

GRAVENSTEIN UNION SCHOOL DISTRICT  
3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

**REGULAR GOVERNING BOARD**  
**MEETING AGENDA**  
**Gravenstein School, Rm. 13**

**Wednesday, Sept. 13, 2017**  
**5:00 PM**

**I. CALL TO ORDER**

Jim Horn, President  
Desiree Beck, Clerk  
Gregory Appling  
Steven Schwartz  
Vacant

**II. PUBLIC COMMENTS**

At this time the public may address the Board on any item not listed on the agenda. Presentations are limited to three minutes per person per topic. The Board may not respond to presentations. The public may address the Board on any item listed on the agenda at the time the matter is taken up by the Board.

**III. CONSENT AGENDA**

**ACTION ITEM**

- A. Approve agenda order
- B. Minutes of regular Board meeting Aug. 9, 2017
- C. Warrants/Payroll
- D. Communication
  - 1. Letter from Jennie Snyder and Mary Downey of SCOE affirming that Gravenstein's 2017-18 LCAP has been approved.
  - 2. Letter from Superintendent of Schools Steve Herrington, regarding the Board vacancy created by Trustee Wickland's resignation.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**IV. REPORTS, AND ORAL COMMUNICATIONS**

- A. Gravenstein Union Teachers' Association
- B. School Site Council
- C. GSF/MPF
- D. Trustee Reports
  - I. Ad placed in Sonoma West regarding open Board seat. Opening posted in school office windows and school websites too.
- E. Hillcrest Principal Report
- F. Gravenstein Principal Report
- G. Superintendent Report

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1. 2017-18 Enrollment report
2. Transportation JPA Update
3. Update on modernization funding with Jack Schreder & Associates
4. Phase II & Phase III update
  1. Architect Doug Hilberman will be present to provide an update
5. Shade structure update
  1. Quote for in plant inspection of the shade structure for a cost of \$2,950.
  2. Site installation of shade structure is \$21,055 (Board approved)
  3. Shade structure materials cost \$40,812.20 (Board approved)
  4. Color selection: posts in Roman Blue and roof and gutters in Light Stone
  5. Site inspector selection
  6. Possible dates for instillation
6. Hiring update:
  1. Positions in process of hiring include the following:
    1. School Counselor
    2. School Secretary

H. CBO Report

- I. Budget contribution report

V. **BUSINESS**

**A. Update Budget for Phase 3 Construction**

The Board will be asked to approve an updated budget for Phase 3, now that the plans include the improvements in the Learning Lab and the replacement of the gym floor.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**B. Approve Project Delivery Method for Phase 3 Construction**

We have invited Justin Walling, President of Counterpoint, as a local expert to advise and instruct the Board on the pros and cons of a bid process vs lease-leaseback approach to selecting a contractor for Phase 3.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**C. Approve Design Proposal from AXIA Architects for Phase 4-Hillcrest**

The Board will be presented with a proposal from AXIA Architects for the drawings needed to begin the Phase 4 facility projects at Hillcrest.

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Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**D. Consider Applications for Trustee Appointment**

The Board must appoint a replacement Trustee due to the resignation of Trustee Wickland, which was effective August 30, 2017. Interested candidates were invited to provide a cover letter expressing interest in the appointment, and a completed candidate questionnaire by Sept 9, 2017.

Following the Board's review of applications, they may interview candidates and select a suitable candidate to appoint to complete Trustee Wickland's term on the GUSD Board.

Oath of Office may be administered to a selected candidate.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**E. Approve School Psychologist Contract**

The Board will be asked to approve a contract with Jack Correia, to provide School Psychologist services for the 2017-18 school year.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**F. Approve 2016-17 Unaudited Actuals**

The Board will be asked to approve the 2016-17 unaudited actuals as presented by CBO, Wanda Holden.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**G. Approve Resolution #170913-1 Adoption of the Gann Limit**

The Board will be asked to adopt the Gann limit Resolution as presented.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

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**H. Discussion and Possible Action on the Community Use of District Facilities**

The Board will review use of District facilities pursuant to District policies BP/AR 1330 and consider a possible revision to the policies.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**I. Consider Facility Use Permit Request from Move Over Mozart**

The Board will be asked to consider a facility use permit request and affirm the fee to be charged based on Board Policy and usage requested.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**J. Consider Facility Use Permit Request from CYO St Sebastian Basketball**

The Board will be asked to consider a facility use permit request and affirm the fee to be charged based on Board Policy and usage requested.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**K. Consider increasing the cost of staff meals to \$5.00**

The Board will be asked to consider increasing the cost of staff meals from \$4.75 to \$5.00. This increase is required, as adult meals must cost \$0.50 more than student lunches.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**L. Transfer Funds to Fund 40 for Meraki Equipment**

The Board will be asked to approve the transfer of funds (\$145,863.33) needed to cover the purchase of Meraki equipment, previously approved.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

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**M. Approve Contract w/SCOE for Media Center Services**

The Board will be asked to approve a contract with Sonoma County Office of Education for access to resources for teachers via the SCOE Media Center. The cost is based on ADA. Cost to the District is \$4,907.25.

**VI. GENERAL**

**A. Review Performance on 2016-17 Goals and Objectives**

The Board will be presented with a review of performance on the 2016-17 District goals by Supt. Schwinn. The Board will conduct a special Board meeting on Sept 27, to finalize the review of 2016-17 and plan for 2017-18 District goals.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**B. Review the District's Dual Program System**

Supt. Schwinn will review actions taken so far to expand academic and enrichment opportunities for students. Consider next steps, such as planning the kindergarten Enrich! for All pilot for 2018-19, and establish members for the expanded leadership committee (e.g. 2 trustees, 2 MPF parent/members, 2 GSF parent/members, 2 Enrich! teachers (1Grav/1HMS), 2 Traditional teachers (1Grav/1HMS), 2 Principals, and the Superintendent). Set date for next Leadership committee meeting.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**C. Approve BP 5111.1 and AR 5111.1—District Residency**

The Board will be asked to approve BP 5111.1 and AR 5111.1 regarding District Residency. Although we are a primarily a charter school District, we still need parents to provide proof of residency at the time of enrollment. This Board Policy gives guidance on the types of proof accepted per Ed Code.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**D. Approve Overnight & Water Access Field Trips**

The Board will be asked to approve some 4<sup>th</sup> grade field trips that include over night and water access.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

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**E. Review 2017 CAASPP Results**

The Board will receive grade level summaries of 2017 CAASPP results from 3-8<sup>th</sup> grade students who tested in 2016-17.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION**

**VIII. CLOSED SESSION**

**A. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:**

1) Public Employee –Hiring:

a. Approve hiring of 1.0 FTE School Counselor

2) Conference with Labor Negotiator

District Negotiator: Jennifer Schwinn, Superintendent

Represented Employees: Gravenstein Union Teachers Assoc.

3) Potential litigation

4) Superintendent Evaluation

**IX. OPEN SESSION**

Any reportable action taken during closed session shall be reported when the Board comes back into open session.

**X. FUTURE BOARD MEETINGS:**

**I. Next Regular Board Meeting: Oct. 12, 2017— 5:00 PM**  
**Special Board Meeting: Sept. 27, 2017 – 5:30PM**

**XI. ADJOURNMENT**

ADA Compliance: In compliance with Government Code 54954.2(a), the Gravenstein Union School District, will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American with Disabilities Act of 1990 (42 U.S.C. 12132) and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Jennifer Schwinn, District Superintendent, Gravenstein Union School District, 3840 Twig Ave., Sebastopol, CA 95472. Telephone (707) 823-7008.

GRAVENSTEIN UNION SCHOOL DISTRICT  
REGULAR BOARD MEETING

MINUTES

August 9, 2017

III B

- I. **CALL TO ORDER**
- Pres. Horn called the meeting to order at 5:04 PM. Clerk Beck, Members, Appling, Wickland present, Member Schwartz absent.
- II. **PUBLIC INPUT ON ITEMS NOT ON THE AGENDA**
- Amy Gloeckner thanked the board for being so supportive of her, welcomed Principal David Fichera back to Hillcrest, and thanked Sandra Wickland for her years of service on to the Board.
- III. **APPROVAL OF CONSENT AGENDA**
- I. **Approval of Agenda Order**
- II. Minutes of regular Board meeting July 12, 2017, and special meeting July 26, 2017
- III. **Vendor Warrants**
- IV. **Communication**
- A. **Letter from Supt. Schwinn to Julie Iverson of Social Advocates for Youth, in support of a grant to bring grief counseling opportunities to GUSD students.**
- B. **Legal update on the Williams Settlement -- assuring districts that electronic textbook adoption still meets the requirement of providing one text per student.**
- C.
- Pres. Horn made the following corrections to the 7/12/17 minutes.
- Pg 4. of minutes, item K: \$44 per hour, not to exceed 100 hours
- Pg. 5-6: Ensure that there is consistency with "Probationary 1.0" vs. "Probationary."
- Pres. Horn also inquired about pg. 1 of the vendor warrants: is Aesop going to be up and running for this school year? Supt. Schwinn responded that it will be.
- Pres. Horn expressed his gratitude to Sandra Wickland for her 10 years of service to the GUSD Board.
- Pres. Horn moved to approve the consent agenda, Clerk Beck seconded, 4-0 yes.
- IV. **REPORTS/CORRESPONDENCE**
- A. **GUTA Report**
- GUTA President Christina Urmini presented that teachers have been participating in professional development opportunities over the summer. She also requested that GUTA

members be given a detailed list of duties for district personnel, so that members would know who to go to for questions and/or concerns.

- B. School Site Council** No report
- C. GSF/MPF** GSF President shared that GSF is gearing up for the school year.
- D. Trustee Reports** No report
- E. Hillcrest/Gravenstein Reports**
- Principal David Fichera reported that he is grateful and excited to have the opportunity to return to the position of Hillcrest principal. He also reported on upcoming orientations, preparing for the start of school, and the 8th grade Yosemite Trip.
- Principal Keri Pugno reported that she is excited to step into a new role at Gravenstein as principal. She also reported on curricular materials, school facilities and preparing for another great year.
- F. 2017-18 Enrollment Outlook** Gravenstein projected enrollment is currently 485 and Hillcrest is currently 267. Students continue to enroll as the first day of school approaches.
- G. Transportation JPA Update** No update
- H. Update on modernization funding with Jack Schreder & Associates**
- I. Phase II & Phase III update**
1. **Architect Doug Hilberman will be present to provide an update**
- Doug Hilberman presented an update that Phase II is nearing completion and Phase III plans have been completed and are ready to send to DSA for an estimated return of January 2018.
- J. Shade structure update**
1. **Quote for in plant inspection of the**



- shade structure for a cost of \$2,950
- 2. Site installation of shade structure is \$21,055 (Board approved)
- 3. Shade structure materials cost \$40,812.20 (Board approved)
- 4. Color selection: posts in Roman Blue and roof and gutters in Light Stone

**K. CAASPP results**

- 1. Individual student reports have arrived and are being sent home, but grade level data summaries are still not available to share with Board

**L. Hiring update:**

- 1. Positions in process of hiring include the following:
  - i. School Counselor
  - ii. 2 Teaching Assistants
  - iii. Temporary/Long-term sub-1st Grade Teacher
  - iv. School Secretary

A school counselor has been selected, and unfortunately, there were two late resignations of 7th grade teachers at Hillcrest on 8/9/17.

Recruitment for these positions is underway.

**V. BUSINESS**

**A. Approve Change Orders for Phase II**

The Board will be asked to approve a few final change orders for the Phase II project.

- a. Change Order #76 - Heater UH - 1 for Pump House per DSA Dwgs (COR #75) - Amount = \$5,663.86
- b. Change Order #77 - Replace corroded water main next to Admin Bldg (COR #77) - Amount = \$6,309.03
- c. Change Order #78 - Additional Signs in Bldg F (COR #78) - Amount = \$1,278

Change Order #76 was for a heater required after the plans were completed

Change Order #77 is due to a plumbing emergency that required unexpected work.

There is an additional change order that Murray Construction is requesting that AXIA feels should be in the scope of the work. A third party construction management service will be paid for by Murray and AXIA to determine who is responsible for this item.

Mem. Wickland moved to approve change orders Change Order #76 - Heater UH - 1 for Pump House per DSA Dwgs (COR #75) - Amount = \$5,663.86; Change Order #77 - Replace corroded water main next to Admin Bldg (COR #77) - Amount = \$6,309.03; and Change Order #78 - Additional Signs in Bldg F (COR #78) - Amount = \$1,278

Mem. Applying seconded, approved 4-0.

**B. Approve Quote for Shade Structure Inspection**

The Board was asked to approve a quote for the cost of providing inspection of the shade structure at the factory. The estimated cost of the inspection is \$2,950.

Mem. Wickland moved to approve, Pres. Horn seconded, 4-0 yes. Pres. Horn clarified that this cost is an estimate.

**C. Approve Contract with SRCS for Food Service**

The Board was asked to approve the annual contract for food service provided by Santa Rosa City Schools. SRCS will increase the price per meal by \$0.25 in the 2017-18 school year. The cost for 2017-18 will be \$3.00.

Pres. Horn moved to approve, Clrk. Beck seconded, 4-0 yes.

**D. Consider Meal Price Increase**

Because the cost will increase by \$4,462 in 2017-18, and the cafeteria encroached into the general fund in 2016-17 by \$19,766, and at least the same encroachment is expected in 2017-18, the board was asked to consider an increase in the price of meals by \$0.25. The total cost of the meal including milk would increase to \$4.50 in the 2017-18 school year.

Clrk. Beck moved to approve the increase to \$4.50 for a meal (including milk), Mem. Appling seconded, 4-0 yes.

**E. Discussion and Possible Action on the Community Use of District Facilities**

Mem. Appling discussed an incomplete proposal that he and Mem. Schwartz have been developing that would provide a variable rate schedule for the use of district facilities, dependent on the need for additional custodial support.

Supt. Schwinn expressed a desire to consider

the trash that can be left behind by field usage.

Pres. Horn moved to table this to September, Mem. Beck seconded, 4-0 yes.

**F. Approve Updated Nurse Salary Schedule**

The nurse salary schedule does not currently include any step increases to reward for longevity. The board is asked to add a second step to the nurse salary schedule, to increase the salary by 10% after 5 years of service.

Clrk. Beck moved to approve the new schedule adding a second step with a value of \$75,379 after five calendar years of service, Mem. Appling seconded, 4-0 yes.

**G. Review Performance on 2016-17 Goals and Objects**

Supt. Schwinn requested that this be delayed to a later meeting. Pres. Horn inquired to the board about postponing this meeting to the next regular session meeting on September 13, 2017, or a special meeting.

Pres. Horn moved to table this item to the September 13, 2017 meeting, Mem. Appling seconded, 4-0 yes.

**H. Approve the GASB45 Report**

The report was returned with errors, so this approval will need to be delayed.

Pres. Horn moved to table this to September 13, 2017, Mem. Wickland seconded, 4-0 yes.

**I. Ratify Principal Contracts for 2017-18**

The Board was asked to ratify in open session the Principal contracts negotiated for Keri Pugno and David Fichera for the 2017-18 and 2018-19 school years.

Pres. Horn moved to ratify both contracts with a change in Keri Pugno's contract in section 7, increasing the benefits cap to \$1,100 for employee only, \$1,200 for employee plus one, and \$1,300 for employee plus family, as offered on David Fichera's contract, Clrk. Beck seconded, 4-0 yes.

**J. Review and Approval of Procedures to Fill Board of Trustees Vacancy**

The Board of Trustees Vacancy will be advertised via Monday Messages (District Bulletin), Website, Facebook, by the third week of August 2017. Applications will be due by 4 PM on September 7, 2017.

Pres. Horn moved to make a provisional appointment of a candidate to replace Mem. Wickland, then interview and select the candidates at the regular board meeting on September 13, 2017, Clrk. Beck seconded, 4-0 yes.

**VI. General**

**A. Review & Approve Parent/Student Handbook for 2017-18**

Change Brian Sposato's title to "Head of Maintenance." List School Psychologist, Nurse, and Speech Pathologist as "District Support Staff."

The cell phone and electronic device sections were consolidated and updated to include language about e-readers.

The GATE section was updated to remove the reference of ENRICH! as a full-day GATE program. The word "three" needs to be removed from the introduction on the GATE section on pg. 123.

Pres. Horn moved to approve the document with noted changes, Mem. Appling seconded, 4-0 yes.

**VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION**

**VIII. ADJOURN TO CLOSED SESSION**

**With respect to every item of business to be discussed in closed session pursuant to Section 54957.6**

Pres. Horn adjourned to closed session at 6:55 PM

**A. Public Employee:**

- I. Approve hiring of 0.20 FTE School Nurse - Patricia "Anne" Wilson  
Horn moved/Wickland seconded,  
approved 4-0
- II. Approve hiring of 1.0 FTE School Counselor—Karen Clem  
Horn moved/Appling seconded,  
approved 4-0
- III. Approve hiring of Temporary/Long-term Sub for 1st Grade Teacher
- IV. Approve hiring of full-time TA's—Kay Dellosa  
Horn moved/Wickland seconded,  
approved 4-0

**B. Conference with Labor Negotiator**

District Negotiator: Jennifer Schwinn,  
Superintendent  
Represented Employees: Gravenstein Union  
Teachers Association

**C. Public Employee**

**Discipline/Dismissal/Release**  
Horn moved/Appling seconded to rescind  
the non-reelection previously approved for  
Employee #1341. Approved 4-0.

**D. Superintendent Evaluation**

**IX. RECONVENE TO OPEN SESSION**

- A. The meeting was reconvened to open session at 7:58 PM. Action taken as noted above.

**X. Future Board Meetings:**

- XI. Next Regular Board Meeting: September 13,  
2017 - 5:00 PM

**ADJOURNMENT—7:59 PM**



Checks Dated 08/01/2017 through 08/31/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1581658	08/04/2017	Lakeshore Learning Materials	01-4310	Classroom Supplies	196.91	
1581659	08/04/2017	McGraw-Hill School Education	03-4310	Classroom Supplies	309.48	506.39
1581660	08/04/2017	Office Depot	03-4110	Spanish Workbooks 2017-18 for Grades 5		1,827.44
1581661	08/04/2017	Zaner-Blosser Inc.	01-4359	Instructional Supplies	79.10	
1581662	08/04/2017	Office Depot	03-4359	Instructional Supplies	1,050.98	1,130.08
1581663	08/04/2017	Office Depot	03-4110	Handwriting Instruction for K-Trivunovic		303.11
1581664	08/04/2017	Alicia Barrera	04-4359	Instructional Supplies	208.38	2,411.39
1581665	08/04/2017	ACSIG	01-4359	Instructional Supplies	2,768.53	2,976.91
1581666	08/04/2017	All-Guard Alarm Systems, Inc	12-8689	Daycare Refund		225.00
1581667	08/04/2017	Ally Technology Consulting LLC	03-4359	Instructional Supplies	2,768.53	2,976.91
1581668	08/04/2017	Blakeslee Electric Inc	01-9573	Employee's Dental Plan Coverage 2017-18		225.00
1581669	08/04/2017	California's Valued Trust	03-5800	Installation of Alarms-Hillcrest and Gravenstein	8,825.00	7,445.66
1581670	08/04/2017	Fishman Supply Company	04-5800	Installation of Alarms-Hillcrest and Gravenstein	1,225.00	10,050.00
1581671	08/04/2017	E3 Diagnostics Accounts Receivable	03-5840	Label/Enroll/Configure Chromebooks		900.00
1581672	08/04/2017	Mr. Rooter Plumbing of Sonoma County	04-5630	Hillcrest - 4 new 20 amp 120 volt circuits	2,993.29	
1581673	08/04/2017	Robert Gerhold dba NorBay Consulting	01-9572	Employee's CVT Health Plan Coverage 2017-18	7,957.14	10,950.43
1581674	08/04/2017	Pacific Gas & Electric	01-4370	Custodial Supplies for Hillcrest and Gravenstein	27.77	40,308.00
			03-4370	Custodial Supplies for Hillcrest and Gravenstein	338.79	
			04-4370	Custodial Supplies for Hillcrest and Gravenstein	188.83	
			04-4390	Door Mat-Collins	16.39	571.78
			03-5830	Annual Calibration of Audiometer 2017-18	54.00	
			04-5830	Annual Calibration of Audiometer 2017-18	36.00	90.00
			01-5830	Drain Line Cleaning Gravenstein	18.49	
			03-5830	Drain Line Cleaning Gravenstein	245.67	
			04-5830	Drain Cleaning of Blockage Hillcrest	209.25	473.41
			14-5830	Asbestos Clearing Testing Gravenstein	81.55	675.00
			01-5520	Electric and Gas for 2017-18 Gravenstein	1.76	
			03-5520	Electric and Gas for 2017-18 Gravenstein	938.68	
			04-5520	Electric and Gas for 2017-18 @ Hillcrest	1,721.46	

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

Checks Dated 08/01/2017 through 08/31/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1581674	08/04/2017	Pacific Gas & Electric	03-5830	Electric and Gas for 2017-18 Gravenstein	10.83	2,774.46
1581675	08/04/2017	Quality Septic Service	03-5830	Septic Pumping	867.00	
1581676	08/04/2017	Quill Corp	04-5830	Septic Pumping	425.00	1,292.00
1581677	08/04/2017	Stripe N Seal Inc	03-4359	Instructional Supplies-Otterson/Crandall		85.86
1581678	08/04/2017	Verizon	14-5830	Asphalt Prep & Sealcoating Playground Area @ Grav		15,975.00
1581679	08/04/2017	Vision Service Plan	01-5912	Supt Phone & Tablet Service for 2017-18	5.16	
1581680	08/04/2017	West Sonoma County Disposal	03-5912	Supt Phone & Tablet Service for 2017-18	62.88	
			04-5912	Supt Phone & Tablet Service for 2017-18	35.05	103.09
			01-9574	Employee's Vision Plan Coverage 17-18		3,374.80
			01-5560	2017-18 West Sonoma County Disposal-Gravenstein	27.17	
			03-5560	2017-18 West Sonoma County Disposal-Gravenstein	360.94	
			04-5560	2017-18 West Sonoma County Disposal-Hillcrest	216.72	604.83
1581681	08/04/2017	Classroom Direct	04-4359	Classroom Supplies-Jex-Lewis		88.43
1581682	08/04/2017	Office Depot	04-4359	Instructional Supplies		151.92
1581683	08/04/2017	Oriental Trading Company	03-4310	Classroom Supplies-Crandall		39.33
1581684	08/04/2017	Really Good Stuff Inc.	03-4310	Instructional Supplies for Patii Carlson		24.39
1581685	08/04/2017	School Specialty	03-4359	Classroom Supplies-Urmini		204.27
1581686	08/04/2017	Sonoma County Office Of Ed.	03-5202	ReMake Education Summit 2017-A Brown	350.00	
			04-5202	ReMake Education Summit 2017-Nordstrom	350.00	
				ReMake Education Summit 2017-Sporrer	350.00	1,050.00
1581687	08/04/2017	Teachers' Curriculum Institute	04-4110	Student Textbooks-Social Studies		1,018.13
1582378	08/09/2017	Ani Hansen	03-4359	Reimbursement for Class Supplies		63.65
1582379	08/09/2017	Ally Technology Consulting LLC	40-6400	Gravenstein Networking Licenses and Equipment	78,829.45	
				Hillcrest Networking Licenses and Equipment	57,783.88	136,613.33
1582380	08/09/2017	Blakeslee Electric Inc	04-5630	Hillcrest - Receptacle Repair		404.20
1582381	08/09/2017	Houghton Mifflin Harcourt	03-4110	Holt McDougal -See Attached- Pugno		1,643.22
1582382	08/09/2017	Premier Agendas Inc.	03-4310	Student Planners for 2017-18	1,049.05	
			04-4310	Student Planners for 2017-18	1,051.16	
1582383	08/09/2017	U. S. Bank Equipment Finance	01-5631	Copier Lease at schools and DO for 2017-18	35.28	2,100.21
			03-5631	Copier Lease at schools and DO for 2017-18	423.38	

