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8/28/2020

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Board of Trustees Public Meeting Agenda

**Agenda Item Details**

Meeting	Sep 01, 2020 - RVSD BOARD OF TRUSTEES SPECIAL MEETING
Category	D. PRESENTATION / ACTION ITEM (Approx. 1-Hr.)
Subject	1. Recommended Approval of Notice of Violation to Ross Valley Charter School (Ed. Code, § 47607) (D,V) (Approx. 60 mins.)
Type	Action, Discussion
Recommended Action	District staff recommends the Board of Trustees approve the issuance of a Notice of Violation to Ross Valley Charter School (Ed. Code, § 47607).

Background

Ross Valley Charter (RVC) is a charter school currently authorized by the State Board of Education. The current charter expires June 30, 2021. RVC submitted its charter petition seeking renewal of the charter to RVSD, with a certification of completeness, on August 10, 2020.

Under the statutes governing the charter renewal process, as revised effective July 1, 2020, Education Code section 47607(e) now provides: "...the chartering authority may deny renewal of a charter school upon a finding that the school is demonstrably unlikely to successfully implement the program set forth in the petition due to substantial fiscal or governance factors, or is not serving all pupils who wish to attend, as documented pursuant to subdivision (d). The chartering authority may deny renewal of a charter school under this subdivision only after it has provided at least 30 days' notice to the charter school of the alleged violation and provided the charter school with a reasonable opportunity to cure the violation, including a corrective action plan proposed by the charter school."

In its review of RVC for purposes of renewal, the District has gathered information including from RVC's current oversight agent, California Department of Education, regarding its operations, its governance, as well as its fiscal status. This special meeting is for the purposes of 1) reviewing the information with the Board and 2) action by the Board to issue a Notice of Violation within the meaning of Education Code section 47607(e).

**Note: Supporting documentation will be uploaded as received.**

Presenters

- [Marci Trahan, Superintendent](#)
- [Sue Ann Salmon Evans, Dannis Woliver Kelley](#)

Letter to M. Burke re Ross Valley Charter Paycheck Protection Program 8.28.2020.pdf (4,180 KB)

Ross Valley School District



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Superintendent: Marci Trahan | Board of Trustees: Annelise Bauer • Anne Capron • Ryan O'Neil • Wesley Pratt • Mark Reagan

September 3, 2020

**Via Email and Overnight Delivery**

Ross Valley Charter School Board of Directors  
Sharon Sagar, Board Chair  
Luke Duchene, School Director  
Ross Valley Charter School  
102 Marinda Dr.  
Fairfax, CA 94930-1105  
Email: sharon.sagar@rossvalleycharter.org  
Email: luke.duchene@rossvalleycharter.org

**Re: Notice of Alleged Violations and Reasonable Opportunity to Cure**

Dear Ms. Sagar and Mr. Duchene:

This letter shall serve as the Ross Valley School District's ("District") Notice of Violation issued to the Ross Valley Charter School ("RVC" or "Charter School"), pursuant to Education Code section 47607.

**BACKGROUND AND LEGAL BASIS FOR NOTICE**

RVC was authorized by the State Board of Education ("SBE") in 2016 and is currently operating under the authorization of the SBE. Pursuant to Education Code section 47605.9, subdivision (b):

A charter school operating under a charter approved by the state board pursuant to Section 47605, as that section read on January 1, 2019, may continue to operate under the authority of that chartering authority only until the date on which the charter is up for renewal, at which point the charter school shall submit a petition for renewal to the governing board of the school district within the boundaries of which the charter school is located.

Since RVC's current term expires June 30, 2021, the Charter School submitted its petition for renewal to the District on August 10, 2020. Pursuant to Education Code section 47607, subdivision (e):

Notwithstanding subdivision (c) and subdivisions (a) and (b) of Section 47607.2, the chartering authority may deny renewal of a charter school upon a finding that the school is demonstrably unlikely to successfully implement the program set forth in the petition due to substantial fiscal or governance factors, or is not serving all pupils who wish to attend, as documented pursuant to subdivision (d). The chartering authority may deny renewal of a charter school under this subdivision only after it has provided at least 30 days' notice to the charter school of the alleged violation and provided the charter school with a reasonable opportunity to cure the violation, including a corrective action plan proposed by the charter school.

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Although the District does not believe it is required to issue a notice of violation and provide RVC with a reasonable opportunity to cure the violations pursuant to Section 47607 before **it may take action to deny RVC's renewal petition** since it is not the chartering authority, the District is nevertheless **issuing this Notice of Violation and hereby affording RVC 30 days'** notice and opportunity to correct the alleged violations before any action is taken on the renewal petition.

## **VIOLATIONS UPON WHICH THIS NOTICE IS BASED**

### **A. Fiscal Mismanagement**

The following, but not limited to, facts demonstrate substantial fiscal mismanagement concerns regarding the operation of RVC:

#### **1. Timeline of Paycheck Protection Program Loan Process**

On April 2, 2020, during a special meeting of the RVC Board, the Board appointed Conn Hickey to serve as RVC's Business Official on a "volunteer" basis. The April 2nd agenda included the express limitation that, "[a]ll external checks will continue to require two signatures and *this position will not include check signing authority or authority to sign contracts and other agreements committing the school. This will be a volunteer position.*" (Emphasis added.) This is not a position authorized by the RVC charter.

According to its charter and consistent with law, the Board itself is solely responsible to "[a]ct as a fiscal agent. This includes the receipt of funds for the operation of RVCS in accordance with RVCS laws and the receipt of grants and donations consistent with the Mission of RVCS." (Charter, p. 140.) While the April 2nd meeting minutes reflect that the Board ultimately approved Mr. Hickey's authority to sign checks, the Board did not approve authority to enter into contracts and agreements, nor do the minutes include any discussion or notes related to this issue. Notably, the April 2nd agenda did not identify any item related to the PPP, though the Board discussed COVID-19 related financial impacts during the meeting. (Attached hereto as Exhibit A are true and correct copies of the RVC Board Meeting Agenda and Minutes, dated April 2, 2020.) The April 2 minutes were approved and posted on May 7, 2020.

Nonetheless, without Board authorization or any other authority to submit an application for federal PPP funding, or to enter into agreements to bind RVC, on April 9, 2020, Mr. Hickey applied online to Westamerica Bank for a \$292,485 PPP loan as RVC's "Authorized Representative or Applicant." Mr. Hickey is expressly *not* RVC's authorized representative or applicant. On April 9, 2020, in applying for the loan, Mr. Hickey also misrepresented that Board analysis of the requirements to obtain the loan were met – this was untrue as there was no RVC Board discussion or authorization of a PPP loan. Later that same day, at or about 4:24 p.m., Westamerica confirmed receipt of the loan application (Reference #12494090). (Attached hereto as Exhibit B is a true and correct copy of PPP Application, Reference #12494090, dated April 9, 2020; Exhibit C is an email from Westamerica to Mr. Hickey re: "Paycheck Protection Program – Application Received," dated April 9, 2020.) Notably, Westamerica Bank is Mr. Hickey's former employer.

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On April 16, 2020, Westamerica notified Mr. Hickey that Small Business Administration (“SBA”) funding limits were reached but that it would continue to process applications should additional funds become available. (Attached hereto as Exhibit D is a true and correct copy of an email from Westamerica to Mr. Hickey re: “Paycheck Protection Program,” dated April 16, 2020.)

Three (3) days later, on April 19, 2020, Westamerica informed Mr. Hickey that RVC was eligible for less than the \$292,485 requested – specifically, RVC was eligible for \$270,653. Westamerica asked if the lower amount was acceptable. (Attached hereto as Exhibit E is a true and correct copy of an email from Westamerica to Mr. Hickey re: “Paycheck Protection Program Loan Application – Information Request #12494090,” dated April 19, 2020.)

The following day, on April 20, 2020, RVC uploaded the Board agenda for its upcoming April 23rd meeting. Even though Mr. Hickey had submitted the loan application and received confirmation from Westamerica that RVC was eligible for \$270,000 in PPP funding, the April 23rd agenda did not identify any item for discussion or action regarding the PPP loan. Furthermore, while budget documents submitted for the April 23rd meeting reflected assumptions for the receipt of a \$300,000 facility loan and other smaller CARES Act funding, they do not show PPP loan assumptions or impacts on revenue. (Attached hereto as Exhibit F is a true and correct copy of RVC’s 6-Year Budget Draft and April 20, 2020 Budget Draft Key Assumptions.) The April 23 minutes were approved and posted on March 14, 2020.

On April 23, 2020, at 10:27 a.m., Mr. Hickey responded to Westamerica to “accept your counter offer” of \$270,000 in PPP funding. This again occurred without Board approval and well before the Board’s meeting later that evening at 7:00 p.m.; though again, this item was not agendized for the April 23 meeting. (Attached hereto as Exhibit G is a true and correct copy of an email from Mr. Hickey to Westamerica re: Paycheck Protection Program Loan Application – Information Request #12494090,” dated April 23, 2020; see also, Exhibit H, true and correct copies of the RVC Board Meeting Agenda and Minutes, dated April 23, 2020.)

During the April 23rd Board meeting at 7:00 p.m., minutes reflect that the Board discussed and/or took action on the PPP loan, which was not noticed in the April 23rd meeting agenda as required by the Brown Act.<sup>1</sup> (Gov. Code, §§ 54950 et seq.) Specifically, the April 23rd meeting minutes<sup>2</sup> indicate that: “\$270 PPP loan/grant with reserve helps balance for three years” and “Board Chair or School Director to execute a Small Business Administration Payroll Protection Loan Agreement with Westamerica Bank for up to \$290,000.” This direction did not authorize Mr. Hickey as RVC’s Business Official to participate in any loan process and, importantly, was made *after* Mr. Hickey already applied for and accepted Westamerica’s PPP loan of \$270,000. (Exhibit H, RVC Board Meeting Agenda and Minutes,

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<sup>1</sup> The fact that no discussion or action regarding the PPP loan is noticed on the April 23rd agenda is also a violation of the Brown Act. (Gov. Code, §§ 54954.2, 54954.3(a) [“no action shall be taken on any item not appearing on the agenda”].)

<sup>2</sup> The April 23rd meeting minutes were not publicly posted until nearly a month later on May 14, 2020, just hours before the May 14th Board meeting and the April 23 minutes were not approved June 12, 2020.

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dated April 23, 2020.) The minutes reflect RVC Board action "5-0-1" though no action was agendized, let alone action on a PPP loan. (*Ibid.*)

Mr. Hickey applied for the PPP loan as RVC's "Authorized Representative or Applicant" on April 9th, *without authorization to engage, apply for, or obtain a PPP loan on RVC's behalf.* Not only is the conduct without authorization, it is contrary to the charter and state and federal law governing transparency. Additionally, the misrepresentations to obtain the loan violate the duty to be honest in seeking state or federal loans and therefore constitute fraud.<sup>3</sup>

Four (4) days after the April 23rd meeting, on April 27, 2020, RVC's PPP loan was awarded.<sup>4</sup> On April 29, 2020, Westamerica informed Mr. Hickey that the bank's processing of the loan was complete and would be submitted to the SBA for the loan documents.

On May 8, 2020, at 8:46 a.m., Westamerica emailed the loan documents to Luke Duchene, Director, which must be signed by "principals within the company." At 8:49 a.m., Mr. Duchene forwarded the email to Sharon Sagar, Board Chair, and Mr. Hickey. Then, at 10:45 a.m., Mr. Duchene electronically signed the loan agreement. (Attached hereto as Exhibit I is a true and correct copy of an email from Mr. Duchene to Ms. Sagar and Mr. Hickey, re: "Fwd: Westamerica Bank has sent you the document "12494090" to sign," dated May 8, 2020, including attachments.) This action made RVC and Mr. Duchene complicit in the misrepresentations made to obtain the loan.

On May 13, 2020, Westamerica emailed Mr. Hickey confirming that the bank was "[p]leased to have funded an SBA loan for your business" and outlined loan forgiveness requirements. Still, by this point, the RVC Board had not documented any action related to this loan. Furthermore, the Board had taken no action to even evaluate the need for the loan or make any public representation in seeking the loan. (Attached hereto as Exhibit J is a true and correct copy of an email from Westamerica to Mr. Hickey re: "Paycheck Protection Program Loan Forgiveness Information," dated May 13, 2020.)

The following day, on May 14, 2020, the Board approved Resolution No. 2020-5-14, *after* the loan was actually funded. Again, the May 14th Board meeting agenda does not mention the PPP loan or the Resolution – another violation of the Brown Act.<sup>5</sup> Nowhere in the Resolution does the Board even acknowledge Mr. Hickey's April 9th loan application or his unauthorized acceptance of the Westamerica loan. In fact, the Resolution falsely states that the loan was received on May 8th and that Mr. Duchene "was authorized at the April 23, 2020 board meeting to enter into the [PPP] Agreement." As evidenced above, the loan had already been applied for and accepted by Mr. Hickey. (Attached hereto as Exhibit K is a true and correct copy of Resolution No. 2020-5-14, "Acceptance of Paycheck Protection

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<sup>3</sup> It is a violation of federal law to knowingly present a false or fraudulent claim for payment to the United States government.

<sup>4</sup> <https://projects.propublica.org/coronavirus/bailouts/search?q=Ross+Valley+Charter>

<sup>5</sup> Both the Resolution and the April 23rd meeting minutes were uploaded to Board Docs at 12:30 p.m. on May 14th, the day of the meeting. The May 14th meeting minutes, which document the Board's approval of the Resolution, were not approved until the Board's June 11, 2020 meeting.

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**Program Loan.”) Any purported action to authorize Mr. Duchene was invalid for failure to** agendize and give the public notice of any action related to the PPP loan.

The May 14th Resolution falsely claims that, on April 23, 2020, the Board authorized Mr. Duchene to:

Borrow Money. To borrow, from Westamerica Bank (Lender) on such terms of the Paycheck Protection Program Note between the Corporation and Lender, such sum of money borrowed; not to exceed the amount of two hundred seventy thousand six hundred fifty-three 00/100 dollars (\$270,653.00).  
Execute Note. To execute and deliver to Lender the Paycheck Protection Program note.

Any discussion of the loan, its terms nor any indication that the Board was informed of Mr. Hickey’s application or subsequent emails with Westamerica were agendized or reflected in the approved minutes. (Ex. H.) The only notation regarding this issue is the inclusion of a single sentence authorization for the “Chair or School Director to execute a PPP loan up to \$290,000 as soon as available.” This is not the authorization that was stated in the May 7th loan authorization document or the Resolution. And again, it was invalid as it was not an agendized action item. (Ex. H.)

Contrary to the various statements in the Resolution, the facts show the Resolution was approved by the Board after the loan was already applied for by Mr. Hickey on April 9; accepted by Mr. Hickey on April 23rd prior to the April 23rd Board meeting; was awarded by the SBA on April 27; was signed by Mr. Duchene on May 8th; and was funded on May 13th (“Westamerica is pleased to have funded an SBA Paycheck Protection Program Loan for your business.”). Yet none of these facts are included in the Resolution.

## **2. Approval of Resolution Misrepresenting Facts Related to the Paycheck Protection Program Loan Process**

On May 14, 2020, the RVC Board approved Resolution No. 2020-5-14, “Acceptance of Paycheck Protection Program Loan” (“Resolution”). The Resolution adopted by the RVC Board was RVC’s *post hoc* effort to document purported compliance with the Paycheck Protection Program (“PPP”) loan requirements. As the Resolution states, RVC must certify that “[c]urrent economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant.”

On or about May 19, 2020, Sharon Sagar, RVC Board President, said RVC “needs the money for operations in case state cash payments to schools are deferred as predicted.”<sup>6</sup> In an email from Mr. Duchene to RVC families, Mr. Duchene also stated, “[t]hree weeks ago, our state financial regulator directed all public schools to create additional, emergency cash reserves, to protect against state deferrals of our revenue, which the Governor just announced will start next month, and which in the last recession grew in length to 5 full months of deferrals.” (Attached hereto as Exhibit L is a true and correct copy of an email

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<sup>6</sup> *Ross Valley Charter Gets \$270K Small Business Relief Loan*, Marin Independent Journal, published May 19, 2020, available at <https://www.marinij.com/2020/05/19/ross-valley-charter-gets-270k-small-business-relief-loan/>.

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from Mr. Duchene to RVC families, re: Further Explanation of **RVC's Acceptance of the PPP Loan**, dated May 20, 2020.)

However, the Resolution makes repeated references to unsubstantiated future and possible financial issues (e.g., potential cash deferrals, possible multi-year recession and difficulty in obtaining bank loans), not current problems as required for the loan. It is clear that RVC acquired the PPP loan to increase its reserves in anticipation of future need, not to mitigate past or current economic hardship – **the "current" nature of the "economic need" to which applicants must attest is for short-term cash-flow hardships created by current, and not future anticipated, COVID-19 related impacts.**

In seeking the loan, RVC also failed to acknowledge the fact that state education funding was not impacted by COVID-19 expressly to ensure funding to pay teachers and staff in the **2019-20 school year (during the term of the loan). Governor Newsom's March 13, 2020 Executive Order N26-20 expressly states that county offices of education, school districts and charter schools will continue to receive state funding in order to, among other things, "[c]ontinue to pay its employees." (See, Governor Newsom's March 13, 2020 Executive Order N26-20.<sup>7</sup>)**

RVC was also assured of its ongoing Average Daily Attendance revenue during the timeframe of the loan. (California State Budget 2020-21 Summary, p. 36 ["the Budget includes: A hold-harmless for the purpose of calculating apportionment in the 2020-21 fiscal year; average daily attendance shall be based on the 2019-20 year, except for new charter schools commencing instruction in 2020-21."].)

**RVC's claims of current need for funding for the intended purposes of the PPP loan are false.** Nor was *any* need or basis for the loan discussed or referenced at any time prior to applying for and obtaining the PPP loan. As reflected in the calculations for a PPP loan, it is based upon 2.5 times the average monthly *payroll*. The PPP loan is a short term payroll loan, not a loan for speculative future need. From inception, the PPP loan program was primarily for payroll with the following requirement in place at the time RVC applied:

At least 75 percent of the PPP loan proceeds shall be used for payroll costs. For purposes of determining the percentage of use of proceeds for payroll costs (but not for forgiveness purposes), the amount of any refinanced EIDL will be included. The rationale for this 75 percent floor is contained in the First PPP Interim Final Rule.

In addition to payroll, certain rent and utility payments were for over the initial eight-week period following the date of loan disbursement. These are the requirements in place April 2, 2020, at the time of the loan was requested and certified. (See Interim Final Rule.<sup>8</sup>)

**Mr. Duchene also stated in an email that RVC had "lost out on about \$30,000 in Family Giving" and justified the loan as having been applied for because of State budget cuts and**

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<sup>7</sup> <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.13.20-EO-N-26-20-Schools.pdf>

<sup>8</sup> <https://www.federalregister.gov/documents/2020/04/20/2020-08257/business-loan-program-temporary-changes-paycheck-protection-program-additional-eligibility-criteria>



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deferrals. (Attached hereto as Exhibit M is a true and correct copy of an email from Mr. Duchene to RVC families, re: Our Finances – Weathering the Storm, dated May 17, 2020.) **However, RVC’s budget documents and Board meeting minutes show that it was given a \$20,000 COVID grant from the Walton Foundation, and that expenses were lower than revenue – which made up for the family giving shortfalls. Furthermore, there is no documented proof that the family giving shortfall was experienced after COVID and not before. The budget did not show a negative fund balance and did not incorporate the PPP loan funds.**

The intent of the CARES Act was to mitigate immediate COVID-19 hardship so that businesses would not have imminent closures. In response to the Marin Independent Journal article relating to RVC’s PPP loan, **Congressman Jared Huffman, on Facebook, expressed, “I never imagined that public charter schools which had experienced no revenue loss would seek - much less receive - this funding.” Again, payroll was expressly covered by the funds provided to charter schools under Governor Newsom’s March 13, 2020 Executive Order N26-20. (See FN7.)**

RVC also claims in the Resolution that it needs the PPP loan because RVC does not have access to revenue sources available to traditional public school districts. Specifically, the **Resolution falsely states that “RVC’s only other option for working capital would be receivables sale (“factoring loans”).” However, RVC fails to acknowledge the unique revenue sources that it does have access to that traditional public districts do not.**

In fact, all non-profit corporations like RVC are, if qualified, eligible to access a line of credit with a bank. While some banks may have limited their lending activity, there are still banks making loans and extending lines of credit. Merely because RVC does not *currently* have a line of credit does not mean it could not acquire one. Nowhere in the Resolution is it reflected that RVC even tried to acquire a line of credit, increase its current credit limit, or renegotiate the terms.

Unlike traditional public school districts, charter schools, such as RVC, have access to many sources of funding and financing available only to charters schools, many of which RVC has availed itself of in the past and is currently in the process of acquiring, including but not limited to the following:

- *Charter only grants:* RVC has received hundreds of thousands of dollars in charter-specific grants and has access to many more. RVC received a \$300,000 grant from the Walton Foundation in or about the 2018-19 school year. In fact, while RVC was applying for PPP funds, RVC received a COVID-19 Walton Foundation grant for \$20,000.
- *Charter-only loans:* RVC received hundreds of thousands of dollars in a charter-only start-up loan from the CDE during its first year of operation. While claiming in its PPP application that it had no other sources of capital, RVC was already in the process of applying for a \$300,000 capital facility improvement loan from Charter Schools Development Corporation (and at least \$50,000 of that loan application has since been approved). There are many charter lending organizations such as the PNC Financial Services Group, Inc., **which represents itself to be “[a] leader in charter school financing,”** and Charter School Capital, among many others.

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- *Private Personal Loans and Donations:* Unlike traditional public schools, nonprofit corporation operated charter schools can directly accept private loans from individuals, as well as any amount of private donations. RVC has many outstanding loans from private individuals associated with the charter school. Additionally, the National Charter School Resource Center provides information on varying types of charter-specific funding resources.

Besides the unique charter-specific funds noted above, RVC, at the time of its PPP loan application, was also anticipating receipt of its State allocation of funds to cover its state entitlement and fund its employees. Yet, RVC represented the need for a PPP loan to fund those same payroll costs - essentially double dipping. The application for and receipt of the PPP loan was improper and fiscal mismanagement.

### **3. False Statements to the Federal Government in the PPP Loan Process**

Mr. Hickey made numerous false statements in connection with his application for and receipt of PPP loan funding. RVC participated and adopted those false statements in accepting the loan that was obtained based on the misrepresentations.

**U.S. Small Business Association ("SBA") PPP FAQ #31 states that, before submitting a PPP application, all borrowers should review carefully the required certification that "[c]urrent economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant" and that "all borrowers must assess their economic need for a PPP loan."** FAQ #31 was always applicable to small businesses and FAQ #37 served to clarify this point. But notably, RVC appeared to understand this requirement as it was included in the May 14, 2020 Resolution.<sup>9</sup> In fact, from inception, the PPP loan has required the assessment of economic need. (See, FN 8.) However, RVC represented it had complied when in fact it had not. And, regardless of requirements for forgiveness, this certification is a standing requirement for all PPP applications.

Certifications supporting the PPP loan application should be documented, reviewed and approved by the Board. Such written record should demonstrate that a bona fide, good faith effort was undertaken to support the certifications truthfully. If a defensible written record cannot be produced, then the loan proceeds should be returned, ideally before elapse of the grace period for doing so. This is a matter of public concern properly sunshined for public input and properly discussed and analyzed by the governing board as a matter of fiscal responsibility.

**As discussed above, the Board appointed Conn Hickey to serve as RVC's Business Official on a "volunteer" basis. The April 2, 2020, Board meeting agenda included the express limitation that, "[a]ll external checks will continue to require two signatures and *this position will not include check signing authority or authority to sign contracts and other agreements committing the school. This will be a volunteer position.*" (Emphasis added.)** This is not a position authorized by the RVC charter. Additionally, the Board itself is solely responsible to "[a]ct as a fiscal agent. This includes the receipt of funds for the operation of RVCS in accordance with RVC Board Bylaws and the receipt of grants and donations

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<sup>9</sup> SBE FAQ #37 was published April 28, 2020, clarifying the application of FAQ #31, before the Resolution was adopted by the RVC Board.

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**consistent with the Mission of RVC.” (Charter, p. 142.) At no time did the Board grant Mr. Hickey authority to act as an “authorized representative” to enter into contracts and agreements generally or to pursue a PPP loan. (See Exhibit A, RVC Board Meeting Agenda and Minutes, dated April 2, 2020.)**

Nonetheless, Mr. Hickey applied for the loan on April 9 and committed to the loan on April 16, 2020 – all without Board authorization. The Board did not undertake any assessment of a COVID-19 related economic need for a PPP loan before or at the time the loan application was submitted as was required by the SBA PPP FAQ #31 or Interim Final Rule (FN 8). Nor did it do so at any time prior to receipt of the loan despite representations to the contrary – representations made both to the federal government and the public. There was no **assessment related to the PPP loan at the April 23, 2020 meeting despite Mr. Duchene’s** representation to SBE Oversight on June 16, 2020 when RVC first notified its authorizer of more than a quarter million dollar loan. (Attached hereto as Exhibit N is a true and correct copy of an email from Mr. Duchene to SBEOVERIGHT re: Paycheck Protection Program Loans, dated June 16, 2020.) Again, there was no agenda item related to PPP loan on the April 23 board meeting agenda. (See Exhibit H, RVC Board Meeting Agenda and Minutes, dated April 23, 2020.)

Both Mr. Hickey and Mr. Duchene certified by their initials on their respective loan **applications that “knowingly making a false statement to obtain a guaranteed loan from SBA is punishable under the law.”**<sup>10</sup> Indeed, SBA PPP FAQ #11 warns borrowers that, as the Borrower Application Form indicates, only an authorized representative of the business seeking a loan may sign on behalf of the business.

**An individual’s signature as an “Authorized Representative of Applicant” is a representation to the lender and to the U.S. government that the signer is authorized to make the certifications, including with respect to the applicant and each owner of 20% or more of the applicant’s equity, contained in the Borrower Application Form.**

In applying for the PPP loan, Mr. Hickey was required to represent in good faith that current economic uncertainty makes the loan request necessary to support the ongoing operations of the Applicant. However, such evaluation never occurred prior to April 9th when Mr. Hickey actually applied for the loan making such representation by his certification on the application.

**Mr. Hickey applied for the PPP loan as RVC’s “Authorized Representative or Applicant” on April 9th, though he had no authority either by his position or from the governing board to do so. Mr. Hickey’s only role at RVC was as “volunteer business official” and he was expressly not given the authority to contract or bind RVC. (See Exhibit A, RVC Board Meeting Agenda and Minutes, dated April 2, 2020.) By the express terms of the charter, only the board is authorized to bind the Charter School. (Charter p. 142.) Not only was his conduct without authorization, it is contrary to state and federal law governing**

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<sup>10</sup> Contrary to representations made, Mr. Duchene did not apply for the loan. The application which was submitted and resulted in the loan was submitted by Conn Hickey. **The application with Mr. Duchene’s certification was not the actual loan application though it was presented to the public as if it were.**

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transparency. Additionally, the misrepresentations made to the federal government to obtain the loan violated the duty to be honest in seeking state or federal loans and therefore constitute fraud. It is a violation of federal law to knowingly present a false or fraudulent claim for payment to the United States government. (31 U.S. Code § 3729.)

**RVC's actions including, acceptance of the PPP loan and efforts taken to cover up the improper process that was undertaken to obtain the loan, including adoption of the Resolution rife with false statements, demonstrate that RVC administration and Board were complicit with the deceitful actions of Mr. Hickey in applying for and obtaining the PPP loan.**

## **B. Governance Mismanagement, Violation of Charter, Violation of Law**

The above-described facts demonstrating RVC's fiscal mismanagement also demonstrate substantial mismanagement in governance of RVC by its Board and administration. The following, but not limited to, facts further demonstrate RVC's governance mismanagement, violation of the RVC Charter, and violation of law:

### **1. Board Misrepresentation to the Public regarding Paycheck Protection Program Loan Application and Funding**

In RVC Board Resolution No. 2020-5-14, RVC misrepresented to the public the series of events and justifications for its application for and receipt of a PPP loan.

On April 9, 2020, Mr. Hickey submitted the application for the PPP loan to Westamerica, his former employer. On April 16, Mr. Hickey was informed that RVC qualified for a lesser amount of **approximately \$270,000 and Mr. Hickey "accepted" the "counter offer."** (See Exhibit G, email from Mr. Hickey to Westamerica re: Paycheck Protection Program Loan Application – Information Request #12494090," dated April 23, 2020.) On April 29, 2020, Westamerica informed Mr. Hickey that the bank's processing of the loan was complete and would be submitted to the SBA for the loan documents.

On May 8, 2020, at 8:46 a.m., Westamerica emailed the loan documents to RVC Director, Luke Duchene, which was required **to be signed by "principals within the company."** At 8:49 a.m., Mr. Duchene forwarded the email to Sharon Sagar, Board Chair, and Mr. Hickey. Then, at 10:45 a.m., Mr. Duchene electronically signed the loan agreement. (See Exhibit I, email from Mr. Duchene to Ms. Sagar and Mr. Hickey, re: "Fwd: Westamerica Bank has sent you the document "12494090" to sign," dated May 8, 2020, including attachments.) This action demonstrates that RVC and Mr. Duchene were complicit in the misrepresentations made to obtain the loan.

On May 13, 2020, Westamerica **emailed Mr. Hickey confirming that the bank was "[p]leased to have funded an SBA loan for your business" and outlined loan forgiveness requirements.** Still, by this point, the RVC Board had not documented any action related to this loan. Furthermore, the Board had taken no action to even evaluate the need for the loan or make any public representation in seeking the loan. (See Exhibit J, email from Westamerica to Mr. Hickey re: "Paycheck Protection Program Loan Forgiveness Information," dated May 13, 2020.) Nor did it notify its oversight agency of any intention to obtain a nearly \$300,000 federal PPP loan.

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The following day, on May 14, 2020, the RVC Board approved Resolution No. 2020-5-14, after the loan was actually funded. Again, the May 14, 2020, Board meeting agenda does not mention the PPP loan or the Resolution.<sup>11</sup> Nowhere in the Resolution does the Board **even acknowledge Mr. Hickey's April 9th loan application or his unauthorized acceptance of the Westamerica loan.** In fact, the Resolution falsely states that the loan was received on **May 8th and that Mr. Duchene "was authorized at the April 23, 2020 board meeting to enter into the [PPP] Agreement."** As evidenced above, the loan had already been applied for and accepted by Mr. Hickey. (Attached hereto as Exhibit K is a true and correct copy of Resolution No. 2020-5-14, "Acceptance of Paycheck Protection Program Loan.")

The May 14th Resolution falsely claims that, on April 23, 2020, the Board authorized Mr. Duchene to:

Borrow Money. To borrow, from Westamerica Bank (Lender) on such terms of the Paycheck Protection Program Note between the Corporation and Lender, such sum of money borrowed; not to exceed the amount of two hundred seventy thousand six hundred fifty-three 00/100 dollars (\$270,653.00).  
Execute Note. To execute and deliver to Lender the Paycheck Protection Program note.

No such discussion or action on the PPP loan was agendized on April 23, 2020. The only **agenda item was "DISCUSSION/BUDGET UPDATE" which is not an action item and makes no mention of a PPP loan, the criteria for a PPP loan, or a needs assessment for a PPP.** In fact, the April 23rd minutes do not include any documented discussion of the loan, its terms **or indication that the Board was informed of Mr. Hickey's application** or subsequent emails with Westamerica. The only notation regarding this issue is the inclusion of a single **sentence authorization for the "Chair or School Director to execute a PPP loan up to \$290,000 as soon as available."** This is not the authorization that was stated in the May 7th loan authorization document or the Resolution.

Contrary to the various statements in the Resolution, the facts show the Resolution was approved by the Board after the loan was already applied for without authority by Mr. Hickey on April 9; accepted without authority by Mr. Hickey on April 23rd prior to the April 23rd Board meeting; was awarded by the SBA on April 27; was signed by Mr. Duchene on **May 8th; and was funded on May 13th ("Westamerica is pleased to have funded an SBA Paycheck Protection Program Loan for your business.").** Yet none of these facts are included in the Resolution. And, contrary to the representations in the Resolution, at no time was an evaluation done as required by the PPP loan and as misrepresented in seeking and obtaining the loan.

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<sup>11</sup> This may also constitute a violation of the Brown Act in addition to those identified below.

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## **2. Improper Delegation of Authority**

On April 2, 2020, during a special meeting of the RVC Board, the Board appointed Conn Hickey to serve as RVC's Business Official on a "volunteer" basis. The April 2, 2020, Board meeting agenda included the express limitation that, "[a]ll external checks will continue to require two signatures and *this position will not include check signing authority or authority to sign contracts and other agreements committing the school.* This will be a volunteer position." (Emphasis added.) This is not a position authorized by the RVC charter.

Furthermore, the Board itself is solely responsible to "[a]ct as a fiscal agent. This includes the receipt of funds for the operation of RVC in accordance with RVC Board Bylaws and the receipt of grants and donations consistent with the Mission of RVC." (Charter, p. 142.) While the April 2, 2020, Board meeting minutes reflect that the Board ultimately approved Mr. Hickey's authority to sign checks, the Board did *not* approve authority to enter into contracts and agreements generally, nor do the minutes include any discussion or notes related to this issue. Notably, the April 2nd agenda did not identify any item related to the PPP, though the Board discussed COVID-19 related financial impacts during the meeting. (See Exhibit A, RVC Board Meeting Agenda and Minutes, dated April 2, 2020.)

## **3. Repeated Failure to Comply with the Brown Act**

The existing RVC Charter includes an assurance that the Charter School shall comply with the Ralph M. Brown Act ("Brown Act"), and the Board will meet regularly "in full compliance with the Brown Act." (Charter, pp. 12, 141.)<sup>12</sup> This is further a requirement of law as recognized by the Attorney General in its 2018 opinion (OAG Opinion No. 11-201) and SB 126 (Ed. Code, § 47604.1), in effect at the time of the events discussed here. Among other requirements, the Brown Act requires RVC to "post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session"; and "[n]o action or discussion shall be undertaken on any item not appearing on the posted agenda . . ." (Gov. Code, § 54954.2.) Yet, there is a systemic failure to comply with the letter or spirit of the Brown Act.

On April 20, 2020, RVC uploaded the Board agenda for its upcoming April 23, 2020, meeting. Even though Mr. Hickey had submitted the PPP loan application and received confirmation from Westamerica that RVC was eligible for \$270,000 in PPP funding, and accepted that "counter offer," the April 23rd agenda did not identify any item for discussion regarding the PPP loan. Furthermore, while budget documents submitted for the April 23rd meeting reflected assumptions for the receipt of a \$300,000 facility loan and other smaller CARES Act funding, they do not show PPP loan assumptions or impacts on revenue. (Attached hereto as Exhibit O is a true and correct copy of RVC's 6-Year Budget Draft and April 20, 2020 Budget Draft Key Assumptions.)

On April 23, 2020, at 10:27 a.m., Mr. Hickey responded to Westamerica to "accept your counter offer" of \$270,000 in PPP funding. This again occurred without Board approval and well before the Board's meeting later that evening at 7:00 p.m. (See Exhibit G, email from

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<sup>12</sup> Similar assurances regarding compliance with the Brown Act are included in the Renewal Petition.

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Mr. Hickey to Westamerica re: Paycheck Protection Program Loan Application – Information Request #12494090," dated April 23, 2020.)

