

**Gravenstein Union School District
Board of Trustees - Regular Board Agenda
5:00 p.m. – Open Session - Gravenstein School – Room 13
Closed Session to follow Open Session
Wednesday May 11, 2016**

If you need an accommodation for the Board Meeting, contact Superintendent Linda LaMarre at (707) 823-7008 or llamarre@grav.k12.ca.us
Agenda documents are available for inspection at the Gravenstein District Office

3840 Twig Avenue, Sebastopol, CA

I. CALL TO ORDER - ROLL CALL

Time: _____ Members present/absent: _____

II. PUBLIC INPUT ON ITEMS NOT ON THE AGENDA

This section is a time for members of the audience to address the Board regarding items not on the agenda. Board action cannot take place at this meeting, as a result of the input given. There will be a limit of 3 minutes for each person speaking under this section.

III. APPROVAL OF CONSENT AGENDA

- A. Approval of Agenda Order
 - B. Approval of Minutes: Special Meeting Minutes 4-08-2016, Special Meeting Minutes 4-09-2015, Regular Meeting 4-13-2016, Special Meeting Minutes 4-14-2016, Special Meeting Minutes 4-14-2016 #2, Special Meeting Minutes 4-15-2016, Special Meeting Minutes 4-21-2016
 - C. Vendor Warrants
 - D. Contract – School Psychologist for 2016-17 Not to Exceed \$ 20,000.00
- Motion _____ Second _____ Vote _____

IV. REPORTS/CORRESPONDENCE

- A. Board Reports
- B. Superintendent Report:
 - 1. May Enrollment 2015-16 and Enrollment for 2016-17
 - 2. Transportation
 - 3. GSF and MPF Updates
 - 4. End of year activities
 - 5. Summer Projects
 - 6. AED Update
- C. Hillcrest Report
- D. GUTA Report

V. BUSINESS

- A. Gravenstein Elementary Modernization – Phase II Update
Motion _____ Second _____ Vote _____
- B. Approve Contract with DSA Inspector of Record (IOR) for Gravenstein Elementary Modernization Phase II – I.A. Kuster Construction Services – Class1inspector
Motion _____ Second _____ Vote _____
- C. Approval of two year contract for Superintendent for 2016-17 and 2017-18—Jennifer Schwinn
Motion _____ Second _____ Vote _____
- D. Consider the Red Cross Shelter Agreement
Motion _____ Second _____ Vote _____
- E. Declaration of Need for Fully Qualified Educators for 2016-17
Motion _____ Second _____ Vote _____

F. Contract with Santa Rosa City Schools for meals for Food Service for 2016-17 at \$2.50 per meal
Motion _____ Second _____ Vote _____

G. 2016-17 Daycare and Homework Club Handbook (including hours and rates)
Motion _____ Second _____ Vote _____

H. Naming of School Facilities
Motion _____ Second _____ Vote _____

VI. FUTURE MEETING DATES AND AGENDA ITEMS

Next meeting date: June 8, 2015

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

This section is a time for members of the audience to address the Board with respect to every item of business to be discussed in closed session pursuant to Ed Code section 54957. There will be a limit of 3 minutes for each person speaking under this section.

VIII. ADJOURN TO CLOSED SESSION

Time _____ Motion _____ Second _____ Vote _____

A. Conference with Labor Negotiator, District - Mrs. LaMarre, Name of Organization – Gravenstein Union Teachers Association

Motion _____ Second _____ Vote _____

B. Potential Litigation – per GC54956.9 (d)

C. Public Employee:

1. Hiring – 1.0 FTE Temporary Multiple Subject Credentialed Teacher for 2016-17 partial year
Alicia Kindred

Motion _____ Second _____ Vote _____

2. Hiring – 1.0 FTE Temporary Multiple Subject Credentialed Teacher for 2016-17 partial year
Ashley Vestal

Motion _____ Second _____ Vote _____

3. Hiring – 8 hour/day Probationary School Secretary 2016-17 – **Amy Gloeckner**

Motion _____ Second _____ Vote _____

4. Discipline/Dismissal/Release

Motion _____ Second _____ Vote _____

D. Superintendent Evaluation

Motion _____ Second _____ Vote _____

IX. RECONVENE TO OPEN SESSION

Time _____ Motion _____ Second _____ Vote _____

A. Announce Action Taken in Closed Session

B. GUTA/GUSD 2015-16 Contract (Tentative Agreement) Approval.

This is a 4.5% increase effective July 1, 2015.

Motion _____ Second _____ Vote _____

C. Approval of Compensation for Non-GUTA Employees for 2015-16.

This is a 4.5% increase effective July 1, 2015.

Motion _____ Second _____ Vote _____

X. ADJOURNMENT

Time _____ Motion _____ Second _____ Vote _____

GRAVENSTEIN UNION SCHOOL DISTRICT
SPECIAL BOARD MEETING
MINUTES

Friday, April 08, 2016 8:15 AM

- I. **CALL TO ORDER** Pres. Horn called the meeting to order at 8:15 AM, Clrk. Beck, Mem. Virji, Weaver, Wickland are present.
- II. **PUBLIC COMMENT ON ITEMS IN CLOSED SESSION** No comment.
- III. **CLOSED SESSION** Pres. Horn moved to adjourn to Closed Session at 8:15 AM, Mem. Wickland seconded, 5-0 yes.
- A. Public Employee – to consider the appointment or employment of the Superintendent
- IV. **RECONVENE TO OPEN SESSION** Pres. Horn moved to reconvene to Open Session at 4:00 PM, Clrk. Beck seconded, 5-0 yes.
- A. Announce Action Taken in Closed Session No reportable action.
- V. **ADJOURNMENT** Pres. Horn moved to adjourn at 4:00 PM, Clrk. Beck seconded, 5-0 yes.

GRAVENSTEIN UNION SCHOOL DISTRICT
SPECIAL BOARD MEETING
MINUTES

Saturday, April 09, 2016 8:30 AM

- I. **CALL TO ORDER** Pres. Horn called the meeting to order at 8:35 AM, Clrk. Beck, Mem. Virji, Weaver, Wickland are present.
- II. **PUBLIC COMMENT ON ITEMS IN CLOSED SESSION** No comment.
- III. **CLOSED SESSION** Pres. Horn moved to adjourn to Closed Session at 8:35 AM, Mem. Weaver seconded, 5-0 yes.
- A. Public Employee – to consider the appointment or employment of the Superintendent
- IV. **RECONVENE TO OPEN SESSION** Pres. Horn moved to reconvene to Open Session at 2:00 PM, Clrk. Beck seconded, 5-0 yes.
- A. Announce Action Taken in Closed Session No reportable action.
- V. **ADJOURNMENT** Pres. Horn moved to adjourn at 2:00 PM, Mem. Viji seconded, 5-0 yes.

**GRAVENSTEIN UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
MINUTES
April 13, 2016**

- I. **CALL TO ORDER** Pres. Horn called the meeting to order at 5:02 PM. Members Virji, Weaver, and Clrk. Beck are present.
- II. **PUBLIC INPUT ON ITEMS NOT ON THE AGENDA** Public comment was received regarding before-school student routines and the ENRICH! program.
- III. **APPROVAL OF CONSENT AGENDA**
- A. Approval of Agenda Order
- B. Approval of Minutes:
Regular Meeting Minutes 3-7-2016, Special Board Meeting Minutes 3-18-2016, 3-30-2016, 4-7-2016, 4-8-2016, 4-9-2016
- Correction - On March 30 meeting, Horn moved to adjourn to closed session and Weaver seconded, 5-0 yes. Minutes for 4/7/16 and 4/8/16 are pending and were not approved.
Pres. Horn moved to adopt, Mem. Weaver seconded, 4-0 yes.
- C. Vendor Warrants
- D. Williams Quarterly Report Summary January 1, 2016 – March 31, 2016
- E. Donations from Pulley Family of \$250 to the Music Program
- F. Donations from PG&E on behalf of Larry Pulley for \$60 to the Music Program
- G. Surplus Computer Equipment per attached listing
- IV. **REPORTS/CORRESPONDENCE** No reports.
- A. Board Reports
- B. Superintendent Report
1. **April Enrollment 2015-16 and Enrollment for 2016-17** Enrollment for 2016-17 is strong. There are approximately 90 kindergarteners enrolled.

- 2. **Transportation** No update.
- 3. **Gold Ribbon Award** Gravenstein will be receiving the Gold Ribbon Award, one of only two schools in Sonoma County to receive the award.

Mem. Wickland arrived at 5:09 PM
- 4. **GSF and MPF Updates** The upcoming MPF meeting on April 27 is at 4pm.
- 5. **Sonoma County Quarterly Investment Report for the Quarter ending December 31, 2015**

C. Hillcrest Report Principal David Fichera reported on athletics, SBAC testing, drama, CAASPP testing, health education and music.

D. GUTA Report GUTA President Allie Brown reported on the Gravenstein modernization, adoption of GO! Math, and a retirement party that GUTA is planning for Linda LaMarre.

V. BUSINESS

A. Gravenstein elementary Modernization – Phase 2 Project Budget and Update Architect Doug Hilberman reported that the drawings have shipped back to the San Diego plan checker after having the engineers consult on some red line items. The plans should be back before the bid opening on May 3. The classrooms are anticipated to be completed before the administrative wing. Classrooms should be completed by mid-August with the administrative wing being completed by November. There will be a shade structure for the outside eating area included in the project.

B. Discussion of the ENRICH! program Supt. LaMarre shared a presentation about the ENRICH! program, providing a historical background on the program and its' core elements. Supt. LaMarre suggested some adjustments and additions to include more enrichment opportunities for students in the traditional program.

A teacher read a letter from the kindergarten teachers explaining the criteria used to determine academic proficiency during the kindergarten shadow experience.

A parent requested that a checklist be provided to parents after the shadow experience in kindergarten, and Supt. LaMarre agreed that this could be helpful.

Supt. LaMarre clarified the Transitional Kindergarten deadline of

September 1. This deadline was enforced for the 2015-16 kindergarten ENRICH! applicants because there were 67 applicants for 42 spaces.

Pres. Horn suggested that an ad hoc committee be created to look at some of the issues.

Mem. Weaver suggested that Supt. LaMarre make a recommendation about who would be on this committee.

Mem. Virji suggested that the board regularly discuss these bigger pictures issues at board meetings.

C. Adoption of K-8 Math Program – Houghton Mifflin/Harcourt Go Math and surplus previous Math adoption

Supt. LaMarre stated that GO Math be adopted for grades K-8. She also shared that the middle school math teachers had requested an additional year of using the GO Math program to ensure they want the adoption to go beyond next year. The GO Math program has a **consumable textbook**, so if the middle school requests a different textbook after one year, the district won't be left with a surplus of expensive textbooks.

Mem. Weaver moved to adopt GO Math and surplus the previous adoption, Mem. Virji seconded, 5-0 yes.

D. Award Contract for Gravenstein Modernization – Phase 2, Increment 2 Modular Buildings to Silver Creek Industries for \$366,105.00

Architect Doug Hilberman presented some detail about the project.

Mem. Virji moved to approve and award the contract, Mem. Weaver seconded, 5-0 yes.

E. Consider the Red Cross Shelter Agreement

Pres. Horn moved to table this item so that it can be reviewed by Schools Legal, Mem. Weaver seconded, 5-0 yes.

F. Memorandum of Understanding (MOU) with the Magnet Program Foundation (MPF) for 2016-17

Mem. Virji moved to approve with the understanding that it is subject to approval by MPF, Mem. Weaver seconded, 5-0 yes.

G. Approve Memorandum of Understanding with Sonoma County Office of Education for Foster Youth Services in the amount of \$929

Mem. Wickland moved to approve, Pres. Horn seconded, 5-0 yes.

H. Increase price of milk to 50 cents a carton as needed to cover the cost of milk

Federal guidelines require the district to increase the price of milk. Pres. Horn moved to increase the price, Mem. Wickland seconded, 5-0 yes.

I. School Calendar

Pres. Horn moved to adopt, Mem. Beck seconded, 5-0 yes.

J. Set an additional meeting for June 2016 to approve the 2016-17 LCAPs and Budget

Pres. Horn moved to set a special meeting for 5 PM, June 20, 2016, in the regular meeting room at Gravenstein, Clrk. Beck seconded, 5-0 yes.

K. Superintendent Search Update

There were 21 applications that were paper-screened and narrowed down to 6 candidates. The board hopes to name a successor in the next two weeks.

VI. Board Policies and Administrative Regulations

A. BP 5030 Student Wellness Policy – Assessment on Implementation and Update

Pg. 2, paragraph one, “encourage” was “permit” in the previous policy.

