. (Note: The total funds budgeted for planned actions/services may include funds other than general fund expenditures.)

- **Total Projected LCFF Revenues for LCAP Year:** This amount is the total amount of LCFF funding the LEA estimates it will receive pursuant to *EC* sections 42238.02 (for school districts and charter schools) and 2574 (for county offices of education), as implemented by *EC* sections 42238.03 and 2575 for the LCAP year respectively.

Annual Update

The planned goals, expected outcomes, actions/services, and budgeted expenditures must be copied verbatim from the previous year's* approved LCAP. Minor typographical errors may be corrected.

* For example, for LCAP year 2017/18 of the 2017/18 – 2019/20 LCAP, review the goals in the 2016/17 LCAP. Moving forward, review the goals from the most recent LCAP year. For example, LCAP year 2020/21 will review goals from the 2019/20 LCAP year, which is the last year of the 2017/18 – 2019/20 LCAP.

Annual Measurable Outcomes

For each goal in the prior year, identify and review the actual measurable outcomes as compared to the expected annual measurable outcomes identified in the prior year for the goal.

Actions/Services

Identify the planned Actions/Services and the budgeted expenditures to implement these actions toward achieving the described goal. Identify the **actual** actions/services implemented to meet the described goal and the estimated actual annual expenditures to implement the actions/services. As applicable, identify any changes to the students or student groups served, or to the planned location of the actions/services provided.

Analysis

Using actual annual measurable outcome data, including data from the LCFF Evaluation Rubrics, analyze whether the planned actions/services were effective in achieving the goal. Respond to the prompts as instructed.

- Describe the overall implementation of the actions/services to achieve the articulated goal. Include a discussion of relevant challenges and successes experienced with the implementation process.
- Describe the overall effectiveness of the actions/services to achieve the articulated goal as measured by the LEA.
- Explain material differences between Budgeted Expenditures and Estimated Actual Expenditures. Minor variances in expenditures or a dollar-for-dollar accounting is not required.
- Describe any changes made to this goal, expected outcomes, metrics, or actions and services to achieve this goal as a result of this analysis and analysis of the data provided in the LCFF Evaluation Rubrics, as applicable. Identify where those changes can be found in the LCAP.

Stakeholder Engagement

Meaningful engagement of parents, students, and other stakeholders, including those representing the student groups identified by LCFF, is critical to the development of the LCAP and the budget process. *EC* identifies the minimum consultation requirements for school districts and county offices of education as consulting with teachers, principals, administrators, other school personnel, local bargaining units of the school district, parents, and pupils in developing the LCAP. *EC* requires charter schools to consult with teachers, principals, administrators, other school personnel, parents, and pupils in developing the LCAP. In addition, *EC* Section 48985 specifies the requirements for the translation of notices, reports, statements, or records sent to a parent or guardian.

The LCAP should be shared with, and LEAs should request input from, school site-level advisory groups, as applicable (e.g., school site councils, English Learner Advisory Councils, student advisory groups, etc.), to facilitate alignment between school-site and district-level goals and actions. An LEA may incorporate or reference actions described in other plans that are being undertaken to meet specific goals.

Instructions: The stakeholder engagement process is an ongoing, annual process. The requirements for this section are the same for each year of a three-year LCAP. When developing the LCAP, mark the appropriate LCAP year, and describe the stakeholder engagement process used to develop the LCAP and Annual Update. When developing the LCAP in year 2 or year 3, mark the appropriate LCAP year and replace the previous stakeholder narrative(s) and describe the stakeholder engagement process used to develop the current year LCAP and Annual Update.

School districts and county offices of education: Describe the process used to consult with the Parent Advisory Committee, the English Learner Parent Advisory Committee, parents, students, school personnel, the LEA's local bargaining units, and the community to inform the development of the LCAP and the annual review and analysis for the indicated LCAP year.

Charter schools: Describe the process used to consult with teachers, principals, administrators, other school personnel, parents, and students to inform the development of the LCAP and the annual review and analysis for the indicated LCAP year.

Describe how the consultation process impacted the development of the LCAP and annual update for the indicated LCAP year, including the goals, actions, services, and expenditures.

