

2017-18 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school allocation planning, the LEA has indicated to which schools it intended to allocate Title I, Part A funds by entering a check in the Fund Flag column.

CDE Program Contact:

Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956
Mindi Yates, Title I Policy and Program Guidance Office, myates@cde.ca.gov, 916-319-0789

LEA meets small district criteria, submission of this data collection is optional.

An LEA is defined as a small district criteria if, based on the school list and the data entered in School Student Counts Projected, the LEA meets one or more of the following:

- Is a single school district
- Has enrollment total for all schools less than 1,000
- If an exception to funding is needed, enter an Exception Reason. Use lower case only.

Allowable Exception Reasons

- a - Meets 35% Low Income Requirement
- d - Desegregation Waiver on File
- e - Grandfather Provision
- f - Feeder Pattern
- g - Local Funded Charter Opted Out
- h - Local Funded Charter Opt In
- k - Funded with EIA/SCE

Low income measure	FRPM
Group Schools by Grade Span	Yes
District-wide Low Income %	14.19%
Grade Span 1 Low Income %	14.79%
Grade Span 2 Low Income %	13.01%

Warning

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California Department of Education

Gravenstein Union Elementary (49 70714 00000000)

Consolidated Application

Status: Certified
 Saved by: Gail Eagan
 Date: 6/22/2017 10:54 PM

2017-18 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school allocation planning, the LEA has indicated to which schools it intended to allocate Title I, Part A funds by entering a check in the Fund Flag column.

Grade Span 3 Low Income %

0.00%

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible for Funding	Funding Required	Ranking	Fund Flag	Exception Reason
Gravenstein First	0126888	1	39	9	23.08	Y	N	1	N	
Gravenstein Elementary	6051742	1	441	62	14.06	N	N	2	N	
Gravenstein Community Day	6119655	1	0	0	0.00	N	N	3	N	
Hillcrest Middle	6051759	2	246	32	13.01	N	N	1	N	

12.9

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California Department of Education

Gravenstein Union Elementary (49 70714 0000000)

Consolidated Application

Status: Certified
 Saved by: Gail Eagan
 Date: 6/22/2017 10:54 PM

2017-18 Nonprofit Private School Consultation

The LEA shall provide, on an equitable basis, special education services or other benefits to eligible children attending a nonprofit private school.

CDE Program Contact:

Sylvia Hanna, Title I Policy and Program Guidance Office, shanna@cde.ca.gov, 916-319-0948

The LEA must offer to provide equitable services that address the needs of eligible students attending nonprofit private school and staff under the programs listed below. The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information field in the Private School Affidavit is not verified, and the CDE takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify the accuracy of student enrollment data if it is being used for the purpose of providing equitable services.

Note:

The LEA of residence is responsible for providing Title I, Part A services to all eligible students who reside in the LEA's Title I attendance area but attend a nonprofit private school. This includes students who attend nonprofit private schools outside the LEA's boundaries

Results of Consultation Allowable Values

- Y1: meaningful consultation occurred
 - Y2: timely and meaningful consultation did not occur
 - Y3: the program design is not equitable with respect to eligible private school children
 - Y4: timely and meaningful consultation did not occur and the program design is not equitable with respect to eligible private school children
- Add non-attendance area school(s) No

The LEA is electing to add nonprofit private schools outside of the district's attendance area.

School Name	School Code	Enrollment	Consultation Occurred	Was Consultation Agreement Met	Signed Written Affirmation on File	Results of Consultation	School Added

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2017-18 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca17asstoc.asp>.

CDE Program Contact:

Joy Paull, jpaull@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to have the use of these funds reviewed and/or audited according to the standards and criteria set forth in the California Department of Education's Categorical Program Monitoring (CPM) Manual. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form is on file.

Authorized Representative's Full Name	Jennifer Schwinn
Authorized Representative's Signature	
Authorized Representative's Title	Superintendent
Authorized Representative Signature Date	06/22/2017

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2017-18 Protected Prayer Certification

ESSA Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269
 Mindi Yates, Title I Policy and Program Guidance Office, myates@cde.ca.gov, 916-319-0789

Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Jennifer Schwinn
Authorized Representative Title	Superintendent
Authorized Representative Signature Date	05/18/2017
Comment If the LEA is not able to certify at this time an explanation must be provided in the Comment field. (Maximum 500 characters)	

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2017-18 Application for Funding

CDE Program Contact:

Education Data Office, ConApp@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	07/12/2017
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District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	
DELAC review date	
Meeting minutes web address Please enter the Web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	Does not apply.

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Title I Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III Part A Immigrant ESEA Sec. 3102 SACS 4201	Yes
Title III Part A English Learner ESEA Sec. 3102 SACS 4203	Yes

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2017-18 Title III, Part A English Learner Student Program Subgrant Budget

The purpose of this report is to provide a proposed budget for 2017-18 English learner (EL) student program subgrant funds only per the Title III, Part A, English Learner Students Program requirements (ESSA, Title III, Part A, Sections 3114, 3115, & 3116).

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838
 Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Estimated Entitlement Calculation

Note: If the estimated entitlement amount does not meet the minimum \$10,000 program eligibility criteria for direct funding status, further action may be required. To receive instructions regarding the consortium application process, please contact Patty Stevens by phone at 916-323-5838 or by e-mail at pstevens@cde.ca.gov.

Estimated English learner per student allocation	\$93.37
Estimated English learner student count	49
Estimated English learner entitlement amount	\$4,575

Budget

Professional development activities	\$0
Program and other authorized activities	\$4,575
English Proficiency and Academic Achievement	\$0
Parent, family, and community engagement	\$0
Direct administration costs (Amount cannot exceed 2% of the estimated entitlement)	\$0
Indirect costs (Amount should be calculated using the LEA's approved indirect cost rate)	\$0
Total allocation budget	\$4,575

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2017-18 Title III, Part A Immigrant Student Program Subgrant Budget

The purpose of this report is to provide a proposed budget for 2017-18 Immigrant Student Program Subgrant funds only per the Title III, Part A, Immigrant Student Program requirements (ESSA, Title III, Part A, Sections 3114, 3115, & 3116).

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838
 Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Estimated Entitlement Calculation

Note: Only LEAs that have 21 or more eligible immigrant students, and that have experienced a significant increase of two percent or greater growth in eligible immigrant student enrollment in the current year compared with the average of the two preceding fiscal years are eligible for Title III, Part A Immigrant Student Program Subgrant funds. Use your Immigration student count that was provided to the California Longitudinal Pupil Achievement Data System on census day of October 5, 2016.

Estimated Immigrant per student allocation	\$80.77
Estimated Immigrant student count	1
Estimated Immigrant entitlement amount	\$81

Budget

Authorized activities	\$81
Direct administration costs (Amount cannot exceed 2% of the estimated entitlement)	\$0
Indirect costs (Amount should be calculated using the LEA's approved indirect cost rate)	\$0
Total allocation budget	\$81

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2017-18 Substitute System for Time Accounting

This certification may be used by auditors and by CDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the LEA submits and certifies this data collection.

CDE Program Contact:

Julie Brucklacher, Financial Accountability and Info Srv Office, jbruckla@cde.ca.gov, 916-327-0858

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Additional information on the predetermined schedule substitute system of time accounting can be found at <http://www.cde.ca.gov/fg/ac/co/timeaccounting2013.asp>. Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the Web at <http://www.cde.ca.gov/fg/ac/sa/>.

2017-18 Request for authorization	Yes
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	No known deficiencies at this time.

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2016-17 Title I, Part A School Funded Staff Report

To collect school level data, as required by ESEA, about teachers and instructional paraprofessionals in Title I, Part A programs.

CDE Program Contact:

Jane Liang, District Innovation and Improvement Office, jliang@cde.ca.gov, 916-319-0259
 Jacqueline Matranga, District Innovation and Improvement Office, jmatranga@cde.ca.gov, 916-445-4905

School Name	School Code	Public	New Title I, Part A Funded Teachers Hired Count	Non-ESEA Qualified Hired Count	Title I, Part A Funded Teachers Count (0.00)	Title I, Part A Funded FTE Paraprofessionals Count (0.00)	ESEA Qualified Paraprofessionals FTE Count (0.00)	ESEA Qualified Paraprofessionals %	Title I, Part A Funded Administrators Count (0.00)	Title I, Part A Funded Support Staff Count (0.00)	Other Title I, Part A Funded Staff Count (0.00)
Gravenstein Elementary	6051742	Y	2	0	0.33	0	0		0	0	0
Gravenstein First	0126888	Y	0	0	0	0	0		0	0	0
Hillcrest Middle	6051759	Y	1	0	0.20	1	100.00%		0.20	0	0

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2016-17 Title II, Part A Fiscal Year Expenditure Report, 12 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2016 through June 30, 2017.

CDE Program Contact:

Melissa Flemmer, Educator Excellence Office, mflemmer@cde.ca.gov, 916-324-5689

2016-17 Title II, Part A entitlement	\$6,905
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Professional Development Expenditures

Professional development for teachers	\$1,570
Professional development for administrators	
Subject matter project	
Other professional development expenditures	

Exams and Test Preparation Expenditures

Exam fees, reimbursement	
Test preparation training and or materials	
Other exam and test preparation expenditures	

Recruitment, Training, and Retaining Expenditures

Recruitment activities	
Hiring incentive and or relocation allotment	
National Board Certification and or stipend	
Verification process for special settings (VPSS)	
University course work	
Other recruitment training and retaining expenditures	

Miscellaneous Expenditures

Class size reduction	\$5,335
Administrative and indirect costs	
Total funds transferred to Title I, Part A	
Other allowable expenditures or encumbrances	
Total expenditures and encumbrances	\$6,905
2016-17 Unspent Funds	\$0
General Comment (Maximum 500 characters)	

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2016-17 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in ESEA Section 722. This collection includes 1) monitoring LEAs and their compliance with key provisions of the Education for Homeless Children and Youths Act and 2) collecting contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Coordinated School Health and Safety Office, lwheeler@cde.ca.gov, 916-319-0383

Homeless Education Certification

The LEA hereby assures that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths

2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
 - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless
 - b) Includes a dispute resolution process
 - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison

3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

Homeless Liaison Contact Information

Homeless liaison first name	Jennifer
Homeless liaison last name	Schwinn
Homeless liaison title	Superintendent
Homeless liaison e-mail address (format: abc@xyz.zyx)	jschwinn@grav.k12.ca.us
Homeless liaison telephone number (format: 999-999-9999)	707-823-7008
Homeless liaison telephone extension	
Has the homeless liaison attended and/or participated in a homeless education liaison training within the last two years	Yes
If yes, indicate what level of training was completed. (Check all options that apply.)	
Local	Yes

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2016-17 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in ESEA Section 722. This collection includes 1) monitoring LEAs and their compliance with key provisions of the Education for Homeless Children and Youths Act and 2) collecting contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Coordinated School Health and Safety Office, lwheeler@cde.ca.gov, 916-319-0383

County	No
State	No
National	No

Homeless Education Policy and Requirements

Does the LEA have a written homeless education policy	Yes
No policy comment	
Provide an explanation why the LEA does not have a homeless education policy. (Maximum 500 characters)	
Date LEA's board approved the homeless education policy	01/11/2006
Does the LEA meet the above federal requirements	Yes
Compliance comment	
Provide an explanation why the LEA does not comply with federal requirements. (Maximum 500 characters)	

Title I, Part A Homeless Expenditures

2016-17 Title I, Part A Entitlement	\$55,042
2016-17 Title I, Part A direct or indirect services to homeless children reservation	\$100
Amount of 2016-17 Title I, Part A funds expended or encumbered for direct or indirect services to homeless children	\$0
No expenditures or encumbrances comment	No Homeless students.
Provide an explanation why there are no Title I, Part A expenditures or encumbrances for homeless services. (Maximum 500 characters)	

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2015-16 Title II, Part A Fiscal Year Expenditure Report, 24 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2015 through June 30, 2017.

CDE Program Contact:

Melissa Flemmer, Educator Excellence Office, mflommer@cde.ca.gov, 916-324-5689

2015-16 Title II, Part A entitlement	\$7,158
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Professional Development Expenditures

Professional development for teachers	\$1,846
Professional development for administrators	
Subject matter project	
Other professional development expenditures	

Exams and Test Preparation Expenditures

Exam fees, reimbursement	
Test preparation training and or materials	
Other exam and test preparation expenditures	

Recruitment, Training, and Retaining Expenditures

Recruitment activities	
Hiring incentive and or relocation allotment	
National Board Certification and or stipend	
Verification process for special settings (VPSS)	
University course work	
Other recruitment training and retaining expenditures	

Miscellaneous Expenditures

Class size reduction	\$5,057
Administrative and indirect costs	\$255
Total funds transferred to Title I, Part A	
Other allowable expenditures or encumbrances	
Total expenditures and encumbrances	\$7,158
General Comment (Maximum 500 characters)	

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2015-16 Title III, Part A Immigrant YTD Expenditure Report, 24 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2015 through June 30, 2017.

CDE Program Contact:

Patty Stevens, Language Policy and Leadership Office, pstevens@cde.ca.gov, 916-323-5838
 Geoffrey Ndirangu, Language Policy and Leadership Office, gndirang@cde.ca.gov, 916-323-5831

Approved Immigrant Sub-grantee Activities

(e) ACTIVITIES BY AGENCIES EXPERIENCING SUBSTANTIAL INCREASES IN IMMIGRANT CHILDREN AND YOUTH-

(1) IN GENERAL-An eligible entity receiving funds under section 3114(d)(1) shall use the funds to pay for activities that provide enhanced instructional opportunities for immigrant children and youth, which may include-

- (A) family literacy, parent outreach, and training activities designed to assist parents to become active participants in the education of their children;
- (B) support for personnel, including teacher aides who have been specifically trained, or are being trained, to provide services to immigrant children and youth;
- (C) provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth
- (D) identification and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with funds;

(E) basic instruction services that are directly attributable to the presence in the school district involved of immigrant children and youth, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instruction services;

(F) other instruction services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; and

(G) activities, coordinated with community-based organizations, institutions of higher education, private sector entities with expertise in working with immigrants, to assist parents of immigrant children and youth by offering comprehensive community services.

2015-16 Title III, Part A Immigrant entitlement	\$87
Object Code - Activity	
1000-1999 Certificated personnel salaries	\$0
2000-2999 Classified personnel salaries	\$0
3000-3999 Employee benefits	\$0
4000-4999 Books and supplies	\$70
5000-5999 Services and other operating expenditures	\$0
Administrative and indirect costs	\$17
Total year-to-date expenditures	\$87
2015-16 Unspent funds	\$0
General comment (Maximum 500 characters)	

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GASB45 AMM

GASB 45 Alternative Measurement Method



GASB45 AMM

GASB 45 Alternative Measurement Method

Gravenstein Union ESD School District

Actuarial Review GASB 45 Alternative Measurement Method

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Actuarial Review

We have reviewed the attached report for the Gravenstein Union ESD. The results show an Employer-Paid Accrued Liability (AL) of \$1,465,568 and an Annual Required Contribution (ARC) of \$379,112. These results are based on a valuation date of 7/1/2016.

Our review is limited in scope - we are attesting to the formulas having worked properly given the input and assumptions provided by the client. Different census data and actuarial assumptions could result in significantly different results. If the client believes that the liabilities are material in light of its overall financial reporting requirements, we recommend a full actuarial valuation and certification rather than reliance on the contents of this report.

A handwritten signature in black ink that reads "Brian R. Demsey". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Attested to by Brian Demsey
Demsey, Filliger & Associate
bdemsey@demseyfilliger.com

**Summary of Results for GASB 45
Alternative Measurement Method as of 7/1/2016**

According to the results listed in the table below, Gravenstein Union Elementary School District has an Accrued Liability (AL) of \$1,465,568. Because Gravenstein Union Elementary School District does not have an irrevocable trust for the pre-funding of retiree benefits, the Unfunded Accrued Liability (UAL) is also \$1,465,568. This report also determines that the Annual Required Contributions (ARC) under GASB 45 is \$379,112. This is comprised of the present value of benefits accruing in the current year (called the "Service Cost") and a 30-year amortization of the UAL.

	<u>Actives</u>	<u>Retirees</u>	<u>Total as of Valuation Date</u>
Total PVB	\$5,334,396	\$45,927	\$5,380,323
Total PUC AL	1,419,641	45,927	1,465,568
Total PUC SC	284,352	0	284,352
Retiree-Paid PVB	28,933	0	28,933
Retiree-Paid PUC AL	0	0	0
Retiree-Paid PUC SC	1,315	0	1,315
Employer PVB	5,305,463	45,927	5,351,390
Employer PUC AL	1,419,641	45,927	1,465,568
Employer PUC SC	283,037	0	283,037
Accrued Liability			1,465,568
Assets (from client input)			<u>0</u>
Unfunded Accrued Liability			1,465,568
Annual Required Contributions (ARC) for year ending			6/30/2017
Service Cost at end of year			\$294,358
30 year Amortization of UAL			<u>84,754</u>
Total ARC			\$379,112

Key Definitions:

PVB = Present Value of Benefits: this is the present value of all projected benefits

AL= Accrued Liability: this is the present value of benefits that are attributed to past service only

UAL = Unfunded Accrued Liability: this is equal to the AL minus assets

ARC = Annual Required Contribution: this is the amount XYZ School District would be required to report as an expense for the upcoming fiscal year under GASB 45 which Present Value of Benefits is apportioned into Accrued Liability and Service Cost

SC = Service Cost: this is the proportion of the actuarial present value of plan benefits and expenses which is allocated to a valuation year by the actuarial cost method used in the valuation

PUC = Projected Unit Credit: this is an actuarial cost method (one of 6 permitted by GASB 45) under which Present Value of Benefits is apportioned into Accrued Liability and Service Cost

Summary of Client Data

The actuarial review was based on the client data outlined below furnished to us by the Gravenstein Union Elementary School District.

General Information

Number of Active Employees: 48
 Number of Retirees: 1
 GASB 45 compliant irrevocable trust: \$0

Plan Information

Subscriber group	Benefit duration	Benefit eligibility age	Assumed (average) retirement age	Minimum years of service required
1	Lifetime	55	58	10
2 & 3	To age 65	55	58	10

Subscriber group	Benefits pro-rated for FTE less than 1.0	Minimum FTE Of 0.5 required	Spousal benefits	Survivor benefits	Dental & Vision benefits	Other benefits
1	Yes	No	Yes	No	Lifetime	None
2	Yes	No	No	No	To age 65	None
3	No	No	No	No	To age 65	None

Monthly Premiums

This table represents the weighted average of the full uncapped monthly premiums.

Premium group	Subscriber group	Composite rate	Retiree	Retiree+1	Effective date
Medical for retirees under age 65 (pre-Medicare eligible)	1		\$784.00	\$1,661.00	7/1/2016
	2		\$688.00	\$1,480.00	7/1/2016
	3		\$416.67	\$833.34	7/1/2016
Medical for retirees age 65 and over (Medicare eligible)	1		\$584.00	\$1,168.00	7/1/2016
Dental	All groups	\$122.06			7/1/2016
Vision	All groups	\$28.60			7/1/2016

Monthly Caps

Subscriber group	Employer Amount	Applies to:	Employer-Paid Percentage
1 & 2	No Cap	A	100
3	416.67	A	100

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Census Data

The actuarial review was based on the client data listed below furnished to us by Gravenstein Union Elementary School District.

Active Employees

Record #	Name/ID	Date of Birth	Date of Hire	Gender	Subscriber Group	FTE
1	Basque, Nicole	6/9/1985	8/25/2010	F	2	1
2	Blanco, Sergio	6/8/1970	8/23/2007	M	2	1
3	Briggs, Kory	9/7/1987	6/5/2009	F	2	1
4	Brown, Allison	1/31/1981	8/21/2008	F	2	1
5	Candau, Debbie	3/19/1963	8/23/2010	F	2	1
6	Carlson, Patti	12/10/1952	9/30/1988	F	2	1
7	Carn, Bradley	2/24/1960	7/1/2016	M	1	1
8	Clement, Kadie	5/25/1989	8/17/2015	F	2	1
9	Clements, Colleen	5/6/1975	8/22/2016	F	2	1
10	Cole, David	3/6/1964	8/19/2013	M	2	1
11	Collins, John	2/3/1965	8/23/2006	M	2	1
12	Crandall, Sara	4/26/1978	9/1/2001	F	2	1
13	Davis, Marianne	12/17/1962	8/22/2016	F	2	1
14	DeBolt, Shannon	5/7/1974	8/21/2008	F	2	1
15	Dellosa, Michelle	6/28/1980	8/18/2014	F	2	1
16	Dexter, Daniel	3/24/1962	8/25/2005	M	2	1
17	Evans, Tracy	12/16/1964	9/1/2005	F	2	1
18	Fisher (Poet) Cassidy	1/24/1985	8/20/2009	F	2	1
19	Garson, Julia	2/22/1980	8/22/2016	F	2	0.57
20	Gorman, Megan	11/5/1980	8/23/2007	F	2	1
21	Groody, Megan	11/11/1984	8/25/2010	F	2	1
22	Haas, Elsbeth	9/11/1962	8/18/2014	F	2	1
23	Hawkins, Kim	4/27/1954	8/22/2016	F	2	0.4
24	Helton, Linda	5/13/1956	8/27/2007	F	2	1
25	Hilleshiem, Lynda	10/6/1949	8/17/2015	F	2	1
26	Jex-Lewis, Jacque	3/4/1973	8/23/2006	F	2	1

Record #	Name/ID	Date of Birth	Date of Hire	Gender	Subscriber Group	FTE
27	Kinman, Elizabeth	10/17/1983	3/12/2015	F	2	1
28	Mattish, Suzanne	6/23/1970	8/23/2007	F	2	1
29	McDowell, Matthew	9/25/1986	8/17/2015	M	2	1
30	McGough, Jessica	3/20/1988	8/17/2015	F	2	1
31	Molina, Carmen	11/29/1984	8/17/2015	F	2	1
32	Nordstrom, Vanessa	9/8/1976	8/24/2006	F	2	1
33	Oakley, Barbara A	5/15/1969	10/5/2007	F	2	1
34	Otterson, Aimee	1/12/1990	8/19/2015	F	2	1
35	Parsons, Kevin	2/21/1956	8/28/1996	M	2	1
36	Pugno, Kerilee C	9/14/1976	8/27/2001	F	2	1
37	Pulley, Nicholas	8/13/1986	8/22/2011	M	2	1
38	Redfern, Sally R	7/6/1981	7/18/2005	F	2	1
39	Reid-Tomsky, Stephanie	8/26/1983	8/17/2015	F	2	1
40	Rich, Allison T	12/11/1978	8/26/2004	F	2	1
41	Schwinn, Jennifer	5/24/1966	7/1/2016	F	1	1
42	Shore, Christopher	10/28/1966	8/20/2012	M	2	1
43	Sotiras, Giorgis	5/2/1985	1/9/2014	M	2	1
44	Sporrer, Kelly A	12/13/1967	8/29/2003	F	2	1
45	Sprinkle, Michelle A	10/5/1972	8/28/1996	F	2	1
46	Sully, Petria	4/21/1971	8/22/2016	F	2	1
47	Trivunovic, Beth	1/19/1979	8/22/2011	F	2	1
48	Urmini, Christine	5/22/1983	8/19/2013	F	2	1

Retirees

Record #	Name/ID	Date of Birth	Gender	Subscriber Group	Employer Percentage
1	Linda LaMarre	8/17/1956	F	3	100%

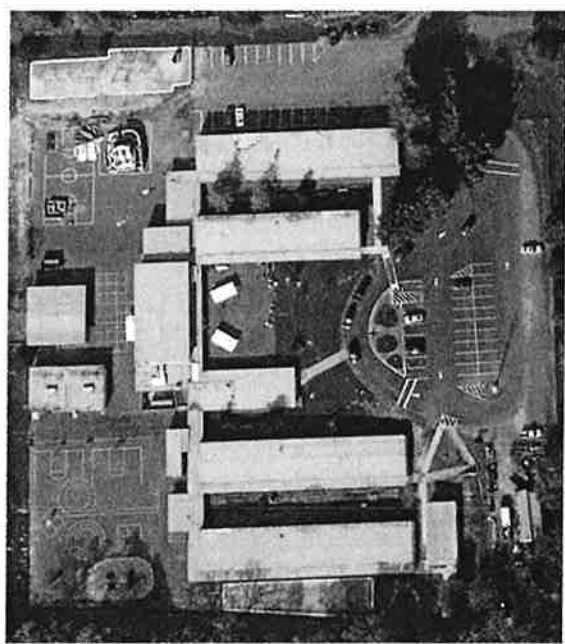
150

Actuarial Assumptions

The liabilities set forth in this report are based on the actuarial assumptions listed in this section.

