

GRAVENSTEIN UNION SCHOOL DISTRICT  
3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

**REGULAR GOVERNING BOARD**

**MEETING AGENDA**

**Gravenstein School, Rm. 13**

**Wednesday, May 10, 2017**

**5:00 PM**

**I. CALL TO ORDER**

Jim Horn, President  
Desiree Beck, Clerk  
Gregory Appling  
Steven Schwartz  
Sandra Wickland

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

**III. CLOSED SESSION**

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

1) Conference with Labor Negotiator

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

2) Public Employee Discipline/Dismissal/Release  
3) Superintendent Evaluation

**IV. OPEN SESSION: Expected to begin 5:30pm**

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

**V. 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.

**VI. REPORTS, AND ORAL COMMUNICATIONS**

A. Gravenstein Union Teachers' Association

B. School Site Council

C. GSF/MPF

I. A big "thank you" to GSF and MPF for their week of staff appreciation goodies, flowers, signs, and more! Our staff was so grateful for all the acts of kindness from our parents.

D. Trustee Reports

E. Hillcrest Principal Report

F. Principal/Supt. Report

GRAVENSTEIN UNION SCHOOL DISTRICT  
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1. 2016-17 Enrollment
2. 2017-18 Enrollment Outlook
3. Transportation JPA Update
4. Update on modernization funding with Jack Schreder & Associates
5. Information on Dark Fiber upgrade to internet services through SCOE IT
6. Report on Dual Program Round Table – Tues, May 9 @ 3:45pm
7. Report on Planned Facility Projects for Summer of 2017
  
8. Gravenstein Elementary ELA adoption timeline
  1. May 18 ERD: SCOE ELA teacher on loan here w/ publisher samples to compare/contrast and select pilot program
  2. Request materials for teachers to review over summer
9. Hiring anticipated for 2017-18:
  1. Nurse
  2. Gravenstein Secretary
  3. Principal/Lead Teacher
  4. Elementary Teacher (3-4 positions, depending on leaves)
  5. Middle School Teacher (1-2, depending on leaves)
  6. Spanish Teacher
  7. PE Teacher (Gravenstein site)
  8. RSP Teacher (temporary)
  9. Teaching Assistant/Daycare
  10. School Counselor?
  
10. LCAP Stakeholder's input phase:
  1. School Site Council has begun LCAP update & stakeholder input process
  2. Open stakeholder's meeting for parents, staff, board and community Friday, March 10, 2017 @ HMS Rm. 6
  3. School Site Council met to work on LCAP Tues, March 28 @ 3:45 PM
  4. Next SSC meeting to review LCAP updates is Tues., May 30 @ 3:45 PM
  
11. CAASPP Testing Update
  1. GUSD's testing window will be April 25-May 17, 2017
  2. Ensured we have adequate, working computer stations for testing
  3. Took inventory of Chromebooks and headphones
  4. IT assessing & repairing computers
  5. Brad Carn, Petria Sully, and Jennifer Schwinn working with staff
    - a. Testing underway grades 3-8
    - b. The middle school has postponed some testing the week of May 1, to allow students to be better able to focus. We have an extended window that can allow testing until June.

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**VII. CONSENT AGENDA**

**ACTION ITEM**

- A. Minutes of Regular Meeting April 12, 2017
- B. Warrants/Payroll
- C. Budget Updates and Transfers
- D. Communication
  - 1. Letter from Judy Thomson, SCOE Director External Fiscal Services approving Gravenstein USD's Second Interim Report for 16-17.

Action taken/comments:

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

**VIII. BUSINESS**

**A. Approve AB 1200**

The Board will be asked to approve the AB1200 form, indicating that the District is financially able to afford the agreements made in collective bargaining with the certificated staff for 2016-17. The AB 1200 projects the salary costs over the next three years.

Action taken/comments:

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

**B. Approve Salary & Benefits for all GUSD Staff**

In past years, the GUSD Board typically approved applying the same salary and benefit increases negotiated with GUTA, to all employees of the District. The Board will be asked to consider applying the same increases, pro-rated by assignment where applicable, to all unrepresented District employees.

Action taken/comments:

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

**C. Update on Phase II & Phase III**

The Board will receive a report by Doug Hilberman of AXIA on Phase II and III of the District building projects.

Action taken/comments:

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

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**D. Consider Contracting for Temporary Counseling Services for 16-17**

The Board will be asked to consider contracting for temporary counseling services to support students to the end of the 16-17 school year. Social Advocates for Youth (SAY) and West County Community Services (WCCS) could each offer some temporary counseling services ranging from \$40-\$100/hour.

Action taken/comments:

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

**E. Consider Hiring 1.0 FTE School Counselor for GUSD**

The Board will be asked to consider adding a 1.0 FTE School Counselor position on the certificated staff, to be shared between the Gravenstein and Hillcrest campuses. The estimated cost to the District would be \$67,173- \$78,117, including payroll expenses and maximum benefits.

Action taken/comments:

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

**F. Approval of MOU w/ MPF for 2017-18**

The Board will be asked to consider the proposed revised MOU with MPF for the 2017-18 school year. The new draft reflects some changes that will allow MPF to cut approximately \$35K from their annual budget to avoid on-going deficit spending.

Action taken/comments:

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

**G. Approve Resolution # 170510-1 Establish Committed Fund Balances**

The District currently receives Basic Aid Supplemental Charter funds that are considered a volatile funding source, suitable only for one-time purposes. The District has identified modernization needs that exceed the amount that could be generated by bond. The Board will be asked to approve the resolution to set aside \$2,119,018 for Phase III Modernization.

Action taken/comments:

GRAVENSTEIN UNION SCHOOL DISTRICT  
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Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**H. Approve Updated BP/AR 3311-Bids**

The Board will be asked to approve updated Board Policy and Administrative Regulations 3311 – Bids, to capture the update that the GUSD has become a member of CUPCCA.

Action taken/comments:

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

**IX. GENERAL**

**A. Hillcrest & Gravenstein Charter Petition Renewal – First Presentation**

Every five years, charters must be renewed by the State. The Hillcrest and Gravenstein Charters are up for renewal at the end of the 16-17 school year. The renewal is a two-step process. Within 30 days of receiving the new petition, the Board must hold a public hearing. The hearing allows the public, teachers, and parents, to give the Board input on the level of support for the charter renewal. Within a total of 60 days from the receipt of the petition the Board decides at another Board meeting whether or not to renew the charter.

Action taken/comments:

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

**B. Approve Calendar for the 2017-18 School Year**

The Board will be asked to consider the proposals for the 2017-18 GUSD calendar.

Action taken/comments:

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

**C. Approve 17-18 Declaration of Need for Fully Qualified Educators**

The Board will be asked to approve a declaration of Need for Fully Qualified Educators. This action is taken annually, as a precautionary measure, in case enrollment numbers change during the year to the extent they require emergency staffing options. This declaration gives the District greater facility in re-assigning staff, if needed.

Action taken/comments:

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

**D. Consider Changes to Student Cell Phone Usage**

The Hillcrest Principal and staff met to discuss student cell phone usage on campus. They would like to make some small changes to the current usage guidelines. The Board will be asked to approve the proposed changes.

Action taken/comments:

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

**E. Approve BP/AR 5141.52 -Suicide Prevention**

The Board is asked to approve new Board Policy and Administrative Regulations 5141.52 – outlining new State requirements for the 2017-18 school year, requiring that school districts provide suicide prevention instruction to students.

Action taken/comments:

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

**F. Approve Updated Daycare Handbook & Fee Schedule for 2017-18**

The Board is asked to approve the updates to the GUSD Daycare Handbook and Fee Schedule for the 2017-18 school year.

Action taken/comments:

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

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

**XI. CLOSED SESSION**

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**XII. OPEN SESSION**

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**XIII. FUTURE BOARD MEETINGS:**

**I. Next Regular Board Meeting: June 14, 2017—5 p.m.**

Another special Board meeting needs to be scheduled for June 2017, as well, to complete LCAP and Budget approval

**XIV. 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.





VI F1

Gravenstein Union School District

May	2017											Totals
Teachers		TK	K	1	2	3	4	5	6	7	8	
Crandall	ENRICH!		19									19
Briggs	ENRICH!		18									18
Trivunovic			19									19
Tomsky	TK	15	2									17
Redfern			18									18
Candau	ENRICH!			21								21
kindred	ENRICH!			20								20
Dellosa				21								21
Clement				20								20
Otterson					19							19
Basque	ENRICH!				19							19
DeBolt	ENRICH!				20							20
Sprinkle					19							19
Vestal						20						20
Mattish	ENRICH!					20						20
Nordstrom	ENRICH!					20						20
Haas						20						20
Brown	ENRICH!						26					26
Molina	ENRICH!						20					20
Sully							22					22
Davis							10					10
Gorman	ENRICH!							25				25
Pugno	ENRICH!							24				24
Urmini								17				17
Davis								9				9
Dexter									24			24
Kinman									16			16
Helton	ENRICH!								17			17
Rich	ENRICH!								25			25
Collins	ENRICH!									26		26
Clements	ENRICH!									25		25
Sotiras										18		18
Blanco										19		19
Cole											34	34
Shore	ENRICH!										26	26
Sporrer	ENRICH!										28	28
Gravenstein Campus		15	76	82	77	80	78	75				483
Hillcrest Campus									82	88	88	258
<b>May</b>	<b>2017</b>	<b>15</b>	<b>76</b>	<b>82</b>	<b>77</b>	<b>80</b>	<b>78</b>	<b>75</b>	<b>82</b>	<b>88</b>	<b>88</b>	<b>741</b>
May	2016	0	99	76	84	72	78	73	87	84	83	736
May	2015		97	77	71	71	68	75	70	84	114	727
May	2014		100	65	69	65	71	66	74	104	105	719
May	2013		81	69	67	61	69	69	85	107	101	709
May	2012		80	71	61	66	62	85	89	95	79	688
May	2011		67	57	61	51	84	74	84	77	93	648
May	2010		56	60	49	76	70	71	66	84	96	628

<b>2016</b>
482
254
<b>736</b>



2017-18 Enrollment Forecast

VI F<sub>2</sub>

As of 4/12/17

TK 17

K T: 31  
E: 27

1<sup>st</sup> T: 33/42  
E: 42/42

2<sup>nd</sup> T: 40/42  
E: 41/42

3<sup>rd</sup> T: 36/42  
E: 44/42

4<sup>th</sup> T: 36/52  
E: 52/52

5<sup>th</sup> T: 28/52  
E: 50/52

## 2017-18 Enrollment Forecast

As of 5/5/17

TK 22

K T: 34  
E: 27

1<sup>st</sup> T: 38/42  
E: 42/42 2 on waiting list

2<sup>nd</sup> T: 42/42  
E: 41/42

3<sup>rd</sup> T: 41/42  
E: 42/42 1 on the waiting list

4<sup>th</sup> T: 41/52  
E: 50/52

5<sup>th</sup> T: 28/52  
E: 51/52

## 2017-18 Hillcrest Enrollment Forecast

As of 5/5/17

6th T: 40/52  
E: 53/52

7th T: 43/52  
E: 52/52

8th T: 35/52  
E: 50/52



**Dark Fiber Information from Sonoma County Schools Connect Consortium:**

Currently Gravenstein USD spends \$7,438 per year for two 250Gbps circuits for internet access. These circuits are provided by AT&T through the Sonoma County Schools Connect Consortium (SCSCC) and the contract with AT&T expires June 30, 2018. SCSCC issued an RFP for replacement circuits and Sonic was the low bid and is the recommended choice. The new circuits use dark fiber. Upgrading to dark fiber will provide Gravenstein USD with increased bandwidth, security and provide better performance and reliability. The cost for two 10Gbps circuits (**40 times faster**) would be \$6,394 per year. **This is a cost savings of \$1,044 per year.**

The cost of the dark fiber will be:	\$120,000
<u>Less E-Rate and CTF discounts:</u>	<u>(\$67,584)</u>
Net price to District is:	\$52,416.

There are optional payment plans for the dark fiber. The amount of \$52,416 can be paid over 1 year, 4 years or 10 years. Its \$6,394 per year for 10 years and that includes the yearly maintenance fee of \$857 as well as the finance charges. This is most similar to the payment process currently established with SCSCC.

The 10 year payment plan:

Current cost =	\$7,438 per year
<u>New cost =</u>	<u>\$6,394 per year</u>
Savings =	\$1,044 per year

The 4 year payment plan: \$13,961 per year for 4 years, then \$857 per year for the remaining 6 years. There are no finance charges for the 4 year option.

The 1 year plan: \$52,416 and then yearly maintenance fees of \$857.

The District has a year to decide which payment option to choose.

## Recommendation for Data Circuit Replacements

The Sonoma County Schools Connect Consortium requested RFP's for Dark and Lit Fiber for 61 sites to replace lit fiber data circuit contracts with AT&T that end on June 30, 2018. The dark fiber bid from Sonic was low bid. Sonic dark fiber also received the highest score based on our evaluation criteria which included cost, network architecture, service level agreements, support and E-Rate/CTF discount eligibility.

The Schools Connect Consortium recommends Sonic dark fiber for all sites.

### Justification

**Increased bandwidth.** Dark fiber removes the artificial constraints associated with data circuits. Since we lease the physical fiber, the cost of bandwidth is fixed and we can provide the maximum bandwidth allowable for no additional cost.

**Increased security.** Unlike public access networks, dark fiber routes are accessible only at each of the two endpoints. Cutting back on the number of network access points limits the potential for malicious interference with the network.

**Performance and Reliability.** Lit fiber carriers tend to oversubscribe their networks which can result in sluggish performance. With dark fiber, we are the sole user of the network.

**Cost savings.** 10 Gbps dark fiber circuits are 128% less expensive than lit fiber at the same speeds.

### Potential Downsides

**Upfront cost of equipment.** Dark fiber requires purchasing additional upfront hardware purchases, estimated at \$3,000 per site, although the purchase is eligible for Category 1 E-Rate discounts. This is a one time charge.

**Increased operational load.** Dark fiber requires additional maintenance and monitoring. However, SCOE believes they have the staffing and training to manage the increased operational load without increasing the costs.

### Implementation

**E-Rate Submission.** SCOE must sign the master agreement with Sonic and file FCC Form 471 by the close of day, May 11, 2017. Districts must have a signed Letter of Agency on file with SCOE for Consortium services, authorizing SCOE to file for E-Rate discounts for dark fiber on their behalf.

**Circuit Construction.** Construction will begin once E-Rate funding has been approved. All circuits are scheduled to be completed before the June 30, 2018 deadline.



# Welcome

Dark Fiber Information Meeting

April 24, 2017

SCOE Board Room

# Dark Fiber Information Meeting

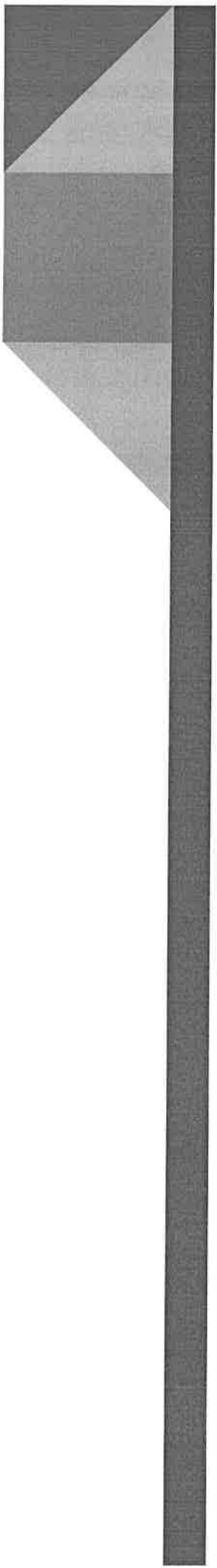
- Introductions
- Dark vs Lit Fiber
- Current WAN Contracts
- Dark/Lit Fiber RFP
- Sonic's Role
- Payment Options
- Timeline and Decision Deadlines
- Lunch

5



# What is Dark Fiber?

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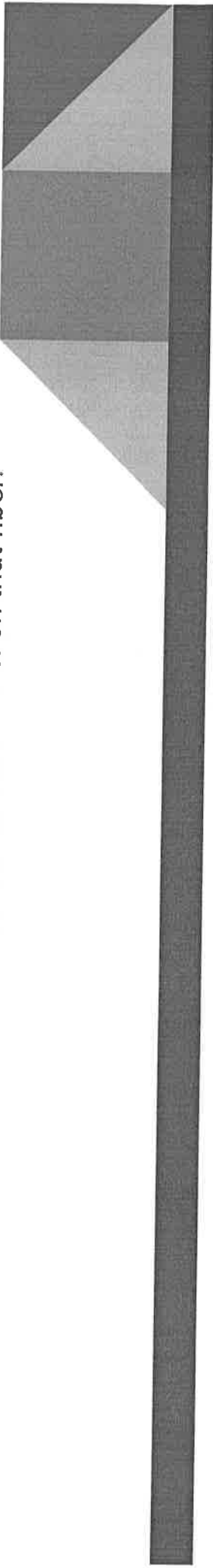


# Dark Fiber or Lit Fiber?

Dark fiber often refers to unused fiber-optic cable. Companies lay more lines than what's needed in order to curb costs of having to do it again and again. The dark strands can be leased to other companies who want to establish optical connections among their own locations.

Lit fiber refers to fiber-optic cable that has been installed and activated by carriers (service providers). These carriers lease access to their fiber-optic cables and provide fully-managed services to clients for a monthly recurring cost (MRC).

The main difference between the two is who is responsible for "lighting" the fiber. In order for fiber to start passing traffic, equipment modules get installed at each end of the fiber in order to "light" it. The equipment determines the amount of bandwidth that can travel on that fiber.



# Lit Fiber Advantages

## Advantages

- Turnkey solution
- Less equipment to maintain
- E-Rate Category 1 Eligible

## Disadvantages

- Provisioning changes can take 60-90 days
- Oversubscribed shared networks



# Dark Fiber

## Advantages

- Can make changes without service provider intervention
- Unlimited future growth
- Starting in 2016: E-rate Category 1 Eligible

## Disadvantages

- Higher upfront cost of equipment
- Increased operational load to monitor and maintain WAN

## Current WAN Contracts

- AT&T Opteman lit fiber – contract ends 6/30/2018
- AT&T ASE lit fiber – contract ends 6/30/2018
- Comcast lit fiber – contract ends 6/30/2017
- Sonic lit fiber – contract ends 6/30/2020
- Handful of sites on CALNET3 lit fiber – month to month

## CALNET3 Pricing

- 10Mbps – \$326.51
- 20Mbps – 371.31
- 50Mbps – 442.03
- 100Mbps – 542.23
- 250Mbps – 677.78
- 500Mbps – 795.66
- 1Gbps – 1090.34



# Dark/Lit Fiber RFP

Lit Fiber responses:

- AT&T
- Conterra

Dark Fiber responses:

- Conterra
- Sonic
- Wave



# Sonic's Dark Fiber RFP

- Single Bi-Directional Fiber - 10 Year IRU\*
- Dark Fiber One Time Lease Payment – varies by site
  - E-Rate discount eligible
  - CTF discount eligible
  - Can be paid over 4 years with no finance charge
  - Can be paid over 10 years with 4% finance charge
- Annual Maintenance Fee – \$1020/yr
- Term Renewal after 10 years
  - 2 or 5 years
  - \$650/month
  - \$1020/year maintenance

\*IRU = Indefeasible right of use

# Lit vs Dark Fiber Pricing Comparison

Cost per year for 10 years

Dark Fiber Districts	# Sites	E-Rate %	Dark Fiber @ 10 Gbps	Lit Fiber @ 10 Gbps
Bellevue	4	90.00%	\$ 3,045	6,949
Bennett Valley	2	58.00%	\$ 6,394	14,593
West Sonoma County HSD	2	58.00%	\$ 6,394	14,593
Rincon Valley	8	58.00%	\$ 25,576	58,370
Gravenstein	2	58.00%	\$ 6,394	14,593
Old Adobe	6	58.00%	\$ 19,182	43,778
Wright	4	80.00%	\$ 6,090	13,898
Piner	4	58.00%	\$ 12,788	29,185
Waugh	2	58.00%	\$ 6,394	14,593
Oak Grove	2	58.00%	\$ 6,394	14,593
Sebastopol	2	58.00%	\$ 6,394	14,593
Twin Hills	2	58.00%	\$ 6,394	14,593
Mark West	3	58.00%	\$ 9,591	21,889
Roseland	6	90.00%	\$ 4,567	10,423
Forestville	1	58.00%	\$ 3,197	7,296
Sebastopol Charter	1	58.00%	\$ 3,197	7,296
Kid Street Charter	1	58.00%	\$ 3,197	7,296
Reach Charter	1	58.00%	\$ 3,197	7,296
Cinnabar	1	80.00%	\$ 1,522	3,474
Sonoma Academy	1	58.00%	\$ 3,197	7,296
SCOE Alt Ed Sites	3	58.00%	\$ 9,591	21,889
SCOE Special Ed Sites	2	58.00%	\$ 6,394	14,593
SCOE West County TPA	1	58.00%	\$ 3,197	7,296

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## Dark Fiber Assumptions

Price is the total yearly amount for the number of sites listed, net of E-Rate and CTF discounts and includes a 3% finance charge with interest free 48 month period. Price also includes yearly circuit maintenance, net of E-Rate discounts.

## Lit Fiber Assumptions

Price is the total yearly amount for the number of sites listed, net of E-Rate and CTF disco



## Summer Maintenance Projects-2017

VI F 7

This list identifies summer projects in addition to the standard summer maintenance, such as carpet cleaning, floor wax, and deep cleaning of rooms this summer:

### Gravenstein campus:

Carpet rooms 14, 18 in D wing  
-asbestos abatement

Paint ceilings room 14, 15 (exposed ceilings in Gorman's and Urmini's)

Paint doors on D wing

Add leftover tack-able surface 4'X9' for Urmini's room

Exterior paint on D wing

Siding repair on C & D buildings

Sealing and pavement repair – upper and lower playgrounds (contractor-Stripe and Seal initial proposal approximately \$13K)

Lower staff parking lot – pavement is cracked and needs repair, remove and replace entrance (initial proposal approximately \$16K) and add slurry seal (need bid) (contractor-Stripe and Seal)

Add alarming to TK, K, 1, 2, 3, 4, 19, 20, 21, 23, 24, 25, (approximate bid \$22K)  
Additional monitoring fees \$85/mo to add those classrooms

Shade structure

Rebuild garden boxes

Pressure wash

Landscape between new admin building and B building

Window tinting on front office windows

### Hillcrest campus:

Staff room remodel

Principal's office  
-Needs carpet and lighting  
-asbestos abatement  
-add wall heater/remove shelf over baseboard heater

Water purification refill station  
-Brad has researched a provider

Pressure wash

**Master plan projects:**

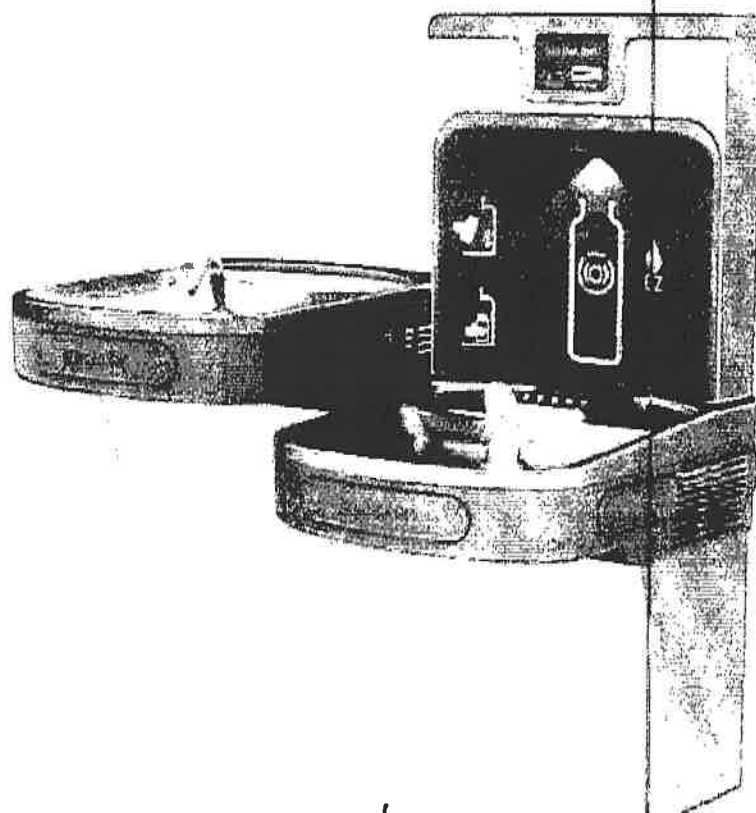
Add a track

Over-heated Hillcrest classrooms: idea bank

-Add necessary additional electrical panel and AC (either central or window units)

-cool roof system

ENLZSTL8WS\_1F

**ELKAY****Enhanced****INSTALLATION, CARE & USE MANUAL**Manual de instalación, cuidado y uso  
Manuel d'installation, d'entretien et d'utilisation**LZ™ & EZ™ Series Bottle Filling Stations & Coolers***Bebedores y estaciones llenadoras de botellas series LZ™ y EZ™ mejorados*  
*Remplisseuses de bouteille et fontaines à eau fraîche séries LZ™ et EZ™ améliorées*

\$ 2179.

\* Versatile cooler design allows units to be installed either left-hand high and right-hand low or left-low and right high. Basin change may be required. See desired rough-in to help determine if the basin change is necessary.

\* El versátil diseño de bebedero permite que las unidades se instalen ya sea con la parte izquierda alta y la parte derecha baja, o con la parte izquierda baja y la parte derecha alta. Es posible que necesite cambiar la tarja. Consulte el bosquejo deseado para ayudar a determinar si es necesario cambiar la tarja.

\* La conception polyvalente de la fontaine à eau fraîche permet une installation gauche haute et droite basse ou gauche basse et droite haute. Une modification de la fontaine peut s'avérer nécessaire. Voir la disposition de canalisations souhaitée pour déterminer si des modifications de la fontaine sont nécessaires.

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### Action Plumbing and Heating Maintenance

56 Mountain View Ave  
 Santa Rosa, CA 95407  
**707-584-0714**

**45126**



CA State Lic. #325110  
 www.ActionPlumbingandHeating.biz  
**We Accept Visa and MasterCard**

**CHECK LIST**

Zone 2  Zone 1 (Default)

Commercial

Res House

Apartment

Condo

Other

---

Inside

Outside

Attic/Crawl Space

Underground

Ladder Req

---

Kitchen

Lavatory

Bath 2

Other

Laundry

Utility

Garage

Other

---

Sink

Faucet

Toilet

Shower/Tub

Water Heater

Other Drainage Problems

---

Symptom

Leaking

Clogged

Install

Remove

Other

---

Water Supply

Drain Line

Gas Line

W/H Gas

W/H Electric

W/H Tankless

Other

Pumps Booster

Sewer

Sump

Recirculating

Other

Heating Natural Gas

Electric

Propane

Other

A/C Heat Pump

Split System

Other

**Billing Information**

Same As Above

Name Hillcrest Middle School

Address 725 Bloomfield

City & ZIP Seas

Estimate Only (if Checked)

Date 10-26-16

Job No. 2740

Phone-Owner 823-7653

Phone-Work

Phone-Contact

**Job Location**

Same As Above

Name

Address

City, State & ZIP

**Service**

Qty	Code	Price
	0000( ) ( )000	

**DESCRIPTION OF WORK**

EST NOT TO EXCEED \$3,466 TO  
INSTALL NEW DRAINAGE FOUNDATIONS  
AND FIXES WITH CERAMIC TILES  
AREA AND REPAIRS DOWN TO  
WALL TO LOWER DRAIN WALL.

**RECOMMENDATIONS OR SUGGESTIONS**

Technician BEANOS BEN

1.5% per month (18%APR) service charge on unpaid balance (\$2.00 minimum)

I have the authority to order the above work and so order as outlined above. It is agreed that the seller will retain title to any equipment or material furnished until final and complete payment is made, and if settlement is not made as agreed, the seller shall have the right to remove same and the seller shall be held harmless for any damages resulting from the removal thereof.

Authorized Signature X [Signature]

Authorized Signature

The above work has been completed and I acknowledge receipt of my copy.

**X**

**TOTAL**

Amount Paid

Balance Due

Date Completed

Warranty does NOT apply if marked!

**Thank You! We Appreciate Your Business**

28



# Playground Maintenance Proposal

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**Gravenstein Union School Dist.**

**Brian Sposato**

**Project:**

**Gravenstein Union School District**

3840 Twig Avenue  
Sebastopol, CA 95472

29



Brad Davis  
Estimator

# Safety. Quality Work. Excellent Service

## Company Info



Stripe 'n' Seal Inc.  
P.O. Box 7347  
Santa Rosa, CA, 95407

P: 707-528-3377  
F: 707-544-7149

<http://www.stripensealinc.com>

## Contact Person

Brad Davis  
Estimator  
[brad@stripensealinc.com](mailto:brad@stripensealinc.com)  
Cell: 707-975-9691  
Office 707-528-3377

## About Us

**"Passionate About Pavement Since 1971"**

**Stripe N Seal, Inc. dba Aaron Paving** has been most reputable asphalt repair and maintenance company in the North Bay for over 40 years. On every project, we strive to meet your needs and best interests by providing the most cost effective and logical asphalt solutions or options. We know what it takes to organize and execute our field of work and we do so with a great attitude and smile on our face. To learn more, please visit our website at [www.stripensealinc.com](http://www.stripensealinc.com). **CA #308128**

**Why Stripe N Seal Inc??** It's simple. We will go above and beyond to make sure your project will be executed properly, every time... We do not subcontract our paving, re-surfacing, and striping work because we want to make sure that you are always getting that which is promised and the highest quality service possible. Our services include advanced notifications to you so that your partners, clients, or tenants will clearly understand the nature and constraints of our work for this short time of inconvenience. We will also post each project with notification signs at the entrances to the work area at least a day or two prior to our arrival. Our company is fully insured for your protection. Finally, we will always do a great job in communicating, showing up on the scheduled days, and making sure that you are pleased with our work. We have changed and set the standard for the way this industry performs and we will continue to do the best job for every client.

Thank you for the opportunity to present this proposal and please do not hesitate to call or email us with any questions or adjustments needed.

# Proposal: Gravenstein Union School District



## Hot Rubberized Crack Sealing Prior to Sealing

1. On the very same day as asphalt sealing, properly remove dirt, loose gravel, and weeds from cracks in order to provide an adequate sealant reservoir. Cracks that are deeper than 1" will be backfilled with sand in order to provide a strong base for crack sealer material.
2. Fill cracks 1/4" and wider with rubberized crack sealer.
3. This will leave a slightly visible 4" wide band wherever these cracks have been sealed.
4. **Note:** "Alligatored" areas are not included in our crack sealing services. We recommend that these areas are repaired eventually. For more information, feel free to read the "Interesting Facts About Cracks" section on our contract terms page.

Total Price for this item: \$598.00

## Asphalt Preparation and Sealcoating (Main Playground Area)

1. The area under consideration for asphalt sealing is indicated on the attached illustration.
2. Properly set up traffic safety signage and barricading surrounding the work area.
3. Asphalt surfaces will be cleaned of loose materials, weeds, grass and dirt with wire brushes, power blowers, and a vacuum power broom when necessary.
4. Tape off all utility lids, drains, and manhole covers.
5. **Oil Stains** will be scraped, cleaned, and then a latex *Polyseal* product will be applied to these areas when necessary. If you would like reduce the cost of this service and remove this item from our proposal, please feel free to ask us.
6. **Application:** Install (2) **heavy coat(s)** of our asphalt sealant product by hand squeegee and buggy in order to insure proper application rate.
7. **Sealant Material:** Our sealing company applies *Overkote Plus* pavement sealer by *Raynguard* because it has proven to be a durable, flexible, and long lasting product when compared to all other asphalt sealants available.
8. **Additives:** Based on the existing condition of the asphalt, our experienced crew members will add latex and #30 sand to the sealant mixture in order to help fill voids and provide a better finished look.
9. To achieve the most efficient performance and minimal interruption to this site, we have priced this work to be completed in (1) **weekday(s)**. If you would like this work sequenced differently, please feel free to ask us as it may change our pricing.
10. After completion, we will clean the area, properly dispose or recycle our debris, leave this area barricaded for proper overnight drying, and re-open this area to traffic when it is safe.

Total Price for this item: \$5,731.00

## Striping After Sealing

1. While this area is still barricaded, layout and re-paint the pavement markings affected by this work per the existing or requested layout with **Low VOC commercial grade traffic paints**.
2. After completion, we will clean the area, properly dispose or recycle our debris, and re-open this area to traffic when it is safe.
3. If we find areas that may be improved beyond the scope of work, we will bring this to your attention before the project.

Total Price for this item: \$1,954.00

# Proposal: Gravenstein Union School District

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## Add Option: Crack Seal, Sealcoat and Stripe Pink Area (Upper Playground)

1. Perform services with the same quality and effort as mention above for this area of asphalt. (See attached illustration)
2. **Note:** This price is only valid if completed during the same time as our other provided services above.

Total Price for this item: \$4,825.00

## Asphalt Sealcoat Area



### Notes:

Yellow Area: Main Playground Area

Pink Area: Upper Playground Area

# Price Breakdown: Gravenstein Union School District



Please find the following breakdown of all services we have provided in this proposal. This proposal originated on April 19, 2017.

Item	Description	Cost
1	Hot Rubberized Crack Sealing Prior to Sealing	\$598.00
2	Asphalt Preparation and Sealcoating (Main Playground Area)	\$5,731.00
3	Striping After Sealing	\$1,954.00
4	Add Option: Crack Seal, Sealcoat and Stripe Pink Area (Upper Playground)	\$4,825.00

## Authorization to Proceed & Contract

**Our Warranty to You:** Our work is warranted against failure due to faulty material or poor workmanship for a period of one year as a California Contractor. However, we will offer a **3-Year Extended Warranty** provided payment is made per terms. Non-payment per terms voids this extended warranty.

## Payment Terms

We agree to pay the total sum or balance in full upon completion of this project.

**Acceptance of Proposal:** The above pricing, description of work, payment terms, and standard provisions on this and the following page(s) are satisfactory and are hereby accepted. You are authorized to do the work as specified. Prices quoted are valid for 30 days.

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

\_\_\_\_\_  
Brian Sposato  
Gravenstein Union School Dist.  
3840 Twig Avenue  
Sebastopol, CA, 95472  
[bsposato@grav.k12.ca.us](mailto:bsposato@grav.k12.ca.us)  
C: 707-548-4333  
O: 707-823-7008

\_\_\_\_\_  
Brad Davis / Estimator  
[brad@stripensealinc.com](mailto:brad@stripensealinc.com)  
C: 707-975-9691  
Stripe 'n' Seal Inc.  
P.O. Box 7347  
Santa Rosa, CA, 95407  
P: 707-528-3377  
F: 707-544-7149  
<http://www.stripensealinc.com>

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## Contract Terms & Conditions

- 1. Compare Our Included Insurance Package:** For your additional protection, we have provided and included insurance coverage that exceeds this industry's standards. General Liability Insurance, Auto Insurance, and Equipment Insurance are included in this package. All of our employees are protected by Worker's Compensation Insurance. We also can provide insurance certificates and additionally named insurance documents upon request at no additional cost. Additionally, owner to carry builders' risk, earthquake, fire, wind, and others if that protection is desired. **Industry and Product Standards:** All work to be completed in a workmanlike manner according to standard practices, conforming to existing site conditions. All materials are to be equivalent or superior than specified. **Before Our Arrival:** Please have your landscaping service trim back any vegetation growing over your curbs or asphalt, remove debris or dirt piles, and turn off your irrigation systems at least 48 hours prior to our arrival. If weeds are growing through your parking lot, please have your landscaping service spray at least two weeks in advance. Also, identify a water source for the small amount of water we may need for your work. **Interesting Facts About Cracks:** Your asphalt is constantly moving and becomes brittle as it loses its elastic abilities to withstand crack forming forces. These forces include thermal expansion and contraction, expansive soils forces (the shrink - swell movement of the underlying clayey soils with moisture changes), and vehicle loading may all may be contributory. The intended use of crack sealing products on existing asphalt is to reduce, not eliminate, the amount of water intrusion into the large cracks in your asphalt. Asphalt subject to these crack forming forces will crack again and rubberized sealing materials may stretch, rise or slightly sag. Cracks that are smaller than 1/4" don't allow enough rubberized crack sealing material to penetrate the surface and hold the crack sealing materials in place. Areas in your asphalt that are "alligatored" or display closely formed cracks are not included in our crackfilling service. **Interesting Facts About Asphalt Sealing:** Sealing products are not guaranteed to adhere to asphalt saturated with water, dirt or other foreign materials. When cars turn their tires in place, "power steering marks" will normally occur during the curing stage on all asphalt products, especially directly after completion or in warmer weather. Although unavoidable, in time these marks will eventually blend and knead in to become less noticeable. Sealcoat is not designed to fully conceal the previously filled cracks and therefore a slightly raised 4" wide band will be noticeable after sealing. Small, thin cracks may appear where sealing materials are heavily applied or overlapped. Carports and protected areas may receive a heavier singular coating of sealer if they are protected from the elements and have a longer curing time. Due to heavy aggregate content, 1/4" rock slurry seal will normally shed light aggregate and may require sweeping and the re-painting of pavement markings in time. **Payment Terms:** Full payment due upon completion of our work. Monthly progress payments are required for projects extending past 30 days. Service charges of 1.5% per month to be added on to any unpaid balance. For your convenience we accept MasterCard and Visa for most accounts, please call for details. **Contract Changes:** Changes to the above listed description of work that require additional cost, time, or sequencing must be mutually approved by written or verbal contract change order directive prior to execution. Examples of potential changes may include directives by the owner, it's representative, a governing agency, unforeseen site conditions, underground utility conflicts, thicker than specified asphalt or concrete replacement, items of work not specifically included, soft base conditions, cars or other work area obstructions, irrigation left on, etc. **Potential Costs Items Not Provided:** Permits, fees, testing, design, inspections, engineering, on-site water source, towing, additional phasing, or handling contaminated material. All agreements contingent upon strikes, accidents, or delays beyond our control. **Important Notes:** Owner acknowledges that all work to be performed by contractor pursuant to this proposal is at the specific direction of owner and that contractor makes no representations as to whether or not the work directed by owner complies with all governing agency disability access requirements. Owner has hereby been advised by contractor to obtain the professional advice of owner's engineers, consultants or other ADA experts in order to determine whether owner's premises are in compliance with the ADA or other disability access laws. Owner acknowledges that owner is not relying on contractor to determine such code compliance. Owner agrees to defend, indemnify and hold contractor harmless from any claim by owner or any third party that owner's premises do not comply with disability access requirements or that the work performed by contractor pursuant to owner's direction does not comply with disability access requirements. In the event suit is initiated to enforce any terms of this contract, venue shall be Sonoma County and the prevailing party shall be entitled to reasonable attorneys' fees. **Required California Contractors License Board Statements Including Mechanics' Lien Warning:** Under the California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier or other person or entity who helps to improve your property, but is not paid for his or her work or supplies, has a right to place a lien on your home, land or property where the work was performed and to sue you in court to obtain payment. To preserve the right to file a claim or lien against your property, certain claimants such as material suppliers are required to provide you with a document called a "Preliminary Notice." A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. For more information on mechanics liens please visit our website [www.stripsealinc.com](http://www.stripsealinc.com) or call our office (707) 528-3377. Additional info can also be found by visiting [www.cslb.ca.gov](http://www.cslb.ca.gov) or by calling CSLB at 800-321-CSLB.