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



## Checks Dated 08/01/2017 through 08/31/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1582383	08/09/2017	U.S. Bank Equipment Finance	04-5631	Copier Lease at schools and DO for 2017-18	246.97	705.63
1582384	08/09/2017	West County Transportation	04-9510	Hilcrest House Reward Trip		213.55
1584836	08/23/2017	Terese Hillborn	03-4390	Fabric for bulletin board		57.37
1584837	08/23/2017	Office Depot	01-4359	Instructional Supplies	56.97	
1584838	08/23/2017	Quill Corp	03-4359	Instructional Supplies	756.92	813.89
1584839	08/23/2017	Voyager Sopris Learning, Inc.	03-4310	Chairs-Teacher Classroom		155.67
1584840	08/23/2017	Weeks Drilling & Pump Co. Inc.	03-4310	Special Ed -Language Live!	1,238.85	
			04-4310	Special Ed -Language Live!	792.06	2,030.91
			01-5530	Gravenstein Elem Water Service for 2017-18	19.98	
			03-5530	Gravenstein Elem Water Service for 2017-18	229.79	249.77
1584841	08/23/2017	ARC Alternatives	01-5830	Prop 39 Energy Master Planning Services (Part 2)	4,197.50	
			03-5830	Prop 39 Energy Master Planning Services (Part 2)	4,197.50	
			04-5830	Prop 39 Energy Master Planning Services (Part 2)	4,197.50	12,592.50
1584842	08/23/2017	AXIA	40-6210	Gravenstein Modernization, Phase III (Part 2)	709.23	
			40-6215	Gravenstein Modernization, Phase III (Part 2)	25.93	735.16
1584843	08/23/2017	Gravenstein Schools Foundation	03-9510	Refund 2016-17 Box Tops Revenue to GSF		443.30
1584844	08/23/2017	Office Depot	01-4359	Instructional Supplies	46.32	
			03-4359	Instructional Supplies	615.36	661.68
1584845	08/23/2017	Quill Corp	01-4350	Printer ink for computer lab and district office	2.74	
			03-4341	Printer ink for computer lab and district office	130.29	
			03-4350	Printer ink for computer lab and district office	33.38	
			04-4350	Printer ink for computer lab and district office	18.61	185.02
1584846	08/23/2017	Houghton Mifflin Harcourt	03-4110	Holt McDougal -See Attached- Grade K	1,384.17	
			04-4110	Holt McDougal -Jex-Lewis See Attached	3,961.46	
				Holt McDougal Go Math!- 6 th Grade-	892.03	
			04-4310	Woodcock-Johnson IV Testing-Fisher	82.66	6,320.32
1584847	08/23/2017	Nature Bridge	01-5826	8th Grade Yosemite Trip	20,944.00	

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

020 - Gravenstein Union School District

Generated for Wanda Holden (WLHOLDEN), Sep 7 2017 4:00PM

Check Number	Check Date	Pay to the Order of	Fund Object	Comment	Expensed Amount	Check Amount
1584847	08/23/2017	Nature Bridge	04-5826	8th Grade Yosemite Trip	7,106.00	28,050.00
1584848	08/23/2017	Weeks Drilling & Pump Co. Inc.	04-5530	Hillcrest Water Service for 2017-18		230.00
1584849	08/23/2017	Westminster Woods	04-5826	ENRICH! 7th Westminster Woods 10/16/2017	700.00	
				Traditional and EI 6th Westminster Woods 9/21/2017	1,170.00	1,870.00
1584850	08/23/2017	Fishman Supply Company	01-4370	District Wide Custodial Supplies	141.31	
1584851	08/23/2017	Houghton Mifflin Harcourt	03-4370	District Wide Custodial Supplies	1,723.97	
1584852	08/23/2017	Kelly-Moore Paint Co. Inc.	04-4370	District Wide Custodial Supplies	964.18	2,829.46
1584853	08/23/2017	Lakeshore Learning Materials	03-4110	Holt McDougal -See Attached- Grade K		583.32
1584854	08/23/2017	MCI Comm Service	03-4380	Paint for Gravenstein Rm's 16,18		242.89
1584855	08/23/2017	Quill Corp	03-4310	Classroom Supplies-Tomsky		245.02
			12-5911	Daycare Phone Line for 2017-18		13.36
			01-4390	Teacher USB Binders	13.08	
			03-4390	Teacher USB Binders	159.38	
1584856	08/23/2017	Really Good Stuff Inc.	04-4390	Teacher USB Binders	88.83	261.29
1584857	08/23/2017	School Outfitters	03-4310	Class Supplies-Haas		23.91
			01-4341	Headphones - Gravenstein School	151.23	
1584858	08/23/2017	Stanroy Music Center Inc.	03-4341	Headphones - Gravenstein School	2,009.20	2,160.43
1585948	08/25/2017	Analytical Sciences	04-4400	Instrument repair and supplies 2017-18		1,498.88
			01-5830	Water testing for Gray 2017/18	5.74	
			03-5830	Water testing for Gray 2017/18	76.26	
			04-5830	Water testing @ Hillcrest 2017-18	253.00	
1585949	08/25/2017	AT&T Cabinet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2017-18	21.81	335.00
			03-5911	Gravenstein AT&T CALNET 3 Charges 2017-18	268.96	
			04-5911	Gravenstein AT&T CALNET 3 Charges 2017-18	130.27	
1585950	08/25/2017	Clover-Stormetta Farms Inc.		Hillcrest AT&T CALNET 3 Charges 2017-18	54.57	475.61
1585951	08/25/2017	Renee Lott	13-4700	Milk Purchases 2017-18		102.00
1585952	08/25/2017	Sonoma County Office Of Ed.	12-4390	Staff Lunch		639.15
			01-5830	MOU for Payroll Support Services	15.40	
			03-5830	MOU for Payroll Support Services	187.88	
1586688	08/30/2017	Barnes & Noble Booksellers Inc	04-5830	MOU for Payroll Support Services	104.72	308.00
1586689	08/30/2017	Kim Hawkins	03-4310	Classroom Books-Haas		35.54
			03-4340	Senorwooly.com Subscription	37.50	
			04-4340	Senorwooly.com Subscription	37.50	75.00

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

ReqPay12d

Board Report

Check Period 08/01/2017 through 08/31/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1586690	08/30/2017	Michelle Delloso	01-4310	Stool for Classroom-Delloso-reimbursement	43.24	
1586691	08/30/2017	Quill Corp	01-4350	Printer ink for computer lab and district office	6.85	
			03-4341	Printer ink for computer lab and district office	326.97	
			03-4350	Printer ink for computer lab and district office	83.78	
			04-4350	Printer ink for computer lab and district office	46.69	464.29
1586692	08/30/2017	Sebastopol Lock Shop	03-4370	Keys Copies for Gravenstein School		89.20
1586693	08/30/2017	Sonoma County Office Of Ed.	01-4350	Envelopes and Tardy Slips and Visitor Stickers		373.30
1586694	08/30/2017	Verizon	01-5912	Sup'l Phone & Tablet Service for 2017-18	4.91	
			03-5912	Sup'l Phone & Tablet Service for 2017-18	59.83	
			04-5912	Sup'l Phone & Tablet Service for 2017-18	33.35	
			03-5800	Installation and Service of Alarms	12,669.10	98.09
1586695	08/30/2017	All-Guard Alarm Systems, Inc	04-5800	Installation and Service of Alarms	44.99	
			13-4700	Milk Purchases 2017-18		12,714.09
1586696	08/30/2017	Clover-Stornetta Farms Inc.	04-5630	HC Musical Instrument Repair for 17-18		34.00
1586697	08/30/2017	Dave's Music Workshop	03-4310	Classroom supplies		1,536.95
1586698	08/30/2017	Shannon DeBolt	01-5830	July 2017- Activities School Facilities	23.56	
1586699	08/30/2017	Jack Schreder & Associates, In c.	03-5830	July 2017- Activities School Facilities	287.46	
			04-5830	July 2017- Activities School Facilities	160.23	471.25
			04-4359	Notebooks	1.77	36.21
1586700	08/30/2017	Heather Johnson	01-5520	Light Poles at Grav Elem 2017-18		
1586701	08/30/2017	Pacific Gas & Electric	03-5520	Light Poles at Grav Elem 2017-18	20.37	22.14
1586702	08/30/2017	Sebastopol Lock Shop	04-5630	Keys copies /Repair knob for Gravenstein School		23.31
1586703	08/30/2017	Stripe N Seal Inc	14-5830	Asphalt Prep & Sealcoating Playground Area @ Grav		19,579.54
1586704	08/30/2017	California's Valued Trust	01-9572	Employee's CVT Health Plan Coverage 2017-18		40,526.00
1586705	08/30/2017	Dept Of Justice, Acctg Office	01-5862	Fingerprinting for staff 2017-18	8.00	
			03-5862	Fingerprinting for staff 2017-18	97.60	
			04-5862	Fingerprinting for staff 2017-18	54.40	
1586706	08/30/2017	County Of Sonoma	13-5802	Food site inspection Gravenstein 17/18	684.00	160.00
				Food Site Inspection Hillcrest 17/18	684.00	1,368.00

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

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
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Total Number of Checks 84 391,234.74

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	32	118,413.74
03	Gravenstein Elementary Char	53	51,322.35
04	Hillcrest Middle Charter	40	45,539.11
12	Child Development Fund	3	877.51
13	Cafeteria Fund	3	1,504.00
14	Deferred Maintenance Fund	3	36,229.54
40	Special Reserve-capital Proj	2	137,348.49
	Total Number of Checks	84	391,234.74
	Less Unpaid Tax Liability		.00
	<b>Net (Check Amount)</b>		<u><u>391,234.74</u></u>

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

020 - Gravenstein Union School District

Generated for Wanda Holden (WLHOLDEN), Sep 7 2017 4:00PM

Gravenstein Union School District

August Payroll Report

September 13, 2017 Regular Board Meeting

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**Certificated Salary & Benefits**

Regular: \$	42,240.92
Supplemental: \$	4,458.69

**Classified Salary & Benefits**

Regular: \$	62,053.13
Supplemental: \$	15,287.80

**Total Salary & Benefits**

\$	124,040.54
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III D 1.

August 15, 2017

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

**RE: 2017-18 Local Control Accountability Plan (LCAP)**

Dear Jennifer:

The Local Control Funding Formula (LCFF) is a significant reform of California school funding, drawing a focus on student achievement particularly for our most at-risk students. The Local Control Accountability Plan (LCAP) is a comprehensive planning tool in which our communities address the instructional needs of all students and additional services for children in poverty, English learners, and foster youth.

The fiscal oversight responsibilities of the county office are combined with COE review and approval of the district's goals, actions, and services within the Board approved LCAP (Education Code 52070). Per state requirements, the district's LCAP is reviewed on three criteria for the 2017-18 school year:

1. Adherence to the State Board of Education Template
2. Sufficient Expenditures in Budget to Implement the LCAP
3. Adherence to State Board of Education Expenditure Regulations

★ After a comprehensive review it was determined that your district's 2017-18 LCAP meets all of the above criteria as outlined in Education Code Section 52070. You will be notified by September 15, 2017 regarding the approval status of your district's budget. ★

*Please note: If you choose to revise your LCAP during the 2017-18 school year, you will need to engage your stakeholders and follow the same process as the original adoption of the LCAP. Please visit the CDE Frequently Asked Questions page at <http://www.cde.ca.gov/fg/aa/lc/lcffffaq.asp#LCAP> for further information on this process.*

We appreciate and acknowledge the significant effort of your community, staff, and school board in developing your district's LCAP. The Sonoma County Superintendent of Schools strives to be a partner and a resource to you and your staff as you exercise this expanded local control over your educational programs and the resources provided to finance them.

Please feel free to contact us if you have questions.

Sincerely,



Deputy Superintendent, Business Services  
(707) 524-2631 | mdowney@scoe.org



Deputy Superintendent, Instructional Services  
(707) 524-2786 | jsnyder@scoe.org





III D 2



**Sonoma County**  
Office of Education

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

August 11, 2017

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

Dear Jennifer,

Sandra Wickland's letter of resignation from the Gravenstein Union School District Board of Trustees was received on August 10, 2017, with an effective resignation date of August 30, 2017. The procedure to fill a board member vacancy is as follows:

The law requires a school district governing board to order an election or to make a provisional appointment within sixty (60) days from the date of the vacancy or of the filing if the resignation contains a deferred effective date (Education Code Section 5091). The effective date of the resignation may not be deferred for more than sixty (60) days after the filing with the County Superintendent of Schools (Education Code Section 5091). If the resignation contains a deferred effective date, the resigning member has the right to exercise all the powers granted to members of the governing board except that he or she does not have the right to vote on the provisional appointment of his or her successor (Education Code Section 35178). In the event that a governing board fails to make an appointment or order an election during the 60-day period, I, as County Superintendent, am required by law to order an election to fill the vacancy.

The provisional appointment of the new member must be made and announced in a public meeting. A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following his or her appointment. Within ten (10) days after the provisional appointment, the governing board shall post notices of the actual vacancy or of the filing of a deferred resignation, and also the name of the provisional appointee in three (3) public places in the district and, further, shall publish the notice in a newspaper of general circulation published in the district. If no newspaper of general circulation is published in the district, the notice need not be published. The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of filing of and the effective date of the resignation. The notice shall also contain the full name of the provisional appointee to the board, and the date of his or her appointment, and a statement that unless a petition calling for a special election containing a sufficient number of signatures is filed in the office of the County Superintendent of Schools within thirty (30) days of the provisional appointment, the appointment shall become an effective appointment (Education Code Section 5092).

If a petition is received and determined to be legally sufficient, an election must be held no later than the 130<sup>th</sup> day after the determination. Nevertheless, if a regular election date will occur between the 130<sup>th</sup> and 150<sup>th</sup> day, the County Superintendent may call the election to be held on

25

the regular election date (Education Code Section 5091). A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs.

Within a waiting period of thirty (30) days after the provisional appointment, if the district has not received a petition demanding an election from a number equaling 1-1/2 percent of the number of registered voters of the district at the time of the last regular election for governing board members, the appointment becomes an effective appointment.

If the appointment becomes effective, the appointee only serves until the next regularly scheduled election for district governing board members at which time an election is held to fill the vacancy for the remainder of the unexpired term.

Reminder: Under a district's conflict of interest code, a board member leaving office must file a leaving office statement and a newly appointed board member must file an assuming office statement. These forms are available from the County Clerk and must be filed with the County Clerk within 30 days of the board member leaving or assuming office.

NOTE: The appointment procedure (or election by reason of a voter petition) does not apply if the vacancy occurs within four (4) months of the end of the term of that position. It also does not apply if the vacancy or the filing of a deferred resignation with the County Superintendent of Schools occurs between six (6) months and one hundred and thirty (130) days before a regularly scheduled governing board election and the position is not scheduled to be filled at that election. In both these situations, the position must remain vacant and is filled at the regularly scheduled election.

If the position was scheduled to be filled at the regularly scheduled election, the person elected at that election shall only hold office for the remainder of the term of that position (Education Code 5093).

If you have any questions, please call.

Sincerely,



Steven D. Herrington, Ph.D.  
Sonoma County Superintendent of Schools

Attachment: Notice of Appointment of Governing Board Member form



IV D I.

Your Ad Details

# Place a Classified Ad

Select Category Package Print Ad Online Ad Contact Information

## Thank You!

Your order has been successfully submitted. All orders are subject to approval before being published. Please print this page for your reference.

Your order number is 972. Please reference this ID in all future communications regarding this order.

### Order Summary

Order: #972

### Contact Information:

Renee Lott  
3840 Twig Ave  
Sebastopol, CA, 95472

### Your Print ad

We are looking for a volunteer interested in serving on the Gravenstein Union School District Board of Trustees. The time commitment is one evening per month. You must live in the school district boundaries to serve. Interested applicants should submit a letter of interest by September 9, 2017, to the Gravenstein District Office. If you would like to know more about this position please contact Jennifer Schwinn or Renee Lott at 707-823-5361. This is a great opportunity to serve your local school and community.

### Category

NOTICES > Announcements

28

Package

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Private Party ads - 4 weeks

Print Ad

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**Start Date:** Aug 31, 2017

**Run Length:** 28 days

**Specs:**

- o 22 lines
- o 84 words
- o 432 letters

Online Ad

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**Specs:**

- o 515 Characters
- o Address Included

If you have any further questions or comments about your order, you may contact:

**Sonoma West Publishers**

Classifieds

Phone: (Phone Number) 707-823-7845

Email: (Email Address) Jim@sonomawest.com

[Submit another ad](#)

Class Enrollment 2017-18

September 2017	Teachers	TK	K	1	2	3	4	5	6	7	8	Totals
	Tomsky	16										16
	Redfern	5										5
	Trivunovic		14									14
	Redfern		14									14
	Crandall ENRICH!		15									15
	Briggs ENRICH!		16									16
	Dellosa			19								19
	Clement			19								19
	Candau ENRICH!			21								21
	Lannon ENRICH!			19								19
	Otterson				20							20
	Sprinkle				19							19
	DeBolt ENRICH!				20							20
	Basque ENRICH!				19							19
	Barrera					20						20
	Haas					22						22
	Mattish ENRICH!					20						20
	Nordstrom ENRICH!					21						21
	Brown ENRICH!						26					26
	Sully ENRICH!						23					23
	Hansen						26					26
	Davis						20					20
	Urmini ENRICH!							25				25
	Hansen ENRICH!							26				26
	Grimm							25				25
	Helton								18			18
	Kinman								17			17
	Dexter ENRICH!								26			26
	Rich ENRICH!								25			25
	McDowell									20		20
	Sotiras									19		19
	Collins ENRICH!									24		24
	Clements ENRICH!									23		23
	Cole										17	17
	Jex-Lewis										10	10
	McDonald										12	12
	Johnson ENRICH!										19	19
	Sporrer ENRICH!										23	23
	Gravenstein Campus	21	59	78	78	83	95	76				490
	Hillcrest Campus								86	86	81	253
	<b>September 2017</b>	<b>21</b>	<b>59</b>	<b>78</b>	<b>78</b>	<b>83</b>	<b>95</b>	<b>76</b>	<b>86</b>	<b>86</b>	<b>81</b>	<b>743</b>
	September 2016	0	92	79	78	82	79	74	77	86	81	728
	September 2015	6	92	79	82	68	76	74	89	84	85	735
	September 2014	0	88	77	65	68	67	74	69	82	110	700
	September 2013	0	98	64	70	67	71	63	72	102	107	714
	September 2012	0	71	69	69	60	67	69	88	110	101	704
	September 2011	0	76	69	60	65	59	84	88	91	81	673

<b>2016</b>
484
244
<b>728</b>





**WEST COUNTY TRANSPORTATION AGENCY  
AGENDA ITEM BACKGROUND**

**ITEM NUMBER:** 7.3: Executive Director's Report

**DATE OF BOARD MEETING:** 8/23/17

**School Bus Driver Recruitment**

We began our training milestone stipend in June and have conducted school bus driver training classes consecutively throughout the summer months. Currently, we have 15 trainees in various phases of training. Of these 15 trainees, two have passed and are awaiting DMV approval, another five should be testing in September and the rest are still in the early phases. More than half of our trainees are currently driving a van to assist in our driver shortages.

If you have heard.... We have been advertising for school bus drivers on four different local radio stations. Traditional advertisements in the Press Democrat, EDD, EDJOIN, and colleges continue, but have not had much success. We currently are screening six bus driver applications for interviews. Our screening process will include how the applicant heard of our openings to weigh the benefits and costs of our advertisement efforts. The Agency will also participate in another job fair in September. The last job fair produced four of our current trainees.

Additional reports on recruitment will be provided at our September meeting.

**Current Driver Staffing**

We began our year with enough drivers to cover all routes. However, this does not account for our daily dose of trips and absenteeism. We currently do not have any of our students in contractor vehicles, but will likely due the huge influxes of new, change, and delete requests that have come from the districts and nonpublic schools during the first week of school.



Type of Route	16-17 Number of Routes	17-18 Number of Routes	Number of Drivers	Number of Drivers Out On Long-term	Driver Positions Uncovered	Anticipated Drivers Needed
Regular Education	43	43	42	2	2	1
Vans - Special Education Class C Driver	7	15	13	1	3	2
Contracted ALC Special Education	4	0	0	0	0	0
Special Education	72	72	66	2	8	10
Stand-by Drivers - 20 (subs)	N/A	N/A	9	0	11	11
<b>Totals</b>	<b>126</b>	<b>130</b>	<b>130</b>	<b>5</b>	<b>24</b>	<b>24</b>
<b>Notes:</b>	<b>Reduced ride time maximums from 90 to 75 minutes. FY 17-18 increases in routes of 4 and all in SPED. Currently have 130 routes and 130 drivers (non-staff members).</b>					

### Communication and Feedback

One of our largest concerns last year was with our ability to receive and initiate communication within our Dispatch Office. We heard this message and have implemented some changes to help. Some of the changes include:

- Added two additional outgoing phone lines
- Added two additional (temporary) staff to assist in answering calls and priorities responses
- Created fillable bus pass forms on our website
- Posted all Regular Education routes by district and school on our website
- In process of implementing an auto dialer for school and parent notifications
- Others in beginning phases include: Software/hardware for parents/schools to track student and bus location.

### Routing and Scheduling

Our Routing and Scheduling Department is working long hours and on weekends to get students routed, deleted, and changed. Some route and student statistics that I want to point out are below:

- 43 Regular Education routes
- 87 Special Needs routes
- 15 Van routes

*Stops - Posted on WCTA website*  
*Demo of new communication system that updates parents electronically if bus running late*  
 30  
 33

- 913 Special Needs students routed on day 1 of school
- Ended 2016-17 with approximately 945 Special Needs students
- Currently there are 35 pending change requests for Special Needs students, (mostly address changes)
- 55 new bus requests for Special Needs students. Of these 55, nearly all are students that rode the bus last school year.
- Over 50 student transportation deletions needed after 3 days of school. Request for transportation for these students were made by districts and student was routed, but the student does not use all or part of the bus service. \*
- Notifications of routed SPED students to ALL Program Manager went out August 9<sup>th</sup> and 10<sup>th</sup>.
- Over 140 students need added, changes, or deleting within the first week of school.

These data and communication challenges have significant impact on our ability to produce quality and efficient routing in a timely manner. Unfortunately, these challenges affect the level of service and response we can provide to students and schools. Furthermore, it exacerbates the driver shortage challenges we face by reducing route and employee efficiency.

The good news is this is still better than the start-up we had last school year. Our team will meet and discuss possible solutions to improve data collection from school districts and parents.



GRAVENSEIN ELEMENTARY SCHOOL DISTRICT  
2016/17 State Modernization Funding Estimate

3.3  
A

School Name	2016 Estimated Eligibility*										Regular Grant	50 Year Old Grant	Project Assistance	Fire Detection	Small Size Project	3% ADA Compliance	State Share (60%)	District Share (40%)	Total Project Cost**	
	K-6	7-8	9-12	NS	S	K-6	7-8	9-12	NS	S										Total
Gravensein Elem	177	0	0	20	4	103	0	0	11	3	318	\$ 940,953	\$ 765,041	\$ 3,468	\$ 46,716	\$ -	\$ 51,180	\$ 1,807,358	\$ 1,204,905	\$ 3,012,263
Hillcrest Middle	60	15	0	0	0	0	0	0	0	0	75	\$ 307,185	\$ -	\$ 3,468	\$ 9,825	\$ 36,862	\$ 9,216	\$ 366,556	\$ 244,370	\$ 610,926
<b>Totals</b>											<b>393</b>	<b>\$ 1,248,138</b>	<b>\$ 765,041</b>	<b>\$ 6,936</b>	<b>\$ 56,541</b>	<b>\$ 36,862</b>	<b>\$ 60,395</b>	<b>\$ 2,173,913</b>	<b>\$ 1,449,276</b>	<b>\$ 3,623,189</b>

\*The estimated figures require the Office of Public School Construction review and approval of the 2016/17 eligibility update.  
\*\*Funding estimates do not include potential additional eligible augmentations. The estimates require the Office of Public School Construction review and approval of funding application documents.

