

## Checks Dated 11/01/2016 through 11/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1527181	11/18/2016	Follett School Solutions, Inc.	04-4110 2016-17	Books for Hillcrest		513.26
1527182	11/18/2016	IXL Learning	01-4310 IXL Learning for 2016-17		786.24	
			03-4310 IXL Learning for 2016-17		5,110.56	
			04-4310 IXL Learning for 2016-17		3,931.20	9,828.00
1527183	11/18/2016	Jack Schreder & Associates, In c.	01-5830 Consulting Services for GUSD Facilities Prgm		65.25	
			03-5830 Consulting Services for GUSD Facilities Prgm		880.87	
			04-5830 Consulting Services for GUSD Facilities Prgm		685.13	1,631.25
1527184	11/18/2016	Leak Detection Pros Inc.	03-5830 utility locating for sewer line excavation			350.00
1527185	11/18/2016	Mr. Rooter Plumbing of Sonoma County	03-5830 clear drain at lower playground @ Gravenstein		509.95	
			Sewer Line Repair @ Grav		10,950.98	11,460.93
1527186	11/18/2016	Murray Building, Inc.	40-6200 Grav Elem Modernization Phase II			112,027.72
1527187	11/18/2016	Nature Bridge	04-5826 8th trad'l Yosemite FT Fall, 2016			8,784.00
1527188	11/18/2016	Ninyo & Moore Geotechnical & Environmental Sciences	21-6230 Magnetic Particle Testing/Implant Modular			1,060.75
1527189	11/18/2016	One Call Now	03-5911 Parent Broadcast Plan for Grav District		609.87	
1527190	11/18/2016	Pacific Gas & Electric	04-5911 Parent Broadcast Plan for Grav District		406.58	1,016.45
1527191	11/18/2016	Pear Deck, Inc	21-6200 PG&E Grav Phase II 2nd part			4,725.65
			01-4340 Pear Deck Site License 16-17		50.00	
			03-4340 Pear Deck Site License 16-17		650.00	
			04-4340 Pear Deck Site License 16-17		300.00	1,000.00
1527192	11/18/2016	Pitney Bowes Global Financial	01-5600 Postage Machine Lease Rental for 16-17		7.99	
			03-5600 Postage Machine Lease Rental for 16-17		87.86	
			04-5600 Postage Machine Lease Rental for 16-17		63.90	159.75
1527193	11/18/2016	Ricoh Americas Corporation	01-5631 Copier Lease at schools - Duplicator 16/17		13.91	
			03-5631 Copier Lease at schools - Duplicator 16/17		160.00	
			04-5631 Copier Lease at schools - Duplicator 16/17		180.49	354.40
1527194	11/18/2016	Roberts Mechanical & Elec. Inc	03-5830 Repair of gas line @ LL @ GRAV			822.38
1527195	11/18/2016	Ava Jane Ryan	04-5880 ref 10/26/16		20.00	
			Ref 11/2/16		20.00	40.00
1527196	11/18/2016	Christina Urmini	03-5830 AED/CPR Training Reimbursement			70.00
1527197	11/18/2016	Weeks Drilling & Pump Co. Inc.	01-5530 Gravenstein Elem Water Service for 2016-17		25.10	
			03-5530 Gravenstein Elem Water Service for 2016-17		288.68	