# Pavement Repair Proposal

---

**Gravenstein Union School Dist.**

**Brian Sposato**

**Project:**

**Gravenstein Union School District**

3840 Twig Avenue  
Sebastopol, CA 95472

36



Brad Davis  
Estimator



# Safety. Quality Work. Excellent Service

## Company Info



Stripe 'n' Seal Inc.  
P.O. Box 7347  
Santa Rosa, CA, 95407

P: 707-528-3377  
F: 707-544-7149

<http://www.stripensealinc.com>

## Contact Person

Brad Davis  
Estimator  
[brad@stripensealinc.com](mailto:brad@stripensealinc.com)  
Cell: 707-975-9691  
Office 707-528-3377

## About Us

**"Passionate About Pavement Since 1971"**

**Stripe N Seal, Inc. dba Aaron Paving** has been most reputable asphalt repair and maintenance company in the North Bay for over 40 years. On every project, we strive to meet your needs and best interests by providing the most cost effective and logical asphalt solutions or options. We know what it takes to organize and execute our field of work and we do so with a great attitude and smile on our face. To learn more, please visit our website at [www.stripensealinc.com](http://www.stripensealinc.com). **CA #308128**

**Why Stripe N Seal Inc??** It's simple. We will go above and beyond to make sure your project will be executed properly, every time... We do not subcontract our paving, re-surfacing, and striping work because we want to make sure that you are always getting that which is promised and the highest quality service possible. Our services include advanced notifications to you so that your partners, clients, or tenants will clearly understand the nature and constraints of our work for this short time of inconvenience. We will also post each project with notification signs at the entrances to the work area at least a day or two prior to our arrival. Our company is fully insured for your protection. Finally, we will always do a great job in communicating, showing up on the scheduled days, and making sure that you are pleased with our work. We have changed and set the standard for the way this industry performs and we will continue to do the best job for every client.

Thank you for the opportunity to present this proposal and please do not hesitate to call or email us with any questions or adjustments needed.

## 4" Asphalt Milling and Replacement

1. After observing the site, we found (1) area(s) of deteriorated asphalt in need of repair. (See Attached Illustration)
2. All repairs will be shaped symmetrically where possible.
3. Properly set up traffic safety signage and barricading surrounding the work area.
4. In order to least disturb the base materials and provide an efficient asphalt removal process, our firm will machine mill (grind) the designated area(s) to a depth of (4) inches. We will off-haul and dispose of the materials at a proper recycling facility.
5. Balance and compact existing underlying base to insure optimum strength.
6. Liquid asphalt adhesive is applied to all vertical asphalt edges.
7. Provide, properly place, and compact (4) inches of hot mix asphalt to the designated area(s).
8. When asphalt is paved 4"-6" thick, it will be compacted in *two separate layers* in order to achieve optimum compaction and improved finished look.
9. To achieve the most efficient performance and minimal interruption to this site, we have priced this work to be completed in (1) weekday(s).
10. After completion, we will clean the area, properly dispose or recycle our debris, and open this area to traffic when it is safe.

Total Price for this item: \$15,975.00

**Asphalt Repair Area**



**Notes:**

# Price Breakdown: Gravenstein Union School District



Please find the following breakdown of all services we have provided in this proposal. This proposal originated on April 19, 2017.

Item	Description	Cost
1	4" Asphalt Milling and Replacement	\$15,975.00

## Authorization to Proceed & Contract

**Our Warranty to You:** Our work is warranted against failure due to faulty material or poor workmanship for a period of one year as a California Contractor. However, we will offer a **3-Year Extended Warranty** provided payment is made per terms. Non-payment per terms voids this extended warranty.

## Payment Terms

We agree to pay the total sum or balance in full upon completion of this project.

**Acceptance of Proposal:** The above pricing, description of work, payment terms, and standard provisions on this and the following page(s) are satisfactory and are hereby accepted. You are authorized to do the work as specified. Prices quoted are valid for 30 days.

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

*BLD*

\_\_\_\_\_  
Brian Sposato  
Gravenstein Union School Dist.  
3840 Twig Avenue  
Sebastopol, CA, 95472  
[bsposato@grav.k12.ca.us](mailto:bsposato@grav.k12.ca.us)  
C: 707-548-4333  
O: 707-823-7008

\_\_\_\_\_  
Brad Davis / Estimator  
[brad@stripensealinc.com](mailto:brad@stripensealinc.com)  
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P.O. Box 7347  
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P: 707-528-3377  
F: 707-544-7149  
<http://www.stripensealinc.com>



## Contract Terms & Conditions

- 1. Compare Our Included Insurance Package:** For your additional protection, we have provided and included insurance coverage that exceeds this industry's standards. General Liability Insurance, Auto Insurance, and Equipment Insurance are included in this package. All of our employees are protected by Worker's Compensation Insurance. We also can provide insurance certificates and additionally named insurance documents upon request at no additional cost. Additionally, owner to carry builders' risk, earthquake, fire, wind, and others if that protection is desired. **Industry and Product Standards:** All work to be completed in a workmanlike manner according to standard practices, conforming to existing site conditions. All materials are to be equivalent or superior than specified. **Before Our Arrival:** Please have your landscaping service trim back any vegetation growing over your curbs or asphalt, remove debris or dirt piles, and turn off your irrigation systems at least 48 hours prior to our arrival. If weeds are growing through your parking lot, please have your landscaping service spray at least two weeks in advance. Also, identify a water source for the small amount of water we may need for your work. **Interesting Facts About Cracks:** Your asphalt is constantly moving and becomes brittle as it loses its elastic abilities to withstand crack forming forces. These forces include thermal expansion and contraction, expansive soils forces (the shrink - swell movement of the underlying clayey soils with moisture changes), and vehicle loading may all may be contributory. 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All agreements contingent upon strikes, accidents, or delays beyond our control. **Important Notes:** Owner acknowledges that all work to be performed by contractor pursuant to this proposal is at the specific direction of owner and that contractor makes no representations as to whether or not the work directed by owner complies with all governing agency disability access requirements. Owner has hereby been advised by contractor to obtain the professional advice of owner's engineers, consultants or other ADA experts in order to determine whether owner's premises are in compliance with the ADA or other disability access laws. Owner acknowledges that owner is not relying on contractor to determine such code compliance. Owner agrees to defend, indemnify and hold contractor harmless from any claim by owner or any third party that owner's premises do not comply with disability access requirements or that the work performed by contractor pursuant to owner's direction does not comply with disability access requirements. In the event suit is initiated to enforce any terms of this contract, venue shall be Sonoma County and the prevailing party shall be entitled to reasonable attorneys' fees. **Required California Contractors License Board Statements Including Mechanics' Lien Warning:** Under the California Mechanics' Lien Law, any contractor, subcontractor, laborer, supplier or other person or entity who helps to improve your property, but is not paid for his or her work or supplies, has a right to place a lien on your home, land or property where the work was performed and to sue you in court to obtain payment. To preserve the right to file a claim or lien against your property, certain claimants such as material suppliers are required to provide you with a document called a "Preliminary Notice." A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. For more information on mechanics liens please visit our website [www.stripsealinc.com](http://www.stripsealinc.com) or call our office (707) 528-3377. Additional info can also be found by visiting [www.cslb.ca.gov](http://www.cslb.ca.gov) or by calling CSLB at 800-321-CSLB.

# GRAVENSTEIN UNION SCHOOL DISTRICT REQUISITION / REIMBURSEMENT FORM

REQUISITIONER Brian Spasato DATE ~~11/5/16~~ 5/1/17  
 TO BE USED FOR ~~maintenance supplies~~ Alarm classrooms + offices (9) Gravenstein  
 PRINCIPAL'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

VENDOR: All-Guard Alarm Systems Vendor # \_\_\_\_\_  
 Address 23199 Kidder Street City Hayward State CA Zip 94545  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Contact \_\_\_\_\_

QUANTITY	CATALOG NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		Alarm, rms		\$ 11,960.00
		TK, K, 1, 2, 3, 4		
		19, 20,		
		Alarm, rms Admin		\$ 5,980.00
		building, (24) me		
		wire <del>23, 25</del>		
		Classroom 21		\$ 1,980.00
		<del>Additional monitoring</del>		
		(Additional monitoring)		\$ 70.00
		fees monthly		\$ 10.00
				\$ 5.00
		(proposal attached)		

SUBTOTAL \$ 19,920

TAX \_\_\_\_\_

SHIPPING \_\_\_\_\_

TOTAL \$ 19,920.00

SUPERINTENDENT'S APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

FUNDING (circle one):  
 District MPF GSF Donations ( ) Other: \_\_\_\_\_

ACCOUNT CODE # 42

May 1, 2017

Mr. Brian Sposato  
Gravenstein Union School District  
3840 Twig Avenue  
Sebastopol, CA 95472

Dear Brian,

As a result of our recent meeting regarding the intrusion alarm systems for your Twig Avenue facility, I would like to take this opportunity to propose the following system additions.

**Monitored Burglar Alarm System #4 – Bldg. “A” (New Account)**

One (1) Honeywell Burglar Alarm Control Panel  
Three (3) Alarm Point Expansion Modules

**Partition 1: Classroom TK**

One (1) Alpha Display Command Center  
Two (2) Entrance Doors – Alarm Contacts  
One (1) Motion Detector

**Partition 2: Classroom K**

One (1) Alpha Display Command Center  
Two (2) Entrance Doors – Alarm Contacts  
One (1) Motion Detector

**Partition 3: Classroom 1**

One (1) Alpha Display Command Center  
Two (2) Entrance Doors – Alarm Contacts  
One (1) Motion Detector

**Partition 4: Classroom 2**

One (1) Alpha Display Command Center  
Two (2) Entrance Doors – Alarm Contacts  
One (1) Motion Detector

**Partition 5: Classroom 3**

One (1) Alpha Display Command Center  
Two (2) Entrance Doors – Alarm Contacts  
One (1) Motion Detector

**Partition 6: Classroom 4**

AT WORK.  
AT HOME.  
AT EASE.®

| Headquarter \* 1306 Stealth Street \* Livermore, CA 94551  
[Tel] 800-255-4273 \* [Fax] 800-350-2801 \* [www.allguardsystems.com](http://www.allguardsystems.com)  
Branch Office: 23194 Kidder Street \* Hayward, CA 94545  
Branch Office: 3100 Dutton Avenue #108 Santa Rosa, CA 95407

One (1) Alpha Display Command Center  
Two (2) Entrance Doors – Alarm Contacts  
One (1) Motion Detector

**Partition 7: Classroom 19**

One (1) Alpha Display Command Center  
Two (2) Entrance Doors – Alarm Contacts  
One (1) Motion Detector

**Partition 8: Classroom 20**

One (1) Alpha Display Command Center  
Two (2) Entrance Doors – Alarm Contacts  
One (1) Motion Detector

Installation and Purchase Price: \$11,960.00  
Additional Monthly Monitoring Fee: \$70.00

**Monitored Burglar Alarm System #2 – Bldg. “C” (685371)**

**Partition 2: New Administration Building**

One (1) Alpha Display Command Center  
One (1) Wireless Receiver  
One (1) Alarm Point Expansion Module  
One (1) Main Entrance Double Door – Wireless Alarm Contacts  
One (1) Rear Employee Single Door - Wireless Alarm Contact  
Two (2) Wireless Motion Detectors – Main Lobby and Rear Entrance

**Partition 3: Classroom 24**

One (1) Alpha Display Command Center  
One (1) Entrance Door – Alarm Contact  
One (1) Motion Detector

**Partition 4: Classroom 23 – Pre-Wire Only**

Alpha Display Command Center  
Entrance Door – Alarm Contact  
Motion Detector

**Partition 5: Classroom 25 – Pre-Wire Only**

Alpha Display Command Center  
Entrance Door – Alarm Contact  
Motion Detector

Installation and Purchase Price: \$5,980.00  
Additional Monthly Monitoring Fee: \$10.00

**Monitored Burglar Alarm System #3 – Bldg. “B” (685605)**

**Partition 8: Classroom 21**

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| Headquarter \* 1306 Stealth Street \* Livermore, CA 94551  
[Tel] 800-255-4273 \* [Fax] 800-350-2801 \* [www.allguardsystems.com](http://www.allguardsystems.com)  
Branch Office: 23194 Kidder Street \* Hayward, CA 94545  
Branch Office: 3100 Dutton Avenue #108 Santa Rosa, CA 95407

44



One (1) Alpha Display Command Center  
One (1) Entrance Door – Alarm Contact  
One (1) Motion Detector

Installation and Purchase Price: \$1,980 .00  
Additional Monthly Monitoring Fee: \$5.00

The above system design incorporates the existing equipment and new equipment to achieve the desired functionality. In addition, the district is to identify or provide low voltage conduit between buildings where necessary for the new alarm wiring.

If you have any questions please do not hesitate to contact me. Thank you.

Sincerely,  
George Keefe  
O-800-255-4273  
M-415-269-7166  
gkeefe@allguardsystems.com

AT WORK.  
AT HOME.  
AT EASE.®

| Headquarter \* 1306 Stealth Street \* Livermore, CA 94551  
[Tel] 800-255-4273 \* [Fax] 800-350-2801 \* [www.allguardsystems.com](http://www.allguardsystems.com)  
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**MINUTES FROM THE REGULAR GOVERNING BOARD**

Held on Wednesday, April 12, 2017 at Gravenstein School, Rm. 13

**I. MEETING CALLED TO ORDER at 5:05 PM**

Jim Horn, President, present  
Desiree Beck, Clerk, present  
Gregory Appling, present  
Steven Schwartz, present  
Sandra Wickland, present

- II. PUBLIC COMMENTS:** A parent expressed the opinion that the district website should include more information about district goals.

**III. REPORTS, AND ORAL COMMUNICATIONS**

- A. Gravenstein Union Teachers' Association: GUTA requested that the District hold additional lockdown practice drills at District schools.
- B. School Site Council: Progress is being made on updating the LCAP. The next SSC meeting will be held on April 25th.
- C. GSF/MPF: The next GSF movie night will be held on April 21. Staff appreciation week starts on May 5. MPF: Upcoming fundraisers include an 80's Adult Prom Night on May 20th. All are welcome and tuxedo is not required!
- D. Trustee Reports: Pres. Horn expressed appreciation to the workers and staff members who helped over Spring Break with the official opening of the new Gravenstein administration building and staff room.
- E. Hillcrest Principal Report: Mr. Carn presented the Hillcrest report to the board.
- F. Principal/Supt. Report
1. 2016-17 Enrollment: Enrollment numbers presented and discussed.
  2. 2017-18 Enrollment Outlook numbers were presented and discussed.
  3. Transportation JPA Update: No JPA Mtg. this week.
  4. Charter School Renewal Update: Supt. Schwinn discussed the process for renewal which occurs every five years. She distributed the completed first draft to the board. Supt. Schwinn will present the final draft at the next board meeting on May 10. Next steps include a public hearing to be held by June 9 and adoption by the board by June 30.
  5. Update on modernization funding with Jack Schreder & Associates
    1. The facilities modernization funding request (SAB 50) has been submitted to the State.
  6. Gravenstein Elementary ELA adoption timeline. Supt /Prin. Schwinn reported on the progress to date. Next steps include:
    1. April 20 ERD: Staff mtg. to assemble program/student needs
    2. May 18 ERD: SCOE ELA teacher on loan here w/ publisher samples to compare/contrast and select pilot program
    3. Request materials for teachers to review over summer
  7. Update on 2017-18 calendar negotiation: Supt. Schwinn has scheduled a

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meeting with GUTA reps to finalize a schedule and present it to the board in May. She explained why a common West County school calendar is desirable.

8. Highlights from 2016-17 calendar end-of-year events: Supt. Schwinn presented calendar highlights from this year.
9. Report on TK-2<sup>nd</sup> grade intervention services: Supt. Schwinn discussed intervention for younger students. An additional TA was hired this year. New Response to Intervention was implemented this year with tutoring and support for English language learners. Under consideration is a reading recovery position for Gravenstein.
10. Hiring anticipated for 2017-18:
  1. Nurse (vacant since Jan. 2017)
  2. Gravenstein Secretary
  3. Principal/Lead Teacher
  4. Elementary Teacher (3-4 positions, depending on leaves)
  5. Middle School Teacher (1-2, depending on leaves)
  6. Spanish Teacher
  7. PE Teacher (Gravenstein site)
11. LCAP Stakeholder's input phase:
  1. School Site Council has begun LCAP update & stakeholder input process
  2. Open stakeholder's meeting for parents, staff, board and community Friday, March 10, 2017 @ HMS Rm. 6
  3. School Site Council met to work on LCAP Tues, March 28 @ 3:45 PM
  4. Next SSC meeting to work on LCAP is Tues., April 25 @ 3:45 PM
12. CAASPP Testing Update
  1. GUSD's testing window will be April 25-May 17, 2017
  2. Currently – Ensuring we have adequate, working computer stations for testing
  3. Taking inventory of Chromebooks and headphones
  4. IT assessing & prepping computers
  5. Brad Carn, Petria Sully, and Jennifer Schwinn working with staff to prepare for testing
    - a. Interim assessments completed
    - b. Stress test of system successfully completed

**IV. CONSENT AGENDA**

**ACTION ITEM**

- A. Minutes of Regular Meeting March 8, 2017
- B. Warrants/Payroll
- C. Budget Updates and Transfers

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- D. Acknowledge resignations from the following staff effective June 8, 2017:
1. Colleen Clement – 7<sup>th</sup> gr Enrich!, 1.0 FTE
  2. Lynda Hilleshiem – Spanish, 1.0 FTE
  3. Carmen Molina – 4<sup>th</sup> gr Traditional, 1.0 FTE
- E. Approve Williams Quarterly Report
- F. MOU w/ SCOE to Obtain Low-Cost Internet Services
1. The Board renewed an annual MOU with SCOE, to provide low-cost internet services to schools.

Action taken/comments: The consent agenda was approved.

Motion: Wickland      Second: Appling      Vote: 5 - 0.

**V. BUSINESS**

**A. Update on Phase II & Phase III**

The Board received a report by Doug Hilberman of AXIA on Phase II and III of the District building projects. He reported that the contractor is working on punch list items now. The closing paperwork is being prepared to be sent off. Phase III has been moved to the summer of 2018 which allows the District to hit the bidding window at a more favorable time. The shade structure permit process will take 6 - 8 weeks. The District will have to decide upon the best time for the installation, possibly this summer.

No action taken.

**B. Approve Change Orders, Phase II**

The Board approved the following change orders:

1. Change Order 73	Additional Alarm Work In Pump House	\$8,821.16
2. Change Order 74	Overtime During Framing	\$1,074.17
3. Change Order 75	Attic Modifications	\$7,997.04

Action taken/comments: Motion to approve change orders 73 - 75.

Motion: Horn      Second: Wickland      Vote: 5 - 0.

**C. Approval of MOU w/ MPF for 2017-18**

The Board considered the proposed revised MOU with MPF for the 2017-18 school year. The new draft reflects changes that will allow MPF to cut approximately \$35K from their annual budget to avoid on-going deficit spending. Supt. Schwinn presented changes to the current MOU. Large field trips will be an MPF focus and smaller cost field trips will become a district focus. Changes in

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staffing requirements for Enrich! teachers will now permit greater flexibility in staffing and scheduling, and save money. Additionally, the cost for a paid bookkeeper has been eliminated for next year by utilizing the free services of an MPF volunteer. The MOU will be taken back to MPF.

Action taken/comments: Motion to table this item until the May Board meeting.

Motion: Horn                      Second: Beck                      Vote: 5 - 0.

**D. Consider Prop 39 Consultants**

The Board selected a Prop 39 consultant to provide energy master planning services. The master plan is necessary to utilize the Prop 39 funding available to the District. CBO Holden presented the three proposals to the Board. Board members discussed the qualifications and relative merits of all the proposals.

Action taken/comments: President Horn moved to select Arc Alternatives as the Prop 39 consultant to the district, subject to checking references.

Motion: Horn                      Second: Beck                      Vote: 5 - 0.

**E. Approve Resolution # 170412-1- Join CUPCCA**

The Board approved the resolution to participate in the CA Uniform Public Construction Cost Accounting Act - CUPCCA, for the purpose of installing a shade structure in the summer of 2017, at a competitive price.

Action taken/comments: A roll call vote was taken, resulting in a vote of 5 - 0.

**F. Approve Fund Transfers**

The Board approved the transfer of funds from the General Fund, Fund 01 unallocated reserve, to Fund 40 in the amount of \$131,328.

Action taken/comments: Motion to approve the transfer of funds.

Motion: Wickland                      Second: Beck                      Vote: 5 - 0.

**G. Accept Bond Report**

The Board accepted the required Bond Report, as presented by CBO Holden, with some suggested edits.

Action taken/comments: Move to accept the Bond Report.

Motion: Horn                      Second: Appling                      Vote: 5 - 0

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**H. Approve Technology for Primary Grades**

The Board was asked to approve the next phase of technology upgrade for the District – adding laptops to the TK-1<sup>st</sup> grade classrooms at an approximate cost of \$29,210, plus the cost of headphones and storage containers. This would allow for a 2:1 ratio of devices to students. Member Schwartz asked for more explanation on why kindergarten students need a computer. Gravenstein teachers Ms. Urmini and Ms. Trivunovic offered examples of how the tools would be used by the District's youngest students. A public discussion about screen time, utility and security ensued.

Action taken/comments: Move to approve the \$29,210 for the laptops and not to exceed \$9,000 for accessories such as headphones and storage containers.

Motion: Horn                      Second: Wickland                      Vote: Horn, Appling, Beck, Wickland in favor; Schwartz abstained.

**I. Approve Updated Quote from NSP3 for Shade Structure**

The Board approved an updated quote from NSP3, for the purchase of shade structure material to install at Gravenstein Elementary. The previously approved quote included the labor, which needed to be separated out. The District has gained membership in the National Purchasing Partners –NPP, to obtain the materials.

Action taken/comments: Move to approve the updated quote not to exceed \$41,006

Motion: Horn                                      Second: Wickland                                      Vote: 5 - 0

**VI. GENERAL**

**A. Leadership Team -- Inquiry into the Dual Program System**

Supt. Schwinn presented concepts discussed in the district leadership team to the Board: A pilot for "Enrich! for All" in grades TK/K & 6 that would start in 2018-19. Supt. Schwinn also shared a concept for a technology program at Hillcrest where Chromebooks would be checked out to all students. The board discussed these issues in detail. Questions arose whether the Enrich for All concept can be done all at once, given the time lag for implementation. Members also wanted to know what changes can be accomplished next year? A broad discussion among the board and public ensued that touched on many aspects of these issues; including, funding, equity, merging of both parent foundations, marketing, parent involvement, leadership team composition. Next steps: A presentation of concrete options, including what can be done for next year, and a long term plan.

Supt Schwinn was asked to start a wider committee to meet monthly to explore and discuss all options.

Action taken/comments: Motion to ask the superintendent to explore alternatives to the current structure for next year and beyond.

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Motion: Horn

Second: Wickland

Vote: 5 - 0.

**B. Discussion on the Community Use of District Facilities. (Note: This item was moved up the agenda and discussed at 6:05 PM, as a courtesy to several members from WESCO.)**

The Board received comment on the community use of District facilities pursuant to District policies BP/AR 1330. Member Schwartz expressed his interest in allowing community groups to use district facilities, suggesting that the District should be more flexible in the future. Member Wickland cautioned that the Board should consider issues that have come up in the past. She shared that community groups have not always respected the facilities and security concerns have also arisen over the years. Pres. Horn added that calculating and recouping the actual costs has been difficult and scheduling problems have arisen. Two speakers from WESCO discussed the need for adequate field space for kids. Pres. Horn asked for the item to be brought back to the board next month.

Action taken/comments: No action taken.

**VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION: No comment received.**

**OPEN SESSION ADJOURNED AT 9:12 PM**

**VIII. CLOSED SESSION**

Member Schwartz left the meeting at 9:40 PM

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

1) Conference with Labor Negotiator

District Negotiator: Jennifer Schwinn, Superintendent

Represented Employees: Gravenstein Union Teachers Assoc.

2) Potential Litigation per GC 54956.9(d) – Inquiry OCR

3) Public Employee Discipline/Dismissal/Release

4) Consider leave request of Middle School Math Teacher, to continue to the 2017-18 school year. Resulting in a leave from .43FTE and paid for .57FTE (or 3.99 hours/day, 4 periods per day, plus 26 minutes per day to cover staff mtgs.; parent mtgs.; student tutoring, etc.)

Motion to approve: Horn/Beck, 4-0 in favor.

5) Superintendent Evaluation



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**IX. OPEN SESSION**

- A. The Board returned to open session at 9:55 PM. Action was taken as reported above.

**X. FUTURE BOARD MEETINGS:**

- I. Next Regular Board Meeting: May 10, 2017—5 PM

**XI. ADJOURNMENT at 9:56 PM.**

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.



Checks Dated 04/01/2017 through 04/30/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1555671	04/05/2017	Analytical Sciences	01-5830	Water testing for Grav 2016/17	18.64	
1555672	04/05/2017	Clem Miller Envrn. Ed Center	03-5830	Water testing for Grav 2016/17	233.00	
1555673	04/05/2017	Fishman Supply Company	03-5826	Clem Miller 4th Grade	214.36	
			01-4370	Custodial Supplies	17.65	2,560.00
			01-4400	Custodial Supplies	73.64	
			03-4370	Custodial Supplies	211.85	
			04-4370	Custodial Supplies	123.58	426.72
1555674	04/05/2017	DPR c/o Fort Ross SHP	03-5826	4th Grade Ei trips May 2016		2,320.00
1555675	04/05/2017	Steven Lee Miller	04-5880	Boys Basketball Referee		70.00
1555676	04/05/2017	David Ortega	04-5880	Referee for Basketball		70.00
1556867	04/07/2017	Advanced Security Systems	01-5830	Fire Alarm System at Grav Elementary		94.50
			16/17			
1556868	04/07/2017	Ally Technology Consulting LLC	01-5840	IT Consultant 2016-17	125.01	
			03-5840	IT Consultant 2016-17	1,495.66	
1556869	04/07/2017	Sergio Blanco	04-5840	IT Consultant 2016-17	879.33	2,500.00
			04-5826	Reimbursement for Food for Monterey		1,146.98
			Fields Trip			
1556870	04/07/2017	Allison Brown	03-5826	Reimbursement for Supplies		217.77
1556871	04/07/2017	Colleen Clements	04-5202	CLMS Annual Conference/Travel and		713.07
			Lodging expences			
1556872	04/07/2017	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2016-17		91.00
1556873	04/07/2017	Geary Pacific Corporation	04-4380	Switch Flame		20.89
1556874	04/07/2017	Gold Discovery Park Assn.	03-5826	Gold Discovery Tour-Brown /Sully		720.00
1556875	04/07/2017	Nature Bridge	04-5826	8th Grade Yosemite Trip		9,350.00
1556876	04/07/2017	Quill Corp	04-4310	Office Supplies for Hillcrest	30.54	
			04-4350	Office Supplies for Hillcrest	20.01	
			04-4359	Office Supplies for Hillcrest	233.86	284.41
1556877	04/07/2017	Sonoma County Office Of Ed.	04-5800	Teacher on Loan ELA-Kelly Materi		250.00
1556878	04/07/2017	The Exploratorium c/o Reservations Office	03-5826	All 5th Gr FT on 04/19/17		730.00
1556879	04/07/2017	UCCRWWeb of Life Field School	03-5826	UCCRW Web of Life Field School 5/16/17 -		11,346.85
			5thEi			
1556880	04/07/2017	Verizon	04-5912	Supr Phone & Tablet Service	48.39	98.02
1556881	04/07/2017	West Sonoma County Disposal	01-5560	Waste Disposal for Grav 2016-17		
			03-5560	Waste Disposal for Grav 2016-17	566.44	604.83
1556882	04/07/2017	Jill McLewis	03-5826	Reimbursement For Clem Miller Food		1,064.20
1556883	04/07/2017	ACSIG	01-9573	Employee's Dental Plan Coverage 16/17		8,300.08
1556884	04/07/2017	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2016-17		35.50
1556885	04/07/2017	Tony Corsello	04-5880	Basketball Referee		40.00

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. (Limited to Checks issued from the COUNTY bank account.)

ReqPay12d

Board Report

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Checks Dated 04/01/2017 through 04/30/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1556886	04/07/2017	Fishman Supply Company	01-4370	Custodial Supplies for Gravenstein	5.27	
1556887	04/07/2017	Randy Merian	03-4370	Custodial Supplies for Gravenstein	65.25	70.52
1556888	04/07/2017	Pacific Gas & Electric	04-5880	Boys and Girls Basketball 3/30/2017		70.00
			01-5520	Electric and Gas for 2016-17 Gravenstein	110.10	
				Light Poles at Grav Elem 2016-17	1.76	
			03-5520	Electric and Gas for 2016-17 Gravenstein	1,267.31	
				Light Poles at Grav Elem 2016-17	20.18	
			04-5520	Electric and Gas for 2016-17 @ Hillcrest	2,753.81	
				Electric and Gas for 2016-17 Gravenstein	14.62	4,167.78
1556889	04/07/2017	Ray Morgan Company	01-5633	Copy Machine Usage Charges	59.97	
			03-5633	Copy Machine Usage Charges	696.56	
			04-5633	Copy Machine Usage Charges	281.74	1,038.27
1556890	04/07/2017	Rich Ruybalid	04-5880	Referee for Boys 6th Grade Basketball		40.00
				3/9/2017		
1556891	04/07/2017	U.S. Bank Corporate Payment	01-5800	CAL Card	.53	
			03-5800	CAL Card	6.06	
			04-5826	CAL Card	316.25	322.84
1556892	04/07/2017	Lonnie VanZandt	04-5880	Boys Basketball Referee 3/31/2017		40.00
1556893	04/07/2017	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 16-17		1,801.80
1557839	04/12/2017	Gravenstein Union Teachers Ass n.	03-5826	Reimbursement for Grade 2 FT		128.00
1557840	04/12/2017	A and P Moving, Inc.	21-6200	Moving District Office to New Location		1,920.00
1557841	04/12/2017	Sergio Blanco	04-5826	Reimbursement for Food for Monterey Fields Trip		52.50
1557842	04/12/2017	Castino Restaurant & Supply	13-4390	Probe wipes		15.41
1557843	04/12/2017	Counterpoint Construction Services, Inc.	40-6210	Grav Mod. Proj: Phase 2 Doc Review		1,080.00
1557844	04/12/2017	Fishman Supply Company	01-4370	Custodial Supplies for Gravenstein	25.74	
			03-4370	Custodial Supplies for Gravenstein	296.04	321.78
1557845	04/12/2017	Horizon	01-4380	Irrigation Repair parts for Gravenstein	21.50	
			03-4380	Irrigation Repair parts for Gravenstein	247.25	268.75
1557846	04/12/2017	Isaac Kuster dba I.A. Kuster Const. Insp.	40-6230	DSA Class I Inspector Grav Modern Phase II		2,890.00
1557847	04/12/2017	Carmen Molina	04-4310	Reimbursement for Mulan Supplies	2.51	254.89
1557848	04/12/2017	Office Depot	01-4350	School and Office Supplies	29.03	
			03-4350	School and Office Supplies	3.88	
			04-4310	School and Office Supplies	77.75	113.17
1557849	04/12/2017	Gary Bruce Robb	04-4350	School and Office Supplies		40.00
			04-5880	6th Grade Basketball Baoy's Referee		

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. (limited to Checks issued from the COUNTY bank account.)

020 - Gravenstein Union School District

Generated for Wanda Holden (WLHOLDEN), May 5 2017 10:54AM

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Checks Dated 04/01/2017 through 04/30/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1557850	04/12/2017	Sonoma County Office Of Ed.	01-5830	MOU with SCOE for Support Services - Payroll	97.73	
			01-5862	Fingerprinting	98.00	
			03-5830	MOU with SCOE for Support Services - Payroll	1,172.68	
			04-5830	MOU with SCOE for Support Services - Payroll	684.06	2,052.47
1557851	04/12/2017	The Walt Disney Family Museum	04-5826	8th EI Field Trip on 05/10/2017 to SF		548.00
1557852	04/12/2017	West County Athletic League	04-5300	Athletic Fees for FFB, GVB, GBB, BBB		80.00
1558623	04/14/2017	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2016-17	22.82	
			03-5911	Gravenstein AT&T CALNET 3 Charges 2016-17	272.19	
			04-5911	Gravenstein AT&T CALNET 3 Charges 2016-17	137.87	
				Hillcrest AT&T CALNET 3 Charges 2016-17	54.35	487.23
1558624	04/14/2017	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2016-17		34.00
1558625	04/14/2017	Dept Of Justice, Acctg Office	01-5862	Fingerprinting		128.00
1558626	04/14/2017	hand2mind, Inc.	03-4310	Class Supplies for Ms.Briggs	8.22	18.11
1558627	04/14/2017	Houghton Mifflin Harcourt	01-4310	Special Ed Testing Materials	94.48	
			03-4310	Special Ed Testing Materials	102.70	205.40
1558628	04/14/2017	Office Depot	01-4390	Supplies for Gravenstein, DO and Hillcrest	14.78	
			03-4390	Supplies for Gravenstein, DO and Hillcrest	177.34	
			04-4390	Supplies for Gravenstein, DO and Hillcrest	103.45	295.57
1558629	04/14/2017	Pitney Bowes Global Financial	01-5600	Postage Machine Lease Rental for 16-17	5.45	
			03-5600	Postage Machine Lease Rental for 16-17	59.94	
			04-5600	Postage Machine Lease Rental for 16-17	43.60	108.99
1558630	04/14/2017	Quill Corp	01-4310	Classroom Supplies	4.41	
			01-4350	Office Supplies	7.79	
			01-4351	Instructional Supplies	65.23	
			03-4310	Classroom Supplies	71.02	
			03-4350	Office Supplies	91.63	
			03-4351	Instructional Supplies	782.73	
			04-4350	Office Supplies	28.10	
			04-4351	Instructional Supplies	458.10	1,509.01
1558631	04/14/2017	Redwood Pediatric Therapy Asso	03-5811	OT/PT Svcs for Students		499.96
1558632	04/14/2017	Safeway	12-4390	Daycare Supplies & Snacks for 2016/17		637.11

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1558633	04/14/2017	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2016-17	265.77	
1558634	04/14/2017	Clover-Stornetta Farms Inc.	04-5530	Hillcrest Water Service for 2016-17	238.94	504.71
1560057	04/21/2017	Fernando Borjon	13-4700	Milk Purchases 2016-17		91.00
1560058	04/21/2017	Analytical Sciences	03-5826	Parking for Cal Academy		20.00
1560059	04/21/2017	Clover-Stornetta Farms Inc.	01-5830	Water testing for Grav 2016/17	6.56	
1560060	04/21/2017	Mary Tupa, dba Crown Trophy	03-5830	Water testing for Grav 2016/17	75.44	
1560061	04/21/2017	D & S Awards, LLC	04-5830	Water testing @ Hillcrest 2016/17	82.00	164.00
1560062	04/21/2017	Mary Dengler	13-4700	Milk Purchases 2016-17		45.50
1560063	04/21/2017	DPR c/o Fort Ross SHP	04-4310	Trophys for for Basketball		97.31
1560064	04/21/2017	Granger Inc.	01-4350	Names Plates for Board Meetings	8.55	
1560065	04/21/2017	Murray Building, Inc.	03-4350	Names Plates for Board Meetings	102.51	
1560066	04/21/2017	Sonoma County Office Of Ed.	04-4350	Names Plates for Board Meetings	59.80	170.86
1561302	04/26/2017	Clover-Stornetta Farms Inc.	04-5880	Volleyball referee		10.00
1561303	04/26/2017	Fishman Supply Company	03-5826	Field trip		600.00
1561304	04/26/2017	Quill Corp	01-4370	Keys for Hillcrest and Gravenstein	1.44	
			03-4370	Keys for Hillcrest and Gravenstein	16.52	
			04-4370	Keys for Hillcrest and Gravenstein	17.63	35.59
			21-6200	Grav Elem Modernization Phase II	80,705.69	
			40-6200	Grav Elem Modernization Phase II	250,491.87	
			01-5809	2016-17 Classroom Housing Obligation	308.00	331,197.56
			03-5809	2016-17 Classroom Housing Obligation		
			13-4700	Milk Purchases 2016-17	3,532.00	
			01-4370	Custodial Supplies	19.74	
			03-4370	Mats for Gravenstein School	12.42	
			03-4370	Custodial Supplies	236.83	
			04-4370	Mats for Gravenstein School	140.86	
			04-4370	Custodial Supplies	291.79	
			01-4310	Mats for Gravenstein School	45.59	747.23
			01-4310	Instructional and Office Supplies	16.57	
			01-4350	Instructional and Office Supplies	5.62	
			Office Supplies		4.60	
			03-4310	Instructional and Office Supplies	17.49	
			03-4350	Instructional and Office Supplies	67.34	
			Office Supplies		53.96	
			03-4359	Instructional and Office Supplies	11.73	
			04-4350	Instructional and Office Supplies	189.32	
			Office Supplies		16.55	

The preceding Checks have been issued in accordance with the Districts Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved. (Limited to Checks issued from the COUNTY bank account.)

Checks Dated 04/01/2017 through 04/30/2017

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1561304	04/26/2017	Quill Corp	12-4390	Instructional and Office Supplies		
1561305	04/26/2017	Southern Oregon University	04-5826	Lodging/Meals for Shakespeare Festival Trip	3.50	386.68
1561306	04/26/2017	MCI Comm Service	12-5911	Daycare Phone Line for 2016-17		14,859.00
1561307	04/26/2017	Office Depot	01-4310	Misc. Supplies	3.29	12.94
			01-4350	Misc. Supplies	1.47	
			01-4359	Toner for Gravenstein	25.07	
			03-4350	Misc. Supplies	17.41	
			03-4359	Misc. Supplies	32.15	
				Toner for Gravenstein	288.27	
			04-4350	Misc. Supplies	10.15	
			04-4390	Hillcrest Supplies	296.54	
			04-4440	Infocus 3D Ready Projector	322.56	
			12-4390	Misc. Supplies	21.07	
			13-4390	Misc. Supplies	35.03	
				Toner for Gravenstein	47.16	1,100.17
1561308	04/26/2017	Santa Rosa City Schools	13-4710	Lunch Program for 2016-17		5,810.75
					76	424,334.18

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	29	11,838.62
03	Gravenstein Elementary Charte	36	32,645.40
04	Hillcrest Middle Charter	40	35,769.13
12	Child Development Fund	4	674.62
13	Cafeteria Fund	9	6,318.85
21	Building	2	82,625.69
40	Special Reserve-capital Proj	3	254,461.87
	Total Number of Checks	76	424,334.18
	Less Unpaid Tax Liability		.00
	Net (Check Amount)		424,334.18

Includes checks for only Bank Account COUNTY

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. (Limited to Checks issued from the COUNTY bank account.)