Pg. 3, “nutrition education program should include...school garden and summer...as appropriate.” There is discretion for those concepts.

Limit the requirement of nutrition education professional development to food staff, and other staff as appropriate.

Change the “shall” to “may” for Superintendent encouraging staff to engage in healthy choices.

Pres. Horn moved to adopt as edited and rescind the previous policy, Mem. Wickland seconded, 5-0 yes.

VII. FUTURE MEETING DATES AND AGENDA ITEMS

- Next regular meeting date: May 11, 2016

- Red Cross Shelter Agreement

VIII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

No public comment.

IX. ADJOURN TO CLOSED SESSION

Pres. Horn moved to adjourn to closed session at 7:54 PM, Mem. Wickland seconded, 5-0 yes.

A. Conference with Labor Negotiator, District – Mrs. LaMarre, Name of Organization – Gravenstein Union Teachers Association

B. Potential Litigation – per GC54956.9 (d)

- C. **Public Employee: to consider the appointment or employment of the Superintendent**
- D. **Superintendent Evaluation**

X. **RECONVENE TO OPEN SESSION**

Pres. Horn moved to reconvene to Open Session at 8:53 PM, Mem. Weaver seconded, 5-0 yes.

- A. Announce action taken in Closed

No action.

XI. **ADJOURNMENT**

Pres. Horn moved to adjourn at 8:53 PM, Mem. Weaver seconded, 5-0 yes

DRAFT

GRAVENSTEIN UNION SCHOOL DISTRICT
SPECIAL BOARD MEETING
MINUTES

Thursday, April 14, 2016 11:30 AM

- I. **CALL TO ORDER** Pres. Horn called the meeting to order at 11:50 AM, Clrk. Beck, Mem. Virji, Weaver, Wickland are present.
- II. **PUBLIC COMMENT ON ITEMS IN CLOSED SESSION** No comment.
- III. **CLOSED SESSION** Pres. Horn moved to adjourn to Closed Session at 11:50 AM, Mem. Wickland seconded, 5-0 yes.
- A. Public Employee – to consider the appointment or employment of the Superintendent
- IV. **RECONVENE TO OPEN SESSION** Pres. Horn moved to reconvene to Open Session at 1:30 PM, Mem. Virji seconded, 5-0 yes.
- A. Announce Action Taken in Closed Session No reportable action.
- V. **ADJOURNMENT** Pres. Horn moved to adjourn at 1:30 PM, Mem. Virji seconded, 5-0 yes.

**GRAVENSTEIN UNION SCHOOL DISTRICT
SPECIAL BOARD MEETING
MINUTES**

Thursday, April 14, 2016 4:30 PM

- I. **CALL TO ORDER** Pres. Horn called the meeting to order at 4:45 PM, Clrk. Beck, Mem. Virji, Weaver, Wickland are present.
- II. **PUBLIC COMMENT ON ITEMS IN CLOSED SESSION** No comment.
- III. **CLOSED SESSION** Pres. Horn moved to adjourn to Closed Session at 4:45 PM, Clrk. Beck seconded, 5-0 yes.
- A. Public Employee – to consider the appointment or employment of the Superintendent
- IV. **RECONVENE TO OPEN SESSION** Pres. Horn moved to reconvene to Open Session at 6:30 PM, Mem. Weaver seconded, 5-0 yes.
- A. Announce Action Taken in Closed Session No reportable action.
- V. **ADJOURNMENT** Pres. Horn moved to adjourn at 6:30 PM, Mem. Weaver seconded, 5-0 yes.

**GRAVENSTEIN UNION SCHOOL DISTRICT
SPECIAL BOARD MEETING
MINUTES**

Friday, April 15, 2016 11:30 AM

- I. **CALL TO ORDER** Pres. Horn called the meeting to order at 11:30 PM, Clrk. Beck, Mem. Virji, Weaver, Wickland are present.
- II. **PUBLIC COMMENT ON ITEMS IN CLOSED SESSION** No comment.
- III. **CLOSED SESSION** Pres. Horn moved to adjourn to Closed Session at 11:40 AM, Clrk. Beck seconded, 5-0 yes.
- A. Public Employee – to consider the appointment or employment of the Superintendent
- IV. **RECONVENE TO OPEN SESSION** Pres. Horn moved to reconvene to Open Session at 2:57 PM, Clrk. Beck seconded, 5-0 yes.
- A. Announce Action Taken in Closed Session No reportable action.
- V. **ADJOURNMENT** Pres. Horn moved to adjourn at 2:57 PM, Mem. Weaver seconded, 5-0 yes.

**GRAVENSTEIN UNION SCHOOL DISTRICT
SPECIAL BOARD MEETING
MINUTES**

Thursday, April 21, 2016 10:30 AM

- I. **CALL TO ORDER** Pres. Horn called the meeting to order at 10:31 AM, Clrk. Beck, Mem. Weaver and Wickland are present.
- II. **BUSINESS**
- A. Procedure and Timeline to Fill Board Vacancy – replacement due to Arif Virji resignation effective 4/19/2016 Pres. Horn moved to make a provisional appointment to replace Arif Virji with applications due 5/6/16 and a special meeting of the Board on 5/19 at 5PM to interview, Clrk. Beck seconded, 4-0, yes.
- III. **PUBLIC COMMENT ON ITEMS IN CLOSED SESSION** No comment.
- IV. **CLOSED SESSION**
- A. Conference with Labor Negotiator, District – Mrs. LaMarre, Name of Organization – Gravenstein Union Teachers Association Pres. Horn moved to adjourn to Closed Session at 10:43 AM, Mem. Wickland seconded, 4-0 yes.
- B. Superintendent Selection Member Weaver left at 11:28 AM.
- V. **RECONVENE TO OPEN SESSION** Pres. Horn moved to reconvene to Open Session at 11:38 AM, Mem. Wickland seconded, 3-0 yes.
- A. Announce Action Taken in Closed Session No reportable action.
- VI. **ADJOURNMENT** Pres. Horn moved to adjourn at 11:39 AM, Clrk. Beck seconded, 3-0 yes.

Checks Dated 04/01/2016 through 04/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1477323	04/06/2016	David Hall	03-5826	Parking Reimb for 3-15-16 FT		19.00
1477324	04/06/2016	123 Office Solution, Inc.	01-4351	Order Copy Paper for District 2016	44.16	
			03-4351	Order Copy Paper for District 2016	596.26	
			04-4351	Order Copy Paper for District 2016	463.73	1,104.15
1477325	04/06/2016	Advanced Security Systems	01-5830	Fire Alarm System at Grav Elementary 15/16	7.56	
			03-5830	Fire Alarm System at Grav Elementary 15/16	86.94	94.50
1477326	04/06/2016	Kevin Beardasley	04-9515	Replacement Check		35.00
1477327	04/06/2016	Clem Miller Envrn. Ed Center	03-5826	4th Grade Enrich! Field Trip		2,560.00
1477328	04/06/2016	Tony Corsello	04-5880	Ref for 6th Gr. Boys BB Tournament		140.00
1477329	04/06/2016	John Elze	04-5880	Ref for 6th Gr. Boys BB Tournament		210.00
1477330	04/06/2016	Gravenstein Revolving Fund	04-8699	Reimb Rev Acct for C. Howatt - Petty Cash		30.00
1477331	04/06/2016	Linda Helton	04-4390	Reimb for Snack Bar Purchases BB Tournament		569.79
1477332	04/06/2016	Mark Hoback	04-5880	Ref for 6th Gr. Boys BB Tournament		210.00
1477333	04/06/2016	Houghton Mifflin Harcourt	04-4110	Add'l 7th Grade Math Books		17.88
1477334	04/06/2016	John Inmschweiler	04-5880	Ref for 6th Gr. Boys BB Tournament		140.00
1477335	04/06/2016	Interstate Music Supply	04-4310	Supplies for Music Program	189.50	
				Unpaid Sales Tax	16.34-	173.16
1477336	04/06/2016	Carmen Molina	04-4310	Reimb for Musical Expenses	158.66	
				Unpaid Sales Tax	10.26-	148.40
1477337	04/06/2016	Vanessa Nordstrom	03-5826	3-15-16 ft parking reimb		85.50
1477338	04/06/2016	Northern Speech Services	01-4310	Speech, Preschool Age	188.13	
				Unpaid Sales Tax	13.37-	174.76
1477339	04/06/2016	Office Depot	03-4359	Classroom Supplies Shore & Haas	45.13	
				Gravenstein Classroom Supplies	77.07	
			04-4350	Supplies for Hillcrest Office	119.75	392.39
			04-4359	Classroom Supplies Shore & Haas	150.44	
1477340	04/06/2016	David Ortega	04-5880	Ref for 6th Gr. Boys BB Tournament		70.00
1477341	04/06/2016	Ortega, Nathan	04-5880	Ref for 6th Gr. Boys BB Tournament		140.00
1477342	04/06/2016	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2015-16	1.73	
			03-5520	Electric and Gas for 2015-16 Gravenstein	229.66	
				Electric and Gas for 2015-16 Gravenstein	2,641.56	
			04-5520	Light Poles at Grav Elem 2015-16	19.91	
				Electric and Gas for 2015-16 @ Hillcrest	2,565.38	
				Electric and Gas for 2015-16 Gravenstein	32.23	5,490.47
1477343	04/06/2016	Quill Corp	01-4350	Gravenstein Supplies	8.22	

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

ESCAPE

ONLINE

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Checks Dated 04/01/2016 through 04/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1477343	04/06/2016	Quill Corp	03-4350	Gravenstein Supplies	95.16	
			03-4359	Gravenstein Supplies	14.21	
			04-4350	Gravenstein Supplies	51.32	168.91
1477344	04/06/2016	Ricoh Americas Corporation	01-5631	Copier Lease at schools and DO for 15/16	32.65	
			03-5631	Copier Lease at schools and DO for 15/16	376.79	
1477345	04/06/2016	Gary Bruce Robb	04-5631	Copier Lease at schools and DO for 15/16	344.12	753.56
1477346	04/06/2016	Sacramento Old Schoolhouse	04-5880	Ref for 6th Gr. Boys BB Tournament		70.00
1477347	04/06/2016	School and College Legal	03-5826	Gold Rush 4th Grade FT		30.00
			01-5200	Review New Legislation for Education	2.25	
			03-5200	Review New Legislation for Education	26.10	
			04-5200	Review New Legislation for Education	16.65	
			04-5202	Review New Legislation for Education	45.00	90.00
1477348	04/06/2016	Chris Shore	04-4310	Reimb for Play/Musical Storage		16.30
1477349	04/06/2016	Sonoma County Office Of Ed.	01-5840	IT Consultant 2015-16	90.24	
			01-5862	Fingerprinting for staff for 2015-16	4.20	
			03-5840	IT Consultant 2015-16	1,037.76	
			03-5862	Fingerprinting for Enrich! Parent Volunteers	700.00	
				Fingerprinting for staff for 2015-16	48.72	
			04-5840	IT Consultant 2015-16	144.00	
			04-5862	Fingerprinting for staff for 2015-16	31.08	2,056.00
1477350	04/06/2016	Sonoma County Regional Parks	03-5826	3rd Traditional Field Trip - 04/14/16		150.00
1477351	04/06/2016	Subtronic Corporation	21-6235	Utility surveying/locating @ Grav Phase II		2,760.00
1477352	04/06/2016	Randy Theiller	04-5880	Ref for 6th Gr. Boys BB Tournament		70.00
1477353	04/06/2016	Rourke Theiller	04-5880	Ref for 6th Gr. Boys BB Tournament		70.00
1477354	04/06/2016	UCCR/Web of Life Field School	03-5826	UCCR Web of Life Field School 5/17-20/16 - 5thE!		5,852.25
1477355	04/06/2016	Lonnie VanZandt	04-5880	Ref for 6th Gr. Boys BB Tournament		70.00
1477356	04/06/2016	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 15/16		1,773.20
1477357	04/06/2016	West County Transportation	03-5804	SE Student Transp for 2015-16 for T.C.	16.88	
			03-5826	SE Student Transportation for 2015-16	596.97	
			04-5804	5th Gr to SRJC Planetarium 02/18/16	167.29	
			04-5826	SE Student Transportation for 2015-16	719.28	
1477358	04/06/2016	Ginny Squires	04-5826	Monterey trip buses for 7th grade Feb 2016	3,111.76	4,612.18
1477359	04/06/2016	ACSIG	03-5826	Reimb for Clem Miller Food		312.00
1477360	04/06/2016	AT&T Mobility	01-9573	Employee's Dental Plan Coverage 15/16		7,578.08
			01-5912	Superintendent's Cell July 2015 - June 2016	4.32	