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 11/01/2016 through 11/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1527197	11/18/2016	Weeks Drilling & Pump Co. Inc.	04-5530	Hillcrest Water Service for 2016-17	238.96	552.74
1527198	11/18/2016	West County Transportation	03-5804	Special Ed Transportation 2016-17	1,641.87	
1528651	11/23/2016	All-Guard Alarm Systems, Inc	04-5804	Special Ed Transportation 2016-17	1,740.63	3,382.50
1528652	11/23/2016	Business Card	04-5830	Alarm system at Hillcrest, 2016-17		10.00
			01-4350	Office supplies for district office		
			01-4362	fuel for district maintenance	1.74	
				fuel for district wide maintenance	1.67	
			01-4380	maintenance supplies for Gravenstein	1.99	
				material lift rental for whiteboards at Hillcrest	4.17	
					80.44	
			01-5912	Supt Phone Ins Co-Pay	9.95	
			03-4310	ink cartridge for computer lab at Gravenstein	194.20	
			03-4350	Office supplies for district office	20.89	
			03-4362	fuel for district maintenance	15.63	
				fuel for district wide maintenance	25.90	
			03-4370	maintenance supplies for Gravenstein	26.06	
			03-4380	Maintenance Supplies	14.37	
				maintenance supplies for Gravenstein	234.31	
			03-5912	Supt Phone Ins Co-Pay	119.40	
			04-4350	Office supplies for district office	10.44	
			04-4362	fuel for district maintenance	16.91	
				fuel for district wide maintenance	13.94	
			04-4380	Maintenance Supplies	9.58	
				materials for whiteboard installs @ Hillcrest	216.34	
			04-4390	Umbrellas for Hillcrest Middle School	176.11	
1528653	11/23/2016	Fishman Supply Company	04-5912	Supt Phone Ins Co-Pay	69.65	1,263.69
			01-4370	custodial supplies district wide	31.65	
			03-4370	custodial supplies district wide	411.46	
1528654	11/23/2016	Rebecca Gunter	04-4370	custodial supplies district wide	189.90	633.01
1528655	11/23/2016	MCI Comm Service	12-4390	reimbursement for daycare snacks		239.08
1528656	11/23/2016	Plitney Bowes Postage By Phone	12-5911	Daycare Phone Line for 2016-17		12.98
			01-5950	Postage for postage machine	9.72	
			03-5950	Postage for postage machine	56.36	
1528657	11/23/2016	Redwood Pediatric Therapy Asso	04-5950	Postage for postage machine	71.90	137.98
1528658	11/23/2016	School Nurse Supply, Inc	03-5811	OT/PT Svcs for Students		950.98
			04-4390	Nurse Supplies Hillcrest		32.66

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ESCAPE

ONLINE

Checks Dated 11/01/2016 through 11/30/2016

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1528659	11/23/2016	Jennifer Schwinn	01-4390	Reimbursement For Epi Pens	19.99	
			03-4390	Reimbursement For Epi Pens	180.00	
			04-4390	Reimbursement For Epi Pens	200.00	399.99
1528660	11/23/2016	ZFA Structural Engineers	21-6235	Engineering for Grav. Modernization		664.62
<b>Total Number of Checks</b>					<b>61</b>	<b>251,338.84</b>

Cancel	Count	Amount
	2	40,028.00
Net Issue		211,310.84

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	23	5,091.44
03	Gravenstein Elementary Chartr	33	32,208.86
04	Hillcrest Middle Charter	35	25,975.23
12	Child Development Fund	3	663.33
13	Cafeteria Fund	2	4,554.25
14	Deferred Maintenance Fund	1	13,716.00
21	Building	5	17,074.01
40	Special Reserve-capital Proj	1	112,027.72
<b>Total Number of Checks</b>		<b>59</b>	<b>211,310.84</b>
<b>Less Unpaid Tax Liability</b>			<b>.00</b>
<b>Net (Check Amount)</b>			<b>211,310.84</b>

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



CALIFORNIA  
DEPARTMENT OF  
EDUCATION

V D, d RECEIVED DEC - 1 2016

**TOM TORLAKSON**  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

November 22, 2016

CNIPS ID: 02856-SN-49-PSD  
Vendor Number: 7071-00

**Certified Mail: 7009 2820 0001 6411 2403**

Jennifer Schwinn, Superintendent  
Gravenstein Union ESD  
3840 Twig Avenue  
Sebastopol, CA 95472-5750

Dear Ms. Schwinn:

This letter notifies Gravenstein Union ESD (GUSD), and Ms. Schwinn that the California Department of Education (CDE) Nutrition Services Division (NSD) has placed GUSD's School Nutrition Program (SNP) meal payments on hold effective the date of this letter, as required by Title 7, *Code of Federal Regulations (7 CFR)*, section 210.18(j) and 210.24 and the SNP Administrative Review Manual. This action has been taken because GUSD failed to submit corrective action documentation (CAD) for the administrative review (AR) conducted on April 18-22, 2016, as required by 7 *CFR*, Section 210.18(j). GUSD's failure to comply necessitates withholding SNP reimbursements until GUSD demonstrates compliance with the program requirements outlined herein.

