

## District Goals

### 2022-2028

#### Academic Excellence

Engage all students through a multi-tiered system of support that provides intervention, enrichment, and differentiation to meet the needs of our students.

#### Whole Child Success and Student

##### Wellness

Integrate a variety of learning experiences across multiple curricular areas designed to nurture students social and emotional well-being, self-advocacy, and character.

#### Safe and Accessible Facilities

Maintain high levels of Safety, Efficiency, and Accessibility of our physical structures and outdoor space to support learning, safety, and student growth.

#### Staff Support

Attract, Retain and support high quality staff as a key component to our success, with an emphasis on maintaining wellness, supporting professional development, and fostering an inclusive school culture.

#### Financial Stability

Ensure financial stability now and into the future through purposeful spending and the building of reserves over time.

# Alexander Valley Union School District

## Board of Trustees Meeting

Tuesday, February 15, 2022 at 5:30 PM

AVS LIBRARY

### Agenda

#### 1.0 Call to Order

#### 2.0 Pledge

#### 3.0 Roll Call

#### 4.0 Approval of the Agenda

#### 5.0 Comments from the Audience

In accordance with Board Bylaw 9323, visitors will be provided the opportunity to address the Board for through email as public comment, or by public voice comment not to exceed two minutes. The Superintendent designee will read public comment email(s) allowed on topics, including open and closed session items. Individuals wishing to speak shall keep comments not to exceed two minutes in total length. The Board does not respond or take action on submitted email or verbal comments. All public email comments submitted will be read first by the Superintendent designee. Individuals who wish to speak shall submit their email indicating the wish to speak at the Board Meeting by 4:30pm on Tuesday, February 15th, 2022 to [jsloan@alexandervalleyusd.org](mailto:jsloan@alexandervalleyusd.org). Emails submitted will be read first, then individuals who submitted a request to speak email will be provided up to two minutes for their individual public comment.

#### 6.0 Reports and Correspondence

##### 6.1 Alexander Valley Parent Club Report

##### 6.2 Alexander Valley School Faculty Report

##### 6.3 Alexander Valley Union School District Trustees' Reports

##### 6.4 Superintendent's Report

Current Enrollment & 2022-2023 Projected Enrollment updates

AVSPC Spaghetti Curbside Event: March 5th, 2022

COVID-19 Impact on Schools and the Pivot Out of the Pandemic

Students of the Month: Science

#### 7.0 Consent items

Consent items are routine, non-controversial agenda items that will be approved or rejected as whole, without extensive discussion or debate.

##### 7.1 Approval of Vendor Warrants

##### 7.2 Approval of the minutes of the January 10, 2022, Regular meeting of the Board.

## **8.0 Personnel and Fiscal**

### **8.1 Action: Certification of the Annual Independent Audit**

In accordance with Board Policy 3460, the Board will consider accepting the Annual Independent Audit of the 2020-2021 fiscal year, prepared by the Stephen Roatch Accountancy Corporation

### **8.2 Action: Acceptance of Corrective Actions re: Annual Independent Audit**

The Board will consider the acceptance of corrective actions taken in response to the audit finding.

### **8.3 Action: Acceptance of Measure B Bond Financial Audit**

The Board will consider accepting the Certification of the Measure B Bond Financial Audit of the 2020-2021 fiscal year, prepared by the Stephen Roatch Accountancy Corporation

### **8.4 Action: Acceptance of the Measure B Performance Audit**

The Board will consider accepting the Measure B Performance Bond Audit of the 2020-2021 fiscal year, prepared by the Stephen Roatch Accountancy Corporation

### **8.5 Action: Approval of Stephen Roatch Accountancy Corporation 3-Year Contract**

The Board will consider approving a 3-Year contract agreements with Stephen Roatch Accountancy Corporation for fiscal years ending in 2022, 2023, and 2024.

### **8.6 Action: Approval of Stephen Roatch Accountancy Corporation for 1-Year Contract for Measure B Proceeds Audit.**

The Board will consider approving a 1-Year contract agreement with Stephen Roatch Accountancy Corporation for the completion of Measure B proceeds.

### **8.7 Discussion: Budget Updates**

The Board will review current status of the budget that will reflect changes in anticipated revenues and expenditures.

## **9.0 Facilities**

### **9.1 Information/Discussion: Steve Petcavich**

Mr. Petcavich (RGMK) will share progress on Measure B construction project and information regarding the remaining contingency funds and checkpoint items to consider bringing back into the project. agenda item 9.3 Change Order #9

### **9.2 Information/Discussion/Possible Action: Tables & TK-2 Playground Equipment**

Mr. Reno will review with the Board table & playground costs. A projected order date by late-Feb 2022 will allow for a June-July 2022 install.



- Minimum Day 3/18/21 12:15 PM dismissal
- Spring Break 3/21-3/25 No School
- AVUSD Board Mtg 4/11/22 5:30pm

**13.0 Closed Executive Session**

11.1 Consultation with the Board's designated bargaining representative regarding employee salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees (pursuant to Section 54957.6 of the Government Code and AVUSD Board By Law 9321).

**14.0 Adjournment**

Alexander Valley Union School  
Enrollment Report 2021-22

| teacher            |  | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Jan-22 | Feb-22 | Mar-22 | Apr-22 | May-22 | Jun-22 |  |
|--------------------|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--|
| Axell              |  | 16     | 16     | 16     | 16     | 16     | 16     | 16     |        |        |        |        |  |
| Hausman            |  | 17     | 17     | 17     | 17     | 17     | 17     | 17     |        |        |        |        |  |
| Sheehy             |  | 16     | 16     | 16     | 16     | 16     | 15     | 15     |        |        |        |        |  |
| Flores             |  | 16     | 17     | 17     | 17     | 16     | 16     | 16     |        |        |        |        |  |
| Podesto            |  | 17     | 16     | 16     | 16     | 16     | 16     | 16     |        |        |        |        |  |
| Bowen              |  | 15     | 14     | 14     | 13     | 13     | 13     | 13     |        |        |        |        |  |
| Hayman             |  | 18     | 18     | 17     | 17     | 17     | 16     | 16     |        |        |        |        |  |
| <b>Totals</b>      |  | 115    | 114    | 113    | 112    | 111    | 109    | 109    |        |        |        |        |  |
| Transfers in       |  | 63     | 59     | 59     | 59     | 59     | 57     | 57     |        |        |        |        |  |
| District Residents |  | 52     | 55     | 54     | 53     | 52     | 52     | 52     |        |        |        |        |  |

| 2022-2023<br>Enrollment requests<br>as of 2-10-22 | A<br>V<br>S | Sibling | Alumni<br>PropertyO<br>wners<br>District<br>Emplayee | Works in<br>District | Regular<br>Transfers |
|---|-------------|---------|--|----------------------|----------------------|
| Kindergarten                                      | 4           | 3       | 1  | 3                    | 13                   |
| First Grade                                       |             |         |  |                      | 1                    |
| Second Grade                                      |             |         |  |                      | 2                    |
| Third Grade                                       |             |         |  |                      | 1                    |
| Fourth Grade                                      |             |         |  |                      | 2                    |
| Fifth Grade                                       |             |         |  |                      | 0                    |
| Sixth Grade                                       |             |         |  |                      | 0                    |

# THE ALEXANDER VALLEY SCHOOL

## 66th Annual Drive Thru Spaghetti Dinner & Auction

### March 5, 2022

**We welcome your donations for  
our \*online\* auction!**

Gift certificates, dinners, special events, home decor, garden items, services, vacation homes... use your imagination!

Or – please consider joining “The Friends of AVS!” You can make a tax deductible, cash donation to “AVSPC”.



### AUCTION DONOR FORM

DONOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TEL:(\_\_\_\_)\_\_\_\_-\_\_\_\_ EMAIL: \_\_\_\_\_

DONATION DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Retail Value: \$ \_\_\_\_\_

#### Donation Receipt Instructions:

**Please circle one:** Will deliver to school / Pickup needed?

For pickup: Where & Contact Person? \_\_\_\_\_  
\_\_\_\_\_

Please retain a copy for  
your records.

To insure appropriate recognition and accurate descriptions in our catalog, **please return this form by February 5, 2022 to:**

**Rosie Monson** – Online  
Auction Chair, AVSPC  
c/o Alexander Valley School,  
8511 Highway 128  
Healdsburg, CA 95448

**OR by email to :**  
**auktionavs2022@gmail.com**

AVSPC Tax ID#: 68-001-3283



The parents and students of AVS THANK YOU for your support!



But instead of that, our principals continue to focus huge amounts of time and energy on COVID response and mitigation, our teachers have had to become public health experts, and we, the superintendents, are spending our time dealing with COVID rather than moving our schools, students and staff forward.

Instead of focusing on teaching, learning and caring for our students, we have had to become arbiters and interpreters of public health, as we have implemented and interpreted the continually changing guidance from California Department of Public Health (CDPH) and California Occupational Safety, Health Administration (CalOSHA) and Sonoma County Department of Public Health (SCDPH).

Rather than institutes of learning, schools have become a primary point of healthcare, assuming responsibility for intense testing regimes and isolation and quarantine requirements that are consuming staffing and logistical resources. There is also a disconnect at the local level, as we work through additional local orders and guidance, and try to interpret and communicate that guidance in a way that our families and staff can understand.

And, as the necessity for testing increases, we are struggling to find test kits, testing technicians and data management tools. Even local districts who have managed to launch robust testing programs struggle with shortages of tests and peoplepower. Then, consider the human resources and capital required to implement complicated quarantine and isolation guidance, contact tracing and notification exposed individuals.

The demands of these safety efforts have been placed upon schools in addition to our primary responsibility for teaching and learning and attending to the pandemic's social-emotional toll on students and stress on employees. And, keep in mind, that is on top of the social-emotional toll of multiple years of fires, floods, smoke days, public safety power shut offs and more.

## **RECOMMENDATIONS**

We fully understand the complexity and intensity of the emergency and as such make the following recommendations as we believe these will contribute to the overall safety, wellbeing and education of our students:

- Align CDPH and CalOSHA guidance on isolation and quarantine rules or establish CalOSHA exemptions for the education sector to mirror the CDPH guidance that allows staff to return safely while maintaining health and safety precautions.
- Eliminate, reduce or fully transition responsibility for COVID-19 testing, isolation and quarantine to the healthcare and insurance providers or public health sector as appropriately defined. Schools can provide venues and access, but other persons, agencies, or entities should be responsible for intake, notifications, guidance and tracing. We understand this may require additional capacity such as recruitment efforts to staff these operations or a reimagination of state

policy. Expanding access to Over-the-Counter COVID-19 testing kits for individuals and families to access as needed coupled with a policy change would greatly relieve the systems

- Provide schools and districts with reprieve through extension or modification from some of the traditional compliance mandates and reporting requirements such as the LCAP supplement, Site Plans, the A-G Incentive Grant plan, and the Career Technology Incentive Grant reports.
- Make the Expanded Learning Opportunities Program more flexible with an extended timeline and allowance of carryover funds so there is not a missed opportunity to provide these supports to our students.
- Provide a financial reprieve from chronic absenteeism accountability given the skewed data as a result of COVID-19 impact. Chronic absenteeism data will reflect the days missed due to COVID-19 as well as direction from health agencies for persons to stay home if they are not feeling well, social and emotional needs, and more.
- To confirm Hold Harmless Liability on School Districts and School Personnel related to the administration of Covid-19 including dependent charter schools.
- Establish dialogue now with school districts about the pivot to living in the coming era of endemic. Build upon relationships forged during the crisis and support schools in their mission of teaching and learning and supporting the needs of students.
- Address the move back to Categorical Programs (ex. ELOP), which were abandoned for Local Control Funding Formula (LCFF) and direct more funding to the base grant. Receiving additional funding for additional programming for new programs for students places additional pressure on a weakened staff. Districts require more funding in ongoing unrestricted sources, even beyond the Cost of Living adjustment.
- Address the issue of teacher shortage and retainment due mental exhaustion, low wages through augmentation of our base funding per pupil.

Thank you for the opportunity to share our concerns. We would welcome the opportunity to meet with you to discuss these observations and our recommendations. We are eager to partner on a solution-focused path forward.

Thank you for your leadership and support of public schools.

Sincerely,

Sonoma County School District Superintendents



# Alexander Valley Union School District

Matt Reno  
Superintendent-Principal

February 15, 2022

Trustees,

## **STUDENTS OF THE MONTH: SCIENCE!**

This month we celebrate our Junior Scientists! These students have demonstrated strong connections with Science at AVS throughout the year.

In addition to classroom Science instruction, all students continue to benefit from the “hands-on” applications of Science provided from Mr. G in our outdoor science classroom, and from Mrs. Loarie in our garden learning center.

**Camila, Alexandra, Angelo, Jacob, Maceo, Sydney B,  
Audrey, Mason M, Manny, Josiah, Samuel, Adalind,  
Maltilda, Stuart, and Ella R.**

Congratulations to our “Students of the Month” of February 2022!