Valuation Date	7/1/2016
Discount Rate	0.04
Ultimate Trend Rate	0.05
HealthCare trend rates	
	2016 0.08
	2017 0.07
	2018 0.06
	2019 0.05
	2020 0.05
	2021 0.05
	2022 0.05
	2023 0.05
	2024 0.05
	2025 0.05
Dental	0.04
Vision (tied to dental)	0.04
Other (tied to dental)	0.04
Age-adjustment factor	0.03
Cap inflator (full inflation)	-0.01
Percent of Retirees with Spouses	0.6

GRAVENSTEIN UNION SCHOOL DISTRICT FACILITY MASTER PLAN



Gravenstein Elementary School



Hillcrest Middle School

August 3rd, 2012
Prepared by:



TABLE OF CONTENTS

1. Introduction and Acknowledgements
2. District and Master Plan Overview
3. Process
4. Facility Assessments: Hillcrest Middle School
5. Facility Assessments: Gravenstein Elementary School
6. Future Projects



1: INTRODUCTION:

Gravenstein Union School District has requested that a facility master plan be prepared to identify and prioritize facility improvements required to accommodate the growth, operations, and educational vision of the District in the future. Preparation of a Master Plan is good business practice to address aging facilities and remain viable, safe, productive, operationally efficient, and successful in meeting educational goals and objectives.

This Master Planning process has been developed with community involvement, school stakeholder participation, and the oversight of a steering committee. The plan addresses the following core objectives:

- ∞ Establishing an overall vision for the school facilities
- ∞ General assessment of the existing state of the campuses and identification of general recommended facility repairs
- ∞ Analysis and recommendations for energy efficiency improvements
- ∞ Assessment of current Accessibility and noted deficiencies
- ∞ Prioritization the projects
- ∞ Establishment of an initial estimated construction cost.

The focus of this proposal will be to develop a plan in partnership with the Board of School Directors, School Stakeholders, and the Community.



ACKNOWLEDGEMENTS

Participation:

GUSD Board of Trustees

Jim Horn, President
Sandra Wickland
Kay Crocker
Jeff Weaver
Jan Zlotnick

Superintendent

Linda LaMarre

Principals

David Fichera, Hillcrest Middle School
Linda LaMarre, Gravenstein Elementary School

District Maintenance and Facilities Manager

Brian Sposato

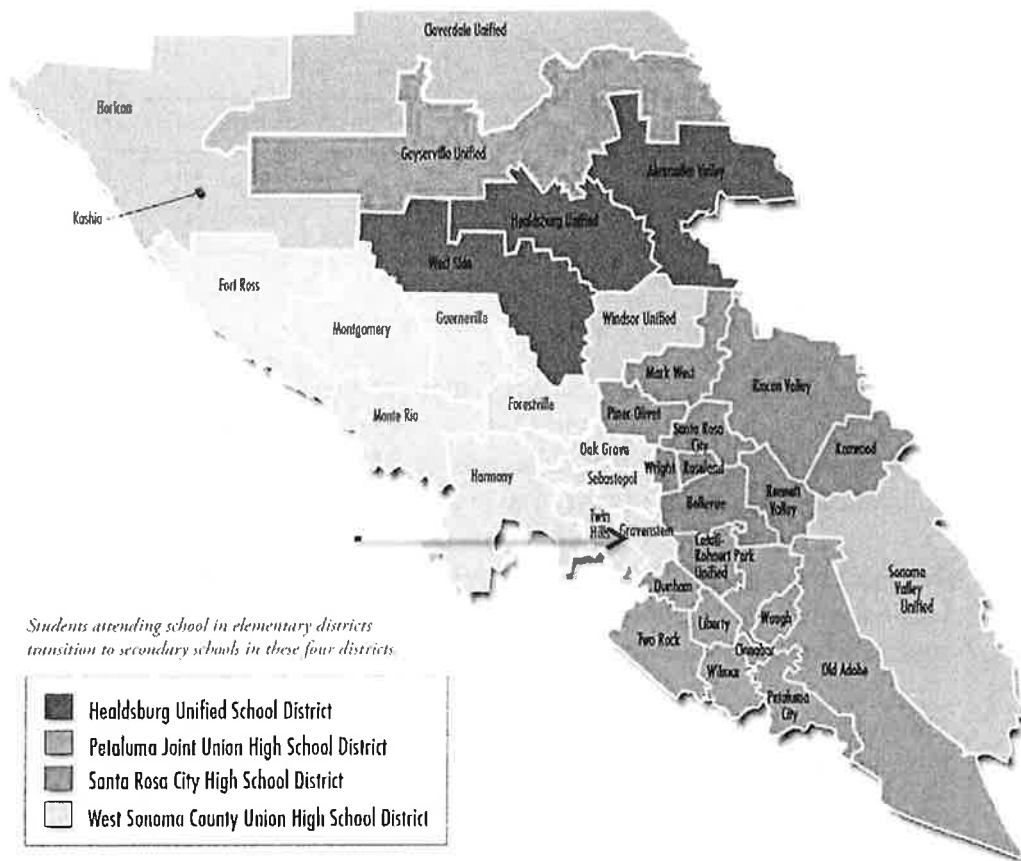
Community Meeting Participants from June 26th, 2012

Design and Assessment Team

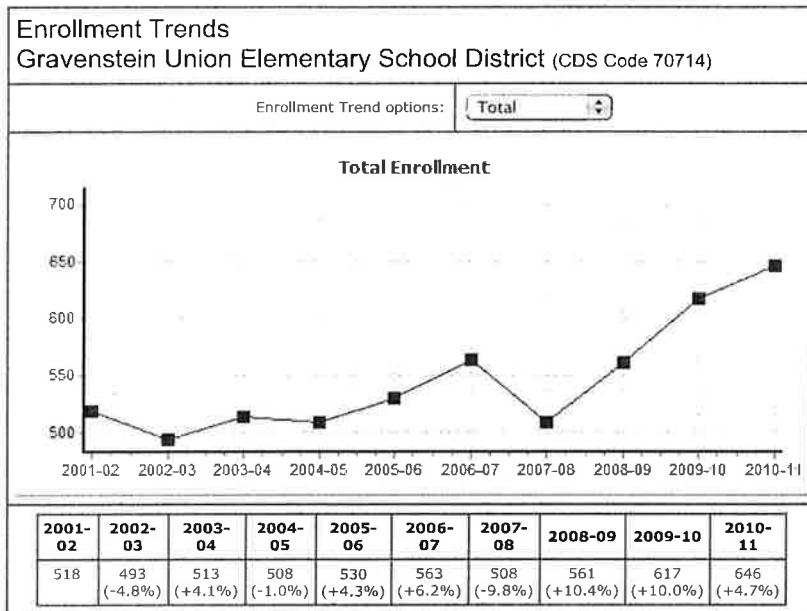
Doug Hilberman, Principal in Charge, AXIA Architects
Robert Jacques, AXIA Architects
Eddie VanSlambrouck, AXIA Architects
Robin Wendler, ZFA Structural Engineers
Terry Szalai, Suite 16 Electrical Engineers
Jim Horn, Horn Mechanical Engineers
Tom Terry, Roof Consultant
Kevin Gilleran, Gilleran Energy Management
David Lopez, Permit Services, LLC (ADA Assessment)
Brian Sposato, Facilities Manager, GUSD

2: DISTRICT AND MASTER PLAN OVERVIEW:

Gravenstein Union School District is home to two small, award-winning public schools in the rolling hills near Sebastopol in the western portion of Sonoma County, California. The District provides resources from pre-kindergarten through 8th grade. Students from the Gravenstein Union School District feed into the West Sonoma County Union High School District after 8th grade.



The focus of the curriculum is on strong academic programs including creative arts and music instruction in a quiet rural setting. Both campuses and educational programs are recognized as California Distinguished Schools. The population of the schools has been increasing in recent years, attributable to the academic excellence.



Source: Ed-Data

The Gravenstein Elementary School campus serves approximately 350 children. The original campus was built in 1956. A large portion was modernized about 25 years ago and is at the end of its recognized life cycle for finish materials. One wing of classrooms was modernized in 2005.

The Hillcrest Middle School campus serves approximately 280 students. The original campus was built in 1966, with most portions modernized in 2007. The multi-use was added to the campus in 2000.

The School District recognizes that the campuses must be updated to meet current educational demands and to provide for the safety and wellbeing of its students. As part of the Master Planning preparation the team visited each campus and performed assessments of the existing conditions including building envelope, structural, electrical, mechanical, and general energy efficiency.

The Master Plan is intended as a state-of-the-District report, a blueprint for the future of the Gravenstein Union School District, and a working document that can be updated as the District implements portions of the plan and natural evolution and new needs occur.

3: PROCESS

STEP 1: ESTABLISH GRAVENSTEIN UNION SCHOOL DISTRICT FACILITY MASTER PLAN STEERING COMMITTEE

AXIA Architects assisted the District with the organization of an oversight steering committee. The mission of the steering committee was to assess the data compiled, the recommendations, the formulated options, and provide direction to the design team. The result of the Steering Committee's efforts are summarized in a Report of Recommendations to the Board of School Directors. The Report has been prepared with the assistance of AXIA Architects.

STEP 2: STAKEHOLDER INPUT – COMMUNITY OUTREACH

The AXIA Architect team visited both the Gravenstein Elementary School and Hillcrest Middle School campuses. The school visits included the following activities:

- ∞ Observation of drop off/pick up circulation
- ∞ A meeting at each campus with representatives of the key school stakeholders and District personnel.
- ∞ A discussion to identify the needs, goals, constraints, and vision of each campus.

AXIA conducted one community meeting to solicit input from the community regarding school facilities at each of the campuses.

The visits and the community meeting enhanced the feedback to understand the needs of the facility as perceived by a variety of vantage points.

STEP 3: DATA COLLECTION - SCHOOL FACILITY REVIEW

The design and assessment team gathered data on the existing schools in preparation for analysis and Master Planning. The data gathering generally included the following key areas:

- ∞ Assessment of general structural condition
- ∞ Assessment of roof condition
- ∞ Assessment of main electrical equipment
- ∞ Assessment of Fire Alarm systems
- ∞ Consideration of potential IT and data upgrades
- ∞ Review campus for visible dry rot or building assembly failures.



- ∞ Assessment of existing food service equipment based on District lunch program
- ∞ Analysis of existing energy utilization
- ∞ Review of modernization needs
- ∞ Survey Information*
- ∞ Accessibility Reports*
- ∞ Assessment of mechanical units*

* Assessment information provided by District

The structural assessment of the existing facilities was performed based on an ASCE 31 Tier 1 review. The assessment included a review of the original construction drawings (when available), a site review of the buildings, and a general evaluation report. No special or invasive testing was performed

STEP 4: DATA COLLECTION – ENERGY EFFICIENCY REVIEW

Green Building features have been shown in cases to increase student attendance rates and productivity. Many of these features also have the capability to reduce the District operating costs for the facilities. The team assessed the existing campuses for opportunities to increase energy efficiency and create a healthier environment.

There are three opportunities to track possible energy and or green building upgrades or improvements to the schools. Each system has its benefits and during implementation the design team can work with the District and the District’s mechanical engineer to determine which system would best fit the District energy and green building goals.

- ∞ EPA’s benchmarking tools can certify the buildings under the Energy Star program for commercial buildings.
- ∞ Collaborative for High Performance Schools (CHPS) tools and processes can qualify any modernization under the CHPS Designed Program or the CHPS Verified Program. Additional funding may be available for modernizations under the CHPS High Performance Incentives (HPI) program.
- ∞ US Green Building Council’s LEED Program for Schools can certify the proposed project.

The design and assessment team reviewed the existing campuses and prior 24 months of utility bills to assess current conditions and opportunities for energy conservation. Observations included a review of the following:

- ∞ Light Fixtures – Replacement, relamping
- ∞ Lighting Controls – Day light dimming, occupancy sensors
- ∞ HVAC (through District’s Mechanical Engineer)– Mechanical Equipment Age and Efficiency, Economizers, Controls.
- ∞ Plug Load Controls
- ∞ Building Envelope Upgrades: Insulation, windows, clerestories, roof reflectance
- ∞ Energy Creation – Solar

A preliminary review of both campuses was completed for the potential addition of solar systems.

STEP 5: MASTER PLANNING

AXIA Architects worked with the District and key stakeholders to create a Master Plan for each of the campuses based on the data collected. The plan can be used by the District to prioritize, fund and initiate future modernization, remodeling and building addition projects on campus to meet present and anticipated educational and community goals.

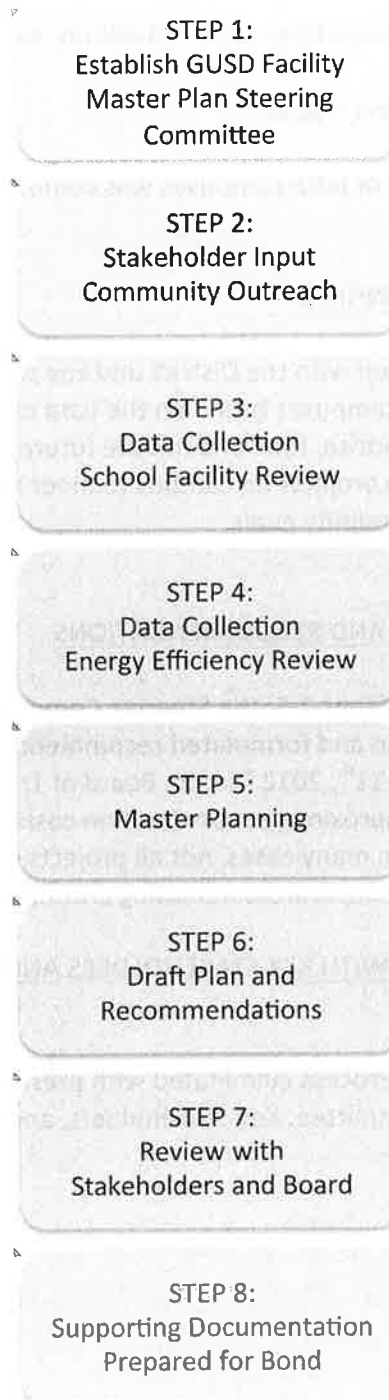
STEP 6: DRAFT PLAN AND RECOMMENDATIONS

At the completion of Steps 1-5, the Steering Committee and the AXIA team drafted an overall plan and formulated recommendations. The draft was presented at the July 11th, 2012 District Board of Trustees meeting. The plan identifies projects, approximates construction costs and the recommended order of implementation. In many cases, not all projects can be done at the same time and based on available resources a phasing criteria has been established.

STEP 7 & 8 : REVIEW WITH KEY STAKEHOLDERS AND BOARD, PREPARE DOCUMENTS

The Master Planning Process culminated with presentations to the Board of Trustees, the Site Committee, Key Stakeholders, and the community.

Overview of Master Plan



4: FACILITY ASSESSMENTS

This section of the Master Plan contains the following information for each campus:

1. SCHOOL OVERVIEW
2. GENERAL SUMMARY OF EXISTING CONDITIONS: This is a brief summary of the assessment notes made by the design team during the visual observation of the campus. A more thorough list of assessment notes can be found in the Appendix
3. RECOMMENDATIONS
4. MASTER PLAN OF SITE
5. CONCEPTUAL COST ESTIMATE

ORGANIZATION OF THE RECOMMENDATIONS:

The Master Plan includes a list of proposed improvements as well as related assessment reports from the Architect's and Owner's consultants. The identified improvements for the campuses are organized into three major categories as follows:

A. Mandatory Improvements: These improvements are viewed as safety issues that are necessary for compliance with regulatory codes.

B. Necessary Improvements: These improvements are required to preserve the campus and provide necessary classroom upgrades. Inaction for these improvements will likely affect the integrity of the facilities or the student performance.

C. Important Improvements: This level of improvements is required to accommodate educational program changes, address current educational needs, create greater operational efficiencies, or to provide quality of life improvements important to the school.

4: HILLCREST MIDDLE SCHOOL

725 Bloomfield Road, Sebastopol, CA 95472

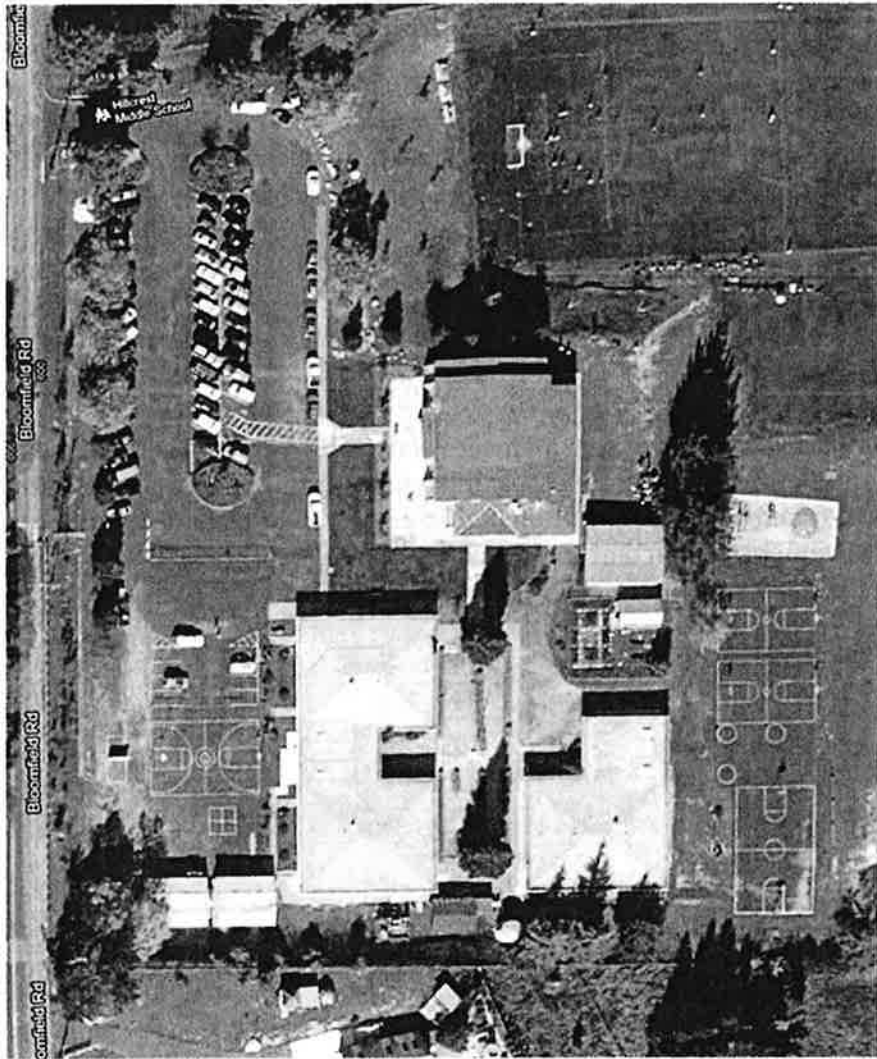
(707) 823-7653

Overview

Principal: David Fichera

Grades: 6th through 8th Grades

Curriculum Snapshot: A California Distinguished School, Hillcrest offers advanced mathematics courses, a two-year laboratory science program, regular Spanish instruction for all students, and a strong music and performing arts program. Hillcrest graduates advance to Analy High School.



General Summary of Existing Conditions Noted:

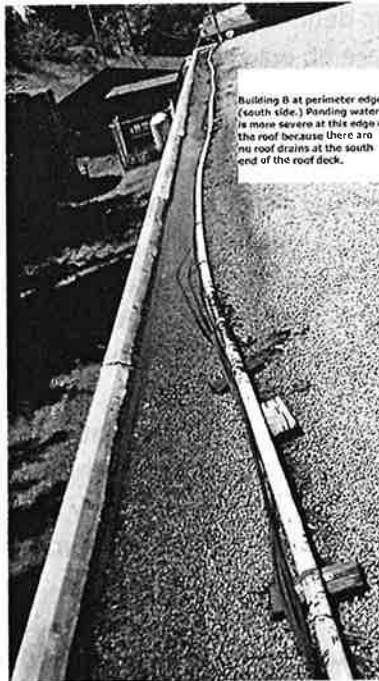
- Programmatic deficiencies noted:
 - There are no walkway covers to keep students dry when circulating between buildings
 - There is no shade in the lunch area
 - Student pick-up areas lack shelter from the elements
 - The Principal's Office is removed from the Administrative Offices
- Dry rot noted in numerous locations
- Building F: Music building has considerable dry rot.
- Accessibility upgrades required in various areas
- Existing roof is not at the end of its life, but should be replaced if solar is added.
- Solar Array Availability: Estimated that 3/4 of roof area could accommodate solar panels with system weight of 4lbs / square foot
- No fire suppression sprinklers currently on site: Additional buildings will likely trigger need for fire sprinklers, pump, and fire water storage tank.
- Mechanical: Repair storm drain lines
- Electrical:
 - Existing main switchboard is old and undersized
 - PGE service is undersized for the size of campus
 - Older T12 light lamps should be replaced
 - Fire alarm panel lacks addressable technology
 - Phone system is a discontinued outdated system
 - Public address system is non-operational
 - Clock system is non-operational likely due to condition of master clock, failing system clocks, and wiring
 - The Main Distribution Frame (MDF) is currently located in the school office with copper wiring and surface run raceways. This configuration is operational but has limited effectiveness for existing and future needs.



PHOTOS OF EXISTING CONDITIONS



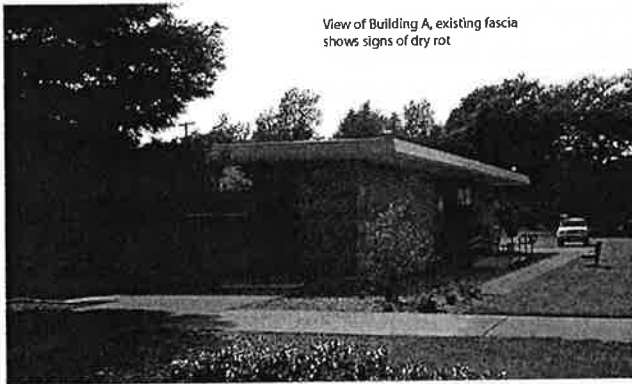
Building B at outside corner, showing weather exposure and seperation at corner flashings



Building B at perimeter edge (south side.) Ponding water is more severe at this edge of the roof because there are no roof drains at the south end of the roof deck.



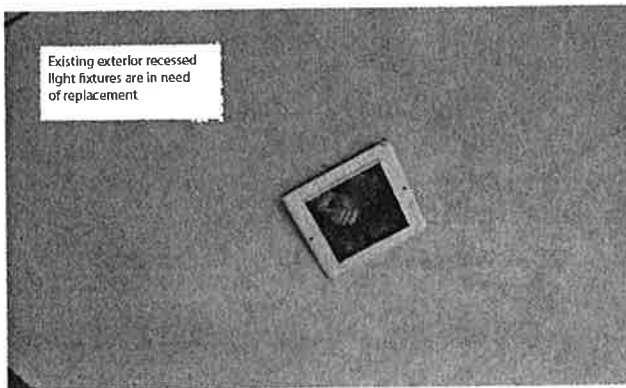
Building A, damaged door frame and downspout



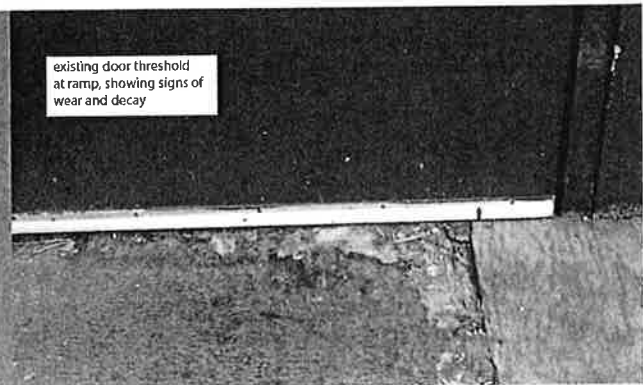
View of Building A, existing fascia shows signs of dry rot



Retrofit electrical penetration on Building A. Note that the penetration is not at a serviceable height and is not properly flashed.



Existing exterior recessed light fixtures are in need of replacement



existing door threshold at ramp, showing signs of wear and decay

HILLCREST MIDDLE SCHOOL

Recommendations:

Mandatory:

1. Accessibility upgrades
2. Fire Alarm Panel upgrades required by code

Necessary:

3. Replace main switchboard for the campus
4. Addition of a new 6,000 SF +/- wing comprising the following classrooms:
(2) standard classrooms, (1) science classroom, (1) arts classroom, (1) music classroom
5. Not Used
6. Dry rot repair
 - a. Roof fascias
 - b. Exterior plaster corners
7. New pump house building
8. Repair of the storm drainage line on south and east ends of campus.