Gravenstein Union School District  
April Payroll Report

May 10, 2017 Regular Board Meeting

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**Certificated Salary & Benefits**

Regular: \$ 401,811.57  
Supplemental: \$ 14,847.92

**Classified Salary & Benefits**

Regular: \$ 77,967.76  
Supplemental: \$ 5,218.58

**Total Salary & Benefits**

\$ 499,845.83



April 15, 2017

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

Dear Ms. Schwinn,

In accordance with Education Code Section 42131, a review of the Gravenstein School District's (District) Second Interim Report for fiscal year 2016-17 has been completed by the Sonoma County Office of Education (County). Based upon the multi-year projection and assumptions provided by the District, it appears that the District will meet its financial obligations for the current and two subsequent years. We therefore concur with the District's positive certification. This letter addresses various concerns of the County as well as standard reminders.

**State Budget**

In January, Governor Brown released his 2017-18 State Budget Proposal which infused LCFF with \$744 million in 2017-18, an amount only sufficient to fund statutory COLA of 1.48% and keep the level of LCFF funding at 96% of the estimated LCFF target entitlement. This status quo funding level, along with underperforming State revenue during the first eight months of the current fiscal year, should prompt LEAs to consider preparing for uncertain times. The Legislative Analyst's Office (LAO) noted in its February 2017 publication that for 2017-18, the \$744 million in LCFF funding increase is less than school district pension cost increases of approximately \$1 billion (\$782 million for CalSTRS and \$244 million for CalPERS). Thus, the average school district would have to redirect some of its existing resources to cover the pension-related costs in excess of its LCFF increases. With that in mind, the County suggests LEAs remain cautious, plan to spend conservatively, maintain adequate reserves, and think long term.

**Second Interim and Multi-Year Projection (MYP)**

The Second Interim Report MYP indicates unrestricted deficit spending of -\$381,224 in 2016-17, -\$82,368 in 2017-18, and -\$87,457 in 2018-19, with the State minimum reserve for economic uncertainty of 5% met in all years. A fiscally sound school district maintains sufficient reserves that can allow it to function in a fiscal crisis, while working to adjust expenditure levels in a controlled manner that minimizes disruption in the classroom.

**Collective Bargaining**

Based upon the Criteria and Standards, negotiations with certificated and classified bargaining units in the current year are not settled. Before considering salary, benefit, or other expenditure increases, the District is encouraged to review collective bargaining proposals in consideration of aligning the funding resources with the development of the District's Local Control Accountability Plan (LCAP) goals and services.

We appreciate the timely submittal of your interim report and the accompanying budget assumptions and/or narratives. A technical review will be communicated to the business office. If there are any questions regarding this letter, please call me at 524-2635.

Sincerely,



Judy Thomson  
Director External Fiscal Services

c: Dr. Steven Herrington      Mary Downey      Wanda Holden      Sarah Lampenfeld



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

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

The proposed agreement covers the period beginning: July 1, 2016 and ending: June 30, 2017  
 (date) (date)

The Governing Board will act upon this agreement on: May 10, 2017  
 (date)

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

**A. Proposed Change in Compensation**

Compensation	Annual Cost Prior to Proposed Agreement FY 2016 - 2017	Fiscal Impact of Proposed Agreement		
		Year 1 Increase/(Decrease) FY 2016 - 2017	Year 2 Increase/(Decrease) FY 2017 - 2018	Year 3 Increase/(Decrease) FY 2018 - 2019
1 <b>Salary Schedule</b> (This is to include Step and Column, which is also reported separately in Item 6.)	\$ 3,119,829	\$ 101,394	\$ 103,929	\$ 106,528
		3.25%	3.23%	3.20%
2 <b>Other Compensation -</b> Stipends, Bonuses, Longevity, Overtime, Differential, Callback or Standby Pay, etc.	\$ 42,370	\$ -	\$ 21,049	\$ 21,049
		0.00%	49.68%	33.19%
<b>Description of other compensation</b>				
3 <b>Statutory Benefits -</b> STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 499,796.61	\$ 16,243.39	\$ 18,572.17	\$ 21,007.23
		3.250%	3.60%	3.93%
4 <b>Health/Welfare Plans</b>	\$ 359,284	\$ 25,200	\$ 25,200	\$ 25,200
		7.01%	6.55%	6.15%
5 <b>Total Compensation -</b> Add Items 1 through 4 to equal 5	\$ 4,021,280	\$ 142,838	\$ 168,750	\$ 173,784
		3.552%	4.05%	4.01%
6 <b>Step and Column -</b> Due to movement plus any changes due to settlement. This is a subset of Item No. 1.	\$ 77,996	\$ 2,535	\$ 2,617	\$ 2,702
7 <b>Total Number of Represented Employees</b> (Use FTEs if appropriate)	42.00			
8 <b>Total Compensation Average Cost per Employee</b>	\$ 95,744.76	\$ 3,401	\$ 4,018	\$ 4,138
		3.552%	4.05%	4.01%

Gravenstein Union School District

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

3.25% Adjustment to the 2015/16 salary schedule retroactive to 7/1/2016

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

No

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

N/A

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

If yes, please describe the cap amount.

The new negotiated cap for health benefits is \$600 for single coverage \$650 for dual coverage and \$700 for family coverage effective for the 2017-2018 school year.

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

N/A

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

N/A

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

None

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

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

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

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

N/A

**G. Source of Funding for Proposed Agreement:**

1. Current Year

General Fund -- LCFF

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

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

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

N/A

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## Gravenstein Union School District

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

Bargaining Unit:

Gravenatein Union Teachers Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 2nd Interim )	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Revenue Limit Sources (8010-8099)	\$ 5,783,637	\$ -	\$ -	\$ 5,783,637
Remaining Revenues (8100-8799)	\$ 10,938	\$ -	\$ -	\$ 10,938
<b>TOTAL REVENUES</b>	\$ 5,794,575	\$ -	\$ -	\$ 5,794,575
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 3,178,712	\$ 93,282	\$ -	\$ 3,271,994
Classified Salaries (2000-2999)	\$ 522,976	\$ -	\$ -	\$ 522,976
Employee Benefits (3000-3999)	\$ 1,086,087	\$ 33,983	\$ -	\$ 1,120,070
Books and Supplies (4000-4999)	\$ 360,698	\$ -	\$ -	\$ 360,698
Services, Other Operating Expenses (5000-5999)	\$ 481,203	\$ -	\$ -	\$ 481,203
Capital Outlay (6000-6599)	\$ 25,000	\$ -	\$ -	\$ 25,000
Other Outgo (7100-7299) (7400-7499)	\$ 15,000	\$ -	\$ -	\$ 15,000
Direct Support/Indirect Cost (7300-7399)	\$ (771)	\$ -	\$ -	\$ (771)
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	\$ 5,668,905	\$ 127,265	\$ -	\$ 5,796,170
<b>OPERATING SURPLUS/(DEFICIT)</b>	\$ 125,670	\$ (127,265)	\$ -	\$ (1,595)
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ 506,894	\$ -	\$ -	\$ 506,894
Contributions (8980-8999)	\$ (315,308)	\$ -	\$ -	\$ (315,308)
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (696,532)	\$ (127,265)	\$ -	\$ (823,797)
<b>BEGINNING BALANCE</b>	\$ 8,451,973			\$ 8,451,973
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 7,755,441	\$ (127,265)	\$ -	\$ 7,628,176
<b>COMPONENTS OF ENDING BALANCE:</b>				
Reserved Amounts (9711-9740)	\$ 1,000	\$ -	\$ -	\$ 1,000
Reserved for Economic Uncertainties (9770)	\$ 376,607	\$ -	\$ -	\$ 376,607
Designated Amounts (9775-9780)	\$ 3,880,035	\$ -	\$ -	\$ 3,880,035
Unappropriated Amount (9790)	\$ 3,813,107	\$ (127,265)	\$ -	\$ 3,370,534

\* Please see question on page 7.

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## Gravenstein Union School District

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

Bargaining Unit:

Gravenatein Union Teachers Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 2nd Interim )	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Revenue Limit Sources (8010-8099)	\$ 56,482	\$ -	\$ -	\$ 56,482
Remaining Revenues (8100-8799)	\$ 1,258,652	\$ -	\$ -	\$ 1,258,652
<b>TOTAL REVENUES</b>	\$ 1,315,134	\$ -	\$ -	\$ 1,315,134
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 267,781	\$ 8,112	\$ -	\$ 275,893
Classified Salaries (2000-2999)	\$ 59,481	\$ -	\$ -	\$ 59,481
Employee Benefits (3000-3999)	\$ 268,482	\$ 7,460	\$ -	\$ 275,942
Books and Supplies (4000-4999)	\$ 70,989	\$ -	\$ -	\$ 70,989
Services, Other Operating Expenses (5000-5999)	\$ 688,847	\$ -	\$ -	\$ 688,847
Capital Outlay (6000-6599)	\$ -	\$ -	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ -	\$ -	\$ -	\$ -
Direct Support/Indirect Cost (7300-7399)	\$ 771	\$ -	\$ -	\$ 771
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	\$ 1,356,351	\$ 15,572	\$ -	\$ 1,371,923
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (41,217)	\$ (15,572)	\$ -	\$ (56,789)
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ -	\$ -	\$ -	\$ -
Contributions (8980-8999)	\$ 315,308	\$ -	\$ -	\$ 315,308
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ 274,091	\$ (15,572)	\$ -	\$ 258,519
<b>BEGINNING BALANCE</b>	\$ 241,169			\$ 241,169
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 515,260	\$ (15,572)	\$ -	\$ 499,688
<b>COMPONENTS OF ENDING BALANCE:</b>				
Reserved Amounts (9711-9740)	\$ 199,952	\$ -	\$ -	\$ 199,952
Reserved for Economic Uncertainties (9770)	\$ -	\$ -	\$ -	\$ -
Designated Amounts (9775-9780)	\$ -	\$ -	\$ -	\$ -
Unappropriated Amount (9790)	\$ 315,308	\$ (15,572)	\$ -	\$ 299,736

\* Please see question on page 7.

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Gravenstein Union School District

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

Bargaining Unit:

Gravenatein Union Teachers Association

	Column 1	Column 2	Column 3	Column 4
	Latest Board- Approved Budget Before Settlement (As of 2nd Interim )	Adjustments as a Result of Settlement	Other Revisions	Total Current Budget (Columns 1+2+3)
<b>REVENUES</b>				
Revenue Limit Sources (8010-8099)	\$ 5,840,119	\$ -	\$ -	\$ 5,840,119
Remaining Revenues (8100-8799)	\$ 1,269,590	\$ -	\$ -	\$ 1,269,590
<b>TOTAL REVENUES</b>	\$ 7,109,709	\$ -	\$ -	\$ 7,109,709
<b>EXPENDITURES</b>				
Certificated Salaries (1000-1999)	\$ 3,446,494	\$ 101,394	\$ -	\$ 3,547,888
Classified Salaries (2000-2999)	\$ 582,457	\$ -	\$ -	\$ 582,457
Employee Benefits (3000-3999)	\$ 1,354,569	\$ 41,443	\$ -	\$ 1,396,012
Books and Supplies (4000-4999)	\$ 431,686	\$ -	\$ -	\$ 431,686
Services, Other Operating Expenses (5000-5999)	\$ 1,170,050	\$ -	\$ -	\$ 1,170,050
Capital Outlay (6000-6599)	\$ 25,000	\$ -	\$ -	\$ 25,000
Other Outgo (7100-7299) (7400-7499)	\$ 15,000	\$ -	\$ -	\$ 15,000
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -	\$ -
Other Adjustments				
<b>TOTAL EXPENDITURES</b>	\$ 7,025,256	\$ 142,837	\$ -	\$ 7,168,093
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ 84,453	\$ (142,837)	\$ -	\$ (58,384)
Transfer In and Other Sources (8910-8979)	\$ -	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ 506,894	\$ -	\$ -	\$ 506,894
Contributions (8980-8999)	\$ -	\$ -	\$ -	\$ -
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (422,441)	\$ (142,837)	\$ -	\$ (565,278)
<b>BEGINNING BALANCE</b>	\$ 8,693,142			\$ 8,693,142
Prior-Year Adjustments/Restatements (9793/9795)	\$ -			\$ -
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 8,270,701	\$ (142,837)	\$ -	\$ 8,127,864
<b>COMPONENTS OF ENDING BALANCE:</b>				
Reserved Amounts (9711-9740)	\$ 200,953	\$ -	\$ -	\$ 200,953
Reserved for Economic Uncertainties (9770)	\$ 376,607	\$ -	\$ -	\$ 376,607
Designated Amounts (9775-9780)	\$ 3,901,042	\$ -	\$ -	\$ 3,901,042
Unappropriated Amount - Unrestricted (9790)	\$ 3,813,107	\$ (142,837)	\$ -	\$ 3,370,534
Unappropriated Amount - Restricted (9790)	\$ 315,308	\$ (15,572)	\$ -	\$ 299,736
Reserve for Economic Uncertainties Percentage	55.62%			48.82%

\* Please see question on page 7.

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## Gravenstein Union School District

## I. IMPACT OF PROPOSED AGREEMENT ON SUBSEQUENT YEARS

## Combined General Fund

Bargaining Unit:

Gravenatein Union Teachers Association

	Current Year	Year 2	Year 3
	Total Current Budget After Settlement	First Subsequent Year After Settlement	Second Subsequent Year After Settlement
<b>REVENUES</b>			
Revenue Limit Sources (8010-8099)	\$ 5,840,119	\$ 5,905,556	\$ 6,086,492
Remaining Revenues (8100-8799)	\$ 1,269,590	\$ 1,109,210	\$ 1,075,720
<b>TOTAL REVENUES</b>	\$ 7,109,709	\$ 7,014,766	\$ 7,162,212
<b>EXPENDITURES</b>			
Certificated Salaries (1000-1999)	\$ 3,547,888	\$ 3,695,255	\$ 3,751,408
Classified Salaries (2000-2999)	\$ 582,457	\$ 585,369	\$ 588,296
Employee Benefits (3000-3999)	\$ 1,396,012	\$ 1,491,878	\$ 1,588,402
Books and Supplies (4000-4999)	\$ 431,686	\$ 344,271	\$ 347,714
Services, Other Operating Expenses (5000-5999)	\$ 1,170,050	\$ 1,115,572	\$ 1,126,728
Capital Outlay (6000-6999)	\$ 25,000	\$ -	\$ -
Other Outgo (7100-7299) (7400-7499)	\$ 15,000	\$ 15,000	\$ 15,000
Direct Support/Indirect Cost (7300-7399)	\$ -	\$ -	\$ -
Other Adjustments		\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 7,168,093	\$ 7,247,345	\$ 7,417,548
<b>OPERATING SURPLUS (DEFICIT)</b>	\$ (58,384)	\$ (232,579)	\$ (255,336)
Transfers In and Other Sources (8910-8979)	\$ -	\$ -	\$ -
Transfers Out and Other Uses (7610-7699)	\$ 506,894	\$ 44,937	\$ 44,937
<b>CURRENT YEAR INCREASE (DECREASE) IN FUND BALANCE</b>	\$ (565,278)	\$ (277,516)	\$ (300,273)
<b>BEGINNING BALANCE</b>	\$ 8,693,142	\$ 8,127,864	\$ 7,850,347
<b>CURRENT-YEAR ENDING BALANCE</b>	\$ 8,127,864	\$ 7,850,347	\$ 7,550,074
<b>COMPONENTS OF ENDING BALANCE:</b>			
Reserved Amounts (9711-9740)	\$ 200,953	\$ 174,509	\$ 135,477
Reserved for Economic Uncertainties - Unrestricted (9770)	\$ 383,749	\$ 364,614	\$ 373,124
Reserved for Economic Uncertainties - Restricted (9770)	\$ -	\$ -	\$ -
Board Designated Amounts - Unrestricted (9775-9780)	\$ 3,880,035	\$ 4,236,214	\$ 4,244,470
Board Designated Amounts - Restricted (9775-9780)	\$ -	\$ -	\$ -
Unappropriated Amounts - Unrestricted (9790)	\$ 3,363,391	\$ 2,903,748	\$ 2,664,773
Unappropriated Amounts - Restricted (9790)	\$ 299,736	\$ 171,262	\$ 132,230

WARNING: 9790 entries must be positive

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**J. IMPACT OF PROPOSED AGREEMENT ON UNRESTRICTED RESERVES**

1. State Reserve Standard

		Current Year	Year 2	Year 3
a.	Total Expenditures, Transfers Out, and Uses (Including Cost of Proposed Agreement)	\$ 7,674,987	\$ 7,292,282	\$ 7,462,485
b.	State Standard Minimum Reserve Percentage for this District Enter percentage:	5.00%	5.00%	5.00%
c.	State Standard Minimum Reserve Amount for this District (For districts with less than 1,001 ADA, this is the greater of Line a, times Line b. or \$50,000)	\$ 383,749	\$ 364,614	\$ 373,124

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

a.	General Fund Budgeted Unrestricted Designated for Economic Uncertainties (9770)	\$ 383,749	\$ 364,614	\$ 373,124
b.	General Fund Budgeted Unrestricted Unappropriated Amount (9790)	\$ 3,363,391	\$ 2,903,748	\$ 2,664,773
c.	Special Reserve Fund (Fund 17) Budgeted Designated for Economic Uncertainties (9770)	\$ -	\$ -	\$ -
d.	Special Reserve Fund (Fund 17) Budgeted Unappropriated Amount (9790)	\$ -	\$ -	\$ -
e.	Total Available Reserves	\$ 3,747,140	\$ 3,268,362	\$ 3,037,897
f.	Reserve for Economic Uncertainties Percentage	48.82%	44.82%	40.71%

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

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

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

N/A

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

N/A

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

N/A

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Gravenstein Union School District

**K. SALARY NOTIFICATION REQUIREMENT:**

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

**COMPARISON OF PROPOSED AGREEMENT TO CHANGE IN DISTRICT BASE REVENUE LIMIT**

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

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

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

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Official of the Gravenstein Union School District, hereby certify that the District can meet the costs incurred under this Collective Bargaining Agreement during the term of the agreement from July 1, 2016 to June 30, 2017.

**Board Actions**

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

Current Year

**Budget Adjustment Categories:**

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

**Budget Adjustment Increase/(Decrease)**

\$	-
\$	142,837
\$	(142,837)

Subsequent Years

**Budget Adjustment Categories:**

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

**Budget Adjustment Increase/(Decrease)**

\$	
\$	
\$	

**Budget Revisions**

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

**Assumptions**

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

**Certifications**

I hereby certify  I am unable to certify

  
\_\_\_\_\_  
District Superintendent  
(Signature)

5-May-17  
\_\_\_\_\_  
Date

I hereby certify  I am unable to certify

  
\_\_\_\_\_  
Chief Business Official  
(Signature)

5-May-17  
\_\_\_\_\_  
Date

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

**M. CERTIFICATION NO. 2**

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

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

\_\_\_\_\_  
**District Superintendent (or Designee)**  
**(Signature)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Wanda Holden  
**Contact Person**

\_\_\_\_\_  
707-823-7008  
**Phone**

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on May 10, 2017, took action to approve the proposed Agreement with the Gravenstein Union Teachers Association (GUTA) Bargaining Unit.

with the \_\_\_\_\_ Bargaining Unit.

\_\_\_\_\_  
**President (or Clerk), Governing Board**  
**(Signature)**

\_\_\_\_\_  
**Date**

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

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MEDIATED SETTLEMENT FOR 2016-2017  
GUSD-GUTA NEGOTIATIONS

Gravenstein Union School District (GUSD) and Gravenstein Union Teachers Association (GUTA) will extend the Collective Bargaining Agreement (CBA) which expired June 30, 2016 for one additional year to June 30, 2017.

It is further agreed that contractual language changes to Articles VIII Working Conditions and Article IX Evaluation will be signed as Tentative Agreements and be ratified by GUTA and the GUSD Board of Trustees.

Within Article VIII the agreed to increase to stipends will begin with the 2017-2018 school year. Further the current class size language will remain as is within the Article.

There will be an on schedule 3.25% salary increase retro to July 1, 2016

There will be a \$50.00 increase per month to each benefit level (Single, Single + 1 & Family) beginning with the 2017-2018 school year.

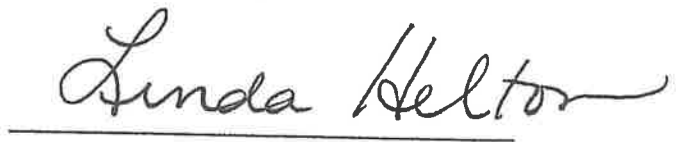
GUTA submitted their Sunshine letter for the June 30, 2017 Contract Expiration to the Superintendent as a hard copy in March. This should be submitted to the Board at their May 10, 2017 meeting. It is attached.



For GUSD

5/2/17

Date



For GUTA

5/2/17

Date

Effective as of July 1, 2017

8.1.1.

All extra-curricular duties listed below will be paid as follows:

Sports	Stipend
*Athletic Director at Middle School (1 Position)	\$1500.00 (per trimester)*
Flag Football (3 positions)	\$1500.00 one time only
Basketball (up to 3 positions)	\$1500.00 one time only
Volleyball ( up to 4 positions)	\$1500.00 one time only
Cross Country (1 position-co-ed)	\$1,000 one time only
*Middle School Intramural Director	\$1500.00* (per trimester)* A minimum of 50% of the school days of intramural activities is the expectation.
Activities	Stipend
*Yearbook (1 position at each campus)	\$800.00 for Gravenstein campus - one time only \$800.00 at Hillcrest campus - one time only
*Science Olympiad Teachers (2 positions- 1 teacher per campus- stipends may be split between multiple teachers, however)	\$800.00 (up to 2 trimesters)
*Student Government (1 teacher at each site)	\$800.00 at Gravenstein campus (per trimester ) \$1,000.00 at Hillcrest campus (per trimester)

*Overnight Trips	\$200 per night.. This stipend applies to one 8 <sup>th</sup> grade Yosemite trip and one 7 <sup>th</sup> grade Monterey trip. Any additional stipends or change of trips need to be pre-arranged and agreed upon by the Superintendent and School Board. Magnet program overnight trip stipends (or other class trips in which the stipend is paid by an outside source) will be considered if the cost is reimbursed to the district by the program foundation or other outside source. If these overnight trips are being reimbursed by one of our school foundations or other outside source, the amount of stipend will be based on this chart. -- one time only
*Drama (1 position)	\$1500.00 (up to 2 trimesters) (for after School Activity only)
*Assistant Drama (1 position)	\$1,000.00 (up to 2 trimesters) (after school activity-No class time) The job description is in development.
*Music (1 position)	\$1500.00 (per trimester) Before School Strings (2 mornings) and Jazz Band (2 mornings) is the expectation)
*Teacher in Charge	\$1500.00 (per trimester) per campus
* GATE Teacher Coordinator for Particular Grade Levels (3 positions) (K-2) (3-5) (6-8)	\$1500.00 (per trimester)

\*Certificated Positions only. All stipend amounts are set for certificated personnel only.

## STIPEND SCHEDULE COST ANALYSIS

2017-18 NEW AMOUNT

Sports		Stipend	Increase	Quantity	Total
*Athletic Director at Middle School (1 Position)	\$1,500.00 (per trimester)*	\$ 500.00	3	\$ 1,500.00	
*Flag Football (3 positions)	\$1,500.00 one time only	\$ 500.00	3	\$ 1,500.00	
*Basketball (up to 3 positions)	\$1,500.00 one time only	\$ 500.00	3	\$ 1,500.00	
*Volleyball (up to 4 positions)	\$1,500.00 one time only	\$ 500.00	4	\$ 2,000.00	
*Cross Country (1 position-co-ed)	\$1,000 one time only	\$1,000.00	1	\$ 1,000.00	
*Middle School Intramural Director	\$1,500.00* (per trimester)* A minimum of 50% of the school days of intramural activities is the expectation.	\$ 500.00	3	\$ 1,500.00	
Activities	Stipend				
*Yearbook (1 position at each campus)	\$800.00 for Gravenstein campus - one time only	\$ 350.00	1	\$ 350.00	
	\$800.00 at Hillcrest campus - one time only	\$ 200.00	1	\$ 200.00	
*Science Olympiad Teachers					
(2 positions- 1 teacher per campus- stipends may be split between multiple teachers, however)	\$800.00 (up to 2 trimesters)	\$ 300.00	4	\$ 1,200.00	
*Student Government (1 teacher at each site)	\$800.00 at Gravenstein campus (per trimester)	\$ 100.00	3	\$ 300.00	
	\$1,000.00 at Hillcrest campus (per trimester)	\$ 100.00	3	\$ 300.00	
	\$200 per night.. This stipend applies to one 8th grade Yosemite trip and one 7th grade Monterey trip. Any additional stipends or change of trips need to be pre-arranged and agreed upon by the Superintendent and School Board. Magnet program overnight trip stipends (or other class trips in which the stipend is paid by an outside source) will be considered if the cost is reimbursed to the district by the program foundation or other outside source. If these overnight trips are being reimbursed by one of our school foundations or other outside source, the amount of stipend will be based on this chart. -- one time only	\$ 16.31	49	\$ 799.19	
*Drama (1 position)	\$1,500.00 (up to 2 trimesters) (for after School Activity only)	\$ 500.00	2	\$ 1,000.00	
*Assistant Drama (1 position)	\$1,000.00 (up to 2 trimesters) (after school activity-No class time)	\$ 200.00	2	\$ 400.00	
	The job description is in development.				
*Music (1 position)	\$1,500.00 (per trimester) Before School Strings (2 mornings) and Jazz Band (2 mornings) is the expectation)	\$ 500.00	3	\$ 1,500.00	
*Teacher in Charge	\$1,500.00 (per trimester) per campus	\$ 500.00	3	\$ 1,500.00	
*GATE Teacher Coordinator for Particular Grade Levels (3 positions) (K-2)(3-5) (6-8)	\$1,500.00 (per trimester)	\$ 500.00	9	\$ 4,500.00	

ESTIMATED ADDITIONAL COST \$21,049.19

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**GRAVENSTEIN ELEMENTARY SCHOOL  
MULTIUSE MODERNIZATION PHASE 3  
DSA SUBMISSION Construction Cost Estimate**

Total Area      4,962 SF

**SUMMARY**

<u>CSI Division</u>		<u>Cost</u>	<u>/SF of Building</u>
01 General Conditions/Jobsite Overhead		\$245,279	\$49.43
02 Site Work		\$107,750	\$21.72
03 Concrete		11,950	\$2.41
04 Masonry		0	\$0.00
05 Metals		23,090	\$4.65
06 Woods & Plastics		47,678	\$9.61
07 Thermal & Moisture Protection		117,433	\$23.67
08 Doors & Windows		61,288	\$12.35
09 Finishes		64,979	\$13.10
10 Specialties		17,925	\$3.61
11 Equipment		8,000	\$1.61
12 Furnishings		10,400	\$2.10
13 Special Construction		30,000	\$6.05
14 Conveying Systems		15,000	\$3.02
15 Mechanical		135,770	\$27.36
16 Electrical		34,360	\$6.92
17 Signal Systems		8,010	\$1.61
<b>Subtotal Costs</b>		<b>\$938,912</b>	<b>\$189.22</b>
Contractor's Bonds & Insurance	3.0%	28,167	\$5.68
Contractor's Fee	5.0%	48,354	\$9.74
Design Contingency	5.0%	50,772	\$10.23
Escalation to Mid Pt Const	9.2%	98,091	\$19.77
<b>Total Construction Cost</b>		<b>\$1,164,296</b>	<b>\$234.64</b>
Change Order Contingency	10.0%	<b>\$116,430</b>	
Soft Costs - Allow	30.0%	\$349,289	
<b>Total Hard and Soft Cost</b>		<b>\$1,630,014</b>	<b>\$328</b>

NOTE: I have used my best skill and understanding to produce what I believe to be a reasonable prediction of the probable cost of this job. Out of necessity for prudent financial planning, I have included a design contingency of 5%. This can be adjusted as plans are refined to Construction Document phase design.

**GRAVENSTEIN ELEMENTARY SCHOOL  
MODERNIZATION PROJECT - Phase 3  
DSA SUBMISSION CONSTRUCTION COST ESTIMATE**  
Based on DSA Submission set provided by AXIA dated 02/17/17

Description	Subtotals	Quantity	Unit Price	Cost	Totals
<b>01 - General Conditions / Contractor's Jobsite Overhead</b>					
Duration (approximate - In Months)		6	Mo		
Site Management					
Working Foreman/Superintendent		26	Wks	2,900.00	75,342
Project Engineer year 1		26	Wks	2,030.00	52,739
Project Clerk - year 1		26	Wks	960.00	24,941
Job Office & Plant					
Copy Machine		6	Mo	325.00	1,950
Computers		6	Mo	250.00	1,500
Postage & Field Office Supplies		6	Mo	200.00	1,200
Drinking Water		6	Mo	75.00	450
Job Trailer - Meetings and Staff		6	Mo	550.00	3,300
Job Trailer - IOR		6	Mo	400.00	2,400
Telephone & Internet Set up		1	LS	2,500.00	2,500
Telephone & Internet Monthly Service		6	Mo	500.00	3,000
Cell Phone Use		6	Mo	250.00	1,500
Superintendent Pickup, Insurance		6	Mo	750.00	4,500
Gasoline for Vehicles		2,078	Gal	4.00	8,314
Chemical Toilets		6	Mo	950.00	5,700
Staging/Site Mob		1	LS	8,000.00	8,000
Storage Container - Allow		1	6		
Miscellaneous Items					
Schedule - Initial		1	LS	8,000.00	8,000
Schedule - Monthly Updates		6	Mo	1,000.00	6,000
Safety		6	Mo	600.00	3,600
Custodial		6	Mo	300.00	1,800
Weekly Cleanup		10	Wks	600.00	6,000
Debris Boxes		15	EA	650.00	9,750
Temporary Utility Pole Set Up		1	LS	3,000.00	3,000
Temporary Utility Pole Rent		2	Mo	175.00	350
Blueprinting for Subs		20	Sets	250.00	5,000
Final Cleanup		8,078	SF	0.55	4,443

**Subtotal 01 - General Conditions and Jobsite Overhead**

\$245,279

**02 SITE WORK & DEMOLITION**

**ON-SITE - SITEWORK**

Der

Protect Finishes, fixtures	1	LS	5,000.00	5,000
Store/Protect Dishwasher and new location	1	LS	1,500.00	1,500
Remove E non bearing non shear wall	76	LF	50.00	3,800
Remove E portion of Wall (keynote 20. allow	1	LS	1,000.00	1,000
Remove Doors	5	EA	75.00	375
Remove Casework	17	LF	50.00	850
(F20.09)Remove Plumbing Fixtures (sink/toilets)	4	EA	150.00	600
Remove Rollup Counter Door and Housing (F20.12)	1	EA	2,000.00	2,000
Remove (E) Oven hood/Prep for new	1	EA	500.00	500
Remove (E) stair case	34	SF	50.00	1,700
Remove (E) platform floor and support	15	SF	100.00	1,500
Remove (E) lift	1	LS	2,000.00	2,000
Remove (E) sink, Countertop, and backsplash (doub	1	EA	200.00	200
Remove (E) clerestory windows/ prep framing	12	EA	55.00	660

**GRAVENSTEIN ELEMENTARY SCHOOL  
MODERNIZATION PROJECT - Phase 3  
DSA SUBMISSION CONSTRUCTION COST ESTIMATE**  
Based on DSA Submission set provided by AXIA dated 02/17/17

<b>Description</b>	<b>Subtotals</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Cost</b>	<b>Totals</b>
Remove Existing Finishes to framing (F20.24):					
Flooring		355 SF	4.50	1,598	
Remove Raised Concrete flooring (F20.42)		80 SF	3.50	280	
Ceiling		355 SF	3.00	1,065	
Wall		3,492 SF	2.00	6,984	
Remove Piping and Access Panels		1 LS	1,500.00	1,500	
Remove (assume dispose) Water Heater		1 EA	500.00	500	
Remove Mech Shed walls		10 LF	30.00	300	
Salvage/Store Food service equipment		1 LS	750.00	750	
Remove Pocket table and assembly		12 EA	500.00	6,000	
Remove Fence and Gates		45 LF	2.00	90	
<b>Reference Sheet A2.1</b>					
B30.01 Remove Roof Assembly		4,962 SF	8.00	39,696	
B30.02 Remove Gutter and Edge Flashing		235 LF	7.75	1,821	
B30.03 remove edge flashing		115 LF	3.50	403	
<b>Reference Sheet A2.2</b>					
B20.12 New 6' Wood fence		50 LF	15.00	750	
Double Flush Gate		1 EA	2,000.00	2,000	
<b>Demolition</b>					
allow general demo		4,962 SF	4.50	22,329	
<b>Earthwork</b>	NONE				
<b>Subtotal 02 - Site Work &amp; Demolition</b>					<b>\$107,750</b>
<b>03 Concrete</b>					
<b>MISC</b>					
New Infill SOG at Plumbing		300 SF	16.00	4,800	
New SOG/FTGS		11 CY	650.00	7,150	
<b>Subtotal 03 - Concrete</b>					<b>\$11,950</b>
<b>04 MASONRY</b>					
<b>CMU (Concrete Masonry Units)</b>					
None					
<b>Subtotal 04 - Masonry</b>					<b>\$0</b>
<b>05 METALS</b>					
NONE					
<b>Misc Metals</b>					
Expanded metal window guards		560 SF	26.00	14,560	
<b>Metal Stairs</b>					
Stair/Landing Complete with Pans	None				

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**GRAVENSTEIN ELEMENTARY SCHOOL  
MODERNIZATION PROJECT - Phase 3  
DSA SUBMISSION CONSTRUCTION COST ESTIMATE**  
Based on DSA Submission set provided by AXIA dated 02/17/17

Description	Subtotals	Quantity	Unit Price	Cost	Totals
<b>Pipe and Tube Railings</b>					
Stair Railings		74 LF	95.00	7,030	
ADA railing at Drinking Fountain		1 LS	1,500.00	1,500	
<b>Ornamental Metals none</b>					
					<hr/> <hr/>
<b>Subtotal 05 - Metals</b>					\$23,090
<b>06 WOODS &amp; PLASTICS</b>					
<b>Rough Carpentry</b>					
<b>Sheet A4.1</b>					
Ext Ply sheathing		2,412 SF	3.80	9,166	
New Int Wood Stud walls		600 SF	3.75	2,250	
New Infill; at Window - Remove Wind	Allow	1 LS	1,632.00	1,632	
<b>Sheet A4.2</b>					
New Int Stud walls		478 SF	3.75	1,793	
New Infill at Stage		50 SF	8.50	425	
New Stairs		48 SF	56.00	2,688	
<b>Misc</b>					
Blocking (pocket Tables, etc..)		1 LS	2,500.00	2,500	
Misc blocking allowance		1 LS	3,500.00	3,500	
<b>Finish Carpentry/Paneling @ Phase 3</b>					
Wood Flooring at stage infill		50 SF	75.00	3,750	
<b>Millwork phase 3</b>					
Kitchen Base Cab w Counter		20 LF	425.00	8,500	
Kitchen Uppers		6 LF	475.00	2,850	
Storage Shelves		23 LF	375.00	8,625	
					<hr/> <hr/>
<b>Subtotal 06 - Woods &amp; Plastics</b>					\$47,678
<b>07 THERMAL &amp; MOISTURE PROTECTION</b>					
<b>Waterproofing</b>	NONE				
<b>Insulation</b>					
Blown in wall insulation @ ext walls		4,590 SF	1.85	8,492	
Fiber board over rigid insulation low roofs		2,290 SF	5.50	12,595	
Insulation assembly at eaves & edges		966 SF	2.00	1,932	
<b>Roofing &amp; Sheet Metal</b>					
New Roofing w/Cool Roof Coating		4,748 SF	12.00	56,976	
New Mech Well Roof		1,125 SF	25.00	28,125	
<b>Sheet Metal (G.S.M. UNO) In roofing</b>					
New Gutter w/ drop outlets		227 LF	28.00	6,356	
New Edge Flashing		389 LF	2.50	973	
<b>Roof Accessories</b>	NONE				

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**GRAVENSTEIN ELEMENTARY SCHOOL  
MODERNIZATION PROJECT - Phase 3  
DSA SUBMISSION CONSTRUCTION COST ESTIMATE**  
Based on DSA Submission set provided by AXIA dated 02/17/17

Description	Subtotals	Quantity	Unit Price	Cost	Totals
<b>Fire Proofing / Fire Safing</b>					
Fire Stopping and Fire Caulking	Allow	4,962 SF	0.12	595	
<b>Caulking &amp; Sealants</b>					
Interior Caulking - allow per bldg sf	Allow	4,962 SF	0.28	1,389	
<b>Subtotal 07 - Thermal &amp; Moisture Protection</b>					<u>\$117,433</u>
<b>08 DOORS &amp; WINDOWS - phase 3</b>					
<b>Doors Frames &amp; Hardware</b>					
Interior SC Wood Door with Hardware & Frame		2 LVS	1,600.00	3,200	
Ext HM Door w/ Hardware & Frame		8 LVS	2,400.00	19,200	
Panic Hardware Sets	NA	2 EA	830.00	1,660	
<b>Windows &amp; Glazing None</b>					
Aluminum Windows per Window Schedule		544 SF	62.00	33,728	
<b>Overhead/Sectional Doors</b>					
Motorized door at Kitchen		1 EA	3,500.00	3,500	
<b>Subtotal 08 - Doors &amp; Windows</b>					<u>\$61,288</u>
<b>09 FINISHES</b>					
<b>Gypsum Board - phase 3</b>					
Standard 5/8" GB (and W.R. Gyp) AT Interior Walls		2,499 SF	3.80	9,496	
GB at new walls in Kitchen Area		1,441 SF	3.80	5,476	
<b>FRP</b>					
S/S Cladding at Kitchen		1,092 SF	8.50	9,282	
		78 LF	85.00	6,630	
<b>Floor Finishes - phase 3</b>					
Rubber Base		240 LF	4.00	960	
VCT		104 SF	7.00	728	
Sheet Linoleum		522 SF	12.00	6,264	
<b>Ceiling Finishes phase 3</b>					
Paint Gyp Board		269 SF	2.50	673	
Kitchen Ceiling Finish - Moisture Resistant		2,640 SF	5.50	14,520	
Exterior Paint - Metals/Doors/Etc	Allow	1 LS	500.00	500	
<b>Interior Paint</b>					
Mechanical Units to match existing(C30.15 on A2.2)		12 EA	50.00	600	
Walls		3,940 SF	2.50	9,850	
<b>Subtotal 09 - Finishes</b>					<u>\$ 64,978.50</u>