Sincerely,

M. Reno

Checks Dated 01/06/2022 through 02/09/2022

Board Meeting Date February 15, 2022

| Check Number | Check Date | Pay to the Order of                                   | Fund-Object | Comment  | Expensed Amount | Check Amount |
|--------------|------------|---|-------------|--|-----------------|--------------|
| 1874859      | 01/12/2022 | Smart, Gianna   | 01-4210     | Library Books                                  |                 | 193.34       |
| 1874860      | 01/12/2022 | American Storage                                      | 21-5600     | Rental of Storage Pod - Measure B              |                 | 150.00       |
| 1874861      | 01/12/2022 | Blue Muse Film Productions                            | 01-5800     | Videographer for the Winter Performance        |                 | 406.00       |
| 1874862      | 01/12/2022 | Carr's Construction Service                           | 21-6250     | MPR and Classroom Project                      | 198,986.83      |              |
|              |            |   | 40-6250     | MPR and Classroom Project                      | 106,858.00      | 305,844.83   |
| 1874863      | 01/12/2022 | Dan Hardin Architect                                  | 21-6210     | Design Bond Project                            | 5,455.67        |              |
|              |            |   | 40-6210     | Design Bond Project                            | 811.00          | 6,266.67     |
| 1874864      | 01/12/2022 | Jess A Zimmerman Inc                                  | 01-4360     | Bus Fuel 21-22                                 |                 | 289.65       |
| 1874865      | 01/12/2022 | LACO Associates                                       | 21-6216     | Inspection, observe and test during excavation |                 | 1,107.50     |
| 1874866      | 01/12/2022 | LMB Inc.  | 01-5871     | Contracted Services                            |                 | 7,540.00     |
| 1874867      | 01/12/2022 | Office Depot  | 01-4310     | Classroom Supplies and Paper                   |                 | 48.73        |
| 1874868      | 01/12/2022 | PG&E  | 01-5520     | 21-22 Electric Services                        |                 | 142.78       |
| 1874869      | 01/12/2022 | Recology Sonoma Marin                                 | 01-5560     | waste disposal 21-22                           |                 | 382.71       |
| 1874870      | 01/12/2022 | Redwood Pediatric Therapy Associates                  | 01-5811     | Occupational Therapy for 2021-2022             |                 | 1,140.38     |
| 1874871      | 01/12/2022 | School And College Legal Serv.                        | 01-5823     | Legal Services for 21-22 Over Retainer         |                 | 84.00        |
| 1874872      | 01/12/2022 | SWRCB Accounting Office Attn:Drinking Water Prgm Fees | 01-5800     | Water Systems Fee 20-21                        |                 | 635.00       |
| 1874873      | 01/12/2022 | T-Mobile  | 01-5844     | Mobile hotspots - tech loans/Distance Learning |                 | 406.72       |
| 1874874      | 01/12/2022 | TIAA Bank   | 01-5632     | Kyocera Copier Lease                           |                 | 237.62       |
| 1874875      | 01/12/2022 | Vision Service Plan                                   | 01-9574     | Vision Service Premium 21-22                   |                 | 331.74       |
| 1874876      | 01/12/2022 | Weeks Drilling & Pump Inc.                            | 01-5802     | Water System Service 21-22                     |                 | 425.00       |
| 1876196      | 01/19/2022 | Amazon  | 01-4380     | Florescent bulbs, Dodgeballs, RSP              | 26.45           |              |
|              |            |   | 01-4390     | Face Masks for Staff                           | 81.73           |              |
|              |            |   |             | Florescent bulbs, Dodgeballs, RSP              | 92.90           |              |
|              |            |   |             | KN95 Masks                                     | 120.45          | 321.53       |
| 1876197      | 01/19/2022 | Dan Bowen DBA D3G Consulting                          | 01-5840     | IT Services                                    |                 | 2,500.00     |
| 1876198      | 01/19/2022 | Ferrellgas  | 01-5510     | Propane for 21-22                              |                 | 2,278.71     |
| 1876199      | 01/19/2022 | Garrett Hardware & Plumbing                           | 01-4380     | Maintenance Supplies                           |                 | 55.77        |
| 1876200      | 01/19/2022 | Luther Burbank Center for the Arts                    | 01-5800     | Virtual School Show                            |                 | 50.00        |
| 1876201      | 01/19/2022 | Office Depot  | 01-4310     | Classroom Supplies and Paper                   |                 | 235.81       |
| 1876202      | 01/19/2022 | Really Good Stuff                                     | 01-4310     | Magnetic Word Building Set                     |                 | 185.23       |
| 1876203      | 01/19/2022 | TIAA Bank   | 01-5632     | Kyocera Copier Lease                           |                 | 40.33        |
| 1877190      | 01/26/2022 | Hausman, Shannon H                                    | 01-4310     | Class Supplies-Holiday Prgm                    | 338.71          |              |
|              |            |   | 01-4390     | Holiday Program                                | 102.59          | 441.30       |
| 1877191      | 01/26/2022 | Podesto, Nadia L                                      | 01-8699     | class supplies                                 |                 | 108.99       |
| 1877192      | 01/26/2022 | Hayman, Lorna M                                       | 01-4310     | classroom materials                            | 100.16          |              |
|              |            |   |             | Replace materials from water damage            | 84.62           | 184.78       |

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

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Page 1 of 3

Checks Dated 01/06/2022 through 02/09/2022

Board Meeting Date February 15, 2022

| Check Number | Check Date | Pay to the Order of                                       | Fund-Object | Comment  | Expensed Amount | Check Amount |
|--------------|------------|---|-------------|--|-----------------|--------------|
| 1877193      | 01/26/2022 | Amazon  | 01-4310     | Martin Smith UK-222-A Siorabi Ukulele, Natural | 237.90          |              |
|              |            |   | 01-4390     | Face Masks for Staff                           | 207.04          | 444.94       |
| 1877194      | 01/26/2022 | AT&T  | 01-5911     | 21-22 Phone connect Alarms                     |                 | 78.50        |
| 1877195      | 01/26/2022 | Apple Inc.  | 01-4390     | 16-in MacBook Pros. Apple Quote # 2206867812   |                 | 328.42       |
| 1877196      | 01/26/2022 | Kyocera Document Solutions                                | 01-5632     | Copier Usage and Maint                         |                 | 309.26       |
| 1877197      | 01/26/2022 | Mobile Modular  | 01-5600     | Modular Lease                                  |                 | 620.00       |
| 1877198      | 01/26/2022 | PRIME65   | 01-5911     | 21-22 VoIP Phone Service                       |                 | 684.85       |
| 1877199      | 01/26/2022 | RGM Kramer Inc.   | 40-6255     | Construction Oversight and Admin               |                 | 7,083.34     |
| 1877200      | 01/26/2022 | Roberts Mechanical & Electric                             | 01-5800     | HVAC Repairs                                   |                 | 1,768.58     |
| 1877201      | 01/26/2022 | Sonoma County Dept of Health Services Environmentl Health | 40-6216     | Plan Review Application Fee for the Kitchen    |                 | 872.00       |
| 1877202      | 01/26/2022 | Vision Service Plan                                       | 01-9574     | Vision Service Premium 21-22                   |                 | 331.74       |
| 1877792      | 01/28/2022 | ADRT  | 01-5871     | Contracted Services                            |                 | 4,332.00     |
| 1877793      | 01/28/2022 | Alliance Insurance Group                                  | 01-5813     | Flex Plan Administration 21-22                 |                 | 300.00       |
| 1878383      | 02/02/2022 | Adams, Barbara  | 01-4312     | Art Supplies                                   |                 | 201.21       |
| 1878384      | 02/02/2022 | Sloan, Jacqueline C                                       | 01-4390     | Covid rapid tests                              |                 | 21.68        |
| 1878385      | 02/02/2022 | Arreola, Maria  | 13-5200     | Jan 2022 Mileage                               |                 | 82.13        |
| 1878386      | 02/02/2022 | Kopache, Anne T   | 01-4350     | Labor Posters 2022                             | 101.91          |              |
|              |            |   | 01-5950     | Stamps   | 290.00          | 391.91       |
| 1878387      | 02/02/2022 | Alpha Analytical Laboratories                             | 01-5802     | Drinking Fountain Testing 21-22                |                 | 69.00        |
| 1878388      | 02/02/2022 | Amazon  | 01-4390     | On site COVID Test Kits                        |                 | 215.80       |
| 1878389      | 02/02/2022 | Carr's Construction Service                               | 21-6250     | MPR and Classroom Project                      | 273,886.48      |              |
|              |            |   | 25-6250     | MPR and Classroom Project                      | 79,289.23       |              |
|              |            |   | 40-6250     | MPR and Classroom Project                      | 13,356.52       | 366,532.23   |
| 1878390      | 02/02/2022 | Document Tracking Services                                | 01-5824     | LCAP, SSPSA template services                  |                 | 545.00       |
| 1878391      | 02/02/2022 | The Home Depot Pro SupplyWorks                            | 01-4370     | Custodial Supplies                             |                 | 367.19       |
| 1878392      | 02/02/2022 | MKM & Associates  | 21-6216     | Structural Observation/Report                  |                 | 1,036.50     |
| 1878393      | 02/02/2022 | Office Depot  | 01-4350     | Office Supplies                                |                 | 227.65       |
| 1878394      | 02/02/2022 | PG&E  | 01-5520     | 21-22 Electric Services                        |                 | 202.72       |
| 1878395      | 02/02/2022 | School And College Legal Serv.                            | 01-5823     | Legal Services for 21-22 Over Retainer         |                 | 280.00       |
| 1879582      | 02/09/2022 | Axell, Julie M  | 01-5200     | ASCD Virtual Training                          |                 | 248.00       |
| 1879583      | 02/09/2022 | Rosas, Rodolfo S  | 01-5200     | Mileage for Bus testing and liscenses          | 35.10           |              |
|              |            |   | 01-5800     | Medical Certification - Kaiser                 | 115.00          | 150.10       |
| 1879584      | 02/09/2022 | Amazon  | 01-4380     | Fluorescent Lights                             | 45.17           |              |
|              |            |   | 13-4390     | Food scrap waste bags                          | 68.52           | 113.69       |
| 1879585      | 02/09/2022 | American Storage  | 21-5600     | Rental of Storage Pod - Measure B              |                 | 150.00       |

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

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Page 2 of 3

Checks Dated 01/06/2022 through 02/09/2022

Board Meeting Date February 15, 2022

| Check Number                  | Check Date | Pay to the Order of                  | Fund-Object | Comment   | Expensed Amount | Check Amount      |
|-------------------------------|------------|--------------------------------------|-------------|---|-----------------|-------------------|
| 1879586                       | 02/09/2022 | Big John's Market                    | 01-4390     | Staff Development Supplies                        |                 | 245.41            |
| 1879587                       | 02/09/2022 | Dan Bowen DBA D3G Consulting         | 01-5840     | IT Services                                       |                 | 2,500.00          |
| 1879588                       | 02/09/2022 | Dan Hardin Architect                 | 21-6210     | Design Bond Project                               | 5,455.66        |                   |
|                               |            |                                      | 40-6210     | Design Bond Project                               | 811.01          | 6,266.67          |
| 1879589                       | 02/09/2022 | Jess A Zimmerman Inc                 | 01-4360     | Bus Fuel 21-22                                    |                 | 233.21            |
| 1879590                       | 02/09/2022 | Kyocera Document Solutions           | 01-4350     | Copier Supplies - Staple Holders for large copier | 162.27          |                   |
|                               |            |                                      | 01-5632     | Copier Usage and Maint                            | 180.75          | 343.02            |
| 1879591                       | 02/09/2022 | LMB Inc.                             | 01-5871     | Contracted Services                               |                 | 11,255.90         |
| 1879592                       | 02/09/2022 | Office Depot                         | 01-4350     | Office Supplies                                   |                 | 101.86            |
| 1879593                       | 02/09/2022 | Pylon Communications LLC             | 01-5911     | 21-22 VoIP Phone Service                          |                 | 366.88            |
| 1879594                       | 02/09/2022 | Recology Sonoma Marin                | 01-5560     | waste disposal 21-22                              |                 | 382.71            |
| 1879595                       | 02/09/2022 | Redwood Pediatric Therapy Associates | 01-5811     | Occupational Therapy for 2021-2022                |                 | 240.08            |
| 1879596                       | 02/09/2022 | School And College Legal Serv.       | 01-5823     | Legal Services for 21-22 Over Retainer            |                 | 18.00             |
| 1879597                       | 02/09/2022 | Stephen Roatch Accountancy           | 01-5821     | 20-21 Audit Services                              |                 | 3,500.00          |
| 1879598                       | 02/09/2022 | John Stocksdale                      | 21-6225     | Inspector of Record - Measure B Project           |                 | 5,665.00          |
| 1879599                       | 02/09/2022 | T-Mobile                             | 01-5844     | Mobile hotspots - tech loans/Distance Learning    |                 | 406.72            |
| 1879600                       | 02/09/2022 | TIAA Bank                            | 01-5632     | Kyocera Copier Lease                              |                 | 237.62            |
| 1879601                       | 02/09/2022 | Weeks Drilling & Pump Inc.           | 01-5802     | Water System Service 21-22                        |                 | 434.23            |
| <b>Total Number of Checks</b> |            |                                      |             |   | <b>74</b>       | <b>752,220.87</b> |

Fund Summary

| Fund                            | Description                    | Check Count | Expensed Amount   |
|---------------------------------|--------------------------------|-------------|-------------------|
| 01                              | General Fund                   | 62          | 51,095.48         |
| 13                              | Cafeteria Fund                 | 2           | 150.65            |
| 21                              | School Building Bond Fund      | 9           | 491,893.64        |
| 25                              | Capital Facilities Fund        | 1           | 79,289.23         |
| 40                              | Special Reserve Capital Outlay | 6           | 129,791.87        |
| Total Number of Checks          |                                | <b>74</b>   | <b>752,220.87</b> |
| Less Unpaid Sales Tax Liability |                                |             | <b>.00</b>        |
| <b>Net (Check Amount)</b>       |                                |             | <b>752,220.87</b> |

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

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**Alexander Valley Union School District**  
**Board of Trustees Meeting**  
**January 10, 2022 at 5:30PM**  
**AVS LIBRARY**

*The Alexander Valley Union School District Board of Trustees meetings are open to the public, except for certain subjects that are addressed in closed executive session in accordance with the Brown Act. If any member of the public wishes to attend, and requires special accommodations due to handicapping conditions as outlined in the Americans with Disabilities Act, please contact the Superintendent-Principal in the Alexander Valley School Office at least 2 working days prior to the meeting.*

**Minutes**

**1.0 Call to Order:** President Hawkes called the meeting to order at 5:30 PM.

**2.0 Pledge:** The Governing Board and Mr. Reno opted to forgo the pledge of allegiance.

**3.0 Roll Call :** Trustees Present: Laura Hawkes, Steve Smit and Joe Stewart. Trustee Doran and Trustee Kreck are unable to attend.

**4.0 Approval of the Agenda** Trustee Smit moved to approve the January 10, 2022 Regular Board Agenda. Trustee Stewart second with a vote of 3-0.

**5.0 Comments from the Audience None**

In accordance with Board Bylaw 9323, visitors will be provided the opportunity to address the Board through email as public comment, or by public voice comment not to exceed two minutes. The Superintendent designee will read public comment email(s) allowed on topics, including open and closed session items. Individuals wishing to speak shall keep comments not to exceed two minutes in total length. The Board does not respond or take action on submitted email or verbal comments. All public email comments submitted will be read first by the Superintendent designee. Individuals who wish to speak shall submit their email indicating the wish to speak at the Board Meeting by 4:30pm on Monday, January 10th, 2022 to [jsloan@alexandervalleyusd.org](mailto:jsloan@alexandervalleyusd.org). Emails submitted will be read first, then individuals who submitted a request to speak via email will be provided up to two minutes for their individual public comment.

**6.0 Reports and Correspondence**

**6.1 AVSPC Report:** Mr. Reno reported to the Governing Board that AVSPC rescheduled their meeting until February 9, 2022, and there is no report for this evening.

**6.2 Alexander Valley School Faculty Report:** On behalf of the Staff at AVS, 4<sup>th</sup> grade teacher Nadia Podesto reported to the Trustees that Staff is working hard to get through the most recent pandemic and that AVS is approaching 90 days bringing us half way through the year. Mr. Reno added that Mrs. Flores with Mrs. Doneau and Mr. Bowen are working together along with our students for our annual Opera auditions. We are excited to work with the San Francisco Opera. Mrs. Flores will announce whether or not we will be able to do a live performance or if we will need to do another virtual performance when we are closer to show time.

**6.3 Alexander Valley Union School District Trustees' Reports:** No report at this time

**6.4 Superintendent's Report**

January is School Board Recognition Month: Thank You Trustees! Mr. Reno took a moment to express his special thanks to our Governing Board stating that all of us really appreciate what our Trustee volunteers do to govern the Alexander Valley Union School District. A great culture on the Board continues to bring out the best in our students and staff throughout the district. The environment here at AVS is really great. Mr. Reno expressed how he personally really values the Trustees' leadership. Mr. Reno stated on behalf of the staff and himself, we wanted to thank you for all you do to contribute to the success of our school.

Current Enrollment Update: Mr. Reno reported to the Governing Board that AVS has 109 students currently.

Williams Quarterly Report: Mr. Reno reported that he has not received any complaints, AVUSD has a full certificated teaching staff and all students have sufficient textbooks and supplies reported

Students of the Month: Empowerment: Mr. Reno is proud to honor the students who have been selected by their teachers who have empowered themselves to take ownership of their own learning.