The minutes from the April 23, 2020, RVC Board meeting reflect that the Board discussed and/or took action on the PPP loan, which was not noticed in the April 23rd meeting agenda as required by the Brown Act. Specifically, the April 23rd meeting minutes indicate that: **"\$270 PPP loan/grant with reserve helps balance for three years" and "Board Chair or School Director to execute a Small Business Administration Payroll Protection Loan Agreement with Westamerica Bank for up to \$290,000."** This direction did not authorize Mr. Hickey as RVC's Business Official to participate in any loan process and, importantly, was made *after* Mr. Hickey already applied for and accepted Westamerica's PPP loan of \$270,000. (See Exhibit H, RVC Board Meeting Agenda and Minutes, dated April 23, 2020.)

A fundamental purpose of the Brown Act is to provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public. (See Gov. Code, § 54954.3(a).) The fact that Board discussion relating to the PPP loan was not noticed/agendized in the April 23rd meeting agenda deprived the public of the opportunity to address the Board regarding that decision constituting multiple violations of the Brown Act. The overall lack of transparency and the false and misleading information presented to the public as well as the government is directly contrary to the purposes of the Brown Act.

#### **4. Failure to Comply with Americans with Disabilities Act**

RVC is required to admit all students who wish to attend the Charter School and shall not discriminate against any pupil on the basis of any of the characteristics listed in Education Code section 220, which includes students with disabilities. (Ed. Code, §§ 47605(e); 220.) **Furthermore, in its existing Charter RVC assures: "All facilities of the Charter School shall be accessible for all students with disabilities in accordance with the ADA."** (Charter, p. 97)

**However, the Charter School was notified by the California Department of Education ("CDE")** on May 17, 2019, and again on October 18, 2019, that its facility located at 102 Marinda Drive, Fairfax, California, was conditionally authorized by CDE to open and operate for the 2019-20 school year, **based on RVC's completion of several renovation projects by August 19, 2020, including those necessary to satisfy the Americans with Disabilities Act ("ADA")** facility requirements. (Attached hereto as Exhibit P is a true and correct copy of a letter from CDE Charter Schools Division to Ms. Sagar re: RVC renovation projects, dated August 24, 2020.)

By the start of the school year on August 19, 2020, the renovations necessary to come into compliance with the ADA had not been completed. As a result, by correspondence dated **August 24, 2020, the CDE informed RVC that it "shall provide weekly updates of the progress of the ADA renovations"** to CDE by the last day of each month starting August 28, 2020 – meaning the ADA renovations had still not been completed. According to the August 24, 2020, correspondence from CDE, RVC anticipates completion of the outstanding ADA work by November 30, 2020, over three months *after* its school start date.<sup>13</sup>

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<sup>13</sup> The failure to RVC to make necessary renovations, including for ADA compliance, also **demonstrates RVC's fiscal and governance mismanagement** as well as a failure to adhere to SBE's oversight directives.

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RVC is now approaching the start of its second year in the site yet it remains out of compliance with the ADA. Because the site is out-of-compliance with the ADA and therefore inaccessible to students with disabilities, RVC is not serving or able to serve all students who wish to attend the Charter School in violation of its Charter and the law.

RVC is currently not authorized to serve any students at the school site, as RVC is currently operating a distance learning model due to circumstances resulting from the COVID-19 pandemic and California Department of Public Health ("CDPH") and Marin County Department of Public Health guidelines. However, it is fundamental to RVC's operation that it have an accessible site for delivery of its education program regardless of whether distance learning is the current learning model.

**Additionally, on August 25, 2020, the CDPH issued Guidance Related to Cohorts ("Cohorting Guidance") regarding permissible use of small-group in-person services.**<sup>14</sup> The Cohorting Guidance provides guidance for necessary in-person limited instruction, targeted support services, and facilitation of distance learning in small group environments for a specified subset of children and youth. The Cohorting Guidance applies to schools that cannot reopen **for in person instruction pursuant to the CDPH's July 17, 2020, reopening framework**, including elementary schools that have not received an elementary school waiver through their local county public health office.

Pursuant to the Cohorting Guidance, a school that is otherwise unable to reopen under the CPDH framework, will be able to provide supervision and care for students, including, specialized services for students with disabilities and English learners, access to the Internet and devices for distance learning, and in-person support for at-risk and high-need students, if specified conditions are met.

Per the Targeted, Specialized Support and Services at School Frequently Asked Questions **accompanying the Cohorting Guidance: "Students with disabilities should be prioritized by the LEA and school for receiving targeted supports and services. In addition, English learners, students at higher risk of further learning loss or not participating in distance learning, students at risk of abuse or neglect, foster youth and students experiencing homelessness may also be prioritized."**<sup>15</sup> In fact, the Office of Administrative Hearings has recently reinforced that absent in-person instruction and provision of services, disabled students are denied free and appropriate public education.

Since RVC is prohibited from having any students physically on its campus, not only is RVC prohibited from seeking a waiver from the Marin County Department of Health that would allow it to conduct in-person instruction, but the lack of a facility for the provision of in-person education services, inhibits the ability of RVC to serve the needs of special needs students, potentially preventing those students from receiving necessary services. The ability of RVC to meet the needs of English learners and other at-risk and high-need students may also be impacted.

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<sup>14</sup><https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx>

<sup>15</sup> <https://files.covid19.ca.gov/pdf/guidance-schools-cohort-FAQ.pdf>



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## 5. Failure to Comply with Fire and Life Safety Requirements

"Every public, private, or parochial school building having an occupancy of 50 or more pupils or students or more than one classroom shall be provided with a dependable and operative fire alarm system." (Ed. Code, § 32001.)

In addition to the need for ADA compliance, RVC was informed by the fire inspector that the Charter School must have an updated fire and life safety system. According to SBE communications, RVC estimated the cost to be \$100,000. "Clearly, they don't have that kind of money, and will not be able to move forward with the ADA conditions." (Attached hereto as Exhibit Q is a true and correct copy of an email from Matthew Huddleston to Carrie Lopes re: Ross Valley Construction to meet ADA condition, dated May 7, 2020.)

Absent compliance with ADA and fire and life safety requirements, students, including those with special needs, may not access the school site.<sup>16</sup> Access to the school site is a fundamental requirement for provision of education and services for all students, including students with special needs.

### REQUIRED CORRECTIVE ACTIONS AND OPPORTUNITY TO CURE

As a result of the foregoing, the District issues this Notice of Violation. Accordingly, the District provides the Charter School with an opportunity to cure the alleged violations for a period thirty (30) calendar days from the date of this Notice ending **Monday, October 5, 2020**.

Due to the serious nature of the fiscal and governance mismanagement concerns, and its failure to serve all students who wish to attend, as identified herein, the District requires that RVC's corrective actions in response to this Notice of Violation include the following:

1. Return all Paycheck Protection Program loan monies received to date and close out the loan.
2. Remove Conn Hickey from his position as RVC Business Official.
3. Remove Luke Duchene as Executive Director.
4. Take all steps needed to replace the current Board of Directors and provide new Directors with mandatory Brown Act training.
5. Complete all required renovations to satisfy ADA facility access requirements for the RVC school site located at 102 Marinda Drive, Fairfax, California including ADA compliance and fire and life safety compliance.
6. Complete all other renovations/improvements in compliance with applicable state and local building enforcement agencies with jurisdiction in the area where RVC is

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<sup>16</sup> The failure to RVC to make necessary renovations, including for fire and life safety compliance, also demonstrates RVC's fiscal and governance mismanagement.

Ross Valley Elementary School District  
Supporting Documents.

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located, that are necessary for RVC to be authorized to serve students in person at the RVC school site.

7. Establish a plan for compensatory education for disabled students deprived of in-person instruction.

The District will require documented confirmation of each corrective action.

It is noted that the State Board of Education/California Department of Education has not provided **all documents requested regarding RVC which hinders the District's ability to** evaluate potential additional grounds. The District issues this Notice without waiver of any rights to identify and include additional grounds that may be reflected in the documents the State has failed to timely provide.

Please take notice that the District reserves the right to pursue non-renewal based upon a finding under Education Code section 47605(c)(2) if (1) the corrective action has been unsuccessful; or (2) the violations are sufficiently severe and pervasive as to render a corrective action plan unviable.

Sincerely,



Marci Trahan  
Superintendent  
Ross Valley School District

cc: Ross Valley School District Board of Trustees  
Stephanie Farland, California Department of Education  
Karen Stampf Walters, Executive Director, State Board of Education

**Exhibits:**

Exhibit A: RVC Board Meeting Agenda and Minutes, dated April 2, 2020

Exhibit B: PPP Application, Reference #12494090, dated April 9, 2020

**Exhibit C: Email from Westamerica to Mr. Hickey re: "Paycheck Protection Program – Application Received," dated April 9, 2020**

**Exhibit D: Email from Westamerica to Mr. Hickey re: "Paycheck Protection Program," dated April 16, 2020**

**Exhibit E: Email from Westamerica to Mr. Hickey re: "Paycheck Protection Program Loan Application – Information Request #12494090," dated April 19, 2020**

**Exhibit F: RVC's 6-Year Budget Draft and April 20, 2020 Budget Draft Key Assumptions**

**Exhibit G: Email from Mr. Hickey to Westamerica re: Paycheck Protection Program Loan Application – Information Request #12494090," dated April 23, 2020**

Exhibit H: RVC Board Meeting Agenda and Minutes, dated April 23, 2020

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**Exhibit I: Email from Mr. Duchene to Ms. Sagar and Mr. Hickey, re: "Fwd: Westamerica Bank has sent you the document "12494090" to sign," dated May 8, 2020, including attachments**

**Exhibit J: Email from Westamerica to Mr. Hickey re: "Paycheck Protection Program Loan Forgiveness Information," dated May 13, 2020**

Exhibit K: Resolution No. 2020-5-14, "Acceptance of Paycheck Protection Program Loan."

**Exhibit L: Email from Mr. Duchene to RVC families, re: Further Explanation of RVC's Acceptance of the PPP Loan, dated May 20, 2020**

Exhibit M: Email from Mr. Duchene to RVC families, re: Our Finances – Weathering the Storm, dated May 17, 2020

Exhibit N: Email from Mr. Duchene to SBEOVERIGHT re: Paycheck Protection Program Loans, dated June 16, 2020

**Exhibit O: RVC's 6-Year Budget Draft and April 20, 2020 Budget Draft Key Assumptions**

Exhibit P: Letter from CDE Charter Schools Division to Ms. Sagar re: RVC renovation projects, dated August 24, 2020

Exhibit Q: Email from Matthew Huddleston to Carrie Lopes re: Ross Valley Construction to meet ADA condition, dated May 7, 2020

# **EXHIBIT “A”**



**SPECIAL MEETING  
BOARD OF TRUSTEES  
ROSS VALLEY CHARTER SCHOOL**

**April 2, 2020 7 p.m.**

**Ross Valley Charter School 102 Marinda Drive, Fairfax, CA  
For Agenda and Supplemental Materials to go:**

<https://sites.google.com/a/rossvalleycharter.org/rvc-board-docs/2020-04-02-special-meeting>

**Board Members:**

**Sharon Sagar, Chair**

**Amy Gramajo**

**Kristi Kimball**

**John Kirk**

**Cheryl Flick**

**Sonya Stanley**

**INSTRUCTIONS FOR PRESENTATIONS TO  
THE BOARD BY PARENTS AND CITIZENS**

The Ross Valley Charter School ("School") welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Trustees ("Board") is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in our School.

A few agendas are available at the door to the meeting. Supplementary materials will not be available in paper form.

When addressing the Board, speakers are requested to state their name and city, adhere to the time limits set forth and respect the Meeting Norms and Procedural Guidelines outlined below in the Section on Communications.

**As a result of Statewide directives regarding "shelter in place" in relation to the COVID-19 pandemic, this meeting will be conducted virtually (all Board Members and Staff will connect remotely.) Public comments addressing items on the agenda may be forwarded via email to [sharon.sagar@rossvalleycharter.org](mailto:sharon.sagar@rossvalleycharter.org) in advance of the scheduled meeting start time. As this is a special meeting, public comments are limited to items on the agenda.**

**I. PRELIMINARY**  
**A. CALL TO ORDER**

**B. TRUSTEE ROLL CALL**

	Present(Remotely)	Absent
Kristi Kimball	_____	_____
John Kirk	_____	_____
Cheryl Flick	_____	_____
Amy Gramajo	_____	_____
Sharon Sagar, Chair	_____	_____
Sonya Stanley	_____	_____

**C. APPROVAL OF AGENDA OF SPECIAL BOARD MEETING OF APRIL 2, 2020.**  
**VOTE**

**II. COMMUNICATION**

**A. REVIEW of MEETING NORMS**

1. Speak respectfully, avoiding blame and inflammatory language and raised voices.
2. Listen respectfully without interrupting.
3. Listen actively and try to understand others’ views.
4. Don’t roll your eyes, make faces or audibly react while someone is speaking.
5. Be concise when it is your turn to speak.
6. Assume others’ good intentions.
7. Keep on the topic under discussion.
8. Politely enforce ground rules.
9. Remember to mute cell phones.

**B. REVIEW PROCEDURAL GUIDELINES for Public Discussion on Agendized Items**

1. Presentation by Staff, Officers or Guest Presenters
2. Board discussion, questions, clarifications
3. All Public Comment taken at once. Individuals will be limited to three minutes per speaker unless Board Chair determines that the number of speakers warrants a reduction to a lesser amount of time. The board or Officers will not respond during public comment time. Questions will be noted and answered as outlined in next bullet.
4. Board or officers attempt to answer questions regarding agendized items. Questions that seek information or clarifications will attempt to be answered. Questions that are deemed to violate meeting norms above or to be argumentative in nature will not be responded to.
5. Any remaining Board discussion, questions, clarifications, deliberation and motion

and vote if appropriate.

C. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:

As this is a Special Meeting, all comments should only be related to items on the agenda. We request that comments be sent by email prior to the meeting in order for us to incorporate addressing them during the meeting.

D. For Information: School Director

This is a presentation of information and activities that have occurred since the previous Board meeting. These topics are informational only and no action will be taken by the board.

E. For Information: Board/Staff Information Updates

Board and staff present information updates since the previous Board meeting.

**III. GENERAL ITEMS**

A. ENROLLMENT REPORT AND 2020/21 CLASS CONFIGURATION UPDATE

Staff will present the March enrollment report followed by a 2020/21 class number and size discussion.

DISCUSSION

B. LCAP UPDATE

We will discuss any recommended modification to our LCAP plan cycle given the conditions imposed by stay-in-place orders.

DISCUSSION

C. REVIEW OF POTENTIAL COVID-19 RELATED IMPACTS ON BUDGET

The operational and related financial impacts of COVID-19 require that we review how this has changed our current year budget assumptions.

DISCUSSION/VOTE

D. APPOINT CONN HICKEY AS BUSINESS OFFICIAL and AS AN AUTHORIZED SIGNER ON THREE WESTAMERICA ACCOUNTS

We recommend appointing Conn Hickey as our Business Official, in which capacity he will code debits and credits in the GL system as appropriate, provide back up on these transactions to EdTec for control purposes, and oversee the management of our balances in our three bank accounts by transferring funds between them. The three accounts are our normal business checking account, our bank account that is used for our debit card which the School Director and Office Manager have, and our money market account that collects some interest. He will prepare financial reports for review by the board and school director.

He will also coordinate the collection of In-Lieu of Property Taxes from basic aid districts. All external checks will continue to require two signatures and this position will not include check signing authority or authority to sign contracts and other agreements committing the school. This will be a volunteer position.

DISCUSSION/VOTE

E. ELECTION OF A NEW TREASURER

Cheryl Flick has resigned as Treasurer and our by-laws require the corporation to have a treasurer. Board Member Kirk has volunteered to fill this role and staff recommends his election by the board.

DISCUSSION/VOTE

**IV. CONSENT AGENDA ITEMS**

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The School Director recommends approval of all consent agenda items.

None

**V. FUTURE MEETING NEEDS AND TOPICS** – trustee requests of topics for future meetings

**VI. MEETING REVIEW AND EVALUATION**

A. Quick Evaluation of Meeting to improve process for future meetings

**VII. ADJOURNMENT**





**MINUTES OF THE SPECIAL MEETING  
BOARD OF TRUSTEES  
ROSS VALLEY CHARTER SCHOOL**

**Ross Valley Charter School 102 Marinda Drive, Fairfax CA  
For Agenda and Supplemental Materials go to:**

<https://sites.google.com/a/rossvalleycharter.org/rvc-board-docs/2020-04-02-special-meeting>

**April 2, 2020 7:04 P.M. via Zoom video conference**

**Board Members:**

**Sharon Sagar, Chair  
Amy Gramajo  
Kristi Kimball  
John Kirk  
Cheryl Flick  
Sonya Stanley**

**I. PRELIMINARY**

**A. CALL TO ORDER**

**B. TRUSTEE ROLL CALL**

	Present	Absent
Kristi Kimball	X	_____
Amy Gramajo	X	_____
John Kirk	X	_____
Cheryl Flick	X	_____
Sharon Sagar, Chair	X	_____
Sonya Stanley	X	_____

**C. APPROVAL OF AGENDA OF REGULAR BOARD MEETING OF April 2, 2020.**

Approval of the Agenda was duly moved, seconded and approved 4-0-2 (Ms. Kimball and Ms. Gramajo not yet present)

**II. COMMUNICATION**

C. No public comment on items not on the agenda.

D. For Information: School Director

- Two months of distance learning ahead.
- Surveyed families, 65 responses spanning broad range of needs.
- Torri and Marilyn reaching out to families needing support. Community Council working to connect families.
- Streamlining communications; families are overwhelmed.
- Sarah Foley rewrote all IEPs, adjusting service minutes and connecting with teachers.
- Jen Wolf providing lunches to FRPL eligible families daily.
- Teachers putting in a lot of hours and navigating resources.
- Got Chromebooks out to families. 10% have connectivity issues. Exploring free wifi: Google, Xfinity, Sonic; may buy household hotspots.
- Hiring two new teachers, posted on EdJoin. Video chats next week.

### III. GENERAL ITEMS

#### A. ENROLLMENT REPORT AND 2020/21 CLASS CONFIGURATION – see chart

- 212 projection based on 77% confirmed enrollment.
- 9 standard classrooms; 3 full TK/K/1s and under-enrolled 4/5s.
- Non-standard arrangement distributes class sizes more evenly.
- Offering admission to 15 second enrollment period applicants.

No public comment.

#### B. LCAP UPDATE

- RVC's LCAP is tied to our charter petition.
- Extended and waiting to get feedback

No public comment

#### C. REVIEW OF POTENTIAL COVID-19 RELATED IMPACTS ON BUDGET – see reports

- Review current year budget assumptions
- Changes in after school program: less revenue.
- Change in substitute teacher needs.
- Budgeting less for Torri Chappell, learning specialist.
- No Walker Creek
- Lower mental health costs
- \$51K surplus this year.
- State and Federal rescue funds
  - Federal money coming for Title 1
  - CARES Act: Small business admin and not for profits. Applying for 2.5 months of payroll expenses. Bank is a SPA approved lender.
  - 75% of money must be in personnel retention.
  - Loan with first 8 weeks forgiven.
- 3-year budget: 1.5 million is compensation.

- Donations to date assuming nothing further than half of projected auction revenue.
- Does not include \$10K SBA money.
- Edtec recommends preparing for 7% decline in ADA.
  
- Increased health care costs.
- State is in free fall. No decisions to be made tonight. Will know more in 6 weeks.
- Bank \$55K reserve for whatever comes next year.
- No decision on raises.
- Need to keep doing what we're doing; supporting teachers, planting seeds, budget cuts where possible.
- Economic downturn is hitting the service economy and our families hard.

No public comment

**D. APPOINT CONN HICKEY AS BUSINESS OFFICIAL and AS AN AUTHORIZED SIGNER ON THREE WESTAMERICA ACCOUNTS**

- Coding debits and credits in the GL.
- Oversee bank accounts and prepare financial reports.
- Coordinate collection of In-Lieu property taxes from basic aid districts.
- This is a volunteer position.

No public comment

Approval of Conn Hickey's appointment as RVC Business Official and authorized bank signer was duly moved, seconded and approved 6-0-0.

**E. ELECTION OF A NEW TREASURER**

- Cheryl Flick has resigned as Treasurer.
- Board member Kirk has volunteered to fill this role. Staff recommends his election by the board.

Approval of John Kirk's appointment as RVC Treasurer was duly moved, seconded and approved 6-0-0

**IV. CONSENT AGENDA ITEMS**

None

**VI. FUTURE MEETING NEEDS AND TOPICS**

- Enrollment and ADA update

Meeting adjourned 9:02 P.M.



# **EXHIBIT “B”**

PPP Application

Reference #	12494090
Status	Complete
I have read and understand the purpose of this form. Loan is subject to funding availability by the Small Business Administration CARES Act.	Yes, I understand

Westamerica Business Checking Account Number	
Business Type	501(c)(3) nonprofit
Business Legal Name	Ross Valley Charter School
Business TIN (EIN, SSN)	471755679
Business Address	25 Deer Park Lane
City	Fairfax
State	California
Zip Code	94930
Primary Contact Email Address	<a href="mailto:conn.hickey@rossvalleycharter.org">conn.hickey@rossvalleycharter.org</a>
By providing your email address, you are agreeing to receive all correspondence, communications and loan documentation via email.	I Agree
Primary Contact First Name	Conn

Ross Valley Elementary School District  
Supporting Documents.

Primary Contact Last Name	Hickey
Primary Contact Phone	
Average Monthly Payroll	116994
x 2.5 + EIDL, Net of Advance (if Applicable) Equals Loan Request	292485.23
Number of Employees	24
Purpose of Loan (may select more than one)	<ul style="list-style-type: none"><li>• Payroll</li><li>• Lease/Mortgage Interest</li><li>• Utilities</li></ul>
If other, explain:	This is just a note to let you know that our school is located at 102 Marinda Dr., Fairfax, CA. This was previously used for St. Rita's school. The Deer Park lane address is what is listed in both state incorporation and the IRS lists. We do get mail there but either address works for us. Thank you. Conn Hickey
Controlling Person First Name	Luke
Controlling Person Last Name	Duchene
Controlling Person Title	School Director, President
Controlling Person Email Address	<a href="mailto:luke.duchene@rossvalleycharter.org">luke.duchene@rossvalleycharter.org</a>
Controlling Person Street Address (no P.O. box)	102 Marinda Drive., Fairfax, CA
Controlling Person Address Line 2	He is a signatory on the
Controlling Person City	Fairfax
Controlling Person State	California
Controlling Person Zip Code	94930
Controlling Person TIN (EIN, SSN)	
ID Type	Driver's License
ID Number	

Issue Date

---

Expiration Date

---

Upload Photo ID

---

Owner First Name

501(c)(3)Not for profit - no owner

---

Owner Last Name

Other account signatories are on file at WAB

---

1. Is the Applicant or any owner of the Applicant presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy?

No

---

2. Has the Applicant, any owner of the Applicant, or any business owned or controlled by any of them, ever obtained a direct or guaranteed loan from SBA or any other Federal agency that is currently delinquent or has defaulted in the last 7 years and caused a loss to the government?

No

---

3. Is the Applicant or any owner of the Applicant an owner of any other business, or have common management with, any other business? If yes, list all such businesses and describe the relationship below.

No

---

4. Has the Applicant received an SBA Economic Injury Disaster Loan between January 31, 2020 and April 3, 2020? If yes, provide details below.

No

---

5. Is the Applicant (if an individual) or any individual owning 20% or more of the equity of the Applicant subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction, or presently incarcerated, or on probation or parole?

No

---

Initial here to confirm your response

CBH



6. Within the last 5 years, for any felony, has the Applicant (if an individual) or any owner of the Applicant 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment)?

No

Initial here to confirm your response

CBH

7. Is the United States the principal place of residence for all employees of the Applicant included in the Applicant's payroll calculation above?

Yes

8. Is the Applicant a franchise that is listed in the SBA's Franchise Directory?

No

Initial

CBH

Initial

CBH

Initial

CBH

Initial

CBH

Initial

CBH

Initial

CBH

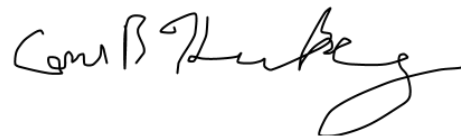
Initial

CBH

Initial

CBH

Signature of Authorized Representative of  
Applicant



Type Name	Conn B. Hickey, School Business Official
Last Update	2020-04-09 10:48:41
Start Time	2020-04-09 10:14:24
Finish Time	2020-04-09 10:48:40
IP	Anonymous
Browser	Other
OS	Other
Referrer	N/A

# **EXHIBIT “C”**

**From:** [Westamerica Bank](#)  
**To:** [conn.hickey@rossvalleycharter.org](mailto:conn.hickey@rossvalleycharter.org)  
**Subject:** Paycheck Protection Program - Application Received  
**Date:** Thursday, April 9, 2020 4:24:07 PM

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## Paycheck Protection Program Application

We are writing to confirm receipt of your application for the SBA CARES Paycheck Protection Program. We are processing applications in the order they were received. Due to the high volume of applications, please allow three business days for a status update. You will be contacted by the bank via email if we need additional information to process your application.

### **Important Information about the Paycheck Protection Program:**

The Paycheck Protection Program is administered by the SBA and is limited to an authorized funding amount. The SBA has indicated that loans under the Paycheck Protection Program will be made available on a first come, first served basis. Given the limitations on SBA authorized funding and the significant volume of applications already submitted to Westamerica Bank and other lenders, **not every qualified applicant will receive loan proceeds under the program.**

Thank you for your patience as we work to provide the best service to all of our customers.



PO Box 1200  
Suisun City, CA 94585

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This email was sent to [conn.hickey@rossvalleycharter.org](mailto:conn.hickey@rossvalleycharter.org)  
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Westamerica Bank · 4550 Mangels Boulevard · A2H · Fairfield, CA 94534 · USA

# **EXHIBIT “D”**

**From:** [Westamerica Bank](#)  
**To:** [conn.hickey@rossvalleycharter.org](mailto:conn.hickey@rossvalleycharter.org)  
**Subject:** Paycheck Protection Program  
**Date:** Thursday, April 16, 2020 12:29:26 PM

---



## **Paycheck Protection Program - Loan Application**

We are writing about your loan application for the SBA CARES Act Paycheck Protection Program. We received notification from the Small Business Administration that the program funding limits were reached on Thursday, April 16, 2020 and the SBA is no longer accepting applications.

Westamerica will continue processing and preparing submitted applications. In the event the program receives additional funding and program rules and guidance allow us to do so, we will resume submission to the SBA for loan guaranty and approval.

Thank you for your patience as we work to provide the best service to our customers.

Sincerely,

Westamerica Bank  
1 (800) 848-1088

*The Paycheck Protection Program is administered by the SBA and is limited to an authorized funding amount. The SBA has indicated that loans under the Paycheck Protection Program will be made available on a first come, first served basis. Given the limitations on SBA authorized funding and the significant volume of applications already submitted to Westamerica Bank and other lenders, not every qualified applicant will receive loan proceeds under the program.*





PO Box 1200  
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*Please do not reply to this message. This account is used for notifications only and it is not monitored. If you would like to contact Westamerica, please call 1-800-848-1088.*

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# **EXHIBIT “E”**

4/29/2020

Ross Valley Charter Mail - Paycheck Protection Program Loan Application – Information Request #12494090



Conn Hickey &lt;conn.hickey@rossvalleycharter.org&gt;

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**Paycheck Protection Program Loan Application – Information Request #12494090**

1 message

---

**SBA Lending** <SBA.Lending@westamerica.com>

Sun, Apr 19, 2020 at 9:52 AM

To: "conn.hickey@rossvalleycharter.org" &lt;conn.hickey@rossvalleycharter.org&gt;

We received notification from the Small Business Administration that the SBA CARES Act Paycheck Protection Loan program funding limits were reached on Thursday, April 16, 2020 and they are no longer accepting applications.

Westamerica will continue processing and preparing submitted applications.

In the event the program receives additional funding and program rules and guidance allow us to do so, we will resume submission to the SBA for loan guaranty and approval.

We have received your application for processing and data verification. Your business appears to meet the criteria for a PPP loan, however we need additional information from your business to complete our processing:

Documentation submitted with your application supports a maximum loan amount of: \$270,653.00.

-

**You may accept this loan amount or you may complete the attached Payroll Calculation Worksheet and return to us with corresponding documentation of 2019 payroll.**

- If this loan amount is acceptable to you, please respond to this message stating the reduced loan amount is acceptable. We will proceed with our processing.
- You may complete and submit the attached Payroll Calculation Worksheet which shows your calculations of your original loan request. Respond directly to this message requesting an additional review with the completed worksheet and corresponding documentation of 2019 payroll.

If you would like to submit documents containing non-public information via a secure document portal, please notify us by replying to this email and we will send you a link.

The Paycheck Protection Program is administered by the SBA and is limited to an authorized funding amount as designated by the federal government. The SBA has indicated that loans under the Paycheck Protection Program will be made available on a first come, first served basis. Given the limitations on SBA authorized funding and the significant volume of applications already submitted to Westamerica Bank and other lenders, not every qualified applicant will receive loan proceeds under the program.

Sincerely,

Westamerica Bank

Ross Valley Elementary School District  
Supporting Documents.

accs-feb21item03  
Attachment 8  
Page 44 of 164

4/29/2020

Ross Valley Charter Mail - Paycheck Protection Program Loan Application – Information Request #12494090

1 (800)848-1088

*The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of age (provided the applicant has the capacity to enter into a binding contract); color, religion, national origin, sex, marital status; because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning Westamerica Bank is: Federal Reserve Consumer Help Center, PO Box 1200, Minneapolis, MN 55840.*



**Loan Availability Guideline Fill In.pdf**

199K

# **EXHIBIT “F”**



### **April 20, 2020 Budget Draft Key Assumptions:**

What follows is a four year budget with the following assumptions.

1. 2019-20 revenues remain as budgeted. This budget includes some state and federal aid for COVID 19. \$3K state money for uses related to COVID19 and \$8,000 from CARES Act. ADA is actual P2.
2. 2020-21 state LCFF cola is reduced by 5%, and cola for the next four years is zero. This is the current EdTec recommendation. Eric Premack of CSDC is recommending budgeting between zero and minus 10-20%. At minus 10%, many large school districts will likely fail, unless legislature suspends requirement to provide pink slips to tenured teachers by March 15.
3. 2020-25 salaries have no increase.
4. Non-Compensation expense rise at 1.5% per year, except health insurance costs to RVC which go up 4% per year.
5. Assumes enrollment of 215 next year and 222 the year after in 9 classrooms. ADA% is 95%, This year we closed at 94.88%, up from 94.14 in 18-19.
6. Assumes two new teachers starting next year, each earning \$68K per year with health benefits
7. No Spanish teachers (saves around \$12K per year) but art and music continue as is. There is \$51 budgeted for classroom aids, which is two classroom special education aids and two math aids, which is what we have now.
8. It includes a new expense line called Director's Contingency (Account # 5826) of \$10k, \$40, \$40K, \$30K, and \$30K in the 5 out years to fund surprises like further cola reductions. 2% additional cola reduction is around \$35K
9. The budget assumes a \$300,000 PCSD loan to fund a \$300,000 ADA project, depreciated over 8 years. There is also a 4%, 3 year amortizing \$100K loan assumed at the end of 2023-24 to pay off the PCSD loan and keep our cash flow positive in 2024-25. The elements of the project have now been estimated and \$300K seems to be a reasonable cap.
10. The resulting forecast retains a 12% minimum reserve throughout the 6 years.

The various rate assumptions are on page 9 below and the cash flow starts on page 11.

Ross Valley Elementary School District  
Supporting Documents.

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**Ross Valley Charter School**  
**Multi-year Projection**  
**As of Mar FY2020**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<b>SUMMARY</b>						
<b>Revenue</b>						
LCFF Entitlement	1,614,981	1,711,514	1,755,252	1,750,352	1,748,366	1,745,882
Federal Revenue	45,000	41,125	43,875	44,750	44,750	44,750
Other State Revenues	144,236	163,546	169,219	169,442	169,550	169,550
Local Revenues	148,489	209,193	209,193	209,193	209,193	209,193
Fundraising and Grants	180,525	203,800	210,240	210,240	210,240	210,240
<b>Total Revenue</b>	<b>2,133,231</b>	<b>2,329,178</b>	<b>2,387,779</b>	<b>2,383,977</b>	<b>2,382,099</b>	<b>2,379,615</b>
<b>Expenses</b>						
Compensation and Benefits	1,518,231	1,619,341	1,620,226	1,624,468	1,628,879	1,623,731
Books and Supplies	21,390	30,943	29,715	30,100	30,492	30,889
Services and Other Operating Expenditures	526,638	614,964	656,706	669,056	671,800	684,916
Depreciation	5,015	41,738	44,863	44,863	41,576	38,280
Other Outflows	-	14,220	4,976	4,257	3,856	3,311
<b>Total Expenses</b>	<b>2,071,274</b>	<b>2,321,205</b>	<b>2,356,485</b>	<b>2,372,743</b>	<b>2,376,602</b>	<b>2,381,127</b>
<b>Operating Income</b>	<b>61,957</b>	<b>7,973</b>	<b>31,293</b>	<b>11,234</b>	<b>5,496</b>	<b>(1,513)</b>
<b>Fund Balance</b>						
Beginning Balance (Unaudited)	204,167	266,124	274,097	305,390	316,624	322,120
Audit Adjustment						
Beginning Balance (Audited)	204,167	266,124	274,097	305,390	316,624	322,120
Operating Income	61,957	7,973	31,293	11,234	5,496	(1,513)
<b>Ending Fund Balance</b>	<b>266,124</b>	<b>274,097</b>	<b>305,390</b>	<b>316,624</b>	<b>322,120</b>	<b>320,608</b>
<b>Total Revenue Per ADA</b>	11,615	11,404	11,322	11,304	11,295	11,283
<b>Total Expenses Per ADA</b>	11,278	11,365	11,173	11,251	11,269	11,290
<b>Operating Income Per ADA</b>	337	39	148	53	26	(7)
<b>Fund Balance as a % of Expenses</b>	13%	12%	13%	13%	14%	13%



Ross Valley Elementary School District  
Supporting Documents.

**Ross Valley Charter School**  
**Multi-year Projection**  
**As of Mar FY2020**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<b>Key Assumptions</b>						
<b>Enrollment Breakdown</b>						
TK	10	13	-	6	6	6
K	27	36	36	30	30	30
1	31	32	36	36	36	36
2	35	34	36	36	36	36
3	29	41	36	36	36	36
4	29	32	39	39	39	39
5	34	28	39	39	39	39
<b>Total Enrolled</b>	<b>195</b>	<b>215</b>	<b>222</b>	<b>222</b>	<b>222</b>	<b>222</b>
<b>ADA %</b>						
K-3	93.7%	95.0%	95.0%	95.0%	95.0%	95.0%
4-6	95.3%	95.0%	95.0%	95.0%	95.0%	95.0%
<b>Average ADA %</b>	<b>94.2%</b>	<b>95.0%</b>	<b>95.0%</b>	<b>95.0%</b>	<b>95.0%</b>	<b>95.0%</b>
<b>ADA</b>						
K-3	124	147	137	137	137	137
4-6	60	57	74	74	74	74
<b>Total ADA</b>	<b>184</b>	<b>204</b>	<b>211</b>	<b>211</b>	<b>211</b>	<b>211</b>
<b>Demographic Information</b>						
CALPADS Enrollment (for unduplicated % calc)	193	215	222	222	222	222
# Unduplicated (CALPADS)	63	62	65	62	60	60
# Free & Reduced Lunch (CALPADS)	55	61	63	63	63	63
# ELL (CALPADS)	33	37	38	38	38	38
New Students	35	22	7	-	-	-
<b>School Information</b>						
FTE's	18.7	19.6	19.5	19.5	19.5	19.5
Teachers	10	11	11	11	11	11
Certificated Pay Increases		0%	0%	0%	0%	0%
Classified Pay Increases		0%	0%	0%	0%	0%
# of school days	179	179	179	179	179	179
Default Expense Inflation Rate		2%	2%	2%	2%	2%

Ross Valley Elementary School District  
Supporting Documents.