**10 SPECIALTIES**

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**GRAVENSTEIN ELEMENTARY SCHOOL  
MODERNIZATION PROJECT - Phase 3  
DSA SUBMISSION CONSTRUCTION COST ESTIMATE**  
Based on DSA Submission set provided by AXIA dated 02/17/17

Description	Subtotals	Quantity	Unit Price	Cost	Totals
Signage - phase 2					
ADA Restroom Signs		6 Sets	600.00	3,600	
Room ID Signs		13 Sets	450.00	5,850	
General ADA Signage		1 LS	1,200.00	1,200	
NO ADA signs		12 Ea	350.00	4,200	
Fire Extinguishers - New Recess Cabinets-ALLOW		1 EA	475.00	475	
Toilet and Bath Accessories					
Grab Bar		4 EA	350.00	1,400	
Framed Mirror		2 EA	100.00	200	
Tissue Dispenser		2 EA	100.00	200	
Seat Cover Dispenser		2 EA	150.00	300	
Paper Towel Dispenser		2 EA	150.00	300	
Soap Dispenser		2 EA	100.00	200	
					<u>\$17,925</u>
<b>Subtotal 10 - Specialties</b>					
<b>11 EQUIPMENT</b>					
<b>Equipment</b>					
Food Service Equipment					
Allow Stainless Steel Counters/Sinks/Splash/Infill		1 LS	8,000.00	8,000	
Allow Food Service Equipment	BY OWNER				
Gymnasium Equipment	NA				
					<u>\$8,000</u>
<b>Subtotal 11 - Equipment</b>					
<b>12 FURNISHINGS</b>					
Mecho Shades - Motorized		520 SF	20.00	10,400	
					<u>\$10,400</u>
<b>Subtotal 12 - Furnishings</b>					
<b>13 Special Equipment</b>					
C30.14 Pocket Tables		12 EA	2,500.00	30,000	
					<u>\$30,000</u>
<b>Subtotal 13 - Special Construction</b>					
<b>14 Conveying Systems - none</b>					
Lift at Stage		1 LS	15,000.00	15,000	
					<u>\$15,000</u>
<b>Subtotal 14 - Conveying Systems</b>					
<b>15 PLUMBING &amp; MECHANICAL</b>					
<b>PLUMBING</b>					
Demo per Sheet P2.0					
Demo underslab pipe		90 LF	6.50	585	
Misc pipe caps		7 EA	75.00	525	
Misc in-wall demo		1 LS	1,200.00	1,200	
Demo ex df		1 LS	750.00	750	

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**GRAVENSTEIN ELEMENTARY SCHOOL  
MODERNIZATION PROJECT - Phase 3  
DSA SUBMISSION CONSTRUCTION COST ESTIMATE**  
Based on DSA Submission set provided by AXIA dated 02/17/17

Description	Subtotals	Quantity	Unit Price	Cost	Totals
Demo e plumbing fixtures		4 EA	200.00	800	
Fixture with Rough-In, Complete Plumbing/Fixtures/Trim/WASTE/Pipe <b>Per sheet P2.1</b>					
WC		2 EA	4,000.00	8,000	
Lav		2 EA	3,600.00	7,200	
Floor clean out		4 EA	300.00	1,200	
<b>Rough-In per P4.1</b>					
DWV to 4" water to FD&TP		100 LF	65.00	6,500	
Water Upper Plan		20 LF	65.00	1,300	
		45 LF	65.00	2,925	
Hand Wash Sink		1 EA	3,400.00	3,400	
Floor Sink		1 EA	4,000.00	4,000	
New 3 compartment Sink		1 EA	4,600.00	4,600	
Condensate at Furnace		1 LS	1,000.00	1,000	
Drywell for Condensate		1 EA	1,600.00	1,600	
Gas Riser		1 EA	1,500.00	1,500	
Gas piping		20 LF	35.00	700	
WH-1		1 LS	4,500.00	4,500	
Mop Sink		1 EA	2,500.00	2,500	
ET-1		1 EA	1,500.00	1,500	
G10.06 - Drinking Fountains		2 EA	3,500.00	7,000	
<b>HVAC - @ Phase 3</b>					
<b>Sheet M2.0 Demo</b>					
Remove T-Stat		1 EA	150.00	150	
Demo Supply air registers		21 EA	250.00	5,250	
Demo High wall RA grilles		2 EA	400.00	800	
Demo furnace assemblies		2 EA	1,500.00	3,000	
Demo comb air louver at mech closet		2 EA	750.00	1,500	
Demo existing fans		2 EA	450.00	900	
<b>Sheet M2.1</b>					
Mechanical Grills		22 EA	750.00	16,500	
Furnace UNits		2 EA	4,400.00	8,800	
Exhaust Fans		2 EA	2,200.00	4,400	
Duct work		100 LF	55.00	5,500	
Class 2 Fune hood and duct		1 LS	3,500.00	3,500	
Evap Cooler on roof complete		1 EA	5,500.00	5,500	
New T-Stat		1 EA	750.00	750	
<b>Sheet M4.0 Roof Demo</b>					
Mech Well demo ALLOW		1 LS	7,500.00	7,500	

82

**GRAVENSTEIN ELEMENTARY SCHOOL  
MODERNIZATION PROJECT - Phase 3  
DSA SUBMISSION CONSTRUCTION COST ESTIMATE**  
Based on DSA Submission set provided by AXIA dated 02/17/17

Description	Subtotals	Quantity	Unit Price	Cost	Totals
Controls/General					
System Test & Balance		4,962 SF	1.20	5,954	
Duct Leakage Testing		4,962 SF	0.50	2,481	
Commissioning	NA				
<b>Fire Protection</b>					
Automatic Wet Pipe Sprinkler Systems - NA					
<b>Subtotal 15 - Mechanical</b>				\$135,770	
<b>16 ELECTRICAL</b>					
<b>Sheet E2.1/3.1</b>					
Remove/Replace Duplex outlets		10 EA	350.00	3,500	
Remove/Replace Lighting Fixtures		34 EA	500.00	17,000	
Mech Well Elect		1,320 SF	10.50	13,860	
<b>Subtotal 16 - Electrical</b>				\$34,360	
<b>17   Low Voltage wiring &amp; connections</b>					
Wall Mounted telecom per B/E8.1		1 LS	750.00	750	
<b>Clock and PA</b>					
Clock/Speaker/ PA Infrastructure					
<b>Fire Alarm Systems</b>					
New FA per Sheet E5.1		1,320 SF	5.50	7,260	
<b>Subtotal 17 - Data / Communications</b>				\$8,010	

83



**Estimate for 1 FTE Counselor Expense**

<b>\$49,853.00</b> Salary at Step 1 Column 1
2016-17
0.1258 STRS
0.0005 SUI
0.0194 WC
0.0145 Medi
0.1602 Total
<b>\$57,839.45</b> Salary & Mandatory Expenses
<b>\$ 9,333.36</b> Health Benefits
<b>\$67,172.81</b> Total Cost

<b>\$59,286.00</b> Salary at Step 10 Column 1
2016-17
0.1258 STRS
0.0005 SUI
0.0194 WC
0.0145 Medi
0.1602 Total
<b>\$68,783.62</b> Salary & Mandatory Expenses
<b>\$ 9,333.36</b> Health Benefits
<b>\$78,116.98</b> Total Cost





**Memorandum of Understanding between the Gravenstein Union School District and the Gravenstein Schools Magnet Program Foundation**

**Fiscal Year Ending June 30, 2018**

• **PARTIES:** The parties to this Memorandum of Understanding (hereafter "MOU" or "Agreement") are the Gravenstein Union School District (District) and the Gravenstein Schools Magnet Program Foundation (MPF). The District and the MPF warrant that the individuals executing this Agreement have the authority to bind the parties.

Jim Barrios 1/15/17 11:16 AM  
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• **TERMINATION AND RENEWAL OF AGREEMENT:** This Agreement covers the 2017-18 school year. The parties anticipate yearly rolling renewal of this Agreement, but either party may refuse to renew the Agreement without cause. The renewal of this Agreement must be completed by March 1st, in the year in which the Agreement expires.

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Jim Barrios 3/5/17 2:04 PM  
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• **UNDERSTANDINGS:**

• The MPF is a non-profit corporation established to support the Gravenstein Union School District creative arts magnet program.

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• The MPF agrees that it will fulfill all requirements of a school-connected organization in accordance with District Board Policy/Administrative Regulation 1230.

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• The MPF agrees that all funds raised by the MPF are and will be used for the benefit of students enrolled in the District's creative arts magnet program in accordance with Education Code 51521.

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• The MPF will maintain Directors' and Officers' liability insurance in the amount of at least \$1,000,000. The MPF will provide the District with certificates of insurance for all insurance policies.

• The MPF may supply, with the approval of the District Superintendent, contractors exclusively paid by the MPF and volunteers to supplement the program. All MPF contractors and volunteers are subject to District policies and regulations but are not considered District employees or contractors. The District will fingerprint all MPF contractors prior to contact with students.

• Under District supervision, the MPF may supply additional instructional materials at the MPF expense. Materials purchased by MPF for use by the Magnet Program students or classrooms constitute donations to the District specifically for the benefit of the Magnet Program.

• The District Superintendent will supervise the Magnet Program curriculum and materials, which will follow the California State Board of Education approved Standards.

• Magnet Program students are enrolled in the District and are subject to District policies and regulations.

• The District will employ and supervise the Magnet Program Director and all certificated program teachers, who will receive District benefits and be subject to District policies and regulations.

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• The District will provide Magnet Program students and classrooms with equivalent instructional materials and equipment as other District students and classrooms in similar grade levels.

• The Magnet program class size in grades K-3 is the same as regular program. The District's goal for the Magnet program in grades 4-8 is a class size of 24 to 26 students.

• SCHEDULE OF REIMBURSEMENTS TO THE DISTRICT: The MPF agrees to contribute the following reimbursements to the District:

• Reimbursement of Magnet Program teacher stipends: The District will pay a stipend not to exceed \$1,500 per teacher, per class room, for the 2017-18 school year to each core Magnet Program teacher to compensate for the extra time spent during the longer school day for Magnet Program students. The MPF agrees to reimburse the District for these stipends in three equal installments at the end of each trimester.

The MPF agrees to partially reimburse the District for the cost to provide full-time core Magnet teachers in grades 7/8. For the 2017-18 school year the reimbursement will not exceed \$10,000. The MPF agrees to pay this reimbursement in three equal installments within 30 days of each trimester's invoice from the District.

• The District may, at its discretion, assign 7<sup>th</sup> and 8<sup>th</sup> grade core Magnet teachers to duties associated with the District's regular program, as needed to offset or reduce the District teaching expense.

• Reimbursement for Spanish instruction: The parties recognize that the State of California does not cover the cost of Spanish instruction at the K-8 level and, in the District, such instruction is paid for by reimbursements from the District's parent foundations. The MPF agrees to partially reimburse the District for the cost of Spanish enrichment provided to the Magnet Program students. The cost of reimbursement for the 2017-18 school year will not exceed \$25,000.00. The MPF agrees to pay this reimbursement in three equal installments with 30 days of each trimester's invoice from the District.

• Reimbursement of District-employed enrichment instructors: District employees who provide enrichment instruction to Magnet Program students during the Magnet Program school day will be paid additional compensation by the District, at their hourly rate when such instruction requires them to teach in excess of a six-period day (i.e., no prep period in a full-time day). The MPF agrees to reimburse the District for the actual cost to the District of such instruction, which we estimate to be \$5,000 for the 2017-18 school year.

• Fingerprinting Reimbursement: The MPF will reimburse the District for actual fingerprinting costs of MPF contractors and parent volunteers.

• Fieldtrip Reimbursement: A variety of unique fieldtrips are an integral part of the Magnet program. Fieldtrips that take place or begin during the instructional day are considered District fieldtrips and must be approved by the District Superintendent. The MPF agrees to reimburse the District for the cost of Magnet Program fieldtrips under the following circumstances:

• MPF will provide the District with a field trip block grant, not to exceed \$90,000, to provide support for Magnet Program field trips. Funding for field trips beyond the \$90,000 cap may be requested, and the MPF Board will consider the request, if funds are available.

• Any additional field trips that are not specifically approved by the MPF Board must be within the grade-level field trip budget to assure MPF reimbursement to the District.

• The Program Director must obtain MPF Board approval in advance to fund PROGRAM field trips and related costs that are expected to exceed \$2,000. Additionally, the Director will obtain MPF Board approval for cost overages.

• The District shall supply all invoices documenting the costs for which it is requesting reimbursement.

• The District will provide advance payment of the cost of all trips.

• Families may be asked to donate toward the cost of some field trips, and all such donations will reimburse the District.

• DISTRICT REPORTING TO MPF: The District agrees to provide the following to the MPF:

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- J S 3/13/17 6:15 PM  
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- J S 3/13/17 8:03 PM  
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- Jim Barrios 3/5/17 2:45 PM  
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- Jim Barrios 1/15/17 11:17 AM  
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- J S 3/13/17 8:11 PM  
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Comment: This should be deleted sinc ... [7]
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- Jim Barrios 1/15/17 11:19 AM  
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- Referee 3/14/17 7:20 PM  
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- Referee 3/14/17 7:20 PM  
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- J S 3/13/17 8:01 PM  
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- J S 3/13/17 8:02 PM  
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- J S 3/13/17 7:49 PM  
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- Jim Barrios 1/15/17 11:00 AM  
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- J S 3/13/17 7:59 PM  
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- Monthly Program classroom enrollment information which will include a listing of all students currently enrolled in the Program at the end of the monthly reporting period.
- Monthly invoices detailing amounts payable to the District for Program expenditures. The monthly invoices will be supported with appropriate third party backup documentation such as a vendor invoices.

Jim Barrios 1/15/17 11 03 AM  
**Comment:** Can we expedite the process by which MPF receives these invoices? Third trimester invoices are not received until the following academic year.

• ENTIRE AGREEMENT: This Agreement contains the entire agreement of the parties as to the Understandings and Reimbursements covered herein, and any prior written or oral agreements are merged herein. It shall be construed as jointly drafted, not for or against any party. Both parties acknowledge that they have had the opportunity to be advised by legal counsel of their choosing.

• AMENDMENT: This Agreement may be modified or amended only by a written agreement signed by the authorized representatives of the parties.

• WAIVER: No waiver of any term or provision of this Agreement will be valid unless such waiver is in writing, signed by the party against whom enforcement of the waiver is sought. The waiver of any term or provision of this Agreement shall not apply to any subsequent breach of this Agreement.

• COUNTERPARTS: This Agreement may be executed in several counterparts, each of which shall be deemed an original, but together they shall constitute one and the same instrument.

• SEVERABILITY: The provisions of this Agreement shall be deemed severable, and, if any part of any provision is held illegal, void or invalid under applicable law, such provision may be changed to the extent reasonably necessary to make the provision, as so changed, legal, valid and binding. If any provision of this Agreement is held illegal, void or invalid in its entirety, the remaining provisions of this Agreement shall not in any way be affected or impaired but shall remain binding in accordance with their terms.

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• MEET AND CONFER: Communication is crucial to the ongoing viability of the Magnet Program. In the event of any dispute arising under this Agreement, the parties shall meet and confer in good faith to attempt to resolve any issues. The parties may, but are not required, to participate in neutral mediation to facilitate the discussion and resolution process.

Dated:

\_\_\_\_\_  
 Jim Horn, President GUSD Board of Trustees

\_\_\_\_\_  
 Alexis Boutin, President, MPF Board of Directors

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MPF Board Approved: \_\_\_\_\_ GUSD Board Approved: \_\_\_\_\_

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<p>• Reimbursement of 7/8 grade science and math teachers: 7th and 8th grade Magnet Program students receive regular science and math instruction from District teachers who are not core Magnet Program teachers. The District may, at its discretion, assign 7<sup>th</sup> and 8<sup>th</sup> grade core Magnet teachers to duties associated with the District's regular program as needed to offset or reduce the District teaching expense.</p> <p>Optionally, During these classes, the 7th and 8th grade core Magnet Program teachers may spend this time assist in the instruction of math and science, also to offset or reduce District expense in providing math and science instruction to 7<sup>th</sup> and 8<sup>th</sup> grade Magnet Program students.</p>		
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Superscript		
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to benefit the Magnet program and do not instruct students in the District's regular program, resulting in additional District teaching expense.		
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as well as additional math and science instruction		
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2016-17		
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\$26,000.00		
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at the end of each trimester.		
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This should be deleted since \$25,000 is in excess of GSF's contribution.		
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7,500 or the total annual amount contributed by the Gravenstein Schools Foundation		
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The MPF agrees to reimburse the District in three equal installments at the end of each trimester.		
<b>Page 2: [10] Comment</b>	<b>Referee</b>	<b>3/14/17 7:20 PM</b>
I believe that we are hoping it will be less, since the 7/8 instructors will not be teaching within the six-period day. Maybe just strike all text highlighted here? The dollar amount doesn't appear to serve a purpose anyway.		
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JS

- The PROGRAM Director must obtain MPF Board approval in advance to fund PROGRAM fieldtrips and related costs that are expected to exceed \$2,000. Additionally, the Director will obtain MPF Board approval for cost overages.



**RESOLUTION TO ESTABLISH COMMITTED FUND BALANCES  
RESOLUTION #170510-1**

At a regular meeting of the Gravenstein School District Board of Trustees held on May 10, 2017, on a motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_, the Board adopts the following resolution:

**WHEREAS**, the district currently receives Basic Aid Supplemental Charter funds, a funding source that is considered volatile, and the County Office of Education recommends basic aid supplemental funding only be used for one time purposes; and

**WHEREAS**, The Phase 3 Modernization Plan Construction Cost Estimate is \$1,630,014.

**WHEREAS**, The Phase 3 Modernization Plan Construction Cost Estimate set aside for unforeseen circumstances of 30% is \$489,004.

**WHEREAS**, Bond Funds are not sufficient to cover the cost of The Phase 3 Modernization Project.

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees hereby **COMMITTS** funds in Fund 40 (Special Reserve Fund for Capital Outlay Projects) as provided in Attachment A in order to maintain fiscal solvency and address facilities needs of the District.

The above Resolution is adopted this  
10th day of May 2017  
Roll Call Vote:

Trustee Horn: \_\_\_\_\_  
Trustee Beck: \_\_\_\_\_  
Trustee Appling: \_\_\_\_\_  
Trustee Schwartz: \_\_\_\_\_  
Trustee Appling: \_\_\_\_\_

\_\_\_\_\_  
Jim Horn, President,  
Board of Trustees

\_\_\_\_\_  
Desiree Beck, Board Clerk

**Attachment A**

**Definition of Committed Fund Balance:** consists of funds that are set aside for a specific purpose by the District's highest level of decision-making authority (Board of Trustees). Formal action must be taken prior to the end of the fiscal year. The same formal action must be taken to remove or change the limitations placed on the funds.

Funds committed for Phase 3 Modernization:

Phase 3 Cost Estimate	\$1,630,014.00
<u>30% set aside</u>	<u>\$489,004.00</u>
Total	\$2,119,018.00

Basic Aid Supplemental Funding for prior years to be committed include:

2014-15	\$1,536,233.00
<u>2015-16</u>	<u>\$582,785.00</u>
Total	\$2,119,018.00





# Board Policy

## Bids

BP 3311

### Business and Noninstructional Operations

The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. When leasing, purchasing, or contracting for equipment, materials, supplies, or services for the district, including when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that it is in the best interest of the district, such contracts shall be made using competitive bidding.

- (cf. 0410 - Nondiscrimination in District Programs and Activities)
- (cf. 3000 - Concepts and Roles)
- (cf. 3230 - Federal Grant Funds)
- (cf. 3300 - Expenditures and Purchases)
- (cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures)
- (cf. 3311.2 - Lease-Leaseback Contracts)
- (cf. 3311.3 - Design-Build Contracts)
- (cf. 3311.4 - Procurement of Technological Equipment)

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 20116)

The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.

For award of contracts which, by law or Board policy, require prequalification, the procedures shall identify a uniform system for rating bidders on the basis of a completed questionnaire and financial statements.

(cf. 9270 - Conflict of Interest)

When calling for bids, the Superintendent or designee shall ensure that the bid specifications clearly describe in appropriate detail the quality, delivery, and service required and include all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work.

Except as authorized by law, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)

When the Board has determined that it is in the best interest of the district, the district may piggyback onto the contract of another public agency or corporation to lease or purchase any personal property to the extent authorized by law. (Public Contract Code 20118)

Legal Reference:

EDUCATION CODE

- 17070.10-17079.30 Leroy F. Greene School Facilities Act
- 17250.10-17250.55 Design-build contracts
- 17406 Lease-leaseback contracts
- 17595 Purchase of supplies through Department of General Services
- 17602 Purchase of surplus property from federal agencies
- 38083 Purchase of perishable foodstuffs and seasonable commodities
- 38110-38120 Apparatus and supplies
- 39802 Transportation services

BUSINESS AND PROFESSIONS CODE

- 7056 General engineering contractor
- 7057 General building contractor

CODE OF CIVIL PROCEDURE

- 446 Verification of pleadings

GOVERNMENT CODE

- 4217.10-4217.18 Energy conservation contracts
- 4330-4334 Preference for California-made materials
- 6252 Definition of public record
- 53060 Special services and advice
- 54201-54205 Purchase of supplies and equipment by local agencies

PUBLIC CONTRACT CODE

- 1102 Emergencies
- 1103 Definition, responsible bidder
- 2000-2002 Responsive bidders
- 3000-3010 Roofing projects
- 3400 Bids, specifications by brand or trade name not permitted
- 3410 United States produce and processed foods
- 4113 Prime contractor; subcontractor
- 6610 Bid visits
- 12200 Definitions, recycled goods, materials and supplies
- 20101-20103.7 Public construction projects, requirements for bidding
- 20103.8 Award of contracts
- 20110-20118.4 Local Agency Public Construction Act; school districts
- 20189 Bidder's security, earthquake relief
- 22000-22045 Alternative procedures for public projects (UPCCAA)
- 22152 Recycled product procurement

COURT DECISIONS

- Los Angeles Unified School District v. Great American Insurance Co., (2010) 49 Cal.4th 739
- Great West Contractors Inc. v. Irvine Unified School District, (2010) 187 Cal.App.4th 1425

Marshall v. Pasadena Unified School District, (2004) 119 Cal.App.4th 1241  
Konica Business Machines v. Regents of the University of California, (1988) 206 Cal.App.3d 449  
City of Inglewood-Los Angeles County Civic Center Authority v. Superior Court, (1972) 7 Cal.3d  
861

ATTORNEY GENERAL OPINIONS

89 Ops.Cal.Atty.Gen. 1 (2006)

Management Resources:

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

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

California Department of General Services: <https://www.dgs.ca.gov>

(8/13 5/16) 12/16

## Administrative Regulation

### Bids

AR 3311

### Business and Noninstructional Operations

#### Advertised/Competitive Bids

The district has adopted the California Uniform Public Construction Cost Account Act ("the Act") procedures pursuant to Public Contract Code 22000 et. seq. These procedures apply to all District projects subject to the Act unless the District has approved an alternate procurement method allowed by law (e.g. EC 17406).

(cf. 3311.1 - Uniform Public Construction Cost Accounting Procedures)

The district shall also seek competitive bids through advertisement for contracts exceeding the amount specified in law, as annually adjusted by the Superintendent of Public Instruction, for any of the following: (Public Contract Code 20111)

1. The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district

(cf. 3230 - Federal Grant Funds)

(cf. 3311.4 - Procurement of Technological Equipment)

2. Services, not including construction services or special services and advice in accounting, financial, legal, or administrative matters

3. Repairs that are not a public project, including maintenance

Maintenance means routine, recurring, and usual work for preserving, protecting, and keeping a district facility operating in a safe, efficient, and continually usable condition for the intended purpose for which it was designed, improved, constructed, altered, or repaired. Maintenance includes, but is not limited to, carpentry, electrical, plumbing, glazing, and other craft work designed to preserve the facility, as well as repairs, cleaning, and other operations on machinery and other permanently attached equipment. Maintenance does not include painting, repainting, or decorating other than touchup, or among other types of work, janitorial or custodial services and protection provided by security forces. (Public Contract Code 20115)

#### Instructions and Procedures for Advertised Bids

The Superintendent or designee shall call for bids by placing a notice at least once a week for two weeks in a local newspaper of general circulation published in the district, or if no such newspaper exists, then in some newspaper of general circulation that is circulated in the county, unless an alternate procedure is required by the Act. The Superintendent or designee also may post the notice on the district's web site or through an electronic portal. The notice shall state the work to be

done or materials or supplies to be furnished and the time and place and web site where bids will be opened. (Public Contract Code 20112)

(cf. 1113 - District and School Web Sites)

The notice shall contain the time, date, and location of any mandatory prebid conference, site visit, or meeting and details regarding when and where project documents, including the final plan and specifications, are available. Any such mandatory visit or meeting shall occur not less than five calendar days after the publication of the initial notice. (Public Contract Code 6610)

Bid instructions and specifications shall include the following requirements and information:

1. All bidders shall certify in writing the minimum, if not exact, percentage of post-consumer materials in products, materials, goods, or supplies offered or sold. (Public Contract Code 22152)

(cf. 3510 - Green School Operations)

2. All bids for construction work shall be presented under sealed cover. The district may accept a bid that has been submitted electronically or on paper. (Public Contract Code 20111, 20112)

The bid shall be accompanied by a form of bidder's security, including either cash, a cashier's check payable to the district, a certified check made payable to the district, or a bidder's bond executed by an admitted surety insurer and made payable to the district. The security of unsuccessful bidders shall be returned in a reasonable period of time, but in no event later than 60 days after the bid is awarded. (Public Contract Code 20111, 20112)

3. When a standardized proposal form is provided by the district, bids not presented on the standard form shall be disregarded. (Public Contract Code 20111.5)

4. Bids shall not be accepted after the advertised bid opening time, regardless of whether the bids are actually opened at that time. (Public Contract Code 20112)

5. When two or more identical lowest or highest bids are received, the Governing Board may determine by lot which bid shall be accepted. (Public Contract Code 20117)

6. If the district requires that the bid include prices for items that may be added to or deducted from the scope of work in the contract, the bid solicitation shall specify which one of the following methods will be used to determine the lowest bid. In the absence of such a specification, only the method provided in item #6a below shall be used. (Public Contract Code 20103.8)

a. The lowest bid shall be the lowest total of the bid prices on the base contract without consideration of the prices on the additive or deductive items.

b. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that were specifically identified in the bid solicitation as being used for

the purpose of determining the lowest bid price.

c. The lowest bid shall be the lowest total of the bid prices on the base contract and those additive or deductive items that, when taken in order from a specifically identified list of those items in the solicitation, and added to or subtracted from the base contract, are less than or equal to a funding amount publicly disclosed by the district before the first bid is opened.

The lowest bid shall be determined in a manner that prevents any information that would identify any of the bidders or proposed subcontractors or suppliers from being revealed to the district before the ranking of all bidders from lowest to highest has been determined. (Public Contract Code 20103.8)

7. In determining the lowest bid, the district shall consider only responsive bids that conform to bid specifications and are submitted by responsible bidders who have demonstrated trustworthiness, quality, fitness, capacity, and experience to satisfactorily perform the public works contract.

a. When a bid is determined to be nonresponsive, the Superintendent or designee shall notify the bidder and give him/her an opportunity to respond to the determination.

b. When the lowest bidder is determined to be nonresponsive, the Superintendent or designee shall notify the bidder of his/her right to present evidence of his/her responsibility at a hearing before the Board.

8. After being opened, all submitted bids become public records pursuant to Government Code 6252 and shall be made available for public review pursuant to law, Board policy, and administrative regulation.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

#### Prequalification Procedure

When required by law or the Board, the Superintendent or designee shall establish a uniform system for rating bidders on the basis of completed questionnaires and financial statements in order to determine the size of contracts on which each bidder is qualified to bid. For this purpose, the Superintendent or designee shall furnish prospective bidders a standardized prequalification questionnaire and financial record which, when completed, shall indicate a bidder's statement of financial ability and experience in performing public works. The bidder's information shall be verified under oath in the manner in which civil law pleadings are verified. The questionnaires and financial statements shall not be public records and shall not be open to public inspection. (Code of Civil Procedure 446; Public Contract Code 20111.5, 20111.6)

When any public project involves an expenditure of \$1,000,000 or more and is funded or reimbursed wholly or partly by the School Facilities Program funds or other future state school bond, the district shall prequalify prospective bidders either quarterly or annually. The

prequalification shall be valid for one year and the following requirements shall apply: (Public Contract Code 20111.6)

1. Prospective bidders, including, but not limited to, prime, general engineering, and general building contractors and electrical, mechanical, and plumbing subcontractors, as defined in Public Contract Code 4113 or Business and Professions Code 7056 or 7057, as applicable, shall submit a standardized questionnaire and financial statement 10 or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.
2. Prospective bidders shall be prequalified by the district five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

If the project includes electrical, mechanical, or plumbing components that will be performed by electrical, mechanical, or plumbing contractors, the Superintendent or designee shall make available to all bidders a list of prequalified general contractors and electrical, mechanical, and plumbing subcontractors five or more business days, as determined by the district, before the date fixed for the public opening of sealed bids.

For all other contracts requiring competitive bidding, the district may establish a procedure for prequalifying bidders on a quarterly basis and may authorize that prequalification be considered valid for up to one calendar year following the date of the initial prequalification. Prospective bidders for such contracts shall submit the questionnaire and financial statement at least five days before the date fixed for public opening of sealed bids and shall be prequalified by the district at least one day before the fixed bid-opening date. (Public Contract Code 20111.5)

#### Award of Contract

The district shall award each contract to the lowest responsible bidder, except in the following circumstances:

1. When the contract is for the procurement and/or maintenance of electronic data processing systems and supporting software, in which case the Board may contract with any one of the three lowest responsible bidders (Public Contract Code 20118.1)
2. When the contract is for any transportation service which involves an expenditure of more than \$10,000 and which will be made with any person or corporation other than a common carrier, municipally owned transit system, or a parent/guardian of a student who is to be transported, in which case the Board may contract with other than the lowest bidder (Education Code 39802)
3. When the contract is one for which the Board has established goals and requirements relating to participation of disabled veteran or small business enterprises in accordance with Public Contract Code 2000-2002, in which case the Board may contract with the lowest responsible bidder who submits a responsive bid and complies or makes a good faith effort to comply with the goals and requirements (Public Contract Code 2000-2002)
4. When procuring a lease-leaseback contract, in which case the Board shall award the



contract based on objective criteria for determining the best combination of price and qualifications in accordance with Education Code 17400 and 17406

(cf. 3311.2 - Lease-Leaseback Contracts)

5. When procuring a design-build contract for a public works project in excess of \$1,000,000 in accordance with Education Code 17250.20, in which case the Board may award the contract to either the low bid or the best value to the district, taking into consideration, at a minimum, price, technical design and construction expertise, and life-cycle costs (Education Code 17250.20, 17250.25)

(cf. 3311.3 - Design-Build Contracts)

#### Protests by Bidders

A bidder may protest a bid award if he/she believes that the award is not in compliance with law, Board policy, or the bid specification. A protest must comply with the following procedure unless an alternate procedure is specified in the bid documents, in which case that procedure shall be followed.

The protest shall be filed in writing with the Superintendent or designee within five working days after receipt of notification of the contract award and shall include all documents supporting or justifying the protest. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of his/her right to protest the award of the contract.

The Superintendent or designee shall review the documents submitted with the bidder's claims and render a decision in writing within 30 working days. The Superintendent or designee may also convene a meeting with the bidder in order to attempt to resolve the problem.

The bidder may appeal the Superintendent or designee's decision to the Board. The Superintendent or designee shall provide notice to the bidder of the date and time for Board consideration of the protest at least three business days before the Board meeting. The Board's decision shall be final.

#### Limitation on Use of Sole Sourcing

In any contract for the construction, alteration, or repair of school facilities, the Superintendent or designee shall ensure that the bid specification: (Public Contract Code 3002, 3400)

1. Does not directly or indirectly limit bidding to any one specific concern
2. Does not call for a designated material, product, thing, or service by a specific brand or trade name, unless the specification is followed by the words "or equal," so that bidders may furnish any equal material, product, thing, or service

In any such case, the bid specification shall provide a time period, before and/or after the award of the contract, for the contractor to submit data substantiating the request for substituting

the designated material, product, thing, or service. If no such time period is specified, the contractor may submit the data within 35 days after the award of the contract.

When the bid is for a roof project, a material, product, thing, or service is considered "equal" to that designated if it is equal in quality, durability, design, and appearance; will perform the intended function equally well; and conforms substantially to the detailed requirements in the bid specification.

However, the Superintendent or designee may designate a specific material, product, thing, or service by brand or trade name (sole sourcing) if the Board has made a finding, described in the invitation for bids or request for proposals (RFP), that a particular material, product, thing, or service is designated for any of the following purposes: (Public Contract Code 3400)

1. To conduct a field test or experiment to determine its suitability for future use
2. To match others in use on a particular public improvement that has been completed or is in the course of completion
3. To obtain a necessary item that is only available from one source
4. To respond to the Board's declaration of an emergency, as long as the declaration has been approved by four-fifths of the Board when issuing the invitation for bid or RFP

(cf. 9323.2 - Actions by the Board)

#### Bids Not Required

Without advertising for bids and upon a determination that it is in the best interest of the district, the Board may authorize another public corporation or agency, by contract, lease, requisition, or purchase order, to lease data-processing equipment or to purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor ("piggyback"). Alternatively, if the public corporation or agency has an existing contract with a vendor for the lease or purchase of personal property, the district may authorize the lease or purchase of personal property directly from the vendor and make payments under the same terms that are available to the public corporation or agency under the contract. (Public Contract Code 20118)

(cf. 3300 - Expenditures and Purchases)

(cf. 3512 - Equipment)

Without advertising for bids, the Board may enter into an energy service contract and any related facility ground lease, when it determines that the terms of the contract and lease are in the best interest of the district and meet the cost effectiveness requirements specified in Government Code 4217.12. The Board's determination shall be made at a regularly scheduled public hearing of which notice is given to the public at least two weeks in advance and shall be based on cost and savings

comparison findings specified in Government Code 4217.12. (Government Code 4217.12)

(cf. 3511 - Energy and Water Management)  
(cf. 9320 - Meetings and Notices)

Supplementary textbooks, library books, educational films, audiovisual materials, test materials, workbooks, instructional computer software packages, or periodicals may be purchased in any amount without taking estimates or advertising for bids. (Public Contract Code 20118.3)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)  
(cf. 6161.11 - Supplementary Instructional Materials)  
(cf. 6163.1 - Library Media Centers)

Perishable foodstuffs and seasonal commodities needed in the operations of cafeterias may be purchased through bid or on the open market. (Education Code 38083)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

Bids shall not be required for day labor under circumstances specified in Public Contract Code 20114. Day labor shall include the use of maintenance personnel employed on a permanent or temporary basis. (Public Contract Code 20114)

In an emergency when any repairs, alterations, work, or improvement to any school facility is necessary to permit the continuance of existing school classes or to avoid danger to life or property, the Board may, by unanimous vote and with the approval of the County Superintendent of Schools, contract for labor and materials or supplies without advertising for or inviting bids or may authorize the use of day labor or force account for the emergency purpose. (Public Contract Code 1102, 20113)

(cf. 3517 - Facilities Inspection)

The district may purchase any surplus property from the federal government or any of its agencies in any quantity needed for the operation of its schools without taking estimates or advertising for bids. (Education Code 17602)

(10/15 5/16) 12/16

# **Board Policy**

## **Uniform Public Construction Cost Accounting Procedures**

BP 3311.1

### **Business and Noninstructional Operations**

In awarding contracts for public works projects involving district facilities, the Governing Board desires to obtain the best value to the district and ensure the qualifications of contractors to complete the project in a satisfactory manner. The Board has, by resolution, adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act pursuant to Public Contract Code 22030-22045, including the informal bidding procedures when allowed by law.

(cf. 3311 - Bids)

(cf. 7110 - Facilities Master Plan)

The Board delegates to the Superintendent or designee the responsibilities to award any contract eligible for informal bidding procedures and to develop plans, specifications, and working details for all public projects requiring formal bidding procedures.

No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading legal requirements for competitive bidding. (Public Contract Code 22033)

Projects awarded through the UPCCAA shall be subject to the cost accounting procedures established by the California Uniform Construction Cost Accounting Commission. (Public Contract Code 22030)

### **Emergency Actions**

When formal bids are required by law but an emergency necessitates immediate repair or replacements, the Board may, upon a four-fifths vote of the Board, proceed to replace or repair a facility without adopting plans, specifications, strain sheets, or working details or giving notice for bids to let contracts. The work may be done by day labor under the direction of the Board and/or contractor. The emergency action shall subsequently be reviewed by the Board in accordance with Public Contract Code 22050 and shall be terminated at the earliest possible date that conditions warrant, so that the remainder of the emergency action may be completed by giving notice for bids to let contracts. (Public Contract Code 1102, 22035, 22050)

(cf. 9323.2 - Actions by the Board)

Legal Reference:

PUBLIC CONTRACT CODE

1102 Definition of emergency

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- 20110-20118.4 Local Agency Public Construction Act; school districts
- 22000-22020 California Uniform Construction Cost Accounting Commission
- 22030-22045 Alternative procedures for public projects (UPCCAA), especially:
- 22032 Applicability of procedures based on amount of project
- 22034 Informal bidding procedure
- 22035 Emergency need for repairs or replacement
- 22037-22038 Formal bidding procedures for projects exceeding \$175,000
- 22050 Alternative emergency procedures

Management Resources:

CALIFORNIA UNIFORM CONSTRUCTION COST ACCOUNTING COMMISSION  
PUBLICATIONS

Cost Accounting Policies and Procedures Manual

Frequently Asked Questions

WEB SITES

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

California Association of School Business Officials: <http://www.casbo.org>

California Uniform Construction Cost Accounting Commission:

[http://www.sco.ca.gov/ard\\_cuccac.html](http://www.sco.ca.gov/ard_cuccac.html)

# Administrative Regulation

## Uniform Public Construction Cost Accounting Procedures

AR 3311.1

### Business and Noninstructional Operations

Procedures for awarding contracts for public works projects shall be determined on the basis of the amount of the project, as follows:

1. Public projects of \$45,000 or less may be performed by district employees by force account, negotiated contract, or purchase order. (Public Contract Code 22032)
2. Contracts for public projects of \$175,000 or less may be awarded through the following informal procedures: (Public Contract Code 22032, 22034, 22038)
  - a. The Superintendent or designee shall maintain a list of qualified contractors, identified according to categories of work.
  - b. The Superintendent or designee shall prepare a notice inviting informal bids which describes the project in general terms, explains how to obtain more information about the project, and states the time and place for submission of bids. The notice shall be disseminated by mail, fax, or email to all contractors on the district's list for the category of work being bid, unless the product or service is proprietary, at least 10 calendar days before bids are due. In addition, the Superintendent or designee may mail, fax, or email a notice inviting informal bids to all construction trade journals identified pursuant to Public Contract Code 22036.
  - c. The district shall review the informal bids and award the contract, except that:
    - (1) If all bids received through the informal process are in excess of \$175,000, the contract may be awarded to the lowest responsible bidder, provided that the Governing Board adopts a resolution with a four-fifths vote to award the contract at \$187,500 or less and the Board determines the district's cost estimate is reasonable.
    - (2) If no bids are received through the informal bid procedure, the project may be performed by district employees by force account or negotiated contract.
3. Public projects of more than \$175,000 shall, except as otherwise provided by law, be subject to formal bidding procedures, as follows: (Public Contract Code 22032, 22037, 22038)
  - a. Notice inviting formal bids shall state the time and place for receiving and opening sealed bids and distinctly describe the project. The notice shall be disseminated in both of the following ways:
    - (1) Through publication in a newspaper of general circulation in the district's jurisdiction or, if there is no such newspaper, then by posting the notice in at least three places designated by the

district as places for posting its notices. Such notice shall be published at least 14 calendar days before the date that bids will be opened.