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

ESCAPE

ONLINE

Checks Dated 04/01/2016 through 04/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1477360	04/06/2016	AT&T Mobility	03-5912	Superintendent's Cell July 2015 - June 2016	50.22	
1477361	04/06/2016	AXIA	04-5912	Superintendent's Cell July 2015 - June 2016	32.04	86.58
1477362	04/06/2016	Allison Brown	21-6210	Gravenstein Modernization, Job #940	9,371.25	
1477363	04/06/2016	Gold Discovery Park Assoc.	21-6215	Gravenstein Modernization, Job #940	373.86	9,745.11
1477364	04/06/2016	Cancelled on 04/28/2016	03-5826	4th Grade Enrich! FT Art Supplies for Clem Miller		180.69
1477365	04/06/2016	Clover-Stornetta Farms Inc.	Cancelled	Gold Rush 4th Grade field trip on 04/19/16		420.00 *
1477366	04/06/2016	Dan Dexter	13-4700	Milk Purchases 2015-16		126.50
1477367	04/06/2016	Luther Burbank Ctr Fr The Arts	04-5826	Japanese Tea Garden admission - Dexter 2016		200.00
1477368	04/06/2016	Oregon Shakespeare Festival	04-5826	8th Gr Enrich! Field Trip Shore & Sporrer 71 Oregon Shakespeare Festival 5/10-12, 2016		464.00
1477369	04/06/2016	RESIG	01-9571	Kaiser Coverage for Class. & Admin. Oct-Jun 15-16		19,908.00
1477370	04/06/2016	Tonia Seidita	12-4390	Daycare Supplies & Snacks for 2015/16		310.55
1477371	04/06/2016	West Sonoma County Disposal	01-5560	Waste Disposal for Grav 2015-16	353.55	
1478399	04/08/2016	West Sonoma County Disposal	03-5560	Waste Disposal for Grav 2015-16	30.75	
1478400	04/08/2016	West Sonoma County High	04-5560	Hillcrest Garbage service 2015-16	214.60	588.90
1479134	04/13/2016	Sonoma Media Investments, LLC	25-5800	Developer fees processing fee for 15-16	2,303.00	15.00
1479135	04/13/2016	Southern Oregon University	03-5825	Advertising for K Open House - Jan 2016	810.00	3,113.00
1479136	04/13/2016	Gold Discovery Park Assoc.	21-6215	Ad for Bids Grav Phase II Incr 2 Modulators		1,600.00
1479137	04/13/2016	Analytical Sciences	04-5826	Lodging/Meals for Shakespeare Festival Trip		210.00
1479138	04/13/2016	AT&T Calnet 3	03-5826	Gold Rush 4th Grade field trip on 04/19/16 - Brown		2.56
1479139	04/13/2016	AT&T Calnet 3	01-5830	Water testing for Grav	29.44	32.00
1479140	04/13/2016	AT&T Calnet 3	03-5830	Water testing for Grav	19.91	
1479141	04/13/2016	Clover-Stornetta Farms Inc.	01-5911	Gravenstein AT&T CALNET 3 Charges 2015-16	230.58	
1479142	04/13/2016	Clover-Stornetta Farms Inc.	03-5911	Gravenstein AT&T CALNET 3 Charges 2015-16	124.02	
1479143	04/13/2016	Clover-Stornetta Farms Inc.	04-5911	Gravenstein AT&T CALNET 3 Charges 2015-16	49.66	424.17
1479144	04/13/2016	Clover-Stornetta Farms Inc.	13-4700	Hillcrest AT&T CALNET 3 Charges 2015-16 Milk Purchases 2015-16		138.00

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

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Checks Dated 04/01/2016 through 04/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1479137	04/13/2016	J. Stanley Correia	03-5830	15/16 Psych Services	60.00	
1479138	04/13/2016	Dept Of Justice, Acctg Office	04-5830 03-5862	15/16 Psych Services Fingerprinting for Enrichl Parents for 2015/16	1,140.00 64.00	1,200.00
1479139	04/13/2016	Fitness Finders, Inc.	04-5862 03-4310	Fingerprinting for Enrichl Parents for 2015/16 Supplies for 4th Grade PE Unit	32.00 86.72	96.00
1479140	04/13/2016	Redwood Pediatric Therapy Asso	03-5811	OT/PT Svcs for Students	5.77	80.95
1479141	04/13/2016	Nancy Ricciardi	01-5830	Art program - GSF 2015-16	425.00	641.88
1479142	04/13/2016	Santa Rosa City Schools	03-5830	Art program - GSF 2015-16	2,550.00	2,975.00
1479143	04/13/2016	Lessly Sierra	13-4710	Lunch Program for 2014-15		4,925.00
1479144	04/13/2016	Sonoma County Office Of Ed.	04-5880 01-5840	Referee for Volleyball 04/05/16 IT Consultant 2015-16	201.60	15.00
1479145	04/13/2016	Weeks Drilling & Pump Co. Inc.	03-5840 04-5840 01-5530	IT Consultant 2015-16 IT Consultant 2015-16 Gravenstein Elem Water Service for 2015-16	2,318.40 384.00 19.70	2,904.00
1479878	04/15/2016	Cypress School	03-5530	Gravenstein Elem Water Service for 2015-16	226.52	
1479879	04/15/2016	Employment Development Dept.	04-5530	Hillcrest Water Service for 2015-16	230.00	476.22
1479880	04/15/2016	Rodolfo Gutierrez	03-5100	Special Ed Services		11,368.84
1479881	04/15/2016	Office Depot	01-3501 04-5880	Oct-Dec 2015 SEF Local Exp.Charge Referee for Flag Football 04/12/16	86.72	53.53
1479882	04/15/2016	David Ortega	01-4350	Bus. Office & Grav Classroom Supplies	.65	35.00
1479883	04/15/2016	RESIG	03-4350	Bus. Office & Grav Classroom Supplies	7.54	
1479884	04/15/2016	Gary Bruce Robb	03-4359	Bus. Office & Grav Classroom Supplies	161.66	
1479885	04/15/2016	Roberts Mechanical & Elec. Inc	04-4350	Bus. Office & Grav Classroom Supplies	2.68	
1481837	04/22/2016	Analytical Sciences	04-4359	Classroom Supplies for Hillcrest	61.13	233.66
1481838	04/22/2016	Business Card	04-5880	Referee for Basketball 03/04/16		70.00
1481839	04/22/2016	California Carnivores	01-9574	Retiree Vision Coverage		85.80
1481840	04/22/2016	Charles M. Schulz Museum	04-5880	Referee for Basketball 03/18/16		35.00
1481841	04/22/2016	Thomas Frederick	03-5830	Repair of Heater @ Gravenstein Rm. 22		125.00
		dba Classic Fx	04-5830	Water testing @ Hillcrest		82.00
			03-4390	Food & Coffee for Site Visitation		74.84
			01-5826	1st Trad Field Trip on 05/06/16		50.00
			03-5826	Traditional 2nd Grade Field Trip on 4-29-16		84.00
			04-4310	2016 Parade T-shirts	107.43	

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Checks Dated 04/01/2016 through 04/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1481841	04/22/2016	Thomas Frederick dba Classic Fx	04-4390	Hillcrest Spirit Wear - Yosemite Fundraiser	585.80	693.23
1481842	04/22/2016	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2015-16		149.50
1481843	04/22/2016	Jackie Jex-Lewis	04-5202	Reimb for 2016 NCTM Annual Mtg & Expo		398.00
1481844	04/22/2016	Scott Marsh	04-5880	Referee for Flag Football 04/13/16		40.00
1481845	04/22/2016	PJC & Associates, Inc.	21-6235	Grav Phase II Add'l Geo-Tech Report		2,200.00
1481846	04/22/2016	Ricoh Americas Corporation	01-5631	Copier Lease at schools - Duplicate 15/16	13.91	
			03-5631	Copier Lease at schools - Duplicate 15/16	159.99	
			04-5631	Copier Lease at schools - Duplicate 15/16	180.50	
			01-4362	Fuel for maintenance	4.13	
			01-4370	Custodial/Maint. Supplies	5.88	
				Grounds Supplies	1.68	
			01-4380	Fix Green Shed Roof	22.85	
				Maint. Supplies @ Grav. & Hillcrest	2.36	
				Blue Paint for Touch up @ Grav. & Hillcrest	3.47	
			03-4310	Stability Chairs & Bands - Lofchie	203.29	
			03-4359	Projector Bulb Replacements Rm 14 @ Grav.	34.59	
				Ship bad Bulb for Projector, Rm 5 @ Grav	3.94	
			03-4362	Fuel for maintenance	43.07	
			03-4370	Custodial/Maint. Supplies	78.52	
				Grounds Supplies	19.54	
			03-4380	Fix Green Shed Roof	265.10	
				Gravenstein Maint	57.50	
				Maint. Supplies @ Grav. & Hillcrest	27.38	
				Maint @ Grav & Hillcrest	113.39	
				Blue Paint for Touch up @ Grav. & Hillcrest	40.26	
			03-5202	EdTechTeam Sonoma Summit, 4/9-10/16	325.00	
			04-4110	Language! Live @ Hillcrest extra license	89.00	
			04-4362	Fuel for maintenance	35.53	
			04-4370	Custodial/Maint. Supplies	53.57	
				Grounds Supplies	12.46	
				Custodial/Maint. Supplies	15.68	
			04-4380	Fix Green Shed Roof	169.12	
				Maint. Supplies @ Grav. & Hillcrest	17.46	
				Hillcrest Maint	28.38	
				Maint @ Grav & Hillcrest	5.54	
				Blue Paint for Touch up @ Grav. & Hillcrest	25.69	

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Checks Dated 04/01/2016 through 04/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1481848	04/22/2016	All-Guard Alarm Systems, Inc	01-5830	Alarm system at Grav Elem 2015-16	4.93-	1,699.45
				Unpaid Sales Tax	44.40	
1481849	04/22/2016	California's Valued Trust	03-5830	Alarm system at Grav Elem 2015-16	510.60	1,125.00
1481850	04/22/2016	J. Stanley Correia	04-5830	Alarm system at Hillcrest, 2015-16	570.00	41,330.00
1481851	04/22/2016	MCI Comm Service	01-9572	Employee's CVT Health Plan Coverage 15/16		
1481852	04/22/2016	Office Depot	03-5830	15/16 Psych Services	380.00	
1481853	04/22/2016	Quill Corp	04-5830	15/16 Psych Services	1,180.00	1,560.00
			12-5911	Daycare Phone Line for 20015-16		13.10
			01-4359	Gravenstein Classroom Supplies	22.41	
			03-4359	Gravenstein Classroom Supplies	38.45	60.86
			01-4350	Bus. Office Supplies	6.61	
				Gravenstein School Office Supplies	11.05	
			03-4341	Toner for Grav. Comp. Lab	254.35	
1481854	04/22/2016	West County Transportation	03-4350	Gravenstein School Office Supplies	127.06	
				Bus. Office Supplies	76.74	
			04-4350	Bus. Office Supplies	48.96	524.77
			01-5826	Bus for 3/10/16 Grav to HC Grades K-4	42.94	
			03-5804	SE Student Transp for 2015-16 for T.C.	50.64	
				SE Student Transportation for 2015-16	573.75	
			03-5826	Bus for 3/10/16 Grav to HC Grades K-4	493.85	
				Bus for 3/10/16 Grav to HC, 5th Grade	138.80	
			04-5804	SE Student Transportation for 2015-16	607.50	1,907.48
1482968	04/27/2016	Curtis Gorath	03-5826	Gold Rush FT Food Reimb		42.00
1482969	04/27/2016	Allison Brown	03-5826	Food for Gold Rush Field Trip for 4th Grade		1,034.26
1482970	04/27/2016	CDW Government Inc	01-4341	UPS for District Servers	45.36	
			03-4341	UPS for District Servers	526.14	
			04-4341	UPS for District Servers	335.64	907.14
1482971	04/27/2016	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2015-16		115.00
1482972	04/27/2016	J. Stanley Correia	03-5830	15/16 Psych Services	480.00	
			04-5830	15/16 Psych Services	1,080.00	1,560.00
1482973	04/27/2016	Rogelio Cruz	04-5880	Ref for Volleyball 04/14/16		15.00
1482974	04/27/2016	Employment Development Dept.	01-9555	Unemployment Taxes for the year 2015-16		509.47
1482975	04/27/2016	Jones School Supply Co., Inc.	04-4350	HC Attendance and Student of the Month Medals	441.18	
1482976	04/27/2016	Tallulan Kuula	04-5880	Ref for Volleyball 04/11/16	32.14-	409.04
				Unpaid Sales Tax	15.00	
				Ref for Volleyball 04/19/16	15.00	