**Ross Valley Charter School**  
**Multi-year Projection**  
**As of Mar FY2020**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	
<b>REVENUE</b>							
<b>LCFF Entitlement</b>							
8011	Charter Schools General Purpose Entitlement - State Aid	1,412,910	1,507,264	1,544,352	1,539,452	1,537,466	1,534,982
8012	Education Protection Account Entitlement	36,732	40,850	42,180	42,180	42,180	42,180
8019	State Aid - Prior Years	45	-	-	-	-	-
8096	Charter Schools in Lieu of Property Taxes	165,294	163,400	168,720	168,720	168,720	168,720
	<b>SUBTOTAL - LCFF Entitlement</b>	<b>1,614,981</b>	<b>1,711,514</b>	<b>1,755,252</b>	<b>1,750,352</b>	<b>1,748,366</b>	<b>1,745,882</b>
<b>Federal Revenue</b>							
8181	Special Education - Entitlement	20,000	24,125	26,875	27,750	27,750	27,750
8291	Title I	15,000	15,000	15,000	15,000	15,000	15,000
8293	Title III	2,000	2,000	2,000	2,000	2,000	2,000
8296	COVID funds 80% 19-20 Titile 1	8,000	-	-	-	-	-
	<b>SUBTOTAL - Federal Revenue</b>	<b>45,000</b>	<b>41,125</b>	<b>43,875</b>	<b>44,750</b>	<b>44,750</b>	<b>44,750</b>
<b>Other State Revenue</b>							
8319	Other State Apportionments - Prior Years	-	-	-	-	-	-
8381	Special Education - Entitlement (State)	98,809	112,746	116,417	116,417	116,417	116,417
8550	Mandated Cost Reimbursements	2,597	3,168	3,619	3,843	3,950	3,950
8560	State Lottery Revenue	39,708	44,160	45,597	45,597	45,597	45,597
8590	All Other State Revenue	3,122	3,472	3,585	3,585	3,585	3,585
	<b>SUBTOTAL - Other State Revenue</b>	<b>144,236</b>	<b>163,546</b>	<b>169,219</b>	<b>169,442</b>	<b>169,550</b>	<b>169,550</b>
<b>Local Revenue</b>							
8660	Interest	1,500	1,500	1,500	1,500	1,500	1,500
8676	After School Program Revenue	138,500	192,000	192,000	192,000	192,000	192,000
8693	Field Trip Donations	-	8,693	8,693	8,693	8,693	8,693
8699	All Other Local Revenue	1,489	-	-	-	-	-
8701	All Script	7,000	7,000	7,000	7,000	7,000	7,000
	<b>SUBTOTAL - Local Revenue</b>	<b>148,489</b>	<b>209,193</b>	<b>209,193</b>	<b>209,193</b>	<b>209,193</b>	<b>209,193</b>
<b>Fundraising and Grants</b>							
8801	Donations - Family	132,600	146,200	150,960	150,960	150,960	150,960
8802	Donations - Private	6,000	6,000	6,000	6,000	6,000	6,000
8803	Fundraising	-	-	-	-	-	-

005

**Ross Valley Charter School  
Multi-year Projection  
As of Mar FY2020**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
8804 Fundraising - Fund Development	-	-	-	-	-	-
8811 Net Readathon Revenue	37,050	40,850	42,180	42,180	42,180	42,180
8812 Net Auction Revenue	4,875	10,750	11,100	11,100	11,100	11,100
<b>SUBTOTAL - Fundraising and Grants</b>	<b>180,525</b>	<b>203,800</b>	<b>210,240</b>	<b>210,240</b>	<b>210,240</b>	<b>210,240</b>
<b>TOTAL REVENUE</b>	<b>2,133,231</b>	<b>2,329,178</b>	<b>2,387,779</b>	<b>2,383,977</b>	<b>2,382,099</b>	<b>2,379,615</b>

Ross Valley Elementary School District  
Supporting Documents.

**Ross Valley Charter School**  
**Multi-year Projection**  
**As of Mar FY2020**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<b>EXPENSES</b>						
<b>Compensation &amp; Benefits</b>						
<b>Certificated Salaries</b>						
1100 Teachers Salaries	660,748	714,630	714,630	714,630	714,630	714,630
1103 Teacher - Substitute Pay	6,591	8,250	8,250	8,250	8,250	8,250
1148 Teacher - Special Ed	109,980	109,980	109,980	109,980	109,980	109,980
1200 Certificated Pupil Support Salaries	35,419	34,632	34,632	34,632	34,632	34,632
1300 Certificated Supervisor & Administrator Salaries	112,200	112,200	112,200	112,200	112,200	112,200
<b>SUBTOTAL - Certificated Salaries</b>	<b>924,938</b>	<b>979,692</b>	<b>979,692</b>	<b>979,692</b>	<b>979,692</b>	<b>979,692</b>
<b>Classified Salaries</b>						
2101 Classified - Electives	69,100	63,770	61,995	61,995	61,995	61,995
2103 Classified - Classroom Aides	64,415	51,737	51,737	51,737	51,737	51,737
2300 Classified Supervisor & Administrator Salaries	54,863	59,850	59,850	59,850	59,850	59,850
2400 Classified Clerical & Office Salaries	43,000	44,000	44,000	44,000	44,000	44,000
2905 Other Classified - After School	36,495	51,810	51,810	51,810	51,810	51,810
2930 Custodian	24,600	24,600	24,600	24,600	24,600	24,600
<b>SUBTOTAL - Classified Salaries</b>	<b>292,472</b>	<b>295,767</b>	<b>293,992</b>	<b>293,992</b>	<b>293,992</b>	<b>293,992</b>
<b>Employee Benefits</b>						
3100 STRS	157,935	180,263	177,324	177,324	177,324	177,324
3300 OASDI-Medicare-Alternative	35,869	36,832	36,696	36,696	36,696	36,696
3400 Health & Welfare Benefits	80,359	100,260	106,038	110,279	114,690	119,278
3500 Unemployment Insurance	12,050	11,222	11,201	11,201	11,201	1,466
3600 Workers Comp Insurance	14,609	15,306	15,284	15,284	15,284	15,284
<b>SUBTOTAL - Employee Benefits</b>	<b>300,822</b>	<b>343,882</b>	<b>346,543</b>	<b>350,784</b>	<b>355,195</b>	<b>350,048</b>
<b>Books &amp; Supplies</b>						
4100 Approved Textbooks & Core Curricula Materials	1,370	1,075	1,127	1,144	1,161	1,178
4200 Books & Other Reference Materials	-	1,505	1,577	1,601	1,625	1,649
4320 Educational Software	500	1,000	1,015	1,030	1,046	1,061
4325 Instructional Materials & Supplies	2,000	4,300	4,507	4,574	4,643	4,712
4326 Art & Music Supplies	1,000	1,500	1,523	1,545	1,569	1,592

Ross Valley Elementary School District  
Supporting Documents.

**Ross Valley Charter School**  
**Multi-year Projection**  
**As of Mar FY2020**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
4330 Office Supplies	1,500	2,000	1,200	1,218	1,236	1,255
4335 PE Supplies	-	360	365	371	376	382
4346 Teacher Supplies	3,200	4,000	4,000	4,000	4,000	4,000
4410 Classroom Furniture, Equipment & Supplies	120	2,000	1,000	1,015	1,030	1,046
4420 Computers: individual items less than \$5k	-	1,500	1,523	1,545	1,569	1,592
4430 Non Classroom Related Furniture, Equipment & Supplies	1,000	1,000	1,015	1,030	1,046	1,061
4710 Student Food Services	10,500	10,500	10,658	10,817	10,980	11,144
4720 Other Food	200	203	206	209	212	215
<b>SUBTOTAL - Books and Supplies</b>	<b>21,390</b>	<b>30,943</b>	<b>29,715</b>	<b>30,100</b>	<b>30,492</b>	<b>30,889</b>
<b>Services &amp; Other Operating Expenses</b>						
5200 Travel & Conferences	250	1,000	1,015	1,030	1,046	1,061
5300 Dues & Memberships	1,800	1,827	1,854	1,882	1,910	1,939
5450 Insurance - Other	21,000	21,315	22,168	23,054	23,976	24,936
5515 Janitorial, Gardening Services & Supplies	2,500	2,538	2,576	2,614	2,653	2,693
5525 Utilities - Waste	4,400	4,466	4,533	4,601	4,670	4,740
5535 Utilities - PGE & Sewer	12,000	15,500	15,733	15,968	16,208	16,451
5605 Equipment Leases	4,500	4,568	4,636	4,706	4,776	4,848
5610 Rent	168,980	187,625	193,254	199,051	205,023	211,174
5615 Repairs and Maintenance - Building	3,000	5,125	5,202	5,280	5,359	5,439
5803 Accounting Fees	12,600	13,600	13,804	14,011	14,221	14,435
5805 SELPA and other administrative Fees	3,780	4,267	4,472	4,539	4,607	4,676
5812 Business Services	65,025	67,626	70,331	73,144	76,070	79,113
5824 CDE Oversight Fees	16,150	17,115	17,553	17,504	17,484	17,459
5826 Directors Contingency	-	10,000	40,000	40,000	30,000	30,000
5828 Aftercare Expenses	7,400	1,025	1,040	1,056	1,072	1,088
5829 After school Enrichment Program	82,000	120,000	120,000	120,000	120,000	120,000
5830 Field Trips Expenses	800	15,595	15,829	16,066	16,307	16,552
5836 Fingerprinting	-	200	203	206	209	212
5843 Interest - Loans	1,000	900	-	-	-	-
5845 Legal Fees	5,000	5,075	5,151	5,228	5,307	5,386
5851 Marketing and Student Recruiting	15,500	15,733	15,968	16,208	16,451	16,698
5854 Counselling Contracting	5,890	14,700	14,921	15,144	15,371	15,602
5855 MH SPED Contractors	5,000	5,075	5,151	5,228	5,307	5,386
5857 Payroll Fees	3,240	3,289	3,338	3,388	3,439	3,490
5861 Prior Yr Exp (not accrued)	13,259	5,000	5,075	5,151	5,228	5,307
5863 Professional Development	9,000	15,000	15,225	15,453	15,685	15,920

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**Ross Valley Charter School**  
**Multi-year Projection**  
**As of Mar FY2020**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
5869 Special Education Contract Instructors	43,000	35,255	35,784	36,321	36,865	37,418
5875 Staff Recruiting	1,300	700	711	721	732	743
5880 Student Health Services	1,200	1,218	1,236	1,255	1,274	1,293
5881 Student Information System	3,664	3,719	3,775	3,831	3,889	3,947
5887 Technology Services	2,000	4,100	4,162	4,224	4,287	4,352
5910 Communications - Internet / Website Fees	5,000	5,075	5,151	5,228	5,307	5,386
5915 Postage and Delivery	400	645	676	686	696	707
5920 Communications - Telephone & Fax	6,000	6,090	6,181	6,274	6,368	6,464
<b>SUBTOTAL - Services &amp; Other Operating Exp.</b>	<b>526,638</b>	<b>614,964</b>	<b>656,706</b>	<b>669,056</b>	<b>671,800</b>	<b>684,916</b>
<b>Depreciation Expense</b>						
6900 Depreciation	5,015	41,738	44,863	44,863	41,576	38,280
<b>SUBTOTAL - Depreciation Expense</b>	<b>5,015</b>	<b>41,738</b>	<b>44,863</b>	<b>44,863</b>	<b>41,576</b>	<b>38,280</b>
<b>Other Outflows</b>						
7438 Long term debt - Interest	-	14,220	4,976	4,257	3,856	3,311
<b>SUBTOTAL - Other Outflows</b>	<b>-</b>	<b>14,220</b>	<b>4,976</b>	<b>4,257</b>	<b>3,856</b>	<b>3,311</b>
<b>TOTAL EXPENSES</b>	<b>2,071,274</b>	<b>2,321,205</b>	<b>2,356,485</b>	<b>2,372,743</b>	<b>2,376,602</b>	<b>2,381,127</b>

Ross Valley Elementary School District  
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**Ross Valley Charter School**  
**2019-20**  
**As of Mar FY2020**

	Year 1 2019-20	Year 2 2020-21	Year 3 2021-22	Year 4 2022-23	Year 5 2023-24	Year 6 2024-25	Driver/ Rate Type
<b>Revenues and related expenses</b>							
<b>Statewide LCFF Assumptions</b>							
LCFF COLA	3.26%	-5.00%	0.00%	0.00%	0.00%	0.00%	
TK-3 LCFF Base	7,702	7,317	7,317	7,317	7,317	7,317	
4-6 LCFF Base	7,818	7,427	7,427	7,427	7,427	7,427	
TK-3 Gr Span Adj	801	761	761	761	761	761	
<b>School LCFF Assumptions</b>							
LCFF per ADA	8,793	8,380	8,323	8,299	8,290	8,278	
ILPT per ADA	900	800	800	800	800	800	
Unduplicated Pupil % (3 year avg)	31.04%	30.63%	30.16%	28.68%	28.08%	27.33%	
District UPP	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	
<b>Other Federal and State Revenues</b>							
EDCOE SELPA Federal Rate	125.00	125.00	125.00	125.00	125.00	125.00	Prior Year Enrollment
EDCOE SELPA State Rate	538.00	552.00	552.00	552.00	552.00	552.00	ADA
Mandated Cost Reimbursements: K-8	16.86	17.25	17.72	18.22	18.73	18.73	Prior Year Enrollment
Mandated Cost Reimbursements: 9-12	46.87	47.94	49.24	50.63	52.06	52.06	Prior Year Enrollment
State Lottery Unrestricted	153.00	153.00	153.00	153.00	153.00	153.00	ADA
State Lottery Restricted	54.00	54.00	54.00	54.00	54.00	54.00	ADA
<b>Fees</b>							
Authorizer Fees	1.00%	1.00%	1.00%				% of LCFF
Special Education Encroachment Fees		0.00	0.00				
<b>Payroll</b>							
<b>Annual Pay Increase</b>							
Certificated		0.00%	0.00%	0.00%	0.00%	0.00%	
Classified		0.00%	0.00%	0.00%	0.00%	0.00%	
<b>Benefits</b>							
STRS	17.10%	18.40%	18.10%	18.10%	18.10%	18.10%	% of eligible payroll
Social Security	6.20%	6.20%	6.20%	6.20%	6.20%	6.20%	% of eligible payroll
Medicare	1.45%	1.45%	1.45%	1.45%	1.45%	1.45%	% of total payroll
H&W average annual increase		4.00%	4.00%	4.00%	4.00%	4.00%	





Ross Valley Elementary School District  
Supporting Documents.

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Ross Valley Charter School  
Monthly Cash Forecast  
As of Mar FY2020

	2019-20												Forecast	Remaining Balance
	Actuals & Forecast													
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Nov Actuals	Dec Actuals	Jan Actuals	Feb Actuals	Mar Actuals	Apr Forecast	May Forecast	Jun Forecast		
<b>Beginning Cash</b>	<b>311,734</b>	<b>330,622</b>	<b>284,859</b>	<b>203,981</b>	<b>237,662</b>	<b>215,668</b>	<b>179,614</b>	<b>131,952</b>	<b>132,868</b>	<b>136,233</b>	<b>138,722</b>	<b>250,817</b>		
<b>REVENUE</b>														
LCFF Entitlement	-	65,657	65,612	125,803	118,101	118,101	118,101	129,627	-	285,845	262,727	138,757	1,614,981	186,650
Federal Revenue	-	-	-	-	-	-	-	-	-	25,167	4,917	667	45,000	14,250
Other State Revenue	4,000	4,000	7,201	7,201	7,201	9,798	7,201	8,180	20,332	5,685	20,314	11,076	144,236	32,047
Other Local Revenue	816	26,906	8,411	37,139	10,354	19,525	25,599	17,500	164,217	(168,247)	11,406	(5,135)	148,489	-
Fundraising & Grants	1,289	166	14,401	46,123	38,814	22,836	5,822	49	45,783	3,635	10,801	6,408	180,525	(15,600)
<b>TOTAL REVENUE</b>	<b>6,105</b>	<b>96,729</b>	<b>95,626</b>	<b>216,266</b>	<b>174,470</b>	<b>170,260</b>	<b>156,722</b>	<b>155,356</b>	<b>230,332</b>	<b>152,084</b>	<b>310,165</b>	<b>151,772</b>	<b>2,133,231</b>	<b>217,347</b>
<b>EXPENSES</b>														
Certificated Salaries	66,530	73,568	78,505	79,400	80,890	77,110	77,544	81,272	42,128	105,955	82,020	80,017	924,938	-
Classified Salaries	519	6,691	32,344	35,316	27,116	24,418	24,824	27,923	13,290	34,852	34,429	28,835	292,472	1,917
Employee Benefits	34,218	21,612	23,433	15,054	25,534	24,035	38,292	27,142	7,418	30,379	30,527	23,032	300,822	147
Books & Supplies	50	578	2,826	460	153	4,548	2,305	3,016	486	2,400	908	3,661	21,390	-
Services & Other Operating Expenses	31,594	28,241	35,677	38,452	42,769	62,242	48,023	41,247	45,057	32,076	43,804	51,391	526,638	26,066
Capital Outlay & Depreciation	-	-	-	-	-	864	144	144	144	418	418	2,883	5,015	-
Other Outflows	-	-	-	-	-	-	-	1,682	22,058	(23,740)	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>132,910</b>	<b>130,689</b>	<b>172,785</b>	<b>168,682</b>	<b>176,461</b>	<b>193,216</b>	<b>191,132</b>	<b>182,426</b>	<b>130,580</b>	<b>182,339</b>	<b>192,106</b>	<b>189,818</b>	<b>2,071,274</b>	<b>28,129</b>
<b>Operating Cash Inflow (Outflow)</b>	<b>(126,806)</b>	<b>(33,961)</b>	<b>(77,159)</b>	<b>47,584</b>	<b>(1,991)</b>	<b>(22,956)</b>	<b>(34,410)</b>	<b>(27,070)</b>	<b>99,752</b>	<b>(30,256)</b>	<b>118,058</b>	<b>(38,047)</b>	<b>61,957</b>	<b>189,218</b>
Revenues - Prior Year Accruals	167,083	356	-	-	7,735	-	-	646	-	25,355	-	-	-	-
Other Assets	19,506	-	-	-	-	(625)	-	-	-	-	-	-	-	-
Fixed Assets	-	-	-	(566)	(14,401)	864	84	144	(3,856)	(3,093)	418	2,883	-	-
Expenses - Prior Year Accruals	-	(3,850)	-	-	-	-	-	2,469	-	(34,475)	-	-	-	-
Accounts Payable - Current Year	(36,341)	(1,848)	(797)	-	-	-	-	38,064	(89,404)	51,340	-	-	-	-
Summerholdback for Teachers	(4,555)	206	412	412	412	412	413	413	207	424	424	424	424	424
Loans Payable (Current)	-	(6,667)	(3,333)	(3,333)	(3,333)	(3,333)	(3,333)	(3,333)	(3,333)	(3,333)	(3,333)	(3,333)	(3,333)	(3,333)
Loans Payable (Long Term)	-	-	-	(10,416)	(10,416)	(10,416)	(10,416)	(10,416)	-	(3,472)	(3,472)	(3,472)	-	-
<b>Ending Cash</b>	<b>330,622</b>	<b>284,859</b>	<b>203,981</b>	<b>237,662</b>	<b>215,668</b>	<b>179,614</b>	<b>131,952</b>	<b>132,868</b>	<b>136,233</b>	<b>138,722</b>	<b>250,817</b>	<b>209,272</b>		

Ross Valley Elementary School District  
Supporting Documents.

**Ross Valley Charter School**  
**Monthly Cash Forecast**  
**As of Mar FY2020**

	2020-21													Forecast	Remaining Balance
	Actuals & Forecast														
	Jul Forecast	Aug Forecast	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast			
<b>Beginning Cash</b>	<b>209,272</b>	<b>440,606</b>	<b>246,238</b>	<b>155,703</b>	<b>137,542</b>	<b>103,671</b>	<b>48,045</b>	<b>107,463</b>	<b>88,220</b>	<b>113,383</b>	<b>216,843</b>	<b>311,493</b>			
<b>REVENUE</b>															
LCFF Entitlement	-	67,766	67,766	131,162	121,979	121,979	212,862	121,979	185,048	197,319	225,898	185,048	1,711,514	72,710	
Federal Revenue	-	-	-	-	4,250	-	-	4,250	-	12,063	4,250	-	41,125	16,313	
Other State Revenue	289	5,230	5,230	9,182	9,182	12,350	9,182	19,109	11,970	11,970	21,897	11,970	163,546	35,986	
Other Local Revenue	1,087	36,712	12,112	48,953	13,486	26,245	34,879	24,011	3,690	(8,772)	15,586	(7,489)	209,193	8,693	
Fundraising & Grants	12,183	12,183	12,183	12,850	12,850	16,616	12,850	12,850	53,523	9,261	21,966	14,484	203,800	-	
<b>TOTAL REVENUE</b>	<b>13,559</b>	<b>121,891</b>	<b>97,291</b>	<b>202,147</b>	<b>161,747</b>	<b>177,189</b>	<b>269,773</b>	<b>182,199</b>	<b>254,230</b>	<b>221,841</b>	<b>289,597</b>	<b>204,012</b>	<b>2,329,178</b>	<b>133,701</b>	
<b>EXPENSES</b>															
Certificated Salaries	57,569	80,349	84,780	84,780	83,717	83,717	83,717	84,780	84,780	83,717	84,780	83,008	979,692	-	
Classified Salaries	4,988	11,042	29,697	30,777	25,350	26,430	25,350	30,777	29,697	26,430	29,697	23,531	295,767	2,000	
Employee Benefits	32,906	27,145	32,818	29,534	28,347	28,429	32,836	29,534	29,452	26,995	27,456	18,277	343,882	153	
Books & Supplies	1,704	1,704	2,347	1,704	1,704	5,447	1,704	4,687	1,704	2,080	1,704	4,457	30,943	-	
Services & Other Operating Expenses	36,532	35,033	40,195	60,857	43,846	76,137	54,095	39,009	70,763	(23,080)	49,071	95,777	614,964	36,728	
Capital Outlay & Depreciation	3,478	3,478	3,478	3,478	3,478	3,478	3,478	3,478	3,478	3,478	3,478	3,478	41,738	-	
Other Outflows	500	495	490	486	481	476	471	466	461	456	452	8,985	14,220	-	
<b>TOTAL EXPENSES</b>	<b>137,676</b>	<b>159,246</b>	<b>193,806</b>	<b>211,616</b>	<b>186,921</b>	<b>224,114</b>	<b>201,649</b>	<b>192,732</b>	<b>220,335</b>	<b>120,076</b>	<b>196,637</b>	<b>237,514</b>	<b>2,321,205</b>	<b>38,881</b>	
<b>Operating Cash Inflow (Outflow)</b>	<b>(124,117)</b>	<b>(37,355)</b>	<b>(96,514)</b>	<b>(9,469)</b>	<b>(25,175)</b>	<b>(46,925)</b>	<b>68,124</b>	<b>(10,533)</b>	<b>33,895</b>	<b>101,764</b>	<b>92,960</b>	<b>(33,502)</b>	<b>7,973</b>	<b>94,820</b>	
Revenues - Prior Year Accruals	205,695	7,402	4,250	-	-	-	-	-	-	-	-	-	-	-	
Other Assets	15,805	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fixed Assets	(146,522)	(146,522)	3,478	3,478	3,478	3,478	3,478	3,478	3,478	3,478	3,478	3,478	3,478	-	
Expenses - Prior Year Accruals	(11,980)	(16,150)	-	-	-	-	-	-	-	-	-	-	-	-	
Accounts Payable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Summerholdback for Teachers	(4,664)	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	-	
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Loans Payable (Long Term)	297,116	(2,889)	(2,894)	(13,315)	(13,320)	(13,324)	(13,329)	(13,334)	(13,355)	(2,928)	(2,933)	(106,438)	-	-	
<b>Ending Cash</b>	<b>440,606</b>	<b>246,238</b>	<b>155,703</b>	<b>137,542</b>	<b>103,671</b>	<b>48,045</b>	<b>107,463</b>	<b>88,220</b>	<b>113,383</b>	<b>216,843</b>	<b>311,493</b>	<b>176,177</b>			

Ross Valley Elementary School District  
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**Ross Valley Charter School**  
**Monthly Cash Forecast**  
**As of Mar FY2020**

	2021-22												Forecast	Remaining Balance
	Actuals & Forecast													
	Jul Forecast	Aug Forecast	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast		
<b>Beginning Cash</b>	<b>176,177</b>	<b>125,112</b>	<b>101,212</b>	<b>18,124</b>	<b>25,700</b>	<b>15,810</b>	<b>(15,391)</b>	<b>71,600</b>	<b>77,431</b>	<b>106,417</b>	<b>202,314</b>	<b>291,704</b>		
<b>REVENUE</b>														
LCFF Entitlement	-	74,783	74,783	144,822	134,609	134,609	229,182	134,609	178,092	189,302	220,272	178,092	1,755,252	62,097
Federal Revenue	-	-	-	-	4,250	-	-	4,250	-	13,438	4,250	-	43,875	17,688
Other State Revenue	299	5,936	5,936	10,446	10,446	14,065	10,446	21,486	11,180	11,180	22,220	11,180	169,219	34,399
Other Local Revenue	1,087	36,712	12,112	48,953	13,486	26,245	34,879	24,011	3,690	(8,772)	15,586	(7,489)	209,193	8,693
Fundraising & Grants	12,580	12,580	12,580	13,247	13,247	17,135	13,247	13,247	55,244	9,541	22,660	14,934	210,240	-
<b>TOTAL REVENUE</b>	<b>13,965</b>	<b>130,011</b>	<b>105,411</b>	<b>217,467</b>	<b>176,037</b>	<b>192,054</b>	<b>287,753</b>	<b>197,603</b>	<b>248,206</b>	<b>214,689</b>	<b>284,988</b>	<b>196,717</b>	<b>2,387,779</b>	<b>122,877</b>
<b>EXPENSES</b>														
Certificated Salaries	57,569	80,349	84,780	84,780	83,717	83,717	83,717	84,780	84,780	83,717	84,780	83,008	979,692	-
Classified Salaries	4,988	11,042	29,492	30,572	25,194	26,274	25,194	30,572	29,492	26,274	29,492	23,408	293,992	2,000
Employee Benefits	33,350	27,212	32,850	29,573	28,393	28,476	32,874	29,573	29,490	27,043	27,497	18,019	346,543	2,192
Books & Supplies	1,588	1,588	2,241	1,588	1,588	5,388	1,588	4,616	1,588	1,971	1,588	4,383	29,715	-
Services & Other Operating Expenses	37,633	35,970	41,148	61,139	44,797	77,162	55,151	39,993	71,631	(22,450)	50,002	97,221	656,706	67,310
Capital Outlay & Depreciation	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	44,863	-
Other Outflows	442	437	432	427	422	417	412	407	402	397	392	387	4,976	-
<b>TOTAL EXPENSES</b>	<b>139,308</b>	<b>160,338</b>	<b>194,681</b>	<b>211,817</b>	<b>187,849</b>	<b>225,171</b>	<b>202,673</b>	<b>193,679</b>	<b>221,122</b>	<b>120,689</b>	<b>197,490</b>	<b>230,165</b>	<b>2,356,485</b>	<b>71,502</b>
<b>Operating Cash Inflow (Outflow)</b>	<b>(125,343)</b>	<b>(30,327)</b>	<b>(89,270)</b>	<b>5,650</b>	<b>(11,812)</b>	<b>(33,118)</b>	<b>85,080</b>	<b>3,924</b>	<b>27,085</b>	<b>94,000</b>	<b>87,498</b>	<b>(33,448)</b>	<b>31,293</b>	<b>51,374</b>
Revenues - Prior Year Accruals	107,846	21,606	4,250	-	-	-	-	-	-	-	-	-	-	-
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fixed Assets	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739
Expenses - Prior Year Accruals	(21,766)	(17,115)	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Summerholdback for Teachers	(12,597)	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)	(2,942)	(2,947)	(2,952)	(2,957)	(2,962)	(2,967)	(2,972)	(2,977)	(2,982)	(2,987)	(2,992)	(2,997)		
<b>Ending Cash</b>	<b>125,112</b>	<b>101,212</b>	<b>18,124</b>	<b>25,700</b>	<b>15,810</b>	<b>(15,391)</b>	<b>71,600</b>	<b>77,431</b>	<b>106,417</b>	<b>202,314</b>	<b>291,704</b>	<b>260,143</b>		

Ross Valley Elementary School District  
Supporting Documents.

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**Ross Valley Charter School**  
**Monthly Cash Forecast**  
**As of Mar FY2020**

	2022-23													Forecast	Remaining Balance
	Actuals & Forecast														
	Jul Forecast	Aug Forecast	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast			
<b>Beginning Cash</b>	<b>260,143</b>	<b>164,473</b>	<b>138,760</b>	<b>54,502</b>	<b>80,357</b>	<b>71,114</b>	<b>40,669</b>	<b>136,870</b>	<b>143,654</b>	<b>157,913</b>	<b>239,069</b>	<b>314,026</b>			
<b>REVENUE</b>															
LCFF Entitlement	-	76,973	76,973	166,177	138,551	138,551	241,766	138,551	167,216	177,761	209,396	167,216	1,750,352	51,221	
Federal Revenue	-	-	-	-	4,250	-	-	4,250	-	13,875	4,250	-	44,750	18,125	
Other State Revenue	299	6,120	6,120	10,776	10,776	14,619	10,776	22,176	10,776	10,776	22,176	10,776	169,442	33,276	
Other Local Revenue	1,087	36,712	12,112	48,953	13,486	26,245	34,879	24,011	3,690	(8,772)	15,586	(7,489)	209,193	8,693	
Fundraising & Grants	12,580	12,580	12,580	13,247	13,247	17,135	13,247	13,247	55,244	9,541	22,660	14,934	210,240	-	
<b>TOTAL REVENUE</b>	<b>13,965</b>	<b>132,384</b>	<b>107,784</b>	<b>239,153</b>	<b>180,309</b>	<b>196,549</b>	<b>300,668</b>	<b>202,234</b>	<b>236,926</b>	<b>203,182</b>	<b>274,068</b>	<b>185,437</b>	<b>2,383,977</b>	<b>111,315</b>	
<b>EXPENSES</b>															
Certificated Salaries	57,569	80,349	84,780	84,780	83,717	83,717	83,717	84,780	84,780	83,717	84,780	83,008	979,692	-	
Classified Salaries	4,988	11,042	29,492	30,572	25,194	26,274	25,194	30,572	29,492	26,274	29,492	23,408	293,992	2,000	
Employee Benefits	33,697	27,386	33,024	29,746	28,567	28,649	33,047	29,746	29,663	27,216	27,670	18,019	350,784	4,354	
Books & Supplies	1,607	1,607	2,269	1,607	1,607	5,464	1,607	4,680	1,607	1,995	1,607	4,444	30,100	-	
Services & Other Operating Expenses	38,768	36,935	42,125	61,991	45,866	78,288	56,299	41,070	72,522	(21,778)	50,959	98,603	669,056	67,407	
Capital Outlay & Depreciation	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	44,863	-	
Other Outflows	382	377	372	367	362	357	352	347	342	337	332	327	4,257	-	
<b>TOTAL EXPENSES</b>	<b>140,750</b>	<b>161,435</b>	<b>195,801</b>	<b>212,801</b>	<b>189,051</b>	<b>226,487</b>	<b>203,954</b>	<b>194,933</b>	<b>222,145</b>	<b>121,499</b>	<b>198,579</b>	<b>231,547</b>	<b>2,372,743</b>	<b>73,761</b>	
<b>Operating Cash Inflow (Outflow)</b>	<b>(126,784)</b>	<b>(29,051)</b>	<b>(88,017)</b>	<b>26,352</b>	<b>(8,741)</b>	<b>(29,938)</b>	<b>96,713</b>	<b>7,301</b>	<b>14,782</b>	<b>81,683</b>	<b>75,489</b>	<b>(46,110)</b>	<b>11,234</b>	<b>37,554</b>	
Revenues - Prior Year Accruals	97,249	21,378	4,250	-	-	-	-	-	-	-	-	-	-	-	
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fixed Assets	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	
Expenses - Prior Year Accruals	(51,911)	(17,553)	-	-	-	-	-	-	-	-	-	-	-	-	
Accounts Payable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Summerholdback for Teachers	(12,597)	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Loans Payable (Long Term)	(5,366)	(5,371)	(5,376)	(5,381)	(5,386)	(5,391)	(5,396)	(5,401)	(5,406)	(5,411)	(5,416)	(5,421)	(5,421)	(5,421)	
<b>Ending Cash</b>	<b>164,473</b>	<b>138,760</b>	<b>54,502</b>	<b>80,357</b>	<b>71,114</b>	<b>40,669</b>	<b>136,870</b>	<b>143,654</b>	<b>157,913</b>	<b>239,069</b>	<b>314,026</b>	<b>267,379</b>			

Ross Valley Elementary School District  
Supporting Documents.