School Name	Additional area coverage in:
Gravensein Elem	2017 & 2018
Hillcrest Middle	2018, 2020 & 2026

In order to submit an SAB 50-04 Application for Modernization Funding the following documents are required:  
 DSA approved plans & specifications  
 DSA plan approval letter  
 DSA approved access compliance checklist, if applicable  
 DSA approved fire life safety checklist, if applicable  
 DSA approved Compliance Review Verification Form HPI-1 for High Performance Incentive Grant, if applicable  
 CDE final plan approval letter  
 Career Technical Education Certification letter, JSA to provide  
 SAB 50-04 Application for Funding, JSA to provide  
 Detailed construction cost estimate  
 Approved school board resolution authorizing the submittal of funding applications, JSA to provide sample

Grade Level	2016 Pupil Grant (Regular)	2016 Pupil Grant (50 Yr)	2016 Fire Detection
K-6	\$ 4,049	\$ 5,625	\$ 131
7-8	\$ 4,283	\$ 5,949	\$ 131
9-12	\$ 5,607	\$ 7,788	\$ 131
Non-Severe	\$ 8,653	\$ 11,989	\$ 242
Severe	\$ 12,905	\$ 17,929	\$ 362

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Contribution Report for Board Meeting on September 13, 2017

	Actual 2014-15	Actual 2015-16	Actual 2016-17	Estimate 2017-18
General Fund Contributions by Program:				
Daycare	\$ -	\$ -	\$ -	\$ -
Food Service	\$ -	\$ 10,565.25	\$ 19,766.00	\$ 19,766.00
Special Education	\$ 181,387.43	\$ 158,379.42	\$ 186,500.00	\$ 179,883.00
Transportation	\$ 15,614.56	\$ 14,223.46	\$ 19,794.39	\$ 18,604.00

7  
IV



V c.

Project: Gravenstein Union School District  
Hillcrest Middle School Improvements  
Project No. 1018.00

**AGREEMENT FOR ARCHITECTURAL SERVICES**

This agreement (Agreement) made and entered into by and between Gravenstein Union School District, a political subdivision of the State of California, herein called District and AXIA Architects, A California Corporation, herein called Architect, WITNESSETH:

WHEREAS, District proposes to undertake the construction of an improvement project herein described which requires the services of a duly qualified and licensed Architect, and

WHEREAS, Architect represents that Architect is licensed to practice Architecture in the State of California and qualified to provide the services required by District, and

WHEREAS, the parties have negotiated upon the terms pursuant to which Architect will provide such services and have herein reduced such terms to writing.

NOW, THEREFORE, in consideration of the mutual benefit to be derived by the parties, it is hereby agreed:

**1. AGREEMENT**

District retains Architect to perform, and Architect agrees and undertakes to provide to District, for the consideration and upon the terms and conditions herein set forth, the Architectural services specified in this Agreement and those related services incidental thereto.

**2. DESCRIPTION OF PROJECT**

Architectural services shall be provided for the project known as the Gravenstein Union School District (GUSD) Hillcrest Middle School Improvements Project and as further described in **Exhibit A**, Project Description and Schedule, which is hereby incorporated by reference (hereinafter Project). The Project is comprised of improvements located at Hillcrest Middle School 725 Bloomfield Road, Sebastopol, CA 95472.

Included in Exhibit A is a Project Schedule indicating duration and milestone dates for key project tasks. Architect shall perform services consistent with this schedule as required by Paragraph 21, Time Schedule. Architect shall regularly report to District on actions required to meet milestone schedule dates and recommend further refinements in the schedule.

**3. TERM OF AGREEMENT**

This Agreement begins with execution of the Agreement by the parties and completes upon completion of services under the Agreement, unless terminated sooner. Should none of the services stated herein be commenced by or before sixty (60) days from the date set forth by the parties in the execution clause, this Agreement is void.



#### 4. COMPENSATION

As compensation for all services of Architect in performance of this Agreement, District shall pay to Architect:

a. **BASIC SERVICES:** For all "Basic Services," as set forth in Paragraph 5, below, and as specified in **Exhibit B**, Tasks and Responsibilities, which is attached and incorporated by this reference, compensation in the amount not to exceed \$254,538.00 (Two hundred fifty-four thousand five hundred thirty-eight dollars) plus expenses as set forth in **Exhibit C**, Compensation and Schedule of Hourly Billing Rates, which is attached and hereby incorporated by reference.

b. **ADDITIONAL SERVICES:** For all additional services other than Basic Services, a fee to be agreed upon by the parties in writing prior to performance of such services by Architect, which fee may be a flat amount, or Architect's standard hourly rates, as set forth in Exhibit C, and necessary consultants at 1.10 times cost. Only the Superintendent or authorized designee may authorize additional or changed services. The parties expressly acknowledge that any other District employees are without authorization to order either additional or changed services or to waive contractual requirements of this Agreement. Failure of the Architect to secure proper authorization for additional or changed services shall constitute a waiver of any and all right to adjustment in the contract price as set forth herein, and Architect shall not be entitled to compensation for such unauthorized services.

c. **REIMBURSABLE EXPENSES:** "Reimbursable Expenses" are in addition to compensation for Basic and Additional Services and include expenses incurred by Architect and Architect's employees and consultants in the interest of the Project, as identified in the following clauses. Payment of Reimbursable Expenses in excess of the total estimated reimbursable expenses set forth in Exhibit C, is subject to prior written approval by District. Reimbursable expenses shall be itemized and presented monthly by Architect to District for payment upon approval by District's authorized representative. Reimbursable expenses shall be compensated at 1.10 times the actual cost for the following expenses:

i. Expenses for authorized travel in connection with the project except for travel within the District or as otherwise agreed and set forth in writing in Exhibit C hereto.

ii. Reasonable expense of interim and final reproductions, plotting, postage and handling of drawings, specifications and other Project documents including those for use of Architect and its consultants.

iii. Long distance telephone expense related to the Project.

iv. Actual and necessary agency or permit fees, if any, paid by Architect on behalf of District in connection with the Project.

d. **TIME OF PAYMENTS:** Architect's compensation shall be paid by District to Architect monthly, in arrears in accordance with the following conditions:

i. Payments on account of Basic Services shall be made monthly in proportion to services performed within each phase as reasonably determined by District up to the following amounts (or as otherwise agreed and set forth in writing in Exhibit C hereto):

<u>UPON COMPLETION OF</u>	<u>PERCENTAGE OF TOTAL FEES</u>	<u>CUMULATIVE PERCENTAGE OF TOTAL FEES</u>
Schematic Design	15	15
Design Development	25	40
Construction Documents	35	75
DSA Approval	2	77
Bid Phase	3	80
Construction Phase	15	95
DSA Closeout	5	100

ii. Payments on account of Additional Services, shall be made in installments, not more often than monthly, proportionate to the degree of completion of such services or in such other manner as the parties shall specify in writing when such services are agreed upon.

iii. Each payment to Architect shall be made monthly in the usual course of District business after presentation by Architect of an invoice approved by District's authorized representative designating services performed, method of computation of amount payable, and amount payable. For Basic Services, Architect shall be paid all undisputed amounts within thirty (30) days from receipt of approved invoice. A service charge of one and one-half percent (1.5%) of the unpaid balance shall be charged monthly on all undisputed amounts unpaid after thirty (30) days.

iv. If District terminates this Agreement at any time, with or without cause, Architect shall, upon notice of such termination, promptly cease all services. Architect's total fee for all services performed shall be computed to cover the services actually and satisfactorily performed to the date of such notice.

## **5. BASIC SERVICES TO BE RENDERED BY ARCHITECT**

Architect's Basic Services shall consist of the following items and as further specified in Exhibit B hereto:

a. **SCHEMATIC DESIGN PHASE:** Architect shall review the program furnished by District based on the Master Plan, as defined in Paragraph 7.a of this Agreement, to ascertain the requirements of the Project and arrive at a mutual understanding of such requirements with District. Architect shall: prepare schematic design studies, drawings and other necessary documents showing site use and the scale and relationship of the components of the Project for District approval; meet with faculty or other representatives; prepare a written preliminary estimate of probable construction costs based on current area, volume or other unit costs; and prepare a written time schedule for the performance of Architect's services.

b. DESIGN DEVELOPMENT PHASE: From the approved schematic design studies preparation of the design development documents consisting of site and floor plans, elevations and other drawings and documents sufficient to fix and describe the size and character of the Project as to structural, mechanical and electrical systems, kinds of materials and outline specifications, all for approval by District. Architect shall also provide District with a revised and updated written estimate of probable construction cost. Architect shall assist District in applying for and obtaining required approvals from all applicable governmental agencies.

c. CONSTRUCTION DOCUMENTS PHASE: From the approved design development documents, preparation of complete working drawings and specifications setting forth in detail the work to be done and the materials, workmanship, finishes and equipment required for the architectural, structural, mechanical, electrical systems and utility-service-connected equipment and site work, all for written approval by District; with assistance from District, and using the forms approved by the District and by the District's legal counsel, Architect shall prepare the bidding information, bidding forms, and the construction contract documents. Bid and contract forms and documents shall be submitted to District's legal advisor for review and approval at least ten (10) days prior to proposed publication. Architect shall assist District in filing any necessary documents for procuring the approval of any governmental authorities or other agencies having jurisdiction over the Project. Architect shall include with the delivery of the final form of construction documents Architect's final statement of probable construction cost based on adjustments to previous estimates indicated by changes in requirements or general market conditions. When the Project involves a school building, Architect shall make best efforts to ensure that the construction documents receive all required DSA - approval prior to bidding and shall ensure that DSA approval is obtained prior to Board approval of the construction contract.

d. BID PHASE: Following District's approval of construction documents and District's acceptance of Architect's final estimate of probable construction costs, Architect shall reproduce the plans, specifications and construction documents in the required number and assist District in dissemination of plans, specifications and construction documents among interested contractors, and in obtaining bids, and award and preparation of the construction contract. Architect shall schedule advertising and bidding sufficiently in advance of the regular meeting of District's Governing Board to allow time for any bid protest that may arise to be handled in conformance with the approved bid protest procedures.

e. CONSTRUCTION PHASE: The construction phase shall begin upon award of the construction contract and shall end sixty (60) days after the filing of the Notice of Completion. During this phase, Architect shall:

i. Provide general administration of the construction contract, coordinating such services with the District's construction manager as directed by District, if applicable.

ii. Advise and consult with and serve as representative of District in the general administration of the construction contract and in District's dealings with the contractor. Architect shall have authority to act for District to the extent provided in the construction contract. However, all change orders affecting price shall be approved or ratified by the Governing Board of the District.

iii. Provide general direction to any Project inspector employed by and responsible to District as required by applicable law. Architect shall provide assistance to District for District to direct the contractor in the preparation of a set of drawings indicating location of buried utility lines (as-built dimensions) which shall be forwarded to District upon completion of the Project.

iv. Visit the Project site at intervals appropriate to the stage of the contractor's operations in order to maintain familiarity with the progress of work and to determine in general that the contractor's work complies with the plans and specifications and that the work, when fully completed, will be in accordance with the contract documents. Such visits and determinations are to be distinguished from the continuous inspection provided by a project inspector required by law for public school construction. Architect shall neither have control over or charge of, nor be responsible for, the contractor's construction sequences or procedures, or for safety precautions and programs in connection with the contractor's work.

v. Make such regular oral and/or written reports as shall be required by District or by any other applicable reviewing or licensing agencies and keep District informed of the progress of the work by means of written reports.

vi. Review schedules, shop drawings, samples and other submissions of the contractor for general compliance with design and the contract specifications and timely notify the contractor and District of deadlines which may affect the construction schedule.

vii. Promptly notify District in writing of deviations known or observed by Architect in the contractor's work or materials or both which do not conform to the contract documents. Upon instructions from the District representative, Architect shall reject the work or materials or both which do not so conform. Architect shall then promptly inform District what further work, installation of conforming materials, or testing of proposed substitute materials, whichever may be applicable, may be required. Upon instructions from District representative, further work, conforming materials, or substitute materials, whichever may be applicable, shall be required of the contractor if determined by Architect to be necessary to carry out the intent and purposes of the contract documents and the project, based on Architect's reasonable professional judgment. Architect shall not be responsible for the contractor's failure to perform the work in accordance with the requirements of the contract document. Architect shall be responsible for Architect's negligent acts, errors and omissions, but shall not have control over or charge of and shall not be responsible for the negligent acts, errors or omissions of the contractors, subcontractors, or their agents or employees, or of any other persons or entities performing portions of the construction work.

viii. Architect shall promptly notify District of any significant defect that an architect exercising reasonable professional judgment in the course of maintaining familiarity with the construction work would detect in materials, equipment, or workmanship which comes to Architect's attention and of any known or observed default by the contractor in the orderly and timely progression or prosecution of the work.

ix. Examine and verify the contractor's applications for payments including reviews of the status of the contractor's record drawings and approve the issuance of certificates for payment for work completed in such amount as Architect shall judge proper under the contract

documents. Architect's approvals shall constitute representations to District, based on the Architect's professional evaluation of the contractor's work and on the data comprising the contractor's applications for payment, that the contractor's work has progressed to the points indicated. Architect's approvals shall not be representations that Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the contractor's work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from subcontractors and material suppliers and other data requested by District to substantiate the contractor's rights to payment, or (4) ascertained how or for what purpose the contractor has used money previously paid on account of their contract sums.

x. Prepare and/or review any necessary change orders for approval by the contractor, District and all applicable governmental agencies, including review of the contractor's pricing requests.

xi. Provide a color schedule of all finished materials in the Project for District's review and approval.

xii. Determine dates of substantial and final completion and make final detailed on-site review of job with representatives of District and contractor, including preparation of punch list.

xiii. Collect from contractor and deliver to District all written guarantees, instruction books, diagrams, charts and as-built drawings as defined in the bid documents which are required of and assembled by contractor.

xiv. Determine the date of final completion based on full completion of all punch list items and all requirements of the Project contract, and issue Architect's certificate of completion and final certificate for payment.

xv. After notice and approval by District, Architect shall have authority to reject work which does not conform to the contract documents. Whenever Architect considers it necessary or advisable, Architect will have authority to require inspection or testing of the work in accordance with the provisions of the contract documents, whether or not such work is fabricated, installed or completed. However, neither this authority of Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of Architect to the contractor, subcontractors, material and equipment suppliers, their agents or employees or other persons performing portions of the work.

xvi. Architect shall review and approve or take other appropriate action upon the contractor's submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents. Architect shall respond to contractor's requests for information relating to the construction documents. Architect's action shall be taken with such reasonable promptness as to cause no delay in the contractor's work or in the activities of District or of separate contractors or subcontractors, while allowing sufficient time in Architect's professional judgment to permit adequate review. If at any time it appears that the time required for such review may result in a delay, Architect shall promptly notify District of the possibility

of delay, and exercise best efforts to avoid or minimize such delay. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities or for substantiating instructions for installation or performance of equipment or systems designed by the contractor, all of which remain the responsibility of the contractor as required by the contract documents. Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by Architect, of construction means, methods, techniques, sequences or procedures. Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

xvii. Architect shall interpret and attempt to resolve matters concerning performance of District and the contractor under the requirements of the contract documents on written request of either District or the contractor. Architect's response to such requests shall be made with reasonable promptness and within any time limits agreed upon. Interpretations and decisions of Architect shall be consistent with the intent of and reasonably inferable from the contract documents and shall be in writing or in the form of drawings.

xviii. District shall require each contractor to provide District with record drawings indicating the location and size of all underground or imbedded construction and utility connections not covered in the original drawings, change orders, supplemental drawings, or shop drawings. District shall require the contractor to record such construction on reproducible drawings furnished to the contractor by District. Architect shall review the contractor's completed record drawings for general completeness based on Architect's site visits. Such a review by Architect shall not relieve the contractor of its responsibility for the accuracy or completeness of the information recorded.

f. POSTCONSTRUCTION PHASE: After the completion of Architect's Construction Phase services, Architect will be available for reasonable consultation relating to the Project and the plans drawn by Architect, and any disputes related to. Architect shall attend meetings, at the request of District, relating to completion of any punch list or lists; relating to any claim by the contractor or any subcontractor of extra work or delay due to the plans, alleged design flaws, alleged insufficient drawings, or the construction contract administration by Architect; or relating to any other matter germane to the completion of the Project over which Architect had general or specific control or responsibility. Architect shall assist District in compiling information necessary for Project closeout and, if applicable, shall promptly take all necessary steps to obtain a DSA closeout letter for the Project. Services after notice of completion not covered by this subparagraph shall be compensated as Additional Services in accordance with Paragraph 4.c.

g. RESPONSIBILITY FOR CONSTRUCTION COSTS:

i. District's budget for the Project shall include a contingency of 10 percent (10 %) over and above any estimate of construction cost or evaluation prepared or agreed to by Architect.

ii. Evaluation of District's budget for the Project, preliminary estimates of the probable construction cost and any updated estimates of the probable construction cost prepared by Architect represent Architect's judgment as a design professional familiar with the construction industry. It is recognized, however, that neither Architect nor District has control over the cost of labor, materials or equipment, over the contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, Architect

cannot and does not warrant or represent that bids or negotiated prices will not vary from District's budget for the Project or from any estimate of construction costs or evaluation prepared or agreed to by Architect.

iii. In preparing estimates of construction cost, the Architect shall include and disclose reasonable contingencies for design, bidding and price escalation as agreed to by District.

iv. If bidding or negotiating has not commenced within sixty (60) days after Architect submits the construction documents to District, following review and approval by District's legal counsel, any Project budget shall be adjusted to reflect changes in the general level of prices in the construction industry.

v. Should the lowest responsible bid received exceed Architect's final estimate of probable construction costs as accepted by District by more than ten percent (10%), District shall:

- (a) award the contract and proceed with the Project;
- (b) authorize rebidding of the Project within a reasonable time;
- (c) cancel the Project and terminate this Agreement in accordance with Paragraph 15; or
- (d) direct Architect to revise the Project scope and quality as required to reduce the construction cost.

vi. If District chooses to proceed under item v.(4) above, Architect shall as part of Basic Services make such changes in plans and specifications as shall be necessary to bring new bids within ten percent (10%) of such estimated cost. The modification of the contract documents shall be the limit of Architect's responsibility arising out of the estimate of probable construction cost. Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

vii. If the lowest responsible bid exceeds the final estimate of probable construction cost by less than 10% and District chooses to require revising the Project scope and quality to reduce the construction cost, Architect's services to make such revisions shall be considered Additional Services.

h. CONSULTANTS AND STAFF. District and Architect agree that the professional services under this Agreement require adequate staffing and continuity of qualified people. All key staff listed below have been approved by District and Architect and may not be changed without prior written approval except for an individual leaving the firms employ. If District finds the performance of an approved individual not acceptable, District will notify Architect who will take necessary corrective action. If unable to correct performance to District's satisfaction, Architect will make appropriate staffing changes acceptable to District.

<u>Position</u>	<u>Individual</u>	<u>Firm</u>
Principal in charge / Project Designer	Doug Hilberman	AXIA Architects
Project Architect	Doug Hilberman	AXIA Architects
Project Manager	Drew Weigl	AXIA Architects
Principal Engineer, Structural	Kevin Zucco	ZFA Structural Eng.

Principal Engineer, Mechanical  
Principal Engineer, Electrical

Tim Souza  
Charles Fekete

TEP Engineers  
The Engineering Enterprise

i. All engineers and experts and consultants employed by Architect not listed herein shall be approved in writing in advance by District prior to their engagement. Architect shall supervise and shall be responsible for the work of consultants hired by Architect. Architect shall confer and cooperate with landscape architects, educational planners, and other professional consultants employed by District.

ii. Architect shall cause each engineer and consultant listed above, before the time such engineer or consultant shall commence any services relating to the Project, to provide District with evidence that each such engineer and consultant has in effect a policy of comprehensive general liability insurance, which shall have the same limits, endorsements and requirements as specified in Paragraph 9 of this Agreement, and, in addition, is covered by a policy of professional liability insurance in a minimum amount of \$1,000,000.00 with an insurance carrier satisfactory to District.

iii. Architect shall promptly notify District of reassignment or replacement of engineers, consultants and experts specified above. Architect shall also notify District of staff changes of all other key personnel working on the Project.

i. Architect shall promptly notify District of any significant defect that an Architect exercising reasonable professional judgment in the course of maintaining familiarity with the construction work would detect in materials or equipment which comes to Architect's attention and of any known or observed default by the contractor in the orderly and timely progression or prosecution of the work.

j. Architect shall not make modifications to plans, designs or specifications which would increase the size or scope of the project or which would increase the probable cost of construction, without the prior express written instruction of District. Before performing any substantial work on any modification or change in design, plans or specifications, Architect shall notify District in writing of the amount of any increase in the probable cost of construction due to any such proposed modification or change.

k. Architect will consult as necessary with representatives of District and with representatives of any funding, licensing, or reviewing agencies or organizations concerned in the Project throughout the planning and construction of the Project and the postconstruction phase noted above.

l. Architect, as part of the Basic Services, shall furnish, at Architect's own expense, all draftsmen and clerical personnel necessary to perform the Basic services described herein.

m. As part of Basic Services, Architect shall provide those specific services designated as Architect's tasks and responsibilities in Exhibit B hereto.



## 6. ADDITIONAL SERVICES TO BE RENDERED BY ARCHITECT

The following services are not included in the Basic Services. These additional services shall be provided by Architect if authorized in writing by District.