All AR information, including review findings, is available on the Child Nutrition Information and Payment System (CNIPS) Web site at <https://www.cnips.ca.gov>. The Corrective Action Documents section of GUSD's SNP AR in the CNIPS details the areas in which GUSD's SNP was out of compliance.

- The CDE notified GUSD of the results of GUSD's SNP AR during the formal exit conference with Catrina Howatt, Business Manager and Linda La Marre, Superintendent on April 22, 2016.
- As a result of that review, CAD was due to the CDE no later than July 31, 2016.
- On July 29, 2016, Catrina Howatt, on behalf of GUSD, requested and received an extension to the CAD due date, until August 14, 2016.
- On August 11, 2016, Catrina Howatt, on behalf of GUSD, requested and received a second extension to the CAD due date, until August 30, 2016.

- On September 26, 2016, Catrina Howatt, was notified by email that CAD submitted was insufficient and needed revision. GUSD was provided a revised due date of October 7, 2016.

## Findings

The following are the finding areas in the CNIPS for which GUSD has failed to submit acceptable CAD:

- Area 100 Certification and Benefit Issuance – Question 119: How frequently are updates made to the point of service and benefit issuance document(s)?
- Area 100 Certification and Benefit Issuance – Question 140: Did the SFA update benefit issuance documents accurately and in a timely manner upon receipt of Direct Certification updates? If NO, explain. Record errors on the SFA-1.
- Area 200 Verification – Question 209: Based on the review of verified applications
- Area 200 Verification – Question 215a: Did the SFA complete verification by November 15?
- Area 300 Meal Counting and Claiming – Lunch – Question 305: What are the SFA's meal counting and claiming policies and procedures for the following situations (as applicable).
- Area 300 Meal Counting and Claiming – Lunch – Question 308: Have alternate points of service been approved by the SA?
- Area 300 Meal Counting and Claiming – Lunch – Question 325a: For the review period, complete S-1, 19.
- Area 400 Meal Components and Quantities – Lunch – Question 402: Are the minimum daily quantity requirements met for the age/grade group being served?
- Area 400 Meal Components and Quantities – Lunch – Question 404: Is there signage explaining what constitutes a reimbursable lunch to students? If NO, explain and list the technical assistance provided.
- Area 400 Meal Components and Quantities – Lunch – Question 410: Did all reviewed meals during the review period (production records and other supporting documentation) indicate that all of the required meal components per weekly meal pattern requirements were offered and served to students? If NO, explain any errors identified and the technical assistance provided. Indicate if the violations identified were repeat violations for the SFA. Record the number of meals observed missing required meal components

on the S-1, 17. Record only the number of incomplete meals claimed for reimbursement that will be subject to fiscal action in the appropriate field on S-1, 18.

- Area 400 Meal Components and Quantities – Lunch – Question 411a: Do planned menu quantities meet meal pattern requirements for the review period?
- Area 600 Dietary Specifications and Nutrition Analysis – Question 605: Based on the Nutrient Analysis, did the school meet the Dietary Specifications (Calories, Saturated Fat, Sodium, and Trans Fat) for the appropriate age/grade group being served?
- Area 800 Civil Rights – Question 810: Do appropriate Program materials use the non-discrimination statement?
- Area 900 SFA On Site Monitoring – Question 901a: Was the on-site review of the meal counting and claiming procedure completed prior to February 1?
- Area 1200 Professional Standards – Question 1208: Is the SFA tracking training hours on an annual basis? If not, please describe how training hours are being tracked.
- Area 1400 Food Safety – Question 1403a: In the comments section, list the dates of the two (2) most recent food safety inspections.

### **Required Corrective Action**

GUSD must access the findings identified above in the CNIPS to determine the corrective action that is still outstanding.