Ross Valley Charter School  
Monthly Cash Forecast  
As of Mar FY2020

	2023-24													Forecast	Remaining Balance
	Actuals & Forecast														
	Jul Forecast	Aug Forecast	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast			
<b>Beginning Cash</b>	<b>267,379</b>	<b>158,815</b>	<b>131,504</b>	<b>45,934</b>	<b>53,456</b>	<b>42,736</b>	<b>10,808</b>	<b>97,144</b>	<b>102,397</b>	<b>120,442</b>	<b>205,598</b>	<b>284,275</b>			
<b>REVENUE</b>															
LCFF Entitlement	-	76,873	76,873	148,917	138,372	138,372	233,277	138,372	172,116	182,661	214,296	172,116	1,748,366	56,121	
Federal Revenue	-	-	-	-	4,250	-	-	4,250	-	13,875	4,250	-	44,750	18,125	
Other State Revenue	299	6,120	6,120	10,776	10,776	14,726	10,776	22,176	10,776	10,776	22,176	10,776	169,550	33,276	
Other Local Revenue	1,087	36,712	12,112	48,953	13,486	26,245	34,879	24,011	3,690	(8,772)	15,586	(7,489)	209,193	8,693	
Fundraising & Grants	12,580	12,580	12,580	13,247	13,247	17,135	13,247	13,247	55,244	9,541	22,660	14,934	210,240	-	
<b>TOTAL REVENUE</b>	<b>13,965</b>	<b>132,285</b>	<b>107,685</b>	<b>221,893</b>	<b>180,131</b>	<b>196,478</b>	<b>292,179</b>	<b>202,056</b>	<b>241,826</b>	<b>208,082</b>	<b>278,968</b>	<b>190,337</b>	<b>2,382,099</b>	<b>116,215</b>	
<b>EXPENSES</b>															
Certificated Salaries	57,569	80,349	84,780	84,780	83,717	83,717	83,717	84,780	84,780	83,717	84,780	83,008	979,692	-	
Classified Salaries	4,988	11,042	29,492	30,572	25,194	26,274	25,194	30,572	29,492	26,274	29,492	23,408	293,992	2,000	
Employee Benefits	34,051	27,563	33,200	29,923	28,743	28,826	33,224	29,923	29,840	27,393	27,847	18,019	355,195	6,643	
Books & Supplies	1,626	1,626	2,298	1,626	1,626	5,541	1,626	4,745	1,626	2,020	1,626	4,505	30,492	-	
Services & Other Operating Expenses	39,941	37,929	43,131	62,868	46,968	79,447	57,480	42,180	73,440	(21,081)	51,943	100,019	671,800	57,536	
Capital Outlay & Depreciation	3,465	3,465	3,465	3,465	3,465	3,465	3,465	3,465	3,465	3,465	3,465	3,465	41,576	-	
Other Outflows	322	317	312	306	301	296	291	286	281	276	270	599	3,856	-	
<b>TOTAL EXPENSES</b>	<b>141,961</b>	<b>162,290</b>	<b>196,678</b>	<b>213,540</b>	<b>190,014</b>	<b>227,564</b>	<b>204,996</b>	<b>195,950</b>	<b>222,923</b>	<b>122,063</b>	<b>199,423</b>	<b>233,022</b>	<b>2,376,602</b>	<b>66,179</b>	
<b>Operating Cash Inflow (Outflow)</b>	<b>(127,995)</b>	<b>(30,005)</b>	<b>(88,993)</b>	<b>8,353</b>	<b>(9,883)</b>	<b>(31,086)</b>	<b>87,183</b>	<b>6,105</b>	<b>18,903</b>	<b>86,019</b>	<b>79,545</b>	<b>(42,685)</b>	<b>5,496</b>	<b>50,036</b>	
Revenues - Prior Year Accruals	86,047	21,018	4,250	-	-	-	-	-	-	-	-	-	-	-	
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fixed Assets	3,465	3,465	3,465	3,465	3,465	3,465	3,465	3,465	3,465	3,465	3,465	3,465	3,465	-	
Expenses - Prior Year Accruals	(52,057)	(17,504)	-	-	-	-	-	-	-	-	-	-	-	-	
Accounts Payable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Summerholdback for Teachers	(12,597)	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	-	
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Loans Payable (Long Term)	(5,426)	(5,431)	(5,436)	(5,442)	(5,447)	(5,452)	(5,457)	(5,462)	(5,467)	(5,472)	(5,478)	(7,364)	-	-	
<b>Ending Cash</b>	<b>158,815</b>	<b>131,504</b>	<b>45,934</b>	<b>53,456</b>	<b>42,736</b>	<b>10,808</b>	<b>97,144</b>	<b>102,397</b>	<b>120,442</b>	<b>205,598</b>	<b>284,275</b>	<b>238,836</b>			

Ross Valley Elementary School District  
Supporting Documents.

**Ross Valley Charter School**  
**Monthly Cash Forecast**  
**As of Mar FY2020**

	2024-25													Forecast	Remaining Balance
	Actuals & Forecast														
	Jul Forecast	Aug Forecast	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast	Forecast		
<b>Beginning Cash</b>	<b>238,836</b>	<b>146,714</b>	<b>121,356</b>	<b>40,622</b>	<b>50,099</b>	<b>40,615</b>	<b>9,809</b>	<b>101,198</b>	<b>108,119</b>	<b>128,079</b>	<b>214,877</b>	<b>294,914</b>			
<b>REVENUE</b>															
LCFF Entitlement	-	76,749	76,749	148,693	138,148	138,148	233,053	138,148	171,892	182,437	214,072	171,892	1,745,882	55,897	
Federal Revenue	-	-	-	-	4,250	-	-	4,250	-	13,875	4,250	-	44,750	18,125	
Other State Revenue	299	6,120	6,120	10,776	10,776	14,726	10,776	22,176	10,776	10,776	22,176	10,776	169,550	33,276	
Other Local Revenue	1,087	36,712	12,112	48,953	13,486	26,245	34,879	24,011	3,690	(8,772)	15,586	(7,489)	209,193	8,693	
Fundraising & Grants	12,580	12,580	12,580	13,247	13,247	17,135	13,247	13,247	55,244	9,541	22,660	14,934	210,240	-	
<b>TOTAL REVENUE</b>	<b>13,965</b>	<b>132,161</b>	<b>107,561</b>	<b>221,669</b>	<b>179,907</b>	<b>196,254</b>	<b>291,955</b>	<b>201,832</b>	<b>241,602</b>	<b>207,858</b>	<b>278,744</b>	<b>190,113</b>	<b>2,379,615</b>	<b>115,992</b>	
<b>EXPENSES</b>															
Certificated Salaries	57,569	80,349	84,780	84,780	83,717	83,717	83,717	84,780	84,780	83,717	84,780	83,008	979,692	-	
Classified Salaries	4,988	11,042	29,492	30,572	25,194	26,274	25,194	30,572	29,492	26,274	29,492	23,408	293,992	2,000	
Employee Benefits	33,925	27,256	29,973	29,616	28,924	29,006	29,510	29,616	29,534	27,574	28,028	18,019	350,048	9,067	
Books & Supplies	1,645	1,645	2,328	1,645	1,645	5,619	1,645	4,811	1,645	2,045	1,645	4,568	30,889	-	
Services & Other Operating Expenses	41,152	38,953	44,165	63,772	48,104	80,638	58,694	43,324	74,385	(20,357)	52,955	101,469	684,916	57,662	
Capital Outlay & Depreciation	3,190	3,190	3,190	3,190	3,190	3,190	3,190	3,190	3,190	3,190	3,190	3,190	38,280	-	
Other Outflows	325	316	307	298	289	281	272	263	254	245	236	227	3,311	-	
<b>TOTAL EXPENSES</b>	<b>142,794</b>	<b>162,752</b>	<b>194,235</b>	<b>213,874</b>	<b>191,063</b>	<b>228,724</b>	<b>202,221</b>	<b>196,556</b>	<b>223,279</b>	<b>122,687</b>	<b>200,326</b>	<b>233,888</b>	<b>2,381,127</b>	<b>68,729</b>	
<b>Operating Cash Inflow (Outflow)</b>	<b>(128,828)</b>	<b>(30,591)</b>	<b>(86,674)</b>	<b>7,796</b>	<b>(11,156)</b>	<b>(32,469)</b>	<b>89,734</b>	<b>5,276</b>	<b>18,323</b>	<b>85,171</b>	<b>78,418</b>	<b>(43,775)</b>	<b>(1,513)</b>	<b>47,263</b>	
Revenues - Prior Year Accruals	90,947	21,018	4,250	-	-	-	-	-	-	-	-	-	-	-	
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fixed Assets	3,190	3,190	3,190	3,190	3,190	3,190	3,190	3,190	3,190	3,190	3,190	3,190	3,190	-	
Expenses - Prior Year Accruals	(42,205)	(17,484)	-	-	-	-	-	-	-	-	-	-	-	-	
Accounts Payable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Summerholdback for Teachers	(12,597)	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	-	
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Loans Payable (Long Term)	(2,628)	(2,637)	(2,645)	(2,654)	(2,663)	(2,672)	(2,681)	(2,690)	(2,699)	(2,708)	(2,717)	(2,726)	-	-	
<b>Ending Cash</b>	<b>146,714</b>	<b>121,356</b>	<b>40,622</b>	<b>50,099</b>	<b>40,615</b>	<b>9,809</b>	<b>101,198</b>	<b>108,119</b>	<b>128,079</b>	<b>214,877</b>	<b>294,914</b>	<b>252,749</b>			

# **EXHIBIT “G”**

**From:** [Conn Hickey](#)  
**To:** [SBA Lending](#)  
**Subject:** Re: Paycheck Protection Program Loan Application – Information Request #12494090  
**Date:** Thursday, April 23, 2020 10:27:22 AM

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Dear Westamerica

We accept your counter offer.

Conn Hickey  
Business Official  
Ross Valley Charter

On Sun, Apr 19, 2020 at 9:52 AM SBA Lending <[SBA.Lending@westamerica.com](mailto:SBA.Lending@westamerica.com)> wrote:

We received notification from the Small Business Administration that the SBA CARES Act Paycheck Protection Loan program funding limits were reached on Thursday, April 16, 2020 and they are no longer accepting applications.

**Westamerica will continue processing and preparing submitted applications.**

In the event the program receives additional funding and program rules and guidance allow us to do so, we will resume submission to the SBA for loan guaranty and approval.

We have received your application for processing and data verification. Your business appears to meet the criteria for a PPP loan, however we need additional information from your business to complete our processing:

Documentation submitted with your application supports a maximum loan amount of:  
\$270,653.00.

**You may accept this loan amount or you may complete the attached Payroll Calculation Worksheet and return to us with corresponding documentation of 2019 payroll.**



- If this loan amount is acceptable to you, please respond to this message stating the reduced loan amount is acceptable. We will proceed with our processing.
- You may complete and submit the attached Payroll Calculation Worksheet which shows your calculations of your original loan request. Respond directly to this message requesting an additional review with the completed worksheet and corresponding documentation of 2019 payroll.

If you would like to submit documents containing non-public information via a secure document portal, please notify us by replying to this email and we will send you a link.

The Paycheck Protection Program is administered by the SBA and is limited to an authorized funding amount as designated by the federal government. The SBA has indicated that loans under the Paycheck Protection Program will be made available on a first come, first served basis. Given the limitations on SBA authorized funding and the significant volume of applications already submitted to Westamerica Bank and other lenders, not every qualified applicant will receive loan proceeds under the program.

Sincerely,

Westamerica Bank

1 (800)848-1088

*The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of age (provided the applicant has the capacity to enter into a binding contract); color, religion, national origin, sex, marital status; because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning Westamerica Bank is: Federal Reserve Consumer Help Center, PO Box 1200, Minneapolis, MN 55840.*

# **EXHIBIT “H”**



**REGULAR MEETING  
BOARD OF TRUSTEES  
ROSS VALLEY CHARTER SCHOOL**

**April 23, 2020 7 p.m.**

**Ross Valley Charter School 102 Marinda Drive, Fairfax, CA**

**For Agenda and Supplemental Materials to go:**

<https://sites.google.com/a/rossvalleycharter.org/rvc-board-docs/2020-04-23-regular-meeting>

**Access to Board Materials:** A copy of the written materials which will be submitted to the School Board may be reviewed by any interested persons on The Ross Valley Charter School website listed above, along with this agenda, following the posting of the agenda at least 72 hours in advance of this meeting. Supplemental materials and written reports shall be posted as they become available.

**Disability Access:** Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by calling (415) 534-6970. All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

**Board Members:**

**Sharon Sagar, Chair**

**Amy Gramajo**

**Kristi Kimball**

**John Kirk**

**Cheryl Flick**

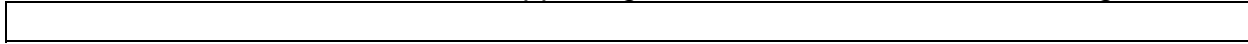
**Sonya Stanley**

**INSTRUCTIONS FOR PRESENTATIONS TO  
THE BOARD BY PARENTS AND CITIZENS**

The Ross Valley Charter School ("School") welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Trustees ("Board") is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in our School.

A few agendas are available at the meeting (when we return to in-person meetings.) Supplementary materials will not be available in paper form.

When addressing the Board, speakers are requested to state their name and city (however this is not required), adhere to the time limits set forth and respect the Meeting Norms and Procedural Guidelines outlined below in the Section on Communications.



**This meeting will be by teleconference pursuant to Executive Orders N-25-20 and N-29-20.**

The Board and employees of Ross Valley Charter School shall meet via the Zoom meeting platform. Members of the public who wish to access this Board meeting may do so at <https://us02web.zoom.us/j/9814265913>. You may also call in using the Zoom phone number:

1 669 900 9128 (meeting ID# 981 426 5913).

Members of the public who wish to comment during the Board meeting may use the “raise hand” tool on the Zoom platform. Members of the public calling in will be given the opportunity to address the Board during the meeting. Individual comments will be limited to three (3) minutes. If an interpreter is needed for comments, they will be translated to English and the time limit shall be six (6) minutes. The Board may limit the total time for public comment to a reasonable time. The Board reserves the right to mute or remove a participant from the meeting if the participant unreasonably disrupts the Board meeting.

**I. PRELIMINARY**

**A. CALL TO ORDER**

**B. TRUSTEE ROLL CALL**

	Present(Remotely)	Absent
Kristi Kimball	_____	_____
John Kirk	_____	_____
Cheryl Flick	_____	_____
Amy Gramajo	_____	_____
Sharon Sagar, Chair	_____	_____
Sonya Stanley	_____	_____

**C. APPROVAL OF AGENDA OF SPECIAL BOARD MEETING OF APRIL 23, 2020.  
ROLL CALL VOTE**

**II. COMMUNICATION**

**A. REVIEW of MEETING NORMS**

1. Speak respectfully, avoiding blame and inflammatory language and raised voices.
2. Listen respectfully without interrupting.
3. Listen actively and try to understand others’ views.
4. Don’t roll your eyes, make faces or audibly react while someone is speaking.
5. Be concise when it is your turn to speak.
6. Assume others’ good intentions.
7. Keep on the topic under discussion.

8. Politely enforce ground rules.
9. Remember to mute cell phones.

B. REVIEW PROCEDURAL GUIDELINES for Public Discussion on Agendized Items

1. Presentation by Staff, Officers or Guest Presenters
2. Board discussion, questions, clarifications
3. All Public Comment taken at once. Individuals will be limited to three minutes per speaker unless Board Chair determines that the number of speakers warrants a reduction to a lesser amount of time. The board or Officers will not respond during public comment time. Questions will be noted and answered as outlined in next bullet.
4. Board or officers attempt to answer questions regarding agendized items. Questions that seek information or clarifications will attempt to be answered. Questions that are deemed to violate meeting norms above or to be argumentative in nature will not be responded to.
5. Any remaining Board discussion, questions, clarifications, deliberation and motion and vote if appropriate.

C. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:

No individual comment shall be for more than three (3) minutes (with the exception of translated comments) and the total time for this purpose shall not exceed (15) minutes. The Board may decide to continue this item to the end of the meeting in order to facilitate the scheduled items on the agenda. Ordinarily, Board members will not respond to comments and no action can be taken. However, staff may respond, and the Board may give direction to staff.

D. For Information: School Director

This is a presentation of information and activities that have occurred since the previous Board meeting. These topics are informational only and no action will be taken by the board.

E. For Information: Board/Staff Information Updates

Board and staff present information updates since the previous Board meeting.

**III. GENERAL ITEMS**

A. ENROLLMENT REPORT AND 2020/21 STAFFING UPDATE

We will review our enrollment numbers and predictions for the upcoming school year, as well as related staffing recommendations.

DISCUSSION/ROLL CALL VOTE

B. LCAP UPDATE

We will discuss any recommended modification to our LCAP plan cycle given the conditions imposed by stay-in-place orders.

DISCUSSION

C. SCHOOL LUNCH PROGRAM

We will discuss potential needed changes to our school lunch program given realities of COVID-19 on costs and lunch service model.

DISCUSSION/ROLL CALL VOTE

D. BUDGET/FUNDRAISING UPDATES

We will be discussing guidance on our 2020-2021 Budget given the expected economic fallout from COVID-19.

DISCUSSION/ROLL CALL VOTE

**IV. CONSENT AGENDA ITEMS**

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The School Director recommends approval of all consent agenda items.

- A. Minutes of March 9 Regular and Special meetings
- B. Minutes of April 2 Special Meeting
- C. Personnel Update

ROLL CALL VOTE INDIVIDUALLY OR COLLECTIVELY

**V. FUTURE MEETING NEEDS AND TOPICS** – trustee requests of topics for future meetings

**VI. MEETING REVIEW AND EVALUATION**

A. Quick Evaluation of Meeting to improve process for future meetings

**VII. ADJOURNMENT  
ROLL CALL VOTE**



**MINUTES OF THE REGULAR MEETING  
BOARD OF TRUSTEES  
ROSS VALLEY CHARTER SCHOOL**

**Ross Valley Charter School 102 Marinda Drive, Fairfax CA  
For Agenda and Supplemental Materials go to:**

<https://sites.google.com/a/rossvalleycharter.org/rvc-board-docs/2020-04-23-regular-meeting>

**April 23, 2020 7:06 P.M. via Zoom video conference**

**Board Members:**

- Sharon Sagar, Chair**
- Amy Gramajo**
- Kristi Kimball**
- John Kirk**
- Cheryl Flick**
- Sonya Stanley**

**I. PRELIMINARY**

**A. CALL TO ORDER**

**B. TRUSTEE ROLL CALL**

	Present	Absent
Kristi Kimball	-	<u>X</u>
Amy Gramajo	<u>X</u>	_____
John Kirk	<u>X</u>	_____
Cheryl Flick	<u>X</u>	_____
Sharon Sagar, Chair	<u>X</u>	_____
Sonya Stanley	<u>X</u>	_____

**C. APPROVAL OF AGENDA OF REGULAR BOARD MEETING OF April 23, 2020.**

Approval of the Agenda was duly moved, seconded and approved by roll call vote 5-0-1.

**II. COMMUNICATION**

C. No public comment on items not on the agenda.

**D. School Director Update**

- Shared distance learning K/1 survey with teachers. Broad range of family needs.
- Finished interviews for K/1 and 2/3 teachers. Offered positions to two candidates.
- Looking at LCAP data for next board meeting.



- Many holes in county/state/federal support for struggling families. Focusing on food and housing security and tech access.
- Sharing FSACC fundraiser. Children's Center served 144 meals yesterday. Working with Marilyn, Jen and Torri.

#### E. Board/Staff Update

- Teachers are finding a better rhythm with distance learning. More face-to-face interacting.
- Not hearing from some kids. Teachers, Torri and Marilyn following up with these families by phone, online meetings, mailings, and school work deliveries as needed.
- Parents working on 5<sup>th</sup> grade graduation ceremony.
- Working on ways to get work out to families.
- Ms. Sagar call with superintendents today re kids dropping off in current climate.
- ADA construction project: may need to look for another funder. Continuing with plans and permits while waiting.

### III. **GENERAL ITEMS**

#### A. ENROLLMENT REPORT AND 2020/21 STAFFING UPDATE— see chart

- 192 currently enrolled.
- 69 newly enrolled for next year.
- Projecting 212 students.
- Class loading scenarios for 2020/21: Nine non-standard class configuration (see tables).
- Based on 94% enrollment assumption.
- Nine non-standard keeps TK/K/1 classes smaller. All teachers roll up after one year.
- Using assistants and rearranging student numbers to more effectively teach math.

No public comment.

#### B. LCAP UPDATE

- LCAP plan: normally finalizing in June. Splitting into two-week process. New template due July 1<sup>st</sup> and actual LCAP due in December.
- Will look at data and results in May meeting.

No public comment

#### C. SCHOOL LUNCH PROGRAM

- Due to pandemic climate, not sensible to continue a la carte serving. Looking into sealed meals.
- National school lunch program is not a great subsidy.
- We'll likely have more families eligible for FRPL and need to address cost.

- Working with Good Earth. Jen Wolf is looking into other vendors.
- We cut food costs in half this year.
- Option: volunteers pre-pack lunches?

No public comment

**D. BUDGET/FUNDRAISING UPDATES (see budget draft and assumptions)**

- 2020/21 budget guidance given expected economic fallout from COVID-19
- See four-year budget assumptions.
- Finance committee met yesterday
- Edtec recommends assuming state LCFF COLA reduction by 5%.
- Possible extension of ADA project timeline.
- CARES Act money comes in next year.
- \$50K surplus
- \$270 PPP loan/grant with reserve helps balance for three years.
- Focus on petition/renewal process
- Fundraising numbers reflect what we've collected, assuming not much more.
- Fundraising committee meeting April 30<sup>th</sup>.
- Auction is going well. Sharon sharing with alumni.
- Shifting family giving asks to community support and thank you messaging.
- Adjusting family giving ask to \$850/child next year.

No public comment

Authorization of the Board Chair or School Director to execute a Small Business Administration Payroll Protection Loan Agreement with Westamerica Bank for up to \$290,000, as soon as available, was duly moved, seconded and approved by roll call vote, 5-0-1.

**IV. CONSENT AGENDA ITEMS**

- A. Minutes of March 9 Regular and Special (embedded) meetings
- B. Minutes of April 2 Special Meeting
- C. Personnel Update: None

Approval of March 9<sup>th</sup> Regular and Special Meeting minutes was duly moved, seconded and approved by roll call vote 4-0-2 (Ms. Kimball and Ms. Gramajo absent from 3/9/20 meeting)

Approval of April 2<sup>nd</sup> Special Meeting minutes was duly moved, seconded and approved by roll call vote 5-0-1 (Ms. Kimball absent portion of 4/2/20 meeting)

**V. FUTURE MEETING NEEDS AND TOPICS**

- Next year's plan and precautions
- LCAP data
- Charter renewal

**VI. MEETING REVIEW AND EVALUATION**

- Good to “see” everyone, and kids.
- Mr. Hickey purchased Zoom license for school account. Free during health crisis only.
- Include board meeting link in school newsletter going forward.

Meeting adjourned 8:29 P.M.

---

# **EXHIBIT “I”**

**From:** [Luke Duchene](#)  
**To:** [Sharon Sagar](#); [Conn Hickey](#)  
**Subject:** Fwd: Westamerica Bank has sent you the document "12494090" to sign  
**Date:** Friday, May 8, 2020 8:49:41 AM

---

Luke Duchene  
Director  
Ross Valley Charter

mobile: 760-487-8618  
office: 415-534-6970  
(sent via mobile device)

CONFIDENTIAL INFORMATION:

This email is for the sole use of the designated recipient(s) with a legitimate interest and may contain legally confidential information protected by the Family Education Act (FERPA) 20 USC 1232g. Any unauthorized review, use, distribution or disclosure is strictly prohibited. If you are not the intended recipient, please contact the sender by reply mail and destroy all copies of the original message. This email cannot be produced for a records request.

----- Forwarded message -----

**From:** Westamerica Bank <[documents@rightsignature.com](mailto:documents@rightsignature.com)>  
**Date:** Fri, May 8, 2020, 8:46 AM  
**Subject:** Westamerica Bank has sent you the document '12494090' to sign  
**To:** <[luke.duchene@rossvalleycharter.org](mailto:luke.duchene@rossvalleycharter.org)>

Thank you for applying for the SBA CARES Act Paycheck Protection Program. Your loan documents are now prepared and must be electronically signed by all principals within the company.

Once documents have been signed and returned electronically, loan funding generally occurs within one business day. The loan proceeds will be deposited directly into your Westamerica Bank business checking account.

Please do not respond to this message. This account is used for notifications only and it is not monitored. Send all correspondence to [sba.lending@westamerica.com](mailto:sba.lending@westamerica.com).



**12494090** (12494090.pdf)  
Reference #: 05adc2bf-94bc-4859-83df-dfa0a0b36c38  
Status: Pending  
Expires: 05/13/2020 11:46  
Sender: Westamerica Bank

To review the document and sign with an electronic signature, follow this link:

WAB Loan #7415009229  
GP Loan #6170517201

U.S. Small Business Administration  
**PAYCHECK PROTECTION PROGRAM**  
**NOTE**

Borrower's Tax ID # (EIN/SSN)	471755679
Loan Date	May 07, 2020
Loan Amount	\$270,653.00
Interest Rate	<b>1.00%</b>
Borrower (Name/Address/City/ST/ZIP)	ROSS VALLEY CHARTER SCHOOL 25 DEER PARK LANE  FAIRFAX, CALIFORNIA 94930

Words or phrases preceded by a checkbox () will apply only if the checkbox is marked ().

**1. PROMISE TO PAY:**

In return for the Loan, Borrower promises to pay to the order of Lender the amount of two hundred seventy thousand six hundred fifty-three 00/100 dollars interest on the unpaid principal balance, and all other amounts required by this Note.

**2. DEFINITIONS:**

"Loan" means the loan evidenced by this Note.

"Loan Documents" means the documents related to this Loan signed by Borrower.

"SBA" means the Small Business Administration, an Agency of the United States of America.

"CARES Act" means the federal Coronavirus Aid, Relief, and Economic Security Act (Public Law 116-136).

**3. PAYMENT TERMS:**

Borrower must make all payments at the place Lender designates. The payment terms for this Note are:

A. The term of this Loan shall be two (2) years from the Loan Date. This Loan shall mature on May 07, 2022 ("Maturity Date").

B. The Loan shall be payable monthly. The first six monthly payments are deferred.

C. Interest will accrue from the date of Loan (including during the deferral period) at the Interest Rate set forth above.

D. Payments will be required beginning December 07, 2020.

Your monthly payments will be an amount equal to all accrued but unpaid interest on that portion of the then-outstanding principal balance of the Loan (i.e., any portion of the Loan that has not been forgiven as described in Section 10), with the entire outstanding principal balance and all accrued but unpaid interest due and payable on the Maturity Date.

Your monthly payments will be an amount equal to the amount necessary to fully amortize the then-outstanding principal balance of the Loan (i.e., any portion of the Loan Amount that has not been forgiven as described in Section 10) at the Interest Rate specified above by the Maturity Date, with the entire outstanding principal balance and all accrued but unpaid interest due and payable on the Maturity Date.

E. There are no prepayment penalties for the Loan. Borrower may repay all or a portion of this Loan at any time without penalty.

F. The proceeds of the Loan shall be used for the following purposes only:

(i) payroll costs (as defined in the CARES Act, and in Section 2.f of the SBA *Interim Final Rule* dated April 2, 2020);

(ii) costs related to the continuation of group health care benefits during periods of paid sick, medical, or family leave, and insurance premiums;

(iii) mortgage interest payments (but not mortgage prepayments or principal payments);

(iv) rent payments;

(v) utility payments;

(vi) interest payments on any other debt obligations that were incurred before February 15, 2020; and/or

(vii) refinancing an SBA Economic Injury Disaster Loan (EIDL) made between January 31, 2020 and April 3, 2020, under the conditions as specified in Section 2.r.vii of the SBA *Interim Final Rule* dated April 2, 2020.

**4. DEFAULT:**

Borrower is in default under this Note if Borrower does not make a payment when due under this Note, or if Borrower:

- A. Fails to do anything required by this Note and other Loan Documents;
- B. Defaults on any other loan with Lender;
- C. Does not disclose, or anyone acting on their behalf does not disclose, any material fact to Lender or SBA;
- D. Makes, or anyone acting on their behalf makes, a materially false or misleading representation to Lender or SBA;
- E. Fails to pay any taxes when due;
- F. Becomes the subject of a proceeding under any bankruptcy or insolvency law;
- G. Has a receiver or liquidator appointed for any part of their business or property;
- H. Makes an assignment for the benefit of creditors;
- I. Has any adverse change in financial condition or business operation that Lender believes may materially affect Borrower's ability to pay this Note;
- J. Reorganizes, merges, consolidates, or otherwise changes ownership or business structure without Lender's prior written consent; or
- K. Becomes the subject of a civil or criminal action that Lender believes may materially affect Borrower's ability to pay this Note.

**5. LENDER'S RIGHTS IF THERE IS A DEFAULT:**

Without notice or demand and without giving up any of its rights, Lender may:

- A. Require immediate payment of all amounts owing under this Note;
- B. Collect all amounts owing from any Borrower; or
- C. File suit and obtain judgment.

**6. LENDER'S GENERAL POWERS:**

Without notice and without Borrower's consent, Lender may:

- A. Incur expenses to collect amounts due under this Note or enforce the terms of this Note or any other Loan Document, including reasonable attorneys' fees and costs. If Lender incurs such expenses, it may demand immediate payment from Borrower or add the expenses to the principal balance; and
- B. Release anyone obligated to pay this Note.

**7. WHEN FEDERAL LAW APPLIES:**

When SBA is the holder, this Note will be interpreted and enforced under federal law, including SBA regulations. Lender or SBA may use state or local procedures for filing papers, recording documents, giving notice, and other purposes. By using such procedures, SBA does not waive any federal immunity from state or local control, penalty, tax, or liability. As to this Note, Borrower may not claim or assert against SBA any local or state law or deny any obligation, defeat any claim of SBA, or preempt federal law.

**8. SUCCESSORS AND ASSIGNS:**

Under this Note, Borrower includes its successors, and Lender includes its successors and assigns.

**9. GENERAL PROVISIONS:**

- A. All individuals and entities signing this Note are jointly and severally liable.
- B. Borrower waives all suretyship defenses.
- C. Borrower must sign all documents necessary at any time to comply with the Loan Documents.
- D. Lender may exercise any of its rights separately or together, as many times and in any order it chooses. Lender may delay or forgo enforcing any of its rights without giving up any of them.
- E. Borrower may not use an oral statement of Lender or SBA to contradict or alter the written terms of this Note.
- F. If any part of this Note is unenforceable, all other parts remain in effect.
- G. To the extent allowed by law, Borrower waives all demands and notices in connection with this Note, including presentment, demand, protest, and notice of dishonor.

**10. LOAN FORGIVENESS:**

Pursuant to Section 1106 of the federal Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), the following provisions shall apply to the Loan:

- A. The Loan is subject to the limited loan forgiveness provisions of Section 1106 of the CARES Act, and the SBA Interim Final Rule dated April 2, 2020.



Ross Valley Elementary School District  
Supporting Documents.

- B. The amount of loan forgiveness is determined by and is subject to the sole approval of the SBA
- C. Limited loan forgiveness is provided for amounts spent on payroll costs, rent and utilities payments, and interest payments on mortgages for Borrowers that apply. No more than 25.0% of the amount forgiven may be for costs other than payroll costs.
- D. The amount of loan forgiveness will be reduced if Borrower reduces the number of their employees (layoffs).
- E. Borrower is eligible for debt forgiveness on a covered loan in an amount equal to the following payments made during the 8-week period beginning on the Loan Date ("covered period"):
  - (i) payroll costs;
  - (ii) interest payments on mortgage obligations (excluding principal and prepaid principal);
  - (iii) rent; and
  - (iv) utility payments.
- F. The amount of forgiveness cannot exceed the principal balance of the Loan.
- G. Cancelled indebtedness will not be included in the Borrower's taxable income.
- H. To receive loan forgiveness, Borrower must apply for Debt Forgiveness through Lender. The Borrower must submit to the Lender servicing the loan an application, which must include documents verifying the number of full-time employees and the pay rates for the period described, including payroll tax filings to the IRS and State, income, payroll, and unemployment insurance filings, cancelled checks, payment receipts, transcript of accounts, or other documents verifying payments on covered mortgage loan obligations, lease obligations and utility payments, plus any other documentation the SBA deems necessary.
- I. ***There will be no loan forgiveness without Borrower's submission of the proper application and documentation to Lender.***

11. **BORROWER'S NAME(S) AND SIGNATURE(S):**

By signing below, each individual or entity becomes obligated under this Note as Borrower.

Borrower: ROSS VALLEY CHARTER SCHOOL

By X Luke Duchene  
Luke Duchene

By X \_\_\_\_\_

By X \_\_\_\_\_

By X \_\_\_\_\_

By X \_\_\_\_\_

By X \_\_\_\_\_

---

**PAYCHECK PROTECTION PROGRAM  
CORPORATE RESOLUTION TO BORROW**

---

Borrower: ROSS VALLEY CHARTER SCHOOL  
25 DEER PARK LANE  
  
FAIRFAX, CALIFORNIA 94930

Lender: Westamerica Bank  
Fairfield Credit Administration  
4550 Mangels Boulevard  
PO Box 1200 MAC A-1B  
Suisun, CA 94585

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**THE UNDERSIGNED, CERTIFY THAT:**

The complete and correct name of the Corporation is ROSS VALLEY CHARTER SCHOOL ("Corporation"). The Corporation is at all times shall be, duly organized, validly existing, and in good standing under and by virtue of the laws of the State of California. The Corporation is duly authorized to transact business in all other states in which the Corporation is doing business, having obtained all necessary filings, governmental licenses and approvals for each state in which the Corporation is doing business. Specifically, the Corporation is, and at all times shall be, duly qualified as a foreign corporation in all states in which the failure to so qualify would have a material adverse effect on its business or financial condition. The Corporation has the full power and authority to own its properties and to transact the business in which it is presently engaged or presently proposes to engage. The Corporation maintains an office at 25 DEER PARK LANE FAIRFAX, CALIFORNIA 94930. Unless the Corporation has designated otherwise in writing, the principal office is the office at which the Corporation keeps its books and records. The Corporation will notify Lender prior to any change in the location of the Corporation's state of organization or any change in the Corporation's name. The Corporation shall do all things necessary to preserve and to keep in full force and effect its existence, rights and privileges, and shall comply with all regulations, rules, ordinances, statutes, orders and decrees of any governmental or quasi-governmental authority or court applicable to the Corporation and the Corporation's business activities.

At a meeting of the Directors of the Corporation, or if the Corporation is a close corporation having no Board of Directors then at a meeting of the Corporation's shareholders, duly called and held on 04-23-2020, at which a quorum was present and voting, or by other duly authorized action in lieu of a meeting, the resolution set forth in this Resolution were adopted.

The authorized person(s) listed below may enter into the Paycheck Protection Program Agreement and the agreement will bind the Corporation. Specifically, but without limitation, such authorized person(s) are authorized, empowered and directed to do the following for and on behalf of the Corporation:

**Borrow Money.** To borrow, from Lender on such terms of the Paycheck Protection Program Note between the Corporation and Lender, such sum of money borrowed; not to exceed the amount of two hundred seventy thousand six hundred fifty-three 00/100 dollars(\$270,653.00).

**Execute Note.** To execute and deliver to Lender the Paycheck Protection Program note.

The officers named below are duly elected, appointed, or employed by or for the Corporation, as the case may be, and occupy the positions set opposite their respective names. This Resolution now stands of record on the books of the Corporation, is in full force and effect, and has not been modified or revoked in any manner whatsoever.

The Corporation has no corporate seal, and therefore, no seal is affixed to this Resolution.

Any and all acts authorized pursuant to this Resolution and performed prior to the passage of this Resolution are hereby ratified and approved. This Resolution shall remain in full force and effect and Lender may rely on it until written notice of its revocation shall have been delivered to and received by Lender at Lender's address shown above (or such addresses as Lender may designate from time to time). Any such notice shall not affect any of the Corporation's agreements or commitments in effect at the time notice is given.

**PAYCHECK PROTECTION PROGRAM  
CORPORATE RESOLUTION TO BORROW  
(Continued)**

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The following named persons are authorized officers of ROSS VALLEY CHARTER SCHOOL:

<u>NAMES</u>	<u>TITLES</u>	<u>ACTUAL SIGNATURES</u>
<u>Luke Duchene</u>	<u>School Director, President</u>	X <u><i>Luke Duchene</i></u>
_____	_____	X _____
_____	_____	X _____
_____	_____	X _____
_____	_____	X _____
_____	_____	X _____

We attest that the signatures set opposite the names listed above are their genuine signatures.

We each personally and on behalf of the Corporation certify that all statements and representations made in this Resolution are true and correct.

This Corporate Resolution to Borrow is dated 04-23-2020.

**CERTIFIED TO AND ATTESTED BY AUTHORIZED OFFICERS:**

X <u><i>Luke Duchene</i></u> Luke Duchene	Title: <u>School Director, President</u>
X _____	Title: _____
X _____	Title: _____
X _____	Title: _____
X _____	Title: _____
X _____	Title: _____

**DISBURSEMENT REQUEST AND AUTHORIZATION**

Borrower: ROSS VALLEY CHARTER SCHOOL

Lender: Westamerica Bank  
Fairfield Credit Administration  
4550 Mangels Boulevard  
PO Box 1200 MAC A-1B  
Suisun, CA 94585

**LOAN TYPE:** This is a Fixed Rate (1.000%) Paycheck Protection Program Loan for \$270,653.00 due on demand and, if no demand, on May 07, 2022.