- a. Providing analyses of District's needs, and programming requirements of the Project as set forth in Paragraph 7.a.
- b. Providing financial feasibility or other special studies.
- c. Providing extensive planning surveys, site evaluations, environmental studies or comparative studies of prospective sites.
- d. Providing design services relative to future facilities, systems and equipment which are not intended to be constructed as part of the Project.
- e. Providing services to investigate existing conditions or facilities or to make measured drawings thereof, or to revise or verify the accuracy of drawings or other information furnished by District.
- f. Providing detailed quantity surveys or inventories of material, equipment and labor.
- g. Providing services required for or in connection with the selection of furniture and furnishing or equipment or articles not included in the construction contract.
- h. Providing services for planning tenant or rental spaces. Preparing contract documents required in connection with temporary housing during or related to construction.
- i. Making revisions in drawings, specifications or other documents when such revisions are inconsistent with written approvals or instructions previously given or are due to causes beyond the control of Architect.
- j. Preparing supporting data and other services such as extra drawings, trips, estimates, studies, correspondence and presentations in connection with change orders if the change in the basic compensation resulting from the adjusted contract sum is not commensurate with the services required of Architect.
- k. Making investigations involving detailed appraisals and valuations of existing facilities, and surveys or inventories required in connection with construction performed by District.
- l. Providing consultation concerning replacement of any work damaged by fire or other cause during construction, and furnishing professional services of the type set forth in Paragraph 4.a. as may be required in connection with the replacement of such work.

m. Providing professional services made necessary by the failure of performance, termination or default of the contractor or a subcontractor or by major defects in the work of the contractor or a subcontractor in the performance of the construction contract, except as provided in Paragraph 5(f).

n. Preparing a set of reproducible record prints of drawings showing significant changes in the work made during the construction process, based on marked-up prints, drawings and other data furnished by the contractor to Architect.

o. Providing ongoing services if the agreed upon initial construction schedule is exceeded by more than sixty (60) days through no fault of the Architect.

p. As requested by District in writing, preparing to serve or serving as an expert witness in connection with any public hearing, dispute resolution proceeding or legal proceeding, that does not pertain in any way to Architect's services under this Agreement.

q. Providing any other services not otherwise included in this Agreement and not customarily furnished in accordance with generally accepted Architectural practice.

r. Community and other public liaison services: Preparation time and materials for presentation to community for all required community meetings excluding District board meetings; attending community and other public meetings in excess of four, excluding District board meetings.

s. Drawings and documents required for the demolition process.

t. Services for the following disciplines: detailed cost estimating, acoustical engineering, signage and graphics (other than for code-required signage), energy management, food service, civil engineering, and security engineering, fire alarm and protection engineering, and landscape Architect.

u. Time and expenses preparing special presentation models, renderings or mock-ups.

v. Enactment or revisions of codes, laws or regulations or changes in official interpretations which necessitate changes to previously prepared documents other than those changes for which Architect should have reasonably foreseen.

w. Seeking variances or changes to agency guidelines on behalf of District when so directed by District.

x. Formal value engineering and detailed life-cycle cost analyses beyond those normally provided or required to meet the approved construction budget.

y. Preparation of design and documentation for alternate bid or proposal requests by District when not required to meet the approved construction budget.

z. Preparing District-generated addenda during the Bidding Phase other than those needed to clarify the construction documents.

aa. Assistance with environmental and EIR studies other than those which would normally be required to complete Architect's Basic Services.

bb. Coordination of construction performed by District's own forces or coordination in connection with equipment supplied by District and not reflected within the contractor's construction costs.

cc. Providing assistance in the utilization of any equipment or system such as preparation of operation and maintenance manuals, training personnel for operation and maintenance, and consultation during operation.

dd. Services related to furniture, furnishings, equipment or other articles incorporated in to the construction documents by Architect and not included in the construction contract.

ee. Services related to manufactured relocatable buildings specified or coordinated by Architect and not included in the construction contract.

ff. If the Project is suspended by District for more than sixty (60) consecutive days through no fault of Architect, the parties shall negotiate equitable adjustment to Architect's compensation due to such suspension.

gg. Preparation of Energy Compliance documentation beyond basic California Building Code requirements.

hh. Services related to project phasing beyond conceptual analysis during the Schematic Design Phase.

## **7. RESPONSIBILITIES OF DISTRICT**

It shall be the duty of District to:

a. Make available to Architect all necessary data and information concerning the purposes and requirements of the Project, including realistic scheduling and budget limitations and a program which sets forth District's objectives, space requirements and relationships, site requirements, facilities standards, special equipment and systems. If District requires Architect's assistance in developing any such information, Architect shall be compensated as an Additional Service in accordance with Paragraph 6.

b. Upon Architect's request, furnish Architect with a survey in an electronic CADD format approved by Architect of the Project site prepared by a registered surveyor or civil engineer which shall indicate legal limitations, existing structures, land features, improvements, sewer, water, gas, electrical and utility lines and locations including inverts and depths, topographical information and boundary dimensions of the site, and provide a soils investigation report, if required by law, and a geological report.

c. Pay all fees required by any reviewing or licensing agency.

d. Designate a representative authorized to act as liaison between Architect and District in the administration of this Agreement and the construction contract.

e. Furnish at District expense the services of any Project inspector agreed to or required by law.

f. Review all documents submitted by Architect and advise Architect of decisions thereon within a reasonable time after submission.

g. Issue any orders to contractors through Architect or with notice to Architect.

h. Notify Architect in writing of any deficiencies in material or workmanship becoming apparent during the contractor's guarantee period.

i. Retain a testing service for materials testing and inspection as required by the Department of General Services, Division of State Architect, Office of Regulatory Services and Title 21 and 24 of the California Code of Regulations and the Uniform Building Code with California amendments, as they may be amended from time to time.

j. Provide copies of floor plans of existing buildings to be remodeled.

k. Provide other services identified as "District's Responsibilities" in Exhibit B.

## **8. INDEMNITY**

To the fullest extent permitted by law, the Architect shall defend, indemnify, and hold harmless the District, the Governing Board of District, each member of the Board, and the District's officers, agents and employees from all claims or suits of any kind that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Architect and/or Architect's agents, consultants, or employees, but excluding liability to the extent resulting from the active or sole negligence or willful misconduct of District. This indemnification obligation is not limited in any way or by any limitation on the amount or type of damages or compensation payable to Architect or its agents and employees under applicable policies of insurance, workers' compensation acts, disability benefits acts, or other employees, benefits acts. This indemnification obligation survives the performance of architectural services under this Agreement or any termination under the provisions of this Agreement.

## **9. PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE**

Architect, at Architect's sole cost and expense, shall take out and maintain at all times during the life of this Agreement, personal injury and property damage insurance for activities of Architect and Architect's subcontractors arising out of or in connection with this contract, written on a comprehensive or commercial general liability form, including blanket contractual, completed operations, vehicle coverage and employer's non-ownership liability coverage, in an amount no less than \$1,000,000 combined single limit personal injury and property damage for each occurrence in an annual aggregate of no less than \$2,000,000.00 or as may be agreed upon between District and Architect. Such insurance must be written by an admitted company or companies licensed to do business in the State of California at the time the policy is issued, and acceptable to District.

a. ENDORSEMENTS: Such general liability policy (or policies) specified above shall be endorsed with the following specific language:

The District is named as additional insured for all liability arising out of the operations by or on behalf of the named insured, and this policy protects the additional insured, its officers, agents and employees against liability for bodily injuries, deaths or property damage or destruction arising in any respect directly or indirectly in the performance of the Agreement.

The general liability policy (or policies) specified above shall also be endorsed with or include the following specific or equivalent language:

(1) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured and the coverage afforded shall apply as though separate policies have been issued to each insured.

(2) The insurance provided herein is primary and no insurance held or owned by District shall be called upon to contribute to a loss.

(3) Coverage provided by this policy shall not be canceled or the dollar amount reduced without thirty (30) days written notice given to District.

(4) The certificate must state that the insurance is on an occurrence (not a claims-made or modified occurrence) basis.

b. DOCUMENTATION: The following documentation of insurance shall be submitted to District and approved prior to execution of this Agreement:

Certificates of insurance showing the limits of insurance provided and signed copies of the specified endorsements for each policy.

At the time of making application for an extension of time, Architect shall submit evidence that the insurance policies will be in effect during the requested additional period of time.

c. If Architect fails to maintain such insurance, District may take out such insurance to cover any damages for which District might be held liable on account of Architect's failure to pay such damages or to provide the required insurance coverage, and deduct and retain the amount of the premiums from any sums due Architect under the Agreement.

Nothing herein contained shall be construed as limiting in any way the extent to which Architect or any Architect's employees, agents, consultants, or subcontractors may be held responsible for payment of damages resulting from its operations.

## **10. WORKERS' COMPENSATION INSURANCE**

Before the Agreement is entered into, Architect shall furnish to District satisfactory proof that Architect and all engineers, consultants, and subcontractors Architect intends to employ have taken out, for the period covered by the proposed contract, full compensation insurance and

Employer's Liability with an insurance carrier satisfactory to District for all persons whom they may employ in carrying out the work contemplated under this Agreement in accordance with the act of the Legislature of the State of California, known as the Workmen's Compensation Insurance and Safety Act, approved May 26, 1913, and all acts amendatory or supplemental thereto. Such insurance shall be maintained in full force and effect during the period covered by the contract. In the event Architect is self-insured, Architect shall furnish a valid Certificate of Permission to Self-Insure, signed by the Department of Industrial Relations Administration of Self-Insurance, Sacramento, California.

The policies represented by the certificates must contain the provision (and the certificates must so state) that the insurance cannot be canceled until thirty (30) days after written notice of intended revocation has been given to District.

## **11. ERRORS AND OMISSIONS INSURANCE**

Before the Agreement is entered into, Architect shall furnish to District satisfactory proof that Architect has and shall maintain in force for the period covered by this Agreement, professional liability (errors and omissions) insurance covering Architect's activities, in the amount not less than \$2,000,000.00 with an insurance carrier satisfactory to District. In addition, to the extent that the activities and services of engineers or consultants are not covered under Architect's professional liability insurance, Architect shall cause each engineer and consultant, before the time such engineer or consultant shall commence any services relating to the project, to obtain and maintain a policy of professional liability insurance in an amount of not less than \$1,000,000.00 with an insurance carrier satisfactory to District.

Architect shall provide a copy of the insurance policies to the District upon request, and the policies, or certificates thereof, must contain the provision that the insurance cannot be canceled until thirty (30) days after written notice of intended revocation has been given to District.

## **12. ERRORS AND OMISSIONS**

In addition to any other remedy which may be available to District under this Agreement or under the laws of the State of California, District may require Architect to pay all reasonable costs made necessary and to the extent caused by any negligent or intentional error or omission of Architect, including, but not limited to, costs for the removal or replacement of materials and labor or both, and Architect shall not receive any fee for any of its work performed in correcting said error or omission. Notwithstanding the foregoing, District shall pay for the cost of any actual materials and labor which were omitted for any reason, but only to the extent contract price obtained from the contractor was lower by reason of the omission. District agrees to file a claim for the costs claimed against Architect pursuant to this paragraph and reserves the right to withhold funds until all disputes have been resolved.

## **13. COMPLIANCE WITH LAWS**

a. Architect's services and performance under this Agreement shall meet the standard of due care for Architects in the community in which the Project is being constructed.

Using reasonable professional judgment, Architect shall determine compliance with and interpretation of all applicable requirements of federal, state and local law including, but not limited to, the Uniform Building Code with California amendments, the Education Code, Title 19, and Title 24 of the California Code of Regulations, and all requirements prescribed by the California Department of General Services, as these codes and regulations may be amended from time to time. Conflicts of codes or regulations which should be disclosed, based on Architect's reasonable professional judgment and based on the Project schedule, scope of services or significance of the conflict, shall be made known to District and its legal advisor.

b. Architect and all engineers, and consultants retained by Architect in performance of this Agreement shall be licensed as required by law to practice in their respective professions.

#### **14. RECORDS**

Architect shall maintain all records concerning the project for a period of four years after its completion or a longer term if there is litigation regarding the Project. Architect shall keep and maintain full and complete documentation and accounting records concerning all additional services performed that are compensable by other than a flat rate. Architect shall make such documents and records available to authorized representatives of District for inspection or audit at any reasonable time and shall provide copies thereof to District upon request.

#### **15. TERMINATION OF CONTRACT**

a. District shall have the right to terminate this Agreement without cause upon thirty (30) days written notice to Architect and upon compensation to Architect as set forth in paragraph 4.f.iv. above. If District terminates this Agreement under this provision the parties shall be relieved of the remaining executory obligations of the Agreement except for such liability arising out of services performed prior to the date of termination.

b. District may, at its election, terminate this Agreement if Architect defaults in any material respect on any provision hereunder and fails to cure such material default within 15 days following written notice, or if the default cannot be cured within 15 days, commence to cure such default, diligently pursue such cure, and complete the cure within a reasonable time following written notice and demand from District. If District terminates this Agreement based upon the material default of Architect, District shall be entitled to pursue any remedy available under the law against Architect including, without limitation, an action for damages for breach of contract.

c. Architect may, at its election, terminate this Agreement if District defaults in any material respect on any provision hereunder and fails to cure such material default within 15 days, or if the default cannot be cured within 15 days, commence to cure such default, diligently pursue such cure, and complete the cure within a reasonable time following written notice and demand from Architect. If Architect terminates this Agreement based upon the material default of District, Architect shall be entitled to pursue any remedy available under the law against District, including, without limitation, an action for damages for breach of contract.

d. Upon termination of this Agreement per Article 15.b. above, Architect shall promptly and without further cost or charge to District, deliver to District all of the documents and other work product relating thereto.

## **16. ARCHITECT AN INDEPENDENT CONTRACTOR**

It is specifically agreed that in the making and performance of this Agreement, Architect is an independent contractor and is not and shall not be construed to be an officer or employee or partner or joint venturer of District.

## **17. STANDARDIZED MANUFACTURED ITEMS**

Architect shall consult with and cooperate with District's staff in the use and selection of manufactured items to be used in the Project. Manufactured items, including, but not limited to, paint, finish, hardware, plumbing fixtures and fittings, mechanical equipment, electrical fixtures and equipment, roofing materials, and floor covering, shall be standardized to District's criteria so long as the same does not seriously interfere with building design. Architect is responsible for ensuring that any specification calling for a designated material, product, thing, or service by a specific brand or trade name is drafted in compliance with Section 3400 of the Public Contract Code.

## **18. OWNERSHIP OF DOCUMENTS**

Pursuant to Section 17316 of the Education Code, plans approved by the agency of jurisdiction including, but not limited to, record drawings, specifications, and estimates prepared by Architect pertaining to the Project pursuant to this Agreement shall be and shall remain the property of District. Nothing in this paragraph shall preclude District from using the plans, record drawings, specifications, or estimates related to the Project for the purposes of additions, alignments, or other development on or adjacent to the site.

Any use or re-use or modification of any portion of the plans, specifications, or estimates or other documents prepared by Architect under this Agreement, by District or any other person with District's consent, for any purpose other than as contemplated in this Agreement, shall be at the sole risk of District and without liability to Architect, with no warranty of merchantability or fitness, and District shall indemnify, hold harmless and defend Architect and its officers, directors, agents, employees and consultants from all claims of any kind arising out of such use, re-use or modification of said plans, specifications, estimates or other documents prepared by Architect.

After the completion of this Project, Architect shall not permit any reproductions to be made of any District owned documents without the written approval of District and shall refer all requests for such documents by other persons to District.

The Architect and District shall have the right to include photographic or graphic representations of the design of the Project among their respective promotional and professional materials.

## **19. DISPUTE RESOLUTION PROVISIONS**

- a. NONBINDING MEDIATION



i. Any claim, dispute or other matter in question arising out of or related to this Agreement may be subject to nonbinding mediation if the parties mutually agree.

ii. A request for mediation shall be filed in writing with the other party to this Agreement.

iii. The parties shall share the mediator's fee and any filing fees equally.

The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon.

b. **ADVISORY ARBITRATION**

i. Any claim, dispute or other matter in question arising out of or related to this Agreement may be subject to arbitration if the parties mutually agree. Prior to arbitration, the parties may endeavor to resolve disputes by mediation in accordance with the mediation provisions above.

**20. SUCCESSORS AND ASSIGNMENTS**

This Agreement is binding upon and inures to the benefit of the successors, executors, administrators, and assigns of each party to this Agreement, provided, however, that Architect shall not assign or transfer by operation of law or otherwise any or all of Architect's rights, burdens, duties, or obligations, professional or otherwise, without the prior written consent of District's Governing Board. Any attempted assignment without such consent shall be invalid.

**21. TIME SCHEDULE**

a. **TIME SCHEDULE:** Time is of the essence in the performance of this Agreement. Architect shall perform all services hereunder as is consistent with professional skill and care and the orderly progress of the Project. Architect shall submit for District's approval, as part of **Exhibit A** hereto, a schedule for the performance of Architect's services which shall be adjusted, as required, as the Project proceeds, and shall include allowance for periods of time required for District's review and approval of submissions and for approvals of authorities having jurisdiction over the Project. The schedule when approved by District shall not be exceeded unless extended in writing by District. Architect shall at all times maintain adequate staffing and resources necessary for the timely performance of Architect's services under this Agreement. Architect shall review and respond to submittals, requests for information, and the like, so as to avoid delays in the work.

b. **DELAYS:** If Architect is delayed in Architect's services by acts of District or its employees or those in a direct contractual relationship with District or by the California Department of General Services or other agencies having jurisdiction over the Project or by acts of God or any other occurrences which were not or could not have been reasonably foreseen and provided for, and which are not due to any fault or negligence or reasonable control on the part of Architect, the time for Architect's performance shall be extended accordingly. Notwithstanding the foregoing, Architect shall endeavor to avoid or minimize such delay. District shall not be liable for the damages to Architect on account of such delays.

## **22. HAZARDOUS MATERIALS**

Unless otherwise specified, the services provided under this Agreement do not include the discovery, identification, removal, handling, or disturbance of any hazardous substances or materials at the project site. If such substances or materials are knowingly encountered by Architect, construction work shall cease in that area and District shall be notified to take appropriate action for removal or otherwise abating the condition in accordance with current regulations applicable to District.

## **23. SCHOOL SITE CONDITIONS**

District has determined that fingerprinting is not applicable to this Agreement, however, Architect expressly acknowledges that the following conditions shall apply to any work performed by Architect and/or Architect's employees on a school site: (1) Architect and Architect's employees shall check in with the school office each day immediately upon arriving at the school site; (2) Architect and Architect's employees shall inform school office staff of their proposed activities and location at the school site; (3) Once at such location, Architect and Architect's employees shall not change locations without contacting the school office; (4) Architect and Architect's employees shall not use student restroom facilities; and (5) if Architect and/or Architect's employees find themselves alone with a student, Architect and Architect's employees shall immediately contact the school office and request that a member of the school staff be assigned to the work location.

## **24. MISCELLANEOUS**

The following terms and conditions shall applied to this Agreement:

a. **GOVERNING LAW AND VENUE:** This Agreement shall be construed in accordance with, and governed by the laws of the State of California. Venue shall be in the Superior Court of the State of California in the County of Sonoma.

b. **ENTIRE AGREEMENT:** This Agreement with its exhibits supersedes any and all other prior or contemporaneous oral or written agreements between the parties hereto. Each party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreement shall be void. Furthermore, any modification of this Agreement shall only be effective if in writing signed by all parties hereto.

c. **SEVERABILITY:** Should any provision in this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall continue in full force and effect.

d. **NON-WAIVER:** None of the provisions of the Agreement shall be considered waived by either party unless such waiver is specifically specified in writing. District's failure to enforce any provision of this Agreement or the waiver of any provision in a particular instance shall not be construed as a general waiver of any part of such provision.

e. **DISCRIMINATION PROHIBITED:** It is the policy of District that in connection with all work or services performed under contracts, there will be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age, handicap, or marital status. Architect agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment Practice Act, beginning with Government Code section 12900, et seq. In addition, Architect agrees to require like compliance by any consultants or subcontractors employed on the Project.

f. **DISABLED VETERANS PARTICIPATION GOALS:** In accordance with Education Code section 17076.11, the District has a participation goal for disabled veteran business enterprises (“DVBE”) of at least 3 percent per year of the overall dollar amount of funds allocated to District by the State Allocation Board pursuant to the Leroy F. Greene School Facilities Act of 1998 for construction or modernization and expended each year by the District. Prior to, and as a condition precedent for final payment under any contract for such Project, Architect shall provide appropriate documentation to District identifying the amount paid to disabled veteran business enterprises in conjunction with the contract, so that District can assess its success at meeting this goal.

g. **RETENTION OF DVBE RECORDS:** Architect agrees that, for all contracts subject to DVBE participation goals, the State and District have the right to review, obtain and copy all records pertaining to performance of the contract in accordance with DVBE requirements. Architect agrees to provide the State or District with any relevant information requested and shall permit the State or District access to its premises upon reasonable notice for purposes of interviewing employees and inspecting records. Architect agrees to maintain such records for a period of three years after final payment under the contract.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ARCHITECT

DISTRICT

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

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

**EXHIBITS:**

- Exhibit A: Project Description and Schedule
- Exhibit B: Tasks and Responsibilities
- Exhibit C: Compensation and Schedule of Hourly Billing Rates
- Exhibit D: Architectural/Engineering Fee Schedule

## **Exhibit A – Project Description and Schedule**

Gravenstein Union School District  
Hillcrest Middle School Improvements  
AXIA Job No. 1018.00  
September 8, 2017

### **Project Description:**

#### Hillcrest Middle School Improvements

The project will generally consist of Schematic Design, Design Development, Construction Documents, Bidding, and Construction Administration services related to improvements on the Hillcrest campus as follows:

1. Accessible route to the playground and lower field, as identified in the Master Plan
2. Accessible route wayfinding signage for Item 1
3. Upgrade to main electrical switchgear
4. Photovoltaic power parking structure. A DSA Pre-checked (PC) approved structure will be the basis of design. Structural engineering for the PC approved assembly shall be supplied by the District's vendor.
5. A remodel of the administrative/library areas with the following goals:
  - o Relocate the principal back into the administrative offices
  - o Work with stakeholders to design better arrangement and segmentation to the administrative offices.
  - o Remove access points to adjacent classrooms
  - o Design the library in the current location of the Principal's office

The project is intended to be submitted as one package to DSA for permit review and constructed as a single phase without breaks or a staggered schedule. To be successful, this project may be a strong candidate for the Lease-leaseback model of construction delivery in order to coordinate timely delivery of the switchgear and PGE engagement.