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Checks Dated 04/01/2016 through 04/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1482976	04/27/2016	Tallulan Kuula	04-5880	Ref for Volleyball 04/20/16	15.00	45.00
1482977	04/27/2016	Pacific Gas & Electric	01-5520	Electric and Gas for 2015-16 Gravenstein	186.74	
			03-5520	Electric and Gas for 2015-16 Gravenstein	2,147.88	
			04-5520	Electric and Gas for 2015-16 Gravenstein	26.20	
1482978	04/27/2016	Sebastopol Lock Shop	03-5630	Electric and Gas for 2015-16 @ Hillcrest	2,040.50	4,401.32
			04-5630	Repl. Locks for Grav. & Hillcrest	21.80	
1482979	04/27/2016	Slembrock-Many Corporation	04-5830	Repl. Locks for Grav. & Hillcrest	528.65	550.45
1482980	04/27/2016	Sonoma County Office Of Ed.	04-5830	Fire Alarm Monitoring - Hillcrest for 2016	175.25	480.00
			01-5800	Data Processing Fee 2015-16	2,027.88	
			03-5800	Data Processing Fee 2015-16	1,316.87	3,520.00
			04-5800	Data Processing Fee 2015-16		
Total Number of Checks					103	172,912.17

Cancel	Count	Amount
	1	420.00
Net Issue		172,492.17

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	33	73,513.21
03	Gravenstein Elementary Charte	49	46,655.35
04	Hillcrest Middle Charter	60	31,098.66
12	Child Development Fund	2	323.65
13	Cafeteria Fund	5	5,454.00
21	Building	4	15,515.11
25	Capital Facilities Fund	1	15.00
Total Number of Checks		102	172,574.98
Less Unpaid Sales Tax Liability			82.81
Net (Check Amount)			172,492.17

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

AGREEMENT WITH AN INDEPENDENT CONTRACTOR

THIS AGREEMENT, entered this 11th day of May, 2016 by and between the GRAVENSTEIN UNION SCHOOL DISTRICT, a political subdivision of the State of California. Hereinafter-called "District", and JACK CORREIA hereinafter-called "Contractor".

WITNESSETH:

WHEREAS, pursuant to Section 39844 of the Education Code and Section 53060 of the Government Code, District is authorized to engage independent contractors to perform sundry services for the District; and

WHEREAS, it is necessary and desirable that Contractor be employed by District for the purpose of performing services hereinafter described:

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

- 1. Services to be performed by contractor: School Psychologist Services: Assessment, consultation with teachers and parents, counseling, participation in IEP development and IEP meetings. Not to exceed \$20,000.00 total. (\$80/hr) Additional hours may be added with mutual agreement. Contractor will provide District with a current Certificate of Insurance liability to be kept on file.
2. Payments: in consideration of the services set forth, the District shall pay to Contractor a sum of money not to exceed, during the term of this agreement the hourly rate of \$ 80.00. Payment of the aforesaid sum shall be made in the following manner: Payments shall be made monthly pending a detailed invoice received for hours worked tracked by student.
3. Relationship of the parties. It is understood that this is an agreement by and between Independent Contractor(s), and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture of association or any other relationship whatsoever other than that of Independent Contractor.
4. Indemnification and Insurance. Contractor agrees to hold District harmless from any damage or injuries, which may occur to persons or property as a result of Contractor's activities pursuant to this agreement.
5. Non-assignability. Contractor shall not assign this agreement or any portion thereof to a third party without the prior written consent of the District, and any attempted assignment without such prior written consent in violation of this Section automatically shall terminate this agreement.
6. Contact terms. This agreement shall be in effect from July 1, 2016 until June 30, 2017, provided, however, that either party may terminate this agreement by giving written notice to the other party at least thirty (30) days in advance of the effective date of such termination.

IN WITNESS WHEREOF the parties hereto have affixed their hands on the day and year first above written.

Jack Correia
Contractor's Name

Jack Correia
Contractor's Signature

Address

5-5-2016
Date

Telephone

Linda J. LaMarre, Superintendent - Signature

Date

Please fill-out, sign and return contract with attached W-9 to facilitate payment. A copy of the contract will be mailed to you. At end of each month please invoice: Gravenstein Union School District, 3840 Twig Avenue, Sebastopol, CA 95472. 823-7008

Gravenstein Union School District

May 2016	Pre TK	K	1	2	3	4	5	6	7	8	Totals
Teachers											
Crandall ENRICH!		21									21
Hanchey ENRICH!		21									21
Trivunovic		18									18
Tomsky TK		21									21
Redfern		18									18
Candau ENRICH!			20								20
Groody ENRICH!			20								20
Dellosa			18								18
Clement			18								18
Otterson				21							21
Basque ENRICH!				21							21
DeBolt ENRICH!				21							21
Sprinkle				21							21
McGough					15						15
Mattish ENRICH!					21						21
Nordstroi ENRICH!					21						21
Haas					15						15
Brown ENRICH!						26					26
Hillier ENRICH!						26					26
Lofchie						24					24
Gorman ENRICH!							23				23
Oakley						2	2				4
Pugno ENRICH!							23				23
Urmini							25				25
Helton								18			18
Kinman								17			17
Latham ENRICH!								26			26
Rich ENRICH!								26			26
Collins ENRICH!									26		26
Dexter ENRICH!									27		27
Jex-Lewis									15		15
Blanco									16		16
Sotiras										18	18
Cole										15	15
Shore ENRICH!										26	26
Sporrer ENRICH!										24	24
Gravenstein Campus	0	99	76	84	72	78	73				482
Hillcrest Campus								87	84	83	254
May 2016	0	99	76	84	72	78	73	87	84	83	736
May 2015		97	77	71	71	68	75	70	84	114	727
May 2014		100	65	69	65	71	66	74	104	105	719
May 2013		81	69	67	61	69	69	85	107	101	709
May 2012		80	71	61	66	62	85	89	95	79	688
May 2011		67	57	61	51	84	74	84	77	93	648

2015
459
268
727

Proposal for DSA Project Inspection Services

To: Brian Sposato, Director of Facilities, Gravenstein Union School District
From: Isaac Kuster, I.A. Kuster Construction Inspection
Date: May 1st, 2016
Re: DSA Inspection Services for 2016 Gravenstein ES Modernization Project

Thank you for giving I.A. Kuster Construction Inspection (IOR) the opportunity to provide the Gravenstein Union School District (District) a proposal for DSA project inspection services for the 2016 Gravenstein Elementary School Modernization Project (DSA application #01-115393).

Based on our review of the construction documents and project schedule of 137 calendar days (20 weeks) provided by Axia Architects, I propose the following:

Project Inspection to be billed at an hourly rate of \$85.00 per hour for an average of 15 hours per week for a total of 20 weeks for a not-to-exceed maximum total of 300 hours or \$25,500.00. I anticipate daily site visits for inspection of the work as it progresses. I also anticipate spending time working with the Architect, Structural Engineer and test lab to coordinate and compile closeout documents. Time spent may also include attending site meetings, DSA field visits, reviewing submittals, communicating with the District and the design principals and composing daily and semimonthly reports as required by DSA.

Should the District require additional services beyond the not-to-exceed amount of 300 hours due to unforeseen conditions or scope of work required for closeout that has not been communicated to IOR prior to acceptance of this proposal, the standard hourly rate of \$85.00 per hour shall be billed as needed for IOR to complete the project as required by DSA. IOR will invoice the District at the conclusion of each month and payment of invoices for services will be due 30 days from receipt.

If IOR's proposal is acceptable to the District, please sign and return to IOR at the earliest convenience.

AGREED as of date below:

Isaac Kuster (owner) Date

District Representative Date

**GRAVENSTEIN UNION SCHOOL DISTRICT
EMPLOYMENT AGREEMENT
SUPERINTENDENT / PRINCIPAL**

This Employment Agreement (“Agreement”) is made and entered into by and between JENNIFER SCHWINN (“Superintendent”) and the Governing Board (“Board”) of the GRAVENSTEIN UNION SCHOOL DISTRICT (“District”), collectively referred to as the “Parties.”

The Parties agree as follows:

1. **Employment.** The Board hereby hires and employs the Superintendent to act and serve as the District’s Superintendent of Schools and as the Principal of Gravenstein Elementary, and the Superintendent hereby accepts such employment and agrees to satisfactorily perform the duties of the position during the term of this Agreement. (Given the Superintendent’s dual role of Superintendent/Principal, the term “Superintendent” as used herein includes and refers to both her role as Superintendent and as Principal of Gravenstein.)
2. **Term.** The term of this Agreement is from July 1, 2016, through June 30, 2018, unless terminated earlier or extended as provided by the terms of this Agreement or as required by law.
3. **Work Year and Hours of Work.** The Superintendent’s work year shall be 225 work days. It is understood that the demands of the position of Superintendent/Principal will require more than eight (8) hours a day and/or forty (40) hours of work per week. Superintendent is not entitled to receive overtime compensation.
4. **Compensation.** For and in consideration of the services rendered by the Superintendent, the Superintendent shall receive the following compensation:
 - a. **Salary.** The District shall pay the Superintendent an annual base salary of One Hundred Twenty-Five Thousand Dollars (\$125,000) for the 2016-17 school year. The Superintendent’s annual base salary will be increased by 2.5% to One Hundred Twenty-Eight Thousand One Hundred Twenty-Five Dollars (\$128,125) for 2017-18. At the Board’s sole discretion, the 2017-18 base salary may be increased an additional amount, by Board action during a regular board meeting in open session, after GUTA contract negotiations for 2017-18 have been concluded.
 - b. **Transition Days-Daily Rate.** If the Board President provides written approval to the Superintendent to work transition days prior to Superintendent’s July 1, 2016, start date, the Superintendent shall be paid her daily rate-of-pay for each transition day worked, and shall be compensated for all reasonable and necessary

travel expenses. To determine the Superintendent's daily rate-of-pay, the Parties agree that the Superintendents annual base salary shall be divided by 225.

- c. **Master's Degree Stipend.** The District shall pay the Superintendent a Master's Degree stipend of \$1000/year in addition to her annual base salary. This stipend shall not be included when calculating step or COLA raises.
 - d. **Salary Payments.** The Superintendent's salary shall be payable in twelve (12) approximately equal monthly payments, less all applicable deductions and withholdings required by law or authorized by the Superintendent.
5. **Medical, Dental and Vision Insurance.** The Superintendent shall be entitled to receive the same District-paid health, dental, and vision benefits as provided to other employees of the District. The District will pay for health, dental, and vision benefits for the Superintendent and qualified dependents up to the same monthly caps in place for other District employees. The Superintendent shall pay any monthly premium that exceeds the District's contribution (by payroll deduction unless requested otherwise).
 6. **Retirement Contribution.** Superintendent is responsible for her share of contributions to CalSTRS.
 7. **Transportation Expenses.** The Superintendent shall acquire, use, maintain and insure a personal automobile for school district business at the Superintendent's sole cost and expense. The District will pay the Superintendent \$200.00 a month as reimbursement for the use of her personal automobile for school district business travel within Sonoma County.
 8. **Reimbursement for Work Related Expenses.** District shall reimburse Superintendent for all documented ordinary and necessary expenses incurred relative to employment as Superintendent and consistent with Board policies, regulations, and guidelines applicable to other certificated management employees.

Unless otherwise addressed in this Agreement, if the Superintendent seeks to be reimbursed for the cost of traveling outside of Sonoma County, such as for attending a conference in Sacramento, the Superintendent shall obtain written approval from Board President before incurring the expense.

9. **Professional Development.** District shall pay Superintendent's annual dues to the Association of California School Administrators (ACSA), and shall pay for Superintendent to attend the ACSA Superintendent's Symposium annually. At its sole discretion, Board may reimburse Superintendent for additional professional development activities.
10. **Technology Devices.** At its sole discretion, Board shall provide to Superintendent, at District expense, a cell phone and a laptop computer and/or tablet, hereinafter "Technology Devices." District shall pay any costs and expenses associated with owning,

licensing, operating and maintaining such Technology Devices. This does not include costs associated with maintaining home internet access. All Technology Devices so provided are the property of District and District shall have the right to control the access to, and use of, Technology Devices through its Board policies, including its technology use policies, personnel policies, and its risk management policies.

All District-provided Technology Devices are provided to facilitate performance of Superintendent's duties and obligations as an employee of District. Superintendent may use District-provided Technology Devices for personal use within reasonable limits and in a manner consistent with Board policies, including its technology use policies, personnel policies, and its risk management policies. Superintendent shall not use any Technology Device in any manner that is inconsistent with such policies.

When Technology Devices are provided by District, Superintendent shall not conduct District business on devices that are not provided or owned by District.