Covid-19 information/updates: Mr. Reno report that AVS had 28 students absent today with 81 present. Not all absences were Covid related. He is sad to report that the Covid virus has reached AVS with 9 positive cases for students and staff so far. The good news is that families are no longer required to provide a PCR test and are able to use the over the counter Antigen ones. SoCo Health has reduced the isolation time for positive cases to 5 days and our staff is mandated to receive a booster vaccine by February 1, 2022, or take part in testing twice weekly. Trustee Stewart added that he just learned that Dr. Mase announced today for Sonoma County a limit of 50 for indoor gatherings and 100 for outdoor gathering through February 3, 2022. Lastly Dr. Mase recommends essential travel only through the same time period

### **7.0 Consent items**

Consent items are routine, non-controversial agenda items that will be approved or rejected as whole, without extensive discussion or debate.

#### **7.1 Approval of Vendor Warrants**

**7.2 Approval of the minutes: December 13, 2021 Regular meeting of Board**

**7.3 Acceptance of a \$20,000 donation from Tom and Kay Reed for construction.**

**7.4 Acceptance of a donation of goods from Annie Holden valued at \$3,822**

Trustee Smit moved to approve the above consent items. Trustee Stewart second with a vote of 3-0.

### **8.0 Students**

**8.1 Information: Counseling Social/Emotional supports:** Mr. Reno provided the Governing Board with a mid-year report on the current counseling services being provided for students at AVS. Mr. Reno noted AVS has 9 students who are having one on one support every Thursday. In addition to the one on one support, Ms. McCammon is going into the classrooms and facilitating mindfulness activities with the class providing additional Social emotional support. Ms. McCammon provides small group pullouts, group and one on one counseling as needed.

#### **8.2 Information: Accelerated Reader (AR) Guy Fieri Foundation Pilot Project:**

Mrs. Podesto shared her perspective and the information she has learned about the AR Pilot Program being offered to AVS grades 4 and 5 students. Mrs. Podesto noted that the program is geared towards students who are not natural readers and AVS would be joining Kenwood, Madrone Elementary, and Mark West to pilot the program

### **9.0 Facilities**

#### **9.1 Information/Discussion: Steve Petcavich**

Mr. Petcavich (RGMK) shared the progress to date with the Trustees regarding the Measure B construction project's two classrooms and multipurpose room. Mr. Petcavich noted the scope and sequence of progress, the various points where certain parts have been roughed in such as plumbing and duck work. Once the three projects are water tight then we can expect the drywall to begin. Windows are waiting for DSA approval as well as the curtains and sound system for the stage. Lastly, Mr. Petcavich noted that the water tank for fire protection is in and he expects we will be able to return the temporary firewater storage tank shortly.

**9.2 Action: Change Order #8:** Mr. Reno requested the Board approval of construction project Change Order #8. On a motion from Trustee Smit, the Governing Board approved Change order

#8 for the amount of \$7423.00. Trustee Stewart second with a vote of 3-0. Trustee Smit inquired about the padding for the wall in the Multi-Purpose room. Mr. Petcavich explained the additional padding would be able to be easily put in place whenever the students were playing basketball to soften the landing when students make solid contact with the wall or window area of the court. The padding is for the student's additional protection.

## **10.0 Personnel and Fiscal**

**10.1 Action: Budget Updates:** The Board approved a series of budget updates to AVUSD's budget on a motion from Trustee Smit. Ms. Kopache reviewed the recent updates noting that the addition of new classified hires, and the recent work done for flood damage repair prompted the budget updates. Ms. Kopache expressed her optimism once the reimbursable dollars were received from RESIG and the donations promised to AVUSD for Measure B were received. Ms. Kopache expressed that she hoped to receive the aforementioned funds soon. Trustee Stewart second with a vote of 3-0.

**10.2 Information/Discussion: Newly added state funded facility grants:** Mr. Reno provided the Governing Board with information on new facility grants and the expected application process. Mr. Reno emphasized that he is looking for any funds that are available to AVS. Mr. Reno expressed that AVS might be a candidate for reimbursable amounts around TK which would be able to be used to offset a small portion of the construction cost associated with the newly constructed KN/TK room. In addition, Mr. Reno has written to Supervisor James Gore on AVUSD's behalf of AVUSD regarding the fiscal hit AVUSD is taking in relation to the Kincadee fire and the delay in assessments of Alexander Valley residential properties. Trustee Smit asked for a timeline for the possible State funds and Mr. Reno responded with he is expecting to be informed in April of 2022 regarding the modernization matching funds and facility grants

**10.3 Action: Approval of the 2020/2021 School Accountability Report Card (SARC):** The Board approved the 2020/2021 SARC narrative report as explained by Mr. Reno and Ms. Kopache with the understanding that the State would be populating various numbers reporting data for AVUSD. Those numbers are unable to be modified by the District. Trustee Stewart second with a vote of 3-0.

## **11.0 Governance**

**11.1 Information/Discussion/Possible Action: 2022 AVUSD Lottery Order:** Mr. Reno shared with the Governing Board the request put forth by the Alexander Valley Certificated staff regarding their request to change the placement of AVUSD's staff's children in the lottery priority. AVS teachers are requesting that those employed by AVUSD be considered equal to siblings within the priority level. Trustee Stewart inquired if the ask made a distinction between full-time and part-time employees. Mr. Reno responded that at this time the request did not make that distinction. President Hawkes tabled Agenda Item 11.1 until the February 2022 Board meeting when all Trustees are expected to attend. Trustee Smit had requested the postponement as the AVS Lottery order as evolved over several years and he felt all Trustees should be given an opportunity to weigh in on this decision.

**11.2 Action: Addendum to Independent Study (IS) Policy:** Mr. Reno and Ms. Sloan shared with the Trustees that the current MOU with Windsor Unified School District [WUSD] places students who have reached their 15th Independent Study [IS] contracted day will be unenrolled from AVS. Both Mr. Reno and Ms. Sloan requested an addendum be added giving discretion authority to Mr. Reno. Ms. Sloan explained the original intent for the MOU with WUSD was to comply with the newly required live instruction or "face time" with a certificated teacher" by the State. Now that a few AVS Students are approaching the 15 day of IS, they are required to un-enroll from AVS and enroll at WUSD. Mr. Reno and Ms. Sloan wanted to give AVS teachers an opportunity to meet the requirements rather than having the family experience a disruption

in attending AVS. Ms. Sloan explain that the State requirement is for accumulative IS days not consecutive. It is quite possible that a current student at AVS' 15<sup>th</sup> day could be the last day of their short term contact and would have to un-enroll for just one day. Giving Mr. Reno discretionary authority allows Mr. Reno to work with both the AVS family and the classroom teacher on a case by case basis. Trustee Smit moved to approve the addendum to the MOU with WUSD and to AVUSD Board Policy 6158 giving Mr. Reno discretion to maintain a student's enrollment at AVS should they reach or exceed 15 days of IS. Trustee Stewart second with a vote of 3-0

## **12.0 Future Meetings and Agenda Items**

### **Tuesday, February 15<sup>th</sup>, 2022 Regular Board Meeting @5:30pm**

- Consider any certificated and classified layoffs.
- Construction Updates
- Accept Annual Audit
- Governor January Budget Updates
- Students of the Month (Science)
- Covid-19 Updates as needed
- Approval of 2021-2022 AVS Safety Plan
- Mid-Year LCAP Supplemental Report
- Lottery order consideration

## **13.0 Future Date Information**

- |  |                        |
|--|------------------------|
| Martin Luther King Jr. Day: No School        | January 17, 2022       |
| • Lincoln's Observance: No School            | February 7, 2022       |
| • Board of Trustees Mtg (Tues)               | February 15, 2022      |
| • Local Holiday & President's Day: No School | February 18 & 21, 2022 |

**14.0 Adjourn to Closed Executive Session:** President Hawkes adjourned into Closed Session at 6:24 PM to discuss the following with Mr. Reno, Superintendent-Principal.

**13.1** Evaluation of the Superintendent-Principal; Mid-Year Goal Review (pursuant to Government Code [54957](#) and Board By Law 9321)

**15.0 Adjourn to Open Session and Report Any Action Taken in Closed Session:** President Hawkes adjourned into open session at 6:59 PM to announce no action had been taken in Closed Session.

**16.0 Adjournment:** President Hawkes adjourned the meeting at 7:00 PM.

Respectfully submitted,

Matt Reno, Superintendent-Principal  
Secretary to the Board



**AUDIT CERTIFICATION**

**2020-21 FINANCIAL REPORT/AUDIT**

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District/Charter Name Alexander Valley Union School District Sonoma County, California

**In accordance with Education Code section 41020.3, the Governing Board must review and accept the prior year's Financial Report/Audit, at a public meeting, on or before February 28<sup>th</sup> (or for charter schools pursuant to Education Code section 47605) and**

THEREBY, as written verification of said review, the Governing Board reviewed and accepted

on February 15, 2022 the Annual Financial Report as of June 30, 2021.

\_\_\_\_\_  
(Signature) District Superintendent/Charter School Official

\_\_\_\_\_  
Date

Matt Reno, Superintendent

Printed name

Submit the original signature copy of the Audit Certification by **March 15, 2021** to your **SCOE Advisor** at:  
Business Services  
Sonoma County Office of Education  
5340 Skylane Boulevard  
Santa Rosa, CA 95403

SCOE Use only: reviewed by: \_\_\_\_\_ date reviewed: \_\_\_\_\_



**CERTIFICATION OF CORRECTIVE ACTION**

**2020-21 AUDIT FINDINGS AND RECOMMENDATIONS**

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District Name Alexander Valley Union School District  
Sonoma County, California

- 2020-21 Certification of Corrective Action is hereby filed by the Governing Board of the school district.

\_\_\_\_\_  
Clerk/Secretary of the Governing Board

February 15, 2022  
Date of Meeting

- 2020-21 Certification of Corrective Action

The Superintendent certifies that all corrective action(s) specified in the attached page(s) have been reviewed by the district's Governing Board and assures that corrective procedures have been implemented and will be used in the ensuing years.

\_\_\_\_\_  
District Superintendent

\_\_\_\_\_  
Date

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For additional information

Contact: Anne Kopache

Phone: 707-433-1375 ex 122

Submit original of the Certification of Corrective Action together with each Audit Finding Corrective Action form and corresponding documentation by **April 15, 2021** to your **SCOE Advisor** at:  
Sonoma County Office of Education  
5340 Skylane Boulevard  
Santa Rosa, CA 95403

SCOE Use only: reviewed by: \_\_\_\_\_ date reviewed: \_\_\_\_\_

**2020-21 AUDIT FINDING CORRECTIVE ACTION**  
*due to SCOE by April 15, 2021 or immediately following board approval*

**District:** Alexander Valley Union School District

**Finding Category:** 40000 (see list at bottom of page)

**Finding Number:** 2021-001 **Page Number:** 77

|   |                      |
|---|----------------------|
| <p>A. Describe below specific corrective action(s) used in resolving the audit finding.</p> <p>B. Specifically address each individual item within the finding. Be certain that your responses are clear and concise. You will need to provide <u>all</u> documentation which supports the specific action taken toward resolving the finding; i.e., copies of amended reports, corrective action plans, etc.</p> <p>With the return to in-person learning, the District resumed the standard bell schedule without verifying the updated State regulations for the 2020-21 school year. By using the standing minimum day bell schedule, the District was able to make the transition to in-person learning easier for the students and parents, while providing more than the required instructional minutes for the remainder of the school year. In the future the District will review any updates to laws and regulations, especially in times of unprecedented changes and challenges to education and student learning, to ensure compliance with State requirements.</p> |                      |
| <p>C. Did this finding require a corrective report? <span style="float: right;">→</span></p> <p style="text-align: center;">If yes, attach a copy of an acceptable plan of correction.</p>  | <p>Yes</p> <p>No</p> |

| <b>AB 3627 Finding Category Types</b> |                                   |
|---------------------------------------|-----------------------------------|
| 10000                                 | Attendance                        |
| 20000                                 | Fixed Assets                      |
| 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 |

SCOE Use only: reviewed by: \_\_\_\_\_ date reviewed: \_\_\_\_\_

## **STEPHEN ROATCH ACCOUNTANCY CORPORATION**

Certified Public Accountants

Stephen Roatch - President  
Habbas Nassar - Vice President

January 18, 2022

Management and Governing Board of  
Alexander Valley Union Elementary School District  
8511 Highway 128  
Healdsburg, CA 95448

### **Year 1 of 3-year contract**

This letter confirms that Alexander Valley Union Elementary School District has requested our firm to perform only the audit services described in this letter and has not requested our firm to provide any specific internal control review or fraud audit service. This letter also confirms our understanding of the terms and objectives of our audit engagement and the nature and limitations of the services we will provide.

We are pleased to confirm our understanding of the services we are to provide Alexander Valley Union Elementary School District for the years ended June 30, 2022, June 30, 2023, and June 30, 2024. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Alexander Valley Union Elementary School District as of and for the year ended June 30, 2022. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Alexander Valley Union Elementary School District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Government Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Alexander Valley Union Elementary School District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison information
3. Schedules of the proportionate share of the net pension liabilities
4. Schedules of contributions
5. Schedule of changes in total OPEB liability and related ratios

We have also been engaged to report on supplementary information other than RSI that accompanies Alexander Valley Union Elementary School District's financial statements. We will subject the supplementary information 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, and other additional procedures 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.

The Schedule of Financial Trends and Analysis will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

## **Audit Objectives**

The objective of our audit is the expression of opinions as to 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 and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2021-22 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*, prescribed in the *California Code of Regulations*, Title 5, section 19810 and following, and will include tests of the accounting records of Alexander Valley Union Elementary School District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Alexander Valley Union Elementary School District's financial statements. Our report will be addressed to the Governing Board of Alexander Valley Union Elementary School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that 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 Alexander Valley Union Elementary School District 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 U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

## **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.

### **Audit Procedures - General (Concluded)**

We will plan and perform the audit to obtain reasonable 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 government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or 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, an unavoidable risk exists that some 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 comes 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. Our responsibility as auditors is limited to the period covered by our audit and does not extend to 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, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions, as applicable. We will request written representations from your 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 government 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. Accordingly, we will express no such opinion. 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 Alexander Valley Union Elementary School District'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*.

### **Other Services**

We will also assist in preparing the financial statements and related notes, management's discussion and analysis, budgetary comparison information, schedule of changes in total OPEB liability and related ratios, schedules of the proportionate share of the net pension liabilities, schedules of contributions, and supplementary schedules and information (nonaudit services), as applicable, of Alexander Valley Union Elementary School District in conformity with U.S. generally accepted accounting principles based on information provided by you. 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*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management 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 and all accompanying information 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, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government 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 written 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 of each opinion unit taken as a whole.

**Management Responsibilities (Concluded)**

As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements.

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 government 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 government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, 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; 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 and providing report copies of 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 studies. You are 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.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services (management's discussion and analysis, budgetary comparison information, schedule of changes in total OPEB liability and related ratios, schedules of the proportionate share of the net pension liabilities, schedules of contributions, and supplementary schedules and information, as applicable) we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and any other nonaudit services we provided and that you have reviewed and approved the financial statements and related notes and any other nonaudit services we provided 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.

### **Engagement Administration, Fees, and Other**

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

In accordance with Education Code 41020, audit reports will be filed with the County Superintendent of Schools, the California Department of Education, and the State Controller's Office by December 15<sup>th</sup> following the close of the fiscal year. 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 Stephen Roatch Accountancy Corporation 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 State Controller's Office or its designee, Department of Education, 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 Stephen Roatch Accountancy Corporation 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 seven years after the report release date or for any additional period requested by the State Controller's Office. 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.

Habbas Nassar, Certified Public Accountant (CPA) is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We agree that our all-inclusive fee will be **\$13,900** for the fiscal year ended June 30, 2022, **\$14,450** for June 30, 2023, and **\$15,025** for June 30, 2024. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. An additional fee will be charged for attending meetings with the District's Board, if deemed appropriate.