(2) By mail and electronically, if available, by either fax or email, to all construction trade journals identified pursuant to Public Contract Code 22036. Such notice shall be sent at least 15 calendar days before the date that bids will be opened.

In addition to the notice required above, the district may give such other notice as it deems proper.

b. The district shall award the contract as follows:

(1) The contract shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the district may accept the one it chooses.

(2) At its discretion, the district may reject all bids presented and declare that the project can be more economically performed by district employees, provided that the district notifies an apparent low bidder, in writing, of the district's intention to reject the bid. Such notice shall be mailed at least two business days prior to the hearing at which the district intends to reject the bid.

(3) If no bids are received through the formal bid procedure, the project may be performed by district employees by force account or negotiated contract.

(cf. 3311 - Bids)

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Charter Renewal Process

**Executive summary:**

**CA Charter renewal process is governed by Ed Code 47607**

**The renewal process is the following:**

- The school principals submit new petitions to the District.
- The new petition must be written to include any updates required by law since the original charter was issued.
- School and College Legal is contacted to receive the legal updates over the last five years (e.g. 8 state priority areas of the LCAP).
- Within 30 days of receiving the new petition, the Board must hold a public hearing. The hearing allows the public, teachers, parents, to give the Board input on the level of support for the charter renewal.
- Within a total of 60 days from the receipt of the petition the Board decides at another Board meeting whether or not to renew the charter.
- If the Board determines to renew the charter then the following is sent to the CDE:
  - A copy of the renewed petition
  - Board minutes indicating the approval
  - How the charter qualifies for renewal
    - Ed Code 47607 requires that the charter meet 1 of 4 criteria for approval
    - The qualification can be illustrated via an executive summary or letter from the district superintendent.
- The Board must take action to renew the charter by June 30, 2017.

**GRAVENSTEIN SCHOOL**

A California Public Charter School

**CHARTER SCHOOL PETITION**

**2017-2018 through 2021-2022**

3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

FINAL DRAFT FOR PUBLIC HEARING AND GOVERNING BOARD APPROVAL  
Presented 5/10/17

*Originally approved by the Governing Board: 5/09/12*

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## INTRODUCTION

This charter allows us to have increased flexibility in exchange for heightened accountability to meet the goals set forth by the Legislature in Education Code Section 47601:

*It is the intent of the Legislature, in enacting this part, to provide opportunities for teachers, parents, pupils, and community members to establish and maintain schools that operate independently from the existing school district structure, as a method to accomplish all of the following:*

- (a) Improve pupil learning.*
- (b) Increase learning opportunities for all pupils, with special emphasis on expanded learning experiences for pupils who are identified as academically low achieving.*
- (c) Encourage the use of different and innovative teaching methods.*
- (d) Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site.*
- (e) Provide parents and pupils with expanded choices in the types of educational opportunities that are available within the public school system.*
- (f) Hold the schools established under this part accountable for meeting measurable pupil outcomes, and provide the schools with a method to change from rule-based to performance-based accountability systems.*
- (g) Provide vigorous competition within the public school system to stimulate continual improvements in all public schools.*

## AFFIRMATIONS/ASSURANCES

As the authorized lead petitioner, I, Jennifer Schwinn, hereby certify that the information submitted in this petition for Gravenstein School ("Gravenstein" or the "Charter School"), a traditional elementary school (Gravenstein Elementary School, or "GES") converted into a California public charter school, located within the boundaries of the Gravenstein Union School District (the "District") is true to the best of my knowledge and belief; I also certify that this petition does not constitute the conversion of a private school to the status of a public charter school; and further, I understand that if awarded a charter, the Charter School will follow any and all federal, state, and local laws and regulations that apply to the Charter School, including but not limited to:

- The Charter School shall meet all statewide standards and conduct the student assessments required, pursuant to Education Code Section 60605, and any other statewide standards authorized in statute, or student assessments applicable to students in non-charter public schools. [Ref. Education Code Section 47605(c)(1)]
- The District shall be deemed the exclusive public school employer of the employees of Gravenstein School for purposes of the Educational Employment Relations Act (Chapter 10.7 (commencing with section 3540) of Division 4 of Title 4 of the Government Code). [Ref. Education Code Section 47605(b)(5)(0 )]
- The Charter School shall be non-sectarian in its programs, admissions policies, employment practices, and all other operations. [Ref. Education Code Section 47605(d)(1)]
- The Charter School shall not charge tuition. [Ref. Education Code Section 47605(d)(1)]
- The Charter School shall admit all students who wish to attend the Charter School, and who submit a timely application; unless the Charter School receives a greater number of applications than there are spaces for students, in which case each application will be given equal chance of admission through a public random drawing process. Except as required by Education Code Section 47605(d)(2), which requires the Charter School to give admissions preference to pupils who reside within the former attendance area of Gravenstein Elementary School, admission to the Charter School shall not be determined according to the place of residence of the student or his or her parents within the State. Preference in the public random drawing shall be given as required by Education Code Section 47605(d)(2)(B). In the event of a drawing, the chartering authority shall make reasonable efforts to accommodate the growth of the Charter School in accordance with Education Code Section 47605(d)(2)(C). [Ref. Education Code Section 47605(d)(2)(A)-(B)]
- The Charter School shall not discriminate on the basis of the characteristics, whether actual or perceived, as listed in Education Code Section 220, including, but not necessarily limited to the following: disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics. [Ref. Education Code Section 47605(d)(1)]

- The Charter School shall adhere to all provisions of federal law related to students with disabilities including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 and the Individuals with Disabilities in Education Improvement Act of 2004.
- The Charter School shall meet all requirements for employment set forth in applicable provisions of law, including, but not limited to credentials, as necessary. [Ref Title 5 California Code of Regulations Section 11967.5.1(f)(S)(C)]
- The Charter School shall ensure that teachers in the Charter School hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools are required to hold. As allowed by statute, flexibility will be given to noncore, non-college preparatory teachers. [Ref California Education Code Section 47605(1)]
- The Charter School shall at all times maintain all necessary and appropriate insurance coverage.
- The Charter School shall, for each fiscal year, offer at a minimum, the number of minutes of instruction per grade level as required by Education Code Section 47612.S(a)(1)(A)- (D).
- If a pupil is expelled or leaves the Charter School without graduating or completing the school year for any reason, the Charter School shall notify the superintendent of the school district of the pupil's last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card and health information. [Ref. California Education Code Section 47605(d)(3)]
- The Charter School shall maintain accurate and contemporaneous written records that document all pupil attendance and make these records available for audit and inspection. (Ref. California Education Code Section 47612.S(a)]
- The Charter School shall, on a regular basis, consult with its parents and teachers regarding the Charter School's education programs. [Ref. California Education Code Section 47605(c)]
- The Charter School shall comply with any jurisdictional limitations to locations of its facilities. The Charter School will be located at a facility within the boundaries of the Gravenstein Union School District. [Ref California Education Code Sections 47605(a)(4) and 47605.1]
- The Charter School shall comply with all laws establishing the minimum and maximum age for public school enrollment. [Ref. California Education Code Section 47612(b), 47610]

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- The Charter School shall comply with all applicable portions of the Every Student Succeeds Act (Pub.L. 114-95).
- The Charter School shall comply with the California Public Records Act (Government Code Section 6250 *et seq.*).
- The Charter School shall comply with the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g) and corresponding regulations, and related state law (Education Code Section 49062 *et seq.*).
- The Charter School shall comply with the Ralph M. Brown Act (Government Code Section 54950 *et seq.*).
- The Charter School shall meet or exceed the legally required minimum of school days. [Ref. Title 5 California Code of Regulations, Section 11960]
- The Charter School shall follow any and all other federal, state, and local laws and regulations that pertain to the applicant or the operation of the charter school.

---

Jennifer Schwinn  
Lead Petitioner

Date 5/10/17

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**ELEMENT 1: EDUCATIONAL PROGRAM**

*Governing Law: A description of the educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling pupils to become self-motivated, competent, and lifelong learners. Education Code Section 47605(b)(5)(A)(i).*

**A. Students to be Served - Whom the School is Attempting to Educate**

Gravenstein School serves approximately 400 students in kindergarten through grade five (K-5). All students will be offered a rigorous academic program along with music, technology and the acclaimed "Artist in the Classroom" experience. The Charter School has, at the present time, a pre-kindergarten program and before/after school care on campus. Most students live in the western, rural section of Sebastopol in Sonoma County and come from primarily English-speaking homes of a variety of socio-economic backgrounds.

The table below provides an overview of the student demographics at Gravenstein Elementary School in 2010-11:

*Gravenstein Elementary School Charter 2010/11*

<i><b>Ethnicity</b></i>	<i><b>Percentage 2010/11</b></i>
African American	0.5%
Native Hawaiian/Pacific Islander	0.5%
Asian	4.4%
Filipino	0.3%
Latino or Hispanic	15.0%
White	74.3%
Multiple/No Response	4.4%
<i><b>Sub-Group</b></i>	
Free or Reduced Lunch Participants	22.1%
English Learners	11.7%
Students with Disabilities	4.1%

<i><b>Ethnicity</b></i>	<i><b>Percentage 2016-17</b></i>
African American	0.22%
Native Hawaiian/Pacific Islander	0.45%
Asian	3.85%
Filipino	0.90%
Latino or Hispanic	20.85%
White	63%
Multiple/No Response	10.42%
<i><b>Sub-Group</b></i>	
Free or Reduced Lunch Participants	15.54%
English Learners	6.87%

Students with Disabilities

8.6%

B. Mission, Vision and Core Educational Philosophy

**Mission:** Gravenstein School is dedicated to academic excellence and the cultivation of individual strengths and talents in a caring and cooperative environment. Our sense of community fosters a high level of ethical, responsible citizenship.

**Vision:** Each child shall master the knowledge, attitudes and skills necessary to become a contributing and productive citizen. Through the cooperative efforts of home, school, and community, we shall accomplish the following goals:

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1. School Environment
  - a. Positive, non-threatening environment with consistent discipline.
  - b. Students will learn the value of respecting oneself, each other and authority.
  - c. Pro-active interventions for at-risk students.
  - d. Strive for optimum class sizes.
  
2. Curriculum & Assessment
  - a. Develop a set of standards-based (grade-specific) curriculum brochures, report cards, strategies and practices utilizing California state standards.
  - b. Standardize and adopt state board adopted curriculum and materials to ensure student success and to meet high school entrance and exit exam requirements.
  - c. Students will be prepared to meet proficiency standards.
  
3. Coordination of School and Community
  - a. Articulation and coordination of curriculum with the State of California. Encourage Gravenstein School connection with Governor's Initiative trainings for professional development.
  - b. Volunteerism-students in the community and community in the school.
  - c. Recruit and encourage business and professional interaction with the school.

### **An Educated Person of the 21st Century**

Gravenstein School will provide an environment in which children will develop into confident, self-motivated, resourceful, productive lifelong learners. Gravenstein School students are expected to become socially responsible citizens to better our global community. To meet the challenges of the current century, students at Gravenstein School will acquire the habits and skills necessary to succeed in school and beyond, as contributing citizens of the 21<sup>st</sup> century. These habits and skills include:

- o Critical Thinking
- Problem Solving
- Inquiry
- Ability to reflect
- Collaboration
- Knowledge of the creative arts and music
- Utilization of positive character traits
- Participation in community service projects

### **C. How Learning Best Occurs: Instructional Design and Curriculum**

The following combination of key elements comprises Gravenstein School's approach to instruction for the students to be served by the Charter School:

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- Academically rigorous instruction
- Strong music program
- Standards-based curriculum and instruction
- Spanish instruction before school
- Kindergarten classes offered full day
- Licensed pre-kindergarten program on campus
- Before/after school care on campus
- Computer lab and media center

All classes at Gravenstein School are self-contained. In the primary classes (K-3), we offer an approximate pupil-to-teacher ratio of 20:1. Instructional and temporary support assistants are utilized according to need in the classroom. Instructional assistants work in conjunction with the Special Education Teachers to instruct in Learning Labs. The Learning Labs are operated through combining categorical funding to serve students who need intervention or tutoring. Students are provided services according to their needs - regardless of whether they qualify for special education or not. This setting provides additional services in the areas of Reading/Language Arts and Math to identified and/or below-grade-level students. Other services available to Gravenstein School students include the Speech and Language Program and a school psychologist.

#### Integration of Music and the Arts

All students receive music instruction one day per week and additional band time by the District's music specialist. Gravenstein School also offers a visual arts program for students, provided by classroom teachers and an art specialist. Our *ENRICH!* Creative Arts Magnet/GATE Program includes additional field trips and visual and performing arts.

#### *ENRICH!* Magnet/GATE Creative Arts Program

The *ENRICH!* program is a creative arts magnet/GATE program that emphasizes strong academics, creative and performing arts and involved parents. Application to the *ENRICH!* program is a separate and additional enrollment and application process. Criteria considered for enrollment in the *ENRICH!* program is listed on the application, available at the District office and on the District website at <http://www.grav.k12.ca.us/ENRICH/ENRICH.html>. The mission and vision of the *ENRICH!* program is to "support the emerging child in becoming a whole person through integration of strong academics, creative traits, and community involvement in an environment that fosters acceptance and respect for self and others. Our vision is accomplished through the dedication of skilled teachers, program leadership, involved families, enriched activities, collaborative relationships with the school administration and committed financial support."

Gravenstein School utilizes a violence/bully prevention curriculum program. *Second Step* is a state-approved violence prevention program for grades Preschool through eighth grade. Some of the topics covered in this program include empathy, emotion management, impulse control, problem solving, and anger management.

Alignment of Curriculum, Instruction and Materials to Content and Performance Standards

All of the curriculum materials we use in the areas of Reading-Language Arts and Math are aligned with the state standards. Report cards are aligned to reflect progress through the standards at each grade level in grades K-5. Curriculum brochures are completed for all grades.

Gravenstein School uses state-adopted Language Arts textbooks for grades K-5 (Open Court- *Imagine It* 2009), Social Sciences for grades K-5 (Harcourt), Science for grades K-5 (Glenco- McGraw Hill), Spanish for grades 4-5 (Wright Group), and Math for grades K-5 (Harcourt).

Before and After School Program

Gravenstein School offers a Before and After School Program that provides quality child care for students in the District, at a nominal cost to the family. Our program includes a variety of supervised and age-appropriate activities, and nutritious snacks, arts and crafts, homework time and assistance, computer experience, outdoor sports/recreation, as well as self-directed play. Our program is open from 7:00 a.m. to 9:00 am. and from 2:00 p.m. to 6:00 p.m. every school day.

Professional Development

Gravenstein School provides ongoing staff development training to ensure all staff are highly trained in current educational practices and educational research. Professional development for our staff is provided on the adopted Language Arts and Math textbooks, as well as Common Planning Day meetings. We regularly assess the needs for staff development and provide necessary in-service trainings.

**D. Annual Goals for the Gravenstein School**

The Gravenstein School complies with the state’s accountability requirement through the development, implementation, and annual update of its Local Control Accountability Plan (“LCAP”). The Gravenstein Union School District’s Board of Trustees approve the plan annually and copies are provided to appropriate District and Sonoma County Office of Education staff as required by state regulations. How the school intends to address the state’s priorities as defined in Education Code Section 52060 are described in a number of locations throughout this petition, and are summarized here as required.

1. Conditions of Learning
2. Implementation of the Common Core Standards
3. Parental Involvement
4. Pupil Achievement
5. Pupil Engagement
6. School Climate
7. Course Access
8. Other Pupil Outcomes

Gravenstein School’s Goals :

**Summary of LCAP goals 2016-17:**

Goal #1: The district goal to increase the percentage of students performing at proficient for all subgroups. (Priorities 1, 4, 5, 7)

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Goal #2: All teachers and instructional support staff will continue their learning about common core and receive training in common core standards. (Priorities 1, 2)

Goal #3: Teachers will have high quality, common-core aligned instructional materials in Language Arts, Math, and Science in sufficient quantities for all students including EL materials. (Priorities 1, 2)

Goal #4: All students will reach proficiency in common core standards in Math and Language Arts. (Priority 4)

Goal #5: ELs will acquire full proficiency in English as rapidly and effectively as possible and attain parity with native speakers of English in English Language Arts and Math. (Priorities 2, 4)

Goal #6: Appropriate academic and social/emotional support will be given to students who are struggling academically and/or socially. (Priorities 4, 6, 8)

Goal #7: Facilities are safe, well-maintained, and conducive to learning and include technology. (Priority 1)

Goal #8: The maintaining of wireless availability for technology that was purchased through September 2015. (Priority 1)

Goal #9: Students experiencing chronic absenteeism will be supported in attending school through individual conferencing, home visits or phone conferencing with parents and/or students as needed. This will include the need to go to their home school district if distance to school is the issue. Parent involvement will be encouraged with personalized requests as needed and appropriate. (Priorities 3, 5, 6, 7)

Goal #10: All students will be involved in school wide programs to boost school pride and a feeling of belongingness of each child, to treat others with respect, kindness and compassion, and to ensure that bullying and inappropriate behavior that distracts students from learning is not happening. This includes the use of Second Step lessons in all classrooms. (Priority 6)

E. **Serving Students with Disabilities**

The Gravenstein School shall comply with all applicable State and Federal Laws in serving students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act ("Section 504"), the Americans with Disabilities Act ("ADA") and the Individuals with Disabilities in Education Improvement Act ("IDEIA") and all corresponding state law (Education Code Section 56000 *et seq.*).

The Charter School will operate as a public school of the District for the purpose of special education in accordance with Education Code Section 47641(b). As such, the Charter School's special education students shall be identified, assessed, and served in the same manner as any other student of the District in accordance with their individualized education plans ("IEPs") and applicable state and federal law and District and SELPA policies. The Charter School shall utilize appropriate SELPA forms and

appropriate education in the least restrictive environment is provided to all students with exceptional needs, whether under the IDEA or Section 504. The Charter School will have special education services available from the District that are equivalent to the other District schools.

The facilities to be utilized by the Gravenstein School shall be accessible for all students with disabilities. The Gravenstein School will not discriminate against any student based upon disability.

The Gravenstein School recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise be subjected to discrimination under any program of the Gravenstein School. Any student, who has an objectively identified disability which substantially limits a major life activity including but not limited to learning, is eligible for accommodation by the Gravenstein School. The Charter School shall comply with all applicable policies and procedures of the District related to identification, assessing, and serving students in accordance with Section 504 of the Rehabilitation Act.

Students will be identified for Special Education using the child-find procedures currently in place in the District and SELPA. These procedures can include, if appropriate:

- Extensive use of general education classroom interventions by the teacher;
- A referral from the classroom teacher to the Student Study Team; and/or
- The Student Study Team recommendation for the child to be assessed.

The results of the testing are then presented in a follow-up meeting with the parents. If the student qualifies for Special Education, an IEP is created and sets individualized learning goals and objectives, pursuant to Education Code Section 56710 and in compliance with the California Master Plan for Special Education (Education Code Section 56000 *et seq.*). IEP meetings are held annually to report student progress and adjust goals.

#### F. Serving Academically Low-Achieving Students

Gravenstein School offers a Learning Lab to provide assistance for students who qualify for special education services as well as students who score below proficient in English Language Arts and/or Math. Gravenstein School utilizes instructional aides who spend a majority of their time working with students who are low performing. These aides allow for focused assistance to students in a small group or individual setting. We also offer tutoring before and after school, and at lunchtime for any student who needs additional remediation assistance and support. Summer school programs are also offered to focus on remediation. Finally, Gravenstein School has adopted state-approved English Language Arts intervention materials in grades 3-5 for students scoring two years below grade level (*Jane Greene-LANGUAGE!*). We have also adopted *Fast Forward* Math intervention materials for grades 4-5.

Gravenstein School holds parent conferences and Student Study Team ("SST") meetings to provide additional support to students and families in need of additional assistance. Within the SST meetings recommendations are made for outside supplemental services or additional academic plans are outlined and implemented.

#### G. Serving Academically High-Achieving Students

Gravenstein School offers GATE activities one day a week at lunchtime in the areas of English Language Arts and Math for all high-achieving students - *ENRICH!* students or traditional program students scoring at the top on STAR.

High-achieving students at Gravenstein School also have the opportunity to enroll in the *ENRICH!*

*ENRICH!* Program students have a 45 minute longer school day than the traditional program students. All *ENRICH!* students and teachers utilize the same state and district adopted standards-based Math, Language Arts, Social Studies and Science materials but the *ENRICH!* classes may move at a quicker pace since this is a GATE program and students are screened through test results and/or teacher observation to be proficient or above at their grade level. The teachers may add materials to the core materials. Enrichment classes have included hands-on science, Spanish (two classes a week), chorus, art, African drumming, drama, poetry, dance, newspaper, yearbook, and computer skills, among others. In the visual arts, students have enjoyed silk painting, cartooning, papermaking, and art history.

The *ENRICH!* classes at Gravenstein School are self-contained, as are all grades at Gravenstein. The *ENRICH!* classroom students participate in all grade-alike activities, such as, recesses, lunch, spelling bees, science fairs, etc. and assemblies. All *ENRICH!* students join the regular education students in lunch recess and intramural games, after school sports programs, dances, after-school drama, before school jazz band, before school strings program, spelling bees, and any other program or activity available to regular program students.

There is at least one field trip a month in the *ENRICH!* program. Past field trips for *ENRICH!* students have included hands-on learning activities at Ft. Ross, the Shakespeare Festival in Ashland, Oregon, Yosemite National Park, other overnight trips, various museums, orchestral and operatic programs in San Francisco, and many more. The younger grades stay closer to home with various trips mainly in Sonoma County.

#### H. Serving English Learners

Gravenstein School will meet all applicable legal requirements for English Learners ("EL") as it pertains to annual notification to parents, student identification, placement, program options, EL and core content instruction, teacher qualifications and training, re-classification to fluent English proficient status, monitoring and evaluating program effectiveness, and standardized testing requirement. The Charter School will implement policies to assure proper placement, evaluation, and communication regarding ELs and the rights of students and parents. ELs will have full access to the Charter School's educational program.



The Charter School will administer the home language survey upon a student's initial enrollment into the Charter School (on enrollment forms).

### CELDT Testing

All students who indicate that their home language is other than English will be California English Language Development Test ("CELDT"), or, when operationally ready, its replacement, the English Language Proficiency Assessments for California (ELPAC),<sup>1</sup> tested within thirty days of initial enrollment<sup>2</sup> and at least annually thereafter between July 1 and October 31st until re-designated as fluent English proficient.

The Charter School will notify all parents of its responsibility for CELDT/ELPAC testing and of CELDT/ELPAC results within thirty days of receiving results from publisher. The CELDT/ELPAC shall be used to fulfill the requirements under the Every Student Succeeds Act for annual English proficiency testing.

### Reclassification Procedures

Reclassification procedures utilize multiple criteria in determining whether to classify a pupil as proficient in English including, but not limited to, all of the following:

- Assessment of language proficiency using an objective assessment instrument including, but not limited to, the CELDT/ELPAC.
- Participation of the pupil's classroom teachers and any other certificated staff with direct responsibility for teaching or placement decisions of the pupil to evaluate the pupil's curriculum mastery.
- Parental opinion and consultation, achieved through notice to parents or guardians of the language reclassification and placement including a description of the reclassification process and the parents' opportunity to participate, and encouragement of the participation of parents or guardians in the reclassification procedure including seeking their opinion and consultation during the reclassification process.
- Comparison of the pupil's performance in basic skills against an empirically established range of performance and basic skills based upon the performance of English proficient pupils of the same age that demonstrates others that the pupil is sufficiently proficient in English to participate effectively in a curriculum designed for pupils of the same age whose native language is English.

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<sup>1</sup> Per the California Department of Education, the CELDT will be administered for the purpose of identification only during the 2017-2018 school year. *See* California Department of Education, *2016-17 and 2017-18 CELDT Information Guide* (April 2016).

<sup>2</sup> The thirty-day requirement applies to students who are entering a California public school for the first time or for students who have not yet been CELDT/ELPAC tested. All other students who have indicated a home language other than English will continue with annual CELDT /ELPAC testing based upon the date last tested at the prior school of enrollment.

- The Student Oral Language Observation Matrix will be used by teachers to measure progress regarding comprehension, fluency, vocabulary, pronunciation, and grammar usage.

**Strategies for English Learner Instruction and Intervention**

Gravenstein School offers a Learning Lab to provide assistance for English Learners, as well as instructional aides who allow for focused assistance to students in a small group or individual setting.

**Monitoring and Evaluation of Program Effectiveness**

The evaluation for the program effectiveness for English Learners in the Charter School will include:

- Adhere to Charter School-adopted academic benchmarks by language proficiency level and years in program to determine adequate yearly progress.
- Monitoring of teacher qualifications and the use of appropriate instructional strategies based on program design.
- Monitoring of student identification and placement.
- Monitoring of parental program choice options.
- Monitoring of availability of adequate resources.

**ELEMENT 2: MEASURABLE PUPIL OUTCOMES**

*Governing Law: The measurable pupil outcomes identified for use by the charter school. "Pupil outcomes," for purposes of this part, means the extent to which all pupils of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program. Education Code Section 47605(b)(5)(B).*

See Appendix A for current analysis of measurable pupil outcomes and comparison to local students.

**AND**

**ELEMENT 3: METHODS TO ASSESS PUPIL PROGRESS TOWARDS MEETING OUTCOMES**

*Governing Law: The method by which pupil progress in meeting those pupil outcomes is to be measured Education Code Section 47605(b)(5)(C).*

Gravenstein School is dedicated to documenting student achievement of the state content standards each year through state-mandated pupil assessments. As is required by Education Code Section 60605, students will participate in the Statewide California Assessment of Student Performance and Progress (CAASPP) System, which includes the Smarter Balanced Assessments (SBAC), the California Science Tests (CAST), and the California Alternate Assessments (CAA), and all other mandated accountability programs, including the Physical Fitness Test (PFT) and the CELDT/ELPAC. Through these assessments, Gravenstein School shall demonstrate student mastery of state standards. Standardized assessments allow us to compare student performance with the rest of the state.

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Gravenstein School shall pursue the following pupil outcomes:

MEASURABLE PUPIL OUTCOMES	METHODS OF MEASUREMENT	FREQUENCY OF MEASUREMENT
Meet or exceed API growth target	API	Annually
Maintain 95% attendance rate	Attendance records	Monthly
80% of students score Proficient or Advanced in State Standards for Reading, Math, & Science	CAASPP Tests	Annually
The percent of students who score below Proficient in the areas of Reading, Language and Math will improve by a minimum of 5 percent	CAASPP Tests	Annually
Continual English Language Development growth	CELDT/ELPAC Writing samples Teacher observations	Annually Unit Assessments At Trimester Report Cards
Grade level writing proficiency, scored holistically and discussed school wide	Benchmark tests	Twice a year
Grade level reading assessments to assess whether students have reached expected benchmark skills	Benchmark tests	Unit Assessments
Grade level math assessments to assess whether students have reached expected benchmark skills	Benchmark tests	Unit Assessments
Demonstration of healthy living including nutrition and physical education	Physical education	Annually

**Measuring Student Progress**

All teachers participate in grade level meetings to align curriculum to State Standards and review assessment information on a monthly basis. Teachers submit English Language Arts unit

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assessments to the Principal as they are completed, which allows for additional monitoring of student growth (or lack of) to assure intervention is provided.

The Gravenstein School/District Site Council shall analyze the available year-end student performance data for all students annually. The Charter School utilizes CAASPP data, group data, and other indicators to determine if the school has achieved its outcome goals. This data is also analyzed throughout the school year in order to determine if there are any patterns. When areas are identified, teachers and staff at Gravenstein School are directed to look at the core programs and possible interventions that will address these areas. Resources and professional development are utilized to address the need and enhance or change programs if necessary.

### **School Accountability Report Card ("SARC")**

Additionally, Gravenstein School will publish student results annually through the School Accountability Report Card ("SARC"), in compliance with the California Constitution, California Education Code, and ESSA criteria. The report includes pertinent facts and data about the school and will be made available to the public as required by law.

### **ELEMENT 4: GOVERNANCE STRUCTURE OF THE SCHOOL**

*Governing Law: The governance structure of the school, including, but not limited to, the process to be followed to ensure parental involvement. Education Code Section 47605(b)(5)(D).*

Gravenstein School will be non-sectarian in its programs, policies, employment practices, and all other operations; shall not charge tuition; and shall not discriminate on the basis of the characteristics listed in Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics). The Charter School will comply with all applicable federal, state, and local laws that are applicable to public charter schools.

### **Gravenstein Union School District Board of Trustees**

The Charter School shall be governed by the District Board of Trustees in accordance with its adopted bylaws. All duties and operations regarding the Charter School shall be considered a duty of the District Board unless otherwise delegated by the Board. These duties include but are not limited to:

- Hire, supervise, evaluate, discipline, and dismissal of the Superintendent/Principal of the Charter School;
- Hire, promote, discipline and dismiss all employees of the Charter School after consideration of a recommendation by the Superintendent;
- Approve all contractual agreements;

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- Approve and monitor the implementation of general policies of the Charter School. This includes effective human resource policies for career growth and compensation of the staff;
- Approve and monitor the Charter School's annual budget and budget revisions;
- Act as a fiscal agent. This includes but is not limited to the receipt of funds for the operation of the Charter School in accordance with applicable laws and the receipt of grants and donations consistent with the mission of the Charter School;
- Contract with an external independent auditor to produce an annual financial audit according to generally accepted accounting practices;
- Establish operational committees as needed;
- Regularly measure progress of both student and staff performance;
- Involve parents and the community in school related programs;
- Execute all applicable responsibilities provided for in the California Corporations Code;
- Engage in ongoing strategic planning;
- Approve the school calendar and schedule of Board meetings;
- Review requests for out of state or overnight field trips;
- Participate in the dispute resolution procedure and complaint procedures when necessary;
- Approve charter amendments and requests for material revisions as necessary;
- Approve annual independent fiscal audit and performance report;
- Appoint an administrative panel or act as a hearing body and take action on recommended student expulsions.

### **The Superintendent**

The Superintendent will be the leader of the Charter School. The Superintendent will ensure that the curriculum is implemented in order to maximize student-learning experiences. The Superintendent reports directly to the Board and s/he is responsible for the orderly operation of the Charter School and the supervision of all employees in the Charter School.

The Superintendent shall perform assigned tasks as directed by the Board and shall be required to undertake some or all of the tasks detailed below. These tasks may include but are not limited to the following:

- Ensure the Charter School enacts its mission;
- Supervise and evaluate teachers and staff;
- Communicate and report to the Board of Trustees;
- Oversee school finances to ensure financial stability;
- Participate in and develop professional development workshops as needed;
- Serve or appoint a designee to serve on any committees of the Charter School;
- Interview and recommend employee hiring, promotion, discipline, and/or dismissal;
- Ensure compliance with all applicable state and federal laws and help secure local grants;

- Communicate with parents, recruit new families and students, and assure families of academic growth;
- Take responsible steps to secure full and regular attendance at school of the students enrolled in accordance with policies established by the Board of Education;
- Complete and submit required documents as requested or required by the charter and/or the Board of Trustees;
- Identify the staffing needs of the Charter School and offer staff development as needed;
- Maintain up-to-date financial records;
- Ensure that appropriate evaluation techniques are used for both students and staff;
- Establish and maintain a system to handle organizational tasks such as student records, teacher records, teacher credentialing information, contemporaneous attendance logs, purchasing, budgets, and timetables;
- Hire qualified substitute teachers as needed;
- Ensure the security of the school building;
- Promote Gravenstein Schools in the community and promote positive public relations and interact effectively with media;
- Encourage and support teacher professional development ;
- Provide all necessary financial reports as required for proper attendance reporting;
- Develop the school annual performance report and the SARC;
- Present independent fiscal audit to the Board of Trustees and after review by the Board of Trustees present audit to the County Superintendent of Schools, the State Controller and the California Department of Education;
- Manage student discipline, as necessary participate in the suspension and expulsion process;
- Participate in IEP meetings as necessary.

The above duties, with the exception of personnel matters, may be delegated or contracted as approved by the Board of Trustees to a business administrator of the Charter School or other appropriate employee or third party provider.

### **School Site Council**

The Gravenstein School Site Council consists of staff members and parents. The School Site Council is responsible for approving the Comprehensive Site Plan, which is then adopted by the District Board.

### **Parental Involvement**

Gravenstein School provides opportunities for parent involvement through School Site Council, volunteering in classrooms, working in the library, attending Back to School Night, Open House, parent-teacher conferences, and field trips. Gravenstein School also has two parent foundations that support programs in the school, the Gravenstein Schools Foundation (GSF), and Magnet Program Foundation (MPF).

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**ELEMENT 5:            EMPLOYEE QUALIFICATIONS**

*Governing Law: The qualifications to be met by individuals to be employed by the school. Education Code Section 47605(b)(5)(E).*

Employees of the Gravenstein School will remain District employees and thus any movement between the Gravenstein School and the District is subject to the applicable collective bargaining agreements of the District. No public school district employee shall be required to work at the Charter School.

The Gravenstein School will not discriminate against any employee on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics). The Gravenstein School will be nonsectarian in its programs, admission policies, employment practices, and all other operations. Neither the Gravenstein School nor the District will require any employee to work at the Gravenstein School.

**A.        Background Checks and Tuberculosis Testing**

The Gravenstein School will adhere to Education Code Section 44237 and 49406 regarding fingerprinting, background clearance, and tuberculosis testing of employees prior to employment.

**B.        Teacher Qualifications**

Teachers and paraprofessionals will meet all requirements for credentialing and background as required by the Every Student Succeeds Act (ESSA) California Education Code Section 47605(1). Accordingly, the Gravenstein School teachers shall hold a California Commission on Teacher Credentialing certificate, permit, or other documentation equivalent to what a teacher in other public schools would be required to hold. Furthermore, in accordance with applicable federal and state law, teachers will demonstrate subject-matter competence consistent with California state licensure. New teachers, who are new to the profession, receive BTSA and other support to ensure they will earn this status within two years.

Appropriate records, and supplying documentation, of credentials held by the Gravenstein School teachers will be monitored and maintained by the District.

**C.        Superintendent/Principal Qualifications**

The Superintendent serves as the educational leader of the Charter School. The Superintendent shall be responsible for direction of the instructional program, evaluation of staff, operation of the school facility, participation in school activities, community leadership, collaboration with staff as well as other relevant duties assigned.

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The Superintendent of Gravenstein School shall have taught for a minimum of three years in a California public school; must possess a valid California Teaching Credential (preference given to a K-12 Multiple Subject Credential); must possess a valid California Administrative Services Credential; and shall have earned a Master of Arts/Science in a field related to education or administration.

**D. Human Resources**

The following guidelines are in addition to the Human Resources Policy and Procedures of the District, by which the Charter School will abide.

The District shall be deemed the exclusive public school employer of the employees of the Charter School for the purposes of the Education Employment Relations Act. The District recognizes that no employee can be forced to work for a charter entity. Employees will maintain their rights while they work at the Charter School, and have return rights upon leaving their position at the Charter School to work elsewhere in the District.

It is the intent of the District to continue to employ all current certificated employees, subject to the effects of declining enrollment and/or reduction in funding.

All employees of the District who worked at Gravenstein Elementary School, prior to the establishment of the charter, will be offered the opportunity to work in the Gravenstein School with no loss of pay, benefits, or employment status. Once the charter gets approved by the District Board of Trustees, all employees shall continue to be deemed District employees with seniority, sick leave, and other rights and privileges intact.

Existing employee bargaining units, agreements, contracts and policies relating to District personnel will continue to be in effect. Prior to hiring, all new employees will be informed of the charter status of the Charter School. If the charter is revoked or the Charter School is otherwise closed, all employees will revert to their status as employees of the District.

Certificated personnel shall be members of the certificated bargaining unit, and shall be covered by the Collective Bargaining Agreement between the Gravenstein Union Teachers Association and the Gravenstein Union School District. Certificated personnel shall also be covered by all existing provisions in the Education Code pertaining to working conditions of certificated public school employees including tenure and dismissal. In addition, as members of the certificated bargaining unit, Government Code Section 3540 *et seq.* will apply. Certificated staff assignments outside credential authorization will be based on mutual agreement between the administration and the certificated staff member. The current collective bargaining agreement and past practices regarding certificated staff assignments in regard to request and seniority will be maintained.

**E. Staff Development**

The Gravenstein School recognizes the importance of staff to be trained and educated in the philosophies and programs that supports the values and mission of this charter. In order to support staff in providing students with the best education possible Gravenstein School will provide staff development to staff members as identified by staff.

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**ELEMENT 6: PUPIL AND STAFF HEALTH & SAFETY**

*Governing Law: The procedures that the school will follow to ensure the health and safety of pupils and staff These procedures shall include the requirement that each employee of the school furnish the school with a criminal record summary as described in Section 44237. Education Code Section 47605(b)(5)(F).*

The Gravenstein School, as a conversion charter school, will continue to implement District policies and procedures required to ensure the health and safety of all students and staff. The budget includes payment of an indirect costs fee to participate in the district RESIG program, and for the maintenance and security of the facility. Employees participate in a district sponsored workplace health and safety education program on topics such as blood borne pathogens, earthquake safety, and hazardous materials. Appropriate policies are incorporated into the school's student and staff handbooks. All buildings meet Field Act Requirements.

The Gravenstein School will continue to adhere to the existing state laws as well as current District Board policy when implementing its comprehensive set of health and safety policies. These policies at a minimum will address the following topics:

- Fingerprinting and criminal record summary of employees and contractors pursuant to Education Code Section 44237 and 45125.1
- Role of staff as mandated child abuse reporters, including reporting of suspected child abuse, acts of violence, or other improprieties and the role and obligation of staff in the reporting of child abuse pursuant to California Penal Code Section 11164
- Tuberculosis testing for staff and volunteers expected to have prolonged contact with students
- Documenting immunizations for students (including whooping cough) and staff to the extent required by law
- Testing for vision, hearing, scoliosis, and diabetes, pursuant to Education Code Section 49540 *et seq.*
- Responding to natural disasters and emergencies, including appropriate "first responder" training or its equivalent for necessary instructional and administrative staff
- Preventing contact with blood-borne pathogens
- Administering prescription drugs and other medicines
- Maintaining a drug, alcohol, and tobacco-free workplace

All information related to the above-referenced policies will be included in the parent/student and employee handbooks and will be reviewed on an ongoing basis, as determined by District Board policies.