Superintendent hereby waives any and all rights and protections over the content of any Technology Device or other electronic device (e.g., cell phone, computer, tablet) on which he or she has conducted any District business, regardless of whether the device is provided by District pursuant to the Agreement. This waiver permits Board or anyone authorized by Board to examine the contents of any such device without requiring additional permission, including, but not limited to, a separate waiver or a warrant.

11. **Positive Work Year Calendar.** During the period covered by this Agreement, the Superintendent shall work a positive work year of 225 days each fiscal year and will not be required to work more days unless mutually agreed upon by the Board and the Superintendent. Additional days worked beyond the 225 day work year for duties within the Superintendent's job description shall not exceed 10 work days unless authorized by the Board and shall be paid at the Superintendent's daily rate. To determine the Superintendent's daily rate-of-pay, the Parties agree that the Superintendent's annual base salary shall be divided by 225. As a result of working a positive work year calendar, Superintendent shall not be entitled to vacation.
12. **Sick Leave.** Superintendent shall accrue sick leave at the rate of one (1) day per month. Accrued and unused sick leave shall accrue from year to year without limitation as to amount. Accrued unused sick leave shall not be compensable upon separation. The Board shall be authorized to require verification of sick leave from time-to-time, as it deems appropriate.
13. **Duties.** Pursuant to Article 3 (commencing with Section 35026) of Chapter 1 of Part 21 of Division 3 of Title 2 of the Education Code, Superintendent shall be the Chief Executive Officer of District.
 - a. Superintendent shall perform, at the highest level of competence, all services, duties, and obligations required by (i) the Agreement, (ii) the District Superintendent job description, (iii) applicable laws and regulations, (iv) Board

rules, regulations, and policies and as otherwise directed by Board. Superintendent may delegate her duties to a responsible District employee at Superintendent's discretion unless otherwise stated in applicable laws and regulations, found in Board rules, regulations, and policies, or otherwise prohibited by Board.

- b. Superintendent shall have primary responsibility for the management of all District affairs. In carrying out her duties, Superintendent shall provide educational leadership to District and make student learning and student success her highest priorities. Superintendent shall endeavor to maintain and improve her professional competence by all available means, including subscription to and reading of appropriate periodicals and membership in appropriate associations.
- c. Superintendent shall be responsible for the operations of District, including, but not limited to, the areas of general administration, instruction, human resources, communications, government relations, facilities, and business affairs.
- d. For any time period during which at least one district facility is open and Superintendent is unavailable, Superintendent shall appoint a responsible District employee to temporarily fulfill Superintendent's duties and, when doing so, shall notify the Board President.

14. **Administrative and Board-Related Duties.** Superintendent shall establish and maintain positive community, staff, and Board relations. Superintendent shall attend all regular, special and closed session meetings of the Board, with the exception of any closed session meetings during which the Board wishes to discuss the performance of Superintendent without her being present. This duty may not be delegated unless permitted in writing by Board President.

- a. Superintendent shall serve as Secretary to Board and perform the duties as prescribed in Section 35025 of Chapter 1 of Part 21 of Division 3 of Title 2 of the Education Code.
- b. Superintendent shall have primary responsibility for the execution of Board policies, although primary responsibility for the formulation of Board policies is retained by Board. Superintendent will review all policies adopted by Board and make appropriate recommendations to Board for addition, deletion, or modification.
- c. Superintendent shall be responsible for the development and execution of administrative regulations required or necessary for the implementation of Board policies and shall place any new or modified administrative regulation on the agenda of a Board meeting.

- d. As permitted by any applicable law including, but not limited to, the Brown Act, Superintendent shall, in advance of Board meetings, keep all Board members advised of emerging issues that could have a material impact on Board or District.
- e. Superintendent shall serve as liaison to Board with respect to all matters of employer-employee relations and shall make recommendations to Board concerning those matters.
- f. Superintendent shall submit financial and budgetary reports to Board and shall advise Board on possible sources of funds to carry out District programs.
- g. Annually, Superintendent shall prepare and submit a recommended District budget to Board, with supporting financial information to assist Board in approving a sound budget.
- h. Superintendent shall enter into contracts for and on behalf of District, subject to Board approval or ratification as required by law.
- i. Superintendent shall have such other duties properly delegated to him or her by Board policies or by other Board actions.

15. **Personnel Duties.** Superintendent shall have primary responsibility for making timely and appropriate recommendations to Board regarding personnel matters, including the employment of personnel and any release, non-reelection, or termination of an employee. Upon request by Superintendent, Board may authorize Superintendent to employ personnel without Board approval.

- a. As required by Education Code Section 35035, and subject to the approval of Board, Superintendent is responsible for assigning all District employees employed in positions requiring certification qualifications. She shall also be responsible to periodically evaluate or cause to be evaluated all District employees.
- b. Superintendent shall provide leadership and direction in negotiations with all labor groups.

16. **External Relation Duties.** Superintendent shall represent District before the public, and shall maintain such a program of public relations as may serve to improve understanding and to keep the public informed about District activities, needs, and results. Superintendent will act as the primary liaison with the local, state, and federal agencies and elected representatives. Superintendent is encouraged to attend appropriate local community meetings. Reasonable expenses thereby incurred shall be reimbursed in accordance with Paragraphs 7 and 8 of the Agreement. Superintendent shall regularly report to Board on all external relations activities.

17. **Duties as Principal of Gravenstein Elementary.** Superintendent shall serve as Principal of Gravenstein Elementary and agrees to perform the duties, as set forth in the Gravenstein Elementary School Principal Job Description, attached hereto as Exhibit A and incorporated herein as though fully set forth.
18. **Additional Duties.** Superintendent shall carry out all lawful activities as directed by Board from time to time.
19. **Medical Exam.** In light of the unique nature of the professional duties of Superintendent, Superintendent agrees to have a periodic physical examination as requested by the Board, at district expense. The examination shall be conducted by a licensed physician selected by Superintendent. The physician shall provide the Board with a written statement limited solely to the physician's determination of the continued fitness of Superintendent to perform the duties required under the Agreement, with or without reasonable accommodations. The statement shall otherwise be confidential. Nothing in this provision precludes Board from directing Superintendent to submit to a fitness for duty exam at any time, or as otherwise permitted by law.
20. **Driver's License.** Superintendent is required to maintain a valid California Driver's License and have a vehicle available at all times to perform the duties of the position.
21. **Evaluation.** Board shall evaluate Superintendent in each year, utilizing the following process:
 - a. Prior to September 1 of each year, Board shall meet to establish Superintendent's performance goals and objectives for that school year based on the duties and responsibilities set forth in the Agreement, Board's strategic planning priorities and any other criteria chosen by Board. These goals and objectives shall be reduced into writing and, at Board discretion, may include input provided by Superintendent.
 - b. Prior to October 1 of each year, Board shall, in writing, provide Superintendent with the evaluation instrument that Board will use to assess Superintendent's performance based on the goals and objectives established pursuant to the above paragraph. The evaluation instrument shall include an overall job performance rating of "Exceeds Expectations," "Satisfactory," "Needs Improvement," and "Unsatisfactory."
 - c. Prior to April 1 of each year, Superintendent shall remind Board in writing of Board's evaluation obligations under the Agreement, and Superintendent and Board shall agree on dates for Superintendent's evaluation and the other steps of the evaluation process as described herein.
 - d. Prior to May 31 of each year, Superintendent shall provide Board with an annual report regarding the state of the District and shall also make a presentation based on the report at a regularly scheduled Board meeting.

- e. Prior to June 30 of each year, and after receiving Superintendent's state of the District report, each of the following shall occur:
- Each Board member shall individually complete the evaluation instrument;
 - Board will devote a portion of at least one (1) meeting to a discussion and evaluation of Superintendent's performance, including the working relationship between Superintendent and Board.
 - Board President shall be responsible for utilizing the individual Board member evaluations and Board discussion to prepare a single, evaluative document that communicates Board's collective feedback and expectations.
- f. The evaluation of Superintendent by Board will be in writing and placed in a sealed envelope in Superintendent's personnel file marked as follows: "Confidential. Only to be opened upon authorization of Board." A copy of the evaluation will be provided to Superintendent.
- g. Failure of Board to complete the evaluation process does not constitute a material breach of the Agreement and shall not result in the amendment or extension of the Agreement. Failure of Board to evaluate Superintendent shall not preclude Board from giving notice of termination or nonrenewal in accordance with Paragraphs 23 through 25, inclusive.
22. **Agreement Renewal or Extension.** There shall be no renewal or extension of the Agreement. Should Board desire Superintendent to continue as Superintendent beyond the term of the Agreement, the Parties shall negotiate and execute a new agreement.
23. **Notice of Agreement Non-Renewal.** Should Board determine that it does not wish to negotiate and execute a new agreement at the end of the term of the Agreement, Board shall give written notice of the decision to Superintendent, at least forty-five (45) days prior to the end of the Agreement, as required pursuant to Education Code Section 35031. The Parties expressly agree to waive the term of the automatic renewal provision established in Education Code Section 35031. Rather, if Board fails to provide notice of non-renewal, the Agreement shall automatically be renewed on the same terms but only for a period of one year.
- a. **Superintendent's Duty to Notify Board.** Between ninety (90) days and one hundred and twenty (120) days prior to the end of the Agreement, Superintendent shall, in writing, remind each Board member of Board's obligation to give written notice pursuant to this Paragraph. Failure by Superintendent to provide notice to Board shall invalidate the notice requirement under this Paragraph and shall operate as a waiver of the automatic renewal provision in Education Code Section 35031 and in this Paragraph.

24. **Termination for Cause.** Notwithstanding any other provision of the Agreement, Superintendent may be terminated for cause prior to the expiration of the Agreement, for any of the following:

- Failure by Superintendent to possess or maintain a valid California Administrative Credential
 - Suspension or revocation of Superintendent's California Administrative Credential
 - Neglect of Duty
 - Physical or mental inability of Superintendent to perform her duties
 - Material breach of the Agreement
 - Superintendent interviews for any other position during the term of the Agreement and he or she fails to notify Board President within three days of the interview
 - Any other legally permissible reason, including but not limited to conduct that is seriously detrimental to District. Conduct that is seriously detrimental to District includes, by way of illustration and not limitation, failure of good behavior, either during or outside of duty hours, which is of such a nature that it causes discredit to District, unprofessional conduct, or incompetence. Superintendent acknowledges that he or she is District's most visible representative and is required to maintain higher standards of personal conduct than any other employee. In order to represent District with integrity and high ethical standards, Superintendent shall avoid professional or personal situations that might reflect negatively on Superintendent, District, or Board.
- a. **Notice.** Prior to terminating Superintendent for cause, Board shall give Superintendent thirty (30) days written notice of its intention to terminate her for cause. Such written notice shall include a statement of the specific acts or omissions which give rise to the proposed action. No action shall be taken on a proposed termination for cause until Superintendent has had an opportunity to meet with Board to be heard by way of explanation, defense, or a showing that the specific acts or omissions have been corrected. This opportunity to be heard shall be provided within fifteen (15) calendar days after Superintendent is served the notice of Board's intention. This meeting with Board is not an evidentiary hearing. The Parties are expected to provide each other with a reasonable, complete explanation of their positions and either party may be accompanied by an attorney. Superintendent's right to meet with Board shall be exclusive of any right to any other hearing otherwise required by law.
- b. **Effective Date.** Any decision to terminate Superintendent for cause shall be effective upon the date determined by Board, except that such date shall not be sooner than thirty (30) calendar days after the notice of termination is given to Superintendent. In the event that Superintendent is terminated for cause, all rights and obligations of the Parties under this Agreement shall be deemed fully satisfied on the effective date of the termination

and Superintendent shall not be entitled to any further benefit under this Agreement including, but not limited to, the benefits described in Paragraphs 5 through 12, inclusive.

A determination as to whether cause exists to terminate Superintendent shall always be at the sole discretion of Board.