Important:

9. Proposed energy efficiency upgrades:
 - a. Insulation in the walls of the classrooms
 - b. Rigid insulation on the roof substrate prior to reroofing
 - c. Change glazing assemblies to insulated glass
10. New sheltered walkways strategically placed to connect the key buildings on campus
11. Natural solar shading in the lunch area
12. New shelter at the student pick-up zone, possibly attached to the face of the multi-use.
13. Addition of 5600 SF solar arrays on the roofs of the classroom buildings
14. New roof assemblies, including increased insulation.
15. Remodel of the Administrative Offices to include relocating the Principal into the Administrative Office.
16. New electrical systems including the following:
 - a. Upgrade the PGE service
 - b. Replace lighting in parking lot
 - c. Light fixture replacements to incorporate T8 or T5 lamping
 - d. Additional convenience outlets in the classrooms
 - e. Phone System replaced with VoIP system
 - f. Public Address System with UPS backup supply
 - g. Clock System including IP-based wiring and wireless technology
 - h. Category 6 wiring to be installed to support data needs
 - i. New IDF / MDF Locations
17. New concrete masonry unit trash enclosure

HILLCREST MIDDLE SCHOOL
PROJECT PHASING: PHASE 1

The Master Plan implementation will be divided into phases based on funding constraints, impact to school activities, and logical clustering of the proposed improvements. The phasing has been crafted in response to feedback from the stakeholders and site committee.

Phase 1 of the Master Plan scope at Hillcrest Middle School includes the following proposed improvements:

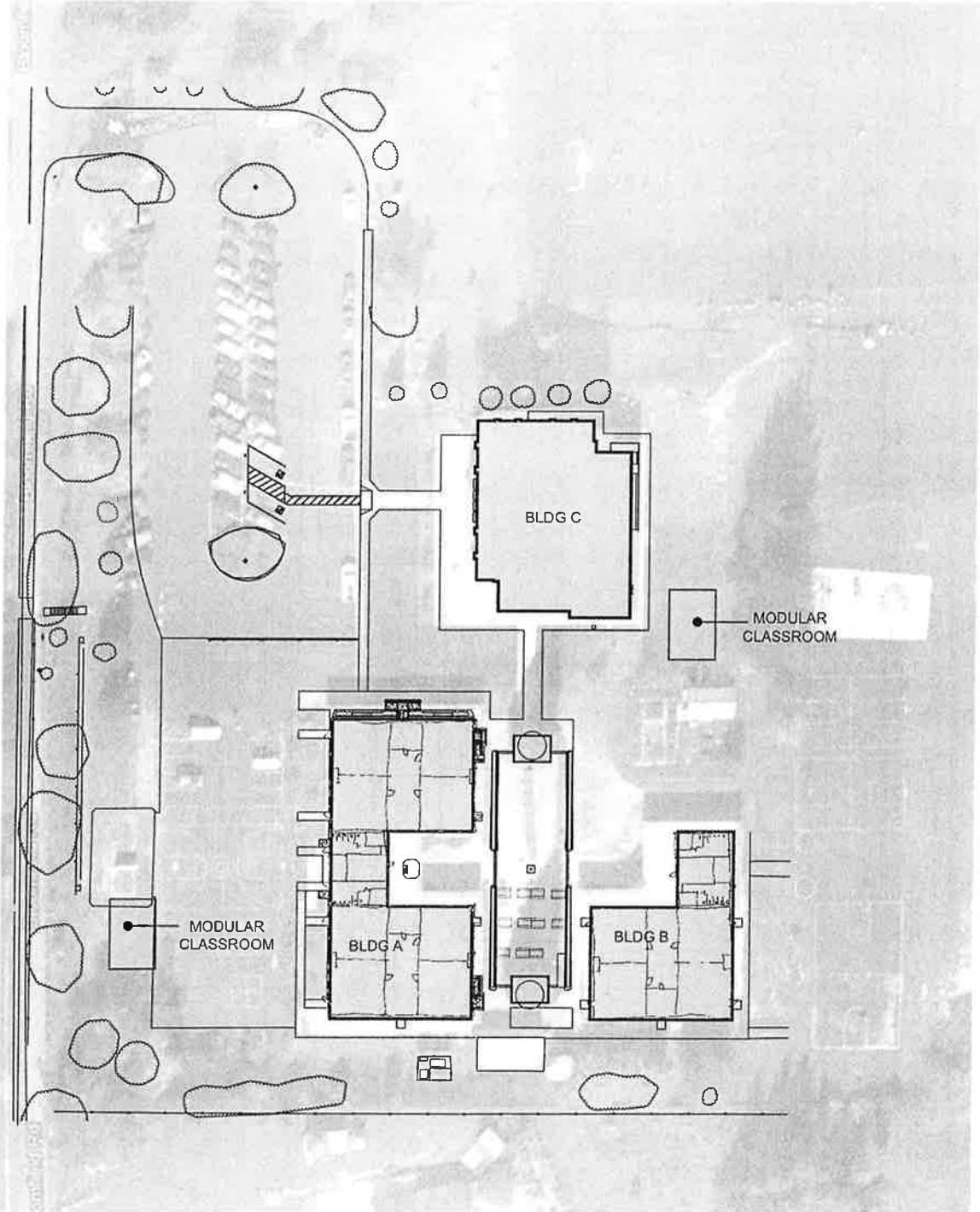
1. Addition of a new 3,000 SF +/- classroom wing to house a science classroom and a music room. The 1,800 SF music room will include instrument storage and performance riser. The 1,200 SF science room will include classroom and lab space.
2. Accessibility upgrades required by the California Building Code for the scope in Phase 1. A more detailed list of these upgrades is available in Appendix A available at the District office.
3. Fire alarm panel upgrade

Preliminary Construction Cost Estimate for Phase 1:

1. Science and Music classroom wing	\$ 1,456,000
2. Limited Accessibility Upgrades	\$ 321,300
3. Fire Alarm Panel Upgrades	\$ 17,100
4. Contingencies During Construction (10%)	<u>\$ 179,400</u>
Total:	\$ 1,973,800



HILLCREST MIDDLE SCHOOL – EXISTING SITE PLAN

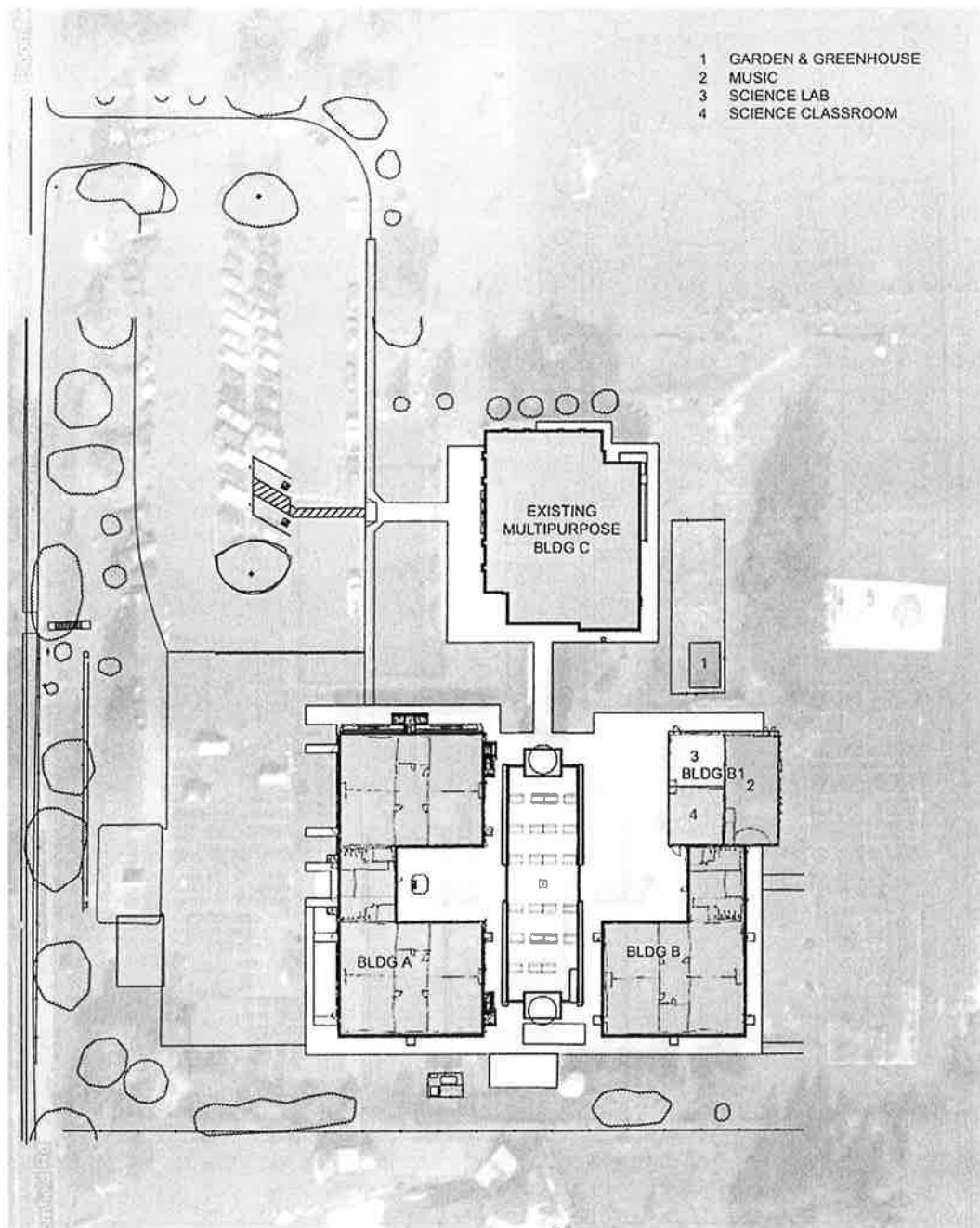


HILLCREST MIDDLE SCHOOL - EXISTING CAMPUS



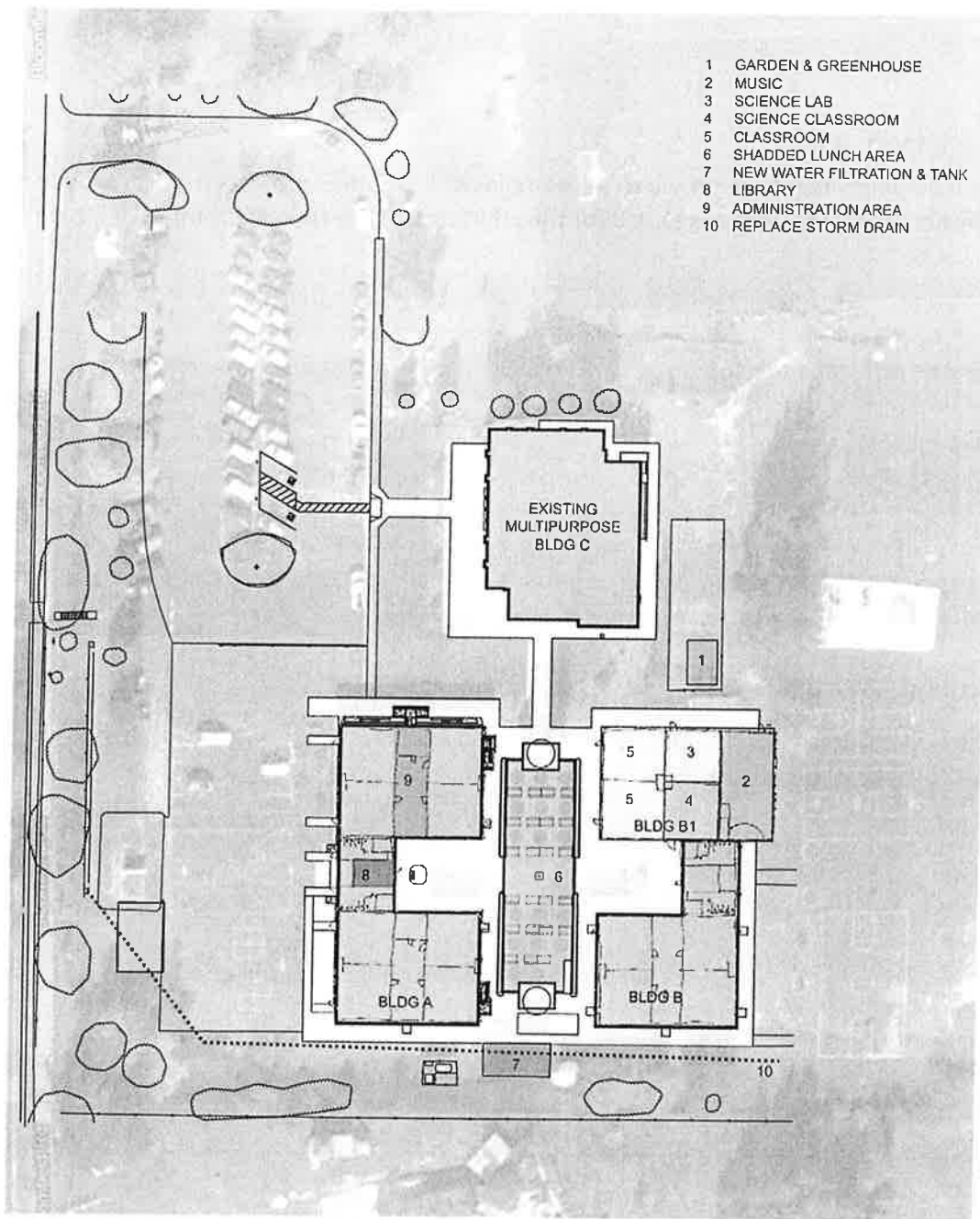
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HILLCREST MIDDLE SCHOOL – PHASE 1 OF MASTER PLAN



HILLCREST MIDDLE SCHOOL - PHASE 1

HILLCREST MIDDLE SCHOOL - SITE MASTER PLAN



HILLCREST MIDDLE SCHOOL - MASTERPLAN

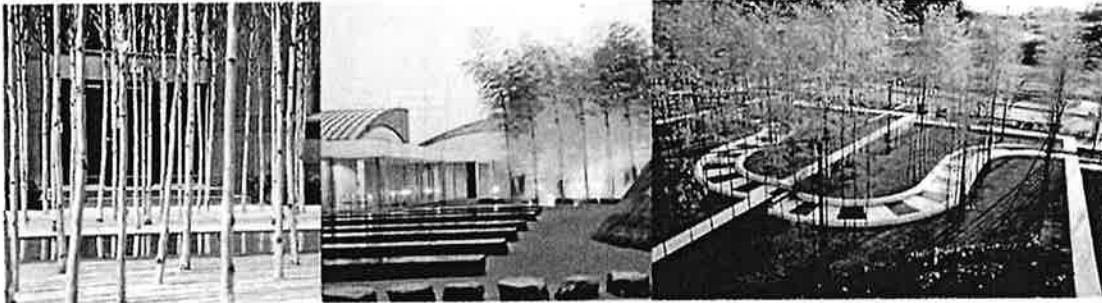


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REFERENCE IMAGES:

The following images are provided as examples of how other projects have incorporated features similar to those suggested for the courtyard of the Hillcrest campus.

PLAZA CONCEPTS



GOLDEN GATE MUSIC CONCOURSE



TREE SHADED DINING AREAS



5: GRAVENSTEIN ELEMENTARY SCHOOL

3840 Twig Avenue, Sebastopol, CA 95472

(707) 823-5361

Overview

Principal: Linda LaMarre

Grades: Pre-Kindergarten through 5th Grade

Curriculum Snapshot: A California Distinguished School, Gravenstein Elementary School provides approximately 350 children with a strong academic program along with music, technology and the acclaimed "Artist in the Classroom" experience.



General Summary of Existing Conditions Noted:

- Programmatic deficiencies noted:
 - The existing multi-use is insufficiently sized for current uses
 - The existing kitchen was designed for a food service program over 40 years ago
 - Parking lot back-up during pick-up/drop-off extends significantly down Twig Avenue
 - The Administrative office is not easily recognized from the parking lot
 - A significant number of classrooms have not been updated in about 25 years and are outdated in multiple ways.
 - Most restrooms rely on operable windows for ventilation
- Existing sewer, water, underground gas, and vent pipes are approximately 50 years old
- Dry rot noted in numerous locations
 - Roof fascia, walkway overhangs, window walls, wood sills
- The walkways lack seismic separation joints to allow the buildings to move more independently in an earthquake.
- Accessibility upgrades required in various areas
- Existing roof is at the end of its life and should be replaced
- Solar Array Availability: Estimated that 2/3rds of roof area could accommodate solar panels with system weight of 4lbs / SF or less
- Mechanical:
 - Most mechanical equipment on site is outdated and inefficient.
 - Most sinks, other than the wing modernized in 2007, are inaccessible
 - Restrooms in Administrative Office building are inaccessible
 - There is no seismic shutoff for the gas line into the campus
 - The District has not reported any problems with the well or septic.
- Electrical:
 - Existing main switchboard is undersized and may wish to be replaced
 - PGE service is undersized for the size of campus
 - Older T12 light lamps should be replaced
 - Fire alarm panel lacks addressable technology
 - Phone system is a discontinued outdated system
 - Public address system trunk wiring was replaced in 2005 and appears in good operation. The branch wiring from the distribution blocks to the speakers is likely original
 - Clock system is non-operational likely due to condition of master clock, failing system clocks, and wiring

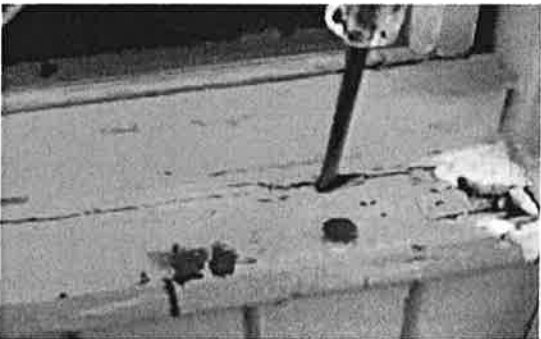
PHOTOS OF EXISTING CONDITIONS



DRY ROT TYPICAL AT WINDOWS EXPOSED TO THE WEATHER



DRY ROT TYPICAL AT EXPOSED WINDOW FRAMES



DRY ROT TYPICAL AT EXPOSED WINDOW SILL WHERE NO OVERHANG OCCURS



TYPICAL BUILDING FLOOR SILL PLATE IN CONTACT WITH GRADE. THIS WAS OBSERVED PRIMARILY AT THE EAST ENDS OF BUILDINGS A,B AND ADMIN



DAMAGED RAIN LEADER AND SURROUNDING FINISH MATERIALS



DRY ROT AT SIDING TRIM OBSERVED PRIMARILY AT BUILDINGS C, AND D



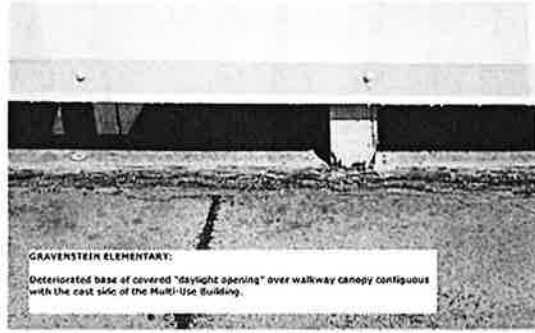
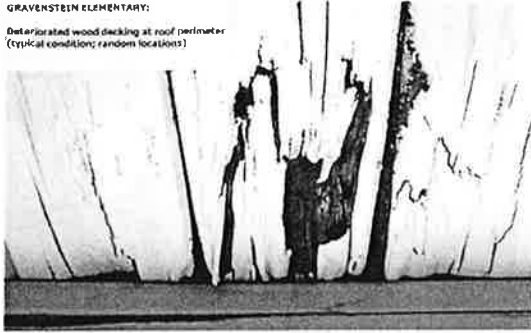
DRY ROTTING ROOF BEAM OBSERVED AT VARIOUS LOCATIONS

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PHOTOS OF EXISTING CONDITIONS

GRAVENSTEIN ELEMENTARY:

Deteriorated wood decking at roof perimeter (Typical condition; random locations)



GRAVENSTEIN ELEMENTARY:
Deteriorated base of covered "daylight opening" over walkway canopy contiguous with the east side of the Multi-Use Building.

GRAVENSTEIN ELEMENTARY:

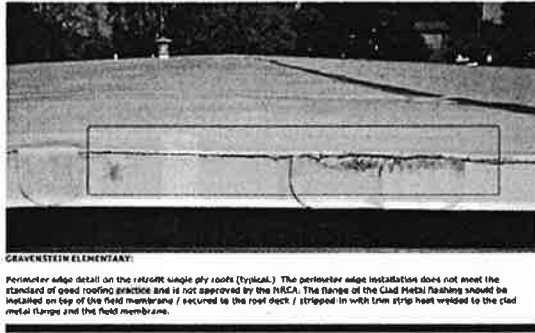
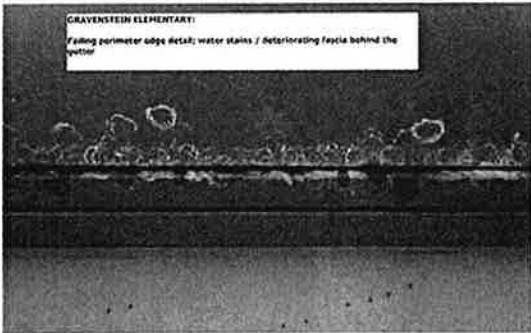
Deteriorated counter-flashing below window sill on the Multi-Use Building.



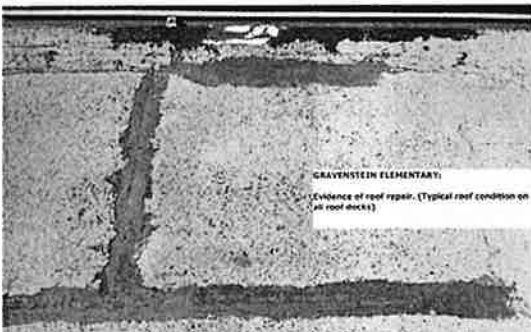
GRAVENSTEIN ELEMENTARY:
Deteriorated roof decking / support structure of the walkway canopy contiguous with the east side of the Multi-Use Building.

GRAVENSTEIN ELEMENTARY:

Failing perimeter edge detail; water stains / deteriorating fascia behind the gutter



GRAVENSTEIN ELEMENTARY:
Perimeter edge detail on the retrofit single ply roof (typical). The perimeter edge installation does not meet the standard of good roofing practice and is not approved by the IRCA. The flange of the Lead Metal flashing should be installed on top of the field membrane / secured to the roof deck / strapped in with trim strip heat welded to the clad metal flange and the field membrane.



GRAVENSTEIN ELEMENTARY:
Evidence of roof repair. (Typical roof condition on all roof decks)



GRAVENSTEIN ELEMENTARY:
Retrofit electrical conduit installation; no flashing membrane on roof face.

Recommendations:

Mandatory:

1. Install seismic expansion joints in the walkways between buildings
2. Accessibility upgrades

Necessary:

3. Modernize majority of classrooms in 2015 when the campus becomes eligible for state modernization funds
4. Install new roof assemblies
5. Dry rot repair
 - a. Roof fascia, walkway overhangs, window walls, wood sills

Important:

6. Expansion of the Multi-Use through one of three methods:
 - a. Replace roof/ceiling framing with longer beams and expand width of the room.
 - b. Relocate stage to the west side of the room and capture additional space on north side.
 - c. Demolish existing building and construct a new multi-use building
7. Alter overhang at walkway in front of multi-use to create amphitheater
8. Remodel the food service areas in the multi-use building
9. Proposed energy efficiency upgrades:
 - a. Insulation in the walls of the classrooms
 - b. Rigid insulation on the roof substrate prior to reroofing
 - c. Change glazing assemblies to insulated glass
 - d. Install more efficient mechanical and electrical systems
10. Addition of 5600 SF solar arrays on the roofs of the main classroom buildings
11. Remodel of the Administrative Offices to include accessible restrooms and identifiable entry
12. New electrical systems including the following:
 - a. Main switchgear to the campus
 - b. Upgrade the PGE service
 - c. Replace lighting in parking lot
 - d. Light fixture replacements to incorporate T8 or T5 lamping
 - e. Additional convenience outlets in the classrooms
 - f. Fire Alarm Panel
 - g. Phone System replaced with VoIP system
 - h. Public Address System with UPS backup supply
 - i. Clock System including IP-based wiring and wireless technology
 - j. Category 6 wiring to be installed to support data needs



GRAVENSTEIN ELEMENTARY SCHOOL
PROJECT PHASING: PHASE 1

The Master Plan implementation will be divided into phases based on funding constraints, impact to school activities, and logical clustering of the proposed improvements. The phasing has been crafted in response to feedback from the stakeholders and site committee.