#### Estimated Project Schedule:

09/13/17	Authorization to Proceed
09/14/17 – 10/23/17	Schematic Design
10/23/17 – 12/11/17	Design Development
12/11/17 – 02/05/18	Construction Documents
02/05/18 – 05/14/18	DSA Review
05/07/18 – 05/22/18	Bidding
06/11/18	Notice to Proceed
06/11/18 – 09/12/18	Construction

**Exhibit B: Tasks and Responsibilities - Hillcrest Improvements Project (AXIA #1018.00)  
Agreement between Gravenstein Union School District and AXIA Architects**

Scope of Services	-- Provided By --			Not Provided
	District's Responsibilities	----- A/E Team ----- Basic Services	Additional Services	
<b>A. Project Administration Services</b> (throughout all phases)				
1 Project Team Selection				
- Selection of District's additional consultants (soils, seismic, civil engineers, geo-hazard, haz-mat, const. mgrs., financing, energy mgmt., schedule & claims analysts, legal, financing, inspectors, others.)	Lead	Input		
- Coordination of District's additional consultants	Lead		Input	
2 Project Communications				
- Develop / implement a Community Relations & Public Information plan			As needed	
- Special school board presentations & community meetings	Lead		As needed	
- Special status reports to Board & Oversight Committee	Lead		As needed	
- Establish & maintain web page			As needed	
3 Project Administration meetings				
- As required for A/E basic services	Input	Lead		
- Other than required for A/E basic services	Lead		As needed	
4 Agency consultations / approvals				
- Local Fire Marshal	Input	Lead		
- State Office of Reg. Services (DSA, SFM)	Input	Lead		
- State Dept. of Education, School Facilities Planning	Input	Lead		
5 Prepare applications & supporting documents				
- OPSC funding applications	Lead	Input		
- Bond issue funding information	Lead		As needed	
- DSA applications	Input	Lead		
<b>B. Programming, Planning &amp; Evaluation Services</b>				
1 Special investigations				
- Geotechnical and soils engineering	Lead	Input		
- Hazardous materials reports & studies	Lead	Not provided		
2 Investigation of unknown existing conditions				
- Property surveys / building measurements (if not available from exist'g drawings)	Lead		As needed	
- On-site utility studies (locations, condition, capacity, etc)	Lead		As needed	
- Off-site utility studies (locations, condition, capacity, etc)	Lead		As needed	
3 Comprehensive ADA compliance study				Exists
4 Develop detailed program				
- Educational specifications/program, design criteria & standards	Lead		As needed	
- Detailed space/adjacency programming	Lead		As needed	
- Food service plan/program	Lead		As needed	
- Equipment program	Lead		As needed	
5 Assistance with environmental, Negative Declaration & EIR studies				
- Ecological studies and mitigation measures				Not required
- Traffic, noise, off-site parking, etc.				Not required
- Hearings and community meetings				Not required
<b>C. Schematic Design Phase: Provided under a separate Agreement</b>				
1 Review of program and budget	Review	Lead		
2 Field verification of existing general conditions		Lead		
3 Code documentation & interpretations	Review	Lead		

**Exhibit B: Tasks and Responsibilities - Hillcrest Improvements Project (AXIA #1018.00)  
Agreement between Gravenstein Union School District and AXIA Architects**

Scope of Services	-- Provided By --			Not Provided
	District's Responsibilities	----- A/E Team ----- Basic Services	Additional Services	
4 Schematic site and building plans	Review	Lead		
5 Preliminary sections and elevations	Review	Lead		
6 Preliminary interior elevations of key spaces	Review	Lead		
7 Room data sheets and/or finish schedules	Review	Lead		
8 Preliminary selection of systems & materials	Review	Lead		
9 Develop approximate dimensions & areas	Review	Lead		
10 Preliminary description of engineering systems (mechanical, electrical, structural)	Review	Lead		
11 Outline specifications of major materials, systems and equipment	Review	Lead		
12 Construction cost estimates				
- Unit cost estimate	Review	Lead		
- Detailed cost estimate, value engineering or life-cycle cost analyses	Lead		As needed	
13 Presentation models and/or renderings			As needed	
14 In-house constructability reviews		Lead		
<b>D. Design Development Phase</b>				
1 Code documentation & interpretations		Lead		
2 Plans, sections	Review	Lead		
3 Development of site plan	Review	Lead		
4 Development of landscape plan			As needed	
5 Typical construction details	Review	Lead		
6 Equipment layouts	Review	Lead		
7 Developed description and drawings of structural engineering	Review	Lead		
8 Preliminary building specifications	Review	Lead		
9 Preliminary interior design (fixed furniture, furnishings and equipment included within construction contract)	Review	Lead		
10 Furniture, furnishings and equipment not included within construction contract	Lead		As needed	
10 Construction cost estimates				
- Unit cost estimate	Review	Lead		
- Detailed cost estimate, value engineering or life-cycle cost analyses	Lead		As needed	
10 Presentation models and/or renderings			As needed	
11 In-house constructability reviews	Input	Lead		
<b>E. Construction Documents Phase</b>				
1 Code documentation & interpretations		Lead		
2 Preparation of building construction plans	Review	Lead		
3 Prepare color boards	Review	Lead		
4 Final building specifications	Review	Lead		
5 Furniture, furnishings and equipment				
- Included within construction contract	Review	Lead		
- Not included within construction contract	Review		As needed	
Develop detailed documentation on Construction Phasing Program (Multiple Contract Delivery)			As needed	
6 Construction cost estimates				
- Update of DD phase unit cost estimate	Review	Lead		
- Detailed cost estimate, value engineering or life-cycle cost analyses	Lead		As needed	
8 Prepare bidding and procurement forms	Input	Lead		
9 Prepare Conditions of the Contract (Divisions 0 & 1)	Lead	Input		

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**Exhibit B: Tasks and Responsibilities - Hillcrest Improvements Project (AXIA #1018.00)  
Agreement between Gravenstein Union School District and AXIA Architects**

Scope of Services	-- Provided By --			
	District's Responsibilities	----- A/E Team ----- Basic Services	Additional Services	Not Provided
10 Develop Project Manual	Input	Lead		
11 Presentation models and/or renderings			As needed	
12 In-house constructability reviews	Input	Lead		
<b>F. Other Design Services</b>				
1 Hazardous materials identification / determination of mitigation measures	Lead	Not provided		
2 FF&E design (furnishings & movable equipment)	Lead		As needed	
3 Graphic & signage design				
- Fire/life safety graphics & signage	Review	Lead		
- Other graphics & signage	Lead		As needed	
4 Mock-Up services (workstations, classroom design, etc.)	Lead		As needed	
<b>G. Bidding Phase Services</b>				
1 Advertisement to potential bidders	Lead	Input		
2 Pre-qualification of bidders	Lead		As needed	
3 Pre-bid conferences	Input	Lead		
4 Distribution of bidding documents		Lead		
5 Distribution of special bidding / negotiation addenda	Lead		As needed	
6 Response to bidders' questions and provide clarifications	Input	Lead		
7 Report / analysis of bidding results	Input	Lead		
8 Bid dispute resolution	Lead		As needed	
9 Contract award processing	Lead	Input		
<b>H. Contract Administration Services</b>				
1 Plan & manage move-in & out activities including temporary facilities	Lead	Input		
2 Timely file with DIR the PWC-100 form re labor compliance & Notice of Award	Lead	Assist		
3 Site visits / observations				
- Scheduled meetings (as quantified in scope of services)	Input	Lead		
- Additional meetings	Input		As needed	
4 Review Contractors' safety programs	Lead		Not provided	
5 Coordination of other construction activities				
- Removal of non-conforming portables				N/A
- Demolition and/or removal of other structures				N/A
- Moving of utilities underground			As needed	
- Utility hookups			As needed	
6 Multiple contract administration or multiple phase coordination efforts for single project	Input		As needed	
7 Submittals & substitutions				
- Review and respond to Contractors' proposed submittal schedules	Input	Lead		
- Receive, process, distribute submittals, shop drawings, & substitutions	Input	Lead		
- Review submittals and shop drawings	Input	Lead		
- Review proposed substitutions	Input	Lead		
8 Requests for Information / Clarifications				
- Receive, process & distribute requests		Lead		
- Evaluate and respond to requests	Input	Lead		
9 Change orders				
- Receive, process & distribute Change Orders		Lead		
- Changes stemming from A/E documents	Input	Lead		

**Exhibit B: Tasks and Responsibilities - Hillcrest Improvements Project (AXIA #1018.00)  
Agreement between Gravenstein Union School District and AXIA Architects**

Scope of Services	-- Provided By --			
	District's Responsibilities	----- A/E Team ----- Basic Services	Additional Services	Not Provided
- Owner and contractor initiated changes	Input		Lead	
- Review, analyze and/or negotiate prices with contractors	Lead		As needed	
10 Testing and inspection administration	Lead			
11 Maintain official construction logs				
- Change order log		Lead		
- Request for Information (RFI) log		Lead		
- Submittal log		Lead		
12 Contract cost accounting				
- Maintain records of payments	Lead	None		
- Coordinate & assemble contractors' payment applications		Lead		
- Approve & process contractors' payment applications	Lead	Input		
- Assist the District with filing DIR the PWC-100 form re labor compliance and notice of award	Lead	Assist		
13 Interpretations and decisions				
- Relating to construction documents/specifications	Input	Lead		
- Relating to General Conditions	Lead	Input		
14 Project closeout				
- Preliminary and final punch lists	Input	Lead		
- Determination of payment withholdings	Lead	Input		
- Issuance of Certificates of Substantial Completion	Input	Lead		
- Securing and receipt of sureties	Lead	None		
- Receipt & review of warranties & manuals	Lead	Input		
- Receipt & review of waivers of liens	Lead	None		
- Issuance of final Certificates of Payment	Lead	Input		
- Project closeout with DSA	Input	Lead		
15 Construction tours (students & community)	Lead		As needed	
<b>I. Post-Construction &amp; Facility Operation Services</b>				
1 Record Drawings				
- Develop record drawings				By Contractor
- Review record drawings for completeness		Review		By Contractor
- Compile drawings				By Contractor
- Update contract documents to incorporate changes			As needed	
2 Warranty review (to be defined)	Lead		As needed	
Detailed analysis or response to Contractor claims not due to fault				
3 Architect	Lead		As needed	
4 Staff training (operating & maintaining equipment and systems)	Input			By Contractor
5 Post-construction facility reviews (operations & performance review)				
- Post occupancy facility review meeting	Input	Lead		
- Document defects or deficiencies	Lead		Input	
- Prepare instructions to Contractors for correction of defects	Lead		Input	
6 Project promotion	Lead		As needed	
7 Community tours	Lead		As needed	

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**Exhibit C – Compensation and Schedule of Hourly Billing Rates**

The Architect’s total compensation consists of basic services, additional services and reimbursable expenses as follows:

**Basic Services**

The Architectural fee arrangement for Basic Services may be any of the following:

1. A lump sum amount mutually agreed to, calculated based on the fee schedule described below, or estimating hours at billing rates or by negotiation of a mutually acceptable amount.
2. A percentage of construction cost based on a mutually agreed formula or fee schedule as described below. The initial construction budget is as follows:

Hillcrest Middle School Improvements \$ 2,223,070

The budget will be adjusted upon completion of the Design Development phase whereupon the Architect and Owner mutually agree on the budget relative to the scope of the project at that time.

3. Time and material at rates in the Agreement with an estimated not-to-exceed amount.
4. A combination of these options, as described below, for example a percentage fee through Schematic Design or Design Development after which the final lump sum fee shall be negotiated or calculated on a pre-agreed formula based on the Architect’s scope definition and cost estimate.

For Basic Services under this Agreement, the parties have agreed to a percentage of construction cost, under option 2 above, with an initial fee for Architectural Services not to exceed \$254,538.00 (Two hundred fifty-four thousand five hundred thirty-eight dollars) plus reimbursable expenses. The not to exceed fee will be recalculated and adjusted up or down at the completion of the Design Development Phase based on detailed cost estimate and invoiced accordingly.

Architect will be compensated for change order items that provide added value to the project, correct minor errors or omissions in the contract documents per Article 12 or are initiated by the District involving a change in the scope of work.

The Initial Fee is based on the following schedule:

SCOPE “A”: HILLCREST MIDDLE SCHOOL IMPROVEMENTS, INITIAL FEE BASIS = \$254,538.00

<u>UPON COMPLETION OF</u>	<u>PERCENTAGE OF TOTAL FEES</u>	<u>CUMULATIVE PAYMENT OF TOTAL FEES</u>
Schematic design phase	15	\$ 38,181
Design development phase	25	\$ 63,635
Construction documents phase	35	\$ 89,088
DSA approval	2	\$ 5,090
Bid phase	3	\$ 7,636
Construction phase	15	\$ 38,181
Project Closeout	5	<u>\$ 12,727</u>
	SUBTOTAL	<b>\$254,538</b>

**Additional Services**

Any additional services that may be required during the project must be requested by Architect and approved in writing by District before they are performed. Additional Services shall be compensated as described in Article 4.

**Reimbursable Expenses**

The Architect has estimated and the District has accepted the following reimbursable expenses to be billed at 110% of cost. The Architect may not exceed the total estimated amount unless approved in writing by District in advance. Reimbursable Expenses, including printing during bid, is currently estimated at \$6,000.

Automobile travel	<u>\$0.57 Per Mile</u>
Telephone	<u>\$ Per Billing</u>
Printing	<u>\$ As Invoiced</u>
Plotting	<u>\$ As Invoiced</u>
Models and mockups	<u>\$ As Invoiced or Hourly</u>

**Standard Hourly Billing Rates**

The following hourly rates shall be used for any Time and Materials services above or for any calculation of future services:

Principal-in-Charge	<u>\$ 210</u>
Principal-in-Charge/Design	<u>\$ 210</u>
Project Architect	<u>\$ 170</u>
Project Manager	<u>\$ 165</u>
Job Captain / Drafter	<u>\$ 135</u>
Administrative Assistant	<u>\$ 85</u>
Consultants:	1.10 times the consultants' standard hourly rates not to exceed a base rate of <u>\$200</u> per hour.

These rates shall be adjusted annually on the anniversary date of the Agreement in accordance with the Consumer Price Index issued by the U.S. Department of Labor, Bureau of Labor Statistics for "All Urban Consumers" in "San Francisco-Oakland" for "All Items."

**Exhibit D: Architectural/Engineering Fee Schedule  
 Agreement between Gravenstein Union School District and AXIA Architects**

**Hillcrest Middle School Improvements Project**

<b>Architectural and Engineering Fees - Basic Services:</b>				
Initial Budget for Fee Based on Exhibit D2: \$2,223,070				
<u>Architectural and Basic Consultants:</u>			<u>Breakdown of Initial Fee</u>	
First	<b>\$500,000 @</b>	12%	\$ 500,000.00	\$60,000
Next	<b>\$1,000,000 @</b>	11.5%	\$ 1,000,000.00	\$115,000
Next	<b>\$4,000,000 @</b>	11.0%	\$ 723,070.00	\$79,538
<b>Subtotal Basic Services:</b>				<b>\$254,538</b>
<b>Subtotal Authorized Expanded Services:</b>				<b>\$0</b>
<b>Total Initial Fee for Architectural and Engineering Services - Modernization:</b>				<b>\$254,538</b>

General Notes:

1. Construction costs do not include District-provided items, fees, administrative costs & other items not in contractor's bid costs.
2. Basic Consultants (per fee guidelines) include Architectural, Structural Engineering, Mechanical and Electrical Engineering, except for solar parking structure structural engineering as a PC approved assembly
3. Basic Services does not include Detailed Cost Estimating, Fire Suppression Design, Prop 39 Consultants, Civil Engineering, Low Voltage Design, Environmental Engineering, Food Service Consultants, Structural Engineering of Solar Parking Structure, or Landscape Architects
4. Construction costs and A/E fees for Interim Housing and movable Furniture, Furnishings & Equipment are not included.

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## EXHIBIT D2: INITIAL ROUGH UNIT BASED INITIAL BUDGET ESTIMATE

Based upon input from the GUSD Master Plan and Prop 39 Documents

Hillcrest Improvements Project

09/08/17, AXIA Architects

### ESTIMATED PROJECT BUDGET

A. ESTIMATED CONSTRUCTION COSTS	TOTAL
1. Accessible route to the playgrounds and fields	\$ 159,200
2. Accessible route signage	\$ 1,875
5. Electrical Service upgrades	\$ 353,238
9. Photovoltaic power system	\$ 712,879
10. Administrative/Library Remodel	\$ 400,000
Subtotal	<u>\$ 1,627,192</u>
Escalation from Summer 2015 to Summer 2018 (8%, 10%,15%)	\$ 595,878
Change Order Contingency (10%)	\$ 162,719
Total Estimated Construction Costs	<u><u>\$ 2,385,789</u></u>
B. ESTIMATED "SOFT" COSTS	TOTAL
1. Arch/Engineering Fee (est. @ 11% of const. cost)	\$ 244,538
2. Civil Engineering	\$ 15,000
3. Geotechnical Engineering	\$ 10,000
4. Advertising	\$ 4,000
5. Inspector of Record	\$ 120,000
6. Reimbursable Expenses (printing, etc.)	\$ 6,000
7. DSA Permit Fees	\$ 66,692
8. Special Inspections	\$ 12,000
10. Design Contingency (10%)	\$ 47,823
Total Estimated Soft Costs	<u><u>\$ 526,053</u></u>
Total Estimated Project Costs	<u><u>\$ 2,911,842</u></u>

Note: The Estimated Project Budget is specifically focused on the Contractor's construction costs and the general soft costs associated with the project delivery of the contractor's scope. Examples of additional costs borne by the District not shown above include but are not limited to the following:

1. Cost of temporary quarters and moving expenses.
2. Low Voltage systems such as security and telephone.
3. Financing associated expenses.
4. District staff, agents, and other consultants.
5. Construction Manager (if utilized by District)
6. Fixtures, Furnishings, and Equipment (FF&E).



V D

**Paul Carey**  
119 Lone Oak Lane  
Sebastopol, CA 95472

August 31, 2017

**Mrs. Jennifer Schwinn**  
*Superintendent*  
Gravenstein Unified School District  
3840 Twig Avenue  
Sebastopol, CA 95472

Dear Superintendent Schwinn:

I am writing in response to your announcement at the August 30<sup>th</sup> Back to School night regarding an opening as a board member in the Gravenstein Unified School District Board of Trustees. I am interested in serving as an interim board member on the board of trustees. I believe my recent experience as a staff officer with U.S. Marine Corps Forces, Europe and Africa in Stuttgart, Germany, and as a 20-year veteran of the United States Marine Corps, will be an asset to the Gravenstein School District Board of Trustees. I have attached my resume which highlights my leadership and management experience in the Marine Corps. Thank you for your consideration and I look forward to hearing from you.

*Sincerely,*

  
Paul Carey

ENCLOSURE

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119 Lone Oak Lane  
Sebastopol, CA 954712  
707-799-9918

[paulrcarey@gmail.com](mailto:paulrcarey@gmail.com)

<https://www.linkedin.com/in/paulrcarey/>

## PAUL ROBERT CAREY

### Profile

A recently retired U.S. Marine, retiring from active duty and transitioning into a career in education. I want to mold my experience in leading teams, influencing senior decision makers, and continue my upward trajectory into a career in education where I can continue to make a difference.

---

### Experience

**Operations and Administrative Manager, U.S. Marine Corps Forces, Europe and Africa, Stuttgart, Germany — 2014-Present**

-Represented U.S. European Command at five classes of the North Atlantic Treaty Organization (NATO) Counterintelligence/Human Intelligence Management Course at Oberammergau, Germany; instructed over 70 senior officers and 30 senior enlisted personnel on managing human intelligence operations in a NATO environment. Responsible for developing scenario injections and providing feedback to students in accordance with NATO doctrine and policy.

-Developed the Counterintelligence Awareness and Reporting Program (CIAR) by building and presenting PowerPoint briefs to U.S. Marine Corps Forces, Europe and Africa personnel; created yearly periods of instruction based on Marine Corps and Department of Defense policy to address critical counterintelligence current events.

**Overt Debriefing Manager, I Marine Expeditionary Force, Camp Pendleton, California - 2013-2014**

-Led seven personnel within the debriefing section; developed a comprehensive training program aimed at addressing individual deficiencies. Increased the report writing productivity of the team by 96%.

**Staff Counterintelligence Adviser, 2nd Marine Aircraft Wing; Cherry Point, North Carolina 2008-2011**

-Coordinated CI/HUMINT human resources recruitment briefs with the base human resources managers to support career day for all Marines who were interested in changing careers.

-Personally interviewed and screened 50+ Marines for a career change into the CI/HUMINT career field; boasted a 75% success rate of Marines initially screened who subsequently passed the rigorous assessment and selection board.

**Student Class Leader, Chinese Basic Course; Defense Language Institute Monterey, California, 2007-2008**

-Student in a 63-week resident professional military school focused on producing linguists proficient in reading, writing, and communication in target foreign language for combined military operations.

-Chosen to represent the Defense Language Institute (DLI) in an immersion trip to Beijing, China as the top tier of students and successfully completed the intensive four-week Chinese Mandarin immersion course at the Civil Aviation Management Institute, Beijing, China.

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### Education

- Excelsior College - Master of Business Administration - Leadership: 2017
  - Excelsior College - Bachelor of Science, Liberal Arts: 2010
  - Cochise College - Associate of Applied Science, Intelligence Operations: 2011
  - Defense Language Institute - Associate of Arts, Mandarin Chinese: 2008
- 

### Volunteer Experience

- Cub Scout Den Leader, Transatlantic Council, Boy Scouts of America: 2016/17
  - Head Coach, T-Ball, U.S. Army Garrison Stuttgart Child Youth Service: 2016
  - Kindergarten class set-up & reading, Stuttgart Elementary School: 2015/16
  - Assistant Coach, T-Ball, U.S. Army Garrison Stuttgart Child Youth Service: 2015
  - Therapy Dog Handler, Love on a Leash: 2009/11
- 

### Skills

MS Office; MS Word; MS Excel; SharePoint; leadership; instructor; salesmanship; public speaking; briefing; budgeting

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### Publications

Carey, P. (2015, December). Regional Slating for Intelligence Military Occupational Specialties. *Marine Corps Gazette*. Volume 99, Issue 12.

Carey, P. (2016, June). Planning for a Lifetime: A Review of the Current Marine Corps Tuition Assistance Policy. *Marine Corps Gazette*. Volume 101, Issue 6.

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### Awards

2016 - Meritorious Service Medal; exceptional meritorious service.

2016 - Outstanding Volunteer Service Medal; three years of sustained volunteer service

2013 - Navy and Marine Corps Commendation Medal (3rd Award); outstanding meritorious service

2012 - Navy and Marine Corps Commendation Medal (2nd Award).





# GRAVENSTEIN UNION SCHOOL DISTRICT

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

**Board of Trustees**  
Jim Horn, Board President  
Desiree Beck, Board Clerk  
Gregory Appling, Member  
Steve Schwartz, Member  
Sandra Wickland, Member

## Candidate Questionnaire

### Appointment to finish a Term on Board of Trustees

Completed Questionnaire and a cover letter of interest must be received in the Gravenstein district office by noon on **Friday, Sept. 8, 2017**. Upon receipt by the District, this Questionnaire will be a matter of public record.

Candidates will be interviewed in open session, and the Board will vote to appoint a trustee, at 5 PM on **Wednesday, Sept. 13, 2017**, in Room 13 of the Gravenstein Elementary School, 3840 Twig Avenue, Sebastopol, CA.

Please type or print neatly in the spaces provided or attach additional sheets as necessary.

Date: 9/7/2017

	<b>Paul</b>	<b>Robert</b>	<b>Carey</b>	
Name:	<i>First</i>	<i>Middle</i>	<i>Last</i>	
Residence Address:	<u>119 Lone Oak Lane</u>	<u>Sebastopol</u>	<u>CA</u>	<u>95472</u>
	<i>Number/Street</i>	<i>City</i>	<i>State</i>	<i>Zip</i>

Home Phone (707) 799-9918 Work Phone N/A  
Email paulrcarey@gmail.com

Are you a registered voter in the Gravenstein Union School District? No

Have you ever been disqualified by the Constitution or laws of the state from holding a civil office? No

How long have you lived in the Gravenstein Union School District? 3 months

1. What are your qualifications for appointment to the Board of Trustees?

**I believe my qualifications for appointment span three different areas: military experience, educational experience, and experience working with elementary school children.**

**Military Experience.** I have served in various leadership positions throughout the Marine Corps, from managing small teams in peacetime conditions to managing larger teams under austere conditions in Iraq and Afghanistan. The military is traditionally autocratic, however, a lion's share of the work and "sausage making" would fall on the staff officers. In these various meetings, I would work with Marines from different backgrounds and ranks in order to accomplish the mission, even if working with my fellow Marines meant sitting through several hour-long meetings.

**Educational Experience.** I believe my past two years' experience through my MBA program will be an asset to the Gravenstein School District Board. During my MBA program, I studied and applied principles of finance, accounting, human resources, strategy, and leadership; during my studies, I earned a certificate in Mediation from Mediators Without Borders. While serving in the private sector is different than serving on a public-school board, I believe the core principles of leadership, budgeting, human resources management, and mediation are found in any organization.

**Elementary School Age Experience.** While I am not yet a credentialed teacher, I have spent the last three years volunteering as a T-Ball Coach; Cub Scout Den Leader; and as a Kindergarten, First Grade, and Fourth Grade volunteer. I can think of nothing more important for the future of our society than the education of our children. This is why I volunteered my time, while on active military duty, to teach children the essence of sportsmanship, the principles of leadership and civic responsibility, and elementary education.

2. Why are you interested in serving on the Board?

During my 20-year career in the military, I never felt like I was doing this for myself (i.e. just a job), rather, I was serving the greater good. I never once considered that I would quit serving my county after retirement. Instead, I have chosen to pursue a career in elementary school education where I will continue to serve in a more direct fashion. I believe serving on the Gravenstein School Board will be a natural extension of my continued service.

3. What do you see as the key issues facing the Gravenstein school district?

One of the largest issues I see facing the board is the future of the *Enrich!* Program. The declining student enrollment in the *Enrich!* Program is an issue, not only in terms of revenue for the school district, but the future of elementary school education in the Gravenstein School District. There are many potential causes of declining *Enrich!* Enrollment including cost, long school days, increased homework, and parent frustration and the inability to enroll in extracurricular activities due to the time demands.

There are larger social concerns with the *Enrich!* Program, namely, the social and economic stratification of Gravenstein families. There are clearly benefits being in the *Enrich!* Program, however, the costs associated with enrollment in the *Enrich!* Program costs are likely too high for many of the Gravenstein families. This could possibly lead to a lack of diversity within each of the respective *Enrich!* And Traditional Programs. There are studies which show that racial and economic diversity within schools and classes can benefit all students.