25. **Termination Without Cause.** Notwithstanding any other provision of the Agreement, Board shall have the sole right to terminate Superintendent without cause at any time before its normal expiration. If Board terminates Superintendent without cause before its normal expiration, it shall pay to Superintendent her base salary and medical/dental/vision and other benefits provided under the Agreement for either six (6) months or the number of months remaining on the Agreement, whichever is less. The compensation set forth in this Paragraph shall be the only compensation of any kind which shall be due to Superintendent if Superintendent is terminated without cause by Board.
26. **Termination by Mutual Consent.** Notwithstanding any other provision of the Agreement, Board and Superintendent may, by mutual consent, terminate this Agreement before its expiration. If the Agreement is terminated under this Paragraph, the maximum cash settlement that Superintendent may receive shall either (i) an amount equal to the monthly salary of Superintendent multiplied by the number of months left on the unexpired term of the Agreement or (ii) an amount equal to the monthly salary of Superintendent multiplied by twelve (12), whichever is less. This paragraph is set forth herein because it is required by subdivision (a) of Government Code Section 53260 but the Parties agree that it shall be superseded by the provisions set forth in Paragraph 24 in the event that Superintendent is terminated for cause or by the limitations set forth in Paragraphs 25 - 26 in the event that Superintendent is terminated without cause.
27. **Death.** Death of the Superintendent immediately terminates this Agreement.
28. **Liability for Taxes.** Notwithstanding any other provision of the Agreement, District shall not be liable (except in cases of District errors or omissions) for any state or federal tax consequences to Superintendent, any designated beneficiary hereunder, or the heirs, administrators, executors, successors, and assigns of Superintendent. Superintendent shall assume sole liability for any state or federal tax consequences of the Agreement or any related contract and agrees to indemnify and hold District harmless from such tax consequences.
29. **Superintendent Indemnification.** District shall include Superintendent as a named insured in its liability and errors and omissions insurance policies. District shall, to the full extent permitted by law, defend, hold harmless, and indemnify Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against her in her personal capacity or in her official capacity as an agent and/or employee of District, provided that the incident arose while Superintendent was acting on matters related to her employment with District. In no event will any individual Board member be personally liable for indemnifying Superintendent.

30. **Complete Agreement.** This Agreement is the full and complete agreement and understanding between the Parties concerning Superintendent's employment with the District. It can be changed or modified only in writing signed by Superintendent and Board President or designee after Board approval. There are no oral understandings, terms, or conditions, and neither party has relied upon any representation, express or implied, not contained in the Agreement. This is an integrated document. The Agreement is intended by the Parties to be the sole instrument governing the relationship between the Parties unless a provision of law, now or hereinafter enacted, is specifically applicable to the Agreement or to the relationship between Board and Superintendent.
31. **Governing Law and Venue.** This Agreement shall be deemed to have been executed and delivered within the State of California, and the rights and obligations of the Parties hereunder shall be construed and enforced with, and governed by, the laws of the State of California without regard to principles of conflict of laws. The Parties also agree that, in the event of litigation, venue shall be the proper state or federal court located in Sonoma County, California.
32. **Construction.** This Agreement will be liberally construed to effectuate the intention of the Parties with respect to the transaction described herein. In determining the meaning of, or resolving any ambiguity with respect to, any word, phrase or provision of the Agreement, it is understood and agreed that the Parties have participated equally or have had equal opportunity to participate in the drafting hereof and no such contract term shall be construed or resolved against either party based on any rule of construction.
33. **Delivery of Notices.** All notices permitted or required under this Agreement shall be given to Superintendent at the following address:

Jennifer Schwinn

Such notices shall be deemed received when personally delivered or when deposited in the U.S. Mail. However, actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

34. **Attorney's Fees.** In the event of any action or proceeding to enforce or construe any of the provisions of this Agreement, Superintendent and Board shall each bear the cost of their own attorney's fees and costs regardless of the outcome of the action or proceeding.
35. **Severability.** If any portion of the Agreement is declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions of the Agreement.

36. **AB 1344.** If Superintendent is convicted of a crime involving abuse of her office, Superintendent shall reimburse District for all applicable costs pursuant to Article 2.6 (commencing with Section 53243) of Chapter 2 of Part 1 of Division 2 of the Government Code.

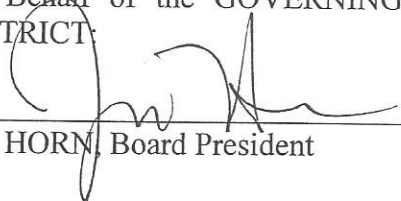
Pursuant to Government Code Section 53243.2, any funds received by Superintendent from District resulting from Board's decision to terminate Superintendent without cause pursuant to Paragraphs 25, inclusive, shall be fully reimbursed to District if Superintendent is convicted of a crime involving the abuse of her powers of office. If District funds the criminal defense of Superintendent against charges involving the abuse of her office or position, and Superintendent is then convicted of those charges, Superintendent shall fully reimburse District for all District funds paid for Superintendent's criminal defense.

37. **No Assignment.** The Superintendent may not assign or transfer any rights granted or obligations assumed in the Agreement.

38. **Conflict with Board Policies.** In the event of a conflict between the terms of the Agreement, or any amendments thereto, and the terms of Board-adopted policies, the terms of the Agreement shall prevail.

IN WITNESS, we affix our signatures to the Agreement as the full and complete understanding of the relationships between the parties.

On Behalf of the GOVERNING BOARD OF THE GRAVENSTEIN UNION SCHOOL DISTRICT:

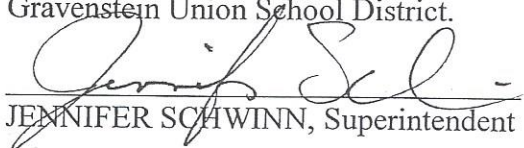


JIM HORN, Board President

5-4-16

Date

I, JENNIFER SCHWINN, accept Board's offer of employment and agree to comply with the Agreement and fulfill all of the duties required herein as Superintendent and Principal of the Gravenstein Union School District.



JENNIFER SCHWINN, Superintendent

5/4/16

Date

**GRAVENSTEIN UNION SCHOOL DISTRICT
EMPLOYMENT AGREEMENT
SUPERINTENDENT / PRINCIPAL**

Exhibit A

Gravenstein Elementary Principal Job Description

Basic Functions:

In conjunction with the duties performed as the District Superintendent, the Principal serves as the educational leader and chief administrator of Gravenstein Elementary School as follows: direct, evaluate and supervise certificated and classified staff; direct activities regarding the grounds and facilities, student activities, curriculum, and programs in accordance with State, County, and District regulations, policies and procedures.

Essential Functions:

The essential duties and responsibilities for this position include, but are not limited to, the following:

- Provide leadership in developing and communicating a shared vision of an outstanding comprehensive elementary school.
- Set high expectations for faculty, staff and student with a focus on continuous improvement in teaching and learning.
- Establish and maintain an environment conducive to and supportive of excellence in learning and a school-wide culture that supports the growth and development of all students.
- Evaluate the effectiveness of school's instructional programs.
- Lead school staff in the effort to collect and interpret data on student performance to inform decisions about curriculum, special programs, instruction, and staff development.
- Develop a collaborative process for setting, implementing, and monitoring progress of school goals, while acting in alignment with and in accordance with District goals.
- Manage or direct staff in student discipline and procedures.
- Assign all students in a manner that encourages optimum growth.
- Develop and maintain a school safety plan.
- Oversee State mandated testing including Smarter Balanced Assessment Consortium (SBAC) or California Assessment of Student Performance and Progress (CAASPP) and other assessments.
- Support administrative and/or instructional technology.

- Assist in the selection, employment, and performance evaluation of certificated personnel in the school.
- Supervise the campus and coordinate extra-curricular activities.
- Attend, conduct and/or chair a variety of meetings; represent the school at District and community functions.
- Develop and administer the school budget; assure proper allocation of funds for instructional and non-instructional equipment and materials.
- Arrange for staff development and in-services; communication with site and District personnel; update staff on revised policies and procedures and implement changes.
- Direct the preparation and maintenance of a wide variety of mandated records and reports regarding student attendance, welfare, discipline, safety and academic achievement; direct the maintenance of files pertaining to school personnel, plant facilities, inventories and financial information.
- Establish and maintain communication with parent and community groups; build parent and community support and involvement; coordinate and assist in fundraising activities; prepare and write bulletins and newsletters; arrange for publicity of special events and achievements as appropriate.
- Make active and consistent efforts to maintain or improve the external and internal image of the District and its schools.
- Supervise, direct and attend a variety of student activities and events during the day or in the evening.
- Perform related duties as assigned.

Knowledge, Skills and Abilities:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Ability to work comfortably with students, staff, parents and the community
- Deep commitment to world-class standards of academic performance for all students
- Effective interpersonal, communication, conflict resolution, time management and recordkeeping skills
- Extensive knowledge of academic curriculum and instructional delivery systems, school budgeting, assessment of student achievement, as well as administration of applicable policies and supervision of personnel

Physical Requirements and Work Environment:

The usual and customary methods of performing this position's functions require the following physical demands: Sitting for extended periods of time. Hearing and speaking to exchange information and make presentations. Seeing to read a variety of curriculum and complex financial records and reports. Dexterity of hands and fingers to operate standard office equipment. The employee should have the mobility to walk around campus and into classrooms. Must occasionally lift and/or move up to 25 pounds. Employee will frequently work at a computer and travel to attend meetings.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually moderate. The employee will frequently work directly with children. There are a number of activities and situations happening at once and the employee must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. The employee must be prepared to handle accidents and emergencies at any time.

The job entails potential for exposure to adverse weather conditions and temperature extremes; exposure to blood-borne pathogens and communicable diseases; and for interactions with disruptive and/or unruly individuals.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Qualifications:

CREDENTIAL: Clear Valid California Teaching Credential [K8];
California Administrative Credential

October 3, 2011 280 9

Gravenstein Elementary School
3840 Twig Ave.
Sebastopol, CA 95472

Dear Valued Participant,

Thank you for your willingness to possibly use your facility in the case of a disaster. Some time ago you completed a shelter survey giving us a lot of information about your facility. We now want to go to the next step of having a signed agreement.

As you know, the American Red Cross is where people mobilize to help their neighbors in emergencies—across the street, across the country, and across the world. Because of our desire to provide the best possible care, we invite you to partner with the Red Cross by offering your building for use should an emergency shelter be needed in your area.

Included with this letter is a copy of our Shelter Agreement / Terms and Conditions for your perusal and, if you want to move forward in partnership, please fill out the yellow-highlighted portions of the Shelter Agreement / Terms and Conditions and return to our office at the address below.

As you see, the agreement simply says you may allow us to use your facility; it is not a guarantee. It spells out what each of us will do in the case of a disaster if your facility is used by the Red Cross.

Many of you reading this signed an agreement with us years ago, and we want to update our agreement and remind you it is in place.

If you have any questions, please call me at 577-7605. If you can no longer partner with the Red Cross in supporting your community during a disaster, please let me know as well.

Thank you for taking the time to read this and for your consideration of this very important matter.

Sincerely,

Sherrie Prior
Disaster Services
(707) 577-7605

508.



American Red Cross
Sonoma County Chapter

465 Tesconi Circle
Santa Rosa, California 95401-4619
(707) 577-7600, FAX: (707) 577-7621

not signed

STATEMENT OF AGREEMENT
CONCERNING SHELTER SERVICES
PROVIDED BY THE AMERICAN RED CROSS

This Agreement is made and entered into between the Gravenstein Union School District and the Sonoma County Chapter of the American Red Cross.

Recitals

Pursuant to the terms of federal statutes, the Red Cross provides emergency services on behalf of individuals and families who are victims of disaster. The Gravenstein Elementary School is authorized to permit the Red Cross to use its building, grounds and equipment for a mass care shelter required in the conduct of Red Cross Disaster Services activities, and it wishes to cooperate with the Red Cross for such purposes.

The parties hereto mutually desire to reach an understanding that will result in making the Gravenstein School available to the Red Cross for the aforesaid use. Now therefore, it is mutually agreed between the parties as follows:

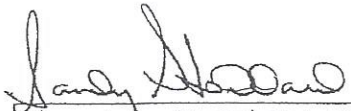
1. The Gravenstein Union School District agrees, that after meeting its responsibilities to students and staff, it will permit to the extent of its ability and upon request by the Red Cross, the use of the physical facilities by the Red Cross as an emergency shelter for the victims of major disasters.
2. The American Red Cross agrees that it shall exercise reasonable care in the conduct of its activities in such facilities and further agrees to replace or reimburse the Gravenstein Union School District for any foods or supplies that may be used by the Red Cross in the conduct of its relief activities in said emergency shelter.
3. Notwithstanding any other agreements, the Sonoma County Chapter of The American National Red Cross agrees to defend, hold harmless and indemnify the Gravenstein Union School District, its officers, agents and employees against any legal liability in

Handwritten watermark: "Hand Can't Wait"

respect to bodily injury, death, and property damage, arising from the negligence of the said chapter during its use of the property belonging to the said Gravenstein Union School District.

In witness thereof, said agreement to become effective and operative upon the fixing of the last signature hereto.