As of the date of this letter, the CDE has not received GUSD's remaining CAD.

Section 210.18(k) of 7 *CFR* states in part:

At a minimum, the State agency must withhold all program payments to a school food authority as follows:

(1) Cause for withholding. (i) The State agency must withhold all Program payments to a school food authority if documented corrective action for critical area violations is not provided with the deadlines specified in paragraph (j)(2) of this section;

(ii) The State agency must withhold all Program payments to a school food authority if the State agency finds that corrective action for critical area violation was not completed;

Jennifer Schwinn, Superintendent  
November 22, 2016  
Page 4

. . . (iv) For general area violations, the State agency may withhold Program payments to a school food authority at its discretion, if the State agency finds that documented corrective action is not provided within the deadlines specified in paragraph (j)(2) of this section, corrective action is not complete, or corrective action was not taken as specified in the documented corrective action.

In accordance with 7 *CFR*, Section 210.18(p), GUSD has the right to appeal this payment hold action. A copy of the appeal procedures is enclosed. If you decide to appeal the action, please follow the appeal procedures, as failure to do so could result in the denial of your request.

If you have questions regarding the CAD, you can contact Jenna Rowe, Child Nutrition Consultant, by phone at 707-254-3763 or by e-mail at [JRowe@cde.ca.gov](mailto:JRowe@cde.ca.gov).

If you have questions regarding this letter, you can contact me by phone at 916-324-0885 or by e-mail at [RCompton@cde.ca.gov](mailto:RCompton@cde.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Compton". The signature is stylized and cursive.

Robert Compton, Program Analyst  
Nutrition Services Division

### U.S. Department of Agriculture Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: 202-690-7442
- (3) E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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Budget Transfer Summary

Nov. 30 - Dec. 2, 2016

<b>General Fund Beginning Fund Balance (Unaudited Actuals)</b>	8,942,614
Total Adjustments November 1 - December 2 (see attached summary)	(197,866)
<b>Adjusted General Fund Ending Balance</b>	<b>8,744,748</b>
<u>Components of Ending Balance</u>	
Restricted	
Reserves for Revolving Cash	190,142
Reserves for Economic Uncertainty	1,000
Assigned: 2014/15 Basic Aid Supplement	351,831
Assigned: 2015/16 Basic Aid Supplement	1,536,233
Assigned: 2015/16 Textbook Carryover	1,651,176
Assigned: 2015/16 Mandated Cost dollars	179,000
Assigned: 2016/17 Mandated Cost dollars	362,851
General Fund Unappropriated Ending Fund Balance	150,127
	4,322,388
<b>Special Reserve for Capital Outlay Fund 40 Beginning Balance (October 31st)</b>	268,435
Total Adjustments November 1 - December 2 (see attached summary)	(20,000)
<b>Adjusted Ending Balance</b>	<b>248,435</b>

Effective	Batch #	JE #	Description	Debit	Credit	Debit - Credit
Object 9790. Undesignated/unappropriated						
11/08/2016		BR17-00006	1st Interim Budget Update Title II	78.00		78.00
11/08/2016		BR17-00007	reserve to correct DEFR mgmt code		78.00	78.00-
11/09/2016		BR17-00009	1st Interim Budget update Sp. Ed.	4,055.00		4,055.00
11/10/2016		BR17-00011	Budget RS 6264 (Educator Effectiveness carryc	1,740.00		1,740.00
11/23/2016		BR17-00012	1st Interim update (based on actuals) FU 01	24,760.00		24,760.00
11/23/2016		BR17-00015	1st Interim update (STRS-on behalf & 1x dollars	2,830.00		2,830.00
11/28/2016		BR17-00016	1st Interim Update (LCFF revenues)	19,926.00	16,961.00	2,965.00
11/28/2016		BR17-00017	1st Interim update (correct contribution)		4,055.00	4,055.00-
11/28/2016		BR17-00018	1st Interim Update (transportation revenue now	50,000.00		50,000.00
<b>Total Fund 01, Object 9790.</b>				<b>103,389.00</b>	<b>21,094.00</b>	<b>82,295.00</b>