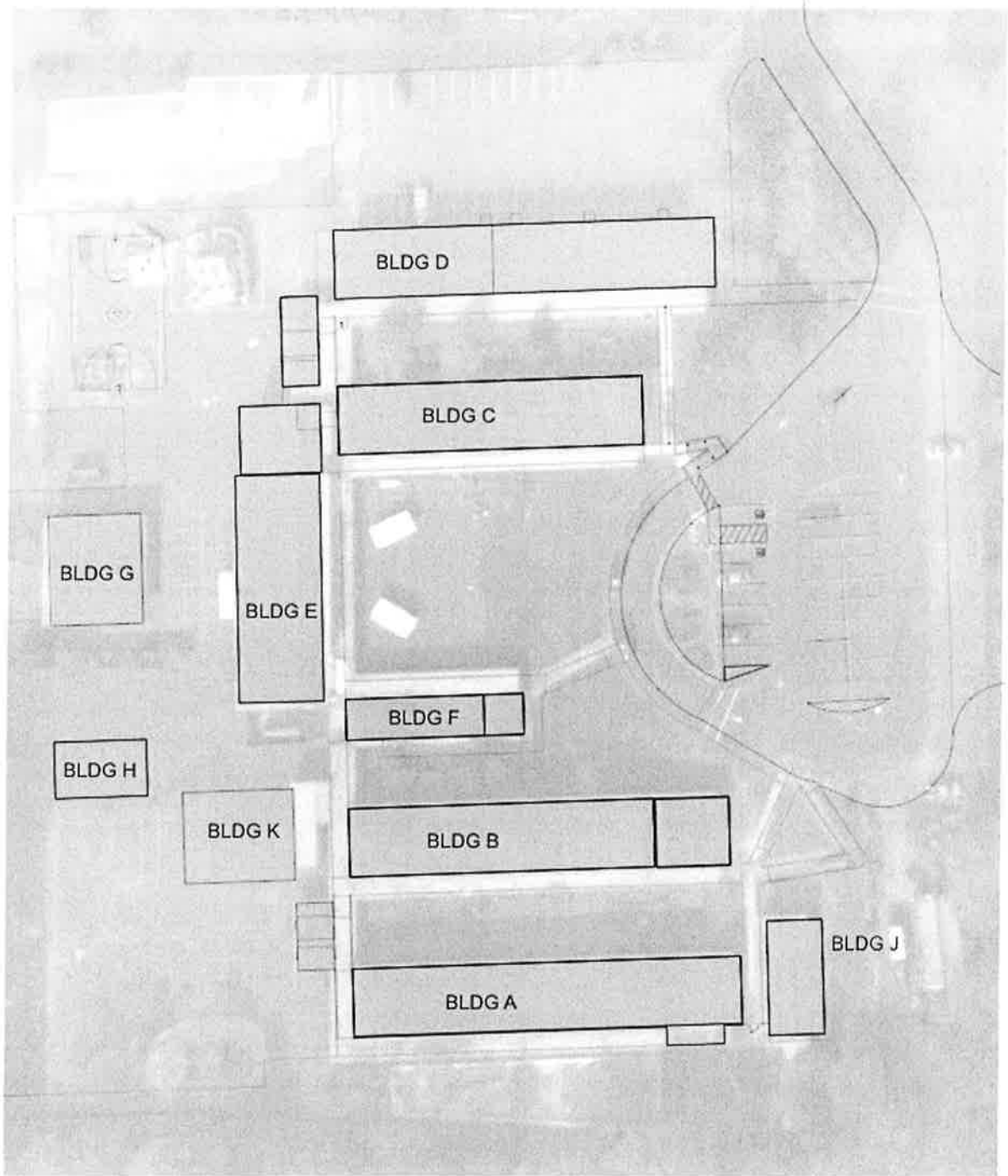
Phase 1 of the Master Plan scope at Gravenstein Elementary School includes the following proposed improvements:

1. Modernize majority of classrooms in 2015 when the campus becomes eligible for state modernization funds. Phase 1 includes a limited modernization focused on relamping light fixtures, replace mechanical units, Accessible sinks and cabinets, refurbished ceilings, and minor finish upgrades.
2. Accessibility upgrades required by the California Building Code for the scope in Phase 1. A more detailed list of these upgrades is available in Appendix A available at the District office.
3. Install seismic expansion joints in the walkways between buildings.

Preliminary Construction Cost Estimate for Phase 1:

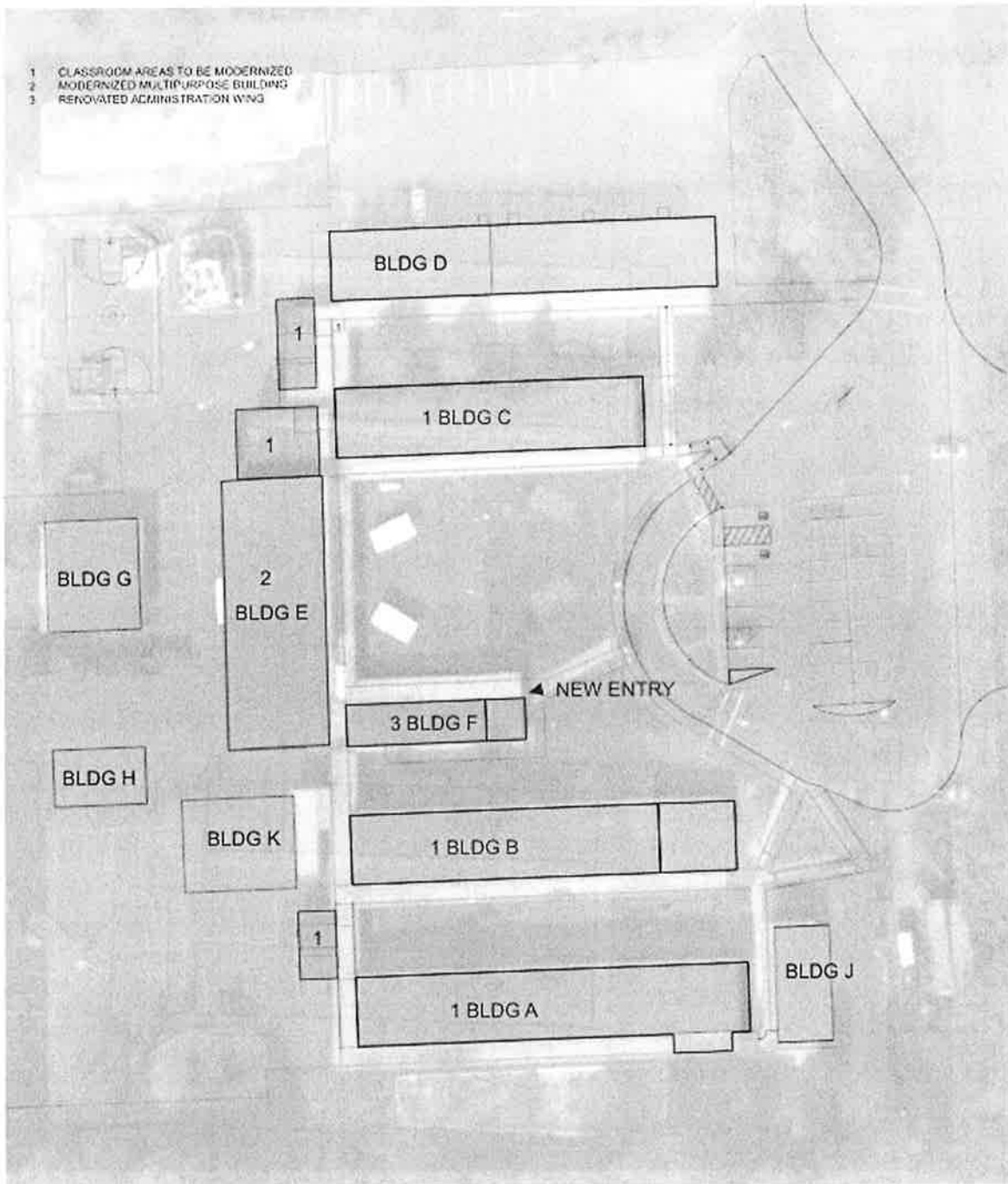
5. Limited Modernization of Classrooms	\$ 2,521,000
6. Limited Accessibility Upgrades	\$ 1,395,000
7. Structural Seismic Joints at Canopies	\$ 21,700
8. Contingencies During Construction (10%)	\$ 393,700
Total:	\$ 4,331,400

GRAVENSTEIN ELEMENTARY SCHOOL – EXISTING SITE PLAN



GRAVENSTEIN ELEMENTARY SCHOOL - EXISTING

GRAVENSTEIN ELEMENTARY SCHOOL – PHASE 1 PLAN

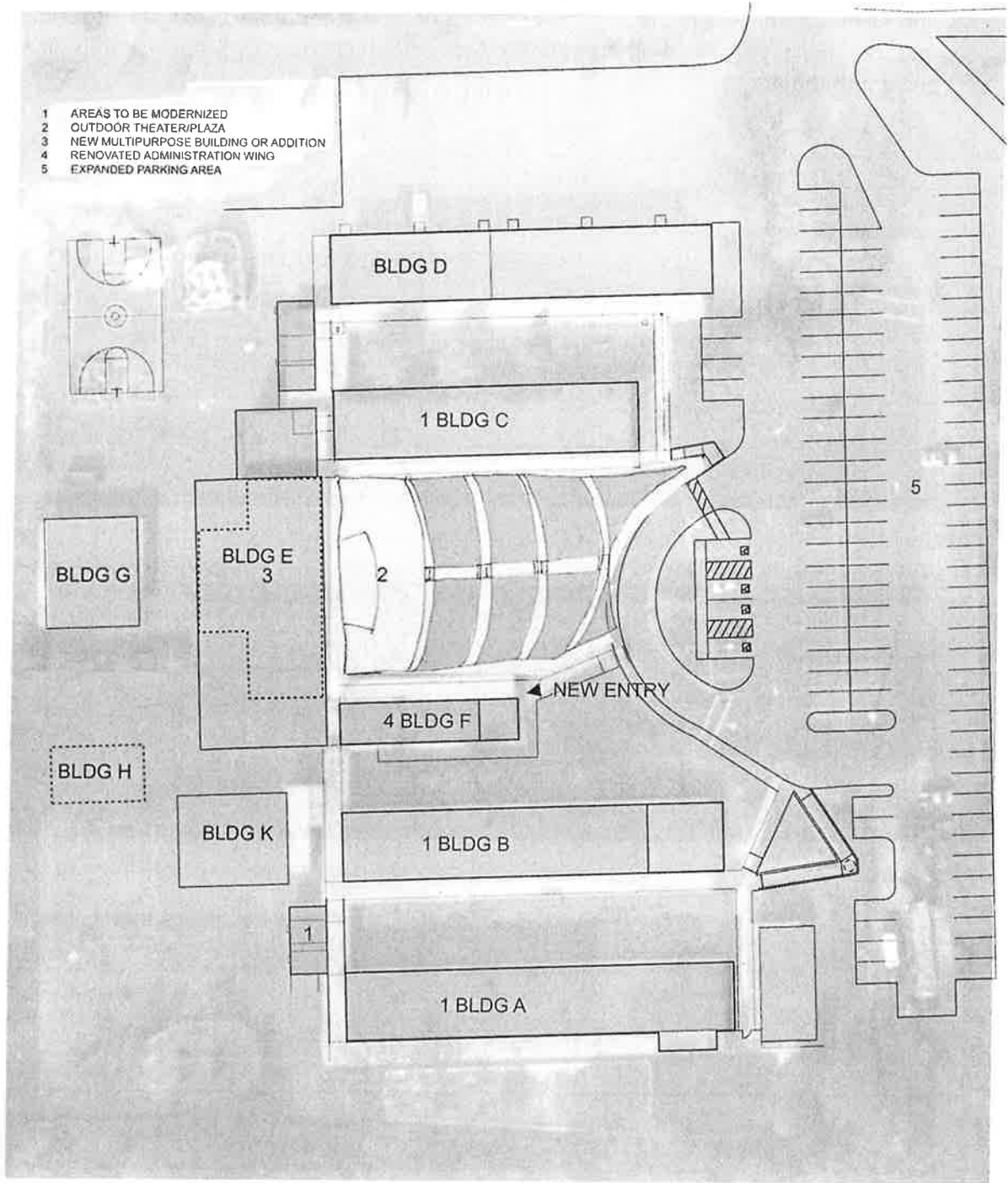


GRAVENSTEIN ELEMENTARY SCHOOL - PHASE 1



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GRAVENSTEIN ELEMENTARY SCHOOL - SITE MASTER PLAN



GRAVENSTEIN ELEMENTARY SCHOOL - MASTERPLAN

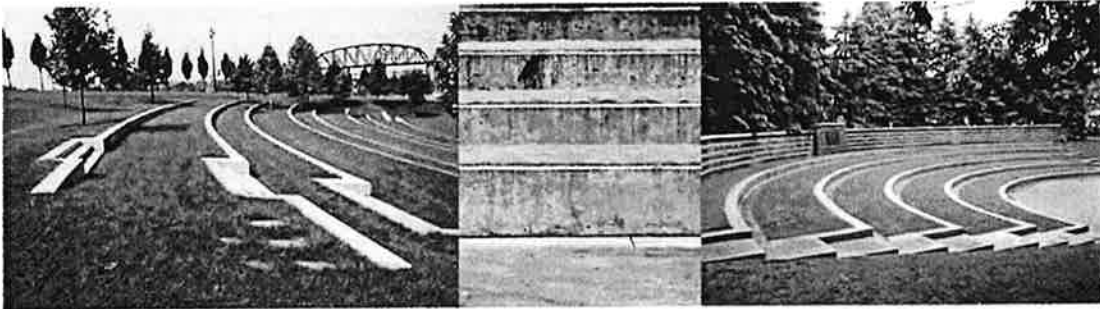


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REFERENCE IMAGES:

The following images are provided as examples of how other projects have incorporated features similar to those suggested for the Gravenstein Elementary School campus plaza and amphitheater.

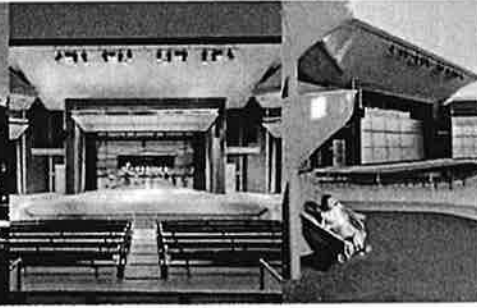
GRASS AMPHITHEATERS



GRANT ELEMENTARY



REDDING SCHOOL FOR THE ARTS



OUTDOOR THEATERS



6: MASTER PLANNING FOR THE FUTURE:

True to the intent of master planning, it is acknowledged that Phase 1 of the implementation plan does not cover all of the needs at the District's facilities. This Section of the GUSD Master Plan is intended to summarize a more holistic review of the identified scope and costs associated with addressing the needs of the District's facilities. These items are cross-referenced from the lists of needs identified in Sections 4 and 5 of this document. The District has not identified funding sources or time frames yet for items beyond Phase 1. Like many Districts in California, GUSD can continue to monitor available funding sources and utilize this document as a referenced implementation plan into the future.

Appendix A, available at the District Office, includes a detailed breakdown of the assessments and cost estimates associated with the enclosed summaries.



**Hillcrest Middle School
FACILITY UPGRADES
Sebastopol, California
CONCEPTUAL CONSTRUCTION COST ESTIMATE**

SUMMARY

<u>ITEM OF WORK</u>	<u>Cost</u>
<i><u>Mandatory:</u></i>	
1 Buildings A&B / Accessibility Upgrades	1,185,744
2 Fire Alarm Panel Upgrades	\$17,079
<i><u>Necessary:</u></i>	
3 Electrical Service Upgrades	353,238
4 New Building Wing	\$2,559,223
4B Fire Sprinklers at Existing Building B	316,669
6 Buildings A&B / Dry Rot Repair	636,153
7 New Well House	170,496
8 Storm Water System Upgrades	86,233
<i><u>Important:</u></i>	
9A New Insulated Windows	243,141
9B Insulate Walls at A & B	175,112
10 Walkway Covers	181,738
11 Lunch Courtyard Shading and Renovations	132,445
12 Walkway Canopy to Multi Purpose Bldg	665,562
13 Photo Voltaic Power System	712,879
14 New Roof on Bldgs A & B	619,808
15 Library Remodel	466,443
16A Electrical Upgrades	198,521
16B Phone System Upgrade	65,373
Hazardous Materials Abatement	1,577,837
Total Cost Prediction	\$10,363,694

EXCLUSIONS:
Excludes 100% of Soft Costs (typically 30% of Hard Cost PLUS CO Contingency)
Excludes 10% Change Order Contingency at Time of Bid Award

Printed on 8/20/12



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**Gravenstein Elementary School
FACILITY UPGRADES
Sebastopol, California
CONCEPTUAL CONSTRUCTION COST ESTIMATE**

SUMMARY

<u>ITEM OF WORK</u>	<u>Cost</u>
<i>Mandatory:</i>	
1 Structural / Seismic Joint Installation	21,660
2 ADA Accessibility	\$1,890,026
<i>Necessary:</i>	
3 Classroom Modernizations	5,909,242
4 Replace All Roofs	782,526
5a Walkway Overhang Dryrot Repair	412,474
5b Beam End Repair at Overhangs	17,682
5c Ledger Deterioration at Multi Use	1,198
5d Dryrot Repair at Windows - North	775,690
5e Wood Sill Dryrot Repair	23,911
<i>Important:</i>	
6 New Multi Use - Replacement Option	3,690,013
9 Insulation of Walls: Incl in Modernization - Item 3	
Replace windows w/insulated units - Incl. in Item 5	
Replacement of mechanical units - Incl. in Item 3	
9 Energy Upgrades	940,072
10 Photovoltaic Panel Installation	712,879
12a Power Upgrades	379,359
12b Electrical Upgrades	363,486
12c Replace Phone System	87,900
13 Well Equipment Replacement	
14 Parking and Drop Off Improvements	915,353
15 Hazardous Materials Abatement	1,577,837
Total Cost Prediction	\$18,501,308

EXCLUSIONS:

Excludes 100% of Soft Costs (typically 30% of Hard Cost PLUS CO Contingency)
Excludes 10% Change Order Contingency at Time of Bid Award



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Information Technology
Maintenance and Support Agreement
SLA

Gravenstein Union School District
August 11th 2017 – August 10th 2018

Discussion

Ally Technology Consulting (ATC) proposes to provide the following technical support required to maintain the client's systems based on device inventory, student population, and current staffing levels. Professional services during this schedule include those outlined in this agreement. Agreement may be modified to meet the needs of the client within 30-days' notice.

Agreement

Scope of Coverage

This plan is composed of 2 elements:

- District-wide Network WAN, LAN, and WLAN coverage.
- IT Systems Support covering the following:
 - Servers
 - Office and End-User Devices

Based on existing device count, device diversity, and current infrastructure conditions, ATC recommends coverage that provides up to 500 hours a year of support with 6 hours per week of onsite support during school hours, the cost of which will be split into 12 months of equal payments.

This support agreement provides structured response times based upon the type of issues, with Level-1 constituting a business critical service outage.

Agreement includes:

- 6 days a week, 52 weeks a year, from 8am to 5pm each day on-call support.
- Network and Server Support
 - LAN network switching devices from the WAN edge transport routers
 - Current WLAN infrastructure
 - ATC will assist SCOE in maintenance of edge routers.
 - Microsoft and OSX-based Servers and Domain Services
 - Approved WLAN devices
- IT Systems Support
 - Existing Microsoft, OSX, and Chrome-based workstations
 - 3rd Party vendor interface as necessitated

Agreement does not include:

- Wiring and installation of fixtures
- Hardware or software expenses
- Direct support of edge routers managed by SCOE
- Phone systems and stations
- Server installation and setup
- Migration of services and data to a replacement server
- Configuration of network services such as DNS (Domain Name Service)
- Restoration of services and data from hardware or software failures.
- Setup and configuration of new server or network equipment

Service Level Agreement

ATC will fulfill the services described in this agreement in a timely and reasonable manner. ATC will reserve the right to prioritize its response to customer issues. In the event that multiple customers experience significant simultaneous issues requiring ATC support, ATC will respond to its customer base given the following criteria:

Level 1 Full Business Interruption

Level 2 Full Business Degradation

Level 3 Business Inconvenience

Level 4 Individual End-user Interruptions

Level 5 Individual End-user Degradation/Inconvenience

- **Level 1 Issues - 1-hour Response** time, with a 4-hour Response time to the designated client facilities by a qualified, professional engineer if the issue cannot be remotely diagnosed and mitigated within 2 hours.
- **Level 2 Issues - 4-hour Response** time with a next business day response to the designated client facility by a qualified, professional engineer if the issue cannot be remotely diagnosed and mitigated within 2 hours.
- **Level 3 Issues - 1-Business Day Response** with a 2-Business Day On-site Response time to the designated client facility by a qualified, professional engineer if the issue cannot be remotely diagnosed and mitigated within 1 hour.
- **Level 4/5 issues - 3-Business Day Response** time with a Next Scheduled On-Site Day Response time to the designated client facility by a qualified, professional engineer if the issue cannot be remotely diagnosed and mitigated within 1 hour.

Remote Support of client network(s) and qualifying workstation(s) utilizing Remote Desktop Assistance (RDA) or equivalent.

Technology Project Management

ATC agrees to provide technology project management to GUSD. This support includes product research, pricing, negotiation, and representation of the District's best interests. In addition, ATC agrees to act as a liaison for the District with any 3rd party technology vendors at the District's request. Any and all meetings requested by the district must provide a lead-time of 2 weeks. Any request made without adequate lead-time will be charged as an out-of-scope emergency.

Rate

ATC will charge GUSD a flat rate of \$2500.00 per-month. This includes onsite support of up to 500 hours per year with 6-hours-per-week-onsite during regular school hours with a 2-hour minimum. Additionally, ATC is incorporating full network management and technology project management.

Out of Scope

Out-of-scope work is defined by the following:

- Non Level 1 issues that user requests immediate or next-business-day on-site support where immediate or next-business-day does not fall on a regularly scheduled day of support.
- Support that does not fall into the categories described within the "Scope of Agreement" portion this agreement.
- Any project management requests made without adequate lead-time as defined within the "Project Management" portion of this agreement.
- On-site/Remote hours exceeding allotted or banked hours available

ATC will charge GUSD a discounted rate of \$65 per hour for all out-of-scope desktop related work and \$125-per-hour for all out-of-scope network and server related work. Holiday (2x) and overtime (1.5x) charges may apply. Charges are identical for remote or on-site service.

Cost

Based on the defined scope, and in recognition of the school district's status as a public education entity, ATC offers the following discounted cost to GUSD:

Monthly: \$2650.00

Server Cloud Backup Service: \$100

Terms

This agreement will run from August 11th 2017 through August 10th 2018. GUSD may cancel this agreement at any time, with 30-days' notice, incurring no penalties. ATC will invoice GUSD at the beginning of each month. Payments are due within 30 days of receipt of labor invoicing. GUSD may bank unused hours. All banked hours must be used prior to the contract's expiration. Support will primarily be provided by Rob Schuetz. Any substitution is to be agreeable to the District.

ACCEPTANCE OF AGREEMENT

The above prices and conditions are hereby accepted. Ally Technology Consulting is authorized to provide the services as outlined in this Agreement. Payment will be made as proposed above.

Gravenstein Union School District
3840 Twig Ave.
Sebastopol, CA 95472

Ally Technology Consulting
1312 Milton Pl.
Rohnert Park, CA 94928

Signed:

Signed:

Name:

Name:

Title:

Title:

V k

July 5, 2017

Jennifer Schwinn, Superintendent
Gravenstein Union School District
3840 Twig Avenue
Sebastopol, CA 95472



Sonoma Coun
Office of Education

5340 Skylane Boulevard
Santa Rosa, CA 95403-8246
(707) 524-2600 ■ www.scoe

SCOE Business Services
Memorandum of Understanding

This memorandum of understanding confirms that Gravenstein Union School District (District) agrees to reimburse Sonoma County Office of Education (SCOE) Business Services for expenses incurred related to the services as specified below.

SCOE will provide a representative, Pam McDaniel, to the District for the purpose of:

- 1) Preparation of the District's monthly and supplemental payroll, including balancing benefits (9000 accounts, health & welfare), quarterly unemployment report, balancing payroll, entering leaves and deductions and deferred net pay, based upon data provided by the District.
- 2) Training new payroll and/or HR staff.