Signatures to the agreement:



Disaster Services Director
Sonoma County Chapter
American Red Cross

Superintendent
Gravenstein Union
School District

11/20/97
Date

Date

**American Red Cross
Shelter Agreement**

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

DR#: _____ Facility: _____

Parties and Facility

Owner:

Legal name: _____
Chapter: _____
24-Hour Point of Contact:
Name and title: _____
Work phone: _____ Cell phone/pager: _____
Address for Legal Notices:

Red Cross:

Legal name: The American National Red Cross
Chapter: California Northwest Chapter
24-Hour Point of Contact:
Name and title: Crystal Silva, Disaster Program Manager
Work phone: 707-577-7633 Cell phone/pager: 415-517-9840
Address for Legal Notices:
5297 Aero Drive
Santa Rosa, CA 95403
24/7 phone number 1-866-272-2237

Copies of legal notices must also be sent to:
The American National Red Cross, Office of the General Counsel,
2025 E Street, NW, Washington DC 20006
and
The American National Red Cross, Disaster Operations,
2025 E Street NW, Washington, DC 20006.

Shelter Facility:

(Insert name and complete street address of building or, if multiple buildings, write "See attached Facility List" and attach Facility List including complete street address of each building that is part of this Agreement).

Terms and Conditions

1. Use of Facility: Upon request and if feasible, the Owner will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter, an operations center, a client services center, a volunteer intake center, storage of emergency supplies, or parking of vehicles.
2. Shelter Management: The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.
3. Condition of Facility: The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross, to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of the Owner.
4. Food Services: Upon request by the Red Cross, and if such resources exist and are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.
5. Custodial Services: Upon request by the Red Cross and if such resources exist and are available, the Owner will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
6. Security: In coordination with the Facility Coordinator; the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
7. Signage and Publicity: The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
8. Closing the Shelter: The Red Cross will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, using the second page of the Shelter/Facility Opening/Closing Form to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.
9. Reimbursement: The Red Cross will reimburse the Owner for the following:
 - a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross will select from among

bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

- b. Reasonable costs associated with custodial and food service personnel which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. Reasonable, actual, out-of-pocket operational costs, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	_____	_____
Gas	_____	_____
Electricity	_____	_____
Waste Disposal	_____	_____

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Owner (legal name)

THE AMERICAN NATIONAL RED CROSS
California Northwest Chapter

By (signature)

By

Name (printed)

Name: Crystal Silva

Title

Title: Disaster Program Manager

+

Date

Date:



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- Original Declaration of Need for year: 2016-17
 Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Gravenstein Union School District District CDS Code: 70714
 Name of County: Sonoma County County CDS Code: 49

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 05 / 11 / 16 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2017.

Submitted by (Superintendent, Board Secretary, or Designee):

<u>Linda J. LaMarre</u>	<u>Superintendent</u>	
<small>Name</small>	<small>Signature</small>	<small>Title</small>
<u>707/823-2108</u>	<u>707/823-7008</u>	<u>May 12, 2016</u>
<small>Fax Number</small>	<small>Telephone Number</small>	<small>Date</small>
<u>3840 Twig Avenue, Sebastopol, CA 95472</u>		
<small>Mailing Address</small>		
<u>llamarre@grav.k12.ca.us</u>		
<small>E-Mail Address</small>		

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____
 Name of State Agency _____
 Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____ / ____ / ____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

► This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
<input type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
<input checked="" type="checkbox"/> Resource Specialist	1 _____
<input type="checkbox"/> Teacher Librarian Services	_____
<input type="checkbox"/> Visiting Faculty Permit	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	1
Single Subject	3
Special Education	1
TOTAL	5

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved intern program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. The District has not had the need to. We will explore this for the future.

Does your agency participate in a Commission-approved college or university intern program? Yes No

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an intern program.

If no, explain why you do not participate in an intern program.
The District has not had the need to. The District will explore this possibility for the future

Sonoma County Office of Education

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT
in accordance with AB 1200 (Chapter 1213/1991), GC 3547.5, and CCR, Title V, Section 15449

Name of School District: Gravenstein Union School District
Name of Bargaining Unit: Gravenstein Union Teachers Association
Certificated, Classified, Other: Certificated

The proposed agreement covers the period beginning: July 1, 2015 and ending: June 30, 2016
(date) (date)

The Governing Board will act upon this agreement on: May 11, 2016
(date)

Note: This form, along with a copy of the proposed agreement, must be submitted to the County Office at least ten (10) working days prior to the date the Governing Board will take action.

A. Proposed Change in Compensation

Compensation	Annual Cost Prior to Proposed Agreement FY 2015-16	Fiscal Impact of Proposed Agreement		
		Year 1 Increase/(Decrease)	Year 2 Increase/(Decrease)	Year 3 Increase/(Decrease)
		FY 2015-16	FY 2016-17	FY 2017-18
1 Salary Schedule (This is to include Step and Column, which is also reported separately in Item 6.)	\$ 2,668,359	\$ 120,076	\$ 122,316	\$ 126,795
		4.50%	4.39%	4.36%
2 Other Compensation - Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ -	\$ -	\$ -	\$ -
Description of other compensation				
3 Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 365,298	\$ 16,438	\$ 16,745	\$ 17,358
		4.500%	4.39%	4.36%
4 Health/Welfare Plans	\$ 346,596	\$ -	\$ -	\$ -
		0.00%	0.00%	0.00%
5 Total Compensation - Add Items 1 through 4 to equal 5	\$ 3,380,253	\$ 136,514	\$ 139,061	\$ 144,153
		4.039%	3.95%	3.94%
6 Step and Column - Due to movement plus any changes due to settlement. This is a subset of Item No. 1.	\$ 49,770	\$ 2,240	\$ 2,240	\$ 2,240
7 Total Number of Represented Employees (Use FTEs if appropriate)	45.30			
8 Total Compensation Average Cost per Employee	\$ 74,619	\$ 3,014	\$ 3,070	\$ 3,182
		4.039%	3.95%	3.94%

9. What was the negotiated percentage increase approved? For example, if the increase in "Year 1" was for less than a full year, what is the annualized percentage of that increase for "Year 1"?

4.5% Adjustment to the 2015/16 salary schedule retroactive until 7/1/2015

10. Were any additional steps, columns, or ranges added to the schedules? (If yes, please explain.)

No.

11. Please include comments and explanations as necessary. (If more room is necessary, please attach an additional sheet.)

N/A

12. Does this bargaining unit have a negotiated cap for Health and Welfare benefits? Yes No

If yes, please describe the cap amount.

The cap for health benefits is \$550 per single coverage, \$600 for dual coverage and \$650 for family coverage.

- B. Proposed negotiated changes in noncompensation items** (i.e., class size adjustments, staff development days, teacher prep time, classified staffing ratios, etc.)

Changed language in 8.2.4 to say: Full time teachers in grades 7 and 8 will receive one preparation period per day. This statement (requirement) does not include (nor apply to) full time Grade 7 and 8 ENRICH! Program teachers because they have at least one period of each school day in which they are without students or assignments. When a District unit member provides physical education instruction to students in grade 6, the 6th grade classroom unit member shall receive a prep period. **Change in language in 8.2.9 to say:** When a District Unit member provides music, physical education, or other specialized instruction to students in grades K-5, the classroom unit member is not required to be with students. K-8 Special Education teachers will receive preparation periods not to exceed two full days or 14 prep periods (44 min periods) per month. These prep periods may be used as preparation for IEPs or other classroom preparation time.

- C. What are the specific impacts (positive or negative) on instructional and support programs to accommodate the settlement?** Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians, custodial staff, etc.)

D. What contingency language is included in the proposed agreement (e.g., reopeners, etc.)?

None.

E. Will this agreement create or increase deficit financing in the current or subsequent year(s)?

"Deficit Financing" is defined to exist when a fund's expenditures and other financing uses exceed its revenues and other financing sources in a given year. If yes, explain the amounts and justification for doing so.

The District does not deficit spend. This will not put the District in a deficit spending position.

F. Identify other major provisions that do not directly affect the district's costs, such as binding arbitrations, grievance procedures, etc.

N/A

G. Source of Funding for Proposed Agreement:

1. Current Year

General Fund -- LCFF

2. If this is a single year agreement, how will the ongoing cost of the proposed agreement be funded in subsequent years (i.e., what will allow the district to afford this contract)?

The salary schedule will change and it will continue to be funded from the General Fund. Should there not be enough funding, the District will need to reduce expenditures.

3. If this is a multiyear agreement, what is the source of funding, including assumptions used, to fund these obligations in subsequent years? (Remember to include compounding effects in meeting obligations.)

N/A

Gravenstein Union School District

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Unrestricted General Fund

Bargaining Unit:

Gravenstein Union Teachers Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 3/7/2016)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ 7,174,980	\$ -	\$ -	\$ 7,174,980
Remaining Revenues (8100-8799)	\$ 509,725	\$ -	\$ -	\$ 509,725
TOTAL REVENUES	\$ 7,684,705	\$ -	\$ -	\$ 7,684,705
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 2,956,838	\$ 114,077	\$ -	\$ 3,070,915
Classified Salaries (2000-2999)	\$ 492,949	\$ -	\$ -	\$ 492,949
Employee Benefits (3000-3999)	\$ 922,634	\$ 15,617	\$ -	\$ 938,251
Books and Supplies (4000-4999)	\$ 491,623	\$ -	\$ -	\$ 491,623
Services, Other Operating Expenses (5000-5999)	\$ 387,385	\$ -	\$ -	\$ 387,385
Capital Outlay (6000-6599)	\$ 14,540	\$ -	\$ -	\$ 14,540
Other Outgo (7100-7299) (7400-7499)	\$ 88,440	\$ -	\$ -	\$ 88,440
Direct Support/Indirect Cost (7300-7399)	\$ (771)	\$ -	\$ -	\$ (771)
Other Adjustments				
TOTAL EXPENDITURES	\$ 5,353,638	\$ 129,694	\$ -	\$ 5,483,332
OPERATING SURPLUS/(DEFICIT)	\$ 2,331,067	\$ (129,694)	\$ -	\$ 2,201,373
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ 10,658	\$ -	\$ -	\$ 10,658
Contributions (8980-8999)	\$ (405,785)	\$ (6,821)	\$ -	\$ (412,606)
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ 1,914,624	\$ * (136,515)	\$ -	\$ 1,778,109
BEGINNING BALANCE	\$ 6,143,544			\$ 6,143,544
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ 8,058,168	\$ (136,515)	\$ -	\$ 7,921,653
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$ 1,000	\$ -	\$ -	\$ 1,000
Reserved for Economic Uncertainties (9770)	\$ 649,441	\$ -	\$ -	\$ 649,441
Designated Amounts (9775-9780)	\$ 3,550,260	\$ -	\$ -	\$ 3,550,260
Unappropriated Amount (9790)	\$ 3,857,467	\$ (136,515)	\$ -	\$ 3,720,952

* Please see question on page 7.

Gravenstein Union School District

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET**Restricted General Fund**

Bargaining Unit:

Gravenstein Union Teachers Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 3/7/2016)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ 36,656	\$ -	\$ -	\$ 36,656
Remaining Revenues (8100-8799)	\$ 701,711	\$ -	\$ -	\$ 701,711
TOTAL REVENUES	\$ 738,367	\$ -	\$ -	\$ 738,367
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 203,710	\$ 5,999	\$ -	\$ 209,709
Classified Salaries (2000-2999)	\$ 37,392	\$ -	\$ -	\$ 37,392
Employee Benefits (3000-3999)	\$ 205,920	\$ 822	\$ -	\$ 206,742
Books and Supplies (4000-4999)	\$ 70,627	\$ -	\$ -	\$ 70,627
Services, Other Operating Expenses (5000-5999)	\$ 633,007	\$ -	\$ -	\$ 633,007
Capital Outlay (6000-6599)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ 771	\$ -	\$ -	\$ 771
Other Adjustments				
TOTAL EXPENDITURES	\$ 1,151,427	\$ 6,821	\$ -	\$ 1,158,248
OPERATING SURPLUS (DEFICIT)	\$ (413,060)	\$ (6,821)	\$ -	\$ (419,881)
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
Contributions (8980-8999)	\$ 405,785	\$ 6,821	\$ -	\$ 412,606
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ (7,275)	\$ *	\$ -	\$ (7,275)
BEGINNING BALANCE	\$ 156,860			\$ 156,860
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ 149,585	\$ -	\$ -	\$ 149,585
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$ 149,585	\$ -	\$ -	\$ 149,585
Reserved for Economic Uncertainties (9770)	\$ -	\$ -	\$ -	\$ -
Designated Amounts (9775-9780)	\$ -	\$ -	\$ -	\$ -
Unappropriated Amount (9790)	\$ -	\$ -	\$ -	\$ -

* Please see question on page 7.