**PRIMARY PURPOSE OF LOAN:** The primary purpose of this loan is for:

- (i) payroll costs (as defined in the CARES Act, and in Section 2.f of the SBA *Interim Final Rule* dated April 2, 2020);
- (ii) costs related to the continuation of group health care benefits during periods of paid sick, medical, or family leave, and insurance premiums;
- (iii) mortgage interest payments (but not mortgage prepayments or principal payments);
- (iv) rent payments;
- (v) utility payments;
- (vi) interest payments on any other debt obligations that were incurred before February 15, 2020; and/or
- (vii) refinancing an SBA Economic Injury Disaster Loan (EIDL) made between January 31, 2020 and April 3, 2020, under the conditions as specified in Section 2.r.vii of the SBA *Interim Final Rule* dated April 2, 2020.

**DISBURSEMENT INSTRUCTIONS:** Borrower understands that no loan proceeds will be disbursed until all of Lender's conditions for making the loan have been satisfied. Please disburse the loan proceeds as follows:

<b>Amount paid to Borrower directly:</b>	\$270,653.00
Westamerica Bank Business Checking Account #	-----
 <b>Note Principal:</b>	 \$270,653.00

**BY SIGNING THIS AUTHORIZATION, BORROWER REPRESENTS AND WARRANTS TO LENDER THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT. THIS AUTHORIZATION IS DATED MAY 07, 2020.**

**BORROWER: ROSS VALLEY CHARTER SCHOOL**

By X Luke Duchene  
Luke Duchene

By X \_\_\_\_\_

By X \_\_\_\_\_

By X \_\_\_\_\_

By X \_\_\_\_\_

By X \_\_\_\_\_



**AUTHORIZATION TO CHARGE ACCOUNT**

Branch Name & Number: SBA PPP Lending	Date: May 07, 2020
Branch Contact's Name:	Branch's Extension:
Automatic Transfer Start Date: December 07, 2020	This <i>Authorization</i> replaces the <i>Authorization</i> dated:

The person requesting this *Authorization to Charge Account* must be a signer on **both** the account being charged **and** the account being credited.

**TRANSFER FROM - (Indicate account to Charge) #: 518137682**

Ownership Type (✓ One):     Personal             Business

Account Name: ROSS VALLEY CHARTER SCHOOL

Account Type (✓ One):     Checking             Savings (not available for revolving lines of credit)

**TRANSFER TO - (Indicate account to Credit) #: 7415009229**

Ownership Type (✓ One):     Personal             Business

Account Name: ROSS VALLEY CHARTER SCHOOL

Account Type (✓ One):     Checking             Savings             Holiday Club

Credit Line             Commercial Loan     Commercial Line of Credit

Real Estate Loan     Installment Loan     Other SBA PPP Loan

**AMOUNT:**

\$ \_\_\_\_\_                                     **The PAYMENT AMOUNT DUE** (for Loans/Lines of Credit)

**FREQUENCY:**

**Deposit Accounts (✓ One):**                                    **Loans/Lines of Credit:**

Once monthly on the \_\_\_\_\_                                     **SCHEDULED PAYMENT DUE DATE.**

Weekly on (circle one) Mon Tue Wed Thurs Fri

Twice monthly on the \_\_\_\_\_ and on the \_\_\_\_\_

                                         (e.g.: the 5<sup>th</sup> and the 20<sup>th</sup>)

**CUSTOMER'S AUTHORIZATION:**

By signing below, I certify that I am an authorized signer on **both** accounts listed above and have the authority to initiate this *Authorization*.

Signature Luke Buchene                                    Date: 05-08-2020

**REVOCAION/CANCELLATION:**

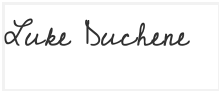
Transfer cancelled by: \_\_\_\_\_ (print customer's name).

Employee receiving cancellation: \_\_\_\_\_ Date: \_\_\_\_\_



TRANSACTION DETAILS	DOCUMENT DETAILS
<b>Reference Number</b> 05ADC2BF-94BC-4859-83DF-DFA0A0B36C38 <b>Transaction Type</b> Signature Request <b>Sent At</b> 05/08/2020 11:46 EDT <b>Executed At</b> 05/08/2020 13:47 EDT <b>Identity Method</b> email <b>Distribution Method</b> email <b>Signed Checksum</b> e a e8 b ace0 5bebaaa e 5 00 d b eaa b acb a 85ed <b>Signer Sequencing</b> D sab ed <b>Document Passcode</b> D sab ed	<b>Document Name</b> 12494090 <b>Filename</b> 12494090.pdf <b>Pages</b> 13 pages <b>Content Type</b> application/pdf <b>File Size</b> 606 KB <b>Original Checksum</b> 5 e e5dd80eea 50 5 d e5ea a5 8 b0 5 d 5 8 0d 5e 8

### SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<b>Name</b> Luke Duchene <b>Email</b> luke.duchene@rossvalleycharter.org <b>Components</b> 20	<b>Status</b> signed <b>Multi-factor Digital Fingerprint Checksum</b> 58b 8 8 d bb 50a d 0d80a a d c5 50 b e eedc e0 de a0 <b>IP Address</b> 76.253.15.214 <b>Device</b> Safari on a Mac <b>Typed Signature</b>  <b>Signature Reference ID</b> 2FA67879	<b>Viewed At</b> 05/08/2020 13:28 EDT <b>Identity Authenticated At</b> 05/08/2020 13:47 EDT <b>Signed At</b> 05/08/2020 13:47 EDT

### AUDITS

TIMESTAMP	AUDIT
05/08/2020 13:47 EDT	Luke Duchene (luke.duchene@rossvalleycharter.org) signed the document on Safari on a Mac from 76.253.15.214
05/08/2020 13:47 EDT	Luke Duchene (luke.duchene@rossvalleycharter.org) authenticated via email on Safari on a Mac from 76.253.15.214
05/08/2020 13:28 EDT	Luke Duchene (luke.duchene@rossvalleycharter.org) viewed the document on Safari on a Mac from 76.253.15.214
05/08/2020 13:26 EDT	Luke Duchene (luke.duchene@rossvalleycharter.org) viewed the document on Chrome Mobile via Android from 209.107.188.68
05/08/2020 12:49 EDT	Luke Duchene (luke.duchene@rossvalleycharter.org) viewed the document on Microsoft Edge via Windows from 108.88.230.29
05/08/2020 12:06 EDT	Luke Duchene (luke.duchene@rossvalleycharter.org) viewed the document on Chrome Mobile via Android from 209.107.188.68
05/08/2020 11:46 EDT	Luke Duchene (luke.duchene@rossvalleycharter.org) was emailed a link to sign
05/08/2020 11:46 EDT	Westamerica Bank (sba.endng2@westamerica.com) created document 12494090.pdf on Chrome via Windows from 64.168.94.26

# **EXHIBIT “J”**

**From:** [Westamerica Bank](#)  
**To:** [conn.hickey@rossvalleycharter.org](mailto:conn.hickey@rossvalleycharter.org)  
**Subject:** Paycheck Protection Program Loan Forgiveness Information  
**Date:** Wednesday, May 13, 2020 11:11:25 AM

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## Paycheck Protection Program

### Loan Forgiveness Information

Westamerica is pleased to have funded an SBA Paycheck Protection Program Loan for your business. Many customers have questions about loan forgiveness, so here are several critical points you should consider now that your loan has been disbursed.

Paycheck Protection Program loan amounts may be forgiven if in the eight weeks following the loan disbursement date you use the proceeds for eligible business expenses, including:

- Payroll Costs, including benefits;
- Interest on mortgage obligations, incurred before February 15, 2020;
- Rent, under lease agreements in force before February 15, 2020; and
- Utilities, for which service began before February 15, 2020.

Loan forgiveness is not automatic. You must submit a request to Westamerica Bank with documentation to verify loan proceeds were used for payroll and mortgage/rent and utilities during the eight week period after your loan funding.

When it's time to apply for loan forgiveness, you will need documentation to verify you spent your loan proceeds on the eligible categories. Make sure you are prepared to provide the following for certification:

- Documents verifying the number of full-time equivalent employees and pay rates.
- Documents showing payments of eligible mortgage interest, rent, and utilities.

We will be providing additional information about how to request loan forgiveness as SBA guidance is issued, so please be sure to check your email for messages sent from



SBA.Lending@westamerica.com. For detailed information on the Paycheck Protection Program, visit [www.sba.gov](http://www.sba.gov).

Sincerely,

Westamerica Bank  
1 (800) 848-1088





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**Our mailing address is:**

Westamerica Bank  
PO Box 1200  
Suisun City, CA 94585

You are receiving this message because you completed a loan application on [www.westamerica.com](http://www.westamerica.com).  
Want to change how you receive these emails? You can [update your preferences](#) or [unsubscribe from this list](#).

*Please do not reply to this message. This account is used for notifications only and it is not monitored. If you would like to contact Westamerica, please call 1-800-848-1088.*

*Westamerica respects your privacy. For a complete description of our privacy policy, go to [www.westamerica.com](http://www.westamerica.com).*

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This email was sent to [conn.hickey@rossvalleycharter.org](mailto:conn.hickey@rossvalleycharter.org)  
[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)  
Westamerica Bank · 4550 Mangels Boulevard · A2H · Fairfield, CA 94534 · USA

# **EXHIBIT “K”**



**RESOLUTION OF THE BOARD OF TRUSTEES  
Ross Valley Charter School  
A California Public Benefit Corporation**

**Board Resolution #2020-05-14**

**ACCEPTANCE OF PAYCHECK PROTECTION PROGRAM LOAN**

WHEREAS, Ross Valley Charter School (“RVC”) is a 501(c)(3) non-profit organization with fewer than 500 employees; and

WHEREAS, RVC received on May 8, 2020 a loan from the Small Business Administration (“SBA”) Paycheck Protection Program (“PPP loan”) in the amount of \$280,563 through Westamerica Bank; and

WHEREAS, applicants for PPP loans must certify to the following statements:

- *The Applicant was in operation on February 15, 2020 and had employees for whom it paid salaries and payroll taxes or paid independent contractors, as reported on Form(s) 1099-MISC.*
- *Current economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant.*
- *The funds will be used to retain workers and maintain payroll or make mortgage interest payments, lease payments, and utility payments, as specified under the Paycheck Protection Program Rule; I understand that if the funds are knowingly used for unauthorized purposes, the federal government may hold me legally liable, such as for charges of fraud.*
- *The Applicant will provide to the Lender documentation verifying the number of full-time equivalent employees on the Applicant’s payroll as well as the dollar amounts of payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities for the eight-week period following this loan.*
- *I understand that loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities for the eight-week period following this loan.*
- *I understand that loan forgiveness will be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities, and not more than 25% of the forgiven amount may be for non-payroll costs.*
- *During the period beginning on February 15, 2020 and ending on December 31, 2020, the Applicant has not and will not receive another loan under the Paycheck Protection Program.*
- *I further certify that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects. I understand that knowingly making a false statement to obtain a guaranteed loan from SBA is punishable under the law, including under 18 USC 1001*

*and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.*

- *I acknowledge that the lender will confirm the eligible loan amount using required documents submitted. I understand, acknowledge and agree that the Lender can share any tax information that I have provided with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of compliance with SBA Loan Program Requirements and all SBA reviews; and*

WHEREAS, on April 23, 2020 the SBA provided, and has subsequently amended, a document titled "Paycheck Protection Program Loans Frequently Asked Questions (FAQs)" (the "Guidance") regarding whether "businesses owned by large companies with adequate sources of liquidity to support the business's ongoing operations qualify for a PPP loan;" and

WHEREAS, the Guidance advises that "all borrowers must assess their economic need for a PPP loan under the standard established by the CARES Act and the PPP regulations at the time of the loan application" and "[a]lthough the CARES Act suspends the ordinary requirement that borrowers must be unable to obtain credit elsewhere (as defined in section 3(h) of the Small Business Act), borrowers still must certify in good faith that their PPP loan request is necessary"; and

WHEREAS, the Guidance advises that applicants pay particular attention to the certification in the PPP loan application regarding "current economic uncertainty" as follows:

- *Specifically, before submitting a PPP application, all borrowers should review carefully the required certification that "[c]urrent economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant." Borrowers must make this certification in good faith, taking into account their current business activity and their ability to access other sources of liquidity sufficient to support their ongoing operations in a manner that is not significantly detrimental to the business.*

WHEREAS, the SBA Guidance also states that there is a safe-harbor available if an applicant repays the loan funds before May 7, as follows:

- *Any borrower that applied for a PPP loan prior to the issuance of this guidance and repays the loan in full by May 7, 2020 will be deemed by SBA to have made the required certification in good faith; and*

WHEREAS, SBA has amended the Guidance to extend this safe harbor period to May 14, as follows:

- *SBA is extending the repayment date for this safe harbor to May 14, 2020. Borrowers do not need to apply for this extension; and*

WHEREAS, SBA has amended the Guidance on May 13, 2020 to clarify the good-faith certification, as follows:

- *SBA, in consultation with the Department of the Treasury, has determined that the following safe harbor will apply to SBA's review of PPP loans with respect to this issue: Any borrower that, together with its affiliates, received PPP loans with an original principal amount of less than \$2 million will be deemed to have made the required certification concerning the necessity of the loan request in good faith, and*

WHEREAS, notwithstanding the updated guidance from the SBA indicating that the "current economic uncertainty" certification is deemed to be made in good faith for all loans below \$2M, RVC meets the requirement that "[c]urrent economic uncertainty makes this loan request necessary to support the ongoing operations of the Applicant" because it faces substantial financial risk due to COVID-19, including but not limited to:

- Preparation for cash deferrals in state funding: The Fiscal Crisis and Management Assistance Team ("FCMAT") is projecting that, due the COVID-19 pandemic, the State is likely, starting in June 2020 and potentially in May 2020, to implement cash deferrals as it did in the last recession.<sup>1</sup> In the event that the State were to defer May and June payments, RVC would need to cover \$347,000 of cash outlays, which would deplete the organization's cash reserves which as of May 13, 2020 were \$125.215;
- Unlike school districts, RVC does not have access to county treasurer Tax Revenue Anticipation Notes, at very low interest rates, or the authorization to propose a parcel tax to increase revenue.
- Ross Valley Charter (RVC) has no current lines of credit. This school year, 2019-2020, is its first year of self-sustaining operations, and therefore given the increasing likelihood of a severe, multi-year deep recession or depression forecasted by FCMAT, with uncertain future state funding and enrollment, it is *highly unlikely* that any commercial bank is going to provide loans in a timely fashion that are of sufficient size to support ongoing operations.
- RVC's only other option for working capital would be receivables sale ("factoring loans"). During the last recession, factoring loans made available to charter schools, but they were at fees that were large enough, sometimes 100% annualized, to be significantly detrimental to their borrowers' businesses. As the recession deepens, and lending risks increase, these very high rates are likely to increase. If such a situation were to occur RVC would need to keep buying new factored loans on future state revenue as current state revenue is used to pay off previous factored loans, driving RVC deeper and deeper into the red to pay the fees that apply to each loan. This inevitably has a significantly detrimental effect on the RVC's educational operations. In addition, these institutions could go bankrupt themselves which would like result in a permanent loss of access to RVS's own receivables that were the collateral for these loans.
- Unlike district schools in Marin, RVC has no access to parcel taxes. For example, RVC is located in the Ross Valley Elementary School District, which has a parcel tax that brings in an excess of \$2,000 per student. If RVC had the same per-student

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<sup>1</sup> FCMAT Fiscal Alert, April 2020, "Effective Cash Management During Uncertain Times"

additional parcel tax revenue, that would mean more than \$400,000 in additional revenue every year. Most Marin district schools have similar or larger per pupil parcel tax revenues.

- RVC has no access to facilities bond revenues which districts in Marin use to fund their facilities.
- If district schools face bankruptcy, they are supported by state and county resources. If charter schools face insolvency, they are closed. This is an important factor in RVC not having access to private lending facilities during a severe recession when state revenues are falling.

WHEREAS, RVC has worked tirelessly with its back-office provider over the COVID-19 crisis to conduct a detailed cash flow projection for the next several months and into the 2020-21 school year that validates the assertions made above and specifically the borrowing need given the rapid decline in non-state revenues in 2019-20; and

WHEREAS, RVC was in operation on February 15, 2020 and had employees for whom it paid salaries and payroll taxes or paid independent contractors, as reported on Form(s) 1099-MISC; and

WHEREAS, the Board of Trustees has determined in good faith that the current economic uncertainty makes the federal Paycheck Protection Program loan necessary to support the ongoing operations of RVC; and

WHEREAS, the funds will be used to retain workers and maintain payroll or make mortgage interest payments, lease payments, and utility payments as specified under the Paycheck Protection Program Rule; and

WHEREAS, other revenue received during the months of May, June and July will be used for other purposes and to replenish RVC reserves; and

WHEREAS, RVC will provide to Westamerica Bank documentation verifying the number of full-time equivalent employees on the RVC's payroll as well as the dollar amounts of payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities for the eight-week period following this loan; and

WHEREAS, RVC understands that loan forgiveness is expected to be provided for the sum of documented payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities, and not more than 25% of the forgiven amount may be for non-payroll costs; and

WHEREAS, RVC understands that during the period beginning on February 15, 2020 and ending on December 31, 2020, it has not and will not receive another loan under the Paycheck Protection Program; and

WHEREAS, RVC staff has certified that the information provided in its application and the information provided in all supporting documents and forms is true and accurate in all material respects; and

WHEREAS, RVC has taken into account its current business activity and its ability to access other sources of liquidity sufficient to support our ongoing operations in a manner that is not significantly detrimental to the business; now, therefore, be it

Resolved by the Board of Trustees of Ross Valley Charter School, That Ross Valley Charter School meets all requirements of the PPP certifications; and be it further

Resolved by the Board of Trustees of Ross Valley Charter School, That Ross Valley Charter School has been properly awarded \$270,653 in the PPP loan; and be it further

Resolved by the Board of Trustees of Ross Valley Charter School, that RVC shall not return the funds awarded through the PPP loan prior to May 14, 2020; and be it further

Resolved by the Board of Trustees of Ross Valley Charter School, That the funds awarded through the PPP loan are hereby authorized to be used in a manner consistent with the terms of the Paycheck Protection Program Rules;

And be it further resolved that Luke Duchene, School Director, was authorized at the April 23, 2020 board meeting to enter into the Paycheck Protection Program Agreement and the agreement will bind the Corporation. Specifically, but without limitation, such authorized person(s) are authorized, empowered and directed to do the following for and on behalf of the Corporation:

- **Borrow Money.** To borrow, from Westamerica Bank (Lender) on such terms of the Paycheck Protection Program Note between the Corporation and Lender, such sum of money borrowed; not to exceed the amount of two hundred seventy thousand six hundred fifty-three 00/100 dollars(\$270,653.00).
- **Execute Note.** To execute and deliver to Lender the Paycheck Protection Program note.

Luke Duchene, School Director and President, is duly elected, appointed, or employed by or for the Corporation. This Resolution now stands of record on the books of the Corporation, is in full force and effect, and has not been modified or revoked in any manner whatsoever.

The Corporation has no corporate seal, and therefore, no seal is affixed to this Resolution.

Any and all acts authorized pursuant to this Resolution and performed prior to the passage of this Resolution are hereby ratified and approved. This Resolution shall remain in full force and effect and Lender may rely on it until written notice of its revocation shall have been delivered to and received by Lender at Lender's address shown above (or such addresses as Lender may designate from time to time). Any such notice shall not affect any of the Corporation's agreements or commitments in effect at the time notice is given.

Further resolved by the Board of Trustees of Ross Valley Charter School, that the School Director of Ross Valley Charter School is hereby instructed to further review guidance relating to the PPP as it is released by the SBA and is hereby authorized to take appropriate steps, including the return of the funds, if changes to the Guidelines cause Ross Valley Charter School to no longer meet the program requirements.





# **EXHIBIT “L”**

**May 20 email to RVC Families**

**Further Explanation of RVC's Acceptance of the PPP Loan**

RVC Families,

I informed our school community on Sunday that we qualified for and accepted a PPP loan (which was part of the CARES Act stimulus bill). Our acceptance of this loan was not a decision we took lightly. I want to walk you through our process that led us to taking this loan.

Our board chose to pursue a PPP loan as we saw how dire this situation was for our school if we did not have access to funding to deal with the impact of this economic crisis. In the first round of funding we did not get a loan offer (the funding ran out), but in the second round we did. Before committing to signing the loan documents we consulted with our bank, outside lenders, and our lawyers about this loan and how it applies to our school specifically. I shared the news with our State Oversight in the California Department of Education, and they took no issue with us accepting the loan.

But, some have taken issue with our school's decision to accept this loan. Further, there is an organized group who used to post negative comments about our school on social media (in past years), which all but disappeared over the last year. This group seems to have reconstituted and started posting on Facebook and Next Door two days ago stating that we should not have taken this loan.

Many of the posts seem to compare our situation to that of other local districts. They are not the same, for reasons outlined below.

What did we consider as part of our decision to accept this loan?

- Three weeks ago, our state financial regulator directed all public schools to create additional, emergency cash reserves, to protect against state deferrals of our revenue, which the Governor just announced will start next month, and which in the last recession grew in length to 5 full months of deferrals.
- Charter schools are public schools which operate as non-profit organizations, and are therefore qualified to apply and receive funding through the PPP.
- If charter schools run out of money, they close. If school districts run out of money, they still remain open.
- Charter schools have expenses that district schools don't have, like paying monthly rent (for us this amounts to almost \$200,000 per year).
- Parcel taxes in our community do not include our school (they could have, but we were not written into the parcel tax), so we don't receive those funds (even though our families pay the tax). In RVSD, that amounts to approximately \$2,040 per student annually. If RVC received that amount per local student, it would amount to \$270,000 every year, the exact amount of our one-time loan.
- RVC, like many non-profit organizations, applied for and received the PPP. We have continued to pay all our employees, including aides, enrichment teachers, and aftercare workers, through the end of the school year.
- Our government funding already doesn't cover all of our bills. That is why we fundraise. Our fundraising effectively stopped on March 15 when the shelter-in-place order went into effect, which leads to a loss of about \$30,000 in funding.
- RVC is in its third school year, and we have been working to build our reserves to be prepared for challenging financial times. Before this crisis hit we were doing fine with about 45 days of cash on hand.
- The next several years are going to be painful for all public schools. One of the typical things that the state does to weather situations like this is to defer its monthly payments to schools. The Governor has already announced that payments normally made in June will not be paid in July and this is just the beginning. We need to ensure that our school is well-positioned, with healthy

reserves, to weather these deferrals, which in the last recession grew in length to five full months of deferrals. Without a loan, we will not be able to make payroll when the deferrals exceed 45 days.

- These deferrals for other local public Marin Schools (non-charter) are managed by getting low interest TRAN loans from the County Treasurer. Unfortunately, charter schools may not access these low interest loans. If we could, then we would not have to be as concerned about these deferrals that are coming.
- We are a small, not-for-profit business, and we are exactly the kind of operation that these loans were meant to help keep in business and pay their employees in times of cash shortages. There is still money available for those who are applying for these loans. We wish for all businesses, and not-for-profits, that need these funds to get them. I know many local businesses did in fact get this loan, as well as non-profits (like St. Rita's Church).

Regarding what is happening on social media, I myself have a policy of not posting or responding on social media to any of the claims 'stand' has made about our school in the past (I don't have a Facebook, Next Door, or Instagram account which helps). I did go against this policy (using Lauren's account, but making it clear that it was me posting) to stick up for our school (especially when they attacked our diversity and made up false claims about how we serve kids, including incorrect data about our test scores). I then stepped out of the conversation, but I have heard that they are continuing, and trying to expand their reach. My advice is to not engage in commenting on this online. It only makes them post more. If you do post, please take the high road and model civil discourse (even when others aren't). As a note, no one from this organization has reached out to our school to understand our circumstance for taking the loan, which they could have easily done.

I know this is already a stressful time, and we had hoped that taking this loan would allow us to have less stress about our immediate and nearterm survivability. But, I do acknowledge that some of you have valid questions about our decision and I hope that there is some deeper understanding of our circumstances and why we chose to accept this loan.

Please, if you have questions, comments, or concerns, reach out to me, or our board chair, Sharon Sagar ([sharon.sagar@rossvalleycharter.org](mailto:sharon.sagar@rossvalleycharter.org)).

In Community,

Luke

# **EXHIBIT “M”**

**May 17 email to Parents  
Our Finances - Weathering the Storm**

As a public school, we are funded mainly by the State of California, with some additional money coming from the Federal Government and our Family Giving Campaign (and other smaller fundraisers).

Our first two years (as is the case for most startups) were tight financially. As we entered into this third year we were on solid ground with a decent (and growing) financial reserve.

As is the case for nearly every person, family, and institution, our financial picture changed with the realities of COVID-19, and has brought great uncertainty about the present and future.

With memories of the Great Recession with deep budget cuts and delayed funding to schools (school funding had officially "recovered" from the cuts of 11 years ago this past year), our board, business official (Conn Hickey), and I sprang into action to shore up our finances and plan for the future.

Our first step was to revise our budget to expect drastic spending cuts. Not only are funding cuts looming in the future, we have lost out on about \$30,000 in Family Giving (that normally comes in at the end of the school year). As a Charter School we, unfortunately, do not have access to financial tools available to districts that allow them to keep paying bills even when they have not received funding from the State. This is also a very difficult time to secure any loans. Our reserves were no longer enough to weather the storm. We were looking at the possibility of immediate cuts to deal with this reality.

With deeper need realized, our board authorized us to look into approval for a Payroll Protection (PPP) Loan (authorized by the CARES Act). We were pleased to find that (as a non-profit) we qualified for this program, and two weeks ago we were approved for a loan. Last week we accepted the loan.

This has been a big relief. While we still have anxiety about the future (as we all do), we have less stress about the present and can better prepare for what's to come.

In Community

Luke

# **EXHIBIT “N”**



Ross Valley Elementary School District  
Supporting Documents.

accs-feb21item03  
Attachment 8  
Page 104 of 164

**From:** [SBEOVERSIGHT](#)  
**To:** [Matthew Huddleston](#)  
**Cc:** [Carrie Lopes](#)  
**Subject:** FW: [EXTERNAL] Re: Paycheck Protection Program Loans  
**Date:** Tuesday, June 16, 2020 2:42:15 PM  
**Attachments:** [Board Approved 042320 Board Mtg Minutes.pdf](#)

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**From:** Luke Duchene <luke.duchene@rossvalleycharter.org>  
**Sent:** Tuesday, June 16, 2020 1:42 PM  
**To:** SBEOVERSIGHT <SBEOVERSIGHT@cde.ca.gov>  
**Cc:** Matthew Huddleston <MHuddleston@cde.ca.gov>  
**Subject:** [EXTERNAL] Re: Paycheck Protection Program Loans

SBE Oversight,

Ross Valley Charter received a Payroll Protection Program loan in the amount of \$270,653.00. Attached are the meeting minutes from our 4/23 board meeting which authorized the receipt of this loan.

Please let me know if you have any questions.

Warmly,

Luke

**Luke Duchene** (he/him/his)  
School Director

Mobile:

[REDACTED]

Office: 41  
5-534-6970



I'd love to connect. [Here's my calendar link](#) to make finding time easy.

**CONFIDENTIAL INFORMATION:**

This email is for the sole use of the designated recipient(s) with a legitimate interest and may contain legally confidential information protected by the Family Education Act (FERPA) 20 USC 1232g. Any unauthorized review, use, distribution or disclosure is strictly prohibited. If you are not the intended recipient, please contact the sender by reply mail and destroy all copies of the original message. This email cannot be produced for a records request.

On Tue, Jun 16, 2020 at 1:18 PM Matthew Huddleston <[MHuddleston@cde.ca.gov](mailto:MHuddleston@cde.ca.gov)> wrote:

Charter Team,

The California Department of Education is asking all State Board of Education-authorized charter schools to report the amount of any Paycheck Protection Program loans received. Please send the loan amount, and the minutes of the governing board meeting which approved the receipt of the loan, to [sbeoversight@cde.ca.gov](mailto:sbeoversight@cde.ca.gov) by close of business on **July 1**.

If your charter did not apply for the Federal PPP loan, please respond as such.

Matt Huddleston

Education Programs Specialist

SBE Oversight Unit

CA Dept. of Education

916-323-5833

# **EXHIBIT “O”**



### **April 20, 2020 Budget Draft Key Assumptions:**

What follows is a four year budget with the following assumptions.

1. 2019-20 revenues remain as budgeted. This budget includes some state and federal aid for COVID 19. \$3K state money for uses related to COVID19 and \$8,000 from CARES Act. ADA is actual P2.
2. 2020-21 state LCFF cola is reduced by 5%, and cola for the next four years is zero. This is the current EdTec recommendation. Eric Premack of CSDC is recommending budgeting between zero and minus 10-20%. At minus 10%, many large school districts will likely fail, unless legislature suspends requirement to provide pink slips to tenured teachers by March 15.
3. 2020-25 salaries have no increase.
4. Non-Compensation expense rise at 1.5% per year, except health insurance costs to RVC which go up 4% per year.
5. Assumes enrollment of 215 next year and 222 the year after in 9 classrooms. ADA% is 95%, This year we closed at 94.88%, up from 94.14 in 18-19.
6. Assumes two new teachers starting next year, each earning \$68K per year with health benefits
7. No Spanish teachers (saves around \$12K per year) but art and music continue as is. There is \$51 budgeted for classroom aids, which is two classroom special education aids and two math aids, which is what we have now.
8. It includes a new expense line called Director's Contingency (Account # 5826) of \$10k, \$40, \$40K, \$30K, and \$30K in the 5 out years to fund surprises like further cola reductions. 2% additional cola reduction is around \$35K
9. The budget assumes a \$300,000 PCSD loan to fund a \$300,000 ADA project, depreciated over 8 years. There is also a 4%, 3 year amortizing \$100K loan assumed at the end of 2023-24 to pay off the PCSD loan and keep our cash flow positive in 2024-25. The elements of the project have now been estimated and \$300K seems to be a reasonable cap.
10. The resulting forecast retains a 12% minimum reserve throughout the 6 years.

The various rate assumptions are on page 9 below and the cash flow starts on page 11.

Ross Valley Elementary School District  
Supporting Documents.

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**Ross Valley Charter School**  
**Multi-year Projection**  
**As of Mar FY2020**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<b>SUMMARY</b>						
<b>Revenue</b>						
LCFF Entitlement	1,614,981	1,711,514	1,755,252	1,750,352	1,748,366	1,745,882
Federal Revenue	45,000	41,125	43,875	44,750	44,750	44,750
Other State Revenues	144,236	163,546	169,219	169,442	169,550	169,550
Local Revenues	148,489	209,193	209,193	209,193	209,193	209,193
Fundraising and Grants	180,525	203,800	210,240	210,240	210,240	210,240
<b>Total Revenue</b>	<b>2,133,231</b>	<b>2,329,178</b>	<b>2,387,779</b>	<b>2,383,977</b>	<b>2,382,099</b>	<b>2,379,615</b>
<b>Expenses</b>						
Compensation and Benefits	1,518,231	1,619,341	1,620,226	1,624,468	1,628,879	1,623,731
Books and Supplies	21,390	30,943	29,715	30,100	30,492	30,889
Services and Other Operating Expenditures	526,638	614,964	656,706	669,056	671,800	684,916
Depreciation	5,015	41,738	44,863	44,863	41,576	38,280
Other Outflows	-	14,220	4,976	4,257	3,856	3,311
<b>Total Expenses</b>	<b>2,071,274</b>	<b>2,321,205</b>	<b>2,356,485</b>	<b>2,372,743</b>	<b>2,376,602</b>	<b>2,381,127</b>
<b>Operating Income</b>	<b>61,957</b>	<b>7,973</b>	<b>31,293</b>	<b>11,234</b>	<b>5,496</b>	<b>(1,513)</b>
<b>Fund Balance</b>						
Beginning Balance (Unaudited)	204,167	266,124	274,097	305,390	316,624	322,120
Audit Adjustment						
Beginning Balance (Audited)	204,167	266,124	274,097	305,390	316,624	322,120
Operating Income	61,957	7,973	31,293	11,234	5,496	(1,513)
<b>Ending Fund Balance</b>	<b>266,124</b>	<b>274,097</b>	<b>305,390</b>	<b>316,624</b>	<b>322,120</b>	<b>320,608</b>
<b>Total Revenue Per ADA</b>	11,615	11,404	11,322	11,304	11,295	11,283
<b>Total Expenses Per ADA</b>	11,278	11,365	11,173	11,251	11,269	11,290
<b>Operating Income Per ADA</b>	337	39	148	53	26	(7)
<b>Fund Balance as a % of Expenses</b>	13%	12%	13%	13%	14%	13%

**Ross Valley Charter School**  
**Multi-year Projection**  
**As of Mar FY2020**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<b>Key Assumptions</b>						
<b>Enrollment Breakdown</b>						
TK	10	13	-	6	6	6
K	27	36	36	30	30	30
1	31	32	36	36	36	36
2	35	34	36	36	36	36
3	29	41	36	36	36	36
4	29	32	39	39	39	39
5	34	28	39	39	39	39
<b>Total Enrolled</b>	<b>195</b>	<b>215</b>	<b>222</b>	<b>222</b>	<b>222</b>	<b>222</b>
<b>ADA %</b>						
K-3	93.7%	95.0%	95.0%	95.0%	95.0%	95.0%
4-6	95.3%	95.0%	95.0%	95.0%	95.0%	95.0%
<b>Average ADA %</b>	<b>94.2%</b>	<b>95.0%</b>	<b>95.0%</b>	<b>95.0%</b>	<b>95.0%</b>	<b>95.0%</b>
<b>ADA</b>						
K-3	124	147	137	137	137	137
4-6	60	57	74	74	74	74
<b>Total ADA</b>	<b>184</b>	<b>204</b>	<b>211</b>	<b>211</b>	<b>211</b>	<b>211</b>
<b>Demographic Information</b>						
CALPADS Enrollment (for unduplicated % calc)	193	215	222	222	222	222
# Unduplicated (CALPADS)	63	62	65	62	60	60
# Free & Reduced Lunch (CALPADS)	55	61	63	63	63	63
# ELL (CALPADS)	33	37	38	38	38	38
New Students	35	22	7	-	-	-
<b>School Information</b>						
FTE's	18.7	19.6	19.5	19.5	19.5	19.5
Teachers	10	11	11	11	11	11
Certificated Pay Increases		0%	0%	0%	0%	0%
Classified Pay Increases		0%	0%	0%	0%	0%
# of school days	179	179	179	179	179	179
Default Expense Inflation Rate		2%	2%	2%	2%	2%

Ross Valley Elementary School District  
Supporting Documents.