Goals, Actions, and Services

LEAs must include a description of the annual goals, for all students and each LCFF identified group of students, to be achieved for each state priority as applicable to type of LEA. An LEA may also include additional local priorities. This section shall also include a description of the specific planned actions an LEA will take to meet the identified goals, and a description of the expenditures required to implement the specific actions.

School districts and county offices of education: The LCAP is a three-year plan, which is reviewed and updated annually, as required.

Charter schools: The number of years addressed in the LCAP may align with the term of the charter schools budget, typically one year, which is submitted to the school's authorizer. If year 2 and/or year 3 is not applicable, charter schools must specify as such.

New, Modified, Unchanged

As part of the LCAP development process, which includes the annual update and stakeholder engagement, indicate if the goal, identified need, related state and/or local priorities, and/or expected annual measurable outcomes for the current LCAP year or future LCAP years are modified or unchanged from the previous year's LCAP; or, specify if the goal is new.

Goal

State the goal. LEAs may number the goals using the "Goal #" box for ease of reference. A goal is a broad statement that describes the desired result to which all actions/services are directed. A goal answers the question: What is the LEA seeking to achieve?

Related State and/or Local Priorities

Identify the state and/or local priorities addressed by the goal by placing a check mark next to the applicable priority or priorities. The LCAP must include goals that address each of the state priorities, as applicable to the type of LEA, and any additional local priorities; however, one goal may address multiple priorities. ([Link to State Priorities](#))

Identified Need

Describe the needs that led to establishing the goal. The identified needs may be based on quantitative or qualitative information, including, but not limited to, results of the annual update process or performance data from the LCFF Evaluation Rubrics, as applicable.

Expected Annual Measurable Outcomes

For each LCAP year, identify the metric(s) or indicator(s) that the LEA will use to track progress toward the expected outcomes. LEAs may identify metrics for specific student groups. Include in the baseline column the most recent data associated with this metric or indicator available at the time of adoption of the LCAP for the first year of the three-year plan. The most recent data associated with a metric or indicator includes data as reported in the annual update of the LCAP year immediately preceding the three-year plan, as applicable. The baseline data shall remain unchanged throughout the three-year LCAP. In the subsequent year columns, identify the progress to be made in each year of the three-year cycle of the LCAP. Consider how expected outcomes in any given year are related to the expected outcomes for subsequent years.

The metrics may be quantitative or qualitative, but at minimum an LEA must use the applicable required metrics for the related state priorities, in each LCAP year as applicable to the type of LEA. For the student engagement priority metrics, as applicable, LEAs must calculate the rates as described in the [LCAP Template Appendix, sections \(a\) through \(d\)](#).

Planned Actions/Services

For each action/service, the LEA must complete either the section “For Actions/Services not contributing to meeting Increased or Improved Services Requirement” or the section “For Actions/Services Contributing to Meeting the Increased or Improved Services Requirement.” The LEA shall not complete both sections for a single action.

For Actions/Services Not Contributing to Meeting the Increased or Improved Services Requirement

Students to be Served

The “Students to be Served” box is to be completed for all actions/services except for those which are included by the LEA as contributing to meeting the requirement to increase or improve services for unduplicated students. Indicate in this box which students will benefit from the actions/services by checking “All”, “Students with Disabilities”, or “Specific Student Group(s)”. If “Specific Student Group(s)” is checked, identify the specific student group(s) as appropriate.

Location(s)

Identify the location where the action/services will be provided. If the services are provided to all schools within the LEA, the LEA must indicate “All Schools”. If the services are provided to specific schools within the LEA or specific grade spans only, the LEA must mark “Specific Schools” or “Specific Grade Spans”. Identify the individual school or a subset of schools or grade spans (e.g., all high schools or grades K-5), as appropriate.

Charter schools operating more than one site, authorized within the same charter petition, may choose to distinguish between sites by selecting “Specific Schools” and identify the site(s) where the actions/services will be provided. For charter schools operating only one site, “All Schools” and “Specific Schools” may be synonymous and, therefore, either would be appropriate. Charter schools may use either term provided they are used in a consistent manner through the LCAP.