Gravenstein Union School District

H. IMPACT OF PROPOSED AGREEMENT ON CURRENT YEAR OPERATING BUDGET

Combined General Fund

Bargaining Unit: Gravenstein Union Teachers Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board-Approved Budget Before Settlement (As of 3/7/2016)	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
REVENUES				
Revenue Limit Sources (8010-8099)	\$ 7,211,636	\$ -	\$ -	\$ 7,211,636
Remaining Revenues (8100-8799)	\$ 1,211,436	\$ -	\$ -	\$ 1,211,436
TOTAL REVENUES	\$ 8,423,072	\$ -	\$ -	\$ 8,423,072
EXPENDITURES				
Certificated Salaries (1000-1999)	\$ 3,160,548	\$ 120,076	\$ -	\$ 3,280,624
Classified Salaries (2000-2999)	\$ 530,341	\$ -	\$ -	\$ 530,341
Employee Benefits (3000-3999)	\$ 1,128,554	\$ 16,439	\$ -	\$ 1,144,993
Books and Supplies (4000-4999)	\$ 562,250	\$ -	\$ -	\$ 562,250
Services, Other Operating Expenses (5000-5999)	\$ 1,020,392	\$ -	\$ -	\$ 1,020,392
Capital Outlay (6000-6599)	\$ 14,540	\$ -	\$ -	\$ 14,540
Other Outgo (7100-7299) (7400-7499)	\$ 88,440	\$ -	\$ -	\$ 88,440
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
Other Adjustments				
TOTAL EXPENDITURES	\$ 6,505,065	\$ 136,515	\$ -	\$ 6,641,580
OPERATING SURPLUS (DEFICIT)	\$ 1,918,007	\$ (136,515)	\$ -	\$ 1,781,492
Transfer In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ 10,658	\$ -	\$ -	\$ 10,658
Contributions (8980-8999)	\$ -	\$ -	\$ -	\$ -
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ 1,907,349	\$ *	\$ -	\$ 1,770,834
BEGINNING BALANCE	\$ 6,300,404			\$ 6,300,404
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
CURRENT-YEAR ENDING BALANCE	\$ 8,207,753	\$ (136,515)	\$ -	\$ 8,071,238
COMPONENTS OF ENDING BALANCE:				
Reserved Amounts (9711-9740)	\$ 150,585	\$ -	\$ -	\$ 150,585
Reserved for Economic Uncertainties (9770)	\$ 649,441	\$ -	\$ -	\$ 649,441
Designated Amounts (9775-9780)	\$ 3,550,260	\$ -	\$ -	\$ 3,550,260
Unappropriated Amount - Unrestricted (9790)	\$ 3,857,467	\$ (136,515)	\$ -	\$ 3,720,952
Unappropriated Amount - Restricted (9790)	\$ -	\$ -	\$ -	\$ -
Reserve for Economic Uncertainties Percentage	69.17%			65.70%

* Please see question on page 7.

Public Disclosure of Proposed Collective Bargaining Agreement

Gravenstein Union School District

I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

Combined General Fund

Bargaining Unit: Gravenstein Union Teachers Association

	Current Year	Year 2	Year 3
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
REVENUES			
Revenue Limit Sources (8010-8099)	\$ 7,211,636	\$ 5,936,820	\$ 6,119,700
Remaining Revenues (8100-8799)	\$ 1,211,436	\$ 724,617	\$ 724,617
TOTAL REVENUES	\$ 8,423,072	\$ 6,661,437	\$ 6,844,317
EXPENDITURES			
Certificated Salaries (1000-1999)	\$ 3,280,624	\$ 3,403,683	\$ 3,466,105
Classified Salaries (2000-2999)	\$ 530,341	\$ 532,116	\$ 533,894
Employee Benefits (3000-3999)	\$ 1,144,993	\$ 1,227,717	\$ 1,320,010
Books and Supplies (4000-4999)	\$ 562,250	\$ 386,739	\$ 402,070
Services, Other Operating Expenses (5000-5999)	\$ 1,020,392	\$ 918,408	\$ 935,777
Capital Outlay (6000-6999)	\$ 14,540	\$ 25,000	\$ 25,000
Other Outgo (7100-7299) (7400-7499)	\$ 88,440	\$ 88,440	\$ 88,440
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -
Other Adjustments		\$ -	\$ -
TOTAL EXPENDITURES	\$ 6,641,580	\$ 6,582,103	\$ 6,771,296
OPERATING SURPLUS (DEFICIT)	\$ 1,781,492	\$ 79,334	\$ 73,021
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ 10,658	\$ 10,658	\$ 10,658
CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE	\$ 1,770,834	\$ 68,676	\$ 62,363
BEGINNING BALANCE	\$ 6,300,404	\$ 8,071,238	\$ 8,139,914
CURRENT-YEAR ENDING BALANCE	\$ 8,071,238	\$ 8,139,914	\$ 8,202,277
COMPONENTS OF ENDING BALANCE:			
Reserved Amounts (9711-9740)	\$ 150,585	\$ 150,585	\$ 150,585
Reserved for Economic Uncertainties - Unrestricted (9770)	\$ 649,441	\$ 645,370	\$ 663,780
Reserved for Economic Uncertainties - Restricted (9770)	\$ -	\$ -	\$ -
Board Designated Amounts - Unrestricted (9775-9780)	\$ 3,550,260	\$ 3,550,260	\$ 3,550,260
Board Designated Amounts - Restricted (9775-9780)	\$ -	\$ -	\$ -
Unappropriated Amounts - Unrestricted (9790)	\$ 3,720,952	\$ 3,793,699	\$ 3,837,652
Unappropriated Amounts - Restricted (9790)	\$ -	\$ -	\$ -

WARNING: 9790 entries must be positive

J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES

1. State Reserve Standard

		Current Year	Year 2	Year 3
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 6,652,238	\$ 6,592,761	\$ 6,781,954
b.	State Standard Minimum Reserve Percentage for this District Enter percentage:	4.00%	4.00%	4.00%
c.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. or \$50,000)	\$ 266,090	\$ 263,710	\$ 271,278

2. Budgeted Unrestricted Reserve (After Impact of Proposed Agreement)

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9770)	\$ 649,441	\$ 645,370	\$ 663,780
b.	General Fund Budgeted Unrestricted Unappropriated Amount (9790)	\$ 3,720,952	\$ 3,793,699	\$ 3,837,652
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9770)	\$ -	\$ -	\$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unappropriated Amount (9790)	\$ 502,579	\$ 502,579	\$ 502,579
e.	Total Available Reserves	\$ 4,872,972	\$ 4,941,648	\$ 5,004,011
f.	Reserve for Economic Uncertainties Percentage	73.25%	74.96%	73.78%

3. Do unrestricted reserves meet the state minimum reserve amount?

Current Year	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Year 2	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Year 3	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

4. If no, how do you plan to restore your reserves?

N/A

Public Disclosure of Proposed Collective Bargaining Agreement
Gravenstein Union School District

5. If the total amount of the adjustment in Column 2 on Page 4 does not agree with the amount of the Total Compensation Increase in Section A, Line 5 on Page 1 (i.e., increase was partially budgeted), explain the variance below:

N/A



6. Please include any additional comments and explanations of Page 4 as necessary:

N/A



Gravenstein Union School District

K. SALARY NOTIFICATION REQUIREMENT:

The following section is applicable and should be completed when any salary and benefit negotiations are settled after the district's final budget has been adopted.

COMPARISON OF PROPOSED AGREEMENT TO CHANGE IN DISTRICT BASE REVENUE LIMIT

	2nd Prior Year	1st Prior Year	Current Year	Year 2	Year 3
a. Prior-Year Base Revenue Limit (BRL) per ADA:	\$ -	\$ -	\$ -	\$ -	\$ -
Plus: COLA (enter amount per ADA)	\$ -	\$ -	\$ -	\$ -	\$ -
Plus: 2004-05 Equalization Aid (enter amount per ADA)		\$ -			
b. Current-Year BRL per ADA:	\$ -	\$ -	\$ -	\$ -	\$ -
c. Change in BRL per ADA: (b) minus (a)	\$ -	\$ -	\$ -	\$ -	\$ -
d. Percentage Change in BRL per ADA: (c) divided by (a)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
The Current-Year BRL per ADA					
e. Less: Deficit percentage					
f. Deficit percentage converted to dollar amount: (b) times (e)	\$ -	\$ -	\$ -	\$ -	\$ -
g. Current-Year BRL per ADA with Deficit: (b) minus (f)	\$ -	\$ -	\$ -	\$ -	\$ -
h. Change in BRL per ADA with Deficit: (g) minus (a)	\$ -	\$ -	\$ -	\$ -	\$ -
i. Percentage Change in BRL per ADA with Deficit: (h) divided by (a)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
j. Change from Prior Year Deficitied BRL per ADA: (g) current year minus (g) prior year	\$ -	\$ -	\$ -	\$ -	\$ -
k. Percentage Change from Prior Year Deficitied BRL per ADA: (h) divided by (g) prior year	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
l. Total Compensation Percentage Increase (enter from Page 1, Section A, Line 5)	0.00%	0.00%	0.00%	0.00%	0.00%
m. Proposed agreement is within/(exceeds) change in undeficitied BRL: (d) minus (l)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
n. Proposed agreement is within/(exceeds) change in deficitied BRL: (k) minus (l)	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Gravenstein Union School District

L. CERTIFICATION NO. 1: CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF THE COLLECTIVE BARGAINING AGREEMENT

This disclosure document is intended to assist the district's Governing Board in determining whether the district can meet the costs incurred under the tentative Collective Bargaining Agreement in the current and subsequent years. This certification page should be signed by the Superintendent and Chief Business Official at the time of public disclosure. The absence of one or both of the signatures should serve as a "red flag" to the district's Governing Board.

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Official of the Gravenstein Union School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1, 2015 to June 30, 2016.

Board Actions

The board actions necessary to meet the cost of the agreement in each year of its term are as follows:

Current Year

Budget Adjustment Categories:

Revenues/Other Financing Sources
Expenditures/Other Financing Uses
Ending Balance(s) Increase (Decrease)

Table with 2 columns: Budget Adjustment Increase/(Decrease) and values: \$ -, \$ 136,515, \$ (136,515)

Subsequent Years

Budget Adjustment Categories:

Revenues/Other Financing Sources
Expenditures/Other Financing Uses
Ending Balance(s) Increase (Decrease)

Table with 2 columns: Budget Adjustment Increase/(Decrease) and blank rows for subsequent years.

Budget Revisions

If the district does not adopt all of the revisions to its budget needed in the current year to meet the costs of the agreement at the time of the approval of the proposed collective bargaining agreement, the county superintendent of schools is required to issue a qualified or negative certification for the district on its next interim report.

Assumptions

See attached page for a list of the assumptions upon which this certification is based.

Certifications

X I hereby certify I am unable to certify

Signature of Linda J. LaMarque, District Superintendent

3-May-16 Date

X I hereby certify I am unable to certify

Signature of Caliana J. Howard, Chief Business Official

3-May-16 Date

Special Note: The Sonoma County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.

M. CERTIFICATION NO. 2

The disclosure document must be signed by the district Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

Linda J. LaMarne

District Superintendent (or Designee)
(Signature)

3-May-16

Date

Catrina L. Howatt

Contact Person

707/823-7008

Phone

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on May 11, 2016, took action to approve the proposed Agreement with the Gravenstein Union Teachers Association (GUTA) Bargaining Unit.

President (or Clerk), Governing Board
(Signature)

707/823-7008

Date

Special Note: The Sonoma County Office of Education may request additional information, as necessary, to review the district's compliance with requirements.



GRAVENSTEIN UNION SCHOOL DISTRICT

Linda J. LaMarre, Superintendent
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Email: llamarre@grav.k12.ca.us

Board of Trustees
Jim Horn, Board President
Desiree Beck, Board Clerk
Jeff Weaver, Board Member
Sandra Wickland, Board Member

TENTATIVE AGREEMENT BETWEEN
GRAVENSTEIN UNION TEACHERS ASSOCIATION
AND
GRAVENSTEIN USD

May 3, 2016

Article 8

8.2.4

Change the language to say:

Full time teachers in grades 7 and 8 will receive one preparation period per day. This statement (requirement) does not include (nor apply to) full time Grade 7 and 8 ENRICH! Program teachers because they have at least one period of each school day in which they are without students or assignment.

When a District unit member provides physical education instruction to students in Grade 6, the 6th grade classroom unit member shall receive a preparation period.

8.2.9

Change the language to say:

When a District unit member provides music, physical education, or other specialized instruction to students in grades K-5, the classroom unit member is not required to be with students.

K-8 Special Education teachers will receive preparation periods not to exceed two full days or 14 prep periods (44 min. periods) per month. These prep periods may be used as preparation for IEPs or other class preparation time.

Salary:

A 4.5% adjustment will be made to the 2015-16 salary schedule retroactive to July 1 of 2015.

This agreement settles all negotiations for 2015-16 contract year.

For GUSD

5-3-2016

For GUTA