Selection Grouped by Org, Fiscal Year, Fund - Sorted by Object, Filtered by (Org = 20, Actuals Only? = N, Starting Post Date = 11/1/2016, Ending Post Date = 12/2/2016, Unposted JEs? = N, JE Type = BudRev, Fiscal Year = 2017, Object = 9790)

03 - Gravenstein Elementary Charter

Effective	Batch #	JE #	Description	Debit	Credit	Debit - Credit
Object 9790. Undesignated/unappropriated						
11/08/2016		BR17-00006	1st Interim Budget Update Title II		78.00	78.00-
11/08/2016		BR17-00007	reserve to correct DEFR mgmt code	78.00		78.00
11/09/2016		BR17-00009	1st Interim Budget update Sp. Ed.		96,261.00	96,261.00-
11/10/2016		BR17-00011	Budget RS 6264 (Educator Effectiveness carryc	25,249.00		25,249.00
11/23/2016		BR17-00013	1st Interim update (based on actuals) FU 03		2,219.00	2,219.00-
11/23/2016		BR17-00015	1st Interim update (STRS-on behalf & 1x dollars	13,043.00		13,043.00
11/28/2016		BR17-00016	1st Interim Update (LCFF revenues)	75,229.00		75,229.00

Total Fund 03, Object 9790. 113,599.00 98,558.00 15,041.00

Effective	Batch #	JE #	Description	Debit	Credit	Debit - Credit
Object 9790. Undesignated/unappropriated						
11/09/2016		BR17-00009	1st Interim Budget update Sp. Ed.		4,017.00	4,017.00-
11/10/2016		BR17-00010	1st Interim Budget update (Psych costs)	6,044.00		6,044.00
11/10/2016		BR17-00011	Budget RS 6264 (Educator Effectiveness carryc	20,083.00		20,083.00
11/23/2016		BR17-00014	1st Interim Budget update (based on actuals) FI	9,196.00		9,196.00
11/23/2016		BR17-00015	1st Interim update (STRS-on behalf & 1x dollars	6,043.00		6,043.00
11/28/2016		BR17-00016	1st Interim Update (LCFF revenues)	63,939.00	758.00	63,181.00
<b>Total Fund 04, Object 9790.</b>				<b>105,305.00</b>	<b>4,775.00</b>	<b>100,530.00</b>

40 - Special Reserve-capital Proj

Fiscal Year 2017

Effective	Batch #	JE #	Description	Debit	Credit	Debit - Credit
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Object 9790. Undesignated/unappropriated

11/29/2016

BR17-00019 1st Interim budget update

			20,000.00			20,000.00
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Total Fund 40, Object 9790.

			20,000.00	.00		20,000.00
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Total Org 020

			342,293.00	124,427.00		217,866.00
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## GRAVENSTEIN UNION SCHOOL DISTRICT

**Jennifer Schwinn, Superintendent**

3840 Twig Avenue  
Sebastopol, CA 95472  
707-823-7008 (v)  
707-823-2108 (f)  
Email: [jschwinn@grav.k12.ca.us](mailto:jschwinn@grav.k12.ca.us)

**Board of Trustees**

Jim Horn, Board President  
Desiree Beck, Board Clerk  
Gregory Appling, Member  
Jeff Weaver, Member  
Sandra Wickland, Member

Judy Thomson  
Director Fiscal Services  
Sonoma County Office of Education  
5430 Skylane Blvd  
Santa Rosa, CA 95403

November 22, 2016


Dear Judy,

I am writing to request an audit extension. Our auditors, from Stephen Roatch Accountancy, were out to work with us in the fall. I thought that they completed their audit with our Business Manager, Catrina Howatt. However, after our Business Manager resigned suddenly October 17, I discovered that she had not completed the audit process. They were still waiting for her to send them various capitol improvement documents from work completed in 2015-16.

We have our new CBO beginning in the District on November 28, 2016. I am sure she will need some time to get her bearings, and then she will be able to get the auditors the documents they need to complete the audit. However, we will need an extension to allow time for completion. So I am requesting an extension up to January 30, 2017 to complete the process. Though I imagine the audit will be complete before that time.