The Comprehensive School Safety Plan includes a written plan comprised of all mandatory components, a physical tour of the campus to include some staff, school board members and parents, a review of the fire alarm system, and workshops attended by some of the District's safety committee.

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**ELEMENT 7: RACIAL AND ETHNIC BALANCE**

*Governing Law: The means by which the school will achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the district to which the charter petition is submitted. Education Code Section 47605(b)(5)(G).*

The Gravenstein School will implement a recruitment process to achieve racial and ethnic balance among its students that reflects the general population residing in the geographic boundaries of the District. The Charter School will monitor this balance each year and will take necessary recruitment steps to achieve this goal. This process involves the following:

- Hosting an annual Open House
- Advertising by way of electronic media, the school's website, and an ad at least once per year in the local newspaper.

As such, the Charter School shall implement a student recruitment strategy, which shall include, but is not necessarily limited to, the following elements or strategies:

- An enrollment process that is scheduled and adopted to include a timeline that allows for a broad-based recruiting and application process.
- The development of promotional and informational material that appeals to all of the various racial and ethnic groups represented in the District.
- The appropriate development of promotional and informational materials in languages other than English to appeal to limited English proficient populations.
- The distribution of promotional and informational materials to a broad variety of community groups and agencies that serve the various racial, ethnic, and interest groups represented in the District.

**ELEMENT 8: ADMISSION REQUIREMENTS**

*Governing Law: Admission requirements, if applicable. Education Code Section 47605(b)(5)(H).*

The Gravenstein School will be nonsectarian in its programs, admission policies, and all other operations. The Charter School will admit all students residing in California who wish to attend, subject only to capacity as outlined in Education Code 47605(d)(2). The District Board shall have the sole authority to determine the capacity of the Charter School. The determination of Charter School capacity shall be based on the Charter School's academic program, the Charter School's fiscal viability, the educational needs of currently enrolled students, the capacity of the school site, and the level of interest shown by students who want to attend the Charter School. The District Board may set separate capacities for the *ENRICH!* program and the traditional Gravenstein School program.

The Gravenstein School will not charge tuition and will not discriminate against any pupil on the basis of the characteristics listed in Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics). The Charter School will comply with all laws establishing minimum and maximum age for public school attendance in charter schools.

For admission to the *ENRICH!* program, students must complete the *ENRICH!* application and meet *ENRICH!* criteria for admission, available at the District Office or online at

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<http://www.grav.k12.ca.us/>, and must attend an Orientation Day scheduled by the Gravenstein School. Enrollment in the *ENRICH!* program is subject to a student meeting the *ENRICH!* admissions criteria and subject to the capacity set by the District Board. If the number of pupils who meet the criteria for admission to the *ENRICH!* program exceeds the program's capacity, students will be enrolled pursuant to the "Public Random Drawing" procedures listed below.

For admission to the traditional Gravenstein School program, students must complete the Gravenstein School application and meet the criteria for admission, available at the District Office or online at <http://www.grav.k12.ca.us/>, and must attend an Orientation Day scheduled by the Gravenstein School.

An open application period will be publicly announced each year. The Gravenstein School's application process is comprised of the following:

1. Completion of a student admissions application

Registration packets for students who are admitted will also gather the following:

1. Proof of Immunization
2. Home Language Survey
3. Completion of Emergency Medical Information Form
4. Proof of minimum age requirements, e.g. birth certificate
5. Release of records

### **Public Random Drawing**

The Gravenstein School shall admit all pupils who wish to attend the Charter School. However, if the number of pupils who wish to attend the Charter School exceeds the Charter School's capacity, attendance shall be determined by a public random drawing, as required by Education Code Section 47605(d)(2)(B), except for existing pupils of the charter school. If a public random drawing is necessary, preference for admission in the lottery will be given in the following order:

1. Students attending Gravenstein Elementary School (either in the *ENRICH!* program or the traditional Gravenstein Elementary School program) at the time of conversion to charter school status
2. Siblings of existing students
3. Children of school employees
4. Students who reside outside the District

In the public random drawing, all applicants are drawn and listed in order, separately, for each grade level. Once the Charter School's capacity is met, the remaining applicants will continue to be drawn randomly and placed in the order they are drawn on the waiting list. Any vacancies

during the school year after the public random drawing will be filled with the students on the waiting list.

The Charter School will utilize separate public random drawings and application and admissions processes for the *ENRICH!* program and the traditional Gravenstein School program.

**ELEMENT 9:            FINANCIAL AUDIT**

*Governing Law: The manner in which annual, independent, financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the satisfaction of the chartering authority. Education Code Section 47605(b)(5)(1).*

The Gravenstein School will adhere to policies and administrative regulations adopted by the District Board of Education Policies and Administrative Regulations and will participate in the District Board's annual audit of fiscal and programmatic operations. The District will continue to provide administrative services and budget development for the Charter School. To the extent required under applicable federal law, the audit scope will be expanded to include items and processes specified in any applicable Office Management and Budget Circulars. The District and the Charter School will comply with Sonoma County Office of Education audit and accountability practices, though the Charter school will retain its rights under the parameters of charter school law.

The District and Gravenstein School shall resolve any audit exceptions and/or deficiencies in accordance with District policies and procedures and to the satisfaction of the District. Audit appeals or requests for summary review shall be submitted to the Education Audit Appeals Panel ("EAAP") in accordance with applicable law.

The independent financial audit of the Charter School is public record to be provided to the public upon request.

**ELEMENT 10:        SUSPENSION AND EXPULSION**

*Governing Law: The procedures by which pupils can be suspended or expelled. Education Code Section 47605(b)(5)(J).*

The Gravenstein School will follow District Board Policy and Education Code Section 48900 *et seq.* with regard to the suspension and expulsion of students. The Gravenstein School will develop, and the District Board of Education will approve, the behavior guidelines that govern students, including chronic behavior issues. These policies will be printed in the parent/student handbook and will be available on request at the Charter School office. Parents will be notified of serious or repeated behavior infractions. Students will always be treated with respect, listened to attentively, and have access to due process in all instances of serious behavior infractions. Suspensions and expulsions will follow District and Education Code requirements. A student who commits an expellable offense will receive a

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hearing by the District Board of Trustees or designated Administrative Panel pursuant to District Board Policy.

**ELEMENT 11: RETIREMENT PROGRAMS**

*Governing Law: The manner by which staff members of the charter schools will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security. Education Code Section 47605(b)(5)(K).*

The employees at the Charter School will participate in the State Teachers' Retirement System ("STRS"), the Public Employees' Retirement System ("PERS"), and social security in accordance with his or her position with the District. The District shall be responsible for ensuring that the required contributions and deductions are made.

**ELEMENT 12: PUBLIC SCHOOL ATTENDANCE ALTERNATIVES**

*Governing Law: The public school attendance alternatives for pupils residing within the school district who choose not to attend charter schools. Education Code Section 47605(b)(5)(L).*

The Gravenstein School is a school of choice and no students shall be required to attend. Pupils who reside in the District and choose not to attend the Gravenstein School may choose to attend other public schools through an intra- or inter-district transfer in accordance with existing enrollment and transfer policies of the District. Parents and guardians of each student enrolled in the Gravenstein School will be informed on admissions forms that the students have no right to admission in a particular school of the District as a consequence of enrollment in the Gravenstein School, except to the extent that such a right is extended by the District.

**ELEMENT 13: EMPLOYEE RETURN RIGHTS**

*Governing Law: A description of the rights of any employee of the school district upon leaving the employment of the school district to work in a charter school, and of any rights of return to the school district after employment at a charter school. Education Code Section 47605(b)(5)(M).*

Employees of the Gravenstein School will remain District employees and shall retain the right to return and gain seniority through the District. Therefore, any movement of employees between the Gravenstein School and the District is subject to the applicable collective bargaining agreements of the District.

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**ELEMENT 14: DISPUTE RESOLUTION**

*Governing Law: The procedures to be followed by the charter school and the entity granting the charter to resolve disputes relating to the provisions of the charter. Education Code Section 47605(b)(5)(N).*

In the case of a dispute between Gravenstein School and the District Board of Trustees regarding this charter, the School Site Council will appoint a representative(s) (to include the Superintendent) to act on behalf of the school to bring any matter of concern to the board's attention.

**ELEMENT 15: PUBLIC SCHOOL EMPLOYER**

*Governing Law: A declaration whether or not the charter school shall be deemed the exclusive public school employer of the employees of the charter school for purposes of the Educational Employment Relations Act (Chapter 10.7 (commencing with Section 3540) of Division 4 of Title I of the Government Code). Education Code Section 47605(b)(5)(O).*

The District will be the exclusive public school employer of all employees of the Gravenstein School for purposes of the Educational Employment Relations Act ("EERA") and for collective bargaining purposes. The District shall comply with the EERA.

**ELEMENT 16: SCHOOL CLOSURE**

*Governing Law: A description of the procedures to be used if the charter school closes. The procedures shall ensure a final audit of the school to determine the disposition of all assets and liabilities of the charter school, including plans for disposing of any net assets and for the maintenance and transfer of pupil records. Education Code Section 47605(b)(5)(P).*

Closure of the Gravenstein School will be documented by official action of the District Board of Trustees. The action will identify the reason for closure. The official action will also identify an entity and person or persons responsible for closure-related activities.

The District will promptly notify parents and students of the Gravenstein School, the Sonoma County Office of Education, the California Department of Education, the Sonoma SELPA, and the retirement systems in which the Charter School's employees participate (e.g., Public Employees' Retirement System, State Teachers' Retirement System, and federal social security) of the closure as well as the effective date of the closure. This notice will also include the name(s) of and contact information for the person(s) to whom reasonable inquiries may be made regarding the closure; the pupils' school districts of residence; and the manner in which parents (guardians) may obtain copies of pupil records.

The Board will ensure that the notification to the parents and students of the Gravenstein School of the closure provides information to assist parents and students in locating suitable alternative programs. This notice will be provided promptly following the Board's decision to close the

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Gravenstein School. The Board will also develop a list of pupils in each grade level and the classes they have completed, together with information on the pupils' districts of residence, which they will provide to the entity responsible for closure-related activities.

All transfers of student records will be made in compliance with the Family Educational Rights and Privacy Act ("FERPA") 20 U.S.C. § 1232g. The District will store original records of the Gravenstein School students. All records of the Gravenstein School shall be transferred to the District upon charter School closure and maintained in accordance with law.

The Gravenstein School will revert back to non-charter status upon closure of the charter, unless otherwise closed by the District. As soon as reasonably practical, the District will prepare final financial records. The District will also have an independent audit completed within six months after closure. The audit will be prepared by a qualified Certified Public Accountant selected by the District. The final audit will include the following:

- An accounting of all financial assets, including cash and accounts receivable
- An inventory of property, equipment, and other items of material value
- An accounting of the liabilities, including accounts payable
- Any reduction in apportionments as a result of audit findings or other investigations, loans, and unpaid staff compensation
- An assessment of the disposition of any restricted funds received by or due to the Gravenstein School.

The District will complete and file any annual reports required pursuant to Education Code section 47604.33.

On closure of the Gravenstein School, all assets of the Gravenstein School, including but not limited to all leaseholds, personal property, intellectual property and all ADA apportionments and other revenues generated by students attending the Gravenstein School, remain the sole property of the District. Any assets acquired from the District or District property will be promptly returned upon closure to the District. The distribution shall include return of any grant funds and restricted categorical funds to their source in accordance with the terms of the grant or state and federal law, as appropriate, which may include submission of final expenditure reports for entitlement grants and the filing of any required Final Expenditure Reports and Final Performance Reports, as well as the return of any donated materials and property in accordance with any conditions established when the donation of such materials or property was accepted.

As specified by the attached Budget, the District will utilize the Charter School's reserve fund to undertake any expenses associated with the closure procedures identified above.

**ELEMENT 17: ADDITIONAL REQUIREMENTS**

**A. Liability and Indemnity**

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*Governing Law: Potential civil liability effects, if any, upon the school and upon the District. Education Code Section 47605(g).*

The Charter School shall remain under District insurance coverage. Insurance amounts will be determined by recommendation of the District and its insurer for schools of similar size, location, and student population.

The District will institute and maintain appropriate risk management practices.

**B. Term of Charter**

The requested term of the charter shall be for five years, from July 1, 2017 to June 30, 2022.

**C. Material Revisions**

Any material revisions to this Charter must be formally approved by the District Board in accordance with Education Code Section 47607.

**D. Financial Plan**

*Governing Law: The petitioner or petitioners shall also be required to provide financial statements that include a proposed first-year operational budget, including startup costs, and cash flow and financial projections for the first three years of operation. Education Code Section 47605(g).*

Attached, as Appendix B, please find a multi-year projection for 2016/17, 2017/18, and 2018/19, including budget assumptions for the 2016/17 through 2021/22 fiscal years.

The Charter School shall provide reports to the District as follows, and may provide additional fiscal reports as requested by the District:

1. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement.
2. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. Additionally, on December 15, a copy of the Charter School's annual, independent financial audit report for the preceding fiscal year shall be delivered to the District, State Controller, State Department of Education and County Superintendent of Schools.
3. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31.

4. By September 15, a final unaudited report for the full prior year. The report submitted to the District shall include an annual statement of all the Charter School's receipts and expenditures for the preceding fiscal year.

**E. Centralized Administrative Services**

*Governing Law: The manner in which administrative services of the school are to be provided. Education Code Section 47605(g).*

Centralized administrative services at the Gravenstein School will be run in a substantially similar fashion to those at other schools in the District. All "back office" services will be handled by the District.

**F. Facilities**

*Governing Law: The facilities to be utilized by the school. The description of the facilities to be used by the charter school shall specify where the school intends to locate. Education Code Section 47605(g).*

Gravenstein School will be located within the District boundaries, and will operate from the existing Gravenstein Elementary School site at 3840 Twig Avenue, Sebastopol, California. The Gravenstein Elementary School site comprises 23 classrooms, a speech and language pathologist/school psychologist room, a library, school office, district office, and a multipurpose room.

APPENDIX A

MEASURABLE PUPIL OUTCOMES 2016



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Smarter Balanced Assessments

California Alternate Assessments

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Test Results

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Understanding Results

Research Files

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Smarter Balanced Assessment Test Results for:

## Solano County

CAS Code: 45-0000-000000

SUMMARY REPORT

CHANGE OVER TIME

### Report Options

Select Year:

2016

Select Group/Subgroup:

All Students (Default)

Apply Selections

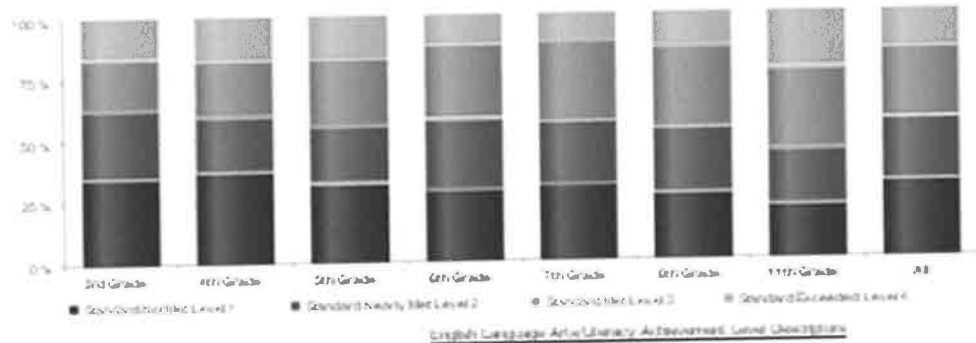
To learn more about the results displayed below, please visit [Understanding Smarter Balanced Assessment Results](#).

In order to protect student privacy, an asterisk (\*) will be displayed instead of a number in test results when 70 or fewer students test. Additionally, when subgroup counts are 70 or fewer, they will be displayed instead of the number of students when subgroup counts are 70 or fewer.

## Smarter Balanced Results (2016)

### ENGLISH LANGUAGE ARTS/LITERACY

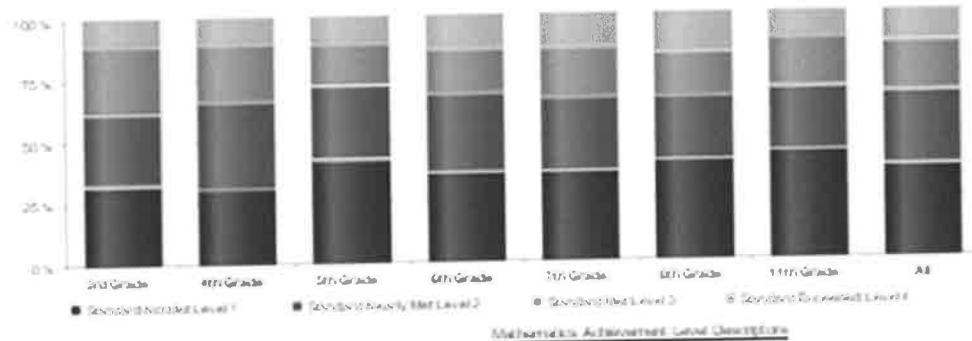
#### Achievement Level Distribution



[▶ All Students \(available data\)](#)

### MATHEMATICS

#### Achievement Level Distribution



[▶ All Students \(available data\)](#)

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Smarter Balanced Assessment Test Results for

## Gravenstein Elementary School

CDS Code: 49-0714021742

Gravenstein Union Elementary District

Sonoma County

**SUMMARY REPORT**

CHANGES OVER TIME

### Report Options

Select Year:  | 
 Select Group/Subgroup:  |

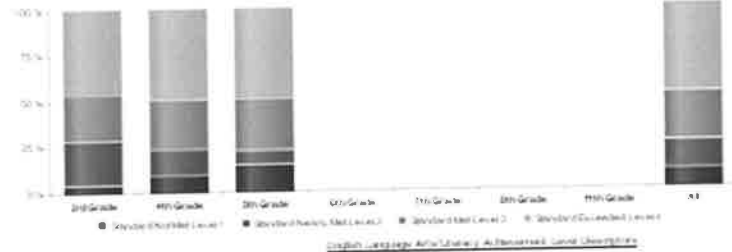
To learn more about the results displayed below please visit [Understanding Smarter Balanced Assessment Results](#)

In order to protect student privacy, an asterisk (\*) will be displayed instead of a number in test results where 75 or fewer students test (and). Additionally, when subgroup counts are 75 or fewer, they will be displayed instead of the number of students, when subgroup counts are 75 or fewer.

### Smarter Balanced Results (2016)

#### ENGLISH LANGUAGE ARTS/LITERACY

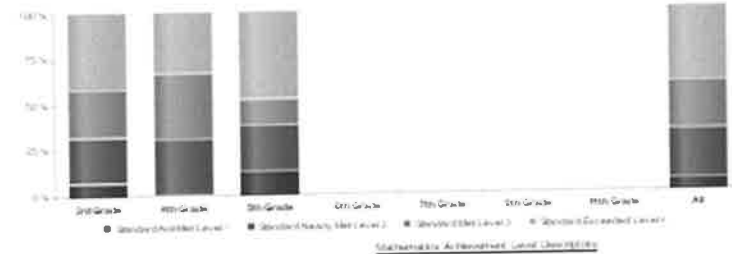
##### Achievement Level Distribution



[All Students \(accessible data\)](#)

#### MATHEMATICS

##### Achievement Level Distribution



[All Students \(accessible data\)](#)

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APPENDIX B  
FINANCIAL PLAN

## Gravenstein Elementary School Multi-Year Projection

	2017-18	2018-19	2019-20	2020-2021	2021-2022
	Fd 03	Fd 03	Fd 03	Fd 03	Fd 03
<b>Revenue</b>					
8010-8099	\$ 3,266,596	\$ 3,366,679	\$ 3,469,699	\$ 3,575,872	\$ 3,685,293
8100-8299	\$ 69,566	\$ 69,566	\$ 69,566	\$ 69,566	\$ 69,566
8300-8599	\$ 131,780	\$ 119,841	\$ 119,841	\$ 119,841	\$ 119,841
8600-8799	\$ 335,053	\$ 335,053	\$ 335,053	\$ 335,053	\$ 335,053
<b>Revenue Total</b>	<b>\$ 3,802,994</b>	<b>\$ 3,891,138</b>	<b>\$ 3,994,158</b>	<b>\$ 4,100,331</b>	<b>\$ 4,209,753</b>
<b>Expenditures</b>					
1000	\$ 2,048,124	\$ 2,078,846	\$ 2,110,029	\$ 2,141,679	\$ 2,173,804
2000	\$ 368,439	\$ 370,281	\$ 372,133	\$ 373,993	\$ 375,863
3000	\$ 711,756	\$ 757,978	\$ 807,171	\$ 859,556	\$ 915,341
4000	\$ 157,142	\$ 158,714	\$ 160,301	\$ 161,904	\$ 163,523
5000	\$ 497,121	\$ 502,093	\$ 507,114	\$ 512,185	\$ 517,307
6000	\$ -	\$ -	\$ -	\$ -	\$ -
7000	\$ 1,936	\$ 1,936	\$ 1,936	\$ 1,936	\$ 1,936
<b>Expenditure Total</b>	<b>\$ 3,784,519</b>	<b>\$ 3,869,848</b>	<b>\$ 3,958,683</b>	<b>\$ 4,051,254</b>	<b>\$ 4,147,775</b>
<b>Net Change</b>	<b>\$ 18,475</b>	<b>\$ 21,290</b>	<b>\$ 35,475</b>	<b>\$ 49,077</b>	<b>\$ 61,978</b>
<b>Beginning Balance</b>	<b>\$ 1,104,750</b>	<b>\$ 1,123,225</b>	<b>\$ 1,144,515</b>	<b>\$ 1,179,990</b>	<b>\$ 1,229,067</b>
<b>Ending Fund Balance</b>	<b>\$ 1,123,225</b>	<b>\$ 1,144,515</b>	<b>\$ 1,179,990</b>	<b>\$ 1,229,067</b>	<b>\$ 1,291,045</b>

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## Assumptions: Multi-Year Budget Projection

	2017-2018 Year 1 - Projection	2018-2019 Year 2 - Projection	2019-2020 Year 3 - Projection	2020-2021 Year 4 - Projection	2021-2022 Year 5 - Projection
<b>Revenue</b>					
<b>Revenue Sources</b>					
COLAs used	1.48%	2.40%	2.53%	2.66%	2.66%
Gap Funding rates used (Dept. of Finance)	23.67%	34.42%	35.88%	37.32%	43.35%
Unallocated Count %					
District Funded ADA	Dist: 34.04%, Gravenstein Chr: 19.13%, Hillcrest Chr: 17.54%	Dist: 34.04%, Gravenstein Chr: 19.13%, Hillcrest Chr: 17.54%	Dist: 34.04%, Gravenstein Chr: 19.13%, Hillcrest Chr: 17.54%	Dist: 34.04%, Gravenstein Chr: 19.13%, Hillcrest Chr: 17.54%	Dist: 34.04%, Gravenstein Chr: 19.13%, Hillcrest Chr: 17.54%
Charter funded ADA	43.65	43.65	43.65	43.65	43.65
COE funded ADA	660.86	660.86	660.86	660.86	660.86
Deferred Maintenance to Fund 14 (8091)	6.79	6.79	6.79	6.79	6.79
Property Taxes % inc/dec	19,507.00	19,507.00	19,507.00	19,507.00	19,507.00
Federal	Same as 16-17	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Other State - Unrestricted	\$101,826 Lottery, \$10,668 MBG and \$10,966 \$32K lottery and \$192K STRS on-behalf	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Other State - Restricted	Same as 16-17	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Local	Same as 16-17	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
<b>Expenditures</b>					
<b>Certified Salaries</b>					
Staffing (FTEs)	46.8 FTE Cert, 3 FTE Admin	46.8 FTE Cert, 3 FTE Admin	46.8 FTE Cert, 3 FTE Admin	46.8 FTE Cert, 3 FTE Admin	46.8 FTE Cert, 3 FTE Admin
Step & Column Costs	1.5% increase over PY	1.5% increase over PY	1.5% increase over PY	1.5% increase over PY	1.5% increase over PY
<b>Classified Salaries</b>					
Staffing (FTEs)	Same as 16-17	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Step & Column Costs	5% increase over PY	5% increase over PY	5% increase over PY	5% increase over PY	5% increase over PY
Other Adjustments					
<b>Employee Benefits</b>					
Statutory Benefits (Fixed)	STRS 14.43% PERS 15.80%, SUI 0.5%, OASDI 7.65%, WC 1.94% + 1% over PY	STRS 16.28% PERS 18.70%, SUI 0.5%, OASDI 7.65%, WC 1.94% + 1% over PY	STRS 18.13% PERS 21.6%, SUI 0.5%, OASDI 7.65%, WC 1.94% + 1% over PY	STRS 19.1% PERS 24.9%, SUI 0.5%, OASDI 7.65%, WC 1.94% + 1% over PY	STRS 19.1% PERS 24.9%, SUI 0.5%, OASDI 7.65%, WC 1.94% + 1% over PY
Health & Welfare Benefits	Health & Welfare benefits are capped	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Medical	1% increase over PY minus \$90K 1x expenses; chrome books & software and reduced textbook set-aside by \$75K	1% increase over PY	1% increase over PY	1% increase over PY	1% increase over PY
<b>Books and Supplies</b>	Does include \$50K for Science adoption	Does include \$50K for Social Studies adoption			
<b>Services, Other Oper Exp</b>	1% increase over PY minus \$66K for expenditures budget with Educator Effectiveness and Title I and II carryover	1% increase over PY	1% increase over PY	1% increase over PY	1% increase over PY
<b>Special Education</b>	2% increase over PY	2% increase over PY	2% increase over PY	2% increase over PY	2% increase over PY
Unrestricted Contribution	Same as 16-17	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Non-Public School					
Other Spl. Ed Services					
SCOE K-22 Placement	7 students in COE Operated Programs	7 students in COE Operated Programs	7 students in COE Operated Programs	7 students in COE Operated Programs	7 students in COE Operated Programs
<b>Transportation</b>	Transportation costs \$34K	Transportation costs \$34K	Transportation costs \$34K	Transportation costs \$34K	Transportation costs \$34K
<b>Capital Outlay</b>	None	None	None	None	None
<b>Other Outgo</b>					
<b>Transfers In (provide detail)</b>					
<b>Transfers (Out)</b>	Same as 16-17 Adopted Budget	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
<b>Other Uses</b>					
<b>Contribution</b>	2% increase over PY	2% increase over PY	2% increase over PY	2% increase over PY	2% increase over PY

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# **HILLCREST MIDDLE SCHOOL**

A California Public Charter School

## **CHARTER SCHOOL PETITION**

725 BLOOMFIELD ROAD  
SEBASTOPOL, CA 95472

FINAL DRAFT FOR PUBLIC HEARING AND GOVERNING BOARD APPROVAL  
PRESENTED 5/10/17

*ORIGINALLY APPROVED BY THE GOVERNING BOARD: 5/9/12*

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## **INTRODUCTION**

This charter allows us to have increased flexibility in exchange for heightened accountability to meet the goals set forth by the Legislature in Education Code Section 47601:

*It is the intent of the Legislature, in enacting this part, to provide opportunities for teachers, parents, pupils, and community members to establish and maintain schools that operate independently from the existing school district structure, as a method to accomplish all of the following:*

- (a) *Improve pupil learning.*
- (b) *Increase learning opportunities for all pupils, with special emphasis on expanded learning experiences for pupils who are identified as academically low achieving.*
- (c) *Encourage the use of different and innovative teaching methods.*
- (d) *Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site.*
- (e) *Provide parents and pupils with expanded choices in the types of educational opportunities that are available within the public school system.*
- (f) *Hold the schools established under this part accountable for meeting measurable pupil outcomes, and provide the schools with a method to change from rule-based to performance-based accountability systems.*
- (g) *Provide vigorous competition within the public school system to stimulate continual improvements in all public schools.*

**AFFIRMATIONS/ASSURANCES**

As the authorized lead petitioner, I, Jennifer Schwinn, hereby certify that the information submitted in this petition for Hillcrest Middle School (“Hillcrest” or the “Charter School”), a traditional middle school (Hillcrest Middle School, or “HMS”) converted into a California public charter school , and located within the boundaries of the Gravenstein Union School District (the “District”) is true to the best of my knowledge and belief; I also certify that this petition does not constitute the conversion of a private school to the status of a public charter school; and further, I understand that if awarded a charter, the Charter School will follow any and all federal, state, and local laws and regulations that apply to the Charter School, including but not limited to:

- The Charter School shall meet all statewide standards and conduct the student assessments required, pursuant to Education Code Section 60605, and any other statewide standards authorized in statute, or student assessments applicable to students in non-charter public schools. [Ref. Education Code Section 47605(c)(1)]
- The District shall be deemed the exclusive public school employer of the employees of Hillcrest Middle School for purposes of the Educational Employment Relations Act (Chapter 10.7 (commencing with section 3540) of Division 4 of Title 4 of the Government Code). [Ref. Education Code Section 47605(b)(5)(O)]

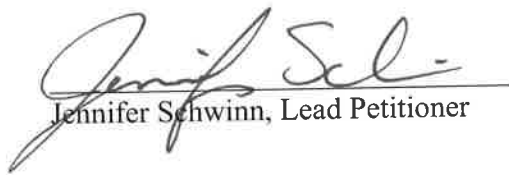
- The Charter School shall be non-sectarian in its programs, admissions policies, employment practices, and all other operations. [Ref. Education Code Section 47605(d)(1)]
- The Charter School shall not charge tuition. [Ref. Education Code Section 47605(d)(1)]
- The Charter School shall admit all students who wish to attend the Charter School, and who submit a timely application; unless the Charter School receives a greater number of applications than there are spaces for students, in which case each application will be given equal chance of admission through a public random drawing process. Except as required by Education Code Section 47605(d)(2), which requires the Charter School to give admissions preference to pupils who reside within the former attendance area of Hillcrest Middle School, admission to the Charter School shall not be determined according to the place of residence of the student or his or her parents within the State. Preference in the public random drawing shall be given as required by Education Code Section 47605(d)(2)(B). In the event of a drawing, the chartering authority shall make reasonable efforts to accommodate the growth of the Charter School in accordance with Education Code Section 47605(d)(2)(C). [Ref. Education Code Section 47605(d)(2)(A)-(B)]
- The Charter School shall not discriminate on the basis of the characteristics listed in Education Code Section 220, including, but not necessarily limited to the following, whether actual or perceived: disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics. [Ref. Education Code Section 47605(d)(1)]

- The Charter School shall adhere to all provisions of federal law related to students with disabilities including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 and the Individuals with Disabilities in Education Improvement Act of 2004.
- The Charter School shall meet all requirements for employment set forth in applicable provisions of law, including, but not limited to credentials, as necessary. [Ref. Title 5 California Code of Regulations Section 11967.5.1(f)(5)(C)]
- The Charter School shall ensure that teachers in the Charter School hold a Commission on Teacher Credentialing certificate, permit, or other document equivalent to that which a teacher in other public schools are required to hold. As allowed by statute, flexibility will be given to noncore, noncollege preparatory teachers. [Ref. California Education Code Section 47605(1)]
- The Charter School shall at all times maintain all necessary and appropriate insurance coverage.
- The Charter School shall, for each fiscal year, offer at a minimum, the number of minutes of instruction per grade level as required by Education Code Section 47612.5(a)(1)(A)-(D).
- If a pupil is expelled or leaves the Charter School without graduating or completing the school year for any reason, the Charter School shall notify the superintendent of the school district of the pupil's last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card and health information. [Ref. California Education Code Section 47605(d)(3)]



- The Charter School shall maintain accurate and contemporaneous written records that document all pupil attendance and make these records available for audit and inspection. [Ref. California Education Code Section 47612.5(a)]
- The Charter School shall, on a regular basis, consult with its parents and teachers regarding the Charter School's education programs. [Ref. California Education Code Section 47605(c)]
- The Charter School shall comply with any jurisdictional limitations to locations of its facilities. The Charter School will be located at a facility within the boundaries of the Gravenstein Union School District. [Ref. California Education Code Sections 47605(a)(4) and 47605.1]
- The Charter School shall comply with all laws establishing the minimum and maximum age for public school enrollment. [Ref. California Education Code Section 47612(b), 47610]
- The Charter School shall comply with all applicable portions of the Every Student Succeeds Act (ESSA) (Pub.L. 114-95).
- The Charter School shall comply with the California Public Records Act (Government Code Section 6250 *et seq.*).
- The Charter School shall comply with the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232g) and corresponding regulations, and related state law (Education Code Section 49062 *et seq.*).

- The Charter School shall comply with the Ralph M. Brown Act (Government Code Section 54950 *et seq.*).
- The Charter School shall meet or exceed the legally required minimum of school days. [Ref. Title 5 California Code of Regulations Section 11960]
- The Charter School shall follow any and all other federal, state, and local laws and regulations that pertain to the applicant or the operation of the charter school.

  
Jennifer Schwinn, Lead Petitioner

5/10/17  
Date

**ELEMENT 1: EDUCATIONAL PROGRAM**

*Governing Law: A description of the educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21<sup>st</sup> century, and how learning best occurs. The goals identified in that program shall include the objective of enabling pupils to become self-motivated, competent, and*

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Hillcrest Middle School

*lifelong learners. Education Code Section 47605(b)(5)(A)(i).*

**A. Students to be Served – Whom the School is Attempting to Educate**

Hillcrest Middle School shall serve approximately 280 students in grades six through eight (6-8). All students will be offered a rigorous core academic program including advanced mathematics courses, Spanish instruction for all students, and a strong music and performing arts program. Most students live in the western, rural section of Sebastopol in Sonoma County and come from primarily English-speaking homes of a variety of socio-economic backgrounds.

The table below provides an overview of the student demographics at Hillcrest Middle School in 2016-17:

<b>HILLCREST MIDDLE SCHOOL STUDENT POPULATION 2016-17</b>	
<b><i>Ethnicity</i></b>	<b><i>Percentage</i></b>
African American	1.4%
Native Hawaiian/Pacific Islander	1.1
Asian	2.1
Filipino	1.4%
Latino or Hispanic	9.3%
White	83.9%
Multiple/No Response	0.7%
<b><i>Sub-Group</i></b>	
Free or Reduced Lunch Participants	12.1%
English Learners	5.7%
Students with Disabilities	6.4%

**B. Mission, Vision and Core Educational Philosophy**

**Mission:** Hillcrest Middle School is dedicated to academic excellence and the cultivation of individual strengths and talents in a caring and cooperative environment. Our sense of community fosters a high level of ethical, responsible citizenship.

**Vision:** Each child shall master the knowledge, attitudes and skills necessary to become a contributing and productive citizen. Through the cooperative efforts of home, school, and community, we shall accomplish the following goals:

1. School Environment
  - a. Positive, non-threatening environment with consistent discipline.
  - b. Students will learn the value of respecting oneself, each other and authority.
  - c. Pro-active interventions for at-risk students.
  - d. Strive for optimum class sizes.
2. Curriculum & Assessment
  - a. Develop a set of standards-based (grade-specific) curriculum brochures, report cards, strategies and practices utilizing California state standards.
  - b. Standardize and adopt state board adopted curriculum and materials to ensure student success and to meet high school entrance and exit exam requirements.
  - c. Students will be prepared to meet proficiency standards.
3. Coordination of School and Community
  - a. Articulation and coordination of curriculum with the State of California. Encourage Hillcrest Middle School connection with Governor's Initiative

- trainings for professional development.
- b. Volunteerism-students in the community and community in the school.
  - c. Recruit and encourage business and professional interaction with the school.

### **An Educated Person of the 21st Century**

Hillcrest Middle School will provide an environment in which children will develop into confident, self-motivated, resourceful, productive lifelong learners. Hillcrest Middle School students are expected to become socially responsible citizens to better our global community. To meet the challenges of the current century, students at Hillcrest Middle School will acquire the habits and skills necessary to succeed in school and beyond, as contributing citizens of the 21<sup>st</sup> century. These habits and skills include:

- Critical Thinking
- Problem Solving
- Inquiry
- Ability to reflect
- Collaboration
- Knowledge of the creative arts and music
- Utilization of positive character traits
- Participates in community service projects
- Technological experience, confidence and understanding

### **C. How Learning Best Occurs: Instructional Design and Curriculum**

The following combination of key elements comprises Hillcrest Middle School's approach to instruction for the students to be served by the Charter School:

- Academically rigorous instruction
- One of the strongest music programs in Sonoma County, with a 6th grade band, 7th grade band, 8th grade band, a jazz band, and a strings ensemble
- Advanced mathematics
- Competitive and intramural sports programs
- Computer lab and media center
- Spanish instruction for all students
- Student leadership, dances
- poetry classes for 8th graders
- Classroom computers available for every student
- Outdoor educational experiences for every student

All classes at Hillcrest Middle School offer an approximate pupil-to-teacher ratio of 25:1. Instructional and temporary support assistants are utilized according to need in the classroom. Instructional assistants work in conjunction with the Special Education Teachers to instruct in Learning Labs. The Learning Labs are operated through combining categorical funding to serve students who need intervention or tutoring. Students are provided services according to their needs – regardless of whether they qualify for special education or not. This setting provides additional services in the areas of Reading/Language Arts and Math to identified and/or below-grade-level students. Other services available to Hillcrest Middle School students include the Speech and Language Program, a school psychologist, and an academic counselor.

Integration of Music and the Arts

Hillcrest Middle School offers a variety of scheduled music, art and drama programs. Our *ENRICH!* Creative Arts Magnet/GATE Program includes additional field trips and enrichment/elective classes.

### ENRICH! Magnet/GATE Creative Arts Program

The *ENRICH!* program is a creative arts magnet program that emphasizes strong academics, creative and performing arts and involved parents. Application to the *ENRICH!* program is a separate and additional enrollment and application process. Criteria considered for enrollment in the *ENRICH!* program is listed on the application, available at the District office and on the District website at [www.grav.k12.ca.us](http://www.grav.k12.ca.us). The mission and vision of the *ENRICH!* program is to “support the emerging child in becoming a whole person through integration of strong academics, creative arts, and community involvement in an environment that fosters acceptance and respect for self and others. Our vision is accomplished through the dedication of skilled teachers, program leadership, involved families, enriched activities, collaborative relationships with the school administration and committed financial support.”

### Violence and Bullying Prevention

Hillcrest Middle School utilizes a violence/bully prevention curriculum programs. ***Second Step*** is a state-approved violence prevention program for grades Preschool through eighth grade. Some of the topics covered in this program include empathy, emotion management, impulse control, problem solving, and anger management. All Hillcrest staff, from the principal on down, are trained to recognize, intervene and provide ongoing follow-up when bullying issues arise.

### Alignment of Curriculum, Instruction and Materials to Content and Performance Standards

All of the curriculum materials we use in the areas of Reading-Language Arts and Math are

aligned with the state standards. Curriculum brochures are completed for all grades.