For Actions/Services Contributing to Meeting the Increased or Improved Services Requirement:

Students to be Served

For any action/service contributing to the LEA’s overall demonstration that it has increased or improved services for unduplicated students above what is provided to all students (see [Demonstration of Increased or Improved Services for Unduplicated Students](#) section, below), the LEA must identify the unduplicated student group(s) being served.

Scope of Service

For each action/service contributing to meeting the increased or improved services requirement, identify scope of service by indicating “LEA-wide”, “Schoolwide”, or “Limited to Unduplicated Student Group(s)”. The LEA must select one of the following three options:

- If the action/service is being funded and provided to upgrade the entire educational program of the LEA, place a check mark next to “LEA-wide.”
- If the action/service is being funded and provided to upgrade the entire educational program of a particular school or schools, place a check mark next to “schoolwide”.
- If the action/service being funded and provided is limited to the unduplicated students identified in “Students to be Served”, place a check mark next to “Limited to Student Groups”.

For charter schools and single-school school districts, “LEA-wide” and “Schoolwide” may be synonymous and, therefore, either would be appropriate. For charter schools operating multiple schools (determined by a unique CDS code) under a single charter, use “LEA-wide” to refer to all schools under the charter and use “Schoolwide” to refer to a single school authorized within the same charter petition. Charter schools operating a single school may use “LEA-wide” or “Schoolwide” provided these terms are used in a consistent manner through the LCAP.

Location(s)

Identify the location where the action/services will be provided. If the services are provided to all schools within the LEA, the LEA must indicate "All Schools". If the services are provided to specific schools within the LEA or specific grade spans only, the LEA must mark "Specific Schools" or "Specific Grade Spans". Identify the individual school or a subset of schools or grade spans (e.g., all high schools or grades K-5), as appropriate.

Charter schools operating more than one site, authorized within the same charter petition, may choose to distinguish between sites by selecting "Specific Schools" and identify the site(s) where the actions/services will be provided. For charter schools operating only one site, "All Schools" and "Specific Schools" may be synonymous and, therefore, either would be appropriate. Charter schools may use either term provided they are used in a consistent manner through the LCAP.

Actions/Services

For each LCAP year, identify the actions to be performed and services provided to meet the described goal. Actions and services that are implemented to achieve the identified goal may be grouped together. LEAs may number the action/service using the "Action #" box for ease of reference.

New/Modified/Unchanged:

- Check "New" if the action/service is being added in any of the three years of the LCAP to meet the articulated goal.
- Check "Modified" if the action/service was included to meet an articulated goal and has been changed or modified in any way from the prior year description.
- Check "Unchanged" if the action/service was included to meet an articulated goal and has not been changed or modified in any way from the prior year description.
 - If a planned action/service is anticipated to remain unchanged for the duration of the plan, an LEA may check "Unchanged" and leave the subsequent year columns blank rather than having to copy/paste the action/service into the subsequent year columns. Budgeted expenditures may be treated in the same way as applicable.

Note: The goal from the prior year may or may not be included in the current three-year LCAP. For example, when developing year 1 of the LCAP, the goals articulated in year 3 of the preceding three-year LCAP will be from the prior year.

Charter schools may complete the LCAP to align with the term of the charter school's budget that is submitted to the school's authorizer. Accordingly, a charter school submitting a one-year budget to its authorizer may choose not to complete the year 2 and year 3 portions of the "Goals, Actions, and Services" section of the template. If year 2 and/or year 3 is not applicable, charter schools must specify as such.

Budgeted Expenditures

For each action/service, list and describe budgeted expenditures for each school year to implement these actions, including where those expenditures can be found in the LEA's budget. The LEA must reference all fund sources for each proposed expenditure. Expenditures must be classified using the California School Accounting Manual as required by EC sections 52061, 52067, and 47606.5.

Expenditures that are included more than once in an LCAP must be indicated as a duplicated expenditure and include a reference to the goal and action/service where the expenditure first appears in the LCAP.

If a county superintendent of schools has jurisdiction over a single school district, and chooses to complete a single LCAP, the LCAP must clearly articulate to which entity's budget (school district or county superintendent of schools) all budgeted expenditures are aligned.