Thank you for your help with this matter.

Sincerely,

  
Jennifer Schwinn

V D b



# SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

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college districts  
throughout the state.

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## Recent Developments in California Law – November 2016

**CalPERS Retirement Benefit Based on Salary Schedule.** The California Court of Appeal, Third Appellate District, recently found that a city manager’s California Public Employees’ Retirement System (“CalPERS”) retirement benefit could not be based on the salary he claimed because that salary “did not appear on a publicly available pay schedule.” (*Tanner v. California Public Employees’ Retirement System et al.* (June 28, 2016, C078458) 248 Cal.App.4th 743.) Districts should confirm that they have salary schedules for all classified positions, including management positions. The salary schedule(s) should isolate the rate of pay of districts’ CalPERS member employees, separate from other information and figures, in order to facilitate public disclosure. These salary schedules must be publicly available and must meet the requirements outlined in the California Code of Regulations, Title 2, section 570.5.

This court decision could impact employees in certificated positions when they are members of CalPERS as a result of prior employment. As a best practice, it is recommended that districts have publicly available salary schedules for all positions.

**Brown Act – Approval of Salary Changes for High Level Administrators.** Senate Bill 1436, effective January 1, 2017, is a “City of Bell” amendment to the Brown Act that focuses on salary and benefit increases for administrative staff. This new law requires Brown Act boards, who intend to approve a change of salary or benefits for administrative staff, to orally report, in open session, the District’s recommendation regarding the changes to salary or fringe benefits for “local agency executives” prior to the Board taking final action to approve the salary or fringe benefits change.

**Lease-Leaseback Projects.** Effective January 1, 2017, Assembly Bill 2316 will now require a competitive “best value” solicitation process before a lease-leaseback contract can be awarded. Education Code § 17400 defines “best value” as a “competitive procurement process whereby the selected proposer is selected on the basis of objective criteria for evaluating the qualifications of proposers with the resulting selection representing the best combination of price and qualifications.” The new law will also permit school districts to include in the lease-leaseback contract preconstruction services prior to approval from the Department of General Services’ Division of the State Architect (DSA), as long as the contract provides that no work for which the contractor is required to be licensed for, which DSA approval is required, can be performed before receipt of the required DSA approval.

**Paid Parental Leave.** Effective January 1, 2017, certificated (K-12 school district) employees and classified (K-12 and COE) employees are entitled to up to 12 workweeks of paid “Parental Leave” in a 12-month period. “Parental leave” means leave taken for “reason of the birth of a child of the employee, or the placement of a child of an employee in connection with the adoption or foster care of the child by the

Previous  
1,250 hrs needed  
not now.  
But must have  
worked 12 mos  
to be eligible

employee.” The rate of pay for Parental Leave is the employee’s full pay if he or she has sufficient sick leave to cover the entire period of leave or it is calculated under the differential pay/50% pay rate, depending upon the district’s policy and collective bargaining agreement.

An employee is not required to have 1,250 hours of service with the employer during the previous 12-month period to qualify for paid “Parental Leave” under the Education Code. However, the 12-months of service is still an eligibility requirement. An employee who is eligible for CFRA leave may elect to take unpaid CFRA childcare leave and reserve his or her sick leave for later use; however, if an employee elects to receive paid Parental Leave (i.e., use any sick leave for up to 12 workweeks), his or her entitlement to CFRA childcare leave will be reduced by the period of Parental Leave.

*Much more gender neutral signage*

**Single-User Toilet Facilities.** Effective March 1, 2017, Assembly Bill 1732, provides that all single-user toilet facilities in any business establishment, place of public accommodation, or state or local government agency shall be identified as all-gender toilet facilities by signage that complies with Title 24 of the California Code of Regulations, and designated for use by no more than one occupant at a time or for family or assisted use. A “single-user toilet facility” is defined as a toilet facility with no more than one water closet and one urinal with a locking mechanism controlled by the user.