Hillcrest Middle School uses state-adopted Language Arts textbooks (McDougal Littell), Social Sciences (History Alive), Science for (McDougal Littell), Spanish (Glenco), and Math (Houghton Mifflin Harcourt 2015).

#### Professional Development

Hillcrest Middle School provides ongoing staff development training to ensure all staff are highly trained in current educational practices and educational research. Professional development for our staff is provided on the adopted Language Arts and Math textbooks, as well as Common Planning Day meetings. We regularly assess the needs for staff development and provide necessary in-service trainings.

#### **D. Annual Goals for Hillcrest Middle School**

Hillcrest Middle School complies with the state's accountability requirement through the development, implementation, and annual update of its Local Control Accountability Plan ("LCAP"). The Gravenstein Union School District's Board of Trustees approve the plan annually and copies are provided to appropriate District and Sonoma County Office of Education staff as required by state regulations. How the school intends to address the state's priorities as defined in Education Code Section 52060 are described in a number of locations throughout this petition, and are summarized here as required.



1. Conditions of Learning
2. Implementation of the Common Core Standards
3. Parental Involvement
4. Pupil Achievement
5. Pupil Engagement
6. School Climate
7. Course Access
8. Other Pupil Outcomes

Hillcrest Middle School's Goals :

**Summary of LCAP goals 2016-17:**

Goal #1: The district goal to increase the percentage of students performing at proficient for all subgroups. (Priorities 1, 4, 5, 7)

Goal #2: All teachers and instructional support staff will continue their learning about common

core and receive training in common core standards. (Priorities 1, 2)

Goal #3: Teachers will have high quality, common-core aligned instructional materials in Language Arts, Math, and Science in sufficient quantities for all students including EL materials. (Priorities 1, 2)

Goal #4: All students will reach proficiency in common core standards in Math and Language Arts. (Priority 4)

Goal #5: ELs will acquire full proficiency in English as rapidly and effectively as possible and attain parity with native speakers of English in English Language Arts and Math. (Priorities 2, 4)

Goal #6: Appropriate academic and social/emotional support will be given to students who are struggling academically and/or socially. (Priorities 4, 6, 8)

Goal #7: Facilities are safe, well-maintained, and conducive to learning and include technology. (Priority 1)

Goal #8: The maintaining of wireless availability for technology that was purchased through

September 2015. (Priority 1)

Goal #9: Students experiencing chronic absenteeism will be supported in attending school through individual conferencing, home visits or phone conferencing with parents and/or students as needed. This will include the need to go to their home school district if distance to school is the issue. Parent involvement will be encouraged with personalized requests as needed and appropriate. (Priorities 3, 5 6, 7)

Goal #10: All students will be involved in school wide programs to boost school pride and a feeling of belongingness of each child, to treat others with respect, kindness and compassion, and to ensure that bullying and inappropriate behavior that distracts students from learning is not happening. This includes the use of Second Step lessons in all classrooms. (Priority 6)

**E. Serving Students with Disabilities**

Hillcrest Middle School shall comply with all applicable State and Federal Laws in serving students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act (“Section 504”), the Americans with Disabilities Act (“ADA”) and the Individuals with Disabilities in Education Improvement Act (“IDEA”) and all corresponding state law (Education Code Section 56000 *et seq.*).

The Charter School will operate as a public school of the District for the purpose of special education in accordance with Education Code Section 47641(b). As such, the Charter School’s special education students shall be identified, assessed, and served in the same manner as any

other student of the District in accordance with their individualized education plans (“IEPs”) and applicable state and federal law and District and SELPA policies. The Charter School shall utilize appropriate SELPA forms and commit to all reporting required by the SELPA. The Charter school will ensure that a free and appropriate education in the least restrictive environment is provided to all students with exceptional needs, whether under Section 504 or the IDEA. The Charter School will have special education services available from the District that are equivalent to the other District schools.

The facilities to be utilized by the Hillcrest Middle School shall be accessible for all students with disabilities. The Hillcrest Middle School will not discriminate against any student based upon disability.

The Hillcrest Middle School recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise be subjected to discrimination under any program of the Hillcrest Middle School. Any student, who has an objectively identified disability which substantially limits a major life activity including but not limited to learning, is eligible for accommodation by the Hillcrest Middle School. The Charter School shall comply with all applicable policies and procedures of the District related to identification, assessing, and serving students in accordance with Section 504 of the Rehabilitation Act.

Students will be identified for Special Education using child-find procedures currently in place in the District and SELPA. These procedures can include, if appropriate:

- Extensive use of general education classroom interventions by the teacher;
- A referral from the classroom teacher to the Student Study Team; and/or
- The Student Study Team recommendation for the child to be assessed.

The results of the testing are then presented in a follow-up meeting with the parents. If the student qualifies for Special Education, an IEP is created and sets individualized learning goals and objectives, pursuant to Education Code Section 56710 and in compliance with the California Master Plan for Special Education (Education Code Section 56000 *et seq.*). IEP meetings are held annually to report student progress and adjust goals.

**E. Serving Academically Low-Achieving Students**

Hillcrest Middle School offers a Learning Lab to provide assistance for students who qualify for special education services as well as students who score below proficient in English Language Arts and/or Math. Hillcrest Middle School utilizes teacher assistants (TAs) who spend a majority of their time working with students who are low performing. These TAs allow for focused assistance to students in a small group or individual setting. Hillcrest Middle School has adopted state-approved English Language Arts intervention materials (*Jane Greene-LANGUAGE!*) in grades 6-8 for students scoring at least two years below their appropriate grade levels. We have also adopted *Fast Forward* Math intervention materials for grades 6-7.

Hillcrest Middle School holds parent conferences and Student Study Team (“SST”) meetings to provide additional support to students and families in need of additional assistance. Within the SST meetings recommendations are made for outside support services or additional academic plans are outline and implemented.

**F. Serving Academically High-Achieving Students**

Hillcrest Middle School offers enrichment activities in the areas of English Language Arts and Math for all high-achieving students – *ENRICH!* students or traditional program students scoring at the top of their grade level on STAR tests.

High-achieving students at Hillcrest Middle School also have the opportunity to enroll in the *ENRICH!* Creative Arts Magnet Program.

*ENRICH!* Program students have a 45 minute longer school day than the traditional program students. All *ENRICH!* students and teachers utilize the same state and district adopted standards-based Math, Language Arts, Social Studies and Science materials but the *ENRICH!* classes may move at a quicker pace since this is an accelerated program and students are screened through test results and/or teacher observation to be proficient or above at their grade level. The teachers may add materials to the core materials. Enrichment classes have included hands-on science, Spanish (two classes a week), chorus, art, African drumming, drama, poetry, dance, newspaper, yearbook, and computer skills, among others. In the visual arts, students have enjoyed silk painting, cartooning, papermaking, and art history.

The *ENRICH!* classroom and Traditional program students participate in all grade-alike activities, such as, recesses, lunch, spelling bees, science fairs, etc. and assemblies. All *ENRICH!* program students join the regular education students in lunch recess and intramural games, after school sports programs, dances, after-school drama, before school jazz band, before school strings program, spelling bees, and any other program or activity available to traditional program students.

There is at least one field trip a month in the *ENRICH!* program. Past field trips for *ENRICH!* students have included hands-on learning activities such as, the Shakespeare Festival in Ashland, Oregon, Yosemite National Park, other overnight trips, various museums, orchestral and operatic programs in San Francisco, and many more.

#### **G. Serving English Learners**

Hillcrest Middle School will meet all applicable legal requirements for English Learners (“EL”)

as it pertains to annual notification to parents, student identification, placement, program options, EL and core content instruction, teacher qualifications and training, re-classification to fluent English proficient status, monitoring and evaluating program effectiveness, and standardized testing requirement. The Charter School will implement policies to assure proper placement, evaluation, and communication regarding ELs and the rights of students and parents. ELs will have full access to the Charter School's educational program.

### **Home Language Survey**

The Charter School will administer the home language survey upon a student's initial enrollment into the Charter School (on enrollment forms).

### **CELDT Testing**

All students who indicate that their home language is other than English will be California English Language Development Test ("CELDT"), or, when operationally ready, its replacement, the English Language Proficiency Assessments for California ("ELPAC") tested within thirty days of initial enrollment<sup>1</sup> and at least annually thereafter between July 1 and October 31<sup>st</sup> until re-designated as fluent English proficient.

The Charter School will notify all parents of its responsibility for CELDT/ELPAC testing and of CELDT/ELPAC results within thirty days of receiving results from publisher. The CELDT/ELPAC shall be used to fulfill the requirements under the Every Student Succeeds Act for annual English proficiency testing.

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<sup>1</sup> The thirty-day requirement applies to students who are entering a California public school for the first time or for students who have not yet been CELDT tested. All other students who have indicated a home language other than English will continue with annual CELDT testing based upon the date last tested at the prior school of enrollment.

## Reclassification Procedures

Reclassification procedures utilize multiple criteria in determining whether to classify a pupil as proficient in English including, but not limited to, all of the following:

- Assessment of language proficiency using an objective assessment instrument including, but not limited to, the CELDT/ELPAC.
- Participation of the pupil's classroom teachers and any other certificated staff with direct responsibility for teaching or placement decisions of the pupil to evaluate the pupil's curriculum mastery.
- Parental opinion and consultation, achieved through notice to parents or guardians of the language reclassification and placement including a description of the reclassification process and the parents' opportunity to participate, and encouragement of the participation of parents or guardians in the reclassification procedure including seeking their opinion and consultation during the reclassification process.
- Comparison of the pupil's performance in basic skills against an empirically established range of performance and basic skills based upon the performance of English proficient pupils of the same age that demonstrate to others that the pupil is sufficiently proficient in English to participate effectively in a curriculum designed for pupils of the same age whose native language is English.
- The Student Oral Language Observation Matrix will be used by teachers to measure progress regarding comprehension, fluency, vocabulary, pronunciation, and grammar usage.



## **Strategies for English Learner Instruction and Intervention**

Hillcrest Middle School offers a Learning Lab to provide assistance for English Learners, as well as instructional aides who allow for focused assistance to students in a small group or individual setting.

## **Monitoring and Evaluation of Program Effectiveness**

The evaluation for the program effectiveness for ELs in the Charter School will include:

- Adhere to Charter School-adopted academic benchmarks by language proficiency level and years in program to determine adequate yearly progress.
- Monitoring of teacher qualifications and the use of appropriate instructional strategies based on program design.
- Monitoring of student identification and placement.
- Monitoring of parental program choice options.
- Monitoring of availability of adequate resources.

## **ELEMENT 2: MEASURABLE PUPIL OUTCOMES**

*Governing Law: The measurable pupil outcomes identified for use by the charter school. "Pupil outcomes," for purposes of this part, means the extent to which all pupils of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program. Education Code Section 47605(b)(5)(B).*

See Appendix A for current analysis of measurable pupil outcomes and comparison to local

students.

**ELEMENT 3:        METHODS TO ASSESS PUPIL PROGRESS TOWARDS  
MEETING OUTCOMES**

*Governing Law: The method by which pupil progress in meeting those pupil outcomes is to be measured. Education Code Section 47605(b)(5)(C).*

Hillcrest Middle School is dedicated to documenting student achievement of the state content standards each year through state-mandated pupil assessments. As is required by Education Code Section 60605, students will participate in the California Assessment of Student Performance and Progress (CAASPP) System, which includes the Smarter Balanced Assessments (SBAC), the California Science Tests (CAST), and the California Alternate Assessments (CAA), and all other mandated accountability programs, including the Physical Fitness Test (PFT) and the CELDT/ELPAC. . Through these assessments, Hillcrest Middle School shall demonstrate student mastery of state standards. Standardized assessments allow us to compare student performance with the rest of the state.

Hillcrest Middle School shall pursue the following pupil outcomes:

MEASURABLE PUPIL OUTCOMES	METHODS OF MEASUREMENT	FREQUENCY OF MEASUREMENT
Meet or exceed API growth target	API	Annually
Maintain 95% attendance rate	Attendance records	Monthly

80% of students will meet or exceed the State Standards for Reading, Math, Science.	CAASPP Tests	Annually
The percent of students who score below standard in the areas of Reading, Language and Math will improve by a minimum of 5 percent	CAASPP Tests	Annually
Continual English Language Development growth	CELDT Writing samples Teacher observations	Annually Unit Assessments At Trimester Report Cards
Grade level writing proficiency, scored holistically and discussed school wide	Benchmark tests	Twice a year
Grade level reading assessments to assess whether students have reached expected benchmark skills	Benchmark tests	Unit Assessments
Grade level math assessments to assess whether students have reached expected benchmark skills	Benchmark tests	Unit Assessments
Demonstration of healthy living including nutrition and physical education	Physical education	Annually

## **Measuring Student Progress**

All teachers participate in grade level meetings to align curriculum to State Standards and review assessment information on a monthly basis. Teachers submit English Language Arts unit assessments to the Principal as they are completed, which allows for additional monitoring of student growth (or lack of) to assure intervention is provided.

The Hillcrest Middle School/District Site Council shall analyze the available year-end student performance data for all students annually. The Charter School utilizes CAASPP data, group data, and other indicators to determine if the school has achieved its outcome goals. This data is also analyzed throughout the school year in order to determine if there are any patterns. When areas are identified, teachers and staff at Hillcrest Middle School are directed to look at the core programs and possible interventions that will address these areas. Resources and professional development are utilized to address the need and enhance or change programs if necessary.

## **School Accountability Report Card (“SARC”)**

Additionally, Hillcrest Middle School will publish student results annually through the School Accountability Report Card (“SARC”), in compliance with the California Constitution, California Education Code, and ESSA criteria. The report includes pertinent facts and data about the school and will be made available to the public as required by law.

## **ELEMENT 4: GOVERNANCE STRUCTURE OF THE SCHOOL**

*Governing Law: The governance structure of the school, including, but not limited to, the process to be followed to ensure parental involvement. Education Code Section 47605(b)(5)(D).*

Hillcrest Middle School will be non-sectarian in its programs, policies, employment practices, and all other operations; shall not charge tuition; and shall not discriminate on the basis of the characteristics listed in Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics). The Charter School will comply with all applicable federal, state, and local laws that are applicable to public charter schools.

### **Gravenstein Union School District Board of Trustees**

The Charter School shall be governed by the District Board of Trustees in accordance with its adopted bylaws. All duties and operations regarding the Charter School shall be considered a duty of the District Board unless otherwise delegated by the Board. These duties include but are not limited to:

- Hire, supervise, evaluate, discipline, and dismissal of the Superintendent/Principal of the Charter School;
- Hire, promote, discipline and dismiss all employees of the Charter School after consideration of a recommendation by the Superintendent;
- Approve all contractual agreements;
- Approve and monitor the implementation of general policies of the Charter School. This includes effective human resource policies for career growth and compensation of the staff;
- Approve and monitor the Charter School's annual budget and budget revisions;
- Act as a fiscal agent. This includes but is not limited to the receipt of funds for the operation of the Charter School in accordance with applicable laws and the receipt of

- grants and donations consistent with the mission of the Charter School;
- Contract with an external independent auditor to produce an annual financial audit according to generally accepted accounting practices;
- Establish operational committees as needed;
- Regularly measure progress of both student and staff performance;
- Involve parents and the community in school related programs;
- Execute all applicable responsibilities provided for in the California Corporations Code;
- Engage in ongoing strategic planning;
- Approve the school calendar and schedule of Board meetings;
- Review requests for out of state or overnight field trips;
- Participate in the dispute resolution procedure and complaint procedures when necessary;
- Approve charter amendments and requests for material revisions as necessary;
- Approve annual independent fiscal audit and performance report;
- Appoint an administrative panel or act as a hearing body and take action on recommended student expulsions.

### **The Principal**

The Principal will be the leader of the Charter School. The Principal will ensure that the curriculum is implemented in order to maximize student-learning experiences. The Principal reports to the Superintendent and s/he is responsible for the orderly operation of the Charter School and the supervision of all employees (if so assigned by the Superintendent) in the Charter School.

The Principal shall perform assigned tasks as directed by the Superintendent and shall be required to undertake some or all of the tasks detailed below. These tasks may include but are

not limited to the following:

- Ensure the Charter School enacts its mission;
- Supervise and evaluate teachers and staff;
- Communicate and report to the Board of Trustees;
- Oversee school finances to ensure financial stability;
- Participate in and develop professional development workshops as needed;
- Serve or appoint a designee to serve on any committees of the Charter School;
- Interview and recommend employee hiring, promotion, discipline, and/or dismissal;
- Ensure compliance with all applicable state and federal laws and help secure local grants;
- Communicate with parents, recruit new families and students, and assure families of academic growth;
- Take responsible steps to secure full and regular attendance at school of the students enrolled in accordance with policies established by the Board of Education;
- Complete and submit required documents as requested or required by the charter and/or the Board of Education;
- Identify the staffing needs of the Charter School and offer staff development as needed;
- Maintain up-to-date financial records;
- Ensure that appropriate evaluation techniques are used for both students and staff;
- Establish and maintain a system to handle organizational tasks such as student records, teacher records, teacher credentialing information, contemporaneous attendance logs, purchasing, budgets, and timetables;
- Hire qualified substitute teachers as needed;
- Ensure the security of the school building;
- Promote Hillcrest Middle School in the community and promote positive public relations and interact effectively with media;

- Encourage and support teacher professional development ;
- Provide all necessary financial reports as required for proper attendance reporting;
- Develop the school annual performance report and the SARC;
- Present independent fiscal audit to the Board of Trustees and after review by the Board of Education present audit to the County Superintendent of Schools, the State Controller and the California Department of Education;
- Manage student discipline, as necessary participate in the suspension and expulsion process;
- Participate in IEP meetings as necessary.

The above duties, with the exception of personnel matters, may be delegated or contracted as approved by the Board of Trustees to a business administrator of the Charter School or other appropriate employee or third party provider.

### **School Site Council**

The District Site Council consists of staff members and parents. The Site Council is responsible for approving of the Comprehensive Site Plan which is then adopted by the District Board.

### **Parental Involvement**

Hillcrest Middle School provides opportunities for parent involvement through the District Site Council, volunteering in classrooms, working in the library, attending Back to School Night, Open House, parent-teacher conferences, and field trips. Hillcrest Middle School also has two parent foundations that support programs in the school, the Gravenstein Schools Foundation (GSF), and Magnet Program Foundation (MPF).



**ELEMENT 5: EMPLOYEE QUALIFICATIONS**

*Governing Law: The qualifications to be met by individuals to be employed by the school. Education Code Section 47605(b)(5)(E).*

Employees of the Hillcrest Middle School will remain District employees and thus any movement between the Hillcrest Middle School and the District is subject to the applicable collective bargaining agreements of the District. No public school district employee shall be required to work at the Charter School.

The Hillcrest Middle School will not discriminate against any employee on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics). The Hillcrest Middle School will be nonsectarian in its programs, admission policies, employment practices, and all other operations. Neither the Hillcrest Middle School nor the District will require any employee to work at the Hillcrest Middle School.

**A. Background Checks and Tuberculosis Testing**

The Hillcrest Middle School will adhere to Education Code Section 44237 and 49406 regarding fingerprinting, background clearance, and tuberculosis testing of employees prior to employment.

**B. Teacher Qualifications**

Teachers and paraprofessionals will meet all requirements for credentialing and background as

required by the Every Student Succeeds Act and California Education Code Section 47605(l). Accordingly, the Hillcrest Middle School teachers shall hold a California Commission on Teacher Credentialing certificate, permit, or other documentation equivalent to what a teacher in other public schools would be required to hold. Furthermore, in accordance with the provisions of applicable federal and state law, teachers will demonstrate subject-matter competence consistent with California state licensure. New teachers, who are new to the profession, receive BTSA and other support to ensure they will earn this status within two years.

Appropriate records, and supporting documentation, of credentials held by the Hillcrest Middle School teachers will be monitored and maintained by the District.

**C. Principal Qualifications**

The Hillcrest Middle School Principal serves as the educational leader of the Charter School. The Principal shall be responsible for direction of the instructional program, evaluation of staff, operation of the school facility, participation in school activities, community leadership, collaboration with staff as well as other relevant duties assigned.

The Principal of Hillcrest Middle School shall have taught for a minimum of three years in a California public school; must possess a valid California Teaching Credential and must possess a valid California Administrative Services Credential.

**D. Human Resources**

The following guidelines are in addition to the Human Resources Policy and Procedures of the District, by which the Charter School will abide.

The District shall be deemed the exclusive public school employer of the employees of the

Charter School for the purposes of the Education Employment Relations Act. The District recognizes that no employee can be forced to work for a charter entity. Employees will maintain their rights while they work at the Charter School, and have return rights upon leaving their position at the Charter School to work elsewhere in the District.

It is the intent of the District to continue to employ all current certificated employees, subject to the effects of declining enrollment and/or reduction in funding.

All employees of the District who worked at Hillcrest Middle School, prior to the establishment of the charter, will be offered the opportunity to work in the Hillcrest Middle School with no loss of pay, benefits or employment status. Once the charter gets approved by the District Board of Trustees, all employees shall continue to be deemed District employees with seniority, sick leave, and other rights and privileges intact.

Existing employee bargaining units, agreements, contracts and policies relating to District personnel will continue to be in effect. Prior to hiring, all new employees will be informed of the charter status of the Charter School. If the charter is revoked or the Charter School is otherwise closed, all employees will revert to their status as employees of the District.

Certificated personnel shall be members of the certificated bargaining unit, and shall be covered by the Collective Bargaining Agreement between the Gravenstein Union Teachers Association and the Gravenstein Union School District. Certificated personnel shall also be covered by all existing provisions in the Education Code pertaining to working conditions of certificated public school employees including tenure and dismissal. In addition, as members of the certificated bargaining unit, Government Code Section 3540 *et seq.* will apply. Certificated staff assignments outside credential authorization will be based on mutual agreement between the administration and the certificated staff member. The current collective bargaining agreement and past practices regarding certificated staff assignments in regard to request and seniority will

be maintained.

**E. Staff Development**

The Hillcrest Middle School recognizes the importance of staff to be trained and educated in the philosophies and programs that supports the values and mission of this charter. In order to support staff in providing students with the best education possible Hillcrest Middle School will provide staff development to staff members as identified by staff.

**ELEMENT 6: PUPIL AND STAFF HEALTH & SAFETY**

*Governing Law: The procedures that the school will follow to ensure the health and safety of pupils and staff. These procedures shall include the requirement that each employee of the school furnish the school with a criminal record summary as described in Section 44237. Education Code Section 47605(b)(5)(F).*

The Hillcrest Middle School, as a conversion charter school, will continue to implement District policies and procedures required to ensure the health and safety of all students and staff. The budget includes payment of an indirect costs fee to participate in the district RESIG program, and for the maintenance and security of the facility. Employees participate in a district sponsored workplace health and safety education program on topics such as blood borne pathogens, earthquake safety, and hazardous materials. Appropriate policies are incorporated into the school's student and staff handbooks. All buildings meet Field Act Requirements.

The Hillcrest Middle School will continue to adhere to the existing state laws as well as current District Board policy when implementing its comprehensive set of health and safety policies. These policies at a minimum will address the following topics:

- Fingerprinting and criminal record summary of employees and contractors pursuant to Education Code Section 44237 and 45125.1
- Role of staff as mandated child abuse reporters, including reporting of suspected child abuse, acts of violence, or other improprieties and the role and obligation of staff in the reporting of child abuse pursuant to California Penal Code Section 11164
- Tuberculosis testing for staff and volunteers expected to have prolonged contact with students
- Documenting immunizations for students (including whooping cough) and staff to the extent required by law
- Diabetes information
- Responding to natural disasters and emergencies, including appropriate “first responder” training or its equivalent for necessary instructional and administrative staff
- Preventing contact with blood-borne pathogens
- Administering prescription drugs and other medicines
- Maintaining a drug, alcohol, and tobacco-free workplace
- Testing for vision, hearing, and scoliosis pursuant to Education Code Section 49450, *et seq.*

All information related to the above-referenced policies will be included in the parent/student and employee handbooks and will be reviewed on an ongoing basis, as determined by District Board policies.

The Comprehensive School Safety Plan includes a written plan comprised of all mandatory components, a physical tour of the campus to include some staff, school board members and parents, a review of the fire alarm system, and workshops attended by some of the District’s safety committee.

**ELEMENT 7: RACIAL AND ETHNIC BALANCE**

*Governing Law: The means by which the school will achieve a racial and ethnic balance among its pupils that is reflective of the general population residing within the territorial jurisdiction of the district to which the charter petition is submitted. Education Code Section 47605(b)(5)(G).*

The Hillcrest Middle School will implement a recruitment process to achieve racial and ethnic balance among its students that reflects the general population residing in the geographic boundaries of the District. The Charter School will monitor this balance each year and will take necessary recruitment steps to achieve this goal. This process involves the following:

- Hosting an annual Open House
- Advertising by way of electronic media, the school's website, and an ad at least once per year in the local newspaper.

As such, the Charter School shall implement a student recruitment strategy, which shall include, but is not necessarily limited to, the following elements or strategies:

- An enrollment process that is scheduled and adopted to include a timeline that allows for a broad-based recruiting and application process.
- The development of promotional and informational material that appeals to all of the various racial and ethnic groups represented in the District.
- The appropriate development of promotional and informational materials in languages other than English to appeal to limited English proficient populations.
- The distribution of promotional and informational materials to a broad variety of community groups and agencies that serve the various racial, ethnic, and interest groups

represented in the District.

**ELEMENT 8:            ADMISSION REQUIREMENTS**

*Governing Law: Admission requirements, if applicable. Education Code Section 47605(b)(5)(H).*

The Hillcrest Middle School will be nonsectarian in its programs, admission policies, and all other operations. The Charter School will admit all students residing in California who wish to attend, subject only to capacity as outlined in Education Code 47605(d)(2). The District Board shall have the sole authority to determine the capacity of the Charter School. The determination of Charter School capacity shall be based on the Charter School's academic program, the Charter School's fiscal viability, the educational needs of currently enrolled students, the capacity of the school site, and the level of interest shown by students who want to attend the Charter School. The District Board may set separate capacities for the *ENRICH!* program and the traditional Hillcrest Middle School program.

The Hillcrest Middle School will not charge tuition and will not discriminate against any pupil on the basis of the characteristics listed in Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics). The Charter School will comply with all laws establishing minimum and maximum age for public school attendance in charter schools.

For admission to the *ENRICH!* program, students must complete the *ENRICH!* application and meet the *ENRICH!* criteria for admission, available at the District Office or online at <http://www.grav.k12.ca.us/>. An Orientation Day may be scheduled by the Hillcrest Middle

School. Enrollment in the *ENRICH!* program is subject to a student meeting the *ENRICH!* admissions criteria and subject to the capacity set by the District Board. If the number of pupils who meet the criteria for admission to the *ENRICH!* program exceeds the program's capacity, students will be enrolled pursuant to the "Public Random Drawing" procedures listed below.

For admission to the traditional Hillcrest Middle School program, students must complete an enrollment application and meet the criteria for admission, available at the District Office or online at <http://www.grav.k12.ca.us/>, and must attend an Orientation Day scheduled by the Hillcrest Middle School.

An open application period will be publicly announced each year. The Hillcrest Middle School's application process is comprised of the following:

1. Completion of a student admissions application

Registration packets for students who are admitted will also gather the following:

1. Proof of Immunization
2. Home Language Survey
3. Completion of Emergency Medical Information Form
4. Proof of minimum age requirements, e.g. birth certificate
5. Release of records

### **Public Random Drawing**

Hillcrest Middle School shall admit all pupils who wish to attend the Charter School. However, if the number of pupils who wish to attend the Charter School exceeds the Charter School's capacity, attendance shall be determined by a public random drawing, as required by Education



Code Section 47605(d)(2)(B), except for existing pupils of the charter school. If a public random drawing is necessary, preference for admission in the lottery will be given in the following order:

1. Existing students (defined as graduates of the fifth grade at Gravenstein School)
2. Students attending Hillcrest Middle School (either in the *ENRICH!* program or the traditional Hillcrest Middle School program) at the time of conversion to charter school status
3. Students residing in the attendance area of the public school prior to the conversion (District residents)
4. Siblings of existing students
5. Children of school employees
6. Students who reside outside the District

In the public random drawing, all applicants are drawn and listed in order, separately, for each grade level. Once the Charter School's capacity is met, the remaining applicants will continue to be drawn randomly and placed in the order they are drawn on the waiting list. Any vacancies during the school year after the public random drawing will be filled with the students on the waiting list.

The Charter School will utilize separate public random drawings and application and admissions processes for the *ENRICH!* program and the traditional Hillcrest Middle School program.

**ELEMENT 9: FINANCIAL AUDIT**

*Governing Law: The manner in which annual, independent, financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit*

*exceptions and deficiencies shall be resolved to the satisfaction of the chartering authority. Education Code Section 47605(b)(5)(I).*

The Hillcrest Middle School will adhere to policies and administrative regulations adopted by the District Board of Education Policies and Administrative Regulations and will participate in the District Board's annual audit of fiscal and programmatic operations. The District will continue to provide administrative services and budget development for the Charter School. To the extent required under applicable federal law, the audit scope will be expanded to include items and processes specified in any applicable Office Management and Budget Circulars. The District and the Charter School will comply with Sonoma County Office of Education audit and accountability practices, though the Charter School will retain its rights under the parameters of charter school law.

The District and Hillcrest Middle School shall resolve any audit exceptions and/or deficiencies in accordance with District policies and procedures and to the satisfaction of the District. Audit appeals or requests for summary review shall be submitted to the Education Audit Appeals Panel ("EAAP") in accordance with applicable law.

The independent financial audit of the Charter School is public record to be provided to the public upon request.

**ELEMENT 10:      SUSPENSION AND EXPULSION**

*Governing Law: The procedures by which pupils can be suspended or expelled. Education Code Section 47605(b)(5)(J).*

The Hillcrest Middle School will follow District Board Policy and Education Code Section

48900 *et seq.* with regard to the suspension and expulsion of students. The Hillcrest Middle School will develop, and the District Board of Education will approve, the behavior guidelines that govern students including chronic behavior issues. These policies will be printed in the parent/student handbook and will be available on request at the Charter School office. Parents will be notified of serious or repeated behavior infractions. Students will always be treated with respect, listened to attentively, and have access to due process in all instances of serious behavior infractions. Suspensions and expulsions will follow District and Education Code requirements. A student who commits an expellable offense will receive a hearing by the District Board of Trustees or designated Administrative Panel pursuant to District Board Policy.

**ELEMENT 11:      RETIREMENT PROGRAMS**

*Governing Law: The manner by which staff members of the charter schools will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security. Education Code Section 47605(b)(5)(K).*

The employees at the Charter School will participate in the State Teachers' Retirement System ("STRS"), the Public Employees' Retirement System ("PERS"), and social security in accordance with his or her position with the District. The District shall be responsible for ensuring that the required contributions and deductions are made.

**ELEMENT 12:      PUBLIC SCHOOL ATTENDANCE ALTERNATIVES**

*Governing Law: The public school attendance alternatives for pupils residing within the school district who choose not to attend charter schools. Education Code Section 47605(b)(5)(L).*

The Hillcrest Middle School is a school of choice and no students shall be required to attend. Pupils who reside in the District and choose not to attend the Hillcrest Middle School may

choose to attend other public schools through an intra-or inter-district transfer in accordance with existing enrollment and transfer policies of the District. Parents and guardians of each student enrolled in the Hillcrest Middle School will be informed on admissions forms that the students have no right to admission in a particular school of the District as a consequence of enrollment in the Hillcrest Middle School, except to the extent that such a right is extended by the District.

**ELEMENT 13:      EMPLOYEE RETURN RIGHTS**

*Governing Law: A description of the rights of any employee of the school district upon leaving the employment of the school district to work in a charter school, and of any rights of return to the school district after employment at a charter school. Education Code Section 47605(b)(5)(M).*

Employees of the Hillcrest Middle School will remain District employees and shall retain the right to return and gain seniority through the District. Therefore any movement of employees between the Hillcrest Middle School and the District is subject to the applicable collective bargaining agreements of the District.

**ELEMENT 14:      DISPUTE RESOLUTION**

*Governing Law: The procedures to be followed by the charter school and the entity granting the charter to resolve disputes relating to the provisions of the charter. Education Code Section 47605(b)(5)(N).*

In the case of a dispute between Hillcrest Middle School and the District Board of Trustees regarding this charter, the Site Council will appoint a representative(s) (to include the Superintendent) to act on behalf of the school to bring any matter of concern to the board's

attention.

**ELEMENT 15: PUBLIC SCHOOL EMPLOYER**

*Governing Law: A declaration whether or not the charter school shall be deemed the exclusive public school employer of the employees of the charter school for purposes of the Educational Employment Relations Act (Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code). Education Code Section 47605(b)(5)(O).*

The District will be the exclusive public school employer of all employees of the Hillcrest Middle School for purposes of the Educational Employment Relations Act ("EERA") and for collective bargaining purposes. The District shall comply with the EERA.

**ELEMENT 16: SCHOOL CLOSURE**

*Governing Law: A description of the procedures to be used if the charter school closes. The procedures shall ensure a final audit of the school to determine the disposition of all assets and liabilities of the charter school, including plans for disposing of any net assets and for the maintenance and transfer of pupil records. Education Code Section 47605(b)(5)(P).*

Closure of the Hillcrest Middle School will be documented by official action of the District Board of Trustees. The action will identify the reason for closure. The official action will also identify an entity and person or persons responsible for closure-related activities.

The District will promptly notify parents and students of the Hillcrest Middle School, the Sonoma County Office of Education, the California Department of Education, the Sonoma

SELPA, and the retirement systems in which the Charter School's employees participate (e.g., Public Employees' Retirement System, State Teachers' Retirement System, and federal social security) of the closure as well as the effective date of the closure. This notice will also include the name(s) of and contact information for the person(s) to whom reasonable inquiries may be made regarding the closure; the pupils' school districts of residence; and the manner in which parents (guardians) may obtain copies of pupil records.

The Board will ensure that the notification to the parents and students of the Hillcrest Middle School of the closure provides information to assist parents and students in locating suitable alternative programs. This notice will be provided promptly following the Board's decision to close the Hillcrest Middle School. The Board will also develop a list of pupils in each grade level and the classes they have completed, together with information on the pupils' districts of residence, which they will provide to the entity responsible for closure-related activities.

All transfers of student records will be made in compliance with the Family Educational Rights and Privacy Act ("FERPA") 20 U.S.C. § 1232g. The District will store original records of the Hillcrest Middle School students. All records of the Hillcrest Middle School shall be transferred to the District upon charter School closure and maintained in accordance with law.

The Hillcrest Middle School will revert back to non-charter status upon closure of the charter unless otherwise closed by the District. As soon as reasonably practical, the District will prepare final financial records. The District will also have an independent audit completed within six months after closure. The audit will be prepared by a qualified Certified Public Accountant selected by the District. The final audit will include the following:

- An accounting of all financial assets, including cash and accounts receivable
- An inventory of property, equipment, and other items of material value
- An accounting of the liabilities, including accounts payable

- Any reduction in apportionments as a result of audit findings or other investigations, loans, and unpaid staff compensation
- An assessment of the disposition of any restricted funds received by or due to the Hillcrest Middle School.

The District will complete and file any annual reports required pursuant to Education Code section 47604.33.

On closure of the Hillcrest Middle School, all assets of the Hillcrest Middle School, including but not limited to all leaseholds, personal property, intellectual property and all ADA apportionments and other revenues generated by students attending the Hillcrest Middle School, remain the sole property of the District. Any assets acquired from the District or District property will be promptly returned upon closure to the District. The distribution shall include return of any grant funds and restricted categorical funds to their source in accordance with the terms of the grant or state and federal law, as appropriate, which may include submission of final expenditure reports for entitlement grants and the filing of any required Final Expenditure Reports and Final Performance Reports, as well as the return of any donated materials and property in accordance with any conditions established when the donation of such materials or property was accepted.

As specified by the attached Budget, the District will utilize the Charter School's reserve fund to undertake any expenses associated with the closure procedures identified above.

**ELEMENT 17: ADDITIONAL REQUIREMENTS**

**A. Liability and Indemnity**

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Hillcrest Middle School

*Governing Law: Potential civil liability effects, if any, upon the school and upon the District. Education Code Section 47605(g).*

The Charter School shall remain under District insurance coverage. Insurance amounts will be determined by recommendation of the District and its insurer for schools of similar size, location, and student population.

The District will institute and maintain appropriate risk management practices.

**B. Term of Charter**

The requested term of the charter shall be for five years, from July 1, 2017, to June 30, 2022.

**C. Material Revisions**

Any material revisions to this Charter must be formally approved by the District Board in accordance with Education Code Section 47607.

**D. Financial Plan**

*Governing Law: The petitioner or petitioners shall also be required to provide financial statements that include a proposed first-year operational budget, including startup costs, and cash flow and financial projections for the first three years of operation. Education Code Section 47605(g).*

Attached, as Appendix B, please find a multi-year projection for 2016/17, 2017/18, and 2018/19, including budget assumptions for the 2016/17 through 2021/22 fiscal years.



The Charter School shall provide reports to the District as follows, and may provide additional fiscal reports as requested by the District:

1. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement.
2. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. Additionally, on December 15, a copy of the Charter School's annual, independent financial audit report for the preceding fiscal year shall be delivered to the District, State Controller, State Department of Education and County Superintendent of Schools.
3. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31.
4. By September 15, a final unaudited report for the full prior year. The report submitted to the District shall include an annual statement of all the Charter School's receipts and expenditures for the preceding fiscal year.

**E. Centralized Administrative Services**

*Governing Law: The manner in which administrative services of the school are to be provided. Education Code Section 47605(g).*

Centralized administrative services at the Hillcrest Middle School will be run in a substantially similar fashion to those at other schools in the District. All "back office" services will be

handled by the District.

**F. Facilities**

*Governing Law: The facilities to be utilized by the school. The description of the facilities to be used by the charter school shall specify where the school intends to locate. Education Code Section 47605(g).*

Hillcrest Middle School will be located within the District boundaries, and will operate from the existing Hillcrest Middle School site at 725 Bloomfield Road, Sebastopol, California. The Hillcrest Middle School site comprises 17 classrooms, a computer lab, a school office, a Principal's office, and Hillcrest Hall.

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APPENDIX A

MEASURABLE PUPIL OUTCOMES 2016



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[Back to Search](#)  
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Smarter Balanced Assessment Test Results for:

### Sonoma County

CDC Code: 49-00000-0000000

[SUMMARY REPORT](#)    [CHANGE OVER TIME](#)

#### Report Options

Select Year: 2016    Select Group/Subgroup: All Students (Default)    [Apply Selections](#)

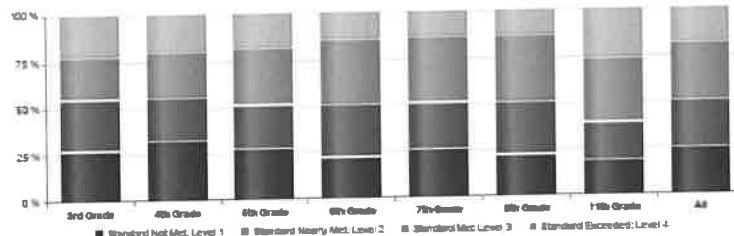
To learn more about the results displayed below, please visit [Understanding Smarter Balanced Assessment Results](#).