Demonstration of Increased or Improved Services for Unduplicated Students

This section must be completed for each LCAP year. When developing the LCAP in year 2 or year 3, copy the "Demonstration of Increased or Improved Services for Unduplicated Students" table and mark the appropriate LCAP year. Using the copy of the table, complete the table as required for the current year LCAP. Retain all prior year tables for this section for each of the three years within the LCAP.

Estimated Supplemental and Concentration Grant Funds

Identify the amount of funds in the LCAP year calculated on the basis of the number and concentration of low income, foster youth, and English learner students as determined pursuant to *California Code of Regulations*, Title 5 (5 CCR) Section 15496(a)(5).

Percentage to Increase or Improve Services

Identify the percentage by which services for unduplicated pupils must be increased or improved as compared to the services provided to all students in the LCAP year as calculated pursuant to 5 CCR Section 15496(a)(7).

Consistent with the requirements of 5 CCR Section 15496, describe how services provided for unduplicated pupils are increased or improved by at least the percentage calculated as compared to services provided for all students in the LCAP year. To improve services means to grow services in quality and to increase services means to grow services in quantity. This description must address how the action(s)/service(s) limited for one or more unduplicated student group(s), and any schoolwide or districtwide action(s)/service(s) supported by the appropriate description, taken together, result in the required proportional increase or improvement in services for unduplicated pupils.

If the overall increased or improved services include any actions/services being funded and provided on a schoolwide or districtwide basis, identify each action/service and include the required descriptions supporting each action/service as follows.

For those services being provided on an LEA-wide basis:

- For school districts with an unduplicated pupil percentage of 55% or more, and for charter schools and county offices of education: Describe how these services are **principally directed to** and **effective in** meeting its goals for unduplicated pupils in the state and any local priorities.
- For school districts with an unduplicated pupil percentage of less than 55%: Describe how these services are **principally directed to** and **effective in** meeting its goals for unduplicated pupils in the state and any local priorities. Also describe how the services are **the most effective use of the funds to** meet these goals for its unduplicated pupils. Provide the basis for this determination, including any alternatives considered, supporting research, experience or educational theory.

For school districts only, identify in the description those services being funded and provided on a schoolwide basis, and include the required description supporting the use of the funds on a schoolwide basis:

- For schools with 40% or more enrollment of unduplicated pupils: Describe how these services are **principally directed to** and **effective in** meeting its goals for its unduplicated pupils in the state and any local priorities.
- For school districts expending funds on a schoolwide basis at a school with less than 40% enrollment of unduplicated pupils: Describe how these services are **principally directed to** and how the services are **the most effective use of the funds to** meet its goals for English learners, low income students and foster youth, in the state and any local priorities.

State Priorities

Priority 1: Basic Services addresses the degree to which:

- A. Teachers in the LEA are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- B. Pupils in the school district have sufficient access to the standards-aligned instructional materials; and
- C. School facilities are maintained in good repair.

Priority 2: Implementation of State Standards addresses:

- A. The implementation of state board adopted academic content and performance standards for all students, which are:
 - a. English Language Arts – Common Core State Standards (CCSS) for English Language Arts
 - b. Mathematics – CCSS for Mathematics
 - c. English Language Development (ELD)
 - d. Career Technical Education
 - e. Health Education Content Standards
 - f. History-Social Science
 - g. Model School Library Standards
 - h. Physical Education Model Content Standards
 - i. Next Generation Science Standards
 - j. Visual and Performing Arts
 - k. World Language; and
- B. How the programs and services will enable English learners to access the CCSS and the ELD standards for purposes of gaining academic content knowledge and English language proficiency.

Priority 3: Parental Involvement addresses:

- A. The efforts the school district makes to seek parent input in making decisions for the school district and each individual school site;
- B. How the school district will promote parental participation in programs for unduplicated pupils; and
- C. How the school district will promote parental participation in programs for individuals with exceptional needs.