**I believe these *Enrich!* And Traditional classroom issues will be a hot button topic for the Gravenstein School District board for the foreseeable future.**

**Other issues such as diversity within the teacher workforce, namely incentivizing and recruiting male teachers to teach in the K-5 grades, and student transportation issues will also require the boards' attention.**

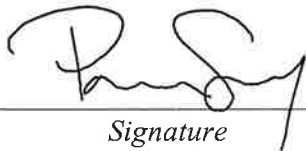
4. What are the most important roles of a Board member? How do you see yourself filling those roles?

**A school board serves as the focal point for teachers, parents, and most importantly, students. I believe a school board must not only take teachers' and board members' points of view when making decisions about school programs, they must also reflect the community's view on student education. School boards are also responsible for ensuring tax dollars and other sources of revenue are spent in the most efficient and cost-effective manner while maximizing the value for students. As a board member, I see myself as an advocate of the Gravenstein School District families and teachers, ensuring their needs are considered in future decisions.**

5. How much time and energy will you be able to devote to this position if appointed?

**As a recent military retiree and prospective substitute teacher, I have ample time to devote to the Gravenstein School Board.**

*The above is accurate to the best of my knowledge.*



*Signature*

*9/7/2017*

*Date*

*Please return to the Gravenstein district office at 3840 Twig Avenue, Sebastopol, CA 95472. Deadline for receipt is 12 noon, Friday, Sept 8, 2017.*



**2. Why are you interested in serving on the Board?**

- Gravenstein Union School District is our district and our home. I believe in the importance and necessity of public service as a way to support current and future goals of the district, the Superintendent and the Principals of the schools. I bring a unique perspective that allows me to understand the overarching needs of the administration and the particular concerns of a parent. I believe school staff and parents provide important viewpoints that must be considered in order to come a beneficial decision.
- Serving as CFO and Board Secretary and Treasurer of Independent Educational Programs I am responsible for the fiscal solvency and continuous improvements needed to maintain and grow an effective program. I believe I can bring a helpful understanding of these challenges to the GUSD Board.
- While serving on the Santa Rosa French Charter School Board, I proposed and supported the realignment of the School Site Board and the Parent Board in order to provide a more cohesive and effective entity. The ability to work with many stakeholders (school administration and parent groups) to find mutually agreeable solutions is one of my demonstrated strengths and can bring value to this Board.

**3. What do you see as the key issues facing the Gravenstein school district?**

- Maintain fiscal solvency through prudent budgetary management
- Continuously monitor and improve district policies and risk management procedures
- Improve school community cohesiveness and vision
- Integrate/ Improve curriculum while maintaining support for highest achievers
- Plan for and manage growth


**4. What are the most important roles of a Board member? How do you see yourself filling those roles?**

- Ability to listen to and understand many perspectives
- Willingness to put aside personal desires/ view points in order to make decisions that benefit all
- Patience and persistence
- Understanding of the unique challenges of meeting the needs of many stakeholders

**5. How much time and energy will you be able to devote to this position if appointed?**

- I will commit 10 - 12 hours per month to this position. I also understand that sometimes that number may vary as the needs of the district change and I can be flexible in response to those needs.

*The above is accurate to the best of my knowledge.*

  
Signature

9/7/17  
Date

*Please return to the Gravenstein district office at 3840 Twig Avenue, Sebastopol, CA 95472. Deadline for receipt is 12 noon, Friday, Sept 8, 2017.*

To the Gravenstein Union School District Board of Trustees

My name is Patrick Turner.

I have lived in the Gravenstein School District my entire life and am 46 years old. I also attended Gravenstein/Hillcrest as a child/adolescent. My daughter is also currently in 6<sup>th</sup> grade at Hillcrest.

I have been a GSF Business supporter and Benefactor for years, including a commitment to assisting GSF functions by chaperoning, prop building, BBQing, etc.

For the past 17 years, I have consistently volunteered as a coach for West Sonoma County Youth Sports and am currently Head Coach for the Wesco Select Competitive Soccer Association, and have sat on the Wesco/Simply Soccer Board. This commitment currently entails youth guidance and training from April-December, 3-4 days a week, 2-3 hours a day.

I take pride in mentoring our communities youth by teaching the qualities necessary to become tolerant, disciplined, respectful, and Happy young adults. I consistently emphasize the importance of academic commitment and achievement, and am very proud of my 6<sup>th</sup> grade Honor student.

I have volunteered as a Firefighter/EMT for the Gold Ridge Fire Protection District for a decade. This job consisted of a high level of commitment to our community responding to Emergency Calls 24 hours a day to assist in saving Lives and Property due to medical distress, fires, and vehicle accidents.

I am also a local business owner and take pride in financially and mechanically supporting the residents and other local business owners in our community.

I feel I have leadership, work ethic, and parenting qualities that could assist in continuing the high level of standards and responsibility our School Board strives for.

I also have a keen eye for Business!

I respectfully request the appointment of School Board of Trustee to the Gravenstein Union School District

A handwritten signature in black ink, appearing to read "Patrick Turner". The signature is written in a cursive style with a long horizontal flourish extending to the right.



# GRAVENSTEIN UNION SCHOOL DISTRICT

**Jennifer Schwinn, Superintendent**  
3840 Twig Avenue  
Sebastopol, CA 95472  
707-823-7008 (v)  
707-823-2108 (f)  
Email: jschwinn@grav.k12.ca.us

**Board of Trustees**  
Jim Horn, Board President  
Desiree Beck, Board Clerk  
Gregory Appling, Member  
Steve Schwartz, Member  
Sandra Wickland, Member

## Candidate Questionnaire

### Appointment to finish a Term on Board of Trustees

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Candidates will be interviewed in open session, and the Board will vote to appoint a trustee, at 5 PM on **Wednesday, Sept. 13, 2017**, in Room 13 of the Gravenstein Elementary School, 3840 Twig Avenue, Sebastopol, CA.

Please type or print neatly in the spaces provided or attach additional sheets as necessary.

Date 9/8/17

Name: PATRICK BRIAN TURNER  
First Middle Last

Residence Address: 4551 HESSEL RD. SEBASTOPOL CA 95472  
Number/Street City State Zip

Home Phone 707-484-6074 Work Phone \_\_\_\_\_

Email PATRICK • TURNER CONSTRUCTION @ YAHOO.COM

Are you a registered voter in the Gravenstein Union School District?	<u>YES</u>
Have you ever been disqualified by the Constitution or laws of the state from holding a civil office?	<u>NO</u>
How long have you lived in the Gravenstein Union School District?	<u>46 YEARS</u>

1. What are your qualifications for appointment to the Board of Trustees?

PLEASE SEE ATTACHED.

2. Why are you interested in serving on the Board?

To be part of the responsible decision making related to our school and academics for our districts youth.

3. What do you see as the key issues facing the Gravenstein school district?

Having the ability to approach all issues with a solid level of tolerance and reason, in the best interest of our children!

4. What are the most important roles of a Board member? How do you see yourself filling those roles?

To monitor the responsible use of the Districts assets with both personnel and finances. - SEE ATTACHED

5. How much time and energy will you be able to devote to this position if appointed?

As much time as necessary to achieve excellence.

The above is accurate to the best of my knowledge.

  
Signature

9/8/17  
Date

Please return to the Gravenstein district office at 3840 Twig Avenue, Sebastopol, CA 95472. Deadline for receipt is 12 noon, Friday, Sept 8, 2017.



(To be issued by School District and sent to County Superintendent of Schools)

## Notice of Appointment of Governing Board Member

(City) California

(date)

To: Sonoma County Superintendent of Schools

From: (District)

THIS IS TO CERTIFY that in accordance with the provisions of the Education Code of California, the Governing Board of

the District of Sonoma County, California at a ( regular  special) meeting held on (date)

that (name) of (address) was provisionally appointed to the Governing Board to hold office until the next regularly scheduled election for district governing board members. A copy of the Oath of Office is attached.

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

For County Office Use:

Registration check \_\_\_\_\_  
(date and initials)

Appointment entered in record: \_\_\_\_\_  
(date and initials)

(To be sent by appointee to County Superintendent of Schools)

### Oath of Office

(E.C. §200, California Constitution, Article XX, §3)

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signed \_\_\_\_\_

Mailing Address

State of California  
County of Sonoma

Subscribed and sworn (or affirmed) before me this \_\_\_\_\_ day of \_\_\_\_\_

By \_\_\_\_\_  
Signature of Person Administering Oath

All code section references are to the California Elections Code unless stated otherwise.



VE

AGREEMENT WITH AN INDEPENDENT CONTRACTOR

THIS AGREEMENT, entered this 14th day of August, 2017 by and between the GRAVENSTEIN UNION SCHOOL DISTRICT, a political subdivision of the State of California. Hereinafter-called "District", and JACK CORREIA hereinafter-called "Contractor".

WITNESSETH:

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

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

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

- 1. Services to be performed by contractor: School Psychologist Services: Assessment, consultation with teachers and parents, counseling, participation in IEP development and IEP meetings. Not to exceed \$20,000.00 total. (\$80/hr) Additional hours may be added with mutual agreement. Contractor will provide District with a current Certificate of Insurance liability to be kept on file.
2. Payments: in consideration of the services set forth, the District shall pay to Contractor a sum of money not to exceed, during the term of this agreement the hourly rate of \$ 80.00. Payment of the aforesaid sum shall be made in the following manner: Payments shall be made monthly pending a detailed invoice received for hours worked tracked by student.
3. Relationship of the parties. It is understood that this is an agreement by and between Independent Contractor(s), and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture of association or any other relationship whatsoever other than that of Independent Contractor.
4. Indemnification and Insurance. Contractor agrees to hold District harmless from any damage or injuries, which may occur to persons or property as a result of Contractor's activities pursuant to this agreement.
5. Non-assignability. Contractor shall not assign this agreement or any portion thereof to a third party without the prior written consent of the District, and any attempted assignment without such prior written consent in violation of this Section automatically shall terminate this agreement.
6. Contact terms. This agreement shall be in effect from August 14, 2017 until June 1, 2018, provided, however, that either party may terminate this agreement by giving written notice to the other party at least thirty (30) days in advance of the effective date of such termination.

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

Jack Correia
Contractor's Name

1418 Range Ave. #204, Santa Rosa, CA 95401
Address

Jsacorreia@aol.com

[Handwritten Signature]
Contractor's Signature

Sept 1, 2017
Date

201-491-7141
Telephone

Jennifer Schwinn, Superintendent - Signature

Date

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



**GRAVENSTEIN UNION SCHOOL DISTRICT  
RESOLUTION #170913-1  
ADOPTING THE "GANN" LIMIT**

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits," for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2016-17 fiscal year and a projected Gann Limit for the 2017-18 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2016-17 and 2017-18 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2016-17 and 2017-18 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jim Horn, President  
Board of Trustees  
Gravenstein Union School District

	2016-17 Calculations			2017-18 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
<b>A. PRIOR YEAR DATA</b> (2015-16 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2015-16 Actual			2016-17 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	4,259,392.22		4,259,392.22			4,410,477.08
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	710.14		710.14			697.82
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2015-16			Adjustments to 2016-17		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
<b>B. CURRENT YEAR GANN ADA</b> (2016-17 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2016-17 P2 Report			2017-18 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	43.40		43.40	39.82		39.82
2. Total Charter Schools ADA (Form A, Line C9)	654.42		654.42	654.35		654.35
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			697.82			694.17
<b>C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED</b> TAXES AND SUBVENTIONS (Funds 01, 09, and 62)	2016-17 Actual			2017-18 Budget		
1. Homeowners' Exemption (Object 8021)	19,590.01		19,590.01	19,614.00		19,614.00
2. Timber Yield Tax (Object 8022)	873.98		873.98	1,000.00		1,000.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	2,648,180.57		2,648,180.57	2,592,077.00		2,592,077.00
5. Unsecured Roll Taxes (Object 8042)	79,707.63		79,707.63	84,309.00		84,309.00
6. Prior Years' Taxes (Object 8043)	3,957.05		3,957.05	0.00		0.00
7. Supplemental Taxes (Object 8044)	0.00		0.00	0.00		0.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	0.00		0.00	0.00		0.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	358.74		358.74	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	2,752,667.98	0.00	2,752,667.98	2,697,000.00	0.00	2,697,000.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	2,752,667.98	0.00	2,752,667.98	2,697,000.00	0.00	2,697,000.00

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	2016-17 Calculations			2017-18 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
<b>EXCLUDED APPROPRIATIONS</b>						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			54,717.94			56,841.00
<b>OTHER EXCLUSIONS</b>						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			54,717.94			56,841.00
<b>STATE AID RECEIVED (Funds 01, 09, and 62)</b>						
24. LCFF - CY (objects 8011 and 8012)	4,677,430.00		4,677,430.00	3,159,913.00		3,159,913.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	48,159.00		48,159.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	4,725,589.00	0.00	4,725,589.00	3,159,913.00	0.00	3,159,913.00
<b>DATA FOR INTEREST CALCULATION</b>						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	8,800,590.73		8,800,590.73	6,881,654.00		6,881,654.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	100,072.12		100,072.12	42,476.00		42,476.00
<b>APPROPRIATIONS LIMIT CALCULATIONS</b>						
<b>D. PRELIMINARY APPROPRIATIONS LIMIT</b>			<b>2016-17 Actual</b>			<b>2017-18 Budget</b>
1. Revised Prior Year Program Limit (Lines A1 plus A6)			4,259,392.22			4,410,477.08
2. Inflation Adjustment			1.0537			1,0369
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			0.9827			0.9948
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			4,410,477.08			4,549,442.92
<b>APPROPRIATIONS SUBJECT TO THE LIMIT</b>						
5. Local Revenues Excluding Interest (Line C18)			2,752,667.98			2,697,000.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			83,738.40			83,300.40
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			1,712,527.04			1,909,283.92
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			1,712,527.04			1,909,283.92
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			51,358.03			28,608.19
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			2,804,026.01			2,725,608.19
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			1,661,169.01			1,880,675.73
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			2,804,026.01			
b. State Subventions (Line D8)			1,661,169.01			
c. Less: Excluded Appropriations (Line C23)			54,717.94			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			4,410,477.08			

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# Gravenstein Union School District

## Board Policy

### Use Of School Facilities

BP 1330

#### Community Relations

\*\*\*Note: Education Code 38133 mandates that the Governing Board develop rules and regulations related to the management, direction, and control of school facilities. Pursuant to Education Code 38130-38138 (the Civic Center Act), school facilities are civic centers and, under certain circumstances, members of the school community must be allowed to use them for specified purposes. In granting access for use of school facilities to district residents and community groups, the Board must be careful to avoid discriminating against certain individuals, groups, or viewpoints and thereby violating constitutional requirements, including free speech rights. In Good News Club v. Milford Central School, the U.S. Supreme Court held that the school district violated the club's free speech rights when it denied the club use of school facilities for after-school meetings because of the religious nature of the meetings. \*\*\*

The Governing Board believes that school facilities and grounds are a vital community resource which should be used to foster community involvement and development. Therefore, the Board authorizes the use of school facilities by district residents and community groups for purposes specified in the Civic Center Act, to the extent that such use does not interfere with school activities or other school-related uses.

(cf. 6145.5 - Student Organizations and Equal Access)

The Superintendent or designee shall give priority to school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

\*\*\*Note: Pursuant to Education Code 38133, the Board is mandated to develop rules and regulations which must include the items specified below for the management, direction, and control of school facilities. \*\*\*

For the effective management and control of school facilities and grounds, the Superintendent or designee shall maintain procedures and regulations that: (Education Code 38133)

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school facilities and on school grounds and protect school facilities, designating a person to supervise this task, if necessary

(cf. 0450 - Comprehensive School Safety Plan)  
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of school work

\*\*\*Note: The following paragraph is optional and may be modified to reflect district practice.\*\*\*

Subject to prior approval by the Board, the Superintendent or designee may grant the use of school facilities or grounds on those days on which district schools are closed. (Education Code 37220)

(cf. 6115 - Ceremonies and Observances)

There shall be no advertising on school facilities and grounds except as allowed by district policy specified in BP 1325 - Advertising and Promotion.

(cf. 1325 - Advertising and Promotion)

\*\*\*Note: The following optional paragraph may be modified to reflect district practice. A district may enter into an agreement with another entity for the joint use of school facilities or grounds. For considerations to guide the development of such an agreement, see BP 1330.1 - Joint Use Agreements. Any district interested in entering into any such agreement is also encouraged to review CSBA's policy brief Maximizing Opportunities for Physical Activity Through Joint Use of Facilities and CSBA's publication Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement for tips regarding successful collaboration, information about funding sources for joint use, suggested components of joint use agreements, model agreements, and additional resources.\*\*\*

As necessary to ensure efficient use of school facilities, the Superintendent or designee may, with the Board's approval, enter into an agreement for the joint use of any school facilities or grounds. The Board shall approve any such agreement only if it determines that it is in the best interest of the district and the community.

(cf. 1330.1 - Joint Use Agreements)

## Fees

\*\*\*Note: Education Code 38134 authorizes districts to charge an amount "not exceeding" direct costs for the use of school facilities or grounds by community groups and entities. Pursuant to 5 CCR 14041, as added by Register 2014, No. 19, the Board is required to adopt a fee schedule that specifies the hourly fee to be charged by the district either for specific school facilities and grounds or for types or categories of school facilities or grounds (e.g., all gymnasiums or playgrounds), when the district chooses to charge fees for community use of

school facilities and grounds. \*\*\*

The Board shall adopt a comprehensive schedule of fees to be charged for community use of school facilities and grounds, including, but not limited to, the multipurpose room(s), playing or athletic field(s), track and field venue(s), tennis court(s), and outdoor basketball court(s). The schedule of fees shall be prepared in accordance with 5 CCR 14037-14041. (5 CCR 14041)

(cf. 9320 - Meetings and Notices)

\*\*\*Note: In addition, Education Code 38134 mandates each district to adopt a policy specifying the activities and organizations that shall be charged an amount not to exceed direct costs. 5 CCR 14037-14041, as added by Register 2014, No. 19, contain specific rules adopted by the State Board of Education for determining "direct costs" to be charged for use of school facilities and grounds. \*\*\*

\*\*\*Note: The options below provide suggestions on how districts that choose to charge up to direct costs may categorize activities and organizations for that purpose. Option 1 is for use by districts that choose to charge an amount "not exceeding" direct costs to all community groups. Option 2 is for use by districts that choose to grant free use to nonprofit groups organized to promote youth and school activities but charge other groups an amount "not exceeding" direct costs. Option 3 is for use by districts that grant free use to school-related organizations only. \*\*\*

\*\*\*Note: However, regardless of the option chosen, there is an exception for the use of school facilities and grounds for religious services, as noted below. \*\*\*

#### **OPTION 1: (Amount not exceeding direct costs to all community groups)**

The Board believes that the use of school facilities or grounds should not result in costs to the district. The Superintendent or designee shall charge all groups granted the use of school facilities or grounds under the Civic Center Act an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134) The Gravenstein Magnet Program Foundation and Gravenstein Schools Foundation shall be exempt from fees.

Additionally, when any use of school facilities or grounds is for religious services, the district shall charge an amount at least equal to the district's direct costs. (Education Code 38134)

In determining direct costs to be charged for community use of each, or each type of, school facility or grounds, the Superintendent or designee shall calculate, in accordance with 5 CCR 14038, the community's proportionate share of the following costs: (Education Code 38134; 5 CCR 14038-14041)

1. Capital direct costs calculated in accordance with 5 CCR 14039, including the estimated costs of maintenance, repair, restoration, and refurbishment of non-classroom space school facilities or grounds

However, capital direct costs shall not be charged to organizations retained by the district or school to provide instruction or instructional activities to students during school hours or for classroom-based programs that operate after school hours, including, but not limited to, after-school, tutoring, and child care programs. (5 CCR 14037)

(cf. 5148 - Child Care and Development)  
(cf. 5148.2 - Before/After School Programs)

2. Operational direct costs calculated in accordance with 5 CCR 14040, including estimated costs of supplies, utilities, janitorial services, other services of district employees and/or contracted workers, and salaries and benefits paid to district employees directly associated with the administration of the Civic Center Act to operate and maintain school facilities and grounds

\*\*\*Note: The following optional paragraph applies to districts that choose to discount direct cost fees based on the type or category of the applicant, such as to groups with tax-exempt status as authorized pursuant to 5 CCR 14041, added by Register 2014, No. 19. \*\*\*

Direct cost fees shall not be discounted to any group or organization except when the discount is specifically authorized in the adopted fee schedule. (5 CCR 14041)

\*\*\*Note: Education Code 38134 requires the district to charge fair rental value when facilities are used for fundraising activities which are not beneficial to youth, public school activities, or charitable purposes, under the conditions specified below. "Fair rental value" is defined as direct costs plus the amortized costs of the school facilities or grounds used for the duration of the activity. \*\*\*

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

#### **Expending Funds Collected as Capital Direct Costs**

\*\*\*Note: Pursuant to 5 CCR 14042, added by Register 2014, No. 19, funds collected as capital direct costs must be expended as specified in the following optional paragraph. \*\*\*

Any funds collected as capital direct costs shall be deposited into a special fund to be used only for capital maintenance, repair, restoration, and refurbishment of school facilities and grounds. (5 CCR 14042)

Legal Reference:  
EDUCATION CODE  
10900-10914.5 Community recreation programs  
32282 School safety plan

37220 School holidays  
38130-38138 Civic Center Act, use of school property for public purposes  
BUSINESS AND PROFESSIONS CODE  
25608 Alcoholic beverage on school premises  
GOVERNMENT CODE  
54950-54963 The Ralph M. Brown Act  
MILITARY AND VETERANS CODE  
1800 Definitions  
CODE OF REGULATIONS, TITLE 5  
14037-14042 Proportionate direct costs for use of school facilities and grounds  
UNITED STATES CODE, TITLE 20  
7905 Equal access to public school facilities  
COURT DECISIONS  
Good News Club v. Milford Central School, (2001) 533 U.S. 98  
Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384  
Cole v. Richardson, (1972) 405 U.S. 676  
Connell v. Higgenbotham, (1971) 403 U.S. 207  
ACLU v. Board of Education of Los Angeles, (1961) 55 Cal .2d 167  
Ellis v. Board of Education, (1945) 27 Cal.2d 322  
ATTORNEY GENERAL OPINIONS  
82 Ops.Cal.Atty.Gen. 90 (1999)  
79 Ops.Cal.Atty.Gen. 248 (1996)

Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief,  
February 2010

Building Healthy Communities: A School Leader's Guide to Collaboration and Community  
Engagement, 2009

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

(11/06 4/13) 8/14

**ADOPTED: November 9, 2005**  
**September 10, 2008**  
**February 12, 2014**  
**January 14, 2015**

**GRAVENSTEIN UNION SCHOOL DISTRICT**  
**Sebastopol, California**

# Gravenstein Union School District

## Administrative Regulation

### Use Of School Facilities

AR 1330

#### Community Relations

\*\*\*Note: The following administrative regulation is mandated for the management, direction, and control of school facilities, pursuant to Education Code 38133.\*\*\*

#### Application for Use of Facilities

Any person applying for the use of any school facilities or grounds on behalf of any society, group, or organization shall present written authorization from the group or organization to make the application.

\*\*\*Note: The California Supreme Court has determined that the requirements of Education Code 38135 and 38136 are unconstitutional (ACLU v. Board of Education of City of Los Angeles). Although these provisions have not been repealed, districts are advised not to require any oath affirming that the group does not intend to take actions leading to the overthrow of the government.\*\*\*

\*\*\*Note: Other types of oaths have been held constitutionally acceptable. The California Supreme Court upheld the use of an oath that the individual or group does not intend to use school premises to commit unlawful acts (ACLU v. Board of Education), and the U.S. Supreme Court has upheld affirmative loyalty oaths for public employees, expressing a promise to support the federal and state constitutions (Connell v. Higgenbotham; Cole v. Richardson). The accompanying Exhibit provides a sample "Facilities Use Statement." The following paragraph is optional.\*\*\*

Persons or organizations applying for the use of school facilities or grounds shall submit a facilities use statement indicating that they uphold the state and federal constitutions and do not intend to use school premises or facilities to commit unlawful acts.

#### Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizens and community groups as a civic center for the following purposes: (Education Code 32282, 38131)

1. Public, literary, scientific, recreational, educational, or public agency meetings
2. The discussion of matters of general or public interest

\*\*\*Note: An Attorney General Opinion (79 Ops.Cal.Atty.Gen. 248 (1996)) found unconstitutional the section of Education Code 38131 which provides that a board may grant the use of school facilities to a

religious group to conduct services only when the religious group has no other suitable meeting place. Although Attorney General opinions do not carry the force of law, they are given deference by the courts in the case of legal challenge. Therefore, a district should consult legal counsel before requiring a religious organization to establish that it lacks another suitable meeting place for the conduct of its services in order to rent school facilities. In that same opinion, the Attorney General also determined that Education Code 38131 does not limit the renewability of the temporary use permit for school facilities by a religious organization. Thus, legal counsel should also be consulted before a district refuses to renew a temporary permit. Item #3 below is consistent with the Attorney General's interpretation of Education Code 38131.\*\*\*

3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization
4. Child care programs to provide supervision and activities for children of preschool and elementary school age

(cf. 5148 - Child Care and Development)  
(cf. 5148.2 - Before/After School Programs)  
(cf. 5148.3 - Preschool/Early Childhood Education)

5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies
6. Supervised recreational activities, including, but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youth may participate regardless of religious belief or denomination
7. A community youth center

(cf. 1020 - Youth Services)

\*\*\*Note: Pursuant to Education Code 32282, procedures to allow school facilities to be used by public agencies, such as the Red Cross, for mass care and welfare shelters during an emergency must be included in the comprehensive school safety plan. See AR 0450 - Comprehensive Safety Plan.\*\*\*

8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 3516 - Emergencies and Disaster Preparedness Plan)

9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization

A veterans' organization means the American Legion, Veterans of Foreign Wars, Disabled American Veterans, United Spanish War Veterans, Grand Army of the



Republic, or other duly recognized organization of honorably discharged soldiers, sailors, or marines of the United States, or any of their territories. (Military and Veterans Code 1800)

\*\*\*Note: Education Code 38131 allows the district to grant use of school facilities for other purposes as deemed appropriate. The district may add any other purposes approved by the Governing Board.\*\*\*

10. Other purposes deemed appropriate by the Governing Board

### Restrictions

\*\*\*Note: In adopting rules for the management and control of school facilities, districts must be careful to ensure that they do not impose restrictions that may violate constitutionally protected rights. Generally, court decisions have held that districts may not discriminate on the basis of a group's viewpoint, and thus the use of facilities should be granted on a neutral basis. In *Good News Club v. Milford Central School*, the U.S. Supreme Court held that a district which prohibited a religious club from using school facilities after school hours for activities for which it allowed other community groups to use the school facilities discriminated against the club on the basis of the club's religious viewpoint in violation of the First Amendment to the United States Constitution.\*\*\*

\*\*\*Note: Because federal and state constitutional free speech issues may be involved when a district denies the use of school facilities to certain groups, it is strongly recommended that a district consult with legal counsel before doing so.\*\*\*

School facilities or grounds shall not be used for any of the following activities:

1. Any use by an individual or group for the commission of any crime or any act prohibited by law
2. Any use which is inconsistent with the use of the school facilities for school purposes or which interferes with the regular conduct of school or school work
3. Any use which involves the possession, consumption, or sale of alcoholic beverages or any restricted substances, including tobacco

(cf. 3513.3 - Tobacco-Free Schools)

\*\*\*Note: Districts may exclude certain facilities from community use for safety or security reasons. Such facilities might include (1) offices or computer rooms containing records and confidential information and (2) science rooms and other rooms containing hazardous chemicals or equipment that cannot be used safely without special knowledge or skills. If desired, those restrictions should be included here. The following paragraph is optional.\*\*\*

The district may exclude certain school facilities from non-school use for safety or security reasons.

## Damage and Liability

\*\*\*Note: Pursuant to Education Code 38134, a district is authorized to take the actions specified in the following optional paragraph when damage to school facilities or grounds occurs from use by a nonprofit group, organization, club, or association that promotes youth and school activities.\*\*\*

Groups, organizations, or persons using school facilities or grounds shall be liable for any property damage caused by the activity. The district may charge the amount necessary to repair the damages and may deny the group further use of school facilities or grounds. (Education Code 38134)

\*\*\*Note: Education Code 38134 distinguishes the liability and insurance obligations of nonprofit groups, clubs, and associations that promote youth and school activities from those of the district. The district is liable for any injuries resulting from its negligence in the ownership and maintenance of its facilities and grounds and must bear the cost of insuring against these risks and defending itself from related claims.\*\*\*

Any group or organization using school facilities or grounds shall be liable for any injuries resulting from its negligence during the use of district facilities or grounds. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk. (Education Code 38134)

Groups or organizations shall provide the district with evidence of insurance against claims arising out of the group's own negligence when using school facilities. (Education Code 38134)

\*\*\*Note: Pursuant to Education Code 38134, groups that promote youth and school activities cannot be required to sign hold harmless and indemnification agreements agreeing to defend and indemnify the district against liability arising during the group's use of school facilities to the extent that the agreement requires the group to assume liability for the district's negligence. The statute is unclear as to whether the district can require "non-youth-related groups" to indemnify the district from any and all injuries resulting from the use of the facilities. Districts wishing to create such an agreement should consult legal counsel.\*\*\*

\*\*\*Note: Because hold harmless agreements are only as strong as the groups' credit, districts should generally require proof of insurance in addition to such agreements. When a hold harmless and indemnification agreement appears necessary for any specific school facilities or a specific event, the district's risk manager, insurance carrier, or legal counsel should tailor it to the situation.\*\*\*

As permitted, the Superintendent or designee may require a hold harmless agreement and indemnification when warranted by the type of activity or the specific facilities being used.

(3/04 11/06) 4/13

Adopted: November 9, 2005  
September 10, 2008  
February 12, 2014

GRAVENSTEIN UNION SCHOOL DISTRICT  
Sebastopol, CA



I. Gravenstein

FY 2017-18

Room 5

Fax 823 2108

GRAVENSTEIN UNION SCHOOL DISTRICT
Use of School Facilities
Gravenstein Elementary School and Hillcrest Middle School

No alcohol, tobacco products, drugs or drug paraphernalia are allowed on campus at any time. Use of any room, field, etc. by any of Gravenstein Union School District groups per-empts use. A \$200.00 cleaning deposit is required upon acceptance of facility use Application. The District Facility Coordinator will refund this fee upon satisfactory inspection of facility after the last scheduled use. Multiple dates - check with Facility Coordinator for possible conflicts.

Type of Event: Group Piano
Hours of Facility Use: After School
Date(s) of Event: Oct thru May 01
Facility Requested: rm 5
Total Hours: depends on sign ups
User Group Name: Move Over Mozart
Authorized Contact Name: Lynn Ficker
Address: 4935 Tularc Rd 95472
City:
Zip:
Primary purpose of the organization: Affordable & accessible program
Do you plan to charge admission or collect contributions or fees? Yes
Do you plan to serve food? Yes

The applicant agrees that, to the best of his/her knowledge, the organization on whose behalf she/he is making application for use of school facilities, upholds the state and federal constitutions and does not intend to use the school premises to commit unlawful acts.

The undersigned party fully understands that the Gravenstein Union School District does no provide, nor does it have available, any health or accident insurance for users of the school district's facilities and that events such as sports/athletics, performances, assemblies, etc. must produce a certificate of insurance with the district named as additionally insured, and be attached to the Facility Use Application, in the following amounts: Provide a copy of co-insured, One-half million dollars for a single event and 1 to 2 million dollars for a sequence of events.

Include Your Insurance Agent's Name and Telephone # at time of application: Don Ramatic 782 9200

The applicant agrees that at all times the school facilities remain under the control of the agents of the Governing Board of the Gravenstein Union School District.

The undersigned states that, to the best of his/her knowledge, the school property for the use of which application is hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime.

If application is for a group using district facilities without charge, your signature below verifies that no alternative non-district facilities are available.

I accept responsibility for meeting the requirements stated herein:
Signature of Applicant: [Signature] Date: 3/27/17

References, Names and Numbers

Please list the name and number of the facilities used in the past (use a separate sheet of paper if needed)
Name: Phone #: Dates of previous event:
Name:
Phone #: Dates of previous event: Have you requested the use of other facilities for this event? Yes No If yes, where
Other pertinent information:

Note: The need to use any room, field, etc. by any Gravenstein Union School District group may pre-empt outside users. The District has the right to alter or waive fees based on the nature of the organization or event.

Table with 3 columns: Facility Name, Cost, # of hrs.
Hillcrest Middle School and Gravenstein Elementary School
Gymnasium/Multi-Purpose Room with kitchen: \$60.00 per hour
Performing Arts Theater in Hillcrest Hall: \$100.00 per hour
Classroom: \$800.00 flat rate plus \$500.00 refundable deposit (includes microphone, sound system, spotlight/theater light, Computer Lab use)
Field/Baseball Diamond: \$25.00 per hour
\*Custodian (2 hr. minimum): \$35.00 per hour
Use of Parking Lot: \$60.00 per hour
\$300.00 minimum - up to 3 hours (AN ADDITIONAL \$100.00 per hour will be charged after 3 hours or after 8:00 p.m.)

Subtotal \$ Fees are for use only.
\*Custodial time for set-up, open and close, overtime hourly wages and benefits will be additionally charged (see below).
Fees charged for use of facilities are payable 15 days in advance, unless other arrangements are made with the District Superintendent.
These agreements are subject to change or cancellation when buildings/facilities are needed for school functions.

FOR OFFICE USE ONLY:
Cleaning deposit collected No fee charged Proof of Insurance on file
No services required Total Rental Fee for Facility \$ Date billed:
Application received by: Date Approved Denied

FY 201718

Room

# 8232108

ATTN: Jennifer Schwinn

USE OF SCHOOL FACILITIES

AR 1330

Hold Harmless Agreement

The undersigned agrees that the use of these facilities is at users own risk.

The MOM agrees to and does hereby indemnify and hold harmless the Gravenstein Union School District, its officers, agents and employees from every claim or demand made, from every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

1. Death or bodily injury to person, loss or injury to property, or any loss, damage or expense which may have been sustained by the Gravenstein Union School District or any person, firm or corporation employed by the District upon or in connection with the activity called for in this agreement.
2. Any injury or death of persons or damage to property, any loss or theft sustained by persons, firms or corporations including the user arising from any act of neglect, default, omission, negligence or willful misconduct of user or any person, firm or corporation employed by the user, either directly or by independent contract and attributable in connection with the activity covered by this agreement, on or off the Gravenstein Union School District property.

The user, at its own expense, cost and risk, shall defend any and all actions, suits or other proceeding that may be brought or instituted against Gravenstein Union School District, its officers, agents or employees and shall pay or satisfy any such claim, demand, liability or judgment rendered against the District, its officers, agents, or employees in any action, suit or other proceeding as a result of the activity called for in this agreement.

The user shall, prior to facility use, provide evidence of insurance in the amounts set forth in BP & AR 1330 and Facility Use Application.

FACILITY TO BE USED Gravenstein  
ACTIVITY: Affordable After School piano

FOR THE USER:  
Legal Name: Wynn Fick

FOR THE SCHOOL DISTRICT:  
Authorized Agent's Title: \_\_\_\_\_

PLEASE PRINT

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

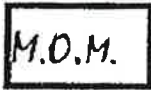
Name of Insured: Move Over Mozart  
Address: 4935 Turner Seb 95472  
Telephone: 707 824-0307

Authorized Agent's Signature:  
[Signature]  
SIGNATURE

Authorized Agent's Signature:  
\_\_\_\_\_  
SIGNATURE

ADOPTED: November 9, 2005

GRAVENSTEIN UNION SCHOOL DISTRICT  
Sebastopol, California



**"Move Over Mozart"**

**Lynn Fleck**

4935 Turner Rd. Sebastopol, CA 95472  
Phone (707) 824-0307~ Fax (707) 824-0307

Date: March 27, 2017

Re: Facility Use Form FY 2017-18

Enclosed is the facility use form for the Fall. If you could please approve the facility use request form even if you do not know the exact location of the lessons that would be wonderful. We do not need to know the exact location until September. The insurance will be renewed on September 1<sup>st</sup>. We will enclose a copy of the renewed insurance with the fliers when they are delivered to your school the end of August. Please call if you have any questions. As always we appreciate so much the opportunity to make piano lessons available to the students of your school.

Sincerely,

Lynn Fleck



email:

V J

**GRAVENSTEIN UNION SCHOOL DISTRICT**  
**Use of School Facilities**  
 Gravenstein Elementary School and Hillcrest Middle School

No alcohol, tobacco products, drugs or drug paraphernalia are allowed on campus at any time. Use of any room, field, etc. by any Gravenstein Union School District groups pre-empts use. A \$200.00 cleaning deposit is required upon acceptance of facility use Application. The District Facility Coordinator will refund this fee upon satisfactory inspection of facility after the last scheduled use. Multiple dates – check with Facility Coordinator for possible conflicts.

Type of Event Basketball practices Date(s) of Event 11/1/17 - 3/2/18  
 Hours of Facility Use: Monday, Tuesday, Wednesday, Friday Facility Requested Gym (Hillcrest)  
 Total Hours: 7:00 - 8:30 User Group Name St. Sebastian CYO  
 Authorized Contact Name John Nankung Address 1287 Bing Tree Way, Sebastopol 95472  
 Telephone 322-5448 City \_\_\_\_\_ Zip \_\_\_\_\_  
 Primary purpose of the organization Youth basketball Non-Profit  For Profit \_\_\_\_\_  
 Do you plan to charge admission or collect contributions or fees? \_\_\_ Yes  No  
 What are the proceeds to be used for? N/A Do you plan to serve food? \_\_\_ Yes  No

The applicant agrees that to the best of his/her knowledge, the organization on whose behalf she/he is making application for use of school facilities upholds the state and federal constitutions and does not intend to use the school premises to commit unlawful acts.  
 The undersigned party fully understands that the Gravenstein Union School District does not provide, nor does it have available, any health or accident insurance for users of the school district's facilities and that events such as sports/athletics, performances, assemblies, etc. must produce a certificate of insurance with the district named as additionally insured, and be attached to the Facility Use Application, in the following amounts: Provide a copy of co-insured, One-half million dollars for a single event and 1 to 2 million dollars for a sequence of events.  
 Include **Your Insurance Agent's Name and Telephone #** at time of application: Catholic Mutual Group, 800-228-6108  
 The applicant agrees that at all times the school facilities remain under the control of the agents of the Governing Board of the Gravenstein Union School District.  
 The undersigned states that, to the best of his/her knowledge, the school property for the use of which application is hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime.  
 I accept responsibility for meeting the requirements stated herein:

Signature of Applicant [Signature] Date 8/18/17

**References, Names and Numbers**

Please list the name and number of the facilities used in the past (use a separate sheet of paper if needed)  
 Name: Twin Hills School Phone #: 823-7446 Dates of previous event: 10+ years Name: \_\_\_\_\_  
Brook Haven School Phone #: 829-4590 Dates of previous event: 10+ years Have you  
 requested the use of other facilities for this event? \_\_\_ Yes  No If yes, where \_\_\_\_\_  
 Other pertinent information: \_\_\_\_\_

**Note: The need to use any room, field, etc. by any Gravenstein Union School District group may pre-empt outside users.**

Hillcrest Middle School and Gravenstein Elementary School	Cost	# of hrs.
Gymnasium/Multi-Purpose Room	\$60.00 per hour	
with kitchen	\$100.00 per hour	
Performing Arts Theater in Hillcrest Hall	\$800.00 flat rate plus \$500.00 refundable deposit (includes microphone, sound system, spotlight/theater light, Computer Lab use)	
Classroom	\$15.00 per hour	
Field/Baseball Diamond	\$35.00 per hour	
*Custodian (2 hr. minimum)	\$60.00 per hour	
Use of Parking Lot	\$300.00 minimum – up to 3 hours (AN ADDITIONAL \$100.00 per hour will be charged after 3 hours or after 8:00 p.m.)	

Subtotal \$ \_\_\_\_\_ Fees are for use only.  
 \*Custodial time for set-up, open and close, overtime hourly wages and benefits will be additionally charged (see below).  
 Fees charged for use of facilities are payable 15 days in advance, unless other arrangements are made with the District Superintendent.  
**These agreements are subject to change or cancellation when buildings/facilities are needed for school functions.**

FOR OFFICE USE ONLY: \_\_\_ Cleaning deposit collected \_\_\_ No fee charged \_\_\_ Proof of Insurance on file \_\_\_ No services required  
 Total Rental Fee for Facility \$ \_\_\_\_\_ Date billed: \_\_\_\_\_  
 Application received by: \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_



USE OF SCHOOL FACILITIES

AR 1330

Hold Harmless Agreement

The undersigned agrees that the use of these facilities is at users own risk.

The St. Sebastian CYO agrees to and does hereby indemnify and hold harmless the Gravenstein Union School District, its officers, agents and employees from every claim or demand made, from every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

1. Death or bodily injury to person, loss or injury to property, or any loss, damage or expense which may have been sustained by the Gravenstein Union School District or any person, firm or corporation employed by the District upon or in connection with the activity called for in this agreement.
2. Any injury or death of persons or damage to property, any loss or theft sustained by persons, firms or corporations including the user arising from any act of neglect, default, omission, negligence or willful misconduct of user or any person, firm or corporation employed by the user, either directly or by independent contract and attributable in connection with the activity covered by this agreement, on or off the Gravenstein Union School District property.

The user, at its own expense, cost and risk, shall defend any and all actions, suits or other proceeding that may be brought or instituted against Gravenstein Union School District, its officers, agents or employees and shall pay or satisfy any such claim, demand, liability or judgment rendered against the District, its officers, agents, or employees in any action, suit or other proceeding as a result of the activity called for in this agreement.

The user shall, prior to facility use, provide evidence of insurance in the amounts set forth in BP & AR 1330 and Facility Use Application.


FACILITY TO BE USED: Hillcrest School Gym  
ACTIVITY: Basketball practice

FOR THE USER:  
Legal Name: St. Sebastian CYO

FOR THE SCHOOL DISTRICT:  
Authorized Agent's Title: \_\_\_\_\_

PLEASE PRINT  
Name of Insured: Santa Rosa Diocese  
Address: 985 Airway Court, Santa Rosa 95403  
Telephone: 545-7610

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

Authorized Agent's Signature:  
  
SIGNATURE \_\_\_\_\_

Authorized Agent's Signature:  
SIGNATURE \_\_\_\_\_

ADOPTED: November 9, 2005

GRAVENSTEIN UNION SCHOOL DISTRICT  
Sebastopol, California

# ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement: 11/1/2017

Cancellation Date of Endorsement: 3/3/2018

Certificate Holder: The Roman Catholic Bishop of Santa Rosa, A Corporation Sole, et al  
985 Airway Court  
Santa Rosa, CA 95403

Location: ST SEBASTIAN CHURCH  
7983 COVERT LANE  
SEBASTOPOL, CA 95472-0000

Certificate No. 9096 of The Catholic Mutual Relief Society of America is amended as follows:

## SECTION II - ADDITIONAL PROTECTED PERSON(S)

It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability), is amended to include as an Additional Protected Person(s) members of the organizations shown in the schedule, but only with respect to their liability for the **Protected Person(s)** activities or activities they perform on behalf of the **Protected Person(s)**.

It is further understood and agreed that coverage extended under this endorsement is limited to and applies only with respect to liability assumed by contract or agreement; and this extension of coverage shall not enlarge the scope of coverage provided under this certificate or increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the **Additional Protected Person(s)** will not precede the effective date of this certificate of coverage endorsement or extend beyond the cancellation date.

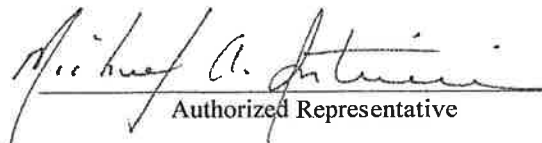
## Schedule - ADDITIONAL PROTECTED PERSON(S)

Gravenstein Union School District  
3840 Twig Avenue  
Sebastopol, CA 95472

Remarks (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language):

Gravenstein Union School District is named additional protected person(s) but only for claims arising out of St Sebastian's CYO use of Hillcrest Middle School, 725 Bloomfield Road, Sebastopol, CA 95472 and Gravenstein Elementary School, 3840 Twig Avenue, Sebastopol, CA 95472 for basketball from November 1, 2017 to March 2, 2018.

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Authorized Representative

# Certificate of Coverage

Date: 8/22/2017

<b>Certificate Holder</b> The Roman Catholic Bishop of Santa Rosa, A Corporation Sole, et al 985 Airway Court Santa Rosa, CA 95403	<p><b>This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.</b></p> <p><b>Company Affording Coverage</b></p> THE CATHOLIC MUTUAL RELIEF SOCIETY OF AMERICA 10843 OLD MILL RD OMAHA, NE 68154
<b>Covered Location</b> ST SEBASTIAN CHURCH 7983 COVERT LANE SEBASTOPOL, CA 95472-0000	

**Coverages**

**This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.**

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
	Property				Real & Personal Property	
	<b>D. General Liability</b>  <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	9096	7/1/2017	7/1/2018	Each Occurrence	
					General Aggregate	1,000,000
					Products-Comp/OP Agg	
					Personal & Adv Injury	
					Fire Damage (Any one fire)	
					Med Exp (Any one person)	
	Excess Liability				Each Occurrence	
					Annual Aggregate	
	Other				Each Occurrence	
					Claims Made	
					Annual Aggregate	
					Limit/Coverage	

**Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)**

Gravenstein Union School District is named additional protected person(s) but only for claims arising out of St Sebastian's CYO use of Hillcrest Middle School, 725 Bloomfield Road, Sebastopol, CA 95472 and Gravenstein Elementary School, 3840 Twig Avenue, Sebastopol, CA 95472 for basketball from November 1, 2017 to March 2, 2018.

<b>Holder of Certificate</b>	<b>Cancellation</b>
Additional Protected Person(s)  Gravenstein Union School District 3840 Twig Avenue Sebastopol, CA 95472	<p><b>Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.</b></p> <p>Authorized Representative <i>Michael A. [Signature]</i></p>
0801001549	107



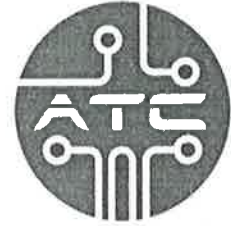
IV L.