Estimated cost is not to exceed \$4,400 or approximately one-hundred (100) hours.

Services will be provided beginning the month of July 2017 and will continue through December 2017 or later, if mutually agreed upon.

The cost for services will be charged on a 6-month discount flat-rate basis of \$44.00 per hour through December 2017.

Services will be billed monthly. Please submit a purchase order to SCOE.

Approved by (name and title) _____

Signature _____ Date _____

Approval by Sonoma County Office of Education

Deputy Superintendent _____ Date _____



North Coast Teacher Induction Program

**Memorandum of Understanding
Between**

**Sonoma County Superintendent of Schools as the Local Educational Agency
For the North Coast Teacher Induction Program,
Participating County Offices of Education,
And
Participating School Districts and Employing Agencies**

A. General

This Memorandum of Understanding (MOU) is between the Sonoma County Superintendent of Schools, serving as the Local Education, Agency (LEA) for the North Coast Teacher Induction Program (“Program”), and the County Offices of Education, districts, schools, employing agencies, and independent charter schools (collectively “District”) signing below. The term of this MOU commences on **July 1, 2017**, and terminates on **June 30, 2018**.

B. Purpose

The purpose of the MOU is to establish a formal working relationship between the parties. The Program will provide and coordinate services and support to guide Candidates in meeting California credential requirements through the state-accredited Teacher Induction Credential Program, Education Specialist Clear Credential Program, Career Technical Education Credential Program, Adult Education Credential Program, and the university-based Intern Program. Throughout this document, new teachers from all of the credential areas are referred to as “Candidates” and veteran teachers are referred to as “Mentors.”

C. Eligibility

Eligible “Candidates” are those hired within the NCTIP regional “Consortium” defined as the following counties: Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Nevada, Sonoma, and Trinity Counties. The following credential programs are available to “Candidates” within the Consortium: **Intern Program:** Candidates who have obtained an Intern Credential from a partner university or district Intern program. **Preliminary Credential Program:** Designated Subjects (Career Technical Education and Adult Education) candidates who meet the industry experience and pre-requisite CCTC requirements. **Clear Credential Program:** Candidates holding preliminary Multiple Subject, Single Subject, or Education Specialist Credential, Out of State and Out of Country trained teachers, and Designated Subjects (Career Technical Education and Adult Education) candidates. **Note:** Adult Education, Career Technical Education, Special Education and Intern candidates who are outside the Consortium *may* be eligible to participate in the Program on a full fee-for-service basis. Candidates who hold a preliminary credential and need to obtain their Clear Credential who are beyond their first two years of teaching, and/or are teachers in Private Schools, are eligible to participate in the program on a fee-for-service basis.

D. LEA Responsibilities

1. Employ an Executive Director whose primary duty is to administer the Program and employ support staff whose primary duty is to support the administration of the Program.
2. Provide sufficient and appropriate workspace for the Executive Director, Program support staff, Program Coordinators, Curriculum Specialist, Registrar and Credential Advisors.
3. Provide office support services for the Consortium, including, but not limited to, mail service, phone, fax, Internet services, technology support, and meeting space for Program activities.
4. Provide business and legal services required for Program implementation for the region.
5. Develop and establish procedures for Program evaluation through CCTC’s Accreditation Cycle. Submit Biennial, Program Assessment state reports, and required fees in a timely manner.

6. Provide a process for equitable distribution of support, formative assessment, and credential services to Candidates and Mentors in all participating Districts and COEs within the region.
7. Convene Program Regional Advisory Board meetings a minimum of two times per year, District Coordinators' meetings two times per year, and Leadership Team meetings a minimum of five times per year.
8. Develop and provide Professional Development for Candidates and their Mentors to be held in multiple locations within the geographical region served by the parties.
9. Assume overall fiscal responsibility for the administration of the program budget, including submission of year-end expenditure reports and any other documentation required by CCTC and/or CDE in relation to the Program.
10. Establish a Budget Agreement and reporting requirements for the transfer of funds to Districts. The amount of funds distributed shall be based on the *actual* number of eligible Candidates and Mentors who enrolled in each calendar year.

E. County Offices of Education/University Partners/Lead Districts

1. Appoint a liaison to serve on the Program Regional Advisory Board. The liaison should be a designee authorized by the County Superintendent of Schools, the Dean of Education, and/or the District Superintendent to fulfill the roles and responsibilities assigned to him or her. The liaison supports the Program by providing ongoing updates, communication, and information to county office personnel, university staff, and district superintendents.
2. Assign one or more credential analyst to work directly with Program staff to assist in identifying Candidates who are eligible for Program services as described by state guidelines and to assist school district staff in identifying eligible Candidates.
3. Provide meeting and conference rooms at no charge to the Program.
4. Provide the County Program Coordinator with office and/or storage space, computer and fax access, telephone services, and limited mailing, photocopying and office supplies.
5. Provide collaborative employer input in the Candidates development of an *Individual Learning Plan* within the first 60-days of hire and in program evaluation including administrative mid-year survey, end-of-year surveys, and CCTC Accreditation.

F. District Responsibilities

1. Appoint a District Coordinator whose assignment includes dedicated time to fulfill the District Coordinator roles and responsibilities.
2. Identify all candidates upon hire who are eligible for Program services as described by state guidelines.
3. Identify all qualified Interns who are eligible for Program support and supervision services as described by state guidelines.
4. Communicate to all site administrators the Program requirements, including release time to participate in required observations (2-4 days) and employer input in the Candidates development of an *Individual Learning Plan* within the first 60-days of hire.
5. Provide Candidates release time for observations and one-to-one consultations with the Mentor as described in the District Roles and Responsibilities.
6. Make every effort to assign Candidates to classrooms appropriate to their novice status, avoiding whenever possible, combination classrooms, secondary assignments with multiple preps, teaching assignments at multiple sites, and multiple adjunct duties.
7. Provide newly hired teachers with a District Orientation.
8. Ensure that Interns do not displace certificated employees and are evaluated on an annual basis.
9. Ensure that all Interns receive protected time for employer-provided support in weekly course planning, coaching within the classroom, problem-solving regarding students, curriculum and teaching. A District shall give special supervision and assistance to each intern above and beyond that given to other newly employed certificated and newly employed school personnel. A District shall seek the assistance of the college or university in coordination the program for the intern. (*Education Code 44465*)
10. For Interns who have not yet completed the EL preparation, the district must assign the on-site Mentor or

other designated individual, within the first 10 days of serving as a teacher of record on the intern credential.

11. Assign a qualified Mentor to each eligible Candidate within 30 days of enrollment in the Program who meets the Commission's identified criteria of a valid corresponding Clear or Life Credential, three (3) years successful teaching experience, and English learner authorization. Pair Candidates with Mentors who most closely match their teaching assignment, including grade level and subject matter, and their credential.
12. Utilize defined selection criteria to identify high-quality, experienced teachers to serve as Mentors for Candidates. Mentors must demonstrate effective coaching, interpersonal and communication skills and:
 - Display best practices in providing "just in time" and longer term analysis of teaching practice to help candidates develop enduring professional skills.
 - Are committed to attend coaching/mentor trainings, meetings and to meet weekly with Candidates;
 - Display willingness to work collaboratively with colleagues and regional NCTIP staff;
 - Embrace a positive attitude and disposition towards students and teaching;
 - Develop a sustained and thoughtful collegial relationship with Candidates;
 - Demonstrate leadership skills, curriculum expertise, and knowledge of district resources;
 - Serve as a role model for the teaching profession.
13. Provide Mentors compensated time to participate in the Program Mentor training on observation protocol, learning-focused conversations, "just-in-time" coaching and one-to-one consultations with Candidates(s) as described in the District Roles and Responsibilities.
14. Facilitate the distribution of Program funds to Mentors and District Coordinators for compensation.
15. Participate in the Program evaluation and the CCTC Accreditation Cycle, as needed.

G. Districts Fiscal Responsibilities and Terms

1. Induction/Credential Services are provided on a Fee-for-Service basis. In 2017/2018, the Fee will be \$3,500.00 per clear credential Candidate and \$2,500.00 per Intern registered in the Program. Refer to the current Fee-for-Service schedule for additional credentialing services provided. Districts will be invoiced for each individual request for credential services. It is expected that invoices be paid promptly upon receipt or as agreed upon by both parties.
2. Funds will be credited to districts to offset the costs of the Mentor stipends at the rate of \$1,250 per eligible Clear Credential candidate (includes Multiple Subject, Single Subject, Education Specialist, or Designated Subjects - CTE and Adult Ed.) enrolled in the Program. Districts will receive \$800 per eligible Intern teacher. (Mentor stipends are pro-rated when partial services are rendered.)
3. Funds will also be credited to districts to offset the costs of the District Coordinators stipend, pro-rated, depending on the total number of Candidates. District Coordinator compensation is at a rate of \$100.00 per Candidate.
4. Private school and out-of-consortium partners will receive a budget addendum describing the full fee-for-service costs.
5. The District is responsible to facilitate the distribution of Funds to Mentors and District Coordinators for compensation.

H. Other Terms and Conditions

All products and materials developed by the Program are the exclusive property of the LEA. District and COE employees, staff, and subcontractors shall not have the right to disseminate, market, or otherwise use the products or materials without the expressed written permission of the LEA designee.

As between the Parties hereto, it is understood and agreed that:

1. Candidates Employment Status:

Candidates are and shall remain District employees for any and all purposes throughout the term of this Agreement. Candidates shall not be considered an employee, agent, representative, nor independent contractor of LEA for any purpose whatsoever.

2. Indemnification:

District shall assume full responsibility for its' employees. District agrees to hold and save LEA harmless from and against any claim, demand, action or cause of action that may be asserted by any District Program participant arising out of injury or death suffered by any District employee Program participants, including, but not limited to, third party actions for injury or death otherwise covered under applicable workers' compensation laws and regardless of the sole or concurring negligence of LEA.

3. Maintenance of records:

District agrees to keep and maintain adequate and current written records in accordance with Program requirements during the term of this Agreement. The records will be in any format that may be specified by the State of California. The records will be available to LEA at all times.

4. Assignment:

This Agreement shall not be assigned by District. Any such assignment shall be null and void.

5. Severability:

The provisions of this Agreement are divisible; if any such provisions shall be deemed invalid or unenforceable, that provision shall be deemed limited to the extent necessary to render it valid and enforceable and the remaining provisions of this Agreement shall continue in full force and effect without being impaired or invalidated in any way.

6. Waiver:

No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right. No waiver of any provision of this Agreement, or consent to any departure by either party from any provision shall be effective in any event unless it is in writing, designated a waiver and signed by the party waiving the breach. Such a waiver shall be effective only in the specific instance and for the purpose of which it is given.

7. Constructions and Governing Law:

The captions used in connection with this agreement are for reference purposes only and shall not be construed as part of this Agreement. This agreement shall be governed by and construed in accordance with the laws of the State of California.

8. Entire Agreement:

This Agreement supersedes all prior agreements, understandings, and communications between LEA and District, whether written or oral, express or implied, relating to the subject matter of this agreement and is intended as a complete and final expression of the terms of the agreement between LEA and District and shall not be changed or subject to change orally. The parties further agree and

acknowledge that neither they nor anyone on their behalf made any inducements, agreements, promises, or representations other than those set forth in this Agreement.

9. Third Parties:

Except as otherwise explicitly provided herein, nothing in this agreement, whether expressed or implied, is intended to confer any rights or remedies under or by reason of this agreement on any other persons other than the Parties and their respective successors and assigns, nor is anything in this agreement intended to relieve or discharge the obligation or liability of any third persons to any Party, nor shall any provision give any third parties any right of subrogation or action over or against any of the Parties hereto. This Agreement is not intended to and does not create any third party beneficiary rights whatsoever.

10. Relationship of the Parties:

No joint venture, partnership, agency or employment relationship is created by this agreement. No Party shall act as an agent or partner of any other Party or make any commitments for or create any obligations of any other Party except as provided herein without such other Party's prior written consent.

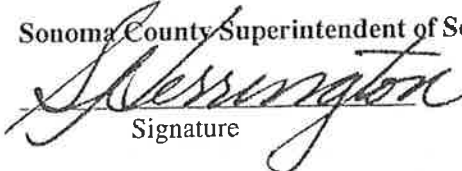
11. Survival:

The provisions of this Agreement shall survive the expiration of the Term and the termination of this Agreement. Amendments and Extensions to this MOU may be made only by written agreement signed by all parties.

Authorized signatures below indicate understanding and acceptance of the terms of this Memorandum of Understanding.

Authorized Signatures:

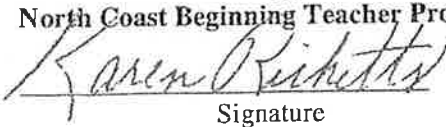
Sonoma County Superintendent of Schools as LEA:


Signature

Dr. Steven Herrington/Superintendent
Printed Name/Title

4/24/17
Date

North Coast Beginning Teacher Program:


Signature

Karen Ricketts/Executive Director
Printed Name/Title

4/24/17
Date

Participating Agency: Name of District or County Office of Education:

Signature

Printed Name/Title

Date



A quality support system for all teachers and a caring, competent and highly qualified teacher for every child



Sonoma County
Office of Education

April 19, 2017

To: County Superintendents, District Superintendents, Chief Business Officers (CBO's), Assistant Superintendents, and Directors

From: Karen Ricketts, Executive Director

Re: North Coast School of Education (NCSOE)

Sonoma County Office of Education, as the Local Education Agency (LEA) for the NCSOE, is committed to providing quality induction and intern services.

As districts continue to navigate the current teacher shortage and a substantial percentage of teachers eligible for retirement, it will be important to plan ahead for new hires in the years to come. In anticipation, I want to provide you with some information to assist you in planning your preliminary budgets, Local Control Accountability Plan (LCAP) and Educator Effectiveness Block Grant with regards to California Teacher Induction and Intern Support/Supervision for your newly hired teachers.

Teacher Induction

The North Coast Teacher Induction Program (NCTIP) assists schools and districts in providing Teacher Induction that meets both program and credentialing standards for the state of California. NCTIP provides credentialed teachers with a specifically designed, standards-based professional development series, mentoring and coaching, credentialing services, and technical assistance aligned to the California Standards for the Teaching Profession (CSTP). The two-year program provides a bridge linking the theory, knowledge and skills acquired in the Preliminary Credential Program to the realities of daily classroom teaching. New teachers design an Individualized Learning Plan (ILP) and work closely with a Mentor and site administrator who offer "just-in-time" coaching and longer-term analysis of teaching practice to help new teachers develop enduring professional skills.

Intern Program

The Be-A-Teacher (BAT) Intern Program is an alternative pathway to acquiring a teaching credential that prepares candidates to become teachers for elementary, middle, high school and special education classrooms. Candidates begin with Pre-service modules leading to an Intern Credential, are employed and paid by the school district, are the "Teacher of Record" for their classrooms, work closely with a Practicum Supervisor, Mentor, and attend evening classes in a cohort model. Upon successful completion of the Intern Program and credential requirements, candidates will be recommended for a California Preliminary Credential.

LCAP State Priority 1

As you work with local community groups and teacher stakeholders to develop your LCAP goals, the details below may be helpful in planning ahead for services, support and supervision for new teachers and interns in order for them to remain highly qualified and fully credentialed.

Teacher induction goals and intern support align with several areas of the LCAP and most closely connect with *Priority 1: Conditions of Learning* - "Basic degree to which teachers are appropriately assigned pursuant to Education Code section 44258.9, and fully credentialed in the subject areas and for the pupils they are teaching."

2015-16 Budget Act Educator Effectiveness Block Grant

The 2015 Budget Act included approximately \$500 million in one-time money that is called "Educator Effectiveness Block Grant." The regulations specify that school districts must expend the funds by June 30, 2018 for specific professional development activities including:

- Beginning Teacher and Administrator Support
- Coaching and Support for Improvement
- Standards Based Professional Development
- Promoting Quality and Effectiveness

Fee for Service

NCSOE operates as a "fee for service" model. This model continues to provide increased access to quality induction and support for districts that are employing new teachers in the region.

Districts will be responsible for the total fee-for-service, at \$3,500 per induction candidate and \$2,500 per intern candidate. For example, if "District X" hires 2 new teachers and 1 intern in 2017-2018, the cost to the district would be \$9,500 (2 X \$3,500 plus 1 X \$2,500). Your district will be invoiced in November 2017 depending on the number of induction candidates and interns enrolled in the programs.

NCSOE will fund the cost of each induction mentor stipend at \$1,250 and each intern mentor stipend at \$800.00. The program also pays a stipend for District Coordination at a pay rate of \$100.00 per candidate and intern served for 2017-2018. These funds will be sent to districts in March 2018.

Regional Fee-for-Service Structure	Teacher Induction	Intern Support and Supervision
Annual Program Costs per induction candidate and intern - inclusive of Mentor stipends.	\$3,500.00	\$2,500.00

As teacher induction and intern programs throughout the state continue to transition, we find our programs to increasingly be ones that are sought after for quality services. And while we recognize that you may not know if you will have new teachers next year, it is important to secure general commitments for planning purposes. To ensure that your district is afforded the benefits of our programs without a disruption in services, please return a signed copy of the attached Memorandum of Understanding (MOU) by **June 30, 2017**.

Please let me know if I can be of service to you with your planning and staffing. In the months to come, I will continue to work with you in preparing high quality teachers for every student in all of our classrooms. Feel free to contact me at any time and thanks for all you do to support student achievement and teacher success.

Sincerely,



Karen Ricketts
Executive Director

cc Steven D. Herrington, Ph.D.
Michael Juric, Ed.D.



Credentialing Services For Schools And Districts 2017-18

OVERVIEW OF PROGRAMS

North Coast Teacher Induction • "Be A Teacher" Intern Program • University-Partnered Intern Support and Supervision

Accredited with the Commission on Teacher Credentialing, the North Coast School of Education (NCSOE) provides credentialed teachers and interns with:

- **Professional development** within a specially designed, standards-based program
- **A bridge** linking the Preliminary Credential Program to the realities of daily classroom teaching (*Teacher Induction*)
- **A Mentor**, a trained experienced teacher, to coach and mentor each new teacher
- **Program materials and resources** to guide best practices for teacher success
- **A recommendation for a California Clear or Preliminary Credential or Intern Credential** upon program completion

TEACHER INDUCTION PROGRAM

Program Service	Fee
Teacher Induction Year 1 or Year 2	\$3,500 per year
Teacher Induction Year 1 or Year 2 <i>(Private schools and out of region charter schools or other small schools, not including SELPA Charter members)</i>	\$2,250 per year plus \$1,250 for Mentor Teacher services

Professional Development

- California Standards for the Teaching Profession (CSTP)-based Inquiry series:

Year 1 { <ul style="list-style-type: none"> * <i>Inquiry 1</i> - Communication: The Role of Assessment & Feedback * <i>Inquiry 2</i> - Collaboration: Developing Professional Cultures of Sharing & Support 	Year 2 { <ul style="list-style-type: none"> * <i>Inquiry 3</i> - Connection: From Surviving to Visioning * <i>Inquiry 4</i> - Relevance: Planning for Long-Term Practice
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- Weekly and "Just In Time" Mentor Support
- Mentor Training Series (monthly professional development)
- Individual Learning Plan (ILP) aligned with the CSTP and based on professional growth goals

INTERN PROGRAMS

Program Service	Fee
Intern Program <i>("Be A Teacher" Intern or University-Partnered Support /Supervision Programs)</i>	\$2,500 per year
Professional Development	
<ul style="list-style-type: none"> • Framework for Teaching/Pre-Service ("Be A Teacher" Pre-Interns only) • Intern Credential Coursework ("Be A Teacher" Interns only) • Mentor Training Series (monthly professional development) • Support and Supervision 	

OTHER SERVICES

Service	Fee
Designated Subjects Credential Services <i>(non-Induction)</i>	\$300
Education Specialist Level II Program <i>(only)</i>	\$400
Equivalency Review	\$300

702

DRAFT



Student/Parent Handbook

2017-2018 School Year

www.grav.k12.ca.us

Gravenstein Elementary Campus
3840 Twig Avenue
Sebastopol, CA 95472
(707) 823-5361
Grades TK – 5

Hillcrest Middle School Campus
725 Bloomfield Road
Sebastopol, CA 95472
(707) 823-7653
Grades 6 – 8

Handwritten notes: "Dw: T" and a bracket grouping the school names on the right side of the page.

Jennifer Schwinn, Superintendent
Gravenstein Union School District
District Website: www.grav.k12.ca.us

Gravenstein Union District Office
3840 Twig Avenue
Sebastopol, CA 95472

**Gravenstein Elementary School,
Gravenstein First, and GUSD
Community Day School**
3840 Twig Avenue
Sebastopol, CA 95472

Hillcrest Middle School
725 Bloomfield Road
Sebastopol, CA 95472

Dear Students: Welcome to the 2017-2018 school year! This student planner also serves as a student handbook containing information you will need to know to help you have a successful year at school. It is also an organizational tool to help you keep track of your assignments and homework. Should you have questions or concerns, please feel free to contact your teacher. Here's looking forward to a wonderful 2017-2018 school year!

GENERAL INFORMATION

BOARD OF TRUSTEES

- Jim Horn, President
- Desiree Beck, Clerk
- Gregory Appling, Member
- Steve Schwartz, Member
- Sandra Wickland, Member

DISTRICT OFFICE-----823-7008
Fax-----823-2108
Web Site: www.grav.k12.ca.us

Jennifer Schwinn, District Superintendent
jschwinn@grav.k12.ca.us

Wanda Holden, Chief Business Officer
Eva Atwell-Perez, Accounts Payable Clerk

GRAVENSTEIN SCHOOL OFFICE-----823-5361
Fax-----823-0478

Keri Pugno, Gravenstein Principal
Renee Lott, Secretary/District Secretary
Maria Fagundes, Gravenstein Campus Food Service

HILLCREST MIDDLE SCHOOL OFFICE-----823-7653
Fax-----823-4630

Principal

Amy Gloeckner, Hillcrest Middle Office Manager
Christine Bartl, Hillcrest Campus Food Service

GRAVENSTEIN DAYCARE-----823-1552
BUS TRANSPORTATION-----206-9988

EMERGENCY OR DISASTER INFORMATION: Tune your Radio to KSRO AM 1350 for official school information, school closures and disasters.

TEACHING STAFF**HILLCREST MIDDLE SCHOOL**

Grade 6 - Dan Dexter
 Grade 6 - Allison Rich
 Grade 6 - Linda Helton
 Grade 6 - Elizabeth Kinman
 7th and 8th Science - Sergio Blanco
 8th Language Arts & Soc. Studies - David Cole
 7th Language Arts & Soc. Studies - Julia Garson
 7th and 8th Math - Jackie Jex-Lewis
 Grade 7 - John Collins
 Grade 7 -
 Grade 8 -
 Grade 8 - Kelly Sporrer
 Computer Lab - Matthew McDowell
 Band and Music - Nick Pulley
 Spanish - Kim Hawkins
 Spanish -- David Canfield
 6/7/8 Physical Education/Health - George Sotiras
 6/7/8 Physical Education/Health - Matthew McDowell
 Learning Lab/ Special Education - Cassidy Fisher

COMMUNITY DAY SCHOOL - Kevin Parsons

MAINTENANCE/CUSTODIAL

Brian Sposato, Lead Custodian, Maintenance
 Santiago Onofre, Custodian
 Kevin Sposato, Custodian

LIBRARY/ INSTRUCTIONAL/DAYCARE/LUNCH SUPPORT

Anita Dannenbring, Kelly Peters, Cordelia Kritz, Rebecca Gunter,
 Chris Bartl, Jennifer Poncey, Karen Howarth, Evan Clinton,
 Christopher Trusendi, Heather Castor

GRAVENSTEIN ELEMENTARY SCHOOL

Grade Transitional Kindergarten - Stephanie Tomsky
 Grade Kindergarten - Beth Trivunovic
 Grade Kindergarten - Kate Crandall
 Grade Kindergarten - Kory Briggs
 Grade Kindergarten - Sally Redfern
 Grade 1 - Deborah Candau
 Grade 1 -- Kelley Lannon
 Grade 1 - Michelle Dellosa
 Grade 1 - Kadie Clement
 Grade 2 - Shannon DeBolt
 Grade 2 - Nicole Basque
 Grade 2 - Michelle Sprinkle
 Grade 2 - Aimee Otterson
 Grade 3 - Beth Haas
 Grade 3 -- Alicia Barrera
 Grade 3 - Vanessa Nordstrom
 Grade 3 - Suzi Mattish
 Grade 4 - Allie Brown
 Grade 4 -- Lynn Martinez
 Grade 4 - Petria Sully
 Grade 4/5 -- Marianne Davis
 Grade 5 - Christina Urmini
 Grade 5 -- Ani Hansen
 Grade 5 -- Alexis Grimm
 Special Education / Learning Lab - Barbara A. Oakley
 Title 1/Learning Lab - Patti Carlson
 Spanish - Kim Hawkins
 Band and Music - Nick Pulley
 PE -- Tara Fluitt
 Tracy Munson, District Speech Therapist
 Open Position, RN M.S. District Nurse
 Jack Correia, School Psychologist

BEYOND THE BELL

Director- Rebecca Gunter

2017-2018 Information

After-School Athletics: To participate in extra-curricular athletics, a student must have a minimum 2.0 Grade Point Average on his/her last report card (and maintain a 2.0 on your next report card if the sport continues after report cards are issued) and have had a physical exam within the last year. A student may NOT try out, participate in practice, or play in competitions until he/she has submitted your physical exam to the coach and a copy has been filed in the School Office. Hillcrest participates in the West County Athletics League and offers the following sports each year depending on the availability of coaches and student interest: Girls' and Boys' Flag Football, Basketball and Volleyball.