Priority 4: Pupil Achievement as measured by all of the following, as applicable:

- A. Statewide assessments;
- B. The Academic Performance Index;
- C. The percentage of pupils who have successfully completed courses that satisfy University of California (UC) or California State University (CSU) entrance requirements, or programs of study that align with state board approved career technical educational standards and framework;
- D. The percentage of English learner pupils who make progress toward English proficiency as measured by the California English Language Development Test (CELDT);
- E. The English learner reclassification rate;
- F. The percentage of pupils who have passed an advanced placement examination with a score of 3 or higher; and
- G. The percentage of pupils who participate in, and demonstrate college preparedness pursuant to, the Early Assessment Program, or any subsequent assessment of college preparedness.

Priority 5: Pupil Engagement as measured by all of the following, as applicable:

- A. School attendance rates;
- B. Chronic absenteeism rates;
- C. Middle school dropout rates;
- D. High school dropout rates; and
- E. High school graduation rates;

Priority 6: School Climate as measured by all of the following, as applicable:

- A. Pupil suspension rates;
- B. Pupil expulsion rates; and
- C. Other local measures, including surveys of pupils, parents, and teachers on the sense of safety and school connectedness.

Priority 7: Course Access addresses the extent to which pupils have access to and are enrolled in:

- A. S broad course of study including courses described under *EC* sections 51210 and 51220(a)-(i), as applicable;
- B. Programs and services developed and provided to unduplicated pupils; and
- C. Programs and services developed and provided to individuals with exceptional needs.

Priority 8: Pupil Outcomes addresses pupil outcomes, if available, for courses described under *EC* sections 51210 and 51220(a)-(i), as applicable.

Priority 9: Coordination of Instruction of Expelled Pupils (COE Only) addresses how the county superintendent of schools will coordinate instruction of expelled pupils.

Priority 10. Coordination of Services for Foster Youth (COE Only) addresses how the county superintendent of schools will coordinate services for foster children, including:

- A. Working with the county child welfare agency to minimize changes in school placement
- B. Providing education-related information to the county child welfare agency to assist in the delivery of services to foster children, including educational status and progress information that is required to be included in court reports;
- C. Responding to requests from the juvenile court for information and working with the juvenile court to ensure the delivery and coordination of necessary educational services; and
- D. Establishing a mechanism for the efficient expeditious transfer of health and education records and the health and education passport.

Local Priorities address:

- A. Local priority goals; and
- B. Methods for measuring progress toward local goals.

APPENDIX A: PRIORITIES 5 AND 6 RATE CALCULATION INSTRUCTIONS

For the purposes of completing the LCAP in reference to the state priorities under *EC* sections 52060 and 52066, as applicable to type of LEA, the following shall apply:

(a) "Chronic absenteeism rate" shall be calculated as follows:

- (1) The number of pupils with a primary, secondary, or short-term enrollment during the academic year (July 1 – June 30) who are chronically absent where "chronic absentee" means a pupil who is absent 10 percent or more of the schooldays in the school year when the total number of days a pupil is absent is divided by the total number of days the pupil is enrolled and school was actually taught in the total number of days the pupil is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.
- (2) The unduplicated count of pupils with a primary, secondary, or short-term enrollment during the academic year (July 1 – June 30).
- (3) Divide (1) by (2).

(b) "Middle School dropout rate" shall be calculated as set forth in 5 *CCR* Section 1039.1.

(c) "High school dropout rate" shall be calculated as follows:

- (1) The number of cohort members who dropout by the end of year 4 in the cohort where "cohort" is defined as the number of first-time grade 9 pupils in year 1 (starting cohort) plus pupils who transfer in, minus pupils who transfer out, emigrate, or die during school years 1, 2, 3, and 4.
- (2) The total number of cohort members.
- (3) Divide (1) by (2).

(d) "High school graduation rate" shall be calculated as follows:

- (1) The number of cohort members who earned a regular high school diploma [or earned an adult education high school diploma or passed the California High School Proficiency Exam] by the end of year 4 in the cohort where "cohort" is defined as the number of first-time grade 9 pupils in year 1 (starting cohort) plus pupils who transfer in, minus pupils who transfer out, emigrate, or die during school years 1, 2, 3, and 4.
- (2) The total number of cohort members.
- (3) Divide (1) by (2).