**Cyber Sexual Bullying.** Effective January 1, 2017, Assembly Bill 2536 will require the California Department of Education (“CDE”) to share information on cyber sexual bullying and it adds cyber sexual bullying as a ground for student discipline pursuant to Education Code section 48900. Education Code section 48900(r) defines “cyber sexual bullying” to mean “the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act. “Cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

- Surplus equipment asset soon - Jan  
- watch for email



# Sonoma County Office of Education

Overview of the State School Facility Program

Facilities Utilization Master Plan

MimiDene Williams, Williams & Associates

[ 1 ]

## Overview - State School Facility Program

- State School Facility Program (SFP) was implemented in late 1998
- Significant change from previous State facilities programs
- State funding provided in the form of per pupil grants
- Supplemental grants for site development, site acquisition, and other project specific costs
- The Program provides greater independence and flexibility
- Considerably less project oversight by State agencies than previous State programs
- The Program requires the school district to accept more responsibility for the outcome of the project
- All State grants are considered to be the full and final apportionment
- *Cost overruns, legal disputes, and other unanticipated costs are the responsibility of the district*

[ 2 ]

## Overview - Funding of the Program

- Funding for projects approved under the Program come from statewide general obligation bonds approved by the voters of California – Proposition 51
- The State Allocation Board (SAB) is responsible for administering the SFP and for determining the allocation of proceeds from statewide general obligation bonds
- The SAB is the policy level body for the programs administered by the Office of Public School Construction (OPSC)
- The OPSC, as staff to the SAB, implements and administers the SFP
- The SFP provides funding grants for school districts to:
  - Acquire school sites
  - Construct new school facilities
  - Modernize existing school facilities

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## State Agencies Involved with the SFP

- State Allocation Board (SAB)
- Department of General Services, Office of Public School Construction (OPSC)
- Department of General Services, Division of the State Architect (DSA)
- Department of Toxic Substance Control (DTSC)
- California Department of Education, School Facilities Planning Division (SFPD)

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## SFP – Application for Eligibility

- The Program provides funding assistance for two major types of facilities construction projects:
  - New Construction
  - Modernization
- Process for accessing State assistance for this funding is divided into two steps:
  - Application for Eligibility
  - Application for Funding
- The Application for Eligibility is approved by the SAB
- Approval establishes that a school district meets the criteria under law to receive State assistance for new construction or modernization
- **ELIGIBILITY APPLICATIONS DO NOT RESULT IN STATE FUNDING**

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## New Construction - Eligibility

- Must demonstrate that existing seating capacity is insufficient to house the students existing and anticipated
- The State utilizes a 5-year enrollment projection – Cohort Survival Projection (update each enrollment year)
- Establish the capacity of the school district at the time the first application for eligibility is filed
- The capacity calculation is done only once
- Existing capacity is subtracted from the enrollment projection
- Number of students remaining is considered “unhoused”
- The difference represents the district’s eligibility for new construction
- Once the new construction eligibility is determined, a “baseline” is created that remains in place as the basis of all future applications
- Baseline is adjusted for changes in enrollment and for facilities added

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## New Construction - Funding

- After the District has established eligibility for a project, they may request funding for the design, site acquisition and construction of a facility
- Funding is approved *after* the district has acquired a site, plans are approved by the Division of the State Architect and the California Department of Education
- Funding for new construction is provided in the form of per pupil grants and supplemental grants
- Provides State funds for eligible costs on a 50/50 state and local sharing basis
- "New Construction Grant" is intended to provide the State's share for all eligible project costs with the exception of site acquisition, utilities, off-site, service-site and general site development
- Eligible project costs may include, but are not limited to, funding for design, construction of the facility, general-site development, education technology, unconventional energy, tests, inspections and furniture and equipment
- Request for funding must be submitted prior to occupancy

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## Modernization - Eligibility

- Establishing eligibility for modernization is more simplified than new construction
- Applications are submitted on a site by site basis, rather than districtwide
- To be eligible –
  - Permanent building must be at least 25 years old
  - Portable building must be at least 20 years old
- Must have the Division of the State Architect (DSA) number for the building including the month, day and year of the DSA approval to verify the age of the facility
- Must demonstrate that students are assigned to the site who will use the facilities to be modernized