### **Engagement Administration, Fees, and Other (Concluded)**

Either party may terminate this agreement at any time for any reason, providing 30 days written notice is given to the other party. It is understood that payment shall be made for services rendered to the point of termination.

It is agreed that the District will withhold ten (10) percent of the audit fee until the State Controller certifies that the report conforms to the reporting provisions of the *2021-22 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*.

In accordance with Education Code Section 14505, it is further agreed that the District will withhold fifty (50) percent of the audit fee for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to reporting provisions of the *2021-22 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting*.

The State Controller of California has required that all Districts and auditors contracting for multi-year engagements include a stipulation that the contract is null and void if the auditor is declared ineligible to perform LEA audits.

In the event that the GASB, FASB, AICPA, GAO, OMB, or the Education Audit Appeals Panel's Office issues additional standards or audit procedures that require additional work during the audit period, we will discuss these requirements with you before proceeding further. Before starting the additional work, we will prepare an estimate of the time necessary, as well as the fee for performing the additional work. Our fee for addressing the additional requirements will be our standard hourly rates for each person involved in the additional work.

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

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

In the event we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our applicable hourly rates, for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

Management and Governing Board of  
Alexander Valley Union Elementary School District  
January 18, 2022  
Page Eight of Eight

In the event that we are or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of your intentional or knowing misrepresentation or provision to us of inaccurate or incomplete information in connection with this engagement, and not any failure on our part to comply with professional standards, you agree to indemnify us, defend us, and hold us harmless as against such obligations.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period, if requested. Please contact us if you would like us to provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period.

This engagement letter is contractual in nature and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We appreciate the opportunity to be of service to Alexander Valley Union Elementary School District and believe this letter accurately summarizes the significant terms of our engagement. If, after full consideration, you agree that the foregoing terms shall govern this engagement, please sign this letter in the spaces provided and return the original signed letter to our office, keeping a fully-executed copy for your records.

Sincerely,

STEPHEN ROATCH ACCOUNTANCY CORPORATION



Habbas Nassar, Certified Public Accountant  
Vice President

RESPONSE:

This letter correctly sets forth the understanding of Alexander Valley Union Elementary School District.

**Management - Approved by:**

**Governing Board - Acknowledged by:**

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

\_\_\_\_\_

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

Board President

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

\_\_\_\_\_

## **STEPHEN ROATCH ACCOUNTANCY CORPORATION**

Certified Public Accountants

Stephen Roatch - President  
Habbas Nassar - Vice President

January 18, 2022

Management and Governing Board of  
Alexander Valley Union Elementary School District  
8511 Highway 128  
Healdsburg, CA 95448

We are pleased to confirm our understanding of the services we are to provide Alexander Valley Union Elementary School District for the fiscal year ending June 30, 2022. We will perform the required annual financial audit of the proceeds from the sale of the bonds and the required performance audit to ensure that the Building Fund - Measure B bond proceeds have been expended only on the specific projects listed in the ballot measure, in accordance with the compliance requirements of Section 1 of Article XIII A of the California Constitution.

### **Financial Audit**

We will audit the financial statements of the Building Fund - Measure B of the Alexander Valley Union Elementary School District as of and for the year ended June 30, 2022. The financial statements will present only the Building Fund - Measure B and will not purport to, and will not be intended to present fairly the financial position of the Alexander Valley Union Elementary School District, as of June 30, 2022, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

### **Audit Objectives**

The objective of our audit is the expression of an opinion as to whether the Building Fund - Measure B financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Alexander Valley Union Elementary School District and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the financial statements is other than unmodified, we will fully discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that 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.

### **Audit Objectives (Concluded)**

If during our audit we become aware that Alexander Valley Union Elementary School District 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 U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **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 government or to acts by management or employees acting on behalf of the government. 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, any 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, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions, as applicable. We will request written representations from your 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 Controls**

Our audit will include obtaining an understanding of the government 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 test of Alexander Valley Union Elementary School District'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*.

### **Performance Audit**

We will prepare a performance audit of the Building Fund - Measure B bond proceeds of Alexander Valley Union Elementary School District for the year ended June 30, 2022.

#### Objectives

The purpose of the performance audit is to meet the Proposition 39 requirements for the Building Fund - Measure B bond proceeds to ensure compliance with Article XIII A Section 1 (b)(3)(a) and (b)(3)(C) of the California Constitution. This includes review of expenditures made from the bond proceeds to determine if the expenditures charged to the Building Fund - Measure B are documented, that bond funds were used only for the purposes of the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities, review of expenditures made from the bond proceeds to determine if any of the bond funds were used to pay for teacher or administrative salaries, or any other school operating expenditures, and review of expenditures made from the bond proceeds to determine if the bond funds were spent only on projects identified in the ballot measure, that any discrepancies or weaknesses in internal controls are noted and recommendations for improvement are provided, and that the District's Governing Board and Citizen's Oversight Committee are provided with performance and financial audit reports as required under the requirements of the California Constitution and Proposition 39. The performance audit will be conducted in accordance with *Government Auditing Standards*.

## **Scope and Methodology**

Our procedures for the performance audit will be as follows:

- Procure a detail of the accounting for the expenditures of the Building Fund - Measure B bond proceeds.
- Review the detailed accounting of expenditures to determine if bond proceeds are being spent on administrative salaries or any other school operating expenses.
- Review expenditures charged against the bond proceeds and determine if they were spent only on projects identified in the ballot measure.

## **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management 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 and all accompanying information 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 government 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 written 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. As part of our engagement, we may propose standard, adjusting, or correcting journal entries to your financial statements. You are responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the financial statements.

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 government 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 Building Fund - Measure B financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

### **Management Responsibilities (Concluded)**

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of 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 studies. You are 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.

You agree to assume all management responsibilities relating to the Building Fund - Measure B financial statements and related notes (nonaudit services). You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved 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.

### **Engagement Administration, Fees, and Other**

Whenever possible, we will attempt to use the District's personnel to assist in the preparation of schedules, analyses of accounts, and locating any documents selected by us for testing. This effort could substantially reduce our time requirements, facilitate the timely conclusion of the audit, and help you hold down audit fees.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

The audit documentation for this engagement is the property of Stephen Roatch Accountancy Corporation 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 third parties 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 Stephen Roatch Accountancy Corporation 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 seven years after the report release date or for any additional period requested by the California Department of Education, the California State Controller, or during any pending board investigation, disciplinary action, or legal action involving the licensee or the licensee's firm.

### **Engagement Administration, Fees, and Other (Concluded)**

Habbas Nassar, Certified Public Accountant (CPA) is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We agree that our all-inclusive fee will be **\$3,500** for the financial and performance audits of Alexander Valley Union Elementary School District's Building Fund - Measure B for the fiscal year ended June 30, 2022. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. An additional fee will be charged for attending meetings with the District's Board, if deemed appropriate.

Either party may terminate this agreement at any time for any reason, providing 30 days written notice is given to the other party. It is understood that payment shall be made for services rendered to the point of termination.

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

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

In the event we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our applicable hourly rates, for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

In the event that we are or may be obligated to pay any cost, settlement, judgment, fine, penalty, or similar award or sanction as a result of a claim, investigation, or other proceeding instituted by any third party, then to the extent that such obligation is or may be a direct or indirect result of your intentional or knowing misrepresentation or provision to us of inaccurate or incomplete information in connection with this engagement, and not any failure on our part to comply with professional standards, you agree to indemnify us, defend us, and hold us harmless as against such obligations.

Management and Governing Board of  
Alexander Valley Union Elementary School District  
January 18, 2022  
Page Seven of Seven

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. We have attached a copy of our latest external peer review report of our firm for your consideration and files. We are very pleased to participate in this review program as continued evidence of our emphasis on providing Alexander Valley Union Elementary School District, the highest quality audit.

This engagement letter is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We appreciate the opportunity to be of service to Alexander Valley Union Elementary School District and believe this letter accurately summarizes the significant terms of our engagement. If, after full consideration, you agree that the foregoing terms shall govern this engagement, please sign this letter in the spaces provided and return the original signed letter to our office, keeping a fully-executed copy for your records.

Sincerely,

STEPHEN ROATCH ACCOUNTANCY CORPORATION



Habbas Nassar, Certified Public Accountant  
Vice President

RESPONSE:

This letter correctly sets forth the understanding of Alexander Valley Union Elementary School District.

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

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

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

# Alexander Valley Union School District

## 2021-22 Monthly Budget Summary Report January 2022

Regular Board Meeting Feb 15, 2022

as of 02/08/2022

|                                      | <b>Fund 01</b> | <b>Fund 13</b>    | <b>Fund 14</b>       | <b>Fund 17</b>       | <b>Fund 20</b>           | <b>Fund 21</b>     | <b>Fund 25</b>     | <b>Fund 40</b>  |
|--------------------------------------|----------------|-------------------|----------------------|----------------------|--------------------------|--------------------|--------------------|-----------------|
|                                      | General Fund   | Cafeteria Program | Deferred Maintenance | Special Reserve Fund | Post Employment Benefits | Bond Building Fund | Capital Facilities | Capital Reserve |
| Budget Update for this month         |                |                   |                      |                      |                          |                    |                    |                 |
| <b>Beginning Balance (Projected)</b> | 1,625,243      | 3,863             | 15,587               | 334,079              | 85,597                   | 4,626,351          | 95,075             | 126,665         |
| <b>Revenues</b>                      | 2,543,655      | 8,891             | 12,300               | 3,000                | 700                      | 9,961              | 18,600             | 1,176,892       |
| <b>Expenses</b>                      | 2,785,405      | 8,891             | 10,000               | 250,000              | 11,750                   | 4,636,312          | 95,000             | 1,273,780       |
| <b>Excess/Deficit</b>                | (241,750)      | -                 | 2,300                | (247,000)            | (11,050)                 | (4,626,351)        | (76,400)           | (96,888)        |
| <b>Projected Ending Balance</b>      | 1,383,493      | 3,863             | 17,887               | 87,079               | 74,547                   | -                  | 18,675             | 29,777          |

# ALEXANDER VALLEY UNION SCHOOL DISTRICT BUDGET UPDATES 2021-22

1/31/2022

## General Fund 01

This fund is used to account for the ordinary operations of a District. All transactions except those required or permitted by law to be in another fund are accounted for in this fund. Restricted projects or activities within the General Fund must be identified and separated from unrestricted activities.

| Regular Board Meeting<br>February 15, 2022 | (Col A)<br>2021-22<br>Current<br>Operating<br>Budget | (Col B)<br>Proposed<br>Budget | Actual<br>To<br>Date | BUDGET<br>CHANGES |
|--|--|-------------------------------|----------------------|-------------------|
| <b>UNAUDITED BEGINNING BALANCE</b>         | <b>1,636,923</b>                                     | <b>1,636,923</b>              | <b>1,636,923</b>     |                   |
| <b>Revenues</b>                            |  |                               |                      |                   |
| LCFF/Property Tax Revenue                  | 2,034,436  | 2,034,436                     | 1,178,939            |                   |
| Federal Revenue                            | 37,617   | 53,731                        | (9,991)              | 1                 |
| State Revenue                              | 172,285  | 226,052                       | 98,941               | 2                 |
| Local Revenue                              | 199,350  | 217,686                       | 97,155               | 3                 |
| Transfers In                               | 11,750   | 11,750                        | 0                    |                   |
| <b>Total Revenues</b>                      | <b>2,455,438</b>                                     | <b>2,543,655</b>              | <b>1,365,044</b>     |                   |
| <b>Expenditures</b>                        |  |                               |                      |                   |
| Certificated Salaries                      | 1,048,910  | 1,048,910                     | 607,817              |                   |
| Classified Salaries                        | 477,604  | 477,604                       | 268,436              |                   |
| Benefits -Mandatory/Health                 | 609,231  | 609,231                       | 277,139              |                   |
| Books and Supplies                         | 115,233  | 128,188                       | 52,738               | 4                 |
| Services and Oper Exp                      | 512,581  | 512,581                       | 282,422              |                   |
| Capital Outlay                             | 0  | 0                             | 0                    |                   |
| Other Outgo                                | 0  | 0                             | 0                    |                   |
| Transfers Out                              | 8,891  | 8,891                         | 7,000                |                   |
| <b>Total Expenditures</b>                  | <b>2,772,450</b>                                     | <b>2,785,405</b>              | <b>1,495,552</b>     |                   |
| <b>NET REVENUE (EXPENDITURES)</b>          | <b>(317,012)</b>                                     | <b>(241,750)</b>              | <b>(130,508)</b>     |                   |
| <b>Net Ending Balance</b>                  | <b>1,319,911</b>                                     | <b>1,395,173</b>              | <b>1,506,415</b>     |                   |
| <u>Less Components of Ending Bal:</u>      |  |                               |                      |                   |
| Revolving Cash                             | 100  | 100                           | .                    |                   |
| Reserve for Economic Uncertainty(5%)       | 138,623  | 139,270                       |                      |                   |
| Special Ed Extraordinary Costs             | 90,000   | 90,000                        |                      |                   |
| Curriculum Adoption Reserve                | 50,000   | 50,000                        |                      |                   |
| AVSPC Support-Enrich Prgm Transition       | 40,000   | 40,000                        |                      |                   |
| Operating Cash Flow (Prop Tax deposits)    | 547,377  | 615,379                       |                      |                   |
| <b>Ending Balance</b>                      |  |                               |                      |                   |
| <b>Undesignated Amount</b>                 | <b>453,812</b>                                       | <b>460,424</b>                |                      |                   |

Regular Board Meeting

February 15, 2022

**General Fund 01**

**Proposed Budget Changes**

|  |               |                             |                                     |
|--|---------------|-----------------------------|-------------------------------------|
| <b>#1 Federal Revenue</b>                      | 1,619         |                             | Covid Relief Funds                  |
|  | <u>14,495</u> |                             | Extended Learning Opportunity Grant |
|  |               | 16,114                      |                                     |
| <b>#2 State Revenue</b>                        | 41,339        |                             | Educator Effectiveness Grant        |
|  | 10,401        |                             | In Person Learning Grant            |
|  | <u>2,027</u>  |                             | Extended Learning Opportunity Grant |
|  |               | 53,767                      |                                     |
| <b>#3 Local Revenue</b>                        |               | 18,336                      | Jogathon adjust to teacher accts    |
| <b>Change to Revenues</b>                      |               | <u><b>88,217</b></u>        |                                     |
| <b>#4 Books and Supplies</b>                   | 11,336        |                             | Jogathon adjust to teacher accts    |
|  | <u>1,619</u>  |                             | Pandemic Updates and Supplies       |
|  |               | 12,955                      |                                     |
| <b>Change to Expenditures</b>                  |               | <u><b>12,955</b></u>        |                                     |
| <b>Total Proposed Change to Ending Balance</b> |               | <u><u><b>75,262</b></u></u> |                                     |

# ALEXANDER VALLEY UNION SCHOOL DISTRICT

## BUDGET UPDATES 2021-22

### 1/31/2022

#### Capital Facilities Fund 25

This fund is used to account separately for moneys received from fees levied on developers or other agencies as a condition of approving development. Expenditures in this fund are restricted to the purposes specified in the Government Code.