(e) "Suspension rate" shall be calculated as follows:

- (1) The unduplicated count of pupils involved in one or more incidents for which the pupil was suspended during the academic year (July 1 – June 30).
- (2) The unduplicated count of pupils with a primary, secondary, or short-term enrollment during the academic year (July 1 – June 30).
- (3) Divide (1) by (2).

(f) "Expulsion rate" shall be calculated as follows:

- (1) The unduplicated count of pupils involved in one or more incidents for which the pupil was expelled during the academic year (July 1 – June 30).

(2) The unduplicated count of pupils with a primary, secondary, or short-term enrollment during the academic year (July 1 – June 30).

(3) Divide (1) by (2).

NOTE: Authority cited: Sections 42238.07 and 52064, *Education Code*. Reference: Sections 2574, 2575, 42238.01, 42238.02, 42238.03, 42238.07, 47605, 47605.6, 47606.5, 48926, 52052, 52060, 52061, 52062, 52063, 52064, 52066, 52067, 52068, 52069, 52070, 52070.5, and 64001,; 20 U.S.C. Sections 6312 and 6314.

APPENDIX B: GUIDING QUESTIONS

Guiding Questions: Annual Review and Analysis

- 1) How have the actions/services addressed the needs of all pupils and did the provisions of those services result in the desired outcomes?
- 2) How have the actions/services addressed the needs of all subgroups of pupils identified pursuant to *EC* Section 52052, including, but not limited to, English learners, low-income pupils, and foster youth; and did the provision of those actions/services result in the desired outcomes?
- 3) How have the actions/services addressed the identified needs and goals of specific school sites and were these actions/services effective in achieving the desired outcomes?
- 4) What information (e.g., quantitative and qualitative data/metrics) was examined to review progress toward goals in the annual update?
- 5) What progress has been achieved toward the goal and expected measurable outcome(s)? How effective were the actions and services in making progress toward the goal? What changes to goals, actions, services, and expenditures are being made in the LCAP as a result of the review of progress and assessment of the effectiveness of the actions and services?
- 6) What differences are there between budgeted expenditures and estimated actual annual expenditures? What were the reasons for any differences?

Guiding Questions: Stakeholder Engagement

- 1) How have applicable stakeholders (e.g., parents and pupils, including parents of unduplicated pupils and unduplicated pupils identified in *EC* Section 42238.01; community members; local bargaining units; LEA personnel; county child welfare agencies; county office of education foster youth services programs, court-appointed special advocates, and other foster youth stakeholders; community organizations representing English learners; and others as appropriate) been engaged and involved in developing, reviewing, and supporting implementation of the LCAP?
- 2) How have stakeholders been included in the LEA's process in a timely manner to allow for engagement in the development of the LCAP?
- 3) What information (e.g., quantitative and qualitative data/metrics) was made available to stakeholders related to the state priorities and used by the LEA to inform the LCAP goal setting process? How was the information made available?
- 4) What changes, if any, were made in the LCAP prior to adoption as a result of written comments or other feedback received by the LEA through any of the LEA's engagement processes?
- 5) What specific actions were taken to meet statutory requirements for stakeholder engagement pursuant to *EC* sections 52062, 52068, or 47606.5, as applicable, including engagement with representatives of parents and guardians of pupils identified in *EC* Section 42238.01?
- 6) What specific actions were taken to consult with pupils to meet the requirements 5 *CCR* Section 15495(a)?
- 7) How has stakeholder involvement been continued and supported? How has the involvement of these stakeholders supported improved outcomes for pupils, including unduplicated pupils, related to the state priorities?