A student who is issued an administrator-assigned detention may be removed from one game. A student becomes ineligible to participate in sports while under a temporary removal or suspension. A student who has been temporarily removed or suspended from school and/or demonstrates unsafe or disruptive behavior may be removed from the team depending on administrative review.

Coaches interested in supporting Hillcrest Middle School's after-school athletics program (including volunteer coaches) must have current First Aid and CPR certifications and be fingerprinted through the Gravenstein Union School District Office. Coaches must also complete specific coaches' training at their own expense. For information on coaches' training see the principal or athletic director. Parents or guardians who drive students, other than their own, to or from games must meet the Gravenstein Union School District's requirements for insurance. Forms are available in the school office.

After School Detention: If necessary and warranted, a detention may be assigned by your child's teacher as a consequence for some classroom behavior problems. The principal would need prior notification and be in agreement with this consequence. After

school detention may be up to one hour in length. The parent/guardian will be contacted by the teacher who issues the detention 24 hours in advance by phone call, conference, or written notice if this is to take place. Parents/guardians must provide any needed transportation for after school detention.

Attendance and Absences: Daily classroom attendance is critical to success in school. Also, all absences (without independent study plans) result in the loss of funding for our school. A lack of good attendance may be a factor when a teacher is considering retention of a student. Parents need to verify all absences by a phone call before 9:00 AM on the day of absence or a written note must be provided on the first day back to school.

- Phone or written verification must include the date, duration, and specific reason for absence.
- Students may not attend dances or participate in athletic practices, competitions and other extracurricular activities on days when you have been absent from school. For Independent Study information see page 8.

GRAVENSTEIN BELL SCHEDULE

Regular Day Schedule

Grades	School Day	Student recess	Student Lunch	Student Lunch Recess
K ENRICH!	8:25-2:15	10:00-10:15	11:35 - 12:00	12:00 - 12:20
1st and 2nd ENRICH!	8:25-3:20	10:15-10:30	12:00 - 12:20	12:20 - 12:45
3rd, 4th, 5th ENRICH!	8:10-3:05	10:15-10:30	12:20 - 12:40	12:40 - 1:05
K Traditional	8:35-1:40	10:00-10:15	11:35 - 12:00	12:00 - 12:20
1st and 2nd Traditional	8:35-2:45	10:15-10:30	12:00 - 12:20	12:20 - 12:45
3rd, 4th, 5th Traditional	8:45-2:55	10:15-10:30	12:20 - 12:40	12:40 - 1:05

Early Release Day Schedule – 8-24, 9-28, 10-12, 10-26, 11-9, 12-14, 1-25, 2-8, 2-22, 3-8, 3-22, 4-26, 5-10, 5-30

Grades	School Day	Student recess	Student Lunch	Student Lunch Recess
K ENRICH!	8:25-1:00	10:00-10:15	11:25-11:45	11:45 - 12:10
1st and 2nd ENRICH!	8:25-1:00	10:15-10:30	12:10-12:30	12:30 - 12:55
3rd, 4th, 5th ENRICH!	8:10-12:45	10:15-10:30	11:45-12:05	12:05 - 12:30
K Traditional	8:35-1:10	10:00-10:15	11:25-11:45	11:45 - 12:10
1st and 2nd Traditional	8:35-1:10	10:15-10:30	12:10-12:30	12:30 - 12:55
3rd, 4th, 5th Traditional	8:45-1:20	10:15-10:30	11:45-12:05	12:05 - 12:30

Bell Schedule for Hillcrest Traditional Program

Regular Day 8:45 AM – 3:05 PM
Early Release Days 8:45 AM – 1:15 PM

Bell Schedule for Hillcrest ENRICH! Magnet Program

Regular Day 8:30 AM – 3:30 PM
Early Release Days 8:30 AM – 1:00 PM

Bicycles and Walking: Students may ride bicycles or walk to and from school, provided they follow safe walking and riding practices and obey bicycle (and helmet) laws. When you arrive on campus you must get off your bike and walk it to the bike rack. Students must have signed parental permission to walk or ride bikes to and from school. **SKATEBOARDS, ROLLERBLADES, AND SHOE SKATES ARE NOT PERMITTED ON SCHOOL CAMPUS.**

Bus Fees: The fees for the 2017-18 school year are as follows--1st child \$50.00 per trimester, 2nd child \$40.00 per trimester, 3rd child \$25.00 per trimester and 4th child is free.

Cell Phones: Cell phones for students are not allowed at school except with parent request and administrative written approval. Even when an exception is granted - cell phones are not to be seen or used in the classroom or around campus. They are **NOT** to be turned on or brought out during school hours. **Violation of this rule will end the allowance of the cell phone to be on campus at any time.** Personal electronics (portable game players, iPods, MP3 players, etc.) are NOT allowed at school. The school is NOT responsible for the loss/damage to any of the above mentioned items. Also, **the school office and classroom phones** are to be used for critical school business only. Calls to parents to arrange for social plans are not allowed.

Chromebooks: All students in grades 2-8 have a class set of Chromebooks (laptop) to use in their classroom. Grades K-1 will have a 1:2 ratio. See more information listed under Technology.

Citizenship and Conduct: All students need to feel safe, respected, and welcomed on the Hillcrest and Gravenstein campuses. In the Gravenstein district we honor each person's individual uniqueness and appreciate each person's contribution to the learning community. So that all can learn and thrive academically, socially, and emotionally, each student is expected to **be safe, be respectful, and be responsible** for following all classroom and school rules, and procedures.

Students will bring home a classroom discipline agreement that discusses these rules and expectations—this is summarized in the GUSD School-Family Compact. Each form must be signed by a parent and the student and returned to the teacher to signify that everyone has read and understands district/school/classroom expectations. **Second Step** is the program utilized by district staff to assist students in social and emotional learning (SEL).

Clean Campus and Recycling: The appearance of our campus has a great deal to do with our school pride. It is the responsibility of all of us to keep our campuses neat and clean. Recycling used paper, plastic bottles, and aluminum cans is an ongoing service project. We all need to do our part to take care of our campus and protect the environment. You can help to make sure school is safe and clean by following these rules: 1. Eat and socialize in designated areas and 2. Place all trash in containers and aluminum cans in recycling barrels.

Closed Campus: If a student is going to leave school for any reason during the day, the person picking up the student **MUST** come into the school office to sign the student out. The person checking the student out of school **MUST** be on your emergency card. A student may **NOT** leave campus during the day without following this checkout procedure. Cutting school or cutting class may result in detention, loss of privileges, or referral to the District Attorney's Office in severe cases.

Curriculum: The state standards-based curriculum at our schools is a master plan for your future success in high school and beyond. The program is constantly evolving in response to state-of-the-art practices and State and District level standards. We offer lunch-time GATE activities, Accelerated Math Classes, as well as a Learning Lab for extra services.

Course of Study: At Hillcrest Middle School, sixth grade is primarily self-contained with additional Spanish, Band and Physical Education teachers. The 7th and 8th grades are mostly departmentalized with students moving to individual teachers for each subject, with the exception of the core teacher for Language Arts and Social Studies in the ENRICH! program. All students in grades 6-8 receive year-long courses in Language Arts, Mathematics, Social Studies, Science, Physical Education/Health and Spanish. All students may elect to take a full-year course in Band. The alternative to band in the 6th grade traditional program is a rotation of computers, art and music appreciation. The alternative to band in the 7th and 8th grade traditional program is computers. The alternative to band in the 7th and 8th grade ENRICH! program is Arts Appreciation.

Daily Schedule: **At Gravenstein**, students should not arrive on the school campus until 10-20 minutes before their class is to begin, unless the student is going to daycare, which opens at 7:00 AM. Beyond the Bell at the Gravenstein campus closes at 5:30 PM. **At Hillcrest**, you should not arrive on the school campus until 8:25 AM for Traditional classes or 8:10 AM for the ENRICH! classes. The traditional school day consists of seven (7) class periods, morning break and lunch. Students must be in class and seated by 8:45 AM. There are three (3) minutes to pass between classes. Student should leave campus immediately after their release time or when the bus leaves, unless they are participating in after-school sponsored activities. Students must wait at the picnic tables while waiting for after-school activities to begin. Beyond the Bell opens at 7:30 AM and closes at 5:15 PM. Please check with the daycare director, administration, or the Beyond the Bell Handbook for more information.

Gravenstein District Community Day School: Community Day School follows its own schedule (360 minutes), which is given to the student and parent/guardian at the time of entrance to the school/program. Please refer to AR/BP 6185 on the district website under Board Policies for more information.

Dances and Special Events: Hillcrest Middle School dances and special activities are held throughout the school year. Specific dates are announced at school and in the weekly "Monday Messages" newsletter. Only current Hillcrest Students in sixth, seventh, and eighth grades are invited to attend. The Graduation Dance is limited to Hillcrest seventh and eighth grade students. All dances

and activities are open to current HMS students ONLY. Students must be picked up immediately after the dance. Admission is charged to cover costs and raise funds for student activities. Students who are “ineligible” may not attend dances or participate in other special events. The district dress code and rules must be adhered to at all school activities, dances and fieldtrips. Students who are absent the day of the dance may not attend the dance. (See “Eligibility for Dances” below.)

Drama: Drama is a very popular extra-curricular activity at Hillcrest Middle School. It is also a school day activity in some grade levels and programs in the district. The yearly Hillcrest Musical/Drama production begins in the fall with the performances in the spring. Rehearsals are held after school, once or twice per week, with more frequent rehearsals as the performance approaches.

Dress Code: The purpose of student dress and appearance regulations is to encourage students to dress appropriately and attend school properly prepared for participation in the educational process. Guidelines also serve to prevent disruption of the classroom atmosphere, to eliminate disturbances and distractions among students and to protect the safety, health and welfare of the individual student. Appropriate dress and personal appearance at school and school-related activities shall not include any clothing, attire or accessory that by its manner of appearance, arrangement, trademark, fit, or any other attribute, is: **unsafe, disruptive, unhealthful, obscene, profane, ethnically, racially or sexually degrading, libelous or slanderous, exposing undergarments, provocative or revealing, advocating unlawful behavior or illegal substances, or suggesting or promoting any affiliation with any street gang or other group that commits unlawful acts.** Current examples of inappropriate dress include but are not limited to the following:

Unsafe:

Inappropriate shoes (for Physical Education or playground) or no shoes

Oversized pants/shorts (must fit at waist without a belt)

Unhealthful, Unsafe and Advocating Unlawful Behavior or Gang Affiliation or Illegal Substances:

Clothing or personal articles displaying references such as tobacco, alcoholic beverages, marijuana, etc.

Any clothing or articles considered gang-related (with guidance from law enforcement) such as bandanas, hairnets, chain accessories, slippers, etc.

Disruptive, Provocative or Revealing:

Clothing considered undergarments

Clothing exposing undergarments

Clothing exposing midriff, upper torso, etc., halter tops (exposing front or back) and swimwear

Shorts or skirts that are too short (administrative determination)

In accordance with this policy, **administration will make the determination of the appropriateness of the clothing/article at school.** The administration may ask that an item be removed, request that more appropriate clothing be brought from home, schedule a student-parent conference or take any necessary disciplinary action.

Eighth Grade Graduation Requirements: To be eligible to take part in the graduation activities (which includes any fieldtrips, graduation dinner, and dance) and receive a certificate of promotion you must:

- 1) Maintain a minimum 2.0 overall Grade Point Average during your eighth grade year. Students with special needs will be evaluated individually through the school’s Student Study Team or the I.E.P. process.
- 2) Have attended at least 85% of the total school days for the year. Home teaching or an Independent Study Program shall constitute attendance. For special circumstances, an administrative exception may be granted if a student has a doctor’s verification of illness and/or assigned work is completed.
- 3) Discipline issues may eliminate a student’s ability to participate in Graduation activities as determined by administration.

A Student Study Team meeting (to include the student’s teachers, at least one administrator or designee and the parents) may be held at the end of each trimester that the student is in jeopardy of not participating in the graduation ceremony. The Student Study Team shall have the authority to waive any of the above criteria with cause. This decision may or may not coincide with promotion to 9th grade or retention in 8th grade. (See the Promotion/Retention Policy on page 8). If the parents/guardians are in disagreement with the Student Study Team decision they may appeal to the Superintendent and the School Board.

All students participating in the 8th grade promotion ceremony wear graduation gowns as specified by the administration. A donation to cover the cost of the gown is requested of the parents of graduates but the donation is not required. Third trimester 8th grade Community Day School students (or students who have been in CDS during the third trimester) do not participate in graduation activities. (The Community Day School Policy is on the district website.)

Electronics/Cell Phones: Personal electronics (cell phones, portable game players, iPods, MP3 players, etc.) are NOT allowed at school. The school is NOT responsible for the loss/damage to any of the above mentioned items and students need to keep them at home. As discussed in the “telephone” section, cell phones for students are **not** allowed at school **except with parent request and**

administrative approval in writing. Even when an exception is granted, cell phones are not to be seen in the classroom or around campus. They are **NOT** to be turned on or brought out during school hours. (Education Code 48901.5)

Eligibility for Dances at Hillcrest Middle School: Students will not be eligible for a dance if they fit into any of the following categories:

- 1) Any student absent from school the day of the event
- 2) Any student who has received 3 or more Administration-assigned lunch detentions during the trimester in which the activity is held or the next event
- 3) Any student who has been suspended (in school or out of school) during the trimester in which the activity is held or the next event
- 4) Any student owing money from lost books, instruments, sports uniforms, etc. at the time the event occurs
- 5) Any student attending Gravenstein Community Day School during the trimester in which the activity is held

Eligibility for Trimester One and Two Reward Activities at Hillcrest—for students with 3.5 GPA or above:

Students must have a 3.5 GPA for the trimester in which the activity takes place.

Students must have no D or F grade in any class for the trimester in which the activity takes place.

(Consideration will be given to students with Special Needs – IEPs or 504 plans)

Students must have had no administratively assigned detentions or suspensions during the trimester in which the reward takes place.

Emergency Information Cards: Students must have an Emergency Information Card on file in the School Office. If the parent /guardian cannot be contacted staff will notify emergency contacts listed on the student's Emergency Information Card. **Students will ONLY be released to persons listed on your Emergency Information Card.** If the address or phone number is changed, or the parent/guardian has a new job, or if the student is going to be left in the temporary care of someone who is not on the student's Emergency Information Card, please notify the School Office to change the emergency card. **Telephone calls or notes brought to the school office by someone other than the parent/guardian asking for release to a person not on the emergency card will not authorize release.**

Emergency and during the School Day Release Procedures: The following procedures must be followed:

- Students will be released **ONLY** to a parent/guardian OR someone listed on the Emergency Information Card. They may be required to show identification to authorize release. Notes brought in by students or other people will not authorize release.
- Parents/guardians (or any visitor) must check in the School Office before going on the campus.
- Parents /guardians (or visitors) must sign you out when leaving campus, so that staff can accurately account for all students.
- The school will make every effort to notify parents or guardians in the event of an emergency. However, in an emergency, limited phone lines will make this a slow process. Please listen to KSRO AM 1350 for updated news or for school closures.

Second Step Program: Teachers (and many other staff members) have been trained in the Second-Step program to help work with students on safe and healthy social emotional learning (SEL).

Extracurricular Activity Eligibility: After-school athletics, drama, and extracurricular field trips enrich Hillcrest Middle School's program. However, they are not part of the core curriculum. In accordance with state law, students must maintain a minimum 2.0 G.P.A. in order to participate in extracurricular activities. Excessive Behavior Infractions or a suspension may also restrict a student's participation. Activities and sports sign ups will be announced in the Hillcrest bulletin.

Field Trips: Teachers or administrators may plan a field trip or special activity to support units of study (Instructional Trips) or to recognize students for citizenship and conduct 384001 (Reward Trips). They enrich the curriculum, build school spirit, improve students' social skills and foster positive working relationships between students and staff. All field trips or activities off campus require written permission from parents or guardians and authorization for emergency medical treatment. **Any guardians who chaperone overnight field trips must be fingerprinted for GUSD with clearance through the Department of Justice (DOJ) and tuberculosis testing (at parent/guardian's expense) prior to the field trip.** See Board Policy/Administrative Regulation 1240 on the district website.

Fund Raising: Gravenstein Schools Foundation (GSF) is a very active group dedicated to enhancing every child's school experience. This parent/teacher group raises funds to help the schools, among many other activities. Every parent and interested citizen is urged to join and participate in GSF. The Magnet Program Foundation (MPF) raises funds and provides parent support for the ENRICH! Program.

GATE Program: We have three Gifted and Talented Education (GATE) programs in the district. An accelerated math program is an option at the 7th and 8th grade level. The ENRICH! program (K-8) is our full-day GATE program. Lastly, there are additional

GATE activities in Language Arts and Math for all students in grades 3-8 with the highest test scores in those subjects. Please contact Principal Keri Pugno for further information.

Grading System and Honor Roll: The system for evaluating students in grades 4th-8th at Gravenstein Union School District is A, B, C, D and F (A = 100% to 90%, B = 89% to 80%, C = 79% to 70%, D = 69% to 60%, F = 59% to 0%). Grade Point Average (GPA) is calculated by adding grade values (A=4 points, B=3, C=2, D=1, F=0) and dividing by the total number of weighted grades. Each student is graded by the teacher according to the quality of work, in relation to established state and district standards. Students who earn a 3.0 GPA or better will be placed on the Honor Roll for that trimester. Eighth grade students who have achieved Honor Roll all three years will be recognized at graduation.

Grading Period, Progress Reports and Report Cards: Hillcrest and Gravenstein have 3 (trimester) grading periods to ensure close communication between school and home about academic progress. Each trimester is approximately twelve weeks long. Progress Reports for students in grades 4-8 are given out halfway through each trimester.

Homework - Why is it assigned? The School Staff assigns homework because it:

- ✓ Provides an important way of communicating with parents or guardians about school work.
- ✓ Develops study habits, self-discipline, and responsibility.
- ✓ Reinforces and enriches school learning by providing necessary practice and application.
- ✓ Allows teachers to make the best use of instructional time in class.
- ✓ Completes work that was begun in class.
- ✓ Teaches students how to gather and organize information through research.

Homework Partners: Many successful high school and college students use study partners to help strengthen what they are learning. Students should think about choosing a Homework Partner in each of their classes. He/she should make sure the student is someone he/she can call to get assignments or help when needed.

Homework and Long-Term Absences: Now that most grades are part of the charter conversion (except for 1st grade Traditional classes) an independent study can be done for any absence if it is requested in advance of the absence. **An independent study can be requested** and your attendance NOT marked as absent if the independent study paperwork is completed and the work is completed and turned in to the school. **Please contact teacher for the Independent Study if you need assistance with your request.**

Honor Roll: At the end of each grading period the names of students who have achieved a grade point average of 3.0 or better are placed on the Honor Roll. Students who have earned a 3.5 to 3.99 GPA are placed on the Principal's Honor Roll. Superintendent's Honor Roll is given to students who earn a GPA of 4.0, or all A's.

Honors at Assemblies, Eighth Grade Graduation Dinner and Graduation: During trimester award assemblies, students are recognized for academic achievement (grade 4-8 Honor Roll), attendance and/or citizenship (at Hillcrest). At Hillcrest Middle School subject awards are also given out at the trimester award assemblies. Eighth grade students who have maintained their Honor Roll status for three full years or who have distinguished themselves in other ways will be recognized at the Eighth Grade Graduation Dinner and at the Graduation Ceremony.

Houses: Hillcrest Sixth, seventh, and eighth grade students are divided into "Houses" (activity groups) for the purpose of friendly competitions during the lunch period and throughout the year. Each House is named after someone famous from our community's history. The Houses elect student leaders who help organize teams for each of the events. The events range from sports, such as basketball, table tennis, and volleyball, to board games or jeopardy competitions, as well as service activities like canned food drives. Points are earned for participation and winning. At the end of the school year the winning House earns a special reward field trip. The House Reward Activity has the same eligibility requirements as dances (pg. 7).

Illness or Injury: It is important that you inform the school office of any special health matter. In case of a serious accident or injury on campus, the paramedics will be contacted to administer medical aid and a parent or guardian will be notified immediately.

Independent Study: Now that most of our school classes are under charter conversion laws, **an independent study may be requested for any day a student will be absent.** The student may be counted in attendance by state regulations if an independent study is requested ahead of time and the assigned work is completed in the designated time. The request should be made to the school office or teacher as soon as you are aware your child will be absent. **Please contact an administrator for the Independent Study if you need assistance with your request.** Please check the district website at www.grav.k12.ca.us for Board Policy/Administrative Regulation 6158 Independent Study.

Lost and Found: You are responsible for loss or damage to any personal property or school property that has been issued to you, such as textbooks or music instruments. Unclaimed personal items, not picked up in 30 days, will be donated to charity. Students and families will be notified before donation occurs. To be sure items are returned, have your name in permanent ink on all articles of clothing and other personal property. If you find something that does not belong to you, please turn it in to the school office. If you keep something you find without turning it in it is considered stealing. Students who have witnessed a theft or know a student is in possession of someone else's belongings should inform the principal or school office personnel. Reports will be confidential.

Lunch Fees: Lunch is available to be purchased at Gravenstein Elementary and Hillcrest Middle School. **Students are not allowed to "charge" a lunch and will not be able to order a lunch until the account is paid in full.** The price of a lunch at the time of this publication is \$4.25.

Make-up Work: Class and homework assignments missed during an absence must be made up. It is the student's responsibility to find out about missed assignments from a homework partner or to request make up work from the student's teachers and make sure it is completed within the time allotted. The number of days to complete make-up work must be at least equal to the number of days absent; this period can be extended by the teacher or principal on a case-by-case basis. The teacher will decide upon a suitable alternative assignment if the work missed cannot be made up.

Medication: Any medications, including over-the-counter medication (includes aspirin or cough drops), must be turned in to the School Office with a form signed by parent/guardian **and** physician - with specific directions from the physician.

Monday Messages: *Monday Messages* is the main venue of communication between the school district and home. It is sent to parents through email from the superintendent and it is on the district website www.grav.k12.ca.us. It is filled with important dates and activities.

Music: Gravenstein and Hillcrest offer exceptional music opportunities as an important part of the instructional program. It is expected that students who participate in the Intermediate or Advanced Bands will make a commitment to such extracurricular activities as evening concerts at school, performances in music festivals, parades or other community events. Beginning with fourth grade, students are eligible for band. We offer 4th/5th grade Band, 6th grade Band, 7th/8th Band, Jazz Band and Strings ensemble. We also offer K-5 classroom music and third grade recorders.

Parent Groups: Our parent foundations' activities are organized through our two non-profit foundations. The Magnet Program Foundation (MPF) supports the ENRICH! program. Gravenstein School Foundation (GSF) is the parent group which helps support all students with funding for music, Spanish, drama, art, field trips, teacher accounts and much more.

Passing Times: The passing period between each class at Hillcrest is three (3) minutes.

Passes: Students must obtain a PASS from the staff member who is excusing you from class. If you wish to meet with school office staff, you will need a PASS to verify that you have your teacher's permission to be out of class.

Promotion/Retention Policy Board Policy/Administrative Regulation 5123: Students and parents need to be aware that California State Law mandates a promotion/retention policy at each school district. Students have grade proficiency levels that need to be attained to move on to the next grade. For a copy of this policy please check the district website or the school office.

Promotion Ceremonies: During the final week of school, promotion ceremonies for some grade levels will be held for students who have successfully completed the requirements of the Gravenstein Union School District. At Hillcrest Middle School, all 8th grade students wear robes for a uniform appearance. This is an informal family and community celebration held on campus. It is not an occasion for formal gowns, tuxedos or limousines.