General Funds Transfer to Fund 40

Purchase Order	Amount	Comment
P18-00064	\$ 78,829.45	Gravenstein Networking Licenses and Equipment
P18-00065	\$ 57,783.88	Hillcrest Networking Licenses and Equipment
P18-00066	\$ 5,680.00	Gravenstein Site Labor to Configure Networking
P18-00067	\$ 3,570.00	Hillcrest Site Labor to Configure Networking
Total	\$ 145,863.33	

**Ally Technology Consulting LLC**

(707) 992-5797  
 chris@allytechconsulting.net  
 www.allytechconsulting.net



Ally Technology Consulting

# INVOICE

**BILL TO**

Jennifer Schwinn  
 GUSD  
 3840 Twig Ave  
 Sebastopol, CA 95472  
 United States

**INVOICE #** 16-10108  
**DATE** 08/01/2017  
**DUE DATE** 08/01/2017  
**TERMS** Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
<b>License: LIC-MS425- 16-5YR</b> MERAKEI 5YR MS425-16 ENTERPRISE LICS AND SUP	1	950.00	950.00
<b>License: LIC-MS350- 48FP-5YR</b> MERAKEI MS350-48FP ENTERPRISE LICS	6	750.00	4,500.00
<b>Networking Equipment: MS425-16- HW</b> MERAKEI MS425-16 L3 CLDMNGD 16X 10G SFP+ SWITCH	1	6,250.00	6,250.00T
<b>Networking Equipment: MR52-HW</b> MERAKEI MR52 CLOUD MANAGED AP	28	589.99	16,519.72T
<b>Networking Equipment: MS350-48FPHW</b> MERAKEI MS350-48FP L3 STCK CLD-MNGD 48X GBE 740W POE SW	6	4,999.99	29,999.94T
<b>License: LIC-ENT-5YR</b> MERAKEI 5YR LIC AND SUP MR ENTERPRISE	28	169.75	4,753.00
<b>Networking Equipment: MA-SFP-10GBLR</b> MERAKEI SFP+ 10 GBE LR FIBR MOD	5	1,759.99	8,799.95T
<b>Networking Equipment: MA-CBL-TA-3M</b> LEGACY MERAKEI 10GBE TWINAX 3M CABLE WITH SFP+	2	69.99	139.98T
<b>Networking Equipment: MA-SFP-1GBLX10</b> MERAKEI 1GBE SFP LX10 FIBR MOD	4	439.99	1,759.96T

PAID

Please make checks payable to:  
 Ally Technology Consulting  
 1312 Milton Pl.  
 Rohnert Park CA 94928

SUBTOTAL	73,672.55
TAX (8.125%)	5,156.90
TOTAL	78,829.45
PAYMENT	78,829.45

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Ally Technology Consulting LLC

(707) 992-5797  
 chris@allytechconsulting.net  
 www.allytechconsulting.net



Ally Technology Consulting

# INVOICE

**BILL TO**

Jennifer Schwinn  
 GUSD  
 3840 Twig Ave  
 Sebastopol, CA 95472  
 United States

**INVOICE #** 16-10109  
**DATE** 08/01/2017  
**DUE DATE** 08/01/2017  
**TERMS** Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
License:LIC-MS425- 16-5YR MERAKEI 5YR MS425-16 ENTERPRISE LICS AND SUP	1	950.00	950.00
License:LIC-MS350- 48FP-5YR MERAKEI MS350-48FP ENTERPRISE LICS	4	750.00	3,000.00
Networking Equipment:MS425-16- HW MERAKEI MS425-16 L3 CLDMNGD 16X 10G SFP+ SWITCH	1	6,250.00	6,250.00T
Networking Equipment:MR52-HW MERAKEI MR52 CLOUD MANAGED AP	17	589.99	10,029.83T
Networking Equipment:MS350-48FPHW MERAKEI MS350-48FP L3 STCK CLD-MNGD 48X GBE 740W POE SW	4	4,999.99	19,999.96T
License:LIC-ENT-5YR MERAKEI 5YR LIC AND SUP MR ENTERPRISE	17	169.75	2,885.75
Networking Equipment:MA-SFP-10GBLR MERAKEI SFP+ 10 GBE LR FIBR MOD	5	1,759.99	8,799.95T
Networking Equipment:MA-CBL-TA-3M LEGACY MERAKEI 10GBE TWINAX 3M CABLE WITH SFP+	4	69.99	279.96T
Networking Equipment:MA-SFP-1GBLX10 MERAKEI 1GBE SFP LX10 FIBR MOD	4	439.99	1,759.96T

PAID

Please make checks payable to:  
 Ally Technology Consulting  
 1312 Milton Pl.  
 Rohnert Park CA 94928

SUBTOTAL	53,955.41
TAX (8.125%)	3,828.47
TOTAL	57,783.88
PAYMENT	57,783.88

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Ally Technology Consulting LLC

(707) 992-5797  
chris@allytechconsulting.net  
www.allytechconsulting.net



Ally Technology Consulting

# ESTIMATE

## ADDRESS

Jennifer Schwinn  
GUSD  
3840 Twig Ave  
Sebastopol, CA 95472  
United States

ESTIMATE # OP-1036

DATE 07/25/2017

---

ACTIVITY	QTY	RATE	AMOUNT
<b>LABOR</b> Labor to install and configure Meraki equipment at Gravenstein Union	1	5,680.00	5,680.00
Labor for Gravenstein Union	<b>TOTAL</b>		<b>\$5,680.00</b>

Accepted By

Accepted Date

112



**Ally Technology Consulting LLC**

(707) 992-5797  
chris@allytechconsulting.net  
www.allytechconsulting.net



Ally Technology Consulting

# ESTIMATE

**ADDRESS**

Jennifer Schwinn  
GUSD  
3840 Twig Ave  
Sebastopol, CA 95472  
United States

**ESTIMATE #** OP-1035  
**DATE** 07/25/2017

---

ACTIVITY	QTY	RATE	AMOUNT
<b>LABOR</b> Labor to configure and install Meraki Equipment at Hillcrest	1	3,570.00	3,570.00
Hillcrest Labor	<b>TOTAL</b>		<b>\$3,570.00</b>

Accepted By

Accepted Date

113



V M.



2017-18 School Year

Agreement for Instructional Resources Center Services

Services

Sonoma County Office of Education (SCOE) shall provide the service options listed below and Gravenstein USD (School / District) agrees to pay SCOE at the rates indicated for the 2017-18 school year (7/1/17 - 6/30/18). Fees may be increased if, by November 1st of any contract year, SCOE gives written notice to School / District of actual amount of increase.



OPTION 1: Instructional Resources

Cost: \$6.75 per student (2016/2017 CBEDS) with a minimum of \$350.00 per site

Delivery: Weekly delivery included

- Books (LeapPads, classroom sets, theme boxes, audio books)
DVDs (over 2,000 current standards aligned)
Online catalog and booking
WildCare / Terwilliger Nature Kits
Associated Press Multimedia Archive
BrainPop and BrainPop Junior
California Streaming
Explora (includes Middle Search Plus and professional database for teachers)
WorldBook Online: World Book Web, World Book Kids, World Book Student, and Enciclopedia Estudiantil Hallazgos

# 727 CBEDS as reported @ \$6.75 per student with a minimum of \$350.00 per site

Total Cost = \$ 4,907.25

OPTION 2: Web Portal Access to Digital Resources

Cost: \$2.85 per student (2016/2017 CBEDS) with a minimum of \$350 per site

Delivery: No weekly delivery

- Associated Press Multimedia Archive
BrainPop and BrainPop Junior
California Streaming
Explora (includes Middle Search Plus and professional database for teachers)
WorldBook Online: World Book Web, World Book Kids, World Book Student, and Enciclopedia Estudiantil Hallazgos

# \_\_\_\_\_ CBEDS as reported @ \$2.85 per student with a minimum of \$350.00 per site

Total Cost = \$ \_\_\_\_\_

OPTION 3: Delivery Only

Cost: \$950.00 per year, per delivery site, for first three sites, \$750.00 for each additional site

- Pick-up of equipment and correspondence when school is in session

Note: Delivery is included in Option 1 contract.

# \_\_\_\_\_ of total sites. \$950.00 per year, per site for first 3 sites; \$750.00 per year for delivery to each additional site.

Delivery is included in Option 1 Instructional Resources contract. Note: Please attach a list of site names.

Total Cost = \$ \_\_\_\_\_

**Total Fee for Service(s)**

Total of Service Options 1, 2, and 3 = \$ \_\_\_\_\_

**Rules and Regulations**

**Damaged or Lost Materials:** Material(s) or equipment not returned within the specified use period shall be subject to daily overdue fees. School / District shall be solely liable for, and shall reimburse SCOE for, the full cost of all material(s) or equipment which is lost, stolen, or damaged.

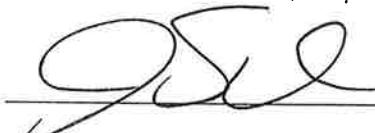
**Copyright:** School / District shall comply with and shall be solely liable for any violations of the United States copyright law (17 U.S.C. Section 101 et seq.) committed by any officer, agent, or employee of the School / District. School / District shall not duplicate loaned material(s).

**Payment:** Payment for services shall be **made on or before October 1, 2017.**

**Renewal:** Pursuant to sections 18138 and 18139 and sections 1250 and 1251 of the Education Code, this **Agreement shall automatically renew from year-to-year** unless the proceedings for termination of this **Agreement** are established as prescribed by SCOE Board Policy; or unless, at least six months prior to the end of any fiscal year in which the **Agreement** is in effect, either party gives notice in writing to the other party of its intent to withdraw from the **Agreement**. Termination of **Agreement** without due notice will result in a **\$500.00 Penalty.**

**Signatures**

IN WITNESS WHEREOF, the parties hereto have set their hands to this Agreement on the day and year listed below.

	8/14/17	Jennifer Schwinn
District Superintendent/Principal	Date	Print Name

_____	_____	_____
SCOE Superintendent	Date	Print Name



**GRAVENSTEIN UNION SCHOOL DISTRICT  
School Board/Superintendent Goals  
2016-17**

**General Goal: Budget**

**1. Maintain fiscal solvency of the district and an effective budgetary system.**

**Specific Goals:**

- A. Adopt a budget that reflects the district’s mission statement and goals with no deficit spending and appropriate reserves.
- B. Maintain consistent accountability procedures.
- C. Closely monitor costs and continue to strive for no encroachment on the General Fund for Special Education, Cafeteria, Before/After School Daycare/Homework Club, and Home-to-School Transportation.
- D. Continue to strive for fair and competitive staff compensation.
- E. Continue to align staffing needs with enrollment.
- F. Explore other avenues for funding - such as the use of Prop 39 dollars.
- G. Continue to provide accurate financial documents to the Board in a timely manner.
- H. Fulfill requirements for GASB 45 (post-employment retirement benefits calculation).
- I. Maintain practices to retain and increase district enrollment.

**General Goal: Policies**

**2. Develop and update district policies and school procedures.**

**Specific Goals:**

- A. Continue to maintain and update mandatory and new District policies and post them on the district website.
- B. Ensure that all policies and procedures are communicated and followed.

**General Goal: Curriculum and Instruction**

**3. Promote curriculum development and higher levels of student achievement within the District consistent with the state standards and frameworks.**

**Specific Goals:**

- A. Every first through eighth grade student shall reach and maintain grade level achievement in reading and math.
- B. Monitor and review district conformance with state standards K-8.
- C. Continue piloting and adopting materials aligned to Common Core standards.
- D. Continue to build familiarity with computerized testing and administration.
- E. Monitor the use of assessments to guide teacher directed instruction.
- F. Monitor the pacing of teacher directed lessons and use of district adopted textbooks.
- G. Continue to provide staff development in all core subject areas.
- H. Provide direction to Site Council for drafting the School Plan and LCAP.
- I. Provide a suitable learning environment in the classrooms--with appropriate discipline, structure and setting.
- J. Continue Science, Math and Language Arts articulation with the High School and maintain GUSD focus of meeting student needs –including our highest achievers.
- K. Continue to monitor and improve enrichment/elective classes at all grade levels.
- L. Promote appropriate field trips linked to curriculum.

- M. Review health and safety education materials, outside speakers, curriculum and teaching practices for students.
- N. Continue the GATE Program support with grade level enrichment and GATE Coordinator positions.
- O. Develop methods to evaluate the effectiveness and equity of the Enrich and Traditional programs.
- P. Continue training and materials based on the adopted Safety Plan.
- Q. Continue any needed materials or training for our Social-Emotional Learning program - Second Step.

**General Goals: Public Relations/Student Relations**

**4. Encourage participation and a sense of pride in Gravenstein Union School District among all community members.**

**Specific Goals:**

- A. Continue to invite and inform the community about our school district to include the Measure M projects.
- B. Actively promote Gravenstein School District in a positive, proactive manner to include the district website and press releases.
- C. Continue to encourage appropriate volunteerism and community involvement.
- D. Provide direction and work collaboratively with parent foundations.
- E. Continue to increase the welcoming environment of the school offices.
- F. Review and update specific student programs within the district's four schools.
- G. Continually update staff, students, and parents on new laws, policies or rules and mandate consistent enforcement of the rules by school administration.
- H. Continue to promote proactive, positive activities such as intramurals at lunchtime.
- I. Review appropriate student reward/recognition activities. Include staff, parents and student input.
- J. Continue to work with community partners to enhance traffic flow and safety around the schools.
- K. Training additional personnel to be able to administer the District website.

**General Goals: Management/Organization**

**5. Specific Goals:**

- A. Complete 2016-17 Board/Superintendent Goal setting by September 2016.
- B. Evaluate management compliance with Board/Superintendent Goals.
- C. Evaluate employee compliance with legal, district/business office, and auditor instructions and regulations within the schools and school offices.
- D. The principals of the schools must be responsible for ensuring compliance with all district and legal regulations by all employees and volunteers of the school.
- E. Continue to discuss/monitor long-term enrollment goals.
- F. Renew the District charters
- G. Hire a new CBO.

**General Goals: Facilities**

**6. Upgrade and maintain campus and facilities.**

**Specific Goals:**

- A. Continue to maintain and improve the appearance of school buildings and grounds.
- B. Continue to work on items listed on the 5 year deferred maintenance plan - to include investigation of ways to use Prop 39 dollars for energy efficiency.
- C. Plan for continued upgrading of playground equipment considering new ADA regulations.

- D. Continue to review the custodial schedules and budget.
- E. Continue to review the removal and/or replacement of sub-standard buildings.
- F. Continue to review the use and contents of storage facilities.
- G. Continue the projects of the Measure M Bond with the completion of the modernization project at Gravenstein.
- H. Upgrade infrastructure to keep current with the increased technology use and demand.
- I. Continue to maintain and improve school building and grounds in compliance with State and Federal laws.



GRAVENSTEIN UNION SCHOOL DISTRICT  
Accomplishments/Actions of the 2016-2017 School Year

**Budget:**

1. 2016-17 adopted budget was completed with no deficit spending and appropriate reserves.
2. Consistent budgetary and accountability procedures were accomplished as per our last audit (2015-16). We do not have the 2016-17 audit as of this date. Timely and accurate budgetary reports were supplied to the school board.
3. Special Education encroachment on the General Fund was approximately \$186,500 for students in non-public schools, SCOE, or other special education consortium placements. Our own school-based special education program encroachment was \$0.
4. Home-to-School-Transportation encroachment was \$19,794 for 2016-17.
5. Before/After School Daycare/Homework Club made a profit. This profit is returned to the General Fund towards repayment of the cost of the new daycare building. Addition of staff and ProCare software
6. Enrollment was projected to increase from 2015-16 to the 2016-17 school year. The elementary school increased enrollment but the middle school decreased in enrollment and so the District decreased by 3 students. For budgetary purposes, enrollment is projected to remain stable for 2017-18, but so far numbers appear to be increasing.
7. Staff compensation increased 3.25% on the salary schedule for 2016-17.
8. A variety of open houses and monthly school tours with the Principal took place throughout the school year to continue to maintain and increase enrollment—our main source of revenue. A new kindergarten advertising flyer was created and additional advertising was posted via Sonoma Family Life Magazine and a sign advertising the January kindergarten open house was posted on Hwy 116.
9. The Gravenstein Modernization Phase 2 began June 6, 2016. Phase 2 is nearly complete and plans for Phase 3 are underway.

**Policies:**

1. Review/adoption of policies is on-going. The following Board policies were originated or updated in 16-17: BP/AR 6164.6 504 Plan Board Policy & Administration; BP/AR 3311.3 Bids; BP/AR 3311 Uniform Public Construction Cost Accounting Procedures; BP/AR 4030 Non-Discrimination in Employment; BP/AR 6154 Homework/Make up Work; BP/AR Conflict of Interest; BP/AR 5145.3 Nondiscrimination/Harassment; BP/AR 6170.1 Transitional Kindergarten; BP/AR 5141.21 Epi Pens;
2. Staff handbooks include many of the new or mandated BP/ARs and were reviewed at the August 23, 2016, district staff meeting.
3. New or updated policies continue to be placed on the district website.

4. Enrollment paperwork, district policies, SARCs, Comprehensive School Site Plan, Single Plan for Student Achievement, Collective Bargaining Agreement 1 yr extension for 2016-17, Grade Level Curriculum Brochures, kindergarten enrollment & advertising, student handbook, daycare registration, and more publications were updated on the district website.
5. The 2017-18 LCAP documents were reviewed and updated.

**Curriculum and Instruction:**

1. In general, the 2017 assessment results maintained or exceeded our 2016 scores.
2. English/Language Arts Assessments continued to be utilized at the Gravenstein campus to guide teacher direct instruction and proper pacing.
3. Worked with SCOE ELA Teacher on Loan to select ELA pilots for Hillcrest beginning in 16-17, and Gravenstein selected Wonders, to begin 17-18.
4. *Study Sync* (McGraw-Hill) ELA curriculum was piloted at Hillcrest.
5. Common core aligned supplementary curriculum resources were purchased for K-8<sup>th</sup> grade teachers, including the following: web-based curriculum *IXL* Math and ELA, *Flocabulary*, and *Pear Deck*.
6. Two Professional Development sessions for Common Core aligned *Study Sync* took place in 2016-17.
7. Maintained full Class Size Reduction in grades K-3.
8. Maintained full 180- calendar day school year for students. However, GUSD was one of many Sonoma County school Districts that closed one school day due to extreme weather. So students received 179 days in 16-17.
9. An outside presenter (Forestville Teen Clinic) was utilized for HIV/AIDS education for grades 7-8.
10. An outside presenter (Forestville Teen Clinic) was utilized for puberty, anatomy, and sexual harassment education at the 4th and 5th grade level.
11. GATE activities were supported with GATE Coordinators in a lunchtime program at the elementary campus. No GATE program at Hillcrest in 16-17. Outreach to Hillcrest staff should result in resumed GATE programming 17-18.
12. The Safety Plan was updated with an improved system for evacuation during safety drills. Rather than using "student runners" to report "all clear" a placard system was created that increased safety and efficiency.
13. The 2<sup>nd</sup> grade families received Sonoma County resource booklets from Sebastopol Police Chief Jeff Weaver, as part of a community building/drug prevention program.
14. Additional and/or replacement Second Step (Social Emotional Learning program) kits were purchased for classroom use.
15. Computers were purchased and Wi-Fi was increased for both campuses.
16. Two-to-one tablet-computers (Yoga Chromebooks) and carts were purchased for all classrooms in grades TK-1<sup>st</sup> grade for the 2016-17 school year.
17. Teachers were supported in administering the computerized CAASPP testing via certificated coaches.

18. Undertook a year-long inquiry into the dual program system (Enrich! & Traditional). A District Leadership team was formed made up on teachers and administrators, and the team met after school and at SCOE to research and discuss what's working and what's not. The Board reviewed demographic and other data regarding participation in the programs. A District-wide town hall meeting was held to solicit school community input.

**Public Relations /Student Relations:**

1. Monthly group tours and individual conferences with new families were held during the 2016-17 school year.
2. Hillcrest 6-7-8 Band won several awards in the Apple Blossom and Rose Parades.
3. GUSD website continued to grow with the policies, board agendas and minutes, teacher websites, foundation links, Facebook, etc.
4. The Hillcrest Middle School website was activated in 2016-17 and maintained by Hillcrest staff.
5. Two staff members were trained and given access to manage the District's websites (achieving new District goal 4.K).
6. Whole school (outdoor) Friday assemblies, to include the flag salute and patriotic songs, were continued at Gravenstein School to promote cohesiveness and school spirit.
7. Direction/collaboration with Site Council, GSF and MPF continued.
8. Superintendent worked with variety of stakeholder groups via student council, school site council, and the GUSD Board to complete the 17-18 LCAP.
9. District enrollment was previously over stated for 2015-16 (as 737) but it was actually 730. That created a perception that enrollment suddenly dropped at the start of 16-17. Actually, enrollment increased at the elementary school in 16-17 and decreased slightly at the middle school. The result was a slight decrease overall to 727 in 16/17. District enrollment is projected to hold at approximately 727 for 2017-18.
10. Hillcrest Orientations were held on August 23 and 24, 2016. Meet the Teacher events were not held at the Gravenstein campus because teachers were just given access to their classrooms the two days before school, due to Phase 2 in progress. So they were not ready to take students to the classrooms on those two staff development days.
11. Many performances were provided to the school community through concerts, plays, poetry readings, Kindergarten Nutcracker, etc.
12. The Gravenstein Daycare and Hillcrest Homework Club continued. We continue to serve over 130 children through these programs.
13. Weekly emailed newsletters (Monday Messages) from the Superintendent continued and the number of people opening the Monday Messages exceeded 65%. Photos were added to the Monday Message, and appeared to increase readership over the course of the year.

### **Management/Organization**

1. Staff, students, and parents were updated on new laws, policies or rules to ensure existing rules were consistently enforced.
2. Intramural program at Hillcrest lunchtime continued to include "houses".
3. Lunchtime activities were offered to students on both campuses. GSF invested in new equipment carts and students enjoyed structured play at the elementary campus. At Hillcrest two new activities started: a board game group and a Dungeons and Dragons group, and both were popular choices among students.
4. Review of student conduct rules and programs continued. The cell phone policy was reviewed and ultimately unchanged.
5. Staff and student handbooks were updated.
6. Student Organizers/Homework books (includes student handbook) utilized for each student grades 3-8.
7. Hired new superintendent and principals.

### **Facilities:**

1. Safety/Traffic Committee was established and recommendations continued to be implemented.
2. The Prop 39 plan provider was selected (ARC) and they produced a plan that the Board approved at the end of 16-17, for implementation in 17-18.
3. Classrooms receiving the new Chomebooks were alarmed.
4. Wireless access points were installed, expanding wireless system capacity and effectiveness.
5. The custodial schedules have been monitored and are in line with the budgeted amounts.
6. The storage facilities have been organized and the majority of old files were stored, scanned or shredded via a service provider.
7. Phase 2 was under construction for the entire 16-17 school year, months beyond the expected Oct 2016 completion date, and 20% over budget.
8. Via Phase 2, the following improvements were made on the Gravenstein campus: complete re-build and expansion of the administrative office; classrooms received new heating, cabinet facing, carpets, VCT flooring, paint, and LED lighting.
9. Process to access facility modernization funding was renewed in 16-17.
10. Facility Inspection Tool found all areas of the facility in "good" condition.
11. Playgrounds on Gravenstein received new blacktop and fresh striping.
12. The Hillcrest staff room received a make-over that included new paint, electrical outlets, and lighting.

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**Gravenstein Union School District  
Board Policy  
District Residency**

BP 5111.1

**Students**

\*\*\*Note: Education Code 48200 requires the district to provide an education to any student who resides within the district's attendance area. Education Code 48204, as amended by AB 224 (Ch. 554, Statutes of 2015), specifies additional circumstances under which students will be deemed to meet the residency requirements for school attendance, including, but not limited to, through parent/guardian employment within district boundaries under certain conditions and interdistrict transfers; see the accompanying administrative regulation.\*\*\*

\*\*\*Note: If the Governing Board elects to authorize investigations to verify students' residency, it is mandated to adopt policy with specified components pursuant to Education Code 48204.2, as added by AB 1101 (Ch. 170, Statutes of 2015). See sections "Investigation of Residency" and "Appeal of Enrollment Denial" below.\*\*\*

The Governing Board desires to admit all students who reside within district boundaries or who fulfill the district residency requirements through other means as allowed by law. The Superintendent or designee shall develop procedures to facilitate the receipt and verification of students' proof of residency.

(cf. 5116 - School Attendance Boundaries)

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall require parents/guardians to provide documentation of the student's residency upon admission to a district school. A copy of the document or written statement offered as verification of residency shall be maintained in the student's mandatory permanent record. (5 CCR 432)

(cf. 5111 - Admission)

(cf. 5125 - Student Records)

(a) GUSD shall accept from the parent or legal guardian of a pupil reasonable evidence