Guiding Questions: Goals, Actions, and Services

- 1) What are the LEA's goal(s) to address state priorities related to "Conditions of Learning": Basic Services (Priority 1), the Implementation of State Standards (Priority 2), and Course Access (Priority 7)?
- 2) What are the LEA's goal(s) to address state priorities related to "Pupil Outcomes": Pupil Achievement (Priority 4), Pupil Outcomes (Priority 8), Coordination of Instruction of Expelled Pupils (Priority 9 – COE Only), and Coordination of Services for Foster Youth (Priority 10 – COE Only)?
- 3) What are the LEA's goal(s) to address state priorities related to parent and pupil "Engagement": Parental Involvement (Priority 3), Pupil Engagement (Priority 5), and School Climate (Priority 6)?
- 4) What are the LEA's goal(s) to address any locally-identified priorities?
- 5) How have the unique needs of individual school sites been evaluated to inform the development of meaningful district and/or individual school site goals (e.g., input from site level advisory groups, staff, parents, community, pupils; review of school level plans; in-depth school level data analysis, etc.)?
- 6) What are the unique goals for unduplicated pupils as defined in *EC* Section 42238.01 and groups as defined in *EC* Section 52052 that are different from the LEA's goals for all pupils?
- 7) What are the specific expected measurable outcomes associated with each of the goals annually and over the term of the LCAP?
- 8) What information (e.g., quantitative and qualitative data/metrics) was considered/reviewed to develop goals to address each state or local priority?
- 9) What information was considered/reviewed for individual school sites?
- 10) What information was considered/reviewed for subgroups identified in *EC* Section 52052?
- 11) What actions/services will be provided to all pupils, to subgroups of pupils identified pursuant to *EC* Section 52052, to specific school sites, to English learners, to low-income pupils, and/or to foster youth to achieve goals identified in the LCAP?
- 12) How do these actions/services link to identified goals and expected measurable outcomes?
- 13) What expenditures support changes to actions/services as a result of the goal identified? Where can these expenditures be found in the LEA's budget?



Educator Effectiveness Plan

School districts, county offices of education, charter schools, and state special schools with full-time equivalent (FTE) certificated staff were eligible to receive Educator Effectiveness funds from the State for restricted purposes. The staff counts were calculated by the State Superintendent of Public Instruction using data submitted to the California Longitudinal Pupil Achievement Data System (CALPADS) for the 2014–15 fiscal year. River Montessori Charter School received \$12,026.00 to be used for any of the following:

(A) Beginning teacher and administrator support and mentoring, including, but not limited to, programs that support new teacher and administrator ability to teach or lead effectively and to meet induction requirements adopted by the Commission on Teacher Credentialing and pursuant to Section 44259 of the Education Code.

(B) Professional development, coaching, and support services for teachers who have been identified as needing improvement or additional support by local educational agencies.

(C) Professional development for teachers and administrators that is aligned to the state content standards adopted pursuant to Sections 51226, 60605, 60605.1, 60605.2, 60605.3, 60605.8, 60605.11, 60605.85, as that section read on June 30, 2014, and 60811.3, as that section read on June 30, 2013, of the Education Code.

(D) To promote educator quality and effectiveness, including, but not limited to, training on mentoring and coaching certificated staff and training certificated staff to support effective teaching and learning.

Our plan is to use these funds for professional development and activities to promote educator quality and effectiveness including, training on mentoring and coaching certificated staff, and training certificated staff to support effective teaching and learning.

We will be sending our teachers and/or administrators to workshops and trainings by:

- 1) Bay Area Montessori Association
- 2) American Montessori Society
- 3) Charter School Development Center
- 4) Young, Minney & Corr
- 5) ETC Montessori

**Educator Effectiveness Final Expenditure Report Template
For Expenditures Between July 1, 2015 and June 30, 2018**

Activity	Content Standards	Number of Teachers	Number of Administrators	Number of Paraprofessionals	Total Expenditures
Beginning teacher and administrator support and mentoring, including, but not limited to, programs that support new teacher and administrator ability to teach or lead effectively and to meet induction requirements adopted by the Commission on Teacher Credentialing and pursuant to Section 44259 of the California <i>Education Code</i>	N/A			N/A	\$
Of these expenditures, how much was spent on induction programs?	N/A	N/A	N/A	N/A	\$

Activity	Content Standards	Number of Teachers	Number of Administrators	Number of Paraprofessionals	Total Expenditures
Professional development, coaching, and support services for teachers who have been identified as needing improvement or additional support	N/A			N/A	\$