| Regular Board Meeting<br>February 15, 2022 | Current<br>Budget | Proposed<br>Budget                          | Actual To<br>Date |
|--|-------------------|---|-------------------|
| <b>UNAUDITED BEGINNING BALANCE</b>         | <b>86,540</b>     | <b>95,075</b>                               | <b>95,075</b>     |
| <b>Revenues</b>                            |                   |   |                   |
| State Revenue                              | 0                 | 0   |                   |
| Local Revenue - Interest                   | 600               | 600   | 253               |
| Local Revenue                              | 18,000            | 18,000                                      | 13,367            |
| Transfers In                               | 0                 | 0   | 0                 |
| <b>Total Revenues</b>                      | <b>18,600</b>     | <b>18,600</b>                               | <b>13,620</b>     |
| <b>Expenditures</b>                        |                   |   |                   |
| Supplies                                   | 0                 | 0   | 0                 |
| Services & Operations Expense              | 0                 | 0   | 0                 |
| Capital Outlay                             | 0                 | 95,000                                      | 79,289            |
| Transfers Out                              | 85,000            | 0   | 0                 |
| <b>Total Expenditures</b>                  | <b>85,000</b>     | <b>95,000</b>                               | <b>79,289</b>     |
| <b>NET REVENUE (EXPENDITURES)</b>          | <b>(66,400)</b>   | <b>(76,400)</b>                             | <b>(65,669)</b>   |
| <b>Net Ending Balance</b>                  | <b>20,140</b>     | <b>18,675</b>                               |                   |
| <b><u>Proposed Budget Changes</u></b>      |                   |   |                   |
| <b>#1 Capital Outlay</b>                   | 95,000            | Building H TK/Kindergarten                  |                   |
| <b>#2 Transfer Out</b>                     | (85,000)          | Transfer not needed-Expense from Cap Outlay |                   |
| <b>Change to Ending Balance</b>            | <b>10,000</b>     |   |                   |

**ALEXANDER VALLEY UNION SCHOOL DISTRICT  
BUDGET UPDATES 2021-22**

1/31/2022

Capital Facilities Reserve - Fund 40

| Regular Board Meeting<br>February 15, 2022 | 2021-22<br>Current<br>Operating<br>Budget | Updated<br>Budget    | Actual<br>To<br>Date | BUDGET<br>CHANGES  |
|--|---|----------------------|----------------------|--|
| <b>UNAUDITED BEGINNING BALANCE</b>         | <b>126,665</b>                            | <b>126,665</b>       | <b>126,665</b>       |  |
| <b>Revenues</b>                            |   |                      |                      |  |
| Donations and Fundraisers                  | 698,000                                   | 698,000              | 100,000              |  |
| Local Revenue Insurance Reimb              |   | 228,392              | 228,392              | 1  |
| Interest                                   | 500                                       | 500                  | (46)                 |  |
| Contribution from other Funds              | 398,200                                   | 250,000              | 250,000              | 2  |
| <b>Total Revenues</b>                      | <b>1,096,700</b>                          | <b>1,176,892</b>     | <b>578,346</b>       |  |
| <b>Expenditures</b>                        |   |                      |                      |  |
| Services and Operations.                   | 67,200                                    | 67,200               | 63,116               |  |
| Capital Projects                           | 1,140,342                                 | 1,206,580            | 651,334              | 3  |
| <b>Total Expenditures</b>                  | <b>1,207,542</b>                          | <b>1,273,780</b>     | <b>714,450</b>       |  |
| <b>NET REVENUE (EXPENDITURES)</b>          | <b>(110,842)</b>                          | <b>(96,888)</b>      | <b>(136,104)</b>     |  |
| <b>Net Ending Balance</b>                  | <b>15,823</b>                             | <b>29,777</b>        | <b>(9,439)</b>       |  |
| <br><b><u>Proposed Budget Changes</u></b>  |   |                      |                      |  |
| <b>#1 Contribution from Other Funds</b>    | (63,200)                                  |                      |                      |  |
|  | <u>(85,000)</u>                           |                      |                      |  |
|  |   | (148,200)            |                      | Correct Posting-Claim Settlement<br>Remove Contribution from Fund 25 |
| <b>#2 Local Revenue</b>                    |   | 228,392              |                      | Insurance Claim Settlement   |
| <b>#3 Capital Projects</b>                 | 161,238                                   |                      |                      |  |
|  | <u>(95,000)</u>                           |                      |                      |  |
|  |   | 66,238               |                      | Remainder of Flood Damage Repair<br>Move Expenses to Fund 25         |
| <b>Change to Ending Balance</b>            |   | <u><b>13,954</b></u> |                      |  |

# Alexander Valley Unified School District

8511 CA-128, Healdsburg, CA 95448

February 8, 2022

Printed 2/9/2022 15:51

## Contingency Report

| <b>Contractor's Contingency</b>              | <b>Total</b>        | <b>Comments</b>               |
|--|---------------------|-------------------------------|
| Beginning Balance                            | \$400,000.00        |                               |
| Private Donation - Bioswale                  | \$20,000.00         |                               |
| Change Orders #2 - #8                        | -\$249,791.00       | Includes PCO 1, 2 & 4         |
| RH Sons Water & Coastal Mountain             | -\$1,180.00         |                               |
| <b>Contractors Remaining Balance to Date</b> | <b>\$169,029.00</b> |                               |
| Current Potential Changes                    | -\$1,201.00         | Change Order 9                |
| Credit stain & finish MPR ceiling            | \$4,500.00          | CCS                           |
| Tables                                       | -\$33,101.32        | PH Design                     |
| Folding Chair Storage Carts                  | -\$2,512.00         | Worthington                   |
| PG&E, add bollards,                          | -\$5,600.00         | Electrician & site contractor |
| Health Department fees                       | -\$872.00           | Estimated fees                |
| Bolt down propane tanks & earthquake         | -\$950.00           | Farrell Gas & CCS             |
| Bioswale re-construction                     | -\$14,500.00        | Allowance                     |
| Play Structure                               | -\$75,000.00        | Allowance                     |
| Toilet accessories by owner                  | -\$2,800.00         | Allowance                     |
| Stage Curtains (opening only)                | -\$3,000.00         | Allowance                     |
| Other costs                                  | -\$14,319.00        | Allowance                     |
| <b>Balance with Potential Changes</b>        | <b>\$19,673.68</b>  |                               |

### Soft Cost Contingency

|                                  |                    |  |
|----------------------------------|--------------------|--|
| Beginning Balance                | \$100,000.00       |  |
| Changes to Date                  | -\$17,358.00       |  |
| Other Changes                    | -\$11,400.00       | Bio-swale, playground equip, mech well |
| <b>Remaining Balance to Date</b> | <b>\$71,242.00</b> |  |

**Total Combined Remaining Contingency                      \$90,915.68**

### Additional Wish List

|                             |                     |                                       |
|-----------------------------|---------------------|---------------------------------------|
| Painting of Existing Campus | -\$15,000.00        | Allowance / front of school buildings |
| <b>Total</b>                | <b>-\$15,000.00</b> |                                       |



*Empowering Educators, Engaging Students*

**Sales Quotation** Page 1 of 3

Palmer Hamilton - Agent  
Matt Reno  
8511 Highway 128  
Healdsburg, CA 95448-9020

**Phone:** (707) 433-1375

**Fax:** (707) 431-0102

| Date      | Quote #        |
|-----------|----------------|
| 1/13/2022 | RFQ-14101-X5Z4 |

|                   |   |
|-------------------|---|
| Project Name:     | Alexander Valley School- Healdsburg CA      |
| Quote Expires On: | 3/13/2022                                   |
| Questions?        | Jess Worklan<br>JWorklan@palmerhamilton.com |

| Ln # | Part # | Description | Unit List | Unit Net | Qty | Ext. Price |
|------|--------|-------------|-----------|----------|-----|------------|
|------|--------|-------------|-----------|----------|-----|------------|

**DEALER NET PRICING**

**Current lead time is approx. 18 weeks from receipt of PO to ship from factory for most standard products, plus 3-10 business days transit time for delivery.**

**Lead times may vary and will be based on receipt of PO with full product and color information, artwork and color approvals, material availability, and the production schedule at the time the order is received. Lead times could be up to 18 weeks and may be impacted by transportation and supply chain disruptions.**

|   |                    |                |         |         |   |         |
|---|--------------------|----------------|---------|---------|---|---------|
| 1 | <b>99F051Z1-03</b> | Release Handle | \$90.00 | \$43.99 | 2 | \$87.98 |
|---|--------------------|----------------|---------|---------|---|---------|

|   |                    |                                      |            |            |    |             |
|---|--------------------|--------------------------------------|------------|------------|----|-------------|
| 2 | <b>40M03293014</b> | Wall Pocket Table 29"H x 30"W x 14'L | \$2,783.00 | \$1,360.20 | 10 | \$13,602.00 |
|---|--------------------|--------------------------------------|------------|------------|----|-------------|

Frame: \*to be determined  
Laminate: non-Premium Wilsonart  
Laminate Choice: \*to be determined  
Edge Color: Black (001)

\*NOTE: Powdercoat frame in Black or Chameleon. Black EdgeGuard with non-premium Wilsonart laminate ending in -60 or -38.

|   |                    |  |            |          |    |             |
|---|--------------------|--|------------|----------|----|-------------|
| 3 | <b>42M03171214</b> | Wall Pocket Bench 17"H x 12"W x 14'L<br>(each) | \$1,580.00 | \$772.23 | 20 | \$15,444.60 |
|---|--------------------|--|------------|----------|----|-------------|

Frame: \*to be determined  
Laminate: non-Premium Wilsonart  
Laminate Choice: \*to be determined  
Edge Color: Black (001)

\*NOTE: Powdercoat frame in Black or Chameleon. Black EdgeGuard with non-premium Wilsonart laminate ending in -60 or -38.



*Empowering Educators, Engaging Students*

**Sales Quotation** Page 2 of 3

Palmer Hamilton - Agent  
Matt Reno  
8511 Highway 128  
Healdsburg, CA 95448-9020

**Phone:** (707) 433-1375

**Fax:** (707) 431-0102

|           |                |
|-----------|----------------|
| Date      | Quote #        |
| 1/13/2022 | RFQ-14101-X5Z4 |

|                   |  |
|-------------------|--|
| Project Name:     | Alexander Valley School- Healdsburg CA |
| Quote Expires On: | 3/13/2022                              |
| Questions?        |  |

Jess Worklan  
JWorklan@palmerhamilton.com

| Ln # | Part # | Description | Unit List | Unit Net | Qty | Ext. Price |
|------|--------|-------------|-----------|----------|-----|------------|
|------|--------|-------------|-----------|----------|-----|------------|

This quote has been prepared using information provided by you, and Palmer Hamilton will not be responsible for errors due to inaccurate information. A signed quote and product verification must accompany the PO before an order will be placed.

Our wall pocket table & benches are designed to be removed from the pocket in a straight or linear alignment that is perpendicular to the wall pocket cabinet. The casters on the table and benches are fixed and do not swivel. For this reason, consistent moving of the tables and benches in any way other than this recommended linear alignment will cause undue stress on the casters and leg assemblies. When tables and benches are not operated as intended, it is possible that any future warranty claims on the casters & leg assemblies may be denied.

"Sports"/composite flooring is not recommended with use of our pockets due to indentations. Such indentations will not be a warranty issue related to the use of Palmer Hamilton products on "sports"/composite flooring.

Please provide a receiving contact name and phone number for scheduling the delivery. This contact needs to be available during the workday and, also, during nights and weekends to schedule the delivery, if necessary.

|              |                    |
|--------------|--------------------|
| Sub Total    | \$29,134.58        |
| Sales Tax    | \$0.00             |
| Shipping     | \$3,966.74         |
| <b>Total</b> | <b>\$33,101.32</b> |

Tailgate delivery estimated to Healdsburg, CA 95448. One location, blanket wrapped, ramp included.

Please provide a receiving contact name, phone number, and email address for scheduling the delivery. This contact needs to be available during the workday, nights, and weekends to schedule the delivery, if necessary.

CC#22



Empowering Educators, Engaging Students

**Sales Quotation** Page 3 of 3

Palmer Hamilton - Agent  
Matt Reno  
8511 Highway 128  
Healdsburg, CA 95448-9020

**Phone:** (707) 433-1375

**Fax:** (707) 431-0102

|           |                |
|-----------|----------------|
| Date      | Quote #        |
| 1/13/2022 | RFQ-14101-X5Z4 |

|                   |  |
|-------------------|--|
| Project Name:     | Alexander Valley School- Healdsburg CA |
| Quote Expires On: | 3/13/2022                              |
| Questions?        |  |

Jess Worklan  
JWorklan@palmerhamilton.com

| Ln # | Part # | Description | Unit List | Unit Net | Qty | Ext. Price |
|------|--------|-------------|-----------|----------|-----|------------|
|------|--------|-------------|-----------|----------|-----|------------|

**Lead Time:** Lead time may be affected by material availability and the production schedule at the time the order is received.

**Fabric:** Production lead time will be extended during the fabric selection approval process. Lead times for upholstered product are calculated from the date all fabric has been received.

**Prices:** Prices are effective for 60 days from the Sales Quotation date.

**Delivery:** Delivery date is an estimate and is based on current lead time at the time an order is received.

**Sales Tax:** Sales tax is not included in the quote unless specifically identified. Any applicable sales tax will be added at time of invoicing.

**Installation:** Installation charges are not included in the above price unless expressly noted.

**Dumpster:** Unless noted in quote, dumpsters and trash haul away are not part of any provided installation pricing. Any waste, dunnage or packaging materials from delivery and installation will be compacted and neatly left on site.

**Freight Rates:** Shipping amounts are estimates only and are FOB plant. If this quote has expired, current rates will be charged at time of shipment.

Freight rates are based on LTL carrier, blanket-wrapped product, tailgate delivery to one location only, including a ramp, unless otherwise noted. Additional charges for multiple stops will apply. Cartoning/skidding is available for an additional charge. Special delivery arrangements may be made for an additional charge.

**Terms and Conditions:** Please read this entire quote carefully, as it is your responsibility to provide us with accurate information. Subsequently, if any revisions occur, there may be a delay in order fulfillment and additional charges may apply.

**All purchase orders are subject to credit approval.**

*\*Any payments made by credit card may be subject to a convenience fee.*

Upon receipt of a purchase order and acknowledgement of delivery date, storage fees may apply if customer delays delivery for any reason.

Accepted By (Signature)

Print Name

Title

Date





# Kompan Option 2



### Sales Proposal

Dan Hardin Architect  
 Dan Hardin  
 136 Massimo Circle  
 Santa Rosa, CA 95404

Quote No. SP108481-3  
 Customer No. C116339  
 Document Date 01/14/2022  
 Expiration Date 03/15/2022

Sales Representative Mark Wills  
 E-Mail MarWl@Kompan.com  
 Phone No. 916-316-9663 / 800-426-9788

Project Name US277986 Alexander School - Healdsburg

| No.             | Description                                   | Qty | Unit   | Unit Price | Discount % | Net Price |
|-----------------|---|-----|--------|------------|------------|-----------|
| INSTALL SPECIAL | Installation of Kompan equipment based on PW. | 1   | Pieces |            |            | 25,549.46 |

Please allow 10-12 weeks for product delivery upon order placement

Customer is responsible for resilient surfacing appropriate to the height of the equipment.

Equipment as per Kompan site plan L2.0 dated 01/10/2022.