[ 8 ]

## Modernization - Funding

- After the District has established eligibility for a project, they may request funding
- Funding is approved *after* the district has plans approved by the Division of the State Architect and the California Department of Education
- Funding for modernization is provided in the form of per pupil grants and supplemental grants
- Provides State funds for eligible costs on a 60/40 state and local sharing basis
- "Modernization Grant" is intended to provide the State's share for all eligible project costs that may include, but are not limited to, funding for design, modernization of the building, education technology, unconventional energy, tests, inspections, and furniture and equipment

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## Restricted Maintenance Account

- Restricted Maintenance Account also known as Routine Restricted Maintenance Account
- SFP requires participating school districts to assure that a State funded project is kept in good repair
- To meet this requirement, districts must establish and maintain a restricted maintenance account within the district's general fund
- To be used for ongoing and major maintenance of school buildings
- Districts must publicly approve an ongoing and major maintenance plan that outlines the use of funds deposited into the maintenance account
- Each fiscal year and for a period of 20 years after receiving funds through the SFP, the district must deposit in the maintenance account a percent as established by current law of the district's total general fund budget

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## Status of State School Facility Program

- The SFP was chaptered into law on August 27, 1998, the legislation required regulations be approved and in place for accepting and processing applications
- Program continues to evolve through legislative and regulatory changes
- In response to the fiscal crisis California was facing starting in 2008, the SAB implemented new regulations effective July 2011, establishing a priority for funding system to distribute the proceeds from future bond sales
  - Created the "Unfunded List"
- The SFP received applications for funding that exceeded the bond authority approved by the voters
  - Projects placed on the "Unfunded List (Lack of Authority)"
- As bond authority was being exhausted, emergency regulations were approved effective November 1, 2012
- Applications continue to be accepted, undergo an "intake review" to verify all required documents have been submitted
  - These projects are placed on the "Applications Received Beyond Bond Authority List"
  - Presented to the SAB for acknowledgement, but not approval

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## Future – State School Facility Program

- The State School Facility Program is suspended
- Applications that include all required documents are presented to the SAB for Acknowledgement
- January 12, 2015, the Coalition for Adequate School Housing (C.A.S.H.) formed the *Californians for Quality Schools* committee
- The committee filed ballot initiative language with the State's Attorney General's Office to place a \$9 billion K-14 school bond on the November 2016 ballot
- This action bypasses the Legislature and Governor going directly to the people of California
- The initiative, known as Proposition 51, \$9 billion school facilities bond:
  - \$3 billion for new construction\*
  - \$3 billion for modernization\*
  - \$2 billion for capital outlay – California Community Colleges
  - \$500 million for school facilities for charter schools\*
  - \$500 million for facilities for career technical education programs\*
- \*The funds for K-12 facilities would be utilized under the existing Leroy F. Greene School Facilities Act of 1998, also known as the School Facility Program
- November 8, 2016, Proposition 51, was approved by the voters of California

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## Facility Utilization Master Plan

- What is purpose of a Facility Utilization Master Plan?
- Sets the District's guiding principals, planning tool for existing and future facilities
- Key factors for decisions made related to local Bond Program
  - Examples:
    - School safety, access compliance and security
    - Create learning environments that meet the needs of schools for the next generation
    - Renovating and replacing aging infrastructure
    - Addressing growth with schools or additions
- Identifies District's eligibility under the State School Facility Program for new construction and modernization
- Resource for the Board of Trustees, District staff, and community to understand existing facilities issues, needs and potential
- Provides facility information needed for responding to LCAP comments

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## Facility Utilization Master Plan - Background

- Survey the site to inventory how spaces are being utilized
- Summarize building information, including the Division of the State Architect numbers, dates of approval, and square footages of each building
- Summarize each building and allocate the square footage based upon the California Department of Education's recommended area allocations
- Assess the condition of the facilities and prepare the Facility Inspection Tool for the campus
- Provides a guiding document for planning new facilities and/or modernizing existing facilities within the school district
- Prepare the District for future State School Facility Program Bond funds

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