Restrooms: Graffiti, writing on restroom walls, or intentionally clogging plumbing are considered vandalism and will result in disciplinary consequences. A bill may be sent to you and your parents or work detail required. Please be considerate and keep restrooms clean for everyone to use.

Rules and Discipline Procedures:

1. **Be Safe**...and on time and prepared for each class. 2. **Be Respectful**... of others, their property, and the property of the school. 3. **Be Responsible**...by obeying all rules and laws.

Most discipline consequences involve restrictions or loss of privileges or free time. Other discipline may include, but is not limited to, warnings, counseling with teachers, principal, or the superintendent, phone calls to parents, after school detention, administrative (lunch) detention, in school suspension, at home temporary removal, or recommendation for removal or expulsion.

Administration-assigned lunch detentions count against your eligibility to participate in dances and certain grade level field trips or activities. Written notice will be sent home if he/she has received lunch detention. A parent must sign the note so the school office has verification that the parent has received the notification of the lunch detention. **When a student receives his or her third lunch detention, he/she is no longer eligible for the next dance (at Hillcrest) or other school reward activity.**

Teacher Temporary Removal: A student may be temporarily removed from a class by his/her teacher for the rest of a period and from that class the next day for inappropriate behavior. The teacher will be contacting the parent if this occurs and a conference will be scheduled. The student may be assigned administrative detention time (lunch detention) in addition to the period he/she sat out.

Grounds for Temporary Removal or Removal (or Suspension or Expulsion) from School:

The following is part of Board Policy/Administrative Regulation (BP/AR) 5144.1c. Please go the district website www.grav.k12.ca.us under Publications/Policies for the full BP/AR 5144.1c and BP/AR 5144.1.

STANDARDS OF BEHAVIOR - GROUNDS FOR TEMPORARY REMOVAL OR REMOVAL

Any student, including a student with disabilities, shall be subject to temporary removal and removal for violation of the Standards of Behavior below; however, paragraphs 20, 21, and 22 shall apply only to a student in any of grades 4 to 12.

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon another person, except in self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence.
3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell a controlled substance as defined in Health and Safety Code sections 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code section 11014.5.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm. Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
14. Committed or attempted to commit a sexual assault as defined in Penal Code section 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code section 243.4.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purposes of preventing that student from being a witness and/or retaliating against that student for being a witness.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
17. Engaged in, or attempted to engage in, hazing. Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events.
18. Made terrorist threats against school officials and/or school property,
A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out.
19. Engaged in "bullying" which means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students as defined in paragraphs 20, 21, or 22, below, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils'

person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

(D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic act” means the creation and transmission originated on or off the school site by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(A) A message, text, sound, or image.

(B) A post on a social network Internet Web site including, but not limited to:

(1) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed above.

(2) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed above.

“Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(3) Creating a false profile for the purpose of having one or more of the effects listed above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(C) An electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

“Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

20. Committed sexual harassment. Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment.

21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence,

Hate violence means any act punishable under Penal Code section 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's statutory rights or state or federal constitutional rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics.

22. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment,

23. Any ground for suspension or expulsion as specified in the California Education Code as from time-to-time amended.

24. Excessive tardiness or absenteeism which is not the result of student's illness or injury or other excusable reason as determined by the Principal or designee. Excessive tardiness means 15 or more late arrivals, of 30 minutes or more, to school or class per trimester. Excessive absenteeism means 15 or more absences from school or class per trimester. After a student has been tardy 10 times, in excess of 30 minutes or more, or had 10 unexcused absences during a trimester, an attempt will be made to have a parent-teacher-administrator conference.

25. Any chronic violation or a serious violation of the Standards of Behavior or rules specified in the GUSD School/Family Compact or GUSD Student Handbook.

SCHOOL OR SCHOOL ACTIVITIES

A student may be temporarily removed or removed for any violation of the Standards of Behavior if the violation is related to school activity or school attendance occurring within any school in the District or within any other school district, at any time, including, but not limited to, the following:

1. While on school grounds,
2. While going to or coming from school,
3. During the lunch period, whether on or off the school campus, and
4. During, going to, or coming from a school-sponsored activity.

Sexual Harassment:

Sexual Harassment policies are on the district website at www.grav.k12.ca.us. The student Sexual Harassment policy is BP/AR 5145.7. This policy applies to students in grades 4-12.

Site Council: The Gravenstein Union School District Site Council is a team of administrators, school personnel and parents selected from their respective groups to create an improvement plan for the schools utilizing the district's categorical funding. The council meets about 5 times during the year and all community members are invited to attend.

School Office Information: The school office is an important place of business where all are welcome. The school office staff is happy to answer questions about school procedures or policies or deliver a forgotten lunch. However, the school office can become very busy, especially at the beginning and end of the day. Please try to see the school office staff at other times during school or be patient if you must come into the school office during the busy times. **Student use of the school office phone is limited to school business. Arranging social schedules among students is NOT allowed.**

Special Occasions: Receiving flowers, balloon bouquets, or other gifts during school hours disrupts instruction; therefore, you will be asked to leave balloons and other gifts in the school office until after school.

Student Leadership: Student Leadership is an important part of the school program. Through representatives from each grade level, each student will have a voice in decisions about activities, social events, community service projects, maintaining a positive school spirit, a healthy school environment and many other elements of school life.

Supplies and Textbooks: Fourth through eighth grade students at Gravenstein and Hillcrest students will use Assignment Planners. The school supplies all mandatory supplies. Any family purchase of supplies is voluntary - not mandatory. Students are responsible for the condition of books assigned to them. Any student who damages textbooks or other school materials or fails to return these materials will be charged replacement costs. Unpaid bills may result in withholding of report cards, yearbooks, etc.

Tardies: It is important for students to arrive at school and to each class on time. Tardy to school or class in excess of 30 minutes or more is considered truancy after the 3rd offense. (See Truancy under Discipline Rules and Procedures or see Truancy listed below).

Technology: Agreement Is On The Last Page

Chromebooks for all students in grades 2 through 8, a computer lab at each campus, and Windows Surface laptops are available to teachers and students at the Gravenstein and Hillcrest campuses. A Technology Use Agreement needs to be signed by students and families yearly. Some of the rules include:

Emailing and the use of social networks are not allowed at school. The inappropriate use of email or social networks that could be construed as harassment or disparagement of others (even if posted while not at school) may be dealt with through the school discipline process if it becomes an issue at school. Please read Board Policy and Administrative Regulation 6163.4 on the district website, www.grav.k12.ca.us, for further details. The school computers are to be used for school/classroom educational purposes only. Violation of the Technology Use Agreement may result in the denial of the use of computers at school.

To assist in educating the students in the appropriate use of technology:

1. Students are educated annually on Internet safety and appropriate online behavior.
2. Students are educated annually on Cyber Bullying awareness and prevention.
3. Students/Parents are required to sign a Technology Use Agreement.

Textbooks: *Imagine It 2009/English Language Arts* is the district-adopted series for grades Kindergarten through 5. *McDougal-Littel Reading/Language Arts* is the district adopted series for grades 6-8. *Harcourt (Go Math)* is the adopted textbook for grades Kindergarten through 8. *History Alive* is the grades 6-7-8 Social Studies/History adoption. *Harcourt* is the Social Studies adoption for grades K-5. *Glencoe Science* for grades 6-8 and *Houghton Mifflin Science* textbooks for grades Kindergarten through grade 5 were adopted during the 2007-2008 school year. We also have *Glencoe* adopted texts for Spanish instruction.

Truancy: PLEASE NOTE--**Three days of unexcused tardiness 30 minutes or more equals one truancy! Medical or family emergency reasons are generally the only excused reasons for tardiness. This is the law—not just a school rule.**

- School office staff will send a parent or guardian written notification of the school's concern about a pattern of chronic absences or tardies. Retention may be considered if students exceed 30 days of absence for the year.
- If absences or tardies continue, the student may be referred for a hearing before the School Attendance Review Board, the probation department, or the case may be referred to the Sonoma County District Attorney.

Vacations: Vacations are considered unexcused absences unless arrangements are made for an **Independent Study**.

Visitors and Volunteers: Hillcrest and Gravenstein Schools welcome parent visitors and volunteers. **The district's policy/administrative regulation (BP/AR 1240) volunteer policy (on the district website www.grav.k12.ca.us) includes background check and tuberculosis testing for frequent volunteers and mandatory fingerprinting for overnight chaperones.** Parents or guardians who wish to visit school must contact the principal or classroom teacher. As a matter of school safety and

security, all visitors and volunteers **MUST check into the school office before going onto campus** unless the visit is to attend a group event in the gymnasium or field. **Please check the Volunteer Board Policy 1240 on the district website.**

Wellness Policy: The Gravenstein Union School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Federal law requires a wellness policy for school districts that participate in federally funded child nutrition programs. Board Policy (BP) 5030 is on our website.

Withdrawal from School: If you are moving, your parent or guardian needs to withdraw you from school. All textbooks and school materials must be returned, and, if applicable, fines for lost or damaged materials must be paid. Student CUM files will be sent to the next school of enrolment.

GRAVENSTEIN UNION SCHOOL DISTRICT Internet/Technology Use Agreement 2017-2018

Purpose: This agreement outlines terms and conditions for Internet Use at all schools within Gravenstein Union School District. The Internet is a world-wide information system used by educators, business, the government, the military and other organizations to share and exchange information. In schools and libraries, the Internet can be used to educate, inform, and to entertain. As a learning resource, the Internet is similar to books, magazines, videos, CD-ROM and other information sources.

Students will have access to and will increasingly use the internet to participate in learning activities, to ask questions and consult with experts, to communicate with other students and individuals and to locate material to meet their educational and personal information needs.

The Gravenstein Union School District staff will closely supervise Internet use and will make every effort to preclude inappropriate material. Just as the purchase, availability and use of media materials does not indicate endorsement of their contents by school officials, neither does making electronic information available to students imply endorsement of that content.

Obligations and Responsibilities for Use of Technology and the Internet: Students are authorized to use the school's computers and online services in accordance with the terms and conditions specified below:

1. Before using the school's computers and on-line services, the student and parent/guardian shall sign this agreement, indicating that the student understands and agrees to abide by user obligations and responsibilities.
2. Computers and the Internet shall be used only for school assignments. **NO email or Social Network use is permitted for students.** Commercial, political and/or personal use of the school's system is strictly prohibited.
3. Students shall not use the school's computers or on-line services to receive or promote, nor shall they receive or promote material describing unethical practices or activity prohibited by law.
4. Students shall not use the school's computers or on-line services to receive or promote material that is threatening, obscene, disruptive or sexually explicit, or that could be considered as harassment or disparagement.
5. Copyrighted or licensed material may not be installed on the school's system without staff authorization. Students may download copyrighted material for their own educational use only.
6. Vandalism will result in the immediate cancellation of use privileges. Vandalism includes the uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy school equipment or materials or the files of any other user.
7. Students shall not read other users' files. They shall not interfere with the ability of other users to receive or promote material related to educational goals and objectives. They shall not attempt to read, delete, copy, modify or forge the material of other students.
8. Students shall report any problems with the school's computers or misuse of the school's computers or on-line services to their teacher and principal.

Overview:

1. Students are educated annually on Internet safety and appropriate on-line behavior.
2. Students are educated annually on Cyber Bullying awareness and prevention.
3. Students/Parents are required to sign an Internet/Technology Use Agreement. Some student information includes: a. Emailing and the use of social networks are not allowed at school, b. Inappropriate use of email or social networks that could be construed as harassment or disparagement of others (even if posted while not at school) may be dealt with through the school discipline process if it becomes an issue at school. Please read Board Policy and Administrative Regulation 6163.4 on the district website, www.grav.k12.ca.us, for further details. The school computers are to be used for school and classroom educational purposes only. Violation of the Internet/Technology Use Agreement may result in the denial of the use of computers at school.

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TK Field Trips

Stephanie Reid-Tomsky <sreidtomsky@grav.k12.ca.us>

Fri, Jul 7, 2017 at 10:49 AM

To: Jennifer <jschwinn@grav.k12.ca.us>, Eva Perez-Atwell <eperez-atwell@grav.k12.ca.us>, Wanda Holden <wholden@grav.k12.ca.us>, Sally Redfern <sredfern@grav.k12.ca.us>

Hello,
Sally and I have talked about the TK field trips as she is teaching the TK/K. We have decided that I will have one field trip (The Environmental Discovery Center, in class, for \$5 a student). This field trip stays under the \$200 GSF allowance. The rest of my field trips are volunteer based (no cost). Usually I have visits from the police department, fire department, dentist, parents, grandparents... Sally and the rest of the K teachers will be sending you their master list of field trips. Sally is going to include her TK in with the rest of her class for field trips.
Stephanie

2nd grade

Field Trips 2017-2018

Month Location Date Contact

Sept.	<u>Guide Dogs for the Blind</u> <u>San Rafael</u> -tour the facility -eat lunch back at school -break class into 3 groups with docents	9/19 Nicole 9/21 Aimee 9/26 shannon 9/28 Michelle	*Nicole confirmed 7/5 10-11:30 tour NO COST
Oct.	<u>Petaluma High School</u> <u>Museum</u> Tour, small animal presentation		\$3/kid Total= \$252
Nov.	<u>Wildlife Rescue Center</u> 2 classes can go 1 group tours, 1 group does PowerPoint		*Nicole booking Linnaea Furlong Total= \$420
Feb.	<u>Wastewater Treatment</u> <u>Plant</u>		*Nicole booking Denise Cadman NO COST

Mar.	<u>Ag Days at So. County Fairgrounds</u>		Aimee attended last year NO COST
Apr./ May	<u>Rotary Learn-To-Swim</u>		Shannon in contact with Greg Jacobs

Beth Haas - 3rd Grade Traditional Field Trips 2017/2018

<u>Date</u>	<u>Trip</u>	<u>Cost</u>	<u>Classes</u>
October, 2017	Learning Laguna	Free	All
October, 2017	Peppenwood Preserve	\$750 +/- (based on last year)	All?
January, 2018	Sugarloaf Planet Walk	Free	All
3/21/18	California Academy of Sciences	\$330.60	All
May, 2018	Green Music Center	Free	All
May, 2018	Home Run Readers	Free	All
TBA	Sonoma County Airport (Henry One Helicopter Tour)	Free	Haas only
Total Cost		\$1080.60+/-	

4th Grade ENRICH 2017-2018 Field Trips	Dates	Cost Total	Cost Per Class	Pay By:
Bike Ride-Joe Rodota Trail		N/A	N/A	N/A
Marine Museum of the American Indian	November 1st November 2nd	370.00	Brown: 185.00 Sully: 185.00	
Sonoma Misson and General Vallejo's Home		50.00	Brown: 25.00 Sully: 25.00	
Petaluma Adobe		50.00	Brown: 25.00 Sully: 25.00	
Clem Miller		Trip: 2,560 Storyteller: 250.00 Bow Drill: 250.00 Wetlands: 250.00 Food: 1200.00 Art: 100.00 Stipend: 500.00 (Brown Total: 5,110.00)	Brown: 5,110.00	
PEAK		Trip: 2,990 Deposit: 500 Stipend: 500	Sully: 3990.00	

Tour Through Gold Rush Country		Campground: 405.00 Sutter's Mill: 732.00 Sacramento History Museum: 360.00 School House: 20.00 Empire Mine: Free Food: \$1,400.00 Art Supplies: \$ 100 (Total: 3,017.00)	Brown: 1,508.50 Sully: 1,508.50	
Fort Ross		Trip: 2,280.00 Food: 1,600.00 Art Supplies: 500.00 Story Teller: 500.00 (Total: 4,880.00)	Brown: 2,440.00 Sully: 2,440.00	
Bike Ride-Spring Lake		N/A		
Total Cost Thus Far:		Overall Total of 4th ENRICH! Trips: \$17, 466	Brown: 9,293.50 Sully: 8,173.00 Overall Total of 4th ENRICH! Trips: \$17, 466	



Dear 5th Grade Families:

We are so excited to share our plans for this year's field trips! Each 5th grade class will be taking many field trips to various Sonoma County Parks, the Planetarium, and the Exploratorium this year! **The Gravenstein School Foundation (GSF) and Magnet Program Foundation (MPF) have graciously provided block grants to subsidize the cost of these field trips!** We are so fortunate for these donations, as without them, it would be impossible to attend so many of these field trips. As a grade level, we have worked hard to find as many free field trips around the area that are applicable to our curriculum. Some field trips, however, do have a cost for guides, admission, and ticket price.

Quarryhill Botanical Garden (Free)

Stewards of the Redwood Coast: Armstrong Woods (Free)

Stewards of the Redwood Coast: Willow Creek Watershed Exploration (Free)

Stewards of the Redwood Coast: Tidepool Exploration (Free)

WOLF Outdoor Education Camp (subsidized by GSF/MPF foundation grants and remaining costs covered by Parent Activity Fee)

Santa Rosa Junior College Planetarium: (covered by GSF/MPF foundation grants)

San Francisco Exploratorium: (covered by GSF/MPF foundation grants)

Therefore, we are asking families for a donation of **\$120** to support the additional cost of the outdoor education field trip. It is important that all students be able to participate in this trip, regardless of financial situation. If you can afford to provide more than the suggested activity fee to help make a scholarship available for a family in need, your additional donation is gratefully accepted as well. All donations can be made out to the district: **Gravenstein Union School District (GUSD)**. Donations can be sent to the school office, and labeled "5th Grade Field Trips Activity Fee." Donations can be made in one payment or several payments, as needed.

Attached are field trip permission slips, along with volunteer chaperone requests. Please return all documents by the **Friday, (two weeks after Back to School Night)**.

Thank you for your continued support and we look forward to many fun experiences for our 5th grade students this year!

Mrs. Christina Urmini,
curmini@grav.k12.ca.us

The California Constitution mandates that public education be provided to students free of charge, unless a charge is specifically authorized by law for a particular program or activity. This constitutional right of free access encompasses all educational activities, whether curricular or extracurricular, and regardless of whether credit is awarded for the educational activity. Asking parents or guardians to sign a waiver, for an otherwise mandatory fee, charge or deposit, does not render it constitutionally permissible.

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6th Grade Field Trips

Linda Helton <lhelton@grav.k12.ca.us>

Fri, Jul 7, 2017 at 3:03 PM

To: Jennifer Schwinn <jschwinn@grav.k12.ca.us>, Wanda Holden <wholden@grav.k12.ca.us>

Cc: Dan Dexter <ddexter@grav.k12.ca.us>, Allison Rich <arich@grav.k12.ca.us>, elizabeth kinman <ekinman@grav.k12.ca.us>

Jennifer and Fanta:

6th Grade has 1 confirmed field trip so far. September 21, 2017 to Westminster Woods. I haven't seen the paperwork come through yet so I am unsure of the cost for a 1 day trip.

We have also applied to California Academy of Science but have not had a confirmed date. There will also be 3-4 trips to Wells Fargo Center but the complete list of shows had not been issued prior to the last day of school.

I think we have also talked about Paleolithic Day including both Enrich and Traditional classes this year. Allison has been the one scheduling that one.

Linda

Jennifer Schwinn <jschwinn@grav.k12.ca.us>

Fri, Jul 7, 2017 at 3:14 PM

To: Linda Helton <lhelton@grav.k12.ca.us>

Thank you!!

[Quoted text hidden]

--

Jennifer Schwinn
Superintendent-Principal

Gravenstein Union School District
3840 Twig Ave.
Sebastopol, CA 95472
(707) 823-7008

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7th Grade ENRICH! Field Trips 2017-2018

Month	Location	Date	Contact
Sept.	<u>Marin Shakespeare</u>	9/15	415-499-4487 9:30-3:00 \$680 (\$10/person) \$3380 (\$65/student)
Oct.	<u>Westminster Woods</u>	10/15/17	
Nov.	<u>Di Rosa Art</u>	TBD	\$208.00 (\$4.00/student)
Jan.	<u>Asian Art Museum/ Japanese Tea Garden</u>	TBD	\$504.00 (JTG admission \$8/person. AAM admission free)
Feb.	<u>Monterey Bay Aquarium/ Exploratorium (All 7th Grade)</u>	TBD	\$10,230.00 (Approx. \$110/student)
Mar.	<u>LBC The Giver</u>	3/13/18	\$504.00 (\$8/person)
Apr.	<u>Renaissance Faire?</u>	TBD	\$1,970

	(all 7th and 8th)		
May	Ashland	5/7-5/11/18	\$28,715 (\$575/student)

Total \approx \$46K

6/6/17-Mtg Notes from Field Trip Planning
 Staff Mtg K-8th gr

Order Items

- Grade LLevel classroom (office) supplies turned in at the end of the school year not taken out of classroom account
- speciality items (i.e special science equipment, unique Really Good Stuff item, etc) taken out of classroom account

Figuring out Field Trips

- GSF increasing classroom amount \$400 per class
- Need to give parents at the beginning of B2SN, cost per student for all the field trips-what field trips get covered from GSF fund

How Field Trips are Getting Funded

- Total cost for 2 E! Classrooms for all field trips
- All field trips get funded from MPF grade level amount
- Take out individual parent donations per student in class
- District cover difference for field trips

Enrich Field Trips		\$90,000 MPF Grant	
Kindergarten	\$426.00	covered	
1st Grade	\$1,950.00	covered	
2nd Grade	\$0		
3rd Grade	\$3,400.00	covered	
4th Grade Clem Milier/Peak (\$5,110)/(\$4,000) Gold Country Tour (3,000) Frt. Ross (\$5000)	\$17,500.00	\$12,000	
5th Grade Camp Caz (\$17000) Angel Island (\$1000)	\$18,800.00	\$12,000	\$120.00/student E! : inaddition
6th Grade Marin Headlands (\$23,420) Westminster Woods (\$3400)	\$29,000.00	\$20,000	\$875/class = \$1750 GSF
7th Grade Ashland \$17,000	\$30,345.00	\$20,000	

Monterey Bay Aquarium (all 7th \$6100 just E)			
8th Grade (Yosemite \$23,360 ~ \$500/student) Disney Museum. Children's Creativity Museum.	\$29,500.00	\$20,000	
MPF Total	\$130,921.00		

7th/8th trips have a parent donation (Activity Fee) remainder comes from MPF
 Reduce amount because GSF/MPF is subsidized by parent foundation money.
 Fundraising for field trips → already have a set amount

Proposed:

Have a 4th/5th Activity Fee \$120/ student (5th all classes/programs)

6th \$200/student

7th \$300/student

8th \$400/student

(Traditional program will be different with which overnight/big grade level field trip they go)

District will cover the rest after donations and subsidies from MPF (for trips that ALL classrooms are going to)

Keeping track of donations, goes directly office (cash goes directly office), class submits deposit slip to office, money stored in office.