Please read attached General Assumptions and Exclusion document for information on Install/Sitework.

| Description                | Qty | Retail Price | Discount | Net Price        |
|----------------------------|-----|--------------|----------|------------------|
| No. of Products            | 6   |              |          |                  |
| Subtotal - Products        |     | 45,020.00    |          | 35,235.00        |
| Subtotal - Installation    |     |              |          | 25,549.46        |
| Subtotal - Freight         |     |              |          | 4,720.80         |
| <b>Total USD Excl. Tax</b> |     |              |          | <b>65,505.26</b> |
| Estimated Tax rate         |     |              |          | 3,196.46         |
| <b>Total USD Incl. Tax</b> |     |              |          | <b>68,701.72</b> |



# CHANGE ORDER

Date: February 8, 2022

CO# 09

**Project:**

Alexander Valley MPR  
8511 CA-128  
Healdsburg, CA 95448

**Contractor:**

Carr's Construction Service, Inc  
3165 Calistoga Road  
Santa Rosa, CA 95404

**Owner:**

Alexander Valley School District  
8511 CA-128  
Healdsburg, CA 95448

**Construction Manager:**

RGM Kramer, Inc.  
1101 College Ave, Suite 215  
Santa Rosa, CA 95404

Pursuant to the Contract dated February 3, 2021 you are hereby authorized to make the following changes to the project. Execution of this change order represents full and final costs of all direct, indirect, and delay costs for the scope of services identified herein unless noted otherwise.

| <u>Item #</u> | <u>Description</u>                         | <u>Amount</u> |
|---------------|--|---------------|
| 1             | PCO 47 - Access doors per RFI #75 Response | \$1,201.00    |

**TOTAL THIS CHANGE ORDER** \$1,201.00

Original contract sum: \$ 5,689,500.00  
Previous change orders: \$ 31,015.00  
Original contract amount plus/minus previous change orders \$ 5,720,515.00  
**Total amount of this change order \$1,201.00**  
Adjusted contract amount including this change order will be: \$ 5,721,716.00

The contract time will be adjusted by the following number of days: 0 days

**Accepted:**

**Carr's Construction Service, Inc**  
3165 Calistoga Road  
Santa Rosa, CA 95404

**Owner Approval:**

**Alexander Valley School District**  
8511 CA-121  
Healdsburg, CA 95448

By: \_\_\_\_\_

By: \_\_\_\_\_

Alexander Valley Elementary School  
 Multi-use & Classroom Building

February 4, 2022



Program & Construction  
 Management

### RGM Kramer Contract Extension

| <b>Description</b> | <b>Extend 1 Month</b> | <b>Extend 2 Months</b> | <b>Extend 3 Months</b> | <b>Extend 4 Months</b> | <b>Extend 5 Months</b> | <b>Extend 6 Months</b> |
|--------------------|-----------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| April 2022         | \$7,083.00            | \$7,083.00             | \$7,083.00             | \$7,083.00             | \$7,083.00             | \$7,083.00             |
| May 2022           |                       | \$7,083.00             | \$7,083.00             | \$7,083.00             | \$7,083.00             | \$7,083.00             |
| June 2022          |                       |                        | \$7,083.00             | \$7,083.00             | \$7,083.00             | \$7,083.00             |
| July 2022          |                       |                        |                        | \$7,083.00             | \$7,083.00             | \$7,083.00             |
| August 2022        |                       |                        |                        |                        | \$7,083.00             | \$7,083.00             |
| September 2022     |                       |                        |                        |                        |                        | \$7,083.00             |
|                    | \$7,083.00            | \$14,166.00            | \$21,249.00            | \$28,332.00            | \$35,415.00            | \$42,498.00            |

# **ALEXANDER VALLEY ELEMENTARY SCHOOL**

## **SAFE SCHOOLS PLAN 2021-2022**

### **TABLE OF CONTENTS**

1. DISTRICT AND SCHOOL MISSION STATEMENTS, DATA SOURCES
2. COMPONENT #1 THE SCHOOL CLIMATE - PEOPLE AND PROGRAMS
3. COMPONENT #2 SAFE AND ORDERLY ENVIRONMENT
4. COMPONENT #3 ALEXANDER VALLEY UNION SCHOOL DISTRICT COMMUNICATIONS PLAN

# ALEXANDER VALLEYSCHOOL

|               |   |
|---------------|---|
| DATA SOURCES: | SAFETY COMMITTEE RELATED MEETINGS<br>Site Safety<br>Committee<br>Staff Meetings<br>AVSPC Meetings<br>District Policies<br>Technology, Budget, Curriculum, and Facilities Committees |
|---------------|---|

## CONCLUSIONS FROM DATA

The school learning environment while in Distance Learning much of the 2020-2021 school year proved to be a challenging year for students, staff, and parents. Although, student assessment data over the course of this 2021-2022 school year has been overall positive considering the many challenges our district took on last year. Despite the ongoing challenges of the Covid-19 pandemic we have managed to remain open to In-Person learning all year. In our most recent Trimester 1 benchmark data, 83%+ were At or On Benchmark in ELA and MATH. In additional survey data from our counselor as described in our December 2022 AVUSD Board meeting, had 9 students receiving additional social and emotional support in a one on one setting with our counselor. The data also showed mindfulness strategies are happening weekly in our classrooms through “circle time” continue to help support the overall social and emotional growth of our students.

Disciplinary office referrals have been reduced by nearly 80%. As of late December 2021, a family survey has not been completed for this school year yet, however based on previous survey data, results showed on average over 90% Agree or Strongly Agree that things are favorable for their child at AVS as they feel safe and cared for at school. This year we have focused on social emotional growth for students, as well as strategic placement of yard supervisors on the playground during this period of ongoing site construction. In addition, our teaching team has incorporated Go Guardian online screening tool designed to monitor the safety technology environment/usage at home and school through the Google platform.

## COMMUNICATION of Safety PLAN

=> Reviewed at Site Council, Staff Meetings, and Board Meetings. As we have started our year and returned to In Person Learning, start up drills took place as needed while maintaining social distancing and cohort model integrity

## EVALUATION

=>Current Safe Schools Plan Available in School Office and AVS website

The comprehensive school safety plan shall be evaluated and amended as needed, by the school site council or safety planning committee no less than once a year.

---

**C:COMPONENT #1    The School Climate - People and Programs**

---

**GOAL #1**                      AVS will continue to implement mindfulness activities through purposeful scheduling and taught throughout the year in our classrooms. A curriculum will be implemented to ensure students access a comprehensive program designed to give all students self-control strategies through mindfulness. In addition, students will be formally and informally recognized for positive behavioral choices and overall contributions to the school through our “AVS Students of the Month” program.

Students in grades 5 and 6 will be provided with "Free to Be" lessons designed through the My Life Curriculum. This curriculum recognizes the importance of positive self-esteem. Also, recognizing bullying and how to get help. Classroom meetings act as another tool teachers are implementing to build on positive classroom culture.

**OBJECTIVE**                      By school staff observation, students will be familiar with and practice conflict resolution and anger management strategies. This can include direct support from our site counselor, teachers and yard supervisors.

**RELATED ACTIVITIES**

- Role-playing scenarios
- Discussions using situational prompts
- School Counselor teaching lessons in the classroom
- Weekly communication with parents
- School-wide focus on “PRIDE”
- Buddy classes (with appropriate health mitigation guidelines)
- Same Cohort Friendship groups with counselor
- Activities in the classroom promoting inclusiveness
- Class Cohort meetings

**RESOURCES**

- Mindfulness curriculum
- Utilize school counselor time
- Planning time for teachers
- My Life Curriculum
- Professional Development for Staff

**PERSONS RESPONSIBLE**

- Noon Duty Supervisors
- Classroom Teachers
- Counselor
- Principal

TIMELINE  
GOAL #2

2021 - 2022 School Year  
As in person learning continues, a major focus will be continuing to implement key strategies around the social and emotional developmental impacts of the pandemic. We will maintain existing programs intended to promote a caring, supportive and connected school climate for the Alexander Valley students and community.

OBJECTIVE

To implement programs and activities to promote a positive, caring, supportive, and connected school community.

RELATED ACTIVITIES

- Monthly Morning Award Assemblies
- Various Clubs (Spring Chess club possibility)
- Lunchtime Sport Activities
- Lunchtime structured activities
- After School Enrichment
- Tutoring Sessions
- Music Program
- Drama Productions (Winter Performance)
- Mindfulness Activities
- Weekly Interactive Art Lessons
- Weekly Interactive Garden Lessons
- Weekly Interactive Science Lessons
- Parent/Student Conferences
- Student Leadership
- Cross Age Buddies (with mitigation strategies)
- Field Trips
  
- After School Care Program
- School Counseling & Support Groups
- Virtual Family Night Events (Back to School, Walkathon and Open House)
- School Recycling Program
- ~~6<sup>grade</sup>~~ Outdoor Ed Camp

RESOURCES

- School and District Staff
- Parent and Community Volunteers
- AVSPC

PERSONS RESPONSIBLE

- Principal
- Teachers
- Classified Personnel
- Counselor
- Students
- Parents

TIME LINE 2021 – 2022 School Year

---

**COMPONENT #2 Safe and Orderly Environment**

---

GOAL #1 Maintain and improve a positive physical environment, which promotes school pride, and ensures social/ emotional and academic success. Maintain Public Health Guidelines found in School Guidance Checklist.

**OBJECTIVE**

Work with the Student Council, AVSPC, and School Site Council and staff to plan activities that support a positive and safe school environment.

Noon Duty positions will focus on keeping a safe playground by promoting student's cohorts to be involved in a supervised game, teaching them the rules to play appropriately on a school playground.

Student Leadership, faculty, and staff will help develop school- wide programs and activities that focus on creating a positive school climate.

Faculty, students, and staff will monitor the incidents of misbehavior at school and develop strategies for reducing behavioral incidents.

The Student Council will be included to plan school spirit days and school- wide events and assemblies to improve the school and community environment.

**RE LATED ACTIVITI ES**

- Yearly review / modification of school emergency plan
- Focus on monthly school-wide focus areas in classrooms and throughout the school
- Office bulletin boards will reflect Enrichment Curriculum
- School rules and procedures clearly outlined, understood, communicated, applied and enforced with annual handbook
- Student Council "Spirit Days"
  
- Ongoing inspection of school grounds to ensure facilities are safe
- Reno Report Month Weekly Newsletter/Calendar
- Tuesday Mail Newsletter
- School- wide emergency drills

RESOURCES

- Student Council
- AVS Staff & Principal
- AVSPC & Parent Volunteers
- School Site Council

PERSONS RESPONSIBLE

- Principal
- Student Leadership
- AVSPC Volunteers
- Faculty & Staff
- School District Office Staff
- School Site Council

TIMFLINE                      2021 -2022 School Year

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**Component #3                      Communication Plan**

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GOAL #1                      Maintain a clear and concise framework for communicating with the school and the community.

OBJECTIVE                      The objective is to improve internal and external communications systems with the specific goal with the specific goal creating open, two-way communication between the Board of Education, administration, staff, students, parents, and the Alexander Valley Union School District Community.

RELATED Activities

- Supt./Principal Report to
  - o AVA in March
  - o Monthly Board of Trustee Meetings
  - o Staff Monthly Meetings (2)
  - o Goal Setting Meetings with Staff
  - o District Website updates

PERSONS Responsible TIMELINE:

2021- 2022 AVUSD Board of Trustees Projected Approval Date: February 15, 2022

Principal:  \_\_\_\_\_



# Alexander Valley Union School District

Matt Reno  
Superintendent-Principal

**(MOVED TO FEBRUARY 15, 2022 AVUSD BOARD MEETING)**

January 10, 2022

Re: Agenda Item: 11.2 Information/Discussion/Possible Action: **2022/23 AVUSD Lottery Order**

Dear Trustees,

A request has been brought to my attention requesting a change of Lottery Order for “District Employee” defined as a child or child(ren) of a parent currently employed in the District” as we enter into the 2022/2023 Lottery drawing in March 2022.

The current placement of “District Employee” is in Lottery Group 1 along with Alumni, and Property Owners.

This request seeks to move “District Employee” up one level to be placed in with “Siblings”.

Should the Board consider ACTION at some point on this item, the Lottery Drawing would be as follows:

**Current Lottery**

Residents

Siblings

Group 1: Alumni, Property Owners, & District Employee

Group 2: Works in District Boundaries

Group 3: All Other Transfer Students

**Proposed Lottery**

Residents

Siblings/District Employees

Group 1: Alumni & Property Owners

Group 2: Works in District Boundaries

Group 3: All Other Transfer Students

M. Reno

# 2021-22 Local Control Accountability Plan (LCAP) Actions & Services Mid-Year Report

| Local Educational Agency (LEA) Name               | Contact Name and Title                | Email and Phone                                |
|---|---------------------------------------|--|
| Alexander Valley Union Elementary School District | Matt Reno<br>Superintendent/Principal | mreno@alexandervalleyusd.org<br>(707) 433-1375 |

## Goal 1

**A Focus on all students scoring at their highest academic achievement potential with access to CCSS-aligned grade level standards through the use of 21st Century High Quality Instructional (HQI) strategies.**

## Rationale

The Alexander Valley School District continues to identify leading indicators of success through high quality lessons and assessments throughout the year. We developed Goal 1 as a metric driven goal to help ensure we are providing the best possible instruction to all students.

## Expected Annual Measurable Objectives for Goal 1

| Priority | Metric  | Baseline   | Year 1 Mid-Year Progress  | Desired Outcome for 2023-24  |
|----------|---|--|---|--|
|          | 100% of teaching staff will be Highly Qualified and appropriately assigned.           | 100% of the teaching staff was Highly Qualified and appropriately assigned.  | 100% of the teaching staff is Highly Qualified and appropriately assigned.  | 100% of the teaching staff was Highly Qualified and appropriately assigned.  |
|          | Grades 3-6 Year to Year Growth Measures via the CAASPP State Assessment in ELA & MATH | Baseline CAASPP 2019 Scores<br>ELA: 73% of all students in grades 3-6 met or exceeded the ELA Standards.<br><br>Baseline CAASPP 2019 Scores<br>MATH: 66% of all students in grades 3-6 met or exceeded the Math Standards. | Trimester 1 Benchmarks:<br>ELA: 75% of all students in grades K-6 At or Above Benchmark in the ELA Standards.<br><br>Trimester 1 Benchmarks<br>MATH: 83% of all students in grades K-6 At or Above Benchmark in the Math Standards. | Baseline CAASPP 2024 Scores<br>ELA: 90% of all students in grades 3-6 met or exceeded the ELA Standards.<br><br>Baseline CAASPP 2024 Scores<br>MATH: 85% of all students in grades 3-6 met or exceeded the Math Standards. |
|          | Proficient Performance gains on AR/STAR Benchmark data                                | 2021 Baseline Tri 3 STAR ELA   |   | 2024 Baseline Tri 3 STAR ELA   |

| Priority | Metric   | Baseline   | Year 1 Mid-Year Progress  | Desired Outcome for 2023-24  |
|----------|--|--|---|--|
|          | <p>Proficient Performance gains on DIBELS K/1 data</p> <p>Intervention based systems in place for Math students who are not proficient</p> <p>*EL Students will maintain average of 1.0 level growth per year on ELPAC</p> <p>Maintain rate of 10% of EL students reclassified as RFEP each year, including all students graduating 6th grade.</p> | <p>81% of students in grades 2-6 met or exceeded the Benchmark</p> <p>2021 Baseline Tri 3 DIBELS ELA Benchmark 81% of students in grades K/1 met or exceeded the</p> <p>2021 Baseline Tri 3 Math Benchmark: 84% of students in grades k-6 met or exceeded</p> <p>2021 EL students average 1.0 level growth per year on ELPAC</p> <p>2021 10% of EL students are reclassified RFEP.</p> | <p>2022 Baseline Tri 3 ELA Benchmark (In Progress May 2022)<br/>81% of students in grades K-6 met or exceeded the Benchmark</p> <p>2022 Baseline Tri 3 Math Benchmark (In Progress May 2022): 84% of students in grades K-6 will score At or Above Benchmark</p> <p>2021 EL students have average 1.0 level growth per year on ELPAC at this point in the year. Testing window opens in February 2022</p> <p>2021 10% of EL students have been reclassified RFEP.</p> | <p>90% of students in grades 2-6 met or exceeded the Benchmark</p> <p>2024 Baseline Tri 3 DIBELS ELA Benchmark 90% of students in grades K/1 met or exceeded the</p> <p>2024 Baseline Tri 3 Math Benchmark: 90% of students in grades k-6 met or exceeded</p> <p>2024 EL students average 1.0 level growth per year on ELPAC</p> <p>2024 10% of EL students are reclassified RFEP.</p> |