**Ross Valley Charter School**  
**Multi-year Projection**  
**As of Mar FY2020**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>	
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	
<b>REVENUE</b>							
<b>LCFF Entitlement</b>							
8011	Charter Schools General Purpose Entitlement - State Aid	1,412,910	1,507,264	1,544,352	1,539,452	1,537,466	1,534,982
8012	Education Protection Account Entitlement	36,732	40,850	42,180	42,180	42,180	42,180
8019	State Aid - Prior Years	45	-	-	-	-	-
8096	Charter Schools in Lieu of Property Taxes	165,294	163,400	168,720	168,720	168,720	168,720
	<b>SUBTOTAL - LCFF Entitlement</b>	<b>1,614,981</b>	<b>1,711,514</b>	<b>1,755,252</b>	<b>1,750,352</b>	<b>1,748,366</b>	<b>1,745,882</b>
<b>Federal Revenue</b>							
8181	Special Education - Entitlement	20,000	24,125	26,875	27,750	27,750	27,750
8291	Title I	15,000	15,000	15,000	15,000	15,000	15,000
8293	Title III	2,000	2,000	2,000	2,000	2,000	2,000
8296	COVID funds 80% 19-20 Titile 1	8,000	-	-	-	-	-
	<b>SUBTOTAL - Federal Revenue</b>	<b>45,000</b>	<b>41,125</b>	<b>43,875</b>	<b>44,750</b>	<b>44,750</b>	<b>44,750</b>
<b>Other State Revenue</b>							
8319	Other State Apportionments - Prior Years	-	-	-	-	-	-
8381	Special Education - Entitlement (State)	98,809	112,746	116,417	116,417	116,417	116,417
8550	Mandated Cost Reimbursements	2,597	3,168	3,619	3,843	3,950	3,950
8560	State Lottery Revenue	39,708	44,160	45,597	45,597	45,597	45,597
8590	All Other State Revenue	3,122	3,472	3,585	3,585	3,585	3,585
	<b>SUBTOTAL - Other State Revenue</b>	<b>144,236</b>	<b>163,546</b>	<b>169,219</b>	<b>169,442</b>	<b>169,550</b>	<b>169,550</b>
<b>Local Revenue</b>							
8660	Interest	1,500	1,500	1,500	1,500	1,500	1,500
8676	After School Program Revenue	138,500	192,000	192,000	192,000	192,000	192,000
8693	Field Trip Donations	-	8,693	8,693	8,693	8,693	8,693
8699	All Other Local Revenue	1,489	-	-	-	-	-
8701	All Script	7,000	7,000	7,000	7,000	7,000	7,000
	<b>SUBTOTAL - Local Revenue</b>	<b>148,489</b>	<b>209,193</b>	<b>209,193</b>	<b>209,193</b>	<b>209,193</b>	<b>209,193</b>
<b>Fundraising and Grants</b>							
8801	Donations - Family	132,600	146,200	150,960	150,960	150,960	150,960
8802	Donations - Private	6,000	6,000	6,000	6,000	6,000	6,000
8803	Fundraising	-	-	-	-	-	-

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**Ross Valley Charter School**  
**Multi-year Projection**  
**As of Mar FY2020**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
8804 Fundraising - Fund Development	-	-	-	-	-	-
8811 Net Readathon Revenue	37,050	40,850	42,180	42,180	42,180	42,180
8812 Net Auction Revenue	4,875	10,750	11,100	11,100	11,100	11,100
<b>SUBTOTAL - Fundraising and Grants</b>	<b>180,525</b>	<b>203,800</b>	<b>210,240</b>	<b>210,240</b>	<b>210,240</b>	<b>210,240</b>
<b>TOTAL REVENUE</b>	<b>2,133,231</b>	<b>2,329,178</b>	<b>2,387,779</b>	<b>2,383,977</b>	<b>2,382,099</b>	<b>2,379,615</b>



Ross Valley Elementary School District  
Supporting Documents.

**Ross Valley Charter School**  
**Multi-year Projection**  
**As of Mar FY2020**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<b>EXPENSES</b>						
<b>Compensation &amp; Benefits</b>						
<b>Certificated Salaries</b>						
1100 Teachers Salaries	660,748	714,630	714,630	714,630	714,630	714,630
1103 Teacher - Substitute Pay	6,591	8,250	8,250	8,250	8,250	8,250
1148 Teacher - Special Ed	109,980	109,980	109,980	109,980	109,980	109,980
1200 Certificated Pupil Support Salaries	35,419	34,632	34,632	34,632	34,632	34,632
1300 Certificated Supervisor & Administrator Salaries	112,200	112,200	112,200	112,200	112,200	112,200
<b>SUBTOTAL - Certificated Salaries</b>	<b>924,938</b>	<b>979,692</b>	<b>979,692</b>	<b>979,692</b>	<b>979,692</b>	<b>979,692</b>
<b>Classified Salaries</b>						
2101 Classified - Electives	69,100	63,770	61,995	61,995	61,995	61,995
2103 Classified - Classroom Aides	64,415	51,737	51,737	51,737	51,737	51,737
2300 Classified Supervisor & Administrator Salaries	54,863	59,850	59,850	59,850	59,850	59,850
2400 Classified Clerical & Office Salaries	43,000	44,000	44,000	44,000	44,000	44,000
2905 Other Classified - After School	36,495	51,810	51,810	51,810	51,810	51,810
2930 Custodian	24,600	24,600	24,600	24,600	24,600	24,600
<b>SUBTOTAL - Classified Salaries</b>	<b>292,472</b>	<b>295,767</b>	<b>293,992</b>	<b>293,992</b>	<b>293,992</b>	<b>293,992</b>
<b>Employee Benefits</b>						
3100 STRS	157,935	180,263	177,324	177,324	177,324	177,324
3300 OASDI-Medicare-Alternative	35,869	36,832	36,696	36,696	36,696	36,696
3400 Health & Welfare Benefits	80,359	100,260	106,038	110,279	114,690	119,278
3500 Unemployment Insurance	12,050	11,222	11,201	11,201	11,201	1,466
3600 Workers Comp Insurance	14,609	15,306	15,284	15,284	15,284	15,284
<b>SUBTOTAL - Employee Benefits</b>	<b>300,822</b>	<b>343,882</b>	<b>346,543</b>	<b>350,784</b>	<b>355,195</b>	<b>350,048</b>
<b>Books &amp; Supplies</b>						
4100 Approved Textbooks & Core Curricula Materials	1,370	1,075	1,127	1,144	1,161	1,178
4200 Books & Other Reference Materials	-	1,505	1,577	1,601	1,625	1,649
4320 Educational Software	500	1,000	1,015	1,030	1,046	1,061
4325 Instructional Materials & Supplies	2,000	4,300	4,507	4,574	4,643	4,712
4326 Art & Music Supplies	1,000	1,500	1,523	1,545	1,569	1,592

Ross Valley Elementary School District  
Supporting Documents.

**Ross Valley Charter School**  
**Multi-year Projection**  
**As of Mar FY2020**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
4330 Office Supplies	1,500	2,000	1,200	1,218	1,236	1,255
4335 PE Supplies	-	360	365	371	376	382
4346 Teacher Supplies	3,200	4,000	4,000	4,000	4,000	4,000
4410 Classroom Furniture, Equipment & Supplies	120	2,000	1,000	1,015	1,030	1,046
4420 Computers: individual items less than \$5k	-	1,500	1,523	1,545	1,569	1,592
4430 Non Classroom Related Furniture, Equipment & Supplies	1,000	1,000	1,015	1,030	1,046	1,061
4710 Student Food Services	10,500	10,500	10,658	10,817	10,980	11,144
4720 Other Food	200	203	206	209	212	215
<b>SUBTOTAL - Books and Supplies</b>	<b>21,390</b>	<b>30,943</b>	<b>29,715</b>	<b>30,100</b>	<b>30,492</b>	<b>30,889</b>

**Services & Other Operating Expenses**

5200 Travel & Conferences	250	1,000	1,015	1,030	1,046	1,061
5300 Dues & Memberships	1,800	1,827	1,854	1,882	1,910	1,939
5450 Insurance - Other	21,000	21,315	22,168	23,054	23,976	24,936
5515 Janitorial, Gardening Services & Supplies	2,500	2,538	2,576	2,614	2,653	2,693
5525 Utilities - Waste	4,400	4,466	4,533	4,601	4,670	4,740
5535 Utilities - PGE & Sewer	12,000	15,500	15,733	15,968	16,208	16,451
5605 Equipment Leases	4,500	4,568	4,636	4,706	4,776	4,848
5610 Rent	168,980	187,625	193,254	199,051	205,023	211,174
5615 Repairs and Maintenance - Building	3,000	5,125	5,202	5,280	5,359	5,439
5803 Accounting Fees	12,600	13,600	13,804	14,011	14,221	14,435
5805 SELPA and other administrative Fees	3,780	4,267	4,472	4,539	4,607	4,676
5812 Business Services	65,025	67,626	70,331	73,144	76,070	79,113
5824 CDE Oversight Fees	16,150	17,115	17,553	17,504	17,484	17,459
5826 Directors Contingency	-	10,000	40,000	40,000	30,000	30,000
5828 Aftercare Expenses	7,400	1,025	1,040	1,056	1,072	1,088
5829 After school Enrichment Program	82,000	120,000	120,000	120,000	120,000	120,000
5830 Field Trips Expenses	800	15,595	15,829	16,066	16,307	16,552
5836 Fingerprinting	-	200	203	206	209	212
5843 Interest - Loans	1,000	900	-	-	-	-
5845 Legal Fees	5,000	5,075	5,151	5,228	5,307	5,386
5851 Marketing and Student Recruiting	15,500	15,733	15,968	16,208	16,451	16,698
5854 Counselling Contracting	5,890	14,700	14,921	15,144	15,371	15,602
5855 MH SPED Contractors	5,000	5,075	5,151	5,228	5,307	5,386
5857 Payroll Fees	3,240	3,289	3,338	3,388	3,439	3,490
5861 Prior Yr Exp (not accrued)	13,259	5,000	5,075	5,151	5,228	5,307
5863 Professional Development	9,000	15,000	15,225	15,453	15,685	15,920

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**Ross Valley Charter School**  
**Multi-year Projection**  
**As of Mar FY2020**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
5869 Special Education Contract Instructors	43,000	35,255	35,784	36,321	36,865	37,418
5875 Staff Recruiting	1,300	700	711	721	732	743
5880 Student Health Services	1,200	1,218	1,236	1,255	1,274	1,293
5881 Student Information System	3,664	3,719	3,775	3,831	3,889	3,947
5887 Technology Services	2,000	4,100	4,162	4,224	4,287	4,352
5910 Communications - Internet / Website Fees	5,000	5,075	5,151	5,228	5,307	5,386
5915 Postage and Delivery	400	645	676	686	696	707
5920 Communications - Telephone & Fax	6,000	6,090	6,181	6,274	6,368	6,464
<b>SUBTOTAL - Services &amp; Other Operating Exp.</b>	<b>526,638</b>	<b>614,964</b>	<b>656,706</b>	<b>669,056</b>	<b>671,800</b>	<b>684,916</b>
<b>Depreciation Expense</b>						
6900 Depreciation	5,015	41,738	44,863	44,863	41,576	38,280
<b>SUBTOTAL - Depreciation Expense</b>	<b>5,015</b>	<b>41,738</b>	<b>44,863</b>	<b>44,863</b>	<b>41,576</b>	<b>38,280</b>
<b>Other Outflows</b>						
7438 Long term debt - Interest	-	14,220	4,976	4,257	3,856	3,311
<b>SUBTOTAL - Other Outflows</b>	<b>-</b>	<b>14,220</b>	<b>4,976</b>	<b>4,257</b>	<b>3,856</b>	<b>3,311</b>
<b>TOTAL EXPENSES</b>	<b>2,071,274</b>	<b>2,321,205</b>	<b>2,356,485</b>	<b>2,372,743</b>	<b>2,376,602</b>	<b>2,381,127</b>

Ross Valley Elementary School District  
Supporting Documents.

**Ross Valley Charter School**  
**2019-20**  
**As of Mar FY2020**

	Year 1 2019-20	Year 2 2020-21	Year 3 2021-22	Year 4 2022-23	Year 5 2023-24	Year 6 2024-25	Driver/ Rate Type
<b>Revenues and related expenses</b>							
<b>Statewide LCFF Assumptions</b>							
LCFF COLA	3.26%	-5.00%	0.00%	0.00%	0.00%	0.00%	
TK-3 LCFF Base	7,702	7,317	7,317	7,317	7,317	7,317	
4-6 LCFF Base	7,818	7,427	7,427	7,427	7,427	7,427	
TK-3 Gr Span Adj	801	761	761	761	761	761	
<b>School LCFF Assumptions</b>							
LCFF per ADA	8,793	8,380	8,323	8,299	8,290	8,278	
ILPT per ADA	900	800	800	800	800	800	
Unduplicated Pupil % (3 year avg)	31.04%	30.63%	30.16%	28.68%	28.08%	27.33%	
District UPP	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	
<b>Other Federal and State Revenues</b>							
EDCOE SELPA Federal Rate	125.00	125.00	125.00	125.00	125.00	125.00	Prior Year Enrollment
EDCOE SELPA State Rate	538.00	552.00	552.00	552.00	552.00	552.00	ADA
Mandated Cost Reimbursements: K-8	16.86	17.25	17.72	18.22	18.73	18.73	Prior Year Enrollment
Mandated Cost Reimbursements: 9-12	46.87	47.94	49.24	50.63	52.06	52.06	Prior Year Enrollment
State Lottery Unrestricted	153.00	153.00	153.00	153.00	153.00	153.00	ADA
State Lottery Restricted	54.00	54.00	54.00	54.00	54.00	54.00	ADA
<b>Fees</b>							
Authorizer Fees	1.00%	1.00%	1.00%				% of LCFF
Special Education Encroachment Fees		0.00	0.00				
<b>Payroll</b>							
<b>Annual Pay Increase</b>							
Certificated		0.00%	0.00%	0.00%	0.00%	0.00%	
Classified		0.00%	0.00%	0.00%	0.00%	0.00%	
<b>Benefits</b>							
STRS	17.10%	18.40%	18.10%	18.10%	18.10%	18.10%	% of eligible payroll
Social Security	6.20%	6.20%	6.20%	6.20%	6.20%	6.20%	% of eligible payroll
Medicare	1.45%	1.45%	1.45%	1.45%	1.45%	1.45%	% of total payroll
H&W average annual increase		4.00%	4.00%	4.00%	4.00%	4.00%	



Ross Valley Elementary School District  
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**Ross Valley Charter School**  
**Monthly Cash Forecast**  
**As of Mar FY2020**

	2019-20													Remaining Balance
	Actuals & Forecast													
	Jul Actuals	Aug Actuals	Sep Actuals	Oct Actuals	Nov Actuals	Dec Actuals	Jan Actuals	Feb Actuals	Mar Actuals	Apr Forecast	May Forecast	Jun Forecast	Forecast	
<b>Beginning Cash</b>	<b>311,734</b>	<b>330,622</b>	<b>284,859</b>	<b>203,981</b>	<b>237,662</b>	<b>215,668</b>	<b>179,614</b>	<b>131,952</b>	<b>132,868</b>	<b>136,233</b>	<b>138,722</b>	<b>250,817</b>		
<b>REVENUE</b>														
LCFF Entitlement	-	65,657	65,612	125,803	118,101	118,101	118,101	129,627	-	285,845	262,727	138,757	1,614,981	186,650
Federal Revenue	-	-	-	-	-	-	-	-	-	25,167	4,917	667	45,000	14,250
Other State Revenue	4,000	4,000	7,201	7,201	7,201	9,798	7,201	8,180	20,332	5,685	20,314	11,076	144,236	32,047
Other Local Revenue	816	26,906	8,411	37,139	10,354	19,525	25,599	17,500	164,217	(168,247)	11,406	(5,135)	148,489	-
Fundraising & Grants	1,289	166	14,401	46,123	38,814	22,836	5,822	49	45,783	3,635	10,801	6,408	180,525	(15,600)
<b>TOTAL REVENUE</b>	<b>6,105</b>	<b>96,729</b>	<b>95,626</b>	<b>216,266</b>	<b>174,470</b>	<b>170,260</b>	<b>156,722</b>	<b>155,356</b>	<b>230,332</b>	<b>152,084</b>	<b>310,165</b>	<b>151,772</b>	<b>2,133,231</b>	<b>217,347</b>
<b>EXPENSES</b>														
Certificated Salaries	66,530	73,568	78,505	79,400	80,890	77,110	77,544	81,272	42,128	105,955	82,020	80,017	924,938	-
Classified Salaries	519	6,691	32,344	35,316	27,116	24,418	24,824	27,923	13,290	34,852	34,429	28,835	292,472	1,917
Employee Benefits	34,218	21,612	23,433	15,054	25,534	24,035	38,292	27,142	7,418	30,379	30,527	23,032	300,822	147
Books & Supplies	50	578	2,826	460	153	4,548	2,305	3,016	486	2,400	908	3,661	21,390	-
Services & Other Operating Expenses	31,594	28,241	35,677	38,452	42,769	62,242	48,023	41,247	45,057	32,076	43,804	51,391	526,638	26,066
Capital Outlay & Depreciation	-	-	-	-	-	864	144	144	144	418	418	2,883	5,015	-
Other Outflows	-	-	-	-	-	-	-	1,682	22,058	(23,740)	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>132,910</b>	<b>130,689</b>	<b>172,785</b>	<b>168,682</b>	<b>176,461</b>	<b>193,216</b>	<b>191,132</b>	<b>182,426</b>	<b>130,580</b>	<b>182,339</b>	<b>192,106</b>	<b>189,818</b>	<b>2,071,274</b>	<b>28,129</b>
<b>Operating Cash Inflow (Outflow)</b>	<b>(126,806)</b>	<b>(33,961)</b>	<b>(77,159)</b>	<b>47,584</b>	<b>(1,991)</b>	<b>(22,956)</b>	<b>(34,410)</b>	<b>(27,070)</b>	<b>99,752</b>	<b>(30,256)</b>	<b>118,058</b>	<b>(38,047)</b>	<b>61,957</b>	<b>189,218</b>
Revenues - Prior Year Accruals	167,083	356	-	-	7,735	-	-	646	-	25,355	-	-	-	-
Other Assets	19,506	-	-	-	-	(625)	-	-	-	-	-	-	-	-
Fixed Assets	-	-	-	(566)	(14,401)	864	84	144	(3,856)	(3,093)	418	2,883	-	-
Expenses - Prior Year Accruals	-	(3,850)	-	-	-	-	-	2,469	-	(34,475)	-	-	-	-
Accounts Payable - Current Year	(36,341)	(1,848)	(797)	-	-	-	-	38,064	(89,404)	51,340	-	-	-	-
Summerholdback for Teachers	(4,555)	206	412	412	412	412	413	413	207	424	424	424	424	424
Loans Payable (Current)	-	(6,667)	(3,333)	(3,333)	(3,333)	(3,333)	(3,333)	(3,333)	(3,333)	(3,333)	(3,333)	(3,333)	(3,333)	(3,333)
Loans Payable (Long Term)	-	-	-	(10,416)	(10,416)	(10,416)	(10,416)	(10,416)	-	(3,472)	(3,472)	(3,472)	-	-
<b>Ending Cash</b>	<b>330,622</b>	<b>284,859</b>	<b>203,981</b>	<b>237,662</b>	<b>215,668</b>	<b>179,614</b>	<b>131,952</b>	<b>132,868</b>	<b>136,233</b>	<b>138,722</b>	<b>250,817</b>	<b>209,272</b>		

Ross Valley Elementary School District  
Supporting Documents.

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**Ross Valley Charter School**  
**Monthly Cash Forecast**  
**As of Mar FY2020**

	2020-21													Forecast	Remaining Balance
	Actuals & Forecast														
	Jul Forecast	Aug Forecast	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast	Forecast		
<b>Beginning Cash</b>	<b>209,272</b>	<b>440,606</b>	<b>246,238</b>	<b>155,703</b>	<b>137,542</b>	<b>103,671</b>	<b>48,045</b>	<b>107,463</b>	<b>88,220</b>	<b>113,383</b>	<b>216,843</b>	<b>311,493</b>			
<b>REVENUE</b>															
LCFF Entitlement	-	67,766	67,766	131,162	121,979	121,979	212,862	121,979	185,048	197,319	225,898	185,048	1,711,514	72,710	
Federal Revenue	-	-	-	-	4,250	-	-	4,250	-	12,063	4,250	-	41,125	16,313	
Other State Revenue	289	5,230	5,230	9,182	9,182	12,350	9,182	19,109	11,970	11,970	21,897	11,970	163,546	35,986	
Other Local Revenue	1,087	36,712	12,112	48,953	13,486	26,245	34,879	24,011	3,690	(8,772)	15,586	(7,489)	209,193	8,693	
Fundraising & Grants	12,183	12,183	12,183	12,850	12,850	16,616	12,850	12,850	53,523	9,261	21,966	14,484	203,800	-	
<b>TOTAL REVENUE</b>	<b>13,559</b>	<b>121,891</b>	<b>97,291</b>	<b>202,147</b>	<b>161,747</b>	<b>177,189</b>	<b>269,773</b>	<b>182,199</b>	<b>254,230</b>	<b>221,841</b>	<b>289,597</b>	<b>204,012</b>	<b>2,329,178</b>	<b>133,701</b>	
<b>EXPENSES</b>															
Certificated Salaries	57,569	80,349	84,780	84,780	83,717	83,717	83,717	84,780	84,780	83,717	84,780	83,008	979,692	-	
Classified Salaries	4,988	11,042	29,697	30,777	25,350	26,430	25,350	30,777	29,697	26,430	29,697	23,531	295,767	2,000	
Employee Benefits	32,906	27,145	32,818	29,534	28,347	28,429	32,836	29,534	29,452	26,995	27,456	18,277	343,882	153	
Books & Supplies	1,704	1,704	2,347	1,704	1,704	5,447	1,704	4,687	1,704	2,080	1,704	4,457	30,943	-	
Services & Other Operating Expenses	36,532	35,033	40,195	60,857	43,846	76,137	54,095	39,009	70,763	(23,080)	49,071	95,777	614,964	36,728	
Capital Outlay & Depreciation	3,478	3,478	3,478	3,478	3,478	3,478	3,478	3,478	3,478	3,478	3,478	3,478	41,738	-	
Other Outflows	500	495	490	486	481	476	471	466	461	456	452	8,985	14,220	-	
<b>TOTAL EXPENSES</b>	<b>137,676</b>	<b>159,246</b>	<b>193,806</b>	<b>211,616</b>	<b>186,921</b>	<b>224,114</b>	<b>201,649</b>	<b>192,732</b>	<b>220,335</b>	<b>120,076</b>	<b>196,637</b>	<b>237,514</b>	<b>2,321,205</b>	<b>38,881</b>	
<b>Operating Cash Inflow (Outflow)</b>	<b>(124,117)</b>	<b>(37,355)</b>	<b>(96,514)</b>	<b>(9,469)</b>	<b>(25,175)</b>	<b>(46,925)</b>	<b>68,124</b>	<b>(10,533)</b>	<b>33,895</b>	<b>101,764</b>	<b>92,960</b>	<b>(33,502)</b>	<b>7,973</b>	<b>94,820</b>	
Revenues - Prior Year Accruals	205,695	7,402	4,250	-	-	-	-	-	-	-	-	-	-	-	
Other Assets	15,805	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fixed Assets	(146,522)	(146,522)	3,478	3,478	3,478	3,478	3,478	3,478	3,478	3,478	3,478	3,478	3,478	-	
Expenses - Prior Year Accruals	(11,980)	(16,150)	-	-	-	-	-	-	-	-	-	-	-	-	
Accounts Payable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Summerholdback for Teachers	(4,664)	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	-	
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Loans Payable (Long Term)	297,116	(2,889)	(2,894)	(13,315)	(13,320)	(13,324)	(13,329)	(13,334)	(13,355)	(2,928)	(2,933)	(106,438)	-	-	
<b>Ending Cash</b>	<b>440,606</b>	<b>246,238</b>	<b>155,703</b>	<b>137,542</b>	<b>103,671</b>	<b>48,045</b>	<b>107,463</b>	<b>88,220</b>	<b>113,383</b>	<b>216,843</b>	<b>311,493</b>	<b>176,177</b>			

Ross Valley Elementary School District  
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**Ross Valley Charter School**  
**Monthly Cash Forecast**  
**As of Mar FY2020**

	2021-22												Forecast	Remaining Balance
	Actuals & Forecast													
	Jul Forecast	Aug Forecast	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast		
<b>Beginning Cash</b>	<b>176,177</b>	<b>125,112</b>	<b>101,212</b>	<b>18,124</b>	<b>25,700</b>	<b>15,810</b>	<b>(15,391)</b>	<b>71,600</b>	<b>77,431</b>	<b>106,417</b>	<b>202,314</b>	<b>291,704</b>		
<b>REVENUE</b>														
LCFF Entitlement	-	74,783	74,783	144,822	134,609	134,609	229,182	134,609	178,092	189,302	220,272	178,092	1,755,252	62,097
Federal Revenue	-	-	-	-	4,250	-	-	4,250	-	13,438	4,250	-	43,875	17,688
Other State Revenue	299	5,936	5,936	10,446	10,446	14,065	10,446	21,486	11,180	11,180	22,220	11,180	169,219	34,399
Other Local Revenue	1,087	36,712	12,112	48,953	13,486	26,245	34,879	24,011	3,690	(8,772)	15,586	(7,489)	209,193	8,693
Fundraising & Grants	12,580	12,580	12,580	13,247	13,247	17,135	13,247	13,247	55,244	9,541	22,660	14,934	210,240	-
<b>TOTAL REVENUE</b>	<b>13,965</b>	<b>130,011</b>	<b>105,411</b>	<b>217,467</b>	<b>176,037</b>	<b>192,054</b>	<b>287,753</b>	<b>197,603</b>	<b>248,206</b>	<b>214,689</b>	<b>284,988</b>	<b>196,717</b>	<b>2,387,779</b>	<b>122,877</b>
<b>EXPENSES</b>														
Certificated Salaries	57,569	80,349	84,780	84,780	83,717	83,717	83,717	84,780	84,780	83,717	84,780	83,008	979,692	-
Classified Salaries	4,988	11,042	29,492	30,572	25,194	26,274	25,194	30,572	29,492	26,274	29,492	23,408	293,992	2,000
Employee Benefits	33,350	27,212	32,850	29,573	28,393	28,476	32,874	29,573	29,490	27,043	27,497	18,019	346,543	2,192
Books & Supplies	1,588	1,588	2,241	1,588	1,588	5,388	1,588	4,616	1,588	1,971	1,588	4,383	29,715	-
Services & Other Operating Expenses	37,633	35,970	41,148	61,139	44,797	77,162	55,151	39,993	71,631	(22,450)	50,002	97,221	656,706	67,310
Capital Outlay & Depreciation	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	44,863	-
Other Outflows	442	437	432	427	422	417	412	407	402	397	392	387	4,976	-
<b>TOTAL EXPENSES</b>	<b>139,308</b>	<b>160,338</b>	<b>194,681</b>	<b>211,817</b>	<b>187,849</b>	<b>225,171</b>	<b>202,673</b>	<b>193,679</b>	<b>221,122</b>	<b>120,689</b>	<b>197,490</b>	<b>230,165</b>	<b>2,356,485</b>	<b>71,502</b>
<b>Operating Cash Inflow (Outflow)</b>	<b>(125,343)</b>	<b>(30,327)</b>	<b>(89,270)</b>	<b>5,650</b>	<b>(11,812)</b>	<b>(33,118)</b>	<b>85,080</b>	<b>3,924</b>	<b>27,085</b>	<b>94,000</b>	<b>87,498</b>	<b>(33,448)</b>	<b>31,293</b>	<b>51,374</b>
Revenues - Prior Year Accruals	107,846	21,606	4,250	-	-	-	-	-	-	-	-	-	-	-
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fixed Assets	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739
Expenses - Prior Year Accruals	(21,766)	(17,115)	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Summerholdback for Teachers	(12,597)	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)	(2,942)	(2,947)	(2,952)	(2,957)	(2,962)	(2,967)	(2,972)	(2,977)	(2,982)	(2,987)	(2,992)	(2,997)		
<b>Ending Cash</b>	<b>125,112</b>	<b>101,212</b>	<b>18,124</b>	<b>25,700</b>	<b>15,810</b>	<b>(15,391)</b>	<b>71,600</b>	<b>77,431</b>	<b>106,417</b>	<b>202,314</b>	<b>291,704</b>	<b>260,143</b>		



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**Ross Valley Charter School**  
**Monthly Cash Forecast**  
**As of Mar FY2020**

	2022-23													Forecast	Remaining Balance
	Actuals & Forecast														
	Jul Forecast	Aug Forecast	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast			
<b>Beginning Cash</b>	<b>260,143</b>	<b>164,473</b>	<b>138,760</b>	<b>54,502</b>	<b>80,357</b>	<b>71,114</b>	<b>40,669</b>	<b>136,870</b>	<b>143,654</b>	<b>157,913</b>	<b>239,069</b>	<b>314,026</b>			
<b>REVENUE</b>															
LCFF Entitlement	-	76,973	76,973	166,177	138,551	138,551	241,766	138,551	167,216	177,761	209,396	167,216	1,750,352	51,221	
Federal Revenue	-	-	-	-	4,250	-	-	4,250	-	13,875	4,250	-	44,750	18,125	
Other State Revenue	299	6,120	6,120	10,776	10,776	14,619	10,776	22,176	10,776	10,776	22,176	10,776	169,442	33,276	
Other Local Revenue	1,087	36,712	12,112	48,953	13,486	26,245	34,879	24,011	3,690	(8,772)	15,586	(7,489)	209,193	8,693	
Fundraising & Grants	12,580	12,580	12,580	13,247	13,247	17,135	13,247	13,247	55,244	9,541	22,660	14,934	210,240	-	
<b>TOTAL REVENUE</b>	<b>13,965</b>	<b>132,384</b>	<b>107,784</b>	<b>239,153</b>	<b>180,309</b>	<b>196,549</b>	<b>300,668</b>	<b>202,234</b>	<b>236,926</b>	<b>203,182</b>	<b>274,068</b>	<b>185,437</b>	<b>2,383,977</b>	<b>111,315</b>	
<b>EXPENSES</b>															
Certificated Salaries	57,569	80,349	84,780	84,780	83,717	83,717	83,717	84,780	84,780	83,717	84,780	83,008	979,692	-	
Classified Salaries	4,988	11,042	29,492	30,572	25,194	26,274	25,194	30,572	29,492	26,274	29,492	23,408	293,992	2,000	
Employee Benefits	33,697	27,386	33,024	29,746	28,567	28,649	33,047	29,746	29,663	27,216	27,670	18,019	350,784	4,354	
Books & Supplies	1,607	1,607	2,269	1,607	1,607	5,464	1,607	4,680	1,607	1,995	1,607	4,444	30,100	-	
Services & Other Operating Expenses	38,768	36,935	42,125	61,991	45,866	78,288	56,299	41,070	72,522	(21,778)	50,959	98,603	669,056	67,407	
Capital Outlay & Depreciation	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	44,863	-	
Other Outflows	382	377	372	367	362	357	352	347	342	337	332	327	4,257	-	
<b>TOTAL EXPENSES</b>	<b>140,750</b>	<b>161,435</b>	<b>195,801</b>	<b>212,801</b>	<b>189,051</b>	<b>226,487</b>	<b>203,954</b>	<b>194,933</b>	<b>222,145</b>	<b>121,499</b>	<b>198,579</b>	<b>231,547</b>	<b>2,372,743</b>	<b>73,761</b>	
<b>Operating Cash Inflow (Outflow)</b>	<b>(126,784)</b>	<b>(29,051)</b>	<b>(88,017)</b>	<b>26,352</b>	<b>(8,741)</b>	<b>(29,938)</b>	<b>96,713</b>	<b>7,301</b>	<b>14,782</b>	<b>81,683</b>	<b>75,489</b>	<b>(46,110)</b>	<b>11,234</b>	<b>37,554</b>	
Revenues - Prior Year Accruals	97,249	21,378	4,250	-	-	-	-	-	-	-	-	-	-	-	
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fixed Assets	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	3,739	
Expenses - Prior Year Accruals	(51,911)	(17,553)	-	-	-	-	-	-	-	-	-	-	-	-	
Accounts Payable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Summerholdback for Teachers	(12,597)	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	1,145	
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Loans Payable (Long Term)	(5,366)	(5,371)	(5,376)	(5,381)	(5,386)	(5,391)	(5,396)	(5,401)	(5,406)	(5,411)	(5,416)	(5,421)	(5,421)	(5,421)	
<b>Ending Cash</b>	<b>164,473</b>	<b>138,760</b>	<b>54,502</b>	<b>80,357</b>	<b>71,114</b>	<b>40,669</b>	<b>136,870</b>	<b>143,654</b>	<b>157,913</b>	<b>239,069</b>	<b>314,026</b>	<b>267,379</b>			

# **EXHIBIT “P”**



**CALIFORNIA DEPARTMENT  
OF EDUCATION**

**TONY THURMOND**  
STATE SUPERINTENDENT OF  
PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

August 24, 2020

Sharon Sagar, Board Chair  
Luke Duchene, Director  
Ross Valley Charter School  
97 Glen Drive  
Fairfax, CA 94930

Dear Ms. Sagar and Director Duchene:

Subject: Ross Valley Charter Facility

On May 17, 2019 and October 18, 2019 Ross Valley Charter (RVC) was informed that the facility located on 102 Marinda Drive, Fairfax, CA 94930 was conditionally authorized to open and operate for the 2019–20 academic with the intent to complete the following renovation projects by August 19, 2020.

- Storage space to secure computers and other expensive electronic devices
- Installation of signage for drop off/pickup areas
- Americans with Disability Act (ADA) facility requirements
- Minor painting required throughout the facility

During a phone call on August 19, 2020, RVC stated that the following projects had been completed:

- Storage space to secure computers and other expensive electron devices
- Installation of signage for drop off/pickup areas

CDE is requesting evidence of the above completed projects to be submitted to CDE by August 28, 2020.

We understand that work was delayed due to COVID-19 and that RVC has provided an updated timeline for the completion of the outstanding ADA work to the CDE. RVC has committed to completing the work and anticipates completion by November 30, 2020. Please be advised that RVC is not allowed to serve students at the site until the CDE has conducted a site inspection and has provided the necessary authorization, as set

Sharon Sagar, Board Chair  
Luke Duchene, Director  
August 24, 2020  
Page 2

forth by the California State Board of Education pertaining to the opening and operation of a new, expanded, and/or remodeled school.

RVC shall provide weekly updates of the progress of the ADA renovations, which will be submitted to [SBEOVERSIGHT@cde.ca.gov](mailto:SBEOVERSIGHT@cde.ca.gov) by the last day of each month, beginning with August 28, 2020.

If you have any questions regarding this letter, please contact Carrie Lopes, Education Administrator, Charter Schools Division, by email at [clopes@cde.ca.gov](mailto:clopes@cde.ca.gov).

Sincerely,

Stephanie Farland, Director  
Charter Schools Division

SF:cl

cc: Karen Stapf Walters, Executive Director, California State Board of Education

*Sent via First Class Mail and Email to:*  
[sharon.sagar@rossvalleycharter.org](mailto:sharon.sagar@rossvalleycharter.org)  
[luke.duchene@rossvalleycharter.org](mailto:luke.duchene@rossvalleycharter.org)

# **EXHIBIT “Q”**

**From:** [Carrie Lopes](#)  
**To:** [Matthew Huddleston](#)  
**Subject:** RE: Ross Valley Construction to meet ADA conditions  
**Date:** Thursday, May 7, 2020 1:27:51 PM

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Have they started construction at all?

Carrie Lopes  
Charter Schools Division  
916-323-2694

---

**From:** Matthew Huddleston  
**Sent:** Thursday, May 7, 2020 10:39 AM  
**To:** Carrie Lopes <CLopes@cde.ca.gov>  
**Subject:** Ross Valley Construction to meet ADA conditions

Carrie,

Just got off the phone with Luke at Ross Valley, and they have hit a snag in their construction.