Field Trip Budget & Expenditures by School, Grade & Funding Source

For 16-17

Grade/Trip/Teacher	Donations GSF		Donations MPF		Donations Other		Unrestricted		Total Total Budget		Total Expenditure		Balance
	Revised Budget	Expenditures	Revised Budget	Expenditures	Revised Budget	Expenditures	Revised Budget	Expenditures					
Grade 1	\$ 966.00	\$ 966.00	\$ 2,171.00	\$ 1,077.00	\$ -	\$ -	\$ 1,660.00	\$ -	\$ 622.31	\$ 60,061.00	\$ 49,232.47	\$ 10,828.53	
Grade 2	\$ 1,400.00	\$ 1,067.00	\$ 3,344.00	\$ 2,248.00	\$ 825.00	\$ 108.00	\$ 1,660.00	\$ -	\$ -	\$ 6,404.00	\$ 2,043.00	\$ 1,094.00	
Grade 3	\$ 1,414.00	\$ 1,253.20	\$ 3,720.00	\$ 2,583.77	\$ 1,061.00	\$ 1,040.75	\$ -	\$ -	\$ -	\$ 5,959.00	\$ 3,315.00	\$ 3,089.00	
Grade 4	\$ 1,385.00	\$ 1,385.00	\$ 17,078.00	\$ 14,877.73	\$ 205.00	\$ 187.20	\$ -	\$ -	\$ -	\$ 19,524.00	\$ 17,903.48	\$ 2,220.52	
Grade 5	\$ 1,050.00	\$ 623.34	\$ 18,840.00	\$ 18,370.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,095.00	\$ 19,181.14	\$ 913.86	
Grades 4 & 5	\$ 350.00	\$ 221.66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350.00	\$ 221.66	\$ 128.34	
Kindergarten	\$ 1,750.00	\$ 1,148.91	\$ 2,277.00	\$ 1,367.00	\$ 565.00	\$ 85.00	\$ -	\$ -	\$ 622.31	\$ 4,592.00	\$ 2,600.91	\$ 1,991.09	
District													
Grav Charter Total	\$ 8,315.00	\$ 6,665.11	\$ 47,430.00	\$ 40,524.10	\$ 2,656.00	\$ 1,420.95	\$ 1,660.00	\$ 622.31	\$ 622.31	\$ 60,061.00	\$ 49,232.47	\$ 10,828.53	
Grade 1	\$ 700.00	\$ 607.00								\$ 700.00	\$ 607.00	\$ 93.00	
Grav 1st & District	\$ 700.00	\$ 607.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51.76	\$ 51.76	\$ 700.00	\$ 658.76	\$ 41.24	
ASHLAND													
Blanco	\$ 15.00	\$ -	\$ 25,500.00	\$ 24,760.00						\$ 25,500.00	\$ 24,760.00	\$ 740.00	
Dan Dexter	\$ 15.00	\$ -								\$ 15.00	\$ -	\$ 15.00	
Grade 6	\$ 1,500.00	\$ 1,206.00	\$ 27,643.00	\$ 17,693.90	\$ 2,769.00	\$ 2,768.15				\$ 31,912.00	\$ 21,668.05	\$ 10,243.95	
Grade 7	\$ 1,500.00	\$ 1,500.00	\$ 2,658.00	\$ 2,275.00	\$ 12,260.00	\$ 12,043.74				\$ 16,418.00	\$ 15,818.74	\$ 599.26	
Grade 8			\$ 2,440.00	\$ 2,023.00						\$ 2,440.00	\$ 2,023.00	\$ 417.00	
Rewards					\$ 1,548.00	\$ 800.00				\$ 1,548.00	\$ 800.00	\$ 748.00	
Nestminster										\$ 6,760.00	\$ 6,760.00	\$ -	
Yose Enrich	\$ 1,500.00	\$ -	\$ 6,760.00	\$ 6,760.00						\$ 6,760.00	\$ 6,760.00	\$ -	
Yose Trad	\$ 1,558.00	\$ 1,558.00	\$ 24,605.00	\$ 29,246.96						\$ 26,105.00	\$ 29,246.96	\$ (3,141.96)	
hillcrest Charter	\$ 6,088.00	\$ 4,264.00	\$ 89,606.00	\$ 82,758.86	\$ 21,105.00	\$ 9,033.76	\$ -	\$ -	\$ -	\$ 133,376.00	\$ 111,668.51	\$ 21,707.49	
District Total	\$ 15,103.00	\$ 11,536.11	\$ 137,036.00	\$ 123,282.96	\$ 40,338.00	\$ 26,066.60	\$ 1,660.00	\$ 674.07	\$ -	\$ 194,137.00	\$ 161,559.74	\$ 32,577.26	

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16-17

Grade	Program	Teacher	Teacher	Date	Destination	Comments	Leaving	Returning	Drivers	Approved	Back to	Requisition	Amount	Funder
										Teachers	Leaders			
2nd	Traditional	Chesler		9/17/2016	Tally Regional Park		8:45 AM	1:45 PM	Parents	9/19/2016	8:30/2016	So. Co. Regional Parks	\$ 65.00	GSF
5th	Enrich	Quinn		9/17/2016	Paleontic Day - Early Man Site		8:30 AM	12:30 PM	Parents	9/22/2016	9/15/2016	Paleontic	\$ 55.00	MPP
5th	Enrich	Quinn		9/18/2016	Paleontic Day - Early Man Site		8:30 AM	12:30 PM	Parents	9/22/2016	9/15/2016	Paleontic	\$ 55.00	MPP
5th	Enrich	Quinn		9/18/2016	Agge Island Immigration Station		8:10 AM	3:05 PM	Parents	9/16/2016	9/15/2016	Multiple	\$ 469.00	MPP
5th	Enrich	Quinn		9/18/2016	Agge Island Immigration Station		8:10 AM	3:05 PM	Parents	9/16/2016	9/15/2016	Marm Shakespeare	\$ 650.00	MPP
2nd	Enrich	DeBart		9/22/2016	Agge Island Immigration Station		8:10 AM	12:15 PM	Parents	9/16/2016	9/15/2016	Multiple	\$ 469.00	MPP
6th	Enrich	Rein		9/23/2016	Guido Dog for the Blind		6:45 AM	12:15 PM	Parents	9/14/2016	9/19/2016	na	\$	MPP
3rd	Enrich	Nottingham		9/23/2016	Westminster Woods		8:15 AM	4:30 PM	Parents	9/14/2016	9/19/2016	Westminster Woods	\$ 3,380.00	MPP
7th	Enrich	Brown		9/23/2016	Joe Rodda Blue Trail / Juliard Park		8:00 AM	3:05 PM	Parents	9/25/2016	9/20/2016	na	\$	MPP
7th	Enrich	Brown		9/23/2016	Joe Rodda Blue Trail / Juliard Park		8:45 AM	3:05 PM	Parents	9/25/2016	9/20/2016	na	\$	MPP
8th	Enrich	Clemens		9/26/2016	Westminster Woods		8:45 AM	1:30 PM	Parents	9/14/2016	9/19/2016	na	\$	MPP
8th	Enrich	Clemens		9/26/2016	Westminster Woods		8:45 AM	1:30 PM	Parents	9/14/2016	9/19/2016	na	\$	MPP
8th	Enrich	Spencer		9/27/2016	Cherry Hill Botanical Gardens		7:00 AM	4:30 PM	Bus	9/28/2016	9/19/2016	Nature Bridge	\$ 22,111.00	MPP
1st	Enrich	Blair		9/28/2016	Yosemite		9:00 AM	1:30 PM	Parents	9/28/2016	9/19/2016	Nature Bridge	\$ 750.00	MPP
1st	Enrich	Blair		9/28/2016	Pepperwood Preserve		1:30 PM	1:30 PM	Parents	9/28/2016	9/19/2016	Pepperwood Preserve	\$ 750.00	MPP
3rd	Traditional	Haines	Kerman	10/3/2016	Westminster Woods		8:45 AM	4:00 PM	Parents	9/12/2016	9/19/2016	Westminster Woods	\$ 2,040.00	Parents
3rd	Traditional	Haines	Kerman	10/3/2016	Pepperwood Preserve		8:00 AM	10:30 AM	Parents	9/12/2016	9/19/2016	Pepperwood Preserve	\$ 180.00	Parents
2nd	Enrich	DeBart	Blaque	10/14/2016	Luther Burbank Center for the Deceased Zoo		8:30 AM	11:00 AM	Parents	9/25/2016	9/19/2016	Luther Burbank	\$ 490.00	MPP
2nd	Enrich	DeBart	Blaque	10/14/2016	Luther Burbank Center for the Deceased Zoo		8:30 AM	11:00 AM	Parents	9/25/2016	9/19/2016	Luther Burbank	\$ 490.00	MPP
8th	Traditional	Temple / Redden / Trusler		10/18/2016	Santa Rosa Pumpkin Patch		9:00 AM	11:45 AM	Bus	9/27/2016	9/28/2016	Santa Rosa Pumpkin Patch	\$ 490.00	GSF
8th	Traditional	Temple / Redden / Trusler		10/18/2016	Santa Rosa Pumpkin Patch		9:00 AM	11:45 AM	Bus	9/27/2016	9/28/2016	Santa Rosa Pumpkin Patch	\$ 490.00	GSF
2nd	Traditional	German	Papp	10/20/2016	Yosemite		9:05 AM	3:05 PM	Parents	9/28/2016	10/4/2016	na	\$	GSF
2nd	Traditional	German	Papp	10/20/2016	Yosemite		9:05 AM	3:05 PM	Parents	9/28/2016	10/4/2016	na	\$	GSF
2nd	Traditional	Deluca	Clemens	10/21/2016	Among Woods		8:45 AM	1:45 PM	Parents	9/27/2016	10/4/2016	So. Co. Regional Parks	\$ 152.00	GSF
3rd	Traditional	Hass	Broggi	10/25/2016	State Farm, Learning Laguna		8:45 AM	12:15 PM	Parents	9/28/2016	10/19/2016	So. Co. Regional Parks	\$ 320.00	GSF
3rd	Traditional	Hass	Broggi	10/25/2016	State Farm, Learning Laguna		8:45 AM	12:15 PM	Parents	9/28/2016	10/19/2016	Meunath Ranch	\$ 228.00	MPP
3rd	Traditional	Verall	Broggi	10/26/2016	State Farm, Learning Laguna		8:45 AM	12:15 PM	Parents	9/28/2016	10/19/2016	Meunath Ranch	\$ 228.00	MPP
1st	Traditional	Clement		10/26/2016	State Farm, Learning Laguna		8:45 AM	12:15 PM	Parents	9/28/2016	10/19/2016	Meunath Ranch	\$ 228.00	MPP
4th	Enrich	Brown	Sully	10/26/2016	State Farm, Learning Laguna		8:05 AM	3:05 PM	Parents	9/25/2016	9/20/2016	na	\$	GSF
4th	Enrich	Brown	Sully	10/26/2016	State Farm, Learning Laguna		8:05 AM	3:05 PM	Parents	9/25/2016	9/20/2016	na	\$	GSF
2nd	Traditional	Marina		10/27/2016	Main Museum of the American Indian		9:30 AM	12:15 PM	Parents	9/30/2016	9/19/2016	Main Museum of the American Indian	\$ 330.00	GSF
5th	Enrich	Pugno		11/1/2016	Quarry Hill Botanical Garden		9:00 AM	12:30 PM	Parents	9/18/2016	9/21/2016	na	\$	GSF
5th	Enrich	Pugno		11/1/2016	Quarry Hill Botanical Garden		9:00 AM	12:30 PM	Parents	9/18/2016	9/21/2016	na	\$	GSF
7th	Traditional	Terny	Days	11/2/2016	Main Museum of the American Indian		9:00 AM	3:05 PM	Parents	9/22/2016	9/20/2016	Main Museum of the American Indian	\$ 330.00	GSF
7th	Traditional	Terny	Days	11/2/2016	Main Museum of the American Indian		9:00 AM	3:05 PM	Parents	9/22/2016	9/20/2016	Main Museum of the American Indian	\$ 330.00	GSF
5th	Traditional	Urmi		11/8/2016	Environmental Discovery Center	CANCELLED	8:45 AM	2:30 PM	Parents	9/18/2016	10/18/2016	Environmental Discovery	\$ 65.00	GSF
5th	Traditional	Urmi		11/8/2016	Environmental Discovery Center	CANCELLED	8:45 AM	2:30 PM	Parents	9/18/2016	10/18/2016	Environmental Discovery	\$ 65.00	GSF
3rd	Enrich	Days		11/14/2016	Quarry Hill Botanical Garden		8:45 AM	2:30 PM	Parents	9/18/2016	10/18/2016	na	\$	GSF
3rd	Enrich	Days		11/14/2016	Quarry Hill Botanical Garden		8:45 AM	2:30 PM	Parents	9/18/2016	10/18/2016	na	\$	GSF
6th	Traditional	Hesslein	(Kerman)	11/14/2016	Laguna		8:45 AM	11:45 AM	Parents	12/26/2016	10/28/2016	Luther Burbank	\$ 328.00	GSF
6th	Traditional	Hesslein	(Kerman)	11/14/2016	Laguna		8:45 AM	11:45 AM	Parents	12/26/2016	10/28/2016	Luther Burbank	\$ 328.00	GSF
1st	Traditional	Deluca		11/16/2016	Sebastopol Public Library		12:25 PM	2:00 PM	Parents	12/31/2016	10/28/2016	Sebastopol Library	\$ 26.00	GSF
1st	Traditional	Deluca		11/16/2016	Sebastopol Public Library		12:25 PM	2:00 PM	Parents	12/31/2016	10/28/2016	Sebastopol Library	\$ 26.00	GSF
4th	Enrich	Marina	Nottingham	11/16/2016	Sebastopol Public Library		9:30 AM	11:30 AM	Parents	9/14/2016	9/19/2016	Luther Burbank	\$ 518.00	GSF
4th	Enrich	Marina	Nottingham	11/16/2016	Sebastopol Public Library		9:30 AM	11:30 AM	Parents	9/14/2016	9/19/2016	Luther Burbank	\$ 518.00	GSF
4th	Enrich	Broggi	Sully	11/16/2016	Oakland Zoo		7:45 AM	3:00 PM	Parents	9/28/2016	9/21/2016	Lawrence Hall of Science	\$ 1,540.00	GSF and MPP
4th	Enrich	Broggi	Sully	11/16/2016	Oakland Zoo		7:45 AM	3:00 PM	Parents	9/28/2016	9/21/2016	Lawrence Hall of Science	\$ 1,540.00	GSF and MPP
4th	Enrich	DeBart		11/22/2016	California Academy of Science		9:00 AM	3:05 PM	Parents	10/7/2016	10/11/2016	California Academy of Science	\$ 273.45	MPP
4th	Enrich	DeBart		11/22/2016	California Academy of Science		9:00 AM	3:05 PM	Parents	10/7/2016	10/11/2016	California Academy of Science	\$ 273.45	MPP
8th	Enrich	Brown		11/22/2016	Sebastopol Cemetery - Historical Tour		9:45 AM	2:00 PM	Parents	11/14/2016	11/14/2016	na	\$	MPP
8th	Enrich	Brown		11/22/2016	Sebastopol Cemetery - Historical Tour		9:45 AM	2:00 PM	Parents	11/14/2016	11/14/2016	na	\$	MPP
1st	Traditional	Deluca	Clement	11/29/2016	California Academy of Science		8:00 AM	3:30 PM	Parents	9/22/2016	9/28/2016	California Academy of Science	\$ 273.45	MPP
1st	Traditional	Deluca	Clement	11/29/2016	California Academy of Science		8:00 AM	3:30 PM	Parents	9/22/2016	9/28/2016	California Academy of Science	\$ 273.45	MPP
2nd	Traditional	DeBart		12/1/2016	Road Ranch		9:05 AM	12:30 PM	Parents	9/30/2016	9/19/2016	So. Co. Regional Parks	\$ 90.00	GSF
2nd	Traditional	DeBart		12/1/2016	Road Ranch		9:05 AM	12:30 PM	Parents	9/30/2016	9/19/2016	So. Co. Regional Parks	\$ 90.00	GSF
7th	Enrich	Collins		12/1/2016	Wetland/Terraced Field		8:30 AM	11:15 AM	Parents	9/17/2016	9/19/2016	John Collins for Japanese	\$ 220.00	MPP
7th	Enrich	Collins		12/1/2016	Wetland/Terraced Field		8:30 AM	11:15 AM	Parents	9/17/2016	9/19/2016	John Collins for Japanese	\$ 220.00	MPP
2nd	Enrich	German	Papp	12/2/2016	Ashland Museum & Japanese Tea Garden		9:05 AM	3:00 PM	Parents	10/17/2016	10/11/2016	na	\$	MPP
2nd	Enrich	German	Papp	12/2/2016	Ashland Museum & Japanese Tea Garden		9:05 AM	3:00 PM	Parents	10/17/2016	10/11/2016	na	\$	MPP
2nd	Enrich	Barque		12/6/2016	Wetland/Terraced Field		8:30 AM	12:15 PM	Parents	9/18/2016	10/14/2016	na	\$	MPP
2nd	Enrich	Barque		12/6/2016	Wetland/Terraced Field		8:30 AM	12:15 PM	Parents	9/18/2016	10/14/2016	na	\$	MPP
4th	Enrich	Barque		12/6/2016	Wetland/Terraced Field		8:30 AM	12:15 PM	Parents	9/18/2016	10/14/2016	na	\$	MPP
4th	Enrich	Barque		12/6/2016	Wetland/Terraced Field		8:30 AM	12:15 PM	Parents	9/18/2016	10/14/2016	na	\$	MPP
4th	Enrich	Brown	Days	12/14/2016	Sonoma Mission & General Vallejo Home		9:00 AM	3:05 PM	Parents	9/27/2016	10/28/2016	Scruples and Giggles	\$ 260.00	MPP
4th	Enrich	Brown	Days	12/14/2016	Sonoma Mission & General Vallejo Home		9:00 AM	3:05 PM	Parents	9/27/2016	10/28/2016	Scruples and Giggles	\$ 260.00	MPP
7th	Enrich	Clemens		12/15/2016	Asian Art Museum & Japanese Tea Garden		8:00 AM	3:00 PM	Parents	10/7/2016	9/21/2016	Japanese Tea Garden	\$ 200.00	MPP
7th	Enrich	Clemens		12/15/2016	Asian Art Museum & Japanese Tea Garden		8:00 AM	3:00 PM	Parents	10/7/2016	9/21/2016	Japanese Tea Garden	\$ 200.00	MPP
7th	Enrich	Clemens		12/15/2016	Asian Art Museum & Japanese Tea Garden		8:00 AM	3:00 PM	Parents	10/7/2016	9/21/2016	Japanese Tea Garden	\$ 200.00	MPP
7th	Enrich	Clemens		12/15/2016	Asian Art Museum & Japanese Tea Garden		8:00 AM	3:00 PM	Parents	10/7/2016	9/21/2016	Japanese Tea Garden	\$ 200.00	MPP
7th	Enrich	Clemens		12/15/2016	Asian Art Museum & Japanese Tea Garden		8:00 AM	3:00 PM	Parents	10/7/2016	9/21/2016	Japanese Tea Garden	\$ 200.00	MPP
7th	Enrich	Clemens		12/15/2016	Asian Art Museum & Japanese Tea Garden		8:00 AM	3:00 PM	Parents	10/7/2016	9/21/2016	Japanese Tea Garden	\$ 200.00	MPP
7th	Enrich	Clemens		12/15/2016	Asian Art Museum & Japanese Tea Garden		8:00 AM	3:00 PM	Parents	10/7/2016	9/21/2016	Japanese Tea Garden	\$ 200.00	MPP
7th	Enrich	Clemens		12/15/2016	Asian Art Museum & Japanese Tea Garden		8:00 AM	3:00 PM	Parents	10/7/2016	9/21/2016	Japanese Tea Garden	\$ 200.00	MPP
7th	Enrich	Clemens		12/15/2016	Asian Art Museum & Japanese Tea Garden		8:00 AM	3:00 PM	Parents	10/7/2016	9/21/2016	Japanese Tea Garden	\$ 200.00	MPP
7th	Enrich	Clemens		12/15/2016	Asian Art Museum & Japanese Tea Garden		8:00 AM	3:00 PM	Parents	10/7/2016	9/21/2016	Japanese Tea Garden	\$ 200.00	MPP
7th	Enrich	Clemens		12/15/2016	Asian Art Museum & Japanese Tea Garden		8:00 AM	3:00 PM	Parents	10/7/2016	9/21/2016	Japanese Tea Garden	\$ 200.00	MPP
7th	Enrich	Clemens		12/15/2016	Asian Art Museum & Japanese Tea Garden		8:00 AM	3:00 PM	Parents	10/7/2016	9/21/2016	Japanese Tea Garden	\$ 200.00	MPP
7th</														

Gravenstein Schools Foundation Treasury / Budget Information For School Year ~~2016-2017~~ 17-18

Reserve on Prior Years Books \$	84,198.79
Less Reserve Funds Used 16-17 \$	4,745.68
Current Balance Of Reserve \$	79,453.11

Total Income To Date	\$ 86,485.39
Total Expense To Date	\$ 32,420.18
Current Year Net Income/Loss	\$ 54,065.21
04/30/17 Ending Checking Balance	\$ 138,843.23
04/30/17 Available Balance To Date	\$ 138,241.62

Increase to GSF Field Trip Budget

Fundraising Income :	Net Budget	Income	Expense	Net Income	Difference
Bingo	\$ 1,500.00	\$ 1,002.00	\$ 659.14	\$ 342.86	(1,157.14)
Movie Night	\$ 500.00	\$ 657.00	\$ 330.25	\$ 326.75	(173.25)
Box Tops	\$ 1,000.00	\$ -	\$ 56.34	\$ (56.34)	(1,056.34)
Store Matching Contributions	\$ 2,000.00	\$ 728.26	\$ -	\$ 728.26	(1,271.74)
Holiday Fundraiser	\$ 3,500.00	\$ 6,452.75	\$ 846.08	\$ 5,606.67	2,106.67
Jog-A-Thon	\$ 34,000.00	\$ 53,344.89	\$ 4,673.75	\$ 48,671.14	14,671.14
Mary's/Restaurant Contributions	\$ 500.00	\$ 39.00	\$ -	\$ 39.00	(461.00)
Donation Drive(s)	\$ 2,000.00	\$ 1,750.00	\$ -	\$ 1,750.00	(250.00)
Carnival	\$ 2,500.00	\$ 4,237.00	\$ 1,656.26	\$ 2,580.74	80.74
eScrip	\$ 3,500.00	\$ 2,204.73	\$ -	\$ 2,204.73	(1,295.27)
Skate Night	\$ 500.00	\$ 889.00	\$ 10.47	\$ 878.53	378.53
Sponsorships	\$ 4,000.00	\$ 4,800.00	\$ -	\$ 4,800.00	800.00
Parking Spot	\$ 700.00	\$ 1,005.00	\$ -	\$ 1,005.00	305.00
Holiday Bake Sale	\$ 200.00	\$ -	\$ -	\$ -	(200.00)
Spirit Wear	\$ 500.00	\$ 6,022.00	\$ 4,141.20	\$ 1,880.80	1,380.80
PGE Match	\$ 1,100.00	\$ 3,272.00	\$ -	\$ 3,272.00	2,172.00
United Way	\$ 100.00	\$ 54.00	\$ -	\$ 54.00	(46.00)
Interest Income	\$ 30.00	\$ 27.76	\$ -	\$ 27.76	(2.24)
Totals	\$ 58,130.00	\$ 86,485.39	\$ 12,373.49	\$ 74,111.90	\$ 15,981.90

Expense Budget Items :	Reserve Used	Budget	Used	Remaining
Bank Expenses		\$ 150.00	\$ 27.95	\$122.05
Administrative Costs		\$ 670.00	\$ 363.61	\$306.39
Insurance		\$ 400.00	\$ 375.00	\$25.00
Teacher Support (\$250 @ 44 Classes)	300.00 include Pulley	\$ 11,000.00	\$ 11,000.00	\$0.00
Staff Appreciation Luncheon	Munson + Learning Lab	\$ 1,200.00	\$ 307.60	\$892.40
GSF Photo Copy Expense		\$ 600.00	\$ 36.25	\$563.75
Poetry		\$ 800.00		\$800.00
Artist In The Classroom (Reserve used for 2 extra wks traditional)	\$ 1,700.00	\$ 5,500.00		\$ 5,500.00
Performing Arts		\$ 7,500.00		\$7,500.00
Kindergarten Field Trips (5@ \$350)	400	\$ 1,750.00		\$1,750.00
1st Grade Field Trips (4@ \$350)		\$ 1,400.00		\$1,400.00
2nd Grade Field Trips (4@ \$350)		\$ 1,400.00		\$1,400.00
3rd Grade Field Trips (4@ \$350)		\$ 1,400.00		\$1,400.00
4th Grade Field Trips (3@ \$350)		\$ 1,050.00		\$1,050.00
5th Grade Field Trips (3@ \$350 + 1@ \$350 for 4/5 combo)		\$ 1,400.00		\$1,400.00
6th & 7th Grade Field Trip	1750 each	\$ 3,000.00		\$3,000.00
8th Grade Field Trip	3000	\$ 3,000.00		\$3,000.00
Spanish		\$ 7,500.00		\$7,500.00
Sports (\$750 Grav Equip \$250.00 District Sports)		\$ 1,000.00	\$ 812.56	\$187.44
Teacher Appreciation Week / Staff Day		\$ 700.00	\$ 737.56	(\$37.56)
8th Grade Dinner		\$ 2,500.00		\$2,500.00
Disaster Preparedness Bags		\$ 160.00	\$ 151.71	\$8.29
Drinking Water & Dispensers for Both Schools		\$ 1,500.00	\$ 709.96	\$790.04
Teacher Mini-Grants (\$500 Max Each)		\$ 2,500.00	\$ 2,517.51	(\$17.51)
Secretary Of State & Other Foundation Dues		\$ 50.00		\$50.00
Class Wagons	\$ 1,301.74	\$ -	\$ 1,301.74	\$0.00
Grav Staff Room Improvements	\$ 243.94	\$ -	\$ 243.94	\$0.00
Back To School BBQ / Movie Night (Reserve Only)	\$ 1,500.00	\$ -	\$ 1,010.04	\$0.00
Suspense Items - Missing Receipts	\$ -	\$ -	\$ 451.26	\$0.00
Totals	\$ 4,745.68	\$ 58,130.00	\$ 20,046.69	\$41,090.29

I have examined the financial records of Gravenstein Schools Foundation and find them to be true and correct to the best of my knowledge.

Auditor Signature

[Handwritten Signature]

Audit Completed

7.32

5/20/17