Activity	Content Standards	Number of Teachers	Number of Administrators	Number of Paraprofessionals	Total Expenditures
Professional development for teachers and administrators that is aligned to the state content standards adopted pursuant to Sections 51226, 60605, 60605.1, 60605.2, 60605.3, 60605.8, 60605.11, 60605.85, as that section read on June 30, 2014, and 60811.3, as that section read on June 30, 2013, of the California <i>Education Code</i>	N/A	N/A	N/A	N/A	\$
	Mathematics			N/A	N/A
	English language arts/development			N/A	N/A
	Science			N/A	N/A
	History/social sciences			N/A	N/A
	Visual/performing arts			N/A	N/A
	Career technical			N/A	N/A
	World language			N/A	N/A
Physical education			N/A	N/A	

Activity	Content Standards	Number of Teachers	Number of Administrators	Number of Paraprofessionals	Total Expenditures
Activities to promote educator quality and effectiveness including, but not limited to, training on mentoring and coaching certificated staff and training certificated staff to support effective teaching and learning	N/A				\$

Note: N/A is used in areas where an item would not be applicable for a particular activity/category. LEAs should not be tracking expenditures, number of teachers, etc. in subject ar

New Montessori Faculty for RMCS 2017-18 School Year

Brendan Gagnon	Montessori Upper Elementary Guide
Klaus Uebelacker	Montessori Upper Elementary Guide
Caroline Wagner	Montessori Transitional Kindergarten/Kindergarten Guide
Roxanne Urry	Montessori Lower Elementary Guide (Long-term, temporary)



Fiscal Year 2016-17 EPA (Education Protection Account) Entitlement

“Proposition 30, *The Schools and Local Public Safety Protection Act of 2012*, approved by the voters on November 6, 2012, temporarily increases the state’s sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers. The revenue generated by the measure’s temporary tax increases are deposited into a newly created state account called the Education Protection Account (EPA). Of the funds in the account, 89 percent is provided to K-12 Education and the remainder to community colleges.¹

The passage of Proposition 30 requires all local educational agencies (LEAs) that are recipients of EPA entitlements to determine the use of funds by their governing boards at an open public meeting prior to the recording of fiscal year expenditures. Revenues and expenditures must be posted on the LEA’s website and recorded using standardized account code structure (SACS) as established by the California Department of Education (CDE). Proposition 30 specifies that EPA funds may not be used for salaries and benefits of administrators or any other administrative costs. In general, EPA funds should be used for the following SACS Functions: instruction, instruction-related services, pupil services, ancillary services, community services, plant services (rent & lease) and other items listed on the CDE website. (For more information on allowable expenditures please visit the CDE website: <http://www.cde.ca.gov/fg/ac/ac/sacsfaq.asp>.)

For the 2016-17 fiscal year through 4th quarter, River Montessori Charter School received \$31,186.00 in revenue from the EPA entitlement. The revenue will be recorded per SACS Resource code 1400, Education Protection Account, and revenue Object code 8012, Education Protection Account Entitlement. River Montessori Charter School Board of Directors approved expenditures of the EPA funds on facility rent at the June 27, 2017 Regular Board Meeting. Expense of \$31,186.00 will be recorded per SACS Function code 8700, Facilities Rent & Leases, and Object code 5601, Rent & Leases.

For more information about Proposition 30 and EPA, please visit the CDE’s website:
<http://www.cde.ca.gov/fg/ac/ac/sacsfaq.asp>.

1. Source: CDE (California Department of Education)



Fiscal Year 2016-17 EPA (Education Protection Account) Entitlement

Revenue

2016-17 EPA entitlement through 4th quarter

Debit (Dr)/ Credit (Cr)	Fund	Resource	Project Year	Goal	Function	Object	Amount
Cr	62	1400	0	0000	0000	8012	\$31,186.00

Resource 1400: Education Protection Account, Object 8012: Education Protection Account Entitlement

Expenses

Allowable expenditures per Prop 30

The River Montessori Charter School Board of Directors has approved expenses of EPA funds on facility rent.

Debit (Dr)/ Credit (Cr)	Fund	Resource	Project Year	Goal	Function	Object	Amount
Dr	62	1400	0	0000	8700	5601	\$31,186.00

Function 8700: Facilities Rents & Leases, Object 5601: Rent

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River Montessori Charter School does not discriminate against any pupil on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).