They were waiting for the inspection team to okay the work (making doorways wider with lips that are ADA accessible), and the fire inspector assigned to them said they have to include a new updated fire safety system with any construction. Luke says the estimate for that system is \$100k.

Clearly, they don't have that kind of money, and will not be able to move forward with the ADA conditions. Luke is working with the city to see if they can get a second opinion or stay (apparently this specific Fire inspector is a lot more stringent than others.)

Meanwhile, I was wondering if there is a Grant or some kind of Safety funds he could apply for?

Thanks,

Matt



**SUE ANN SALMON EVANS**

Attorney at Law  
sevans@DWKesq.com

**Long Beach**

---

September 4, 2020

**VIA EMAIL**

Mary Jane Burke, Marin County Superintendent of Schools  
Marin County Office of Education  
c/o Robert Henry  
[rhenryedlaw@gmail.com](mailto:rhenryedlaw@gmail.com)

Re: Ross Valley School District,  
Ross Valley Charter Paycheck Protection Program,  
FCMAT Referral;  
Our File 6560.10420

Dear Mr. Henry:

Thank you for your September 1, 2020 email. This letter is submitted in response to your invitation to submit further information to aid the County Superintendent, Marin County Office of Education and/or FCMAT in their review.

What must first be stressed is that this request for review is not about whether RVC, as a charter school, is eligible for a PPP loan. The issue here is **RVC's** fraud, misappropriation of funds and other illegal fiscal practices in seeking the PPP loan. The information and documentation show that the process used by the RVC Board and administration to obtain the PPP loan was not only without transparency but was built on misrepresentations to obtain taxpayer funds. This information came to the **District's** attention during its due diligence and review of the charter petition which was submitted by RVC on August 10, 2020.

The problems identified **in the District's request for review** are systemic. And it is concerning that RVC is unwilling to acknowledge the failures and the import of the conduct raised. The information and documentation submitted reflects that there is "reason to believe that fraud, misappropriation of funds, or other illegal fiscal practices have occurred" and they merit examination. (Ed. Code, § 1241.5(b).)

**RVC's** August 31 initial response washes over its process of obtaining a federal PPP loan, asserting it was all compliant. What RVC does not address is that RVC wholly failed to agendize, **and RVC's Board failed to** take action regarding, the PPP loan on April 2, 2020. If the Board had given any direction to Mr. Hickey to apply for, negotiate, and/or obtain the loan, such specific directive was required to be agendized for public input and reflected in the meeting minutes. It was not. The

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Sacramento, CA 95814  
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San Luis Obispo, CA 93401  
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[www.DWKesq.com](http://www.DWKesq.com)

Robert Henry  
September 4, 2020  
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same is true for the April 23 agenda/minutes – had there been a Board discussion and/or action regarding PPP loan or certification analysis, this was required to be both agendized and reflected in the minutes. It was not. And again when action was taken on the Resolution, it was not agendized as required. While these are Brown Act violations, they also reflect illegal fiscal practices within the meaning of Education Code section 1241.5(b).

Without any supporting documentation, RVC contends that Mr. Hickey did have authority to apply for the loan. Yet, this is inconsistent with the **Board's April 2** minutes and the RVC Charter (p. 142). Contrary to the limited authority afforded Mr. Hickey, as **RVC's "Volunteer Business Official,"** he applied for, obtained, and agreed to accept the PPP loan before the Board discussed or delegated any authority for any agent of RVC to do so. He even agreed to the reduced loan figure of \$270,000, without any consideration or action by the Board. Only after the loan agreement was actually funded on May 13, 2020, did the Board adopt its May 14, 2020 Resolution that – for the first time – purportedly set forth reasons that **"certify"** compliance with the **Small Business Administration's ("SBA") requirements**, including the need for the loan.

RVC also omits the important fact that, throughout the 2019-20 and 2020-21 school years, the State ensured full funding for all public schools, which obviated any purported need to protect payroll. This assurance came weeks before Mr. Hickey submitted the application. RVC points to the ability of school districts to obtain TRAN funds. This overlooks the fact that RVC has obtained numerous large foundation grants.<sup>1</sup> Regardless, this is no justification for making and adopting misrepresentations to obtain funds and efforts to conceal the noncompliance.

The District responds to several of the statements made by RVC in its August 31st written response, as follows:

**The RVC Board Obtained Loans without Legally Compliant Board Review/Action and Proper Board Authorization**

RVC acknowledges that its Board minutes do not "clearly show for those not in attendance" that the Board purportedly wanted to apply for the Westamerica PPP loan and for its Business Official to "focus on submitting the application." (RVC Response, p. 2.) RVC states that its April 9th application "states that RVC Business Official, Mr. Hickey was the primary contact and authorized to apply for the loan." (RVC Response, p. 3.) RVC also contends that the "loan application does not in any way commit the corporation to accept the loan." (*Id.* at p. 2.)

These points do not address that none of the RVC board meetings that RVC relies on to support its actions in obtaining PPP loan agendized a PPP loan, a discussion of a PPP loan, or authorization to seek a PPP loan. Even the May 14 Resolution was not agendized. The RVC **Board's** April 2nd minutes simply do not reflect that the Board ever authorized Mr. Hickey on its behalf to sign contracts or to commit RVC to agreements, or to even apply for the PPP loan. While the April 2nd minutes reflect there were general discussions about the impacts of COVID-19 and the appointment of Mr. Hickey as a "volunteer" Business Official, they do not show Mr. Hickey was delegated the authority generally or specifically to seek loans or a PPP

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<sup>1</sup> One "foundation grant" for \$200,000 was obtained without Board action and without disclosure to the public as to the grantor or the terms of the grant. (See, December 10, 2018 board minutes (Section IV, B) and budget report and budget revision dated March 2018 (line item 8803) attached to the minutes.



Robert Henry  
September 4, 2020  
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loan on behalf RVC. The April 2nd minutes do not reflect Mr. Hickey was ever delegated the authority to even apply for the PPP loan, make certifications in the application process, nor did the Board ever discuss or analyze the requirements for PPP eligibility. Nor should they as the RVC charter makes the Board the fiscal agent. It was incumbent upon the RVC Board to take appropriate action, after duly noticing the public, to consider, evaluate and make the requisite analysis to apply for a PPP loan. Nonetheless, Mr. Hickey represented himself to be authorized and in applying, certified the necessary analysis had been done *by the Board* as the fiscal agent for RVC. The RVC Board went on to adopt his misrepresentations as well as their own in obtaining the PPP loan.

It is fraud, misappropriation and illegal fiscal practice for the RVC Board to obtain loans without legally compliant Board review/action and proper Board authorization sunshined under the Brown Act.

### **The RVC Board Made False Representations and Violated of the Brown Act**

RVC says the Board appropriately approved the PPP loan at its April 23<sup>rd</sup> board meeting. The April 23 board meeting minutes indicate the Board approved the "Authorization of the Board Chair or School Director to execute a Small Business Administration Payroll Protection Loan Agreement with Westamerica Bank for up to **\$290,000, as soon as available,**" without any consideration to the timeline of actual events. (RVC Response, p. 2-3.) Again, none of its discussions/actions related to the PPP loan on April 2nd or April 23<sup>rd</sup> were agendized. It is also notable that the minutes for the April 23 meeting were posted for the May 14 Board meeting, and those minutes purport to reflect discussions related to the PPP loan even though such discussions/actions were not agendized calling into question not only the Brown Act violation but also the veracity of the content of those minutes. Still, RVC relies on these minutes for the May 14 Resolution, which itself was not agendized.

Timing here is important: the authorization that RVC relies upon occurred after Mr. Hickey applied for the loan on April 9th and after Mr. Hickey already accepted **Westamerica's** counteroffer reducing the loan by \$20,000. And, by its own terms the **Board's** approval is for the Board Chair or the School Director to execute the loan, *not* the volunteer Business Official. And again, none of this was agendized for the public to be noticed and have the opportunity to be heard – whether public comments be supportive or opposed.

It is fraud, misappropriation and illegal fiscal practice to make false representations to obtain a loan and to violate the Brown Act.

### **The RVC Board Falsely Certified the Requirements of a PPP Loan and Misrepresented the True Facts in Adopting a Resolution**

With respect to the PPP Frequently Asked Questions ("FAQs") issued by the Small Business Administration in conjunction with the U.S. Department of the Treasury, RVC contends the Board "was in no way required to comply with FAQ 31 and 37 either for the April 9th application or for the April 23<sup>rd</sup> board meeting," because FAQ #31 was issued on April 23<sup>rd</sup> and FAQ #37 was issued on April 28th.

However, we are not aware of any evidence that the assessments and analysis needed to **demonstrate RVC's compliance with the "current economic uncertainty"** eligibility requirement under FAQs #31 and 37, was ever performed prior to Luke Duchene, Director, actually signing

Robert Henry  
September 4, 2020  
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the PPP loan agreement on May 8, 2020, and prior to the actual funding of the loan on May 13, 2020. (See also, 85 FR 20811, 20814 [“On the Paycheck Protection Program application, an authorized representative of the applicant must certify in good faith to all of the below: ...Current economic uncertainty makes this loan request necessary to support the ongoing operations of the applicant.”].) **RVC’s May 14th Resolution was the first time RVC purports to comply with the “current economic uncertainty” requirement by a single statement.** But by then the loan was already funded.

RVC also claims FAQ #37, which makes the economic uncertainty certification under FAQ #31 applicable to small businesses, was not issued until April 28th. Since the inception of the PPP loan authorization it has required certification of economic need – need based upon *payroll protection*. The following requirement was in place at the time Mr. Hickey submitted the application:

At least 75 percent of the PPP loan proceeds shall be used for payroll costs. For purposes of determining the percentage of use of proceeds for payroll costs (but not for forgiveness purposes), the amount of any refinanced EIDL will be included. The rationale for this 75 percent floor is contained in the First PPP Interim Final Rule.

(See Interim Final Rule.<sup>2</sup>) The Resolution is dated May 14, 2020, after the Board *knew* it was **being fully funded by the State for the express purpose of funding payroll.** **“IT IS HEREBY ORDERED THAT: For purposes of this Order, Local Educational Agency (LEA) means school districts, county offices of education, and charter schools...if an LEA closes its schools to address COVID 19...the LEA will continue to receive state funding to support the following: (iv) Continue to pay its employees.”** (March 13, 2020 Executive Order; emphasis added.)<sup>3</sup>

Importantly, the RVC Board had the choice – the Board could stop the process, correct the statements, properly agendaize and get public input or, knowing the representations in the Resolution were not true and correct, withdraw the application and/or return the funds that were already delivered as of the May 14 Resolution. RVC did not do so. Instead, they adopted a Resolution which they knew to be false. A resolution is a formal declaration of a board to declare the board’s sentiment towards an issue and set forth general standards that the board agrees to fulfill. But here, the Resolution was neither identified on the agenda nor a true statement of facts and conclusions. It is clear that RVC was determined to obtain the PPP loan regardless of its requirements and did its level best to keep it from public view, even creating documents after-the-fact in an attempt to conceal that it had not obtained the PPP loan in conformity with law.

It is fraud, misappropriation and illegal fiscal practice to falsely certify the requirements of a PPP loan and misrepresent the true facts in adopting a Board resolution.

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<sup>2</sup> <https://www.federalregister.gov/documents/2020/04/20/2020-08257/business-loan-program-temporary-changes-paycheck-protection-program-additional-eligibility-criteria>

<sup>3</sup> <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.13.20-EO-N-26-20-Schools.pdf>

Robert Henry  
September 4, 2020  
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### **The PPP Loan Forgiveness Criteria Do Not Excuse Misrepresentations in Seeking the Loan**

RVC's reliance upon FAQ #46 to "cleanse" its hands of any wrongdoing because it provides a "safe harbor" for any borrower who received less than \$2 million in PPP funding does not address the concerns presented. The point is not whether the loan will be forgiven but whether they met their duties in seeking and obtaining the PPP loan.

RVC knew as early as March 13, 2020, when Governor Newsom signed Executive Order N-26-20 that all public schools closing due to the COVID-19 pandemic would continue to receive full state funding for reasons including the express purpose of continuing to pay employees, for a period continuing at least through the end of the 2019-20 school year. However, only three **(3) weeks after the state's guarantee to** continue to fund public schools so that they would be able to cover the costs of their payroll through the end of the school year, Mr. Hickey applied for the PPP loan.<sup>4</sup> FAQ #46 does not insulate the Charter School from the misrepresentations it made to government and the public, as documented in its Resolution and its Board minutes, about when, how, and why it obtained the PPP loan. And, whether the loan is ultimately forgiven is not the issue. It is the fraud and illegal fiscal practices in obtaining the loan that trigger review.<sup>5</sup>

### **RVC Submitted False Information and/or Misrepresented Documents and/or Otherwise Concealed Public Information from the Public**

RVC does not dispute that in response to a CPRA request for the PPP loan application it misrepresented the application to be a document dated May 8<sup>th</sup> signed by Mr. Duchene when in fact the actual application was submitted and signed by Mr. Hickey. (See Ex. L.) Nor does RVC dispute that this was an effort to conceal the true facts. It is fundamental that the public has the right to honest services from public officials yet RVC went to great lengths not only to keep the PPP loan process hidden, but to misrepresent the process through its actions and communications. **This is in addition to the repeated failure to respect the public's rights under the Brown Act and the other concerns raised here.**

It is fraud, misappropriation and illegal fiscal practices to submit false information and/or misrepresent documents or otherwise conceal the true facts from the public.

### **RVC's Violations are Systemic and With the Purpose of Concealing Illegal Fiscal Practices**

The District does not submit this request for review based upon a technicality or an inconsequential misstep by RVC. Rather, the conduct of the RVC Board and administration is

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<sup>4</sup> On June 3, 2020, only three (3) days after the start of the 2020-21 school year, the California Senate and Assembly reached an agreement on the 2020-21 budget to provide an average daily attendance ("ADA") hold harmless in the 2020-21 fiscal year for the purpose of calculating apportionment in 2020-21.

<sup>5</sup> (85 FR 20811, 20814 ["What happens if PPP loan funds are misused? If you use PPP funds for unauthorized purposes, SBA will direct you to repay those amounts. If you knowingly use the funds for unauthorized purposes, you will be subject to additional liability such as charges for fraud."].)

Robert Henry  
September 4, 2020  
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systemic and reflects a fundamental failure to ensure its operations are compliant with law, transparent to the community and its oversight agency, and represent honest services of these public officials. As stated, this is not a new course of action. For example, in December of **2018, as shown on the minutes and attached budget documents, RVC obtained a "Foundation Grant" of \$200,000 without** ever identifying the grantor, the terms of the grant or any other information regarding the terms and conditions of the grant, if any. (Attached hereto as Exhibit N is a true and correct copy of RVC Board Minutes dated December 10, 2018 with attachments.)

As for the PPP loan, Mr. Hickey set about obtaining a federal loan without regard to the requirements of the loan, the truthfulness of the information presented to obtain it, or the **need for transparency and accountability in conducting the public's business.** The RVC Board and administration joined in the illegal process by their actions and omissions and the ultimate **approval of a false Resolution. These issues reflect "fraud, misappropriation or other illegal fiscal practices that merit examination."**

## **CONCLUSION**

Given the breadth of information contained in **the District's correspondence to Superintendent Burke** dated August 28, 2020, as supplemented by this letter, and the role of the Superintendent in accountability, there is more than sufficient showing of fraud, **misappropriation, and illegal fiscal practices to trigger the County Superintendent's** duty to investigate the **Charter School's** obligations under the Education Code by requesting an AB 139 Extraordinary Audit of the Charter School from FCMAT.

We hope the additional information provided herein assists the County Superintendent and FCMAT with the initial review and determination **of the District's request for review and/or audit of the Charter School's expenditures and internal controls.**

Should you have any questions or need further information, please do not hesitate to contact me.

Very truly yours,

DANNIS WOLIVER KELLEY



Sue Ann Salmon Evans

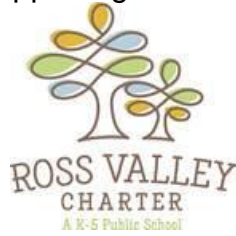
SASE:if

cc: Michael H. Fine, Chief Executive Officer, FCMAT  
California Department of Education  
State Board of Education  
Marci Trahan, Superintendent, Ross Valley School District  
Board of Trustees, Ross Valley School District

Enclosures:

Exhibit N: RVC Board Minutes dated December 10, 2018 with attachments

# EXHIBIT “N”



**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
ROSS VALLEY CHARTER SCHOOL**

**Ross Valley Charter School 101 Glen Drive, Fairfax, CA  
For Supplemental Materials to go:**

<https://sites.google.com/a/rossvalleycharter.org/rvc-board-docs/2018-12-10-regular-meeting>

**December 10, 2018**

**Closed Session 7:30 P.M.**

**Open Session 8:00 P.M.**

**Board Members:**

**Sharon Sagar, Chair**

**Kristi Kimball**

**John Kirk**

**Cheryl Flick**

**Sonya Stanley**

**INSTRUCTIONS FOR PRESENTATIONS TO  
THE BOARD BY PARENTS AND CITIZENS**

The Ross Valley Charter School ("School") welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Trustees ("Board") is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in our School.

A few agendas are available at the door to the meeting. Supplementary materials will not be available in paper form.

When addressing the Board, speakers are requested to state their name and city, adhere to the time limits set forth and respect the Meeting Norms and Procedural Guidelines outlined below in the Section on Communications.

**I. PRELIMINARY  
A. CALL TO ORDER**

Meeting was called to order at 7:30.

**B. TRUSTEE ROLL CALL**

	Present	Absent
Kristi Kimball	<u>  x  </u>	_____
John Kirk	<u>  x  </u>	_____
Cheryl Flick	<u>  x  </u>	_____
Sharon Sagar, Chair	<u>  x  </u>	_____
Sonya Stanley	<u>  x  </u>	_____

**C. APPROVAL OF AGENDA OF REGULAR BOARD MEETING OF DECEMBER 10, 2018.**

Approval of the agenda was duly moved and seconded and approved 5-0.

**II. CLOSED SESSION**

- A. The subject of closed session was read aloud and then the board moved to closed session.
- B. There were no public comments regarding the closed session.
- C. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION - Government Code Section 54956.9 - Ross Valley Charter, a California Non-Profit Corporation vs. Ross Valley School District
- D. It was reported out of closed Session in Open Session that no action taken.

**III. COMMUNICATION**

**C. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA:**

There were no public comments

**D. For Information: School Director**

- 1. Luke is attending the annual California Charter Schools Development Center conference in San Francisco this week.
- 2. The end of an inquiry arc is coming up and next month we will hopefully have a presentation.
- 3. November 30, 2018 enrollment statistics were in the supplementary materials.

**E. For Information: Board/Staff Information Updates**

There were no board or staff updates

**IV. GENERAL ITEMS**

**A. REVIEW AND APPROVE THE DRAFT AUDIT FOR FISCAL YEAR 2017-18.**

Both according to our charter petition and our Memorandum of Understanding with the State Board of Education, the board is required to contract with an external auditor to produce an annual financial audit according to generally accepted accounting practices.

Our first annual audit was performed by Clifton Larson Allen, one of the state certified public auditors for public schools.

The Audit was presented by John Kirk. It contains no findings and no adjustments to the unaudited actuals approved by the board in September. Since there are no findings, no correctional actions are needed.

Mr. Kirk moved to approve audit results, governance communications and representation letter; Cheryl seconded; Approved 5-0.

**B. REVIEW OCTOBER FINANCIAL STATEMENTS AND REVIEW AND APPROVE THE FIRST BUDGET REVISION.**

State law and our Memorandum of Understanding with the State Board require the board to review and approve and submit to the CDE by December 15 all budget changes through October 15<sup>th</sup> that have occurred since the preliminary budget was approved in June. We are also required to submit a balance sheet and income statement through October 31. These materials were included in the Before Meeting Materials.

Mr. Hickey reported that revenue is \$200,000 less than originally budgeted because of lower than budgeted enrollment. We expect and project that a grant will cover this shortfall. Otherwise revised budget is very close to original budget.

Good Earth won't do national school lunch program, so we'll need to decide whether we stay with them; Luke will bring it to parents. If change, would need to hire someone to deal with compliance.

There were questions from the audience that were answered by Mr. Hickey referring to the supplemental materials.

Mr. Kirk moved to approve the revised budget. Ms. Flick seconded. Motion approved 5-0.

**C. REVISE AND APPROVE FORM J-13A TO RECEIVE ADA FUNDING FOR SCHOOL CLOSURE ON NOVEMBER 16 FROM POOR AIR QUALITY. (10 minutes)**

On November 15 the Marin County Superintendent of School, in consultation with the Marin County Health Department, asked all public schools to close on Friday November 16 due to the forecasted deterioration of the air quality in the county. That day was predicted to be and was the only day in the two week period of the Camp fire when the Air Quality Index was rated as "Very Unhealthy." As a result RVC cancelled school for that day.

RVC received an email from its CDE oversight officer laying out the process to be



followed to avoid loss of funding due to this disaster and attaching an email on this subject from State Schools Chief Tom Torlakson. This is included in the supplementary materials.

This item is to approve the draft Form J-13A and then have a majority of board members sign it so it can be mailed to the CDE. Attached to the Form J-13A is an operational school calendar, Mary Jane Burke's press release from November 15, and an archive copy of the actual Air Quality Index for November 16.

Ms. Stanley moved, Mr. Kirk seconded. Approved 5-0. All board members signed the form.

**D. SECOND READING OF SCHOOL WELLNESS POLICY (5 minutes)**

Staff is recommending approval of a school Wellness Policy. This policy serves to ensure that our students have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and health-promoting learning environments at every level, in every setting, throughout the school year. This policy is also a requirement for joining the National School Lunch Program. It was discussed at the October meeting and is being brought back for a second reading and possible approval.

Ms. Kimball moved, Mr. Kirk seconded. Approved 5-0.

**V. CONSENT AGENDA ITEMS**

**A. Minutes of Regular Meeting of November 8, 2018**

Moved by Mr. Kirk, seconded by Ms. Kristi. Approved 4-0 with Ms. Kristi abstaining as she was not present.

**B. Personnel Update**

There was no Personnel Update.

**VI. FUTURE MEETING NEEDS AND TOPICS – trustee requests of topics for future meetings**

The School Lunch program and the inquiry arc will be on future meeting agendas.

**VII. MEETING REVIEW AND EVALUATION**

**A. Quick Evaluation of Meeting to improve process for future meetings.**

There were no suggestions for improvement.

**VIII. ADJOURNMENT Meeting adjourned at 9:02 p.m.**

## Ross Valley Charter 1<sup>st</sup> Budget Revision December 2018 Narrative

### Overview

In the 11 pages that follow is included

1. The Three Year Budget as of the First Revision in December 2018 starts on page 1 and concludes on page 8. A comparison between the Revised Budget and the Budget Approved in June is on every line and notes on significant. Other changes, which are either more complicated or larger in significance are described below in the narrative which follows.
2. A summary of the restricted versus unrestricted portions of the budget is on page 9.
3. A two year cash flow starting with November starts on page 10.

We are required to maintain a 5% reserve but should be aiming at creating a 20% reserve long term.

We projected in our June budget an ending 2017-18 reserve of \$128,550 but when we closed the books after July 31 and submitted our unaudited actuals our reserves were \$17,933 higher than that or \$146,483. Although this 1<sup>st</sup> Revised Budget projects a \$10,416 drop in our 18-19 Operating Income, because our beginning balance was \$17,933 higher than budgeted, our 18-19 ending balance is still \$7,517 larger than projected and our reserve percentage is 7.1%. (Ending Fund Balance divided by Total Expenses.)

### Revenue Changes

#### State Local Control Entitlement Revenue

The primary driver of most of the budgetary changes results from reductions in enrollment from the original projection in June of 186 students (175.5 ADA) to the current projection of an average enrollment of 162 (153.90 ADA). Using the current FCMATT LCFF calculator that results in \$172,165 less state revenue than forecasted.

Our current enrollment is 163 so forecasting an average of 162 is relatively conservative. We have added 4 students since the first week of school and expect to continue to add as we did last year after this time, but we are not assuming any growth in the budget. We are assuming a 95% attendance rate.

We have assumed an unduplicated count of English Learners, Free and Reduced Lunch and Foster

Children at 45 which is 28%, or close to 300% of what RVSD was at last year.

The distribution of this revenue between the categories of LCFF and in Lieu of property tax will change as the property tax revenues in Marin County get finalized. But any change in the Lieu of Property Tax revenue that results will be offset by the state in LCFF portions of the state revenue. Both are paid by the state and eventually get transferred to us by the MCOE.

We have not made any changes to subsequent year budgets. These will be reviewed in March when we have a clearer idea of what our enrollment is at that time.

### Federal Revenue

In the approved budget, we assumed that we would participate in the Federal Free and Reduced Lunch Program, and assumed that paid lunches would pay 95% of the cost of free and reduced price lunches that we served. Since we adopted the budget, the only other customer of Good Earth serving lunches under the Federal program, Larkspur Corte Matera, has converted to the same vendor used by Ross Valley School District. As a practical matter this means that if we want to save the \$22,000 that we are spending on Free and Reduced Lunches, we will have to change our lunch provider.

### Donations

We budgeted an average of \$850 per student for the family giving program as this was about what we raised last year. But the reduction in the projected average number of students has prompted us to reduce the family giving program budgeted revenue by \$19,550. We are still budgeting an average of \$850 per student and we are currently on track to raise the resulting budget of \$137,700. This will require particular focus to continue our momentum.

We also expect to raise \$200,000 in grant funding for RVC this year to cover 95% of the revenue shortfalls resulting from state funding, federal lunch program revenue, and family giving (which total \$210,929).

### Expense Changes

Overall our expense budget has increased by \$10,416.

There are many small changes in projected expenses and they are explained line by line on pages 5-8 below.

The three larger changes are in rent, legal fees, and after school program expenses.

Rent is being reduced by amounts that were over charged by the District because of clerical errors both last year and this year. The District agreed to credit any overcharging but has not been willing to meet to discuss the details. The overcharging resulted from errors in the square feet of the Multipurpose Room that RVC is being charged for. In addition, pro rata share (or rent per square foot) is calculated by law by dividing District general fund maintenance expenses by the total District square feet that is maintained with those expenses. In reviewing the materials the District provided with our PRA last February, it is clear that the buildings constructed by the 1990's bond measure A at Wade Thomas and Brookside were inadvertently not included in the total district square feet totals. These details have all been provided to the District on more than one occasion since last spring. The amounts reduced for the budget only include these items. In addition, we do not believe all the White Hill buildings were included in the District square feet totals used to calculate the pro rata rate nor were most of the buildings at Red Hill or Deer Park which the District maintains to a lower standard. Hopefully the District will meet with us soon to go over all these numbers together. In the meantime, we have reduced the rent budget conservatively assuming a \$13,000 credit for last year and \$16,000 for this year. In our FUA with the District, we agreed to meet on this issue but so far the District has refused to meet while litigation is continuing. Since it should be over by December 19, hopefully we can resolve this issue soon.

We have reduced over all by \$12,470 the after school program expenses, as we believe that is a more realistic projection. The 5829 account was decreased by \$42,000 and the classified employee salary and benefit expenses were increased by \$29,530 because we have shifted some after school instructor to employee status.

Because of the District's change of venue motion, appeal of the original change of venue ruling, and failure to comply with Judge Hardcastle's final ruling on our case, our legal expenses have been \$35,000 greater than projected in June. We have almost \$30,000 budgeted for the rest of school year.

### Cash Flow

The pace at which the State pays school districts results in much less revenue in the first six months of the fiscal year than the last six. 41% of our revenue is received in the first six, and 59% in the last six. This means that \$260,000 less income is received in the first six months than in the last six. But our expenses are more evenly spread out which means that cash is lowest in January-February then improves in the spring.

**Ross Valley Charter 2nd Budget Revision March 2018  
Three Year Budget**

	2018/19	2017/18	2018/19	2018/19	2017/18
	Original Budget	Notes	December Revision	Revised minus Budget	
<b>SUMMARY</b>					
<b>Revenue</b>					
State Local Control Entitlement Revenue	1,468,113	2018-08-14 FCMAT LCFF worksheet available	1,295,947	(172,166)	
Federal Revenue	34,963		15,750	(19,213)	
Other State Revenues	139,669		141,247	1,578	
Local Revenues	174,025		172,555	(1,470)	
Fundraising and Grants	162,250		349,700	187,450	
<b>Total Revenue</b>	<b>1,979,019</b>		<b>1,975,199</b>	<b>(3,820)</b>	
<b>Expenses</b>					
Compensation and Benefits	1,404,683		1,441,616	36,933	
Books and Supplies	63,185		51,510	(11,675)	
Services and Other Operating Expenditures	502,458		483,796	(18,662)	
Capital Outlay/Depreciation	3,200		3,200	-	
<b>Total Expenses</b>	<b>1,973,527</b>		<b>1,980,122</b>	<b>6,596</b>	
<b>Operating Income</b>	<b>5,493</b>		<b>(4,923)</b>	<b>(10,416)</b>	
<b>Fund Balance</b>					
Beginning Balance (Unaudited)	128,550	17-18 ending fund balance \$18K higher than budgeted	146,483	17,933	
Operating Income	5,493		(4,923)	(10,416)	
<b>Ending Fund Balance</b>	<b>134,043</b>		<b>141,560</b>	<b>7,517</b>	
<b>Ending Fund Balance as a % of Expenses</b>	<b>6.8%</b>		<b>7.1%</b>		

**Ross Valley Charter 2nd Budget Revision March 2018  
Three Year Budget**

	2018/19	2017/18	2018/19	2018/19	2018/19
Detail	Original Budget	Notes	December Revision	Revised minus Budget	2018/19
<b>Enrollment Projection for P-2</b>					
K-3	110.00	Thirteen fewer TK-3	97.00		(13)
4-6	75.00	Ten fewer 4-5	65.00		(10)
7-8	-		-		
<b>Total Enrolled</b>	<b>185.0</b>	23 fewer students than budgeted Assumes 11-30-18 enrollment of 164	<b>162.00</b>		<b>(23)</b>
<b>ADA %</b>					
K-3	95.0%		95%		-
4-6	95.0%		95%		-
7-8					
<b>Average</b>	<b>95.0%</b>		<b>95%</b>		
<b>ADA</b>					
K-3	104.50		92.15		(12.35)
4-6	71.25		61.75		(9.50)
7-8	0.0		0.00		
Total ADA	<b>175.75</b>		<b>153.90</b>		<b>(21.85)</b>
<b>Demographic Information</b>					
Unduplicated			45		

Ross Valley Elementary School District  
Supporting Documents.

Ross Valley Charter 2nd Budget Revision March 2018  
Three Year Budget

		2018/19	2017/18	2018/19	2018/19	201
		Original Budget	Notes	December Revision	Revised minus Budget	
<b>Revenue</b>						
<b>General Purpose Entitlement / Local Control</b>						
8012	Education Protection Account	35,150	21.85 lower ADA	30,780	(4,370)	
8011	State Aid - Local Control Funding	707,115	21.85 lower ADA	639,743	(67,371)	
8096	Charter Schools in Lieu of Prop. Taxes	725,848	21.85 lower ADA	625,424	(100,424)	
		1,468,112		1,295,947	(172,165)	
<b>8100 Federal Revenue</b>						
8181	Special Education - Entitlement	14,963		15,750	788	
8220	Child Nutrition Programs	20,000	Good Earth no longer participating in Fed lunch			
<b>SUBTOTAL - Federal Income</b>		34,963		15,750	(19,213)	
<b>8300 Other State Revenues</b>						
8381	Special Education - Entitlement (State)	81,180		80,336	(844)	
8520	Child Nutrition - State	1,000	Good Earth no longer participating in Fed lunch		(1,000)	
8550	Mandated Cost Reimbursements	2,461		2,155	(306)	
8560	State Lottery Revenue	33,744	21.85 lower ADA but lottery went up to \$208 per P Annual ada	35,089	1,345	
8590	All Other State Revenue	21,285	One time LCCF pmt @ 4184 x 17-18 P-2 ADA of 128.63	23,668	2,383	
<b>SUBTOTAL - Other State Income</b>		139,669		141,247	1,578	
<b>8600 Other Local Revenue</b>						
8676	After School Program Revenue	156,000	Childcare and After School Enrichment	156,000	-	
8690	Other Local Revenue	18,025	Miscellaneous Script & Walker Creek Donations. Original Bugeted 45 5th graders and now only 39	16,555	(1,470)	
<b>SUBTOTAL - Local Revenues</b>		174,025		172,555	(1,470)	
<b>8800 Donations/Fundraising</b>						

**Ross Valley Charter 2nd Budget Revision March 2018  
Three Year Budget**

		2018/19	2017/18	2018/19	2018/19	2017/18
		Original Budget	Notes	December Revision	Revised minus Budget	
8803	Foundation Grants		Budgeted to make up short fall in ADA based revenue	200,000	200,000	
	<b>SUBTOTAL</b>	162,250		349,700	187,450	
	<b>TOTAL REVENUE</b>	<b>1,979,019</b>		<b>1,975,199</b>	<b>(3,820)</b>	



Ross Valley Elementary School District  
Supporting Documents.

Ross Valley Charter 2nd Budget Revision March 2018  
Three Year Budget

		2018/19	2017/18	2018/19	2018/19	201
		Original Budget	Notes	December Revision	Revised minus Budget	
<b>EXPENSES</b>						
<b>Compensation &amp; Benefits</b>						
<b>1000</b>	<b>Certificated Salaries</b>					
1100	Teachers Salaries	661,274		660,992	(282)	
1103	Teacher - Substitute Pay	8,400	current experience and last year	7,000	(1,400)	
1148	Teacher - Special Ed	79,950		79,950	-	
1200	Certificated Pupil Support Salaries	33,300		28,490	(4,810)	
1300	Certificated Supervisor & Administrator Salaries	112,200		112,200	-	
<b>SUBTOTAL - Certificated Employees</b>		<b>895,124</b>		<b>888,632</b>	<b>(6,492)</b>	
<b>2000</b>	<b>Classified Salaries</b>					
2100	Classified Instructional Aide Salaries	76,865	special ed aid and math aid added	80,880	4,015	
2200	Classified Support Salaries	14,800	Budgeted off 17-18, 18-19 has more work	16,400	1,600	
2300	Classified Supervisor & Administrator Salaries	60,445		59,850	(595)	
2400	Classified Clerical & Office Salaries	33,300	This year working more hours	44,000	10,700	
2900	Classified AFtercare Salaries	46,620	More employees, fewere contractors, offset by reductions in 5829.	76,150	29,530	
<b>SUBTOTAL - Classified Employees</b>		<b>232,030</b>		<b>277,280</b>	<b>45,250</b>	
<b>3000</b>	<b>Employee Benefits</b>					
3100	STRS	145,726		144,897	(829)	
3300	OASDI-Medicare-Alternative	30,730	Increase in classified salaries	34,117	3,388	
3400	Health & Welfare Benefits	80,623	Actual less than budgeted	76,240	(4,384)	
3500	Unemployment Insurance	8,750		8,750	-	
3600	Workers Comp Insurance	11,700		11,700	-	
<b>SUBTOTAL - Employee Benefits</b>		<b>277,529</b>		<b>275,704</b>	<b>(1,825)</b>	
<b>Books &amp; Supplies</b>						
4100	Approved Textbooks & Core Curricula Materials	2,775		1,500	(1,275)	
4200	Books & Other Reference Materials	2,775		1,500	(1,275)	

**Ross Valley Charter 2nd Budget Revision March 2018  
Three Year Budget**

		2018/19	2017/18	2018/19	2018/19	2017/18
		Original Budget	Notes	December Revision	Revised minus Budget	
4330	Office Supplies	2,000		1,000	(1,000)	
4335	PE Supplies	860		860	-	
4410	Classroom Furniture, Equipment & Supplies	1,000		500	(500)	
4420	Computers (individual items less than \$5k)	1,000		500	(500)	
4430	Non Classroom Related Furniture, Equipment & Supplies	500		1,000	500	
4710	Student Food Services	22,000		22,000	-	
4720	Other Food	500		500		
	-	<b>63,185</b>		<b>51,510</b>	<b>(11,675)</b>	

Ross Valley Elementary School District  
Supporting Documents.