### Actions and Services

| Goal/Action | Action Title/Description   | Timespan | Contributing | Personnel Expenses                       | Non-Personnel Expenses | Total Funds  | Mid-Year Report |
|-------------|--|----------|--------------|--|------------------------|--------------|-----------------|
| 1.1         | Highly Qualified Teachers<br>Maintain Highly Qualified Core Teaching Staff K-6   | Ongoing  | No           | LCFF \$834,739                           |                        | \$834,739.00 | \$836,933       |
| 1.2         | Special Education<br>Maintain Special Education and Specialized Student Services | Ongoing  | No           | Other State \$47,498<br>Federal \$14,978 |                        | \$62,476.00  | \$63,875        |

| Goal/<br>Action | Action Title/<br>Description  | Timespan | Contributing | Personnel<br>Expenses |          | Non-Personnel<br>Expenses |         | Total<br>Funds | Mid-Year Report |
|-----------------|---|----------|--------------|-----------------------|----------|---------------------------|---------|----------------|-----------------|
| 1.3             | <b>ELL/Tier II Supports</b><br>Targeted Services for English Learners and Tier II through Instructional Assistant Supports serving all identified ELPAC students working towards reclassification | Ongoing  | Yes          | LCFF                  | \$41,030 | LCFF                      | \$1,250 | \$42,280.00    | \$52,672        |
| 1.4             | <b>Common Core Aligned Interventions</b><br>Interventions for students to be proficient in CCSS (Math & ELA)  | Ongoing  | Yes          | LCFF                  | \$14,705 |                           |         | \$14,705.00    | \$14,595        |
| 1.5             | <b>Translation Services</b><br>Translation of key documents to ensure families are being provided with school and district information in their native language.                                  |          | Yes          | LCFF                  | \$1,564  |                           |         | \$1,564.00     | \$1,564.00      |
| 1.6             | <b>Tech Connect</b><br>Hot Spots and Technology Access Points for economically disadvantaged students   |          | Yes          |                       |          | LCFF                      | \$2,500 | \$2,500.00     | \$2,500.00      |

## Goal 2

Through short and long-term professional development, staff will continue to focus on differentiation strategies which highlight perseverance, challenge, and rigor throughout instruction in all content areas.

### Rationale

The Alexander Valley School District and community share a common belief around ensuring our staff have access to high quality Professional Development resulting in positive learning outcomes for our students. Goal 2 is an essential component to the continued professional classified and certificated staff growth.

### Expected Annual Measurable Objectives for Goal 2

| Priority | Metric  | Baseline  | Year 1 Mid-Year Progress   | Desired Outcome for 2023-24   |
|----------|---|---|--|---|
|          | <p>100% of all certificated employees will have long term professional goal setting/development plans</p> <p>100% of all certificated employees will have long-term professional development plans that include CCCSS implementation and enabling</p> <p>All students, including ELs and students will special needs, will have sufficient access to standards aligned materials.</p> <p>As measured by observation during ELA administrative mini-visits, via 4 box observation tool, All teachers will implement instructional strategies that enable English learners to access the CCSS and the ELD standards for purposes of gaining academic content knowledge and English language proficiency</p> <p>70% Certificated staff will use New Teacher Evaluation Goal Setting rubrics to set professional goals.</p> | <p>100% of all certificated staff have long-term professional goal setting/development plans.</p> <p>All students, including ELLs and students will special needs, will have sufficient access to standards-aligned materials</p> <p>As measured by observation during ELA administrative evaluation mini-visits, via 4 box observation tool, All teachers will continue to implement instructional differentiation strategies that enable English learners and other identified "Focal" students to access the CCSS and the ELD standards for purposes of gaining academic content knowledge and English language proficiency</p> <p>100% of Certificated staff will use New Teacher Evaluation Rubrics to set professional goals.</p> | <p>100% of all certificated staff currently have long-term professional goal-setting/development plans.</p> <p>All students, including ELLs and students, will special needs, have sufficient access to standards-aligned materials</p> <p>As measured by observation during ELA administrative evaluation mini-visits, via 4 box observation tool, All teachers have continued to implement instructional differentiation strategies that enable English learners and other identified "Focal" students to access the CCSS and the ELD standards for purposes of gaining academic content knowledge and English language proficiency</p> <p>100% of Certificated staff were using the New Teacher Evaluation Rubrics to set professional goals.</p> | <p>Maintain 100% of all certificated staff have long-term professional goal setting/development plans.</p> <p>All students, including ELLs and students will special needs, will have sufficient access to standards aligned materials</p> <p>As measured by observation during ELA administrative evaluation mini-visits, via 4 box observation tool, All teachers will continue to implement instructional strategies that enable English learners and other identified "Focal" students to access the CCSS and the ELD standards for purposes of gaining academic content knowledge and English language proficiency</p> <p>Maintain 100% of Certificated staff will use New Teacher Evaluation Rubrics to set professional goals.</p> |

| Priority | Metric | Baseline | Year 1 Mid-Year Progress | Desired Outcome for 2023-24 |
|----------|--------|----------|--------------------------|-----------------------------|
|          |        |          |                          |                             |

### Actions and Services

| Goal/Action | Action Title/Description  | Timespan | Contributing | Personnel Expenses | Non-Personnel Expenses            | Total Funds | Mid-Year Report |
|-------------|---|----------|--------------|--------------------|-----------------------------------|-------------|-----------------|
| 2.1         | <b>High Quality Instructional Strategies</b><br>Revisit and monitor all certificated staff in assessment data activities to maximize individual personal and instructional strengths including staff strengths share out with a focus on High-Quality Instructional Strategies. |          | No           | LCFF               | LCFF \$0                          | \$0.00      | \$0.00          |
| 2.2         | <b>Planning Map (PD)</b><br>Through Consensus Outline year long Professional Development Calendar maximizing the use of Wednesday PD's.   |          | No           |                    | LCFF \$0                          | \$0.00      | \$0.00          |
| 2.3         | <b>Certificated Staff PD Supports for EL Students</b><br>Provide additional professional development for certificated staff on topics to be identified for EL students  | Ongoing  | No<br>Yes    |                    | LCFF \$200<br>Other State 1500.00 | \$200.00    | \$1,700         |
| 2.4         | <b>PD Gradual Release of Responsibility (GRR)</b><br>Continue to provide additional professional development in Gradual Release of Responsibility   |          | No           |                    | LCFF \$0                          | \$0.00      | \$0.00          |

| Goal/ Action | Action Title/ Description         | Timespan | Contributing | Personnel Expenses | Non-Personnel Expenses | Total Funds | Mid-Year Report |
|--------------|-----------------------------------|----------|--------------|--------------------|------------------------|-------------|-----------------|
|              | and build perseverance strategies |          |              |                    |                        |             |                 |

### Goal 3

In a joint partnership with parents, staff, and students will remain engaged, present, and healthy in their day to day learning at school which will lead to an overall increase in student wellness, physical fitness, and attendance.

### Rationale

The social, emotional, and physical wellness of students and staff continues to be an extremely important component to the overall success of our school community. Our efforts in this area continue to provide evidence year after year of influencing the academic skill sets for all students. An increase in student attendance rates creates more productive learner outcomes.

### Expected Annual Measurable Objectives for Goal 3

| Priority | Metric   | Baseline   | Year 1 Mid-Year Progress   | Desired Outcome for 2023-24   |
|----------|--|--|--|---|
|          | <p>*Increase number of parents participating in decision making process in committee meetings, as measured through sign in data collection sheets.</p> <p>*Engage ELAC parents participating in ELAC parent/community meeting with 10 parents attending 6 scheduled meetings.</p> <p>*Increase parent participation in Wellness Committee parent/community meetings with emphasis on creating plan during quarterly meetings</p> | <p>Due to Covid-19 Pandemic happening during the 2020-2021 school year, our baseline year of data around Goal 3 has been marginalized. Baseline data and information below are reflective of the 2018-2019 school year</p> <p>*Engage ELAC parents participating in ELAC parent/community meeting with 10 parents attending 6 scheduled meetings.</p> <p>Increase parent participation in Wellness Committee parent/community meetings with emphasis on AVUSD Board approving plan for the</p> | <p>Due to Covid-19 Pandemic and the omicron variant continued influence during the 2021-2022 school year, our baseline year of data around Goal 3 continues to be negatively impacted by not allowing visitors on to campus to engage our families with in-person meetings.</p> <p>*Engage ELAC parents participating in ELAC parent/community meetings with 10 parents attending 6 scheduled meetings. (In progress Spring 2022)</p> <p>Increase parent participation in Wellness Committee parent/community meetings</p> | <p>Parents participating in decision making process in committee meetings collectively include 30% of Parent population, as measured through sign in data collection sheets.</p> <p>Engage ELAC parents participating in ELAC parent/community meeting with 10 parents attending 6 scheduled meetings.</p> <p>Maintain Increased parent participation in Wellness Committee parent/community meetings with emphasis on AVUSD Board approving plan for the AVS Wellness Plan</p> |

| Priority | Metric  | Baseline  | Year 1 Mid-Year Progress  | Desired Outcome for 2023-24  |
|----------|---|---|---|--|
|          | <p>*Increase or maintain P/T Conference Parent attendance rates for all parents including those with EL students and students with exceptional needs to more than 90% participation rate</p> <p>*Increase student attendance rates from 93%-97%, as reported through summative annual attendance reports.</p> <p>*Decrease Chronic Absenteeism overall by from 25% to &lt;10%</p> <p>*Decrease by 5% number of students have &gt;3 unexcused absences or more.</p> <p>*Increase by 3% overall student wellness and physical fitness grade 5</p> <p>*All students, including unduplicated pupils and students with exceptional needs, will continue to have 60-90 minutes of weekly instructional minutes in Physical fitness programs and Garden wellness instruction</p> <p>*All students, including unduplicated pupils and students with exceptional needs, will have access to a broad course of study that</p> | <p>AVS Wellness Plan for the 2021-2022 school year.</p> <p>2020-2021 P/T Conference Parent attendance rates was an 78% participation rate via Zoom</p> <p>*Increase student attendance rates from 94% (20/21), as reported through summative annual attendance reports.</p> <p>Decrease Chronic Absenteeism Current Status: 11% of students have &gt;3 unexcused absences or more for 2020-21</p> <p>Baseline: 2018-2019<br/>*Increase overall student wellness and physical fitness grade 5 HFZ Assessment@ 74%</p> <p>All students, including unduplicated pupils and students with exceptional needs, Students will continue to have school 60-90 minutes of weekly instructional minutes in Physical fitness and Garden wellness</p> <p>*All students, including unduplicated pupils and students with exceptional needs, will have access to a broad course of study for 240 weekly minutes that includes Enrichment Courses: Science,</p> | <p>with an emphasis on AVUSD Board approving plan for the AVS Wellness Plan for the 2021-2022 school year. (In progress Spring 2022)</p> <p>2021-2022 P/T Conference Parent attendance rates was an 88% participation rate via Zoom (Increase of 10%)</p> <p>*Student attendance rates mid-year from (8/21-12/21), at 91% as reported through attendance reports.</p> <p>Current Chronic Absenteeism Current Status: 6% of students have &gt;3 unexcused absences or more for 2020-21</p> <p>*Overall student wellness and physical fitness grade 5 HFZ Assessment (Spring 2022)</p> <p>All students, including unduplicated pupils and students with exceptional needs, Students continue to have school 60-90 minutes of weekly instructional minutes in Physical fitness and Garden wellness</p> <p>*All students, including unduplicated pupils and students with exceptional</p> | <p>P/T Conference Parent attendance rates was an 95% participation rate</p> <p>Increase student attendance rates from 97%, as reported through summative annual attendance reports.</p> <p>Decrease Chronic Absenteeism Current Status: 2% of students have &gt;3 unexcused absences or more for 2023-2024</p> <p>*Increase overall student wellness and physical fitness grade 5 HFZ Assessment@ 85%</p> <p>Students maintained 60-90 minutes of weekly instructional minutes in Physical fitness and Garden wellness</p> <p>Maintaining that All students, including unduplicated pupils and students with exceptional needs, will had access to a broad course of study for 240 weekly minutes that includes Enrichment Courses: Science, Art, Library, Music, and Spanish measured by: Maintaining Instructional Enrichment Minute</p> |

| Priority | Metric   | Baseline  | Year 1 Mid-Year Progress  | Desired Outcome for 2023-24       |
|----------|--|---|---|-----------------------------------|
|          | includes 240 weekly minutes of Enrichment Courses: Science, Art, Library, Music, and Spanish measured by: Maintaining Instructional Enrichment Programs across all grade levels. | Art, Library, Music, and Spanish measured by: Maintaining Instructional Enrichment Minute Programs across all grade levels. | needs, have access to a broad course of study for 240 weekly minutes that includes Enrichment Courses: Science, Art, Library, Music, and Spanish measured by: Maintaining Instructional Enrichment Minute Programs across all grade levels. | Programs across all grade levels. |

### Actions and Services

| Goal/Action | Action Title/Description  | Timespan | Contributing | Personnel Expenses              | Non-Personnel Expenses | Total Funds | Mid-Year Report |
|-------------|---|----------|--------------|---------------------------------|------------------------|-------------|-----------------|
| 3.1         | <b>PE Paraeducator</b><br>Continue to implement fitness standards through dedicated PE instructor.  | Ongoing  | No           | LCFF \$24,156                   |                        | \$24,156.00 | \$25,438        |
| 3.2         | <b>Garden/Nutrition Instruction</b><br>Continue to implement Healthy eating choices by establishing 60 minutes per Week Garden Instruction. | Ongoing  | No           | LCFF \$32,310                   |                        | \$32,310.00 | \$32,310.00     |
| 3.3         | <b>ELAC Parent Involvement</b><br>Continue building successful ELAC program with strong parent involvement                                  | Ongoing  | Yes          |                                 | LCFF \$0               | \$0.00      | \$0.00          |
| 3.4         | <b>Enrichment Educational Opportunities</b><br>Maintain additional Enrichment Opportunities for students K-6                                |          | No           | LCFF \$63,687<br>Local \$35,000 |                        | \$98,687.00 | \$98,687.00     |

## Goal 4

Continue to create a safe, positive, innovative, and technology-based learning environment designed for maximum student success.

### Rationale

The Alexander Valley School District Community whole heartedly believes that a safe and positive learning environment helps create a culture of success. This culture is maintained through taking innovative steps around student learning outcomes via technology. Maintaining a safe and orderly campus, maximizing one anthers strengths, and seeking ways to grow and become better all act as the catalyst for Goal 4.