Ross Valley Charter 2nd Budget Revision March 2018  
Three Year Budget

		2018/19	2017/18	2018/19	2018/19	201
		Original Budget	Notes	December Revision	Revised minus Budget	
<b>5000</b>	<b>Services &amp; Other Operating Expenses</b>					
5200	Travel & Conferences	700		1,200	500	
5300	Dues & Memberships	1,500		1,500	-	
5450	Insurance - Other	19,610		19,610	-	
5525	Utilities - Waste	1,050	Under budgeted	3,660	2,610	
5535	Utilities - All Utilities	24,000		24,000	-	
5600	Rentals, Leases, & Repairs	-		-	-	
5605	Equipment Leases	3,672		3,524	(148)	
5610	Rent	92,670	District overcharged at least \$13K last yr, and 18-19 \$16K less than budgeted	63,431	(29,239)	
5611	Prop 39 Related Costs	-	No Prop 39 overallocation penalty	-	-	
5803	Accounting Fees	10,900		10,900	-	
5805	Administrative Fees	-	El Dorado SELPA Admin Fee - Not budgeted	4,804	4,804	
5809	Banking Fees	50		50	-	
5812	Business Services	58,700		58,700	-	
5824	District Oversight Fees	14,681	based on LCFF	12,959	(1,722)	
5828	Aftercare services	1,000		500	(500)	
5829	Enrichment Program	100,000	17-18 expenses were \$77K, and \$19K of that will be changed to Salaried this year	58,000	(42,000)	
5830	Field Trips Expenses	23,750	Budget reduced because ADA reduced	21,000	(2,750)	
5836	Fingerprinting	350		200	(150)	
5843	Interest - Loans Less than 1 Year	2,100		2,100	-	
5845	Legal Fees	40,000	Litigation expenses were higher than expected, as of 10-20 @\$40,000	75,000	35,000	
5851	Marketing and Student Recruiting	15,000		15,000	-	
5854	Counseling Contracting	-	counseling contractor not budgeted	3,600	3,600	
5857	Payroll Fees	3,000		3,000	-	
5860	Printing and Reproduction	1,500		500	(1,000)	
5863	Professional Development	23,000		23,000	-	
5869	Special Education Contract Instructors	35,000		38,400	3,400	
5875	Staff Recruiting	700		700	-	
5878	Student Assessment	1,295		3,500	2,205	
5880	Student Health Services	6,475		3,000	(3,475)	
5881	Student Information System	9,800	Eleyo after school program software not budgeted	15,592	5,792	
5887	Technology Services	3,000		3,000	-	

**Ross Valley Charter 2nd Budget Revision March 2018  
Three Year Budget**

		2018/19	2017/18	2018/19	2018/19	2017/18
		Original Budget	Notes	December Revision	Revised minus Budget	
<b>SUBTOTAL</b>		<b>502,458</b>	-	<b>483,796</b>	<b>(18,662)</b>	
<b>6000</b>	<b>Capital Outlay</b>					
6900	Depreciation on capital Items	3,200		3,200		
<b>SUBTOTAL Capital Outlay</b>		<b>3,200</b>	-	<b>3,200</b>	-	
<b>TOTAL EXPENSES</b>		<b>1,973,527</b>	-	<b>1,980,122</b>	<b>6,596</b>	

**Ross Valley Charter 2nd Budget Revision March 2018**  
**Restricted Budget Summary**

	2018/19				
	Total Budget	Special Ed	After School Program	Total Restricted	Unrestricted
<b>SUMMARY</b>					
<b>Revenue</b>					
State Local Control Entitlement Revenue	1,295,947	-	-	-	1,295,947
Federal Revenue	15,750	15,750	-	15,750	-
Other State Revenues	141,247	80,336	-	80,336	60,912
Local Revenues	172,555	-	156,000	156,000	16,555
Fundraising and Grants	349,700	-	-	-	349,700
<b>Total Revenue</b>	<b>1,975,199</b>	<b>96,086</b>	<b>156,000</b>	<b>252,086</b>	<b>1,723,114</b>
<b>Expenses</b>					
Compensation and Benefits	1,441,616	114,584	84,527	199,110	1,242,506
Books and Supplies	51,510	-	-	-	51,510
Services and Other Operating Expenditures	483,796	38,400	58,000	96,400	387,396
Capital Outlay	3,200	-	-	-	3,200
<b>Total Expenses</b>	<b>1,980,122</b>	<b>152,984</b>	<b>142,527</b>	<b>295,510</b>	<b>1,684,612</b>
<b>Operating Income (excluding Depreciation)</b>	<b>(4,923)</b>	<b>(56,898)</b>	<b>13,474</b>	<b>(43,424)</b>	<b>38,501</b>
<b>Fund Balance</b>					
Beginning Balance (Unaudited)	146,483				146,483
Operating Income	141,560	(56,898)	13,474	(43,424)	184,984
<b>Ending Fund Balance (including Depreciation)</b>	<b>141,560</b>	<b>(56,898)</b>	<b>13,474</b>	<b>(43,424)</b>	<b>184,984</b>

**Ross Valley Charter 2nd Revision March 2018  
Projected 2017-2019 FY Cash Flow**

		2018-2019 Projected				
		Nov Projected	Dec Projected	Jan Projected	Feb Projected	Mar Projected
<b>Beginning Cash</b>		<b>167,523</b>	<b>129,560</b>	<b>86,375</b>	<b>32,273</b>	<b>109,467</b>
<b>Revenue</b>						
8011	LCFF State Aid	47,215	47,215	47,215	47,215	69,643
8012	Education Protection Account			6,432		
8096	Charter School In Lieu Prop Tax	44,803	44,803	44,803	44,803	103,217
8181	SPED - Federal					3,938
8381	SPED - State	5,672	5,672	5,672	8,176	8,176
8550	Mandate Block Grant		2,155			
8560	Lottery (17-18)				35,225	
8670	After school revenue	15,000	15,000	15,000	15,000	15,000
8690	Misc Script & Walker Creek	690	690	690	690	2,751
8801	Family Giving	13,000	13,000	13,000	13,000	13,000
8803	Foundation Grants				100,000	
8802	Private giving	1,500	1,500	1,500	1,500	1,500
	<b>Total Revenue</b>	<b>127,880</b>	<b>130,034</b>	<b>134,311</b>	<b>265,608</b>	<b>217,231</b>
<b>Expenses</b>						
	Compensation & Benefits	126,700	126,700	126,700	126,700	126,700
	Books & Supplies	4,000	10,000	4,000	4,000	10,000
	Services & Other Operating Expenses	24,727	24,727	45,922	45,922	45,922
	Capital Outlay					
	<b>Total Expenses</b>	<b>155,427</b>	<b>161,427</b>	<b>176,622</b>	<b>176,622</b>	<b>182,622</b>
<b>Operating Cash Inflow (Outflow)</b>		<b>-27,547</b>	<b>-31,393</b>	<b>-42,310</b>	<b>88,986</b>	<b>34,611</b>
	Current Loans Payable		(1,376)	(1,376)	(1,376)	(1,376)
	Long Term Loans Payable	(10,416)	(10,416)	(10,416)	(10,416)	
<b>Ending Cash</b>		<b>129,560</b>	<b>86,375</b>	<b>32,273</b>	<b>109,467</b>	<b>142,701</b>





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Superintendent: Marci Trahan | Board of Trustees: Annelise Bauer • Anne Capron • Ryan O'Neil • Wesley Pratt • Mark Reagan

September 24, 2020

**Via Email**

Luke Duchene  
School Director  
Ross Valley Board of Trustees  
Ross Valley Charter  
PO Box 791  
Fairfax, CA 94978  
luke.duchene@rossvalleycharter.org

Re: Ross Valley School District  
Ross Valley Charter School

Dear Mr. Duchene:

As you know **Ross Valley Charter ("RVC" or "Charter School")** has submitted its **Renewal Petition ("Petition")** to the **Ross Valley School District ("District")**. Pursuant to the renewal provisions of Education Code section **47607**, the District is the "chartering authority" for purposes of reviewing the charter school's history and evaluating the charter school's renewal petition. (See, e.g., Ed. Code, § 47607, subd. (d) and (e).) In accordance with Education Code section 47604.3, the District would like to obtain the below identified documents and/or information:

1. Any and all leases, rental agreements, or other contracts related to facilities;
2. The Form 700 for each board member that has served, or is currently serving, on the RVC board – this request includes each of the annual Form 700s for each board member;
3. The Form 700 for all individuals involved in the management of RVC whether **as a paid employee, independent contractor, or "volunteer"** – this request includes each of the annual Form 700s for each individual;
4. Any and all agreements for provision of services to RVC including but not limited to contracts with EdTec – this request includes each contract and or amendment entered into since 2016;
5. Any and all disclosures made to the RVC board by EdTec and/or Conn Hickey **related to Mr. Hickey's employment with EdTec;**
6. All contracts, agreements, memorandum of understanding or communications **regarding Conn Hickey's work for or with EdTec;**
7. All communications whether written, electronic or otherwise, with RVC and/or **Conn Hickey with regard to Conn Hickey's work for or with EdTec;**<sup>1</sup>
8. Enrollment data for each year of RVC operations disaggregated by unduplicated pupil count;
9. RVC special education data for each year of RVC operations disaggregated by category of disability under the Individuals with Disabilities Education Act (IDEA);

<sup>1</sup> It is noted that because **Mr. Hickey's** serves as Volunteer Business Official and works with EdTec (as noted in his Form 700), RVC does have access to the requested documents regardless of whether they are currently in the care custody or control of RVC.



Luke Duchene  
Ross Valley Board of Trustees  
September 24, 2020  
Page 2

10. All documents reflecting the data and criteria used by RVC to reclassify any English Language Learners;
11. All testing protocols including but not limited to protocols for conducting state testing – **for purposes of this request please provide RVC’s actual protocols** which includes documents reflecting how RVC schedules testing and addresses irregularities;
12. All documents reflecting the number of student that have opted-out of state testing including information regarding the demographics for each such student;
13. All job descriptions for employees of RVC whether part time or full time;
14. List of all employees together with their salary;
15. Board Bylaws including prior and current versions;
16. List of all businesses affiliated with RVC – for purposes of this request affiliated business shall be any business that is owned or operated by any RVC board member, employee, volunteer, or the spouse of a RVC board member, employee, or volunteer as well as any business that employs any RVC board member, employee, volunteer or the spouse of a RVC board member, employee, or volunteer;
17. All grant documents including but not limited to the grant application and grant award;
18. All loan documents, including but not limited to, the loan applications, loan agreements and status of loans.

Please send to my office the foregoing documentation and/or information by October 2, 2020. We appreciate your anticipated cooperation.

Sincerely,



Marci Trahan, Superintendent  
Ross Valley School District

**ROSS VALLEY SCHOOL DISTRICT**

ROSS VALLEY CHARTER  
RENEWAL PETITION

REPLY TO RESPONSE TO DISTRICT STAFF REPORT

**INTRODUCTION**

In accordance with Education Code sections 47605, 47605.9, and 47607, the District has considered the Ross Valley Charter Renewal Petition (“Renewal Petition”) and diligently undertaken the responsibilities set forth in these statutes to evaluate the charter and RVC’s operational, fiscal, governance and academic performance during its first term as a charter school. In further compliance with the mandates of the review process, the District published its staff report with its recommendation to the Board and its proposed findings supporting same (“Staff Report”) on October 26, 2020, fifteen days prior to the November 10, 2020 board meeting wherein the Board would make its determination whether to grant or deny the Renewal Petition. The Staff Report was further provided to RVC the same day.

On Friday, November 6, 2020, after business hours, RVC submitted their “Response” to the District’s Staff Report (“RVC’s Response”). This Reply follows. Most of what is set forth in RVC’s Response has been fully addressed in the Staff Report and supported with documentation. It is noted that what RVC calls an “antagonistic approach” is, in fact, simply the District following the process: evaluating the facts related to the charter school’s past operations as reflected in the documents received from the State and RVC, and conducting appropriate due diligence in conformity with the legal procedures set forth in the above statutes and the criteria established by statute and State Board of Education regulations. The renewal process is founded upon the cornerstone of accountability – a concept RVC makes clear it does not embrace.

Nonetheless, the District review team has carefully considered the points raised by RVC. In many circumstances RVC lashes out and further makes assertions that are either mischaracterizations intended to distract or are simply incorrect. We take a brief opportunity to respond to same but will not rehash all of the factual findings and documentary support provided in the Staff Report.

**REPLY TO RVC CONTENTIONS**

**Demonstrably Unlikely to Successfully Implement the Renewal Petition Due to Substantial Fiscal and Governance Issues**

RVC contends that “[b]oth MCOE and FCMAT declined to take the action that the District staff and counsel urged”:

- RVC interprets FCMAT’s conclusion that it will not recommend an extraordinary audit as FCMAT’s blessing that RVC’s actions were proper. This is far from the truth.
- FCMAT did not make an affirmative finding that RVC did not engage in any wrongdoing – instead, FCMAT even acknowledged “legitimate concerns” about RVC’s governance and its compliance with PPP requirements.

- While FCMAT did not recommend an extraordinary audit under Education Code section 1241.5, FCMAT instead suggested referral of these issues to the County District **Attorney's office and the** Office of the Inspector General of the U.S. Small Business Administration to address the serious issues identified.
- These **legitimate concerns were well within the purview of the District's review, as the** District has a separate legal obligation to conduct a charter petition review under the Charter Schools Act that is independent from the decision of **FCMAT's recommendation** to decline an extraordinary audit.

RVC contends "[t]he **'notice of violation'** is not a legal right that RVSD holds, as the District is not currently the chartering authority of RVC":

- While the District does not believe it is required to issue a notice of violation and provide RVC with a reasonable opportunity to cure the violations in order to find RVC demonstrably unlikely to successfully implement the program within the meaning of section 47605(c), the District nonetheless did so: 1) to provide RVC with the opportunity to respond and cure; and, 2) because issuing the notice of violation was a lawful course of action for the District to take as the **"chartering authority" under section 47605.9**.
- **Even though SBE is RVC's current** authorizer, section 47605.9 requires RVC to submit its renewal petition to the District. And RVC did so, recognizing the requirements of section 47605.9. It is clear then **that the District must review RVC's renewal petition** – as it does with any other petition submitted to the District – in accordance with the standards set forth under the Charter Schools Act and any applicable State Board of Education regulations or guidance. One of the new standards implemented under the recent revisions to the CSA is the **"chartering authority"** giving notice and an opportunity to respond to violations relating to fiscal and governance issues and the failure to serve all students who wish to attend. (Ed. Code, § 47607.) In accordance with 47605.9, the District is designated the chartering authority for purposes of the renewal process.
- **RVC's argument that the District cannot apply the law** – including the notice and response provisions under Education Code section 47607(e) merely because SBE is the authorizer – is unfounded. While RVC recognizes the need to submit its Renewal Petition to the District under 47605.9, RVC incongruously argues that it is may not be actually evaluated and held accountable. This is an untenable interpretation in light of the accountability mandates of the renewal process.<sup>1</sup>
- The District has reasonably construed the law in accordance with oversight and petition review obligations set forth in statute and provided RVC an opportunity to remedy its violations. RVC has responded with what has become its standard truculent response to the District, choosing a combative approach rather than one that is even minimally cooperative or which acknowledges the terms of the Charter Schools Act or demonstrated facts.

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<sup>1</sup> Had the District *not* followed the process set forth in section 47607, there is little doubt **that RVC would contend the District's findings are invalid for failure to comply with the notice requirement.**

## **Fiscal Mismanagement**

### The PPP Loan

- **RVC’s Response** primarily reiterates the points RVC asserted in its October 5, 2020 **response to the District’s Notice of Alleged Violation**. The RVC Response does nothing to **change the District’s findings that RVC failed to obtain its PPP loan in compliance** with law and that the PPP application was presented to the federal government with knowingly false information for purposes of obtaining funding.
- The RVC Response only serves to reinforce that RVC deprived the community of the opportunity to hold it accountable of this wrongdoing by making misrepresentations to the public and failing to be transparent. In sum, there are simply too many inconsistencies and omissions for RVC to overcome to persuade the District that its pursuit of the PPP loan was legitimate and transparent.
- RVC does not dispute the timeline of when it applied for and received PPP funding. However, what it does attempt to do is to excuse and mischaracterize several important facts to downplay the significance of its omissions. For example, it portrays March and April 2020 as a landscape of unmitigated chaos. However, this is all the more reason why the RVC Board and operations should have been more – not less – transparent and thoughtful with its fiscal condition and pursuing a PPP loan. Recent reporting on PPP fraud identifies the same issues documented in the Staff Report including obtaining funds without proper certification and obtaining funds intended for payroll even where payroll was funded by the state.<sup>2</sup>
- **RVC’s assertion that the PPP funds were needed for summer payroll due to state “deferral” is wholly unsupported as the “deferral” referred to was a delay of less than three weeks.**
- RVC relies upon a distinction without a difference, contending that Mr. Hickey only applied for a PPP loan, but did not actually enter into it. This hyper technical distinction does nothing to address the fact that Mr. Hickey did not have any authorization from the Board to engage in the PPP process in the first place – no Board action was properly noticed to delegate that authority nor was it reflected in the RVC Board minutes at the time.
- RVC admits that the April 2nd minutes do not clearly show that the Board wanted to apply for the PPP loan. This deprived the public of an opportunity to understand the **Board’s intention and concedes the Brown Act violation. Nothing in** the April 2nd agenda and minutes reflects any items related to the PPP, nor any Board authorization for Mr. Hickey to enter into contract or agreement, or to seek a PPP loan.
- RVC also admits that its April 23rd agenda was not specific about authorizing the school director to execute the PPP loan, claiming that it had lost hope for PPP funding as it believed all funds had already been disbursed. This is not a reasonable excuse or rationale for failing to agendaize an item on the agenda as significant as executing or **pursuing a PPP loan. Even if Mr. Hickey first read Westamerica’s** email with the \$270,000 counterproposal the morning of the April 23rd Board meeting, the RVC Board

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<sup>2</sup> <https://www.wsj.com/articles/ppp-was-a-fraudster-free-for-all-investigators-say-11604832072>

had no authority to take action on the loan on April 23rd. It could have held a special meeting if time was of the essence but it had no excuse to fail to comply with the Brown Act.

- **Another example of RVC's deception is that** the April 23rd meeting minutes were not publicly posted until nearly a month later on May 14, 2020, just hours before the May 14th Board meeting where the RVC Board approved the Resolution regarding the loan. There is no reasoning for this and it effectively deprived the public of any notice or **opportunity to comment on RVC's intent and efforts to secure the loan until it was already secured.** Even the Resolution was not noticed on the RVC agenda, which obscured the fact that RVC was seeking PPP funding.
- RVC also **offers no response to the fact that Governor Newsom's March 13, 2020** Executive Order expressly stated that charter schools will continue to receive state funding in order to continue to pay its employees; RVC was assured of its ongoing Average Daily Attendance revenue during the timeframe of the loan; RVC was given a \$20,000 COVID grant from the Walton Foundation; and RVC had other opportunities to pursue lines of credit or sources of funding.
- Per PPP loan requirements, the Charter School was required to certify that a current economic uncertainty made the loan necessary to support its ongoing operations. But RVC does not identify any uncertainty that was current at the time it entered into the PPP loan; instead, RVC acquired the PPP loan to increase its reserves in anticipation of future need, not to mitigate past or current economic hardship or meet its payroll. **Certifications signed by RVC's "agents" that "current" economic uncertainty based upon cash deferrals makes PPP loan funds necessary to support RVC's ongoing operations** were therefore not made in good faith.
- **And to be clear, the District's analysis as set forth in the Staff Report does not challenge the "form" of the Resolution** – the issue is the content and the process. The Resolution **misrepresents the facts and was "approved" in violation of** the notice requirements of the Brown Act.

#### Budget Review and Fiscal Concerns

- As reflected on the fiscal report attached to the Staff Report as Exhibit X, **the District's** charter finance expert is Debi Deal, widely renowned for her work in charter finance. Ms. Deal developed the Charter Finance Academy curriculum for the California Charter Schools Association and conducted statewide training. She also served as an intervention specialist for FCMAT. Ms. Deal's curriculum vitae is attached hereto as Exhibit Y.
- RVC repeatedly complains that its apportionments are delayed by the Marin County Office of Education causing its fiscal distress asserting that without the \$270,536 PPP loan received on May 8, RVC would not have been able to make its July 31 payroll. However, this effort to substantiate the need for a PPP loan serves to demonstrate their tenuous fiscal position – that they would be so low on cash that they could not make one payroll is alarming. This **also conflicts with RVC's repeated assertion of a large** 12.5% reserve, but which is described in the RVC Response as sufficient to cover 45 days of expenses.

- **As RVC states in Response, "RVC ... only has 45 days of expenses in its reserves. During the last recession in 2008-2012, charter schools paid twenty percent or more for factored receivable loans to cover cash flow due to State apportionment deferrals that spanned up to five months." This is precisely the concern. RVC has deficit spent each year of operation relying upon debt to "balance" its budget. Yet, the PPP loan has express requirements and limitations - RVC may not obtain debt in violation of the criteria regardless of its purported need.**
- RVC spends considerable effort to suggest that it is situated equally to the District by citing to bond and pension debt, or perhaps the intent is to suggest that the District is equally fiscally unstable. Either way, it is simply incorrect. Bonds are paid by the taxpayers – the District does not deplete its general fund to cover bond indebtedness. And the **"pay-as-you-go" (annually) is a booking entry on the financials.**
- RVC next challenges the proposed finding that it is overburdened with debt, particularly for a school of its small size. The accounting they cite makes no difference to the bottom line. Regardless of where it is posted, it is an excessive debt burden that still must be **repaid and RVC's tenuous finances certainly creates greater liability** exposure for the school and its authorizer. And it is fundamental that fluctuations in enrollment reduce revenue to pay debt. While RVC may project a significant growth for the 2021-22 school year, its history, including census day enrollment numbers, does not support this growth.
- RVC takes issue with the finding that RVC is **"using debt to balance its budget."** Yet, for example, they state the PPO loan was necessary to make June 2020 payroll. Again, RVC **seeks to point to the District's finances, looking to compare its debt to that of the District. But again, bond debt is not funded from the District's coffers so it is not a debt** of the District that impacts its funding. While pension is a liability, it is a pay as you go obligation so is not debt comparable to RVC. That said, this is a renewal review to a charter school and not a review of the District which is governed by different laws and circumstances. It is undisputed that RVC holds debt of at least \$972,000 which the District review team finds excessive for a school of its size.

RVC contends that loan payments should not be reflected on the income statement but rather on the balance sheet. However, they are a school and required to comply with public school accounting not private business accounting.

- **RVC next states that the District's finding asserts that the loan repayments should be reflected in the expense section or by reducing the LCFF Entitlement amounts in the Revenue section. That is simply not true. The District takes issue with RVC's failure to transparently book its debt including by improperly reducing LCFF entitlement.**
- RVC contends that there is no balloon payment or that it has or will negotiate an alternative repayment. However, there is no documentation to support this and the loan documents expressly require a balloon payment which is not in the cash flow.
- RVC states that if ADA does not meet forecasted levels, RVC is prepared to make expense reductions to maintain a positive operating income so it can continue to build its reserves. Yet, they do not identify where they would make such cuts. The school is already alarming low in spending on student books and supplies.

- RVC's effort to undermine the analysis is unsuccessful. They may have found a typo in reference to a year but nothing in the RVC Response changes or refutes the finding that the school is overburdened with debt and relies upon loans which now reach nearly one million dollars – this is excessive for a small school.

### **Governance Mismanagement, Violation of Charter, Violation of Law**

"RVSD's characterization of Mr. Hickey's role with the organization and EdTec, however, is not accurate."

- In its response, RVC does nothing to actually address the District's finding relating to Mr. Hickey's conflict of interest. In fact, RVC's response raises even more concerns as to the impropriety of Mr. Hickey's split loyalties between the Charter School and his employer, EdTec. It is of no consequence whether Mr. Hickey was paid by EdTec on a "commission" basis or otherwise. As the Fair Political Practices Commission has made clear:

Courts have long found that independent contractors that serve in advisory positions that have a potential to exert considerable influence over the contracting decisions of a public agency are subject to Section 1090. (See *Hub City Solid Waste Services, Inc. v. City of Compton* (2010) 186 Cal.App.4th 1114, 1124-1125; *Schaefer v. Berinstein* (1956) 140 Cal.App.2d 278,291 ["statutes prohibiting personal interests of public officers in public contracts are strictly enforced. [Citation.]... [if] A person merely in an advisory position to a city is affected by the conflicts of interest rule".]) This long-standing rule was recently affirmed by the California Supreme Court (*People v. Superior Court (Sahlolbei)* (2017) 3 Cal.5th 230), and it applies equally to corporate consultants. (*Davis v. Fresno Unified School District* (2015) 237 Cal.App.4th 261, 300.)<sup>3</sup>

- To the degree that RVC contends that Mr. Hickey was not involved in the making of any contract with EdTec, this is simply not supported by their own governance documents cited in the Staff Report. It is quite plain – Mr. Hickey worked for a vendor that had a financial incentive to enter into a contract with the very organization of which Mr. Hickey at the time was an officer and over which he had tremendous influence and in fact exercised that influence.
- RVC's attempt to minimize Mr. Hickey's influence by suggesting that he was merely an "unpaid corporate officer" does not change the fact that he was and is a management level employment, acted as "Treasurer" in RVC, and was subject to the conflict of interest laws in that capacity. Even the fact that RVC turned to Mr. Hickey to process the PPP loan undermines the suggestion that he is of no influence to the RVC board.
- The impropriety was so apparent that even the Charter School's legal counsel advised RVC that "even as an unpaid volunteer," Mr. Hickey should be filling out a Form 700. Yet, RVC asserts his position was not on any of the designated filer positions on RVC's Conflict of Interest Code.

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<sup>3</sup> Daniel G Sodergren - A-19-057 - May 22, 2019 – Pleasanton (emphasis added).  
<http://www.fppc.ca.gov/content/dam/fppc/documents/advice-letters/1995-2015/2019/Final%20A-19-057.pdf>

- **Notably, RVC's response completely ignores the most egregious conflict stated in the Staff Report** – on September 6, 2019, RVC and EdTec entered into an agreement for Statement of Work #5, which was when Mr. Hickey was simultaneously serving as CFO-Treasurer and an Associate Client Manager for EdTec. RVC provides no response for this direct conflict.
- It is also alarming that RVC admits that, even though Mr. Hickey began working for EdTec in July 2019, and the RVC Board was informed of this fact at that time, it took nearly three (3) months (until October 2019) **for RVC to determine Mr. Hickey's** simultaneous service as an RVC officer (even as a volunteer) and an employee of an RVC vendor would create the appearance of a conflict. There is no explanation for this delay. By the time the decision to resign was made, RVC and EdTec already entered into its September 6, 2019 contract.
- This violation – in addition to the various issues arising out of the Charter School's pursuit of the PPP loan – **reflects RVC's failure to understand and adhere to the conflict of interest laws and RVC's Conflict of Interest Policy and apparent purposeful efforts to avoid them.**
- It is apparent that the creation of the position of volunteer Chief Business Official for Mr. Hickey is not only an improper delegation of authority under the terms of the current and Renewal Charter, but also intended for the purpose of evading compliance with conflict of interest laws.

**"One Board member's resignation in no way justifies a claim of Board instability."**

- **RVC's response fails to address the fact that Ms. Kimball was one (1) of only three (3)** RVC Board members with experience in public education and that her departure is contrary to the information required to be presented with the Renewal Petition as to who would serve as the board members in the next term of the charter.
- RVC attempts to downplay this significant departure by arguing that many traditional public school district have Board members who have more private sector experience than public education experience. However, this is a false equivalence – unlike charter school board members, board members of traditional public school districts are elected by the community in a public election and, if they do not serve their jobs well, can be elected out of office. Because RVC does not have this mechanism of public accountability, it must ensure that its Board members properly reflect the expertise needed to operate a charter school.
- **The District's concerns regarding Board stability are not to be taken lightly** – the sudden departure of Ms. Kimball in the wake of allegations regarding governance and in the midst of the renewal process wherein she was represented to be a board member for the **proposed new term undermines the purported strength of RVC's governance structure.**

**"RVC is awaiting the issuance of a temporary certificate of occupancy, which will be in place until the Fire Marshal approves the pending work to upgrade the fire alarms, which is scheduled to begin the week of November 9."**

- RVC still does not have a facility that is compliant and safe to occupy. Even though most children are receiving distance learning, this is particularly unacceptable to those



students who require personal and in-person learning in accordance with the rulings of the OAH and CDPH for Cohorting Guidance.

- **The Charter School is using “distance learning”** as an excuse to obviate itself of its obligation to serve students with disabilities or those who need small group cohort instruction, which cannot be done **in RVC’s current facilities.**
- This also ignores **its authorizer’s mandate that the facility be ADA compliant that was issued now well over two years ago** and RVC still has not demonstrated CDE authorized the facility after it precluded RVC from serving students at the site. Despite this, RVC states an intention to begin serving students.

### **Reasonably Comprehensive Description**

- **In response to the District’s finding that RVC’s absenteeism is problematic, RVC** makes no mention of whether it will achieve absenteeism rates comparable to those of the District, RVC states without supporting information that its parents face greater challenges that get in the way of attendance. RVC does not commit itself to any concrete strategies of tackling this important issue, especially if the factors inhibiting regular attendance are as serious as they state. RVC vaguely states **that “our solutions are as varied as the circumstances” and provide generalized examples that do not reflect a serious intent to address the absenteeism issue.**
- RVC attempts to portray the District as unreasonable in its findings – for example, with **respect to RVC’s school safety plan, RVC states that “RVC would have been glad to provide it to RVSD had the District simply asked.”** Yet, RVC submitted its Renewal Petition with a certification of completeness as now required by law. What RVC attempts to characterize as District failure to communicate, is in fact their own error and contrary to the purpose of the certification of completeness. RVC also misses the point that a school safety plan is a required component of the petition to be submitted as required by Education Code section 47605(c)(5)(F).

### **Academic Performance**

- RVC claims that it was forced to delay operations for one year only because the District **refused to rent a vacant property.** **RVC’s attempt to blame the District for its own failure to secure facilities to operate its own educational program is telling of its wholesale rejection of accountability.** RVC is solely responsible for implementing its educational program and its failure to obtain facilities from the District through the Proposition 39 process only reflects its failure to have contemplated and implemented a plan to ensure that its school opened as originally planned.
- RVC again seeks to avoid accountability blaming AB 1505 and COVID-19 as excuses for not having in place its own data assessment system. While CAASPP and Dashboard Data are recognized as the state-sponsored academic metrics that all schools should apply and measure for some *but not all* grade levels, RVC should nevertheless have its own internal data assessment system in place that allows RVC to track the academic progress of its pupils, independent from the CAASPP assessments. While the regulations **for “verified data” have not been developed,** RVC did not make any effort to attempt to provide any internal assessment information or data for the District to at least make **some evaluation of RVC’s academic progress.** This is certainly common practice among charter schools across the state.

**CONCLUSION**

It is disappointing that RVC has responded with vitriol rather than a factually supported response, yet it is consistent with the divisive nature of RVC. Since its inception, it has pursued its goals without regard to the community that it is intended to serve. Sifting through the RVC Response, RVC's effort to evade and misrepresent both the issues presented, and the facts pertaining to those issues, is clear. As accountability is the cornerstone of the Charter Schools Act, the District has taken its assigned role to review the renewal petition seriously and worked with due diligence. As set forth in the Staff Report, the District review team stands by the recommendation to deny the Renewal Petition for the reasons stated therein.

# **EXHIBIT “Y”**

**Deborah Lee Deal, CICA, CFE  
Deal Consulting, Inc.**

Retired: Fiscal Crisis and Management Assistance Team (FCMAT),  
Intervention Specialist

**Areas of Expertise/Special Skills**

Budget Development, Analysis and Management; Leadership and Personnel Management; Teaching and Training; Multiyear Projection Software Development; Organizational Restructuring; Analysis of Complex Financial Systems; Governmental Accounting and Auditing; Charter School Law; Facilities and Construction; AB139 Extraordinary Audits; Instructor University of Southern California (USC) Rossier School of Education, CBO Mentor Program; Association of School Business Officials (ACSA) Finance Academy; CARNet – Master Level Classes for charter school authorizers.

**Background/Degrees/Credentials**

A graduate from California State University, Sacramento with a Bachelor of Science degree in accounting and completed graduate level course work at the University of Nevada, Reno. I have worked in private and public organizations in financial record keeping and budget development. With more than 30 years in the education field, I have served in school districts for 18 years as a manager, supervisor, trainer, mentor and Chief Business Official, more than ten years as an Intervention Specialist for FCMAT, and consulting since retirement in December 2018.

**Significant Engagements/Assignments**

A sampling of engagements and key assignments follows:

- FCMAT team member assigned to test and support the new Local Control Funding Formula (LCFF) model statewide and part of the entire team to revise the Fiscal Risk & Health Analysis tool.
- Performed 20 statewide AB139 Extraordinary Audits; several focused studies; and statewide presentations: Multiyear Financial Projections; Transportation; Special Education; Staffing/Organization; Associated Student Body; Management Reviews; Comprehensive Reviews – state takeover districts; CalPADS.
- Developed multiyear projection Excel model that accomplishes multiple tasks including the adopted budget, interim budgets, board presentations, budget committee sessions and negotiations.
- Review various financial operating systems and make recommendations to streamline workflow, redesign the budget development process, prepare the books for closing and train finance staff.

- Assisted programmers with complex computerized financial systems to automate the record keeping process to ensure compliance with generally accepted accounting principles.
- Performed statewide training for Cash Flow and FCMAT's Budget Explorer software.
- Instructor:
  - USC Rossier School of Education: CBO Mentor Program five years teaching Cash Flow, Budget Development and Multi-Year Financial Projections.
  - Association of California School Administrators: School Finance.
  - Community College: Lotus 1-2-3, Excel and Access "Fast Track" classes.
  - CASBO: Attendance Accounting.
  - Adult Education: General business courses and Taxation.
  - California Charter Schools Association: Developed Charter Finance Academy curriculum and conducted statewide training.
  - Charter Accountability Resource and Support Network (CARNet): Master level training for charter school authorizers.
- Instrumental in securing an \$8.2 million loan from the State Allocation Board (SAB) to assist in reconstructing a new high school involved in construction litigation.
- Served on the State Allocation Board audit subcommittee to restructure the State School Facilities Program requirements.
- Successful in resolving Office of Public School Construction audit assessments.
- Researched, reviewed and critiqued the petitions for charter schools and prepared complex calculations for charter school conversions. Assisted with the creation of the Charter Finance Academy curriculum.
- Webinar presenter/trainer for Cash Flow Management; State Budget Crisis – COVID-19 series for California Charter Authorizing Professionals, Small School District Association and Riverside County Office of Education.