### Expected Annual Measurable Objectives for Goal 4

| Priority | Metric                               | Baseline  | Year 1 Mid-Year Progress  | Desired Outcome for 2023-24  |
|----------|--------------------------------------|---|---|--|
|          | Facilities Inspection Tool (FIT)     | Facilities Inspection Tool (FIT)<br>2019-2020 "Good" Rating   | Facilities Inspection Tool (FIT)<br>2021-2022 "Good" Rating   | Facilities Inspection Tool (FIT)<br>2023-2024 "Exemplary" Rating   |
|          | Student Climate Survey participation | Due to the 2020-2021 Covid-19 pandemic, Baseline Data was not achieved re: Student Climate Survey   | Due to the 2021-2022 Covid-19 pandemic, Baseline Data was not achieved at this point in the year as the data has not been collected or survey administered. | Student Climate Survey participation with 100% of students indicating "somewhat true" or "true" when asked "Do you feel safe at Alexander Valley School?". |
|          | Suspension Rate                      | Student Climate Survey participation 95% with Indicated 100% of students indicate "somewhat true" or "true" when asked, "Do you feel safe at Alexander Valley School?". | Current 2021-2022 Rates<br>Suspension Rate 0%   | Maintain Suspension Rate of <1%  |
|          | Expulsion Rate                       | Suspension Rate 1%<br>Expulsion Rate 0%   | Expulsion Rate 0%   | Expulsion Rate 0%  |

### Actions and Services

| Goal/Action | Action Title/Description | Timespan | Contributing | Personnel Expenses | Non-Personnel Expenses | Total Funds  | Mid-Year Report |
|-------------|--------------------------|----------|--------------|--------------------|------------------------|--------------|-----------------|
| 4.1         | Site Campus              | Ongoing  | No           | LCFF \$162,486     |                        | \$162,486.00 | \$156,696       |

| Goal/<br>Action | Action Title/<br>Description  | Timespan | Contributing | Personnel<br>Expenses |          | Non-Personnel<br>Expenses |         | Total<br>Funds | Mid-Year Report |
|-----------------|---|----------|--------------|-----------------------|----------|---------------------------|---------|----------------|-----------------|
|                 | Maintain Custodial,<br>Maintenance, and Grounds<br>Staffing   |          |              |                       |          |                           |         |                |                 |
| <b>4.2</b>      | <b>Student Safety</b><br>Maintain before school<br>supervision for student<br>safety  | Ongoing  | No           | LCFF                  | \$5,454  |                           |         | \$5,454.00     | \$0.00          |
| <b>4.3</b>      | <b>Transportation</b><br>Cost of Transportation to<br>take students to and from<br>school safely                            | Ongoing  | No           | LCFF                  | \$38,326 | LCFF                      | \$8,950 | \$47,276.00    | \$47,276.00     |
| <b>4.4</b>      | <b>After-Care Supervision</b><br>Maintain Supervision in the<br>After-Care program.   |          | No           | LCFF<br>Local         | \$50,976 | LCFF<br>Local             | \$500   | \$51,476.00    | \$51,476.00     |
| <b>4.5</b>      | <b>Student &amp; Parent School<br/>Climate Survey</b><br>Maintain the Delivery of the<br>Parent & Student Climate<br>Survey |          | No           |                       |          | LCFF                      | \$0     | \$0.00         | \$0.00          |

**Goal 5**

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|  |
|--|

**Rationale**

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|--|
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|--|

**Expected Annual Measurable Objectives for Goal 5**

| Priority | Metric | Baseline | Year 1 Mid-Year Progress | Desired Outcome for 2023-24 |
|----------|--------|----------|--------------------------|-----------------------------|
|          |        |          |                          |                             |

**Actions and Services**

| Goal/<br>Action | Action Title/<br>Description | Timespan | Contributing | Personnel<br>Expenses | Non-Personnel<br>Expenses | Total<br>Funds | Mid-Year Report |
|-----------------|------------------------------|----------|--------------|-----------------------|---------------------------|----------------|-----------------|
|                 |                              |          |              |                       |                           |                |                 |

# Supplement to the Annual Update to the 2021–22 Local Control and Accountability Plan

| Local Educational Agency (LEA) Name | Contact Name and Title                | Email and Phone                              |
|-------------------------------------|---------------------------------------|--|
| Alexander Valley School District    | Matt Reno<br>Superintendent/Principal | mreno@alexandervalleyusd.org<br>707-433-1375 |

California’s 2021–22 Budget Act, the federal American Rescue Plan Act of 2021, and other state and federal relief acts have provided local educational agencies (LEAs) with a significant increase in funding to support students, teachers, staff, and their communities in recovering from the COVID-19 pandemic and to address the impacts of distance learning on students. The following is a one-time mid-year report to the local governing board or body and educational partners related to engagement on, and implementation of, these Acts.

A description of how and when the LEA engaged, or plans to engage, its educational partners on the use of funds provided through the Budget Act of 2021 that were not included in the 2021-22 Local Control and Accountability Plan (LCAP).

Due to the ongoing pandemic and our district's protocols in place to protect both students and staff, there is limited opportunity for in-person engagement with our educational partners. In order to engage our partners, we met via Zoom or at our monthly Board Meetings through a good portion of the year. During the spring of 2021, we engaged our families with surveys on possible methods of instruction, including in-person or virtual. We frequently discussed these options and other plans with our staff to ensure all members of our community had a chance to speak their thoughts and opinions and how best we should use our funds provided by the Budget Act of 2021. As we transitioned into a more permanent model of in-person instruction we were able to address these issues during staff meetings as well as during Public Board Meetings. Moving forward, we plan to speak with our staff, Board of Trustees, and the Alexander Valley School Parents Club in the Spring of 2022 to discuss ways to maximize our funds. Additionally, our Chief Business Officer will discuss the funds and our plans to use them at the February or March Board Meeting. we will continue to highlight and educate our partners on what the funds are used for and how we plan to implement any programs or supplement existing programs that will be key to our success.

A description of how the LEA used, or plans to use, the additional concentration grant add-on funding it received to increase the number of staff who provide direct services to students on school campuses with an enrollment of students who are low-income, English learners, and/or foster youth that is greater than 55 percent.

The Alexander Valley School District does not receive concentration grant or concentration grant add-on funding. The unduplicated pupil percentage is less than 5 percent.

A description of how and when the LEA engaged its educational partners on the use of one-time federal funds received that are intended to support recovery from the COVID-19 pandemic and the impacts of distance learning on pupils.

The LEA has engaged its educational partners on how one-time federal funds plan to be used in order to mitigate the impact on our student's learning due to the distance learning model of instruction used at the height of the pandemic through staff meetings and public Board meetings. These conversations explained the importance of these funds in supporting all students that have been adversely affected due to a lack of in-person learning. The Alexander Valley School community including both staff and families were given the opportunity to hear the district's plans, make suggestions or express concern on how these funds should be best used. In January 2022, a description of 4 target goals was sent home to all parents. A survey feedback sheet was also provided to parents and the district received specific feedback from our parents. This feedback included several comments of validation and support for the work the staff and district have taken on to ensure a smooth transition back to in-person learning. Funding has been designated for academic and social/emotional interventions and supports.

A description of how the LEA is implementing the federal American Rescue Plan Act and federal Elementary and Secondary School Emergency Relief expenditure plan, and the successes and challenges experienced during implementation.

The Alexander Valley School District did not receive ESSER III funding from the federal government in conjunction with the American Rescue Plan Act and federal Elementary and Secondary School Emergency Relief. However the district did receive ESSER III funds from the California State reserve through the Extended Learning Opportunity Block Grant and is expending the funds per the plan adopted by the governing board.

A description of how the LEA is using its fiscal resources received for the 2021–22 school year in a manner that is consistent with the applicable plans and is aligned with the LEA's 2021–22 LCAP and Annual Update.

Since the adoption of the 21-22 Local Control Accountability Plan, The Alexander Valley School District has received additional funding in the form of the In-Person Instruction Grant, the Expanded Learning Opportunity Grant, the Expanded Learning Opportunity Program, and the Educator Effectiveness Block Grant.

In-Person Instruction Grant funds were used to provide a stipend to certificated staff as they transitioned from Distance Learning to In-Person model classroom instruction.

Expanded Learning Opportunity Grant funds are to be expended per the Expanded Learning Opportunity Grant Plan approved by the Governing Board. These funds will be spent in the 21-22 and 22-23 fiscal years. Some of the designed expenses in maintaining and increasing the services provided by the Certificated Intervention Specialist (LCAP Goal 1), Classroom Instructional Aides (LCAP Goal 1), and Counselor (LCAP Goal 3). The Certificated Intervention Specialist will focus on student learning gaps that developed as a result of Distance Learning. Classroom Instructional Aides provide support to the classroom teachers by monitoring local assessment data and social-emotional behavior. The Counselor continues to work with students that are still needing extra support within the classroom.

Expanded Learning Opportunity Program is still being developed in accordance with student needs with an emphasis on English Language Learner, Foster Youth, students with disabilities and socioeconomically disadvantaged pupils. . Twenty-one students who participated in our Summer Boost program made academic gains with our extended school year course offering. (LCAP Goals 1 and 2)

Educator Effectiveness Block Grant will focus on providing opportunities for staff to attend workshops on social-emotional learning, mental health awareness, positive school environment and inclusiveness and support of students with exceptional needs. These funds will be expended starting in the 21-22 fiscal year and will continue through the 2025-26 fiscal year. Although these actions are not currently in the LCAP they will be included in the 22-23 plan. In addition, these funds may be incorporated into additional Professional Development Opportunities for our employees over the next 3 years.

# Instructions for the Supplement to the Annual Update for the 2021–22 Local Control and Accountability Plan Year

*For additional questions or technical assistance related to the completion of the Supplement to the Annual Update to the 2021–22 Local Control and Accountability Plan (LCAP), please contact the local county office of education (COE), or the California Department of Education’s (CDE’s) Local Agency Systems Support Office, by phone at 916-319-0809 or by email at [lcff@cde.ca.gov](mailto:lcff@cde.ca.gov).*

## Introduction

California’s 2021–22 Budget Act, the federal American Rescue Plan Act of 2021, and other state and federal relief acts have provided local educational agencies (LEAs) with a significant increase in funding to support students, teachers, staff, and their communities in recovering from the COVID-19 pandemic and to address the impacts of distance learning on students. Section 124(e) of Assembly Bill 130 requires LEAs to present an update on the Annual Update to the 2021–22 LCAP and Budget Overview for Parents on or before February 28, 2022, at a regularly scheduled meeting of the governing board or body of the LEA. At this meeting, the LEA must include all of the following:

- The Supplement to the Annual Update for the 2021–22 LCAP (2021–22 Supplement);
- All available mid-year outcome data related to metrics identified in the 2021–22 LCAP; and
- Mid-year expenditure and implementation data on all actions identified in the 2021–22 LCAP.

When reporting available mid-year outcome, expenditure, and implementation data, LEAs have flexibility to provide this information as best suits the local context, provided that it is succinct and contains a level of detail that is meaningful and accessible for the LEA’s educational partners.

The 2021–22 Supplement is considered part of the 2022–23 LCAP for the purposes of adoption, review, and approval, and must be included with the LCAP as follows:

- The 2022–23 Budget Overview for Parents
- The 2021–22 Supplement
- The 2022–23 LCAP
- The Action Tables for the 2022–23 LCAP
- The Instructions for the LCAP Template

As such, the 2021–22 Supplement will be submitted for review and approval as part of the LEA’s 2022–23 LCAP.

## Instructions

Respond to the following prompts, as required. In responding to these prompts, LEAs must, to the greatest extent practicable, provide succinct responses that contain a level of detail that will be meaningful and accessible for the LEA’s educational partners and the broader public and must, to the greatest extent practicable, use language that is understandable and accessible to parents.

In responding to these prompts, the LEA has flexibility to reference information provided in other planning documents. An LEA that chooses to

reference information provided in other planning documents must identify the plan(s) being referenced, where the plan(s) are located (such as a link to a web page), and where in the plan the information being referenced may be found.

**Prompt 1:** *“A description of how and when the LEA engaged, or plans to engage, its educational partners on the use of funds provided through the Budget Act of 2021 that were not included in the 2020–21 Local Control and Accountability Plan (LCAP).”*

In general, LEAs have flexibility in deciding what funds are included in the LCAP and to what extent those funds are included. If the LEA received funding through the Budget Act of 2021 that it would have typically included within its LCAP, identify the funds provided in the Budget Act of 2021 that were not included in the LCAP and provide a description of how the LEA has engaged its educational partners on the use of funds. If an LEA included the applicable funds in its adopted 2021–22 LCAP, provide this explanation.

**Prompt 2:** *“A description of how LEA used, or plans to use, the concentration grant add-on funding it received to increase the number of staff who provide direct services to students on school campuses with an enrollment of students who are low-income, English learners, and/or foster youth that is greater than 55 percent.”*

If LEA does not receive a concentration grant or the concentration grant add-on, provide this explanation.

Describe how the LEA is using, or plans to use, the concentration grant add-on funds received consistent with California *Education Code* Section 42238.02, as amended, to increase the number of certificated staff, classified staff, or both, including custodial staff, who provide direct services to students on school campuses with greater than 55 percent unduplicated pupil enrollment, as compared to schools with an enrollment of unduplicated students that is equal to or less than 55 percent.

In the event that the additional concentration grant add-on is not sufficient to increase the number of staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent, describe how the LEA is using the funds to retain staff providing direct services to students at a school with an enrollment of unduplicated students that is greater than 55 percent.

**Prompt 3:** *“A description of how and when the LEA engaged its educational partners on the use of one-time federal funds received that are intended to support recovery from the COVID-19 pandemic and the impacts of distance learning on pupils.”*

If the LEA did not receive one-time federal funding to support recovery from the COVID-19 pandemic and the impacts of distance learning on students, provide this explanation.

Describe how and when the LEA engaged its educational partners on the use of one-time federal funds it received that are intended to support recovery from the COVID-19 pandemic and the impacts of distance learning on students. See the COVID-19 Relief Funding Summary Sheet web page (<https://www.cde.ca.gov/fg/cr/relieffunds.asp>) for a listing of COVID-19 relief funding and the Federal Stimulus Funding web page (<https://www.cde.ca.gov/fg/cr/>) for additional information on these funds. The LEA is not required to describe engagement that has taken place related to state funds.

**Prompt 4:** *“A description of how the LEA is implementing the federal American Rescue Plan Act and federal Elementary and Secondary School Emergency Relief expenditure plan, and the successes and challenges experienced during implementation.”*

If an LEA does not receive ESSER III funding, provide this explanation.

Describe the LEA’s implementation of its efforts to maintain the health and safety of students, educators, and other staff and ensure the continuity of services, as required by the federal American Rescue Plan Act of 2021, and its implementation of the federal Elementary and Secondary School Emergency Relief (ESSER) expenditure plan to date, including successes and challenges.

**Prompt 5:** “A description of how the LEA is using its fiscal resources received for the 2021–22 school year in a manner that is consistent with the applicable plans and is aligned with the LEA’s 2021–22 LCAP and Annual Update.”

Summarize how the LEA is using its fiscal resources received for the 2021–22 school year to implement the requirements of applicable plans in a manner that is aligned with the LEA’s 2021–22 LCAP. For purposes of responding to this prompt, “applicable plans” include the Safe Return to In-Person Instruction and Continuity of Services Plan and the ESSER III Expenditure Plan.

California Department of Education  
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