In order to protect student privacy, an asterisk (\*) will be displayed instead of a number on test results where 10 or fewer students had tested. Additionally, within subgroup views only, "N/A" will be displayed instead of the number of students when student subgroup counts are 10 or fewer.

#### Smarter Balanced Results (2016)

##### ENGLISH LANGUAGE ARTS LITERACY

##### Achievement Level Distribution



[Print Language Arts Literacy Achievement Level Descriptions](#)

[All Students \(accessible data\)](#)

##### MATHEMATICS

##### Achievement Level Distribution

APPENDIX B  
FINANCIAL PLAN

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## Hillcrest Middle School Multi-Year Projection

	2017-18	2018-19	2019-20	2020-2021	2021-2022
Revenue	Fd 04	Fd 04	Fd 04	Fd 04	Fd 03
8010-8099	\$ 1,798,829	\$ 1,853,942	\$ 1,910,673	\$ 1,969,139	\$ 2,029,395
8100-8299	\$ 65,433	\$ 65,433	\$ 65,433	\$ 65,433	\$ 65,433
8300-8599	\$ 74,956	\$ 68,165	\$ 68,165	\$ 68,165	\$ 68,165
8600-8799	\$ 210,873	\$ 210,873	\$ 210,873	\$ 210,873	\$ 210,873
Revenue Total	\$ 2,150,091	\$ 2,198,413	\$ 2,255,144	\$ 2,313,610	\$ 2,373,866
Expenditures	Fd 04	Fd 04	Fd 04	Fd 04	Fd 04
1000	\$ 1,279,248	\$ 1,298,437	\$ 1,317,913	\$ 1,337,682	\$ 1,357,747
2000	\$ 183,390	\$ 184,307	\$ 185,229	\$ 186,155	\$ 187,086
3000	\$ 418,126	\$ 445,279	\$ 474,178	\$ 504,952	\$ 537,724
4000	\$ 74,129	\$ 74,870	\$ 75,619	\$ 76,375	\$ 77,139
5000	\$ 347,727	\$ 351,204	\$ 354,716	\$ 358,264	\$ 361,846
6000	\$ -	\$ -	\$ -	\$ -	\$ -
7000	\$ 1,943	\$ 1,943	\$ 1,943	\$ 1,943	\$ 1,943
Expenditure Total	\$ 2,304,563	\$ 2,356,041	\$ 2,409,598	\$ 2,465,371	\$ 2,523,485
Net Change	\$ (154,472)	\$ (157,628)	\$ (154,455)	\$ (151,760)	\$ (149,619)
Beginning Balance	\$ 907,185	\$ 752,713	\$ 595,085	\$ 440,630	\$ 288,870
Ending Fund Balance	\$ 752,713	\$ 595,085	\$ 440,630	\$ 288,870	\$ 139,251

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## Assumptions: Multi-Year Budget Projection

	2017-2018 Year 1 - Projection	2018-2019 Year 2 - Projection	2019-2020 Year 3 - Projection	2020-2021 Year 4 - Projection	2021-2022 Year 5 - Projection
<b>Revenue Sources</b>					
COLAs used	1.48%	2.40%	2.53%	2.66%	2.66%
Gap Funding rates used (Dept. of Finance)	23.67%	34.42%	35.88%	37.32%	43.35%
Unduplicated Count %					
District Funded ADA	Dist: 34.04%, Gravenstein Chr: 19.13%, Hillcrest Chr: 17.54%	Dist: 34.04%, Gravenstein Chr: 19.13%, Hillcrest Chr: 17.54%	Dist: 34.04%, Gravenstein Chr: 19.13%, Hillcrest Chr: 17.54%	Dist: 34.04%, Gravenstein Chr: 19.13%, Hillcrest Chr: 17.54%	Dist: 34.04%, Gravenstein Chr: 19.13%, Hillcrest Chr: 17.54%
Charter funded ADA	43.65	43.65	43.65	43.65	43.65
COE funded ADA	660.86	660.86	660.86	660.86	660.86
Deferred Maintenance to Fund 14 (8091)	6.79	6.79	6.79	6.79	6.79
Property Taxes % inc/dec	19,507.00	19,507.00	19,507.00	19,507.00	19,507.00
Federal	Same as 16-17	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Other State - Unrestricted	Same as 16-17 (less Title I carryover and Title	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Other State - Restricted	\$101,826 Lottery, \$10,668 MBG and \$10,966	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Local	\$12K lottery and \$192K STRS on-behalf	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
<b>Expenditures</b>					
Certified Salaries	46.8 FTE Cert, 3 FTE Admin	46.8 FTE Cert, 3 FTE Admin	46.8 FTE Cert, 3 FTE Admin	46.8 FTE Cert, 3 FTE Admin	46.8 FTE Cert, 3 FTE Admin
Staffing (FTEs)	1.5% increase over PY	1.5% increase over PY	1.5% increase over PY	1.5% increase over PY	1.5% increase over PY
Step & Column Costs	Same as 16-17	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Classified Salaries	5% increase over PY	5% increase over PY	5% increase over PY	5% increase over PY	5% increase over PY
Staffing (FTEs)					
Step & Column Costs					
Other Adjustments					
Employee Benefits					
Statutory Benefits (Fixed)	STRS 14.43% PERS 15.80%, SUI 05%, OASDI 7.65%, WC 1.94% + 1% over PY	STRS 16.28% PERS 18.70%, SUI 05%, OASDI 7.65%, WC 1.94% + 1% over PY	STRS 18.13% PERS 21.6%, SUI 05%, OASDI 7.65%, WC 1.94% + 1% over PY	STRS 19.1% PERS 24.9%, SUI 05%, OASDI 7.65%, WC 1.94% + 1% over PY	STRS 19.1% PERS 24.9%, SUI 05%, OASDI 7.65%, WC 1.94% + 1% over PY
Health & Welfare Benefits	Health & Welfare benefits are capped	Health & Welfare benefits are capped	Health & Welfare benefits are capped	Health & Welfare benefits are capped	Health & Welfare benefits are capped
Medical					
Books and Supplies	1% increase over PY minus \$90K 1x expenses, chrome books & software and reduced textbook set-aside by \$75K	Does include \$50K for Social Studies adoption	1% increase over PY	1% increase over PY	1% increase over PY
Services, Other Oper Exp	Does include \$50K for Science adoption	1% increase over PY	1% increase over PY	1% increase over PY	1% increase over PY
Special Education	1% increase over PY minus \$66K for expenditures budget with Educator Effectiveness and Title I and II carryover	2% increase over PY	2% increase over PY	2% increase over PY	2% increase over PY
Unrestricted Contribution	Same as 16-17	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Non-Public School					
Other Spl. Ed Services	7 students in COE Operated Programs	7 students in COE Operated Programs	7 students in COE Operated Programs	7 students in COE Operated Programs	7 students in COE Operated Programs
SCOE K-22 Placement	Transportation costs \$34K	Transportation costs \$34K	Transportation costs \$34K	Transportation costs \$34K	Transportation costs \$34K
Transportation	None	None	None	None	None
Capital Outlay					
Other Outlay					
Transfers In (provide detail)	Same as 16-17 Adopted Budget	Same as 17-18	Same as 18-19	Same as 19-20	Same as 20-21
Transfers (Out)					
Other Uses					
Contribution	2% increase over PY	2% increase over PY	2% increase over PY	2% increase over PY	2% increase over PY

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**DRAFT**

**July 2017**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Aug-17**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**September 2017**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**October 2017**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**November 2017**

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**December 2017**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**July**  
4 4th of July

**August**  
14 Teacher Work Day  
15 Teacher Work Day  
16 1st Day of School  
24 Early Release Day

**September**  
4 Labor Day  
14 Early Release Day  
27 Day 30  
27 1st Tri Progress Reports  
28 Early Release Day

**October**  
6 Parent/Teacher Conferences  
12 Early Release Day  
26 Early Release Day

**November**  
9 Day 60 - End 1st Trimester  
9 Early Release Day  
10 Veteran's Day  
21 1st Trimester Report Cards  
22-24 Thanksgiving Break

**December**  
14 Early Release Day  
22-29 Winter Break

**January 2018**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**February 2018**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**March 2018**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**April 2018**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**May 2018**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**June 2018**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	27	28	29	30	

**January**  
1-5 Winter Break  
11 Day 90  
11 2nd Tri Progress Reports  
15 Martin Luther King, Jr. Day  
25 Early Release Day  
26 100th Day of School

**February**  
8 Early Release Day  
12 Lincoln's Birthday  
19 Presidents' Day  
22 Early Release Day  
27 Day 120 - end 2nd Trimester

**March**  
8 Early Release Day  
8 2nd Trimester Report Cards  
19 Local Holiday  
22 Early Release Day  
30 Local Holiday

**April**  
2-6 Spring Break  
9 Students Return  
19 Day 150  
19 3rd Tri Progress Reports  
26 Early Release Day

**May**  
10 Early Release Day  
28 Memorial Day  
30 Early Release Day  
31 Minimum Day

**June**  
1 Minimum Day  
1 3rd Trimester Report Cards  
1 Last Day of School

#

Trimesters:		
1st	11/9/17	60 days
2nd	2/27/18	60 days
3rd	6/1/18	60 days

180 Student Days  
3 Staff work Days

**Legend:**

- Legal Holiday
- Teacher Work Day
- End of Trimester
- Local Holiday
- ERD

**2017 - 2018 INSTRUCTIONAL CALENDAR**  
**Santa Rosa Teachers Association**  
**DRAFT**

YEAR	M	T	W	Th	F		ELEM. Days of Instruction	SECONDARY Days of Instruction	Non Instructional Days	Professional Development Days	Certificated Employees Workdays	
JULY 2017	3	4	5	6	7			0	0	0	0	0
	10	11	12	13	14							
	17	18	19	20	21							
	24	25	26	27	28							
	31											
AUGUST		1	2	3	4	Aug. 11 and 14	Teacher Workday (Non-Instructional)					
	7	8	9	10	11	Aug. 15	School Opens/First Instructional Day	13	13	2	0	15
	14	15	16	17	18	Aug. 31	Elementary Back to School Night					
	21	22	23	24	25							
	28	29	30	31								
SEPT.					1	Sept. 4	Labor Day Holiday					
	4	5	6	7	8	Sept. 6	Back to School Night-Middle Schools	20	20	0	0	20
	11	12	13	14	15	Sept. 14	Back to School Night-High Schools					
	18	19	20	21	22							
	25	26	27	28	29							
OCT.	2	3	4	5	6	Oct. 2-6	Parent Teacher Conferences					
	9	10	11	12	13	Oct. 13	First Quarter Ends	22	22	0	0	22
	16	17	18	19	20	Oct. 16	Elementary Report Card Window opens					
	23	24	25	26	27							
	30	31										
NOV.			1	2	3	Nov. 3	Elementary First Trimester ends					
	6	7	8	9	10	Nov. 10	Veterans Day Holiday (observed)	16	16	0	0	16
	13	14	15	16	17	Nov. 13	Elementary Report Card Window Closes 5 PM					
	20	21	22	23	24	Nov. 20-21	Non-Instructional/Non-Work Day for SY employees					
	27	28	29	30		Nov. 22	Local Holiday					
						Nov. 23	Thanksgiving Day Holiday					
						Nov. 24	Local Holiday					
DEC.					1	Dec. 22	Teacher Workday/Pupil Holiday: Secondary only					
	4	5	6	7	8	Dec. 22	Instructional Day: Elementary	16	15	1	0	16
	11	12	13	14	15	Dec. 22	Second Quarter Ends			(Secondary only)		
	18	19	20	21	22	Dec. 25-27	Local Holiday					
	25	26	27	28	29	Dec. 25-31	Winter Recess					
JAN. 2018	1	2	3	4	5	Jan. 1-2	Local Holiday					
	8	9	10	11	12	Jan. 1-5	Winter Recess	16	16	0	1	17
	15	16	17	18	19	Jan. 15	Martin Luther King Day					
	22	23	24	25	26	Jan. 30	Professional Development Day: Non-Instructional/Non-Workday SY Employees					
	29	30	31									
FEB.				1	2	Feb. 9	Elementary Report Card Window Opens					
	5	6	7	8	9	Feb. 12	Lincoln's Day Holiday	18	18			18
	12	13	14	15	16	Feb. 19	President's Day					
	19	20	21	22	23	Feb. 23	Elementary 2nd Trimester Ends					
	26	27	28									
MARCH				1	2	March 5	Elementary Report Card Window Closes 5 PM					
	5	6	7	8	9	March 6	Professional Development Day: Non-Instructional/Non-Workday SY Employees	21	21		1	22
	12	13	14	15	16	March 16	Third Quarter Ends					
	19	20	21	22	23							
	26	27	28	29	30							
APRIL	2	3	4	5	6	April 2	Local Holiday					
	9	10	11	12	13	April 2-6	Spring Break	16	16	0	0	16
	16	17	18	19	20	April 3-June 1	SBAC Testing Window					
	23	24	25	26	27	April 3	CSEA Professional Development Day					
	30											
MAY		1	2	3	4	May 10	Open House - Elementary					
	7	8	9	10	11	May 28	Memorial Day	22	22	0	0	22
	14	15	16	17	18	May 31	Final Instructional Day: Elementary					
	21	22	23	24	25							
	28	29	30	31								
JUNE					1	June 1	Teacher Workday/Pupil Holiday Elementary Only					
	5	6	7	8	9	June 1	Final Instructional Day: Secondary	0	1	1	0	1
	12	13	14	15	16					(Elementary only)		
	19	20	21	22	23							
	26	27	28	29	30							
TOTALS							180	180	3	2	185	

Board approved:  
 Effective: July 1, 2017

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Legal Holiday ○ End of Trimester △  
 Non-Instruction/Non-workday ○ End of Quarter △  
 Local Holiday □ Professional Dev. Day ◇



IX C



State of California  
Commission on Teacher Credentialing  
Certification, Assignment and Waivers Division  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

Email: [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov)  
Website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- Original Declaration of Need for year: 2017-18
- Revised Declaration of Need for year: \_\_\_\_\_

### FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Gravenstein Union School District District CDS Code: 70714

Name of County: Sonoma County County CDS Code: 49

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

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

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 05 / 10 / 17 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

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

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2018.

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

Jennifer Schwinn \_\_\_\_\_ Superintendent \_\_\_\_\_  
Name Signature Title

707/823-2108 \_\_\_\_\_ 707/823-7008 \_\_\_\_\_ May 11, 2017 \_\_\_\_\_  
Fax Number Telephone Number Date

3840 Twig Avenue, Sebastopol, CA 95472 \_\_\_\_\_  
Mailing Address

jschwinn@grav.k12.ca.us \_\_\_\_\_  
E-Mail Address

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

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency \_\_\_\_\_

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

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

The declaration shall remain in force until June 30, \_\_\_\_\_.

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

Submitted by Superintendent, Director, or Designee:

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

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

**AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS**

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

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

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

**LIMITED ASSIGNMENT PERMITS**

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

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

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

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**EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

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

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

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

**EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program?  Yes  No

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If no, explain why you do not participate in an intern program.

The District has not had the need to. The District will explore this possibility for the future

\_\_\_\_\_





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

## Cell phone policies

1 message

Brad Carn <bcarn@grav.k12.ca.us>  
To: Jennifer Schwinn <jschwinn@grav.k12.ca.us>

Wed, May 3, 2017 at 2:47 PM

Hello Jennifer,

### Here is the current Hillcrest policy for student cell phones:

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

### Here is the proposed new policy:

- Students may bring cell phones to school.
- Once school begins (8:30 for E, 8:45 for T) cell phones (and other electronic devices) must be turned off and kept in backpacks until dismissal.
- Though staff will not stop student cell phone use before and after school, all school rules regarding appropriate use of technology still apply.
- Student cell phone use is still prohibited inside school buildings before, during and after school.
- Any student use of phones during the school day, for example, for calling or texting parents must be done from the school office with staff permission.
- Photos and videos are not to be taken on school grounds unless permission has been obtained from a teacher or administrator.
- Phones will be confiscated for violation of these rules. Parents may be required to retrieve the phone and the student may also receive disciplinary consequences per the progressive discipline plan.
- The school is not responsible for lost, stolen or damaged cell phones.

Brad Carn, *Principal*

Hillcrest Middle School  
725 Bloomfield Road  
Sebastopol, CA 95472

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# GRAVENSTEIN UNION SCHOOL DISTRICT

Linda J. LaMarre, Superintendent  
3840 Twig Avenue  
Sebastopol, CA 95472  
707-823-7008 (v)  
707-823-2108 (f)  
Email: llamarre@grav.k12.ca.us

**Board of Trustees**  
Jim Horn, Board President  
Desiree Beck, Board Clerk  
Arif Virji  
Jeff Weaver  
Sandra Wickland

## CELL PHONE POLICY

### 2016-2017 School Year

I am requesting permission that my child \_\_\_\_\_ in grade \_\_\_\_\_ be allowed to carry a cell phone at school. I understand that it must be **turned off as soon as arriving at school and remain off until end of school.** If this rule is not followed or the phone becomes a distraction it will be taken away and a parent will need to come pick it up. It will not be allowed back at school at that point.

The urgent reason I need my child to have a cell phone at school is:

---

---

---

---

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Cell Phone#

\_\_\_\_\_  
Date

The cell phone policy is stated in your parent/student handbook on page 11. Education Code 48901.5: Cell phones are **not** allowed at school except with parent request and administrative approval. Even with exception, cell phones are not to be seen in the classroom or around campus. They are **NOT** to be turned on or brought out during school hours.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Not Approved

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## Internet/Technology Use Agreement 2016-17

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

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

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

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

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

### Overview:

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

## AGREEMENT

**Directions:** After reading the Obligations and Responsibilities for Use of Technology and the Internet, please fill out the appropriate portions of this Agreement completely and legibly. The signature of both student and parent/guardian is required. Please return this Agreement to your teacher along with other required materials. Please feel free to contact the school office if you have any questions. Failure to have this Agreement properly executed and returned to school will result in denial of Computer Use and Internet Access.

### **Student**

I have read the Obligations and Responsibilities for Use of Technology and the Internet. I understand that violation of the Obligations and Responsibilities may result in revocation of my use privileges, school disciplinary action and/or possible legal action against me.

Student name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent/Guardian**

As a parent or guardian of this child, I have read the Obligations and Responsibilities for Use of Technology and the Internet. I understand that this access is intended for educational purposes and that Gravenstein Union School District has taken reasonable precautions to eliminate access to inappropriate materials. I will not hold the school responsible for materials acquired by my child. I further understand that use of the school's computers and access to the Internet are privileges that may be revoked if my child does not abide by the Obligations and Responsibilities for Use of Technology and the Internet.

Parent/Guardian name (please print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# Gravenstein Union School District

## Board Policy Suicide Prevention

BP 5141.52

### Students

\*\*\*Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), mandates that the Governing Board of any district serving students in grades 7-12 adopt a policy on student suicide prevention, intervention, and postvention (i.e., intervention conducted after a suicide) with specified components. Those components are addressed in the following policy and the accompanying administrative regulation. Also see the California Department of Education's model policy required by Education Code 215.\*\*\*

\*\*\*Note: The following policy and accompanying administrative regulation should be revised to reflect district practice. Pursuant to Education Code 215, the policy must be developed in consultation with school and community stakeholders, school-employed mental health professionals, and suicide prevention experts. It is recommended that districts also consult with legal counsel and the district's risk manager or insurance carrier, as appropriate.\*\*\*

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

(cf. 1020 - Youth Services)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Such measures and strategies shall include, but are not limited to:

\*\*\*Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), mandates that the district's policy address any training to be provided to teachers of students in grades 7-12 on suicide awareness and prevention. See the

accompanying administrative regulation for additional language fulfilling this mandate. In addition, Education Code 49604 encourages each district to provide suicide prevention training at least once to each middle, junior high, and high school counselor. Item #1 may be revised to specify other categories of employees who will receive the training.\*\*\*

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

\*\*\*Note: Items #2-7 below reflect optional strategies for suicide prevention, intervention, and postvention and may be revised to reflect district practice.\*\*\*

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

(cf. 6142.8 - Comprehensive Health Education)

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis

5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions

6. Crisis intervention procedures for addressing suicide threats or attempts

7. Counseling and other postvention strategies for helping students, staff, and



others cope in the aftermath of a student's suicide

\*\*\*Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), mandates that the district's policy specifically address the needs of high-risk groups, including, but not limited to, those listed in the following paragraph. See the accompanying administrative regulation for additional language fulfilling this mandate.\*\*\*

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

Legal Reference:

EDUCATION CODE

215 Student suicide prevention policies

32280-32289 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5883 Mental Health Services Act

COURT DECISIONS

Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009

NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONS

Preventing Suicide, Guidelines for Administrators and Crisis Teams, 2015

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS

Preventing Suicide: A Toolkit for High Schools, 2012

National Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012

**WEB SITES**

American Association of Suicidology: <http://www.suicidology.org>

American Foundation for Suicide Prevention: <http://afsp.org>

American Psychological Association: <http://www.apa.org>

American School Counselor Association: <http://www.schoolcounselor.org>

California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>

California Department of Health Care Services, Suicide Prevention Program: <http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx>

Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>

National Association of School Psychologists: <http://www.nasponline.org>

National Institute for Mental Health: <http://www.nimh.nih.gov>

Trevor Project: <http://thetrevorproject.org>

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration: <http://www.samhsa.gov>

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# Gravenstein Union School District

## Administrative Regulation

### Suicide Prevention

AR 5141.52

#### Students

\*\*\*Note: Pursuant to Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), districts serving students in grades 7-12 are mandated to adopt a policy on student suicide prevention, intervention, and postvention (i.e., intervention conducted after a suicide). See the accompanying Board policy. The following administrative regulation provides additional strategies that fulfill the mandate and may be revised to reflect district practice.\*\*\*

\*\*\*Note: Examples of suicide prevention strategies are available in the California Department of Education's (CDE) model policy created in response to AB 2246, the U.S. Department of Health and Human Services publication Preventing Suicide: A Toolkit for High Schools, and resources issued by other state and federal agencies and organizations. For further information about strategies to protect students from bullying, cyberbullying, and other harassment, see BP 5131 - Conduct, BP 5131.2 - Bullying, BP 5145.3 - Nondiscrimination/Harassment, and BP 5145.9 - Hate-Motivated Behavior.\*\*\*

#### Staff Development

\*\*\*Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), mandates that the district's policy and procedures address any training to be provided to teachers of students in grades 7-12 on suicide awareness and prevention. In addition, Education Code 49604 encourages each district to provide suicide prevention training at least once to each middle, junior high, and high school counselor. The following section may be revised to reflect district practice.\*\*\*

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students at the secondary level. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer

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youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

\*\*\*Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), mandates that the district's policy specifically address the needs of high-risk groups; see the accompanying Board policy. One strategy to specifically address their needs is to increase staff awareness of the higher rates of suicide among these groups, as provided in item #1 below.\*\*\*

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth

\*\*\*Note: Staff development may include training about risk factors associated with suicide, as provided in item #2 below. Information about risk factors is available from the CDE, Centers for Disease Control and Prevention, American Association of Suicidology, American Foundation for Suicide Prevention, Trevor Project, and other agencies and organizations.\*\*\*

2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors

(cf. 5131.6 - Alcohol and Other Drugs)

3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent

4. Protective factors that may help to decrease a person's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community

5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health

6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

7. District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide

#### Instruction

\*\*\*Note: The state's content standards for health education include voluntary standards pertaining to mental, emotional, and social health at selected elementary and secondary grades and suicide prevention instruction at grade 7 or 8 and in high school. The district may revise the following paragraph to reflect grade levels offered by the district.\*\*\*

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

(cf. 1020 - Youth Services)

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.6 - School Health Services)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6164.2 - Guidance/Counseling Services)

#### Intervention

\*\*\*Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), mandates that the district's policy and procedures address suicide intervention. The following section should be revised to reflect district practice.\*\*\*

\*\*\*Note: In addition, the district may choose to incorporate crisis intervention strategies in its comprehensive school safety plan adopted pursuant to Education

Code 32280-32289; see BP/AR 0450 - Comprehensive Safety Plan.\*\*\*

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, he/she shall promptly notify the principal or school counselor.

\*\*\*Note: Education Code 49602 generally protects the confidentiality of information of a personal nature disclosed to a school counselor by a student age 12 years or older or by a parent/guardian. However, in certain circumstances, the counselor may disclose such information to avert a clear and present danger to the health, safety, or welfare of the student. Also see BP 6164.2 - Guidance/Counseling Services.\*\*\*

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when he/she has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

(cf. 5141 - Health Care and Emergencies)

A school employee shall act only within the authorization and scope of his/her credential or license. An employee is not authorized to diagnose or treat mental illness unless he/she is specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

(cf. 5138 - Conflict Resolution/Peer Mediation)

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary

2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened

3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene

4. Removing other students from the immediate area as soon as possible

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 5141 - Health Care and Emergencies)

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

(cf. 5125 - Student Records)

\*\*\*Note: The following paragraph is optional. If a student's parents/guardians refuse or neglect to access treatment for a student who has been identified to be at risk for suicide, the Superintendent or designee shall consider whether a referral to child protective services for child neglect is needed. Pursuant to Penal Code 11164-11174.3, the Child Abuse and Neglect Reporting Act, school employees who are mandated reporters are required to report child abuse or neglect, as defined in law, when they have knowledge of or reasonably suspect that a child is a victim of child abuse or neglect. See BP/AR 5141.4 - Child Abuse Prevention and Reporting.\*\*\*

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether he/she is required, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

Postvention

\*\*\*Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016),

mandates that the district's policy and procedures address suicide postvention. The following section should be revised to reflect district practice.\*\*\*

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

\*\*\*Note: Research has identified an increased risk of suicide among youth who are grieving the suicide of another (so-called "suicide contagion"). The National Association of School Psychologists, in its Preventing Suicide, Guidelines for Administrators and Crisis Teams, recommends that memorials should be implemented with care so as not to sensationalize or glamorize suicide and thereby increase the suicide risk to other students. If a memorial is conducted for a student who dies by suicide, the association suggests a living memorial, such as making donations to a local crisis center, participating in an event that raises awareness about suicide prevention, or providing other opportunities for service activities in the school.\*\*\*

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. He/she shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

(cf. 1112- Media Relations)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

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## HOW TO HELP CHILDREN COPE WITH TRAUMA/GRIEF

1. **Listen** – Provide opportunities for children to talk and express whatever they are feeling and thinking.
2. **Be supportive and non-judgmental** – Let children have their own reactions. Don't tell children what they should or should not feel.
3. **Support children in expressing feelings, verbally and non-verbally** – Talking, crying, drawing, writing and playing are all helpful ways to process reactions. Children will often work through their feelings through play and may re-enact the death, trauma, funeral, etc. with playmates, dolls and other toys. This is a normal and healthy way for children to heal.
4. **Be honest and provide accurate information appropriate to the child's ability to understand and wish to know** – In order to cope, children need to trust that we will be honest with them. The unknown and the imagined can be much more terrifying than the truth.
5. **Be patient** – Realize that this will take time. Children may take longer than adults to resolve trauma and grief. Their processing of it may be intermittent. They may need to ask the same questions over and over.
6. **Share your feelings** – It is okay for children to know that you are human and have feelings, too, but don't overburden your children with your anxieties. Make sure you take care of yourself and have good support from other adults.
7. **Provide affection and reassurance regarding safety issues** – Let your children know that they are loved and that the adults in their lives will do their best to keep them safe. Children may temporarily need extra safety measures: i.e., sleeping in your room, leaving lights on, etc. You may want to say, "We will do this for a while and then get back to normal."
8. **Maintain order, security and stability in your children's lives** – Children need regular routines and structure to continue as much as possible.
9. **Give choices so that children have a sense of control and participation** – Ask: What would help you feel safe? Do you want to go to the memorial service?
10. **Memorialize** – Light candles. Create a scrapbook or memory book. Write letters to the person who has died. Ritual helps us heal.

## COMO AYUDAR A LOS NIÑOS LIDIAR CON EL DUELO/TRAUMA

1. **Escuche** – Brinde oportunidades para que los niños hablen y expresen todo lo que están sintiendo y pensando.
2. **Brinde apoyo y no juzgue** – Permita que los niños tengan sus propias reacciones. No les diga lo que debían o no deberían sentir.
3. **Ayude a los niños a expresar sus sentimientos verbal y físicamente** – Hablando, llorando, dibujando, escribiendo y jugando son formas de procesar sus reacciones. Los niños usualmente trabajan en sus sentimientos por medio del juego y podrían actuar la muerte, trauma, funeral, etc. con compañeros, muñecas o juguetes. Esta es una forma normal y saludable de recuperarse.
4. **Sea honesto y brinde información correcta y apropiada conforme al nivel de entendimiento del niño y do lo que el/ella quiera saber** – Para poder sobre llevar las costs, los niños necesitan confiar en qu seremos honestos con ellos. Lo desconocido y lo que se imaginan puede ser más aterrador que la verdad.
5. **Sea paciente** – Reconozca que esto tomara tiempo. Los niños podrían tomar más tiempo que los adultos toman para sobre pasar el trauma y pena. Su procesamiento puede ser intermitente. Podrían necesitar preguntar las mismas preguntas una y otra vez.
6. **Comparta sus sentimientos** – Está bien que los ninos sepan que usted es humano y de que tambien tiene sentimientos, pero no los agobie con su ansiedad. Asegúrese de cuidarse a sí mismo y obtenga apoyo do otros adultos.
7. **Brinde afecto y tranquilidad con relación a asuntos de seguridad** – Deje saber a sus hijos que son amados y de que los adultos en sus vidas harán lo posible para mantener los seguros. Podría necesitar decirle a los niños temporalmento que “haremos esto por un tiempo y después regresaremos a la normalidad.”
8. **Mantenga orden, seguidad y estabilidad en la vida de sus hijos** – Los niños necesitan rutinas regulares y estructura continua lo mas posible.
9. **Brinde opciones para que los niños se sientan en control y participen** – Pregunteles: ¿Qué les ayudaria a sentirse seguros? ¿Les gustaria ir a los servicios memoriales?
10. **Memoriales** – Encienda velas. Haga un libro de recuerdos. Escriba cartas a la person que falleció. Los rituales nos ayudan a recuperarnos.

# HEALTH CARE CLINICS IN SONOMA COUNTY

Health Care Clinics Accepting Medi-Cal and County Medical Services Program (CMSP)

For medical or physical health needs; some have counseling; (CMSP Does not cover counseling unless with an MD/medical doctor, which would be quite unusual)

**Alliance Medical Center** (*La Clinica Alianza*)  
1321 University Street Healdsburg  
433-5494

8465 Old Redwood Hwy. Windsor  
687-2498

Accepts Medi-CAL and CMSP, MediCARE. Sliding scale for uninsured. Windsor, Healdsburg or Alexander Valley community. Counseling available with MD referral from clinic.

[www.alliancemed.org](http://www.alliancemed.org)

## SANTA ROSA COMMUNITY HEALTH CENTERS:

These facilities accept Medi-CAL and CMSP, Medicare, Sliding scale for uninsured. Counseling & ADAP/HIV services provided to patients with clinic physician referral. Serving Santa Rosa communities.

[www.srhealthcenters.org](http://www.srhealthcenters.org)

### **Vista Family Health Center**

(Formerly Chanate Family Practice)

3569 Round Barn Circle Santa Rosa  
303-3600

[www.srhealthcenters.org](http://www.srhealthcenters.org)

### **Southwest Community Health Center**

751 Lombardi Court Santa Rosa  
547-2222

[www.srhealthcenters.org](http://www.srhealthcenters.org)

### **Brookwood Health Center Limited Days**

Primary medical care, HIV/HEP C testing, outpatient substance abuse treatment, mental health services. By appointment or drop-in.

983 Sonoma Avenue Santa Rosa  
583-8700

[www.srhealthcenters.org](http://www.srhealthcenters.org)

### **Elsie Allen Health Center Limited hours**

School-based health center for students/teens Call for information.

www.myelsie.org Santa Rosa  
583-8777

### **Roseland Children's Health Center**

162 Sebastopol Road Santa Rosa  
578-2005

[www.srhealthcenters.org](http://www.srhealthcenters.org)

### **Sonoma County Indian Health Project**

(SCIHP)  
44 Stony Point Road Santa Rosa  
521-4545

Most often must have Native American ancestry) No Medicare, cash or sliding scale. Medi-Cal and CMSP for MD only. Information at:  
[www.scihp.org](http://www.scihp.org)

### **Sonoma Valley Community Health Center (SVCHC):**

9270 Sonoma Highway Sonoma  
939-6070

<http://svchc.org/services/>

## WEST COUNTY HEALTH CENTERS:

The "West County Health Centers" accept Medi-CAL, CMSP and Medicare. Sliding scale for uninsured. West Sonoma County residents.

[www.wchealth.org](http://www.wchealth.org)

### **Occidental Area Health Center**

3802 Main Street, Occidental 874-2444

### **Russian River Health Center**

16319 3<sup>rd</sup> Street, Guerneville 869-2849

### **Sebastopol Community Health Center**

6800 Palm Avenue, Sebastopol 824-9999

## ADDITIONAL HEALTH CENTERS:

### **Petaluma/Rohnert Park Health Centers**

1179 North McDowell Blvd., Petaluma 559-7500

5900 State Farm Dr., Rohnert Park 559-7600

[www.phealthcenter.org](http://www.phealthcenter.org)

## OTHER SERVICES

### **St. Joseph Urgent Care:**

925 Corporate Center Parkway, Suite A Santa Rosa 543-2000

1450 Medical Center Dr.

Rohnert Park 584-0672

6580 Hembree Lane, Suite 270

Windsor 838-2044

[www.stjosephhealth.org](http://www.stjosephhealth.org)

### **Jewish Community Free Clinic (Hours Vary, call)**

490 City Center Dr. Rohnert Park 585-7780

[www.jewishfreeclinic.org](http://www.jewishfreeclinic.org)

### **Veterans Administration Santa Rosa Outpatient Clinic**

3841 Brickway Blvd. Santa Rosa 569-2300

[www.sanfrancisco.va.gov](http://www.sanfrancisco.va.gov)

### **Kaiser Permanente Member Services**

393-4210

[www.kp.org](http://www.kp.org)

### **Partnership HealthPLAN of CA**

#### **Main Line**

863-4100

Eligibility Verification (24/7)

1-800-557-5471

Health Services Dept.

1-800-863-4144

Member Services Dept. (Medi-Cal & Healthy Kids)

1-800-863-4155

[www.partnershiphp.org](http://www.partnershiphp.org)

### **Social Security Administration**

1-800-722-1234

[www.ssa.gov](http://www.ssa.gov)

## SONOMA COUNTY HUMAN SERVICES DEPT.

MEDI-CAL new application/General Assistance/CalFresh:

<https://www.mybenefitscalwin.org/>

565-2715

MEDI-CAL Existing/open cases:

1-877-699-6868

**COVERED CA** [www.coveredca.com](http://www.coveredca.com)

1-800-300-1506

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Sonoma County Beacon: <http://www.partnershiphp.org/Providers/HealthServices/Pages/Mental-Health-Services.aspx> (855)765-9703

- o Help you understand your Medi-CAL mental health and substance abuse benefits and treatment choices

Access Team, Sonoma County Behavioral Health Services: <http://www.sonoma-county.org/health/about/behavioralhealth.asp> 565-6900

- o Information and referral assistance; low-income, Medi-Cal or uninsured residents of Sonoma County only

Drug Abuse Alternatives Center (DAAC): [www.daacinfo.org](http://www.daacinfo.org) takes adolescent Medi-Cal 544-3295

Family Justice Center of Sonoma County: <http://www.fjcsc.org/> 565-8255

Kaiser Permanente Department of Child Psychiatry: [www.kp.org](http://www.kp.org) 571-3778

Kaiser Permanente Chemical Dependency Program: [www.kp.org](http://www.kp.org) 571-3835

NAMI Sonoma County: [www.namisonomacounty.org](http://www.namisonomacounty.org) 527-6655

- o Support groups and education courses for families of loved ones with mental illness

Sonoma County Crisis Stabilization Unit/PES (24/7): 2225 Challenger Way, Santa Rosa 576-8181

Victim Witness: <http://da.sonoma-county.org/content.aspx?id=1716> 565-8250

**North County (Cloverdale/Healdsburg/Windsor):**

Alexander Valley Healthcare (Cloverdale): [www.alexandervalleyhealthcare.org](http://www.alexandervalleyhealthcare.org) 894-4229

Alliance Medical Center (Healdsburg): <http://www.alliancemed.org/> (must be established as a patient first) 433-5494

Alliance Teen Health Center (Healdsburg): (does not require you to be an established patient to be referred for MH services) 431-1170

North County Hospice (Healdsburg): [www.sonomacountyhospice.org](http://www.sonomacountyhospice.org) 431-1135

Alliance Medical Center (Windsor): <http://www.alliancemed.org/> (must be established as a patient first) 687-2498

SOS Counseling @Windsor High

**Santa Rosa:**

\*Community SOS Counseling: [www.soscounseling.org](http://www.soscounseling.org) (covers Santa Rosa & Windsor) 284-3444

\*CPI Child Parent Institute: [www.calparents.org](http://www.calparents.org) 585-6108

Elsie Allen Health Center: <http://sr.healthcenters.org/service/elsie-allen-health-center/> 583-8777

Full Heart Treatment Center: [www.FullHeartTreatment.com](http://www.FullHeartTreatment.com) (eating disorder support groups) 544-5717

\*Lomi Psychotherapy: [www.lomi.org](http://www.lomi.org) 579-0465

Parents Place: [www.parentsplaceonline.org/location/sonoma-county/](http://www.parentsplaceonline.org/location/sonoma-county/) 571-2048

Santa Rosa Memorial Hospice: <http://www.stjoesonoma.org/Contact-Us/Locations-and-Directions/Memorial-Hospice.aspx> 568-1094

Social Advocates for Youth (SAY): [www.saysc.org](http://www.saysc.org) 544-3299

SAY The Dr. James E. Coffee Teen Shelter: 1243 Ripley St., Santa Rosa, CA 95401; Open 24/7/365 546-3432

SAY Teen Shelter Crisis Hotline: 888-729-0012

Sutter Care at Home: <http://www.suttercareathome.org/GriefSupport/NorthBaySupport.html> (grief counseling) 535-5780

Positive Images: [www.posimages.org/](http://www.posimages.org/) (LGBTQ support and peer groups) 568-5830

\*Verity [www.ourverity.org](http://www.ourverity.org) (offers trauma counseling; accepts Victims Compensation) 545-7270 24/7 Crisis Line: 545-7273

Sonoma County Indian Health Project <http://scihp.org/> 521-4550

**Sonoma Valley:**

Sonoma Valley Community Health Center: <http://svchc.org/> (press "5" for behavioral health) 939-6070

**South County (Rohnert Park/Cotati, Petaluma):**

Hospice of Petaluma: [www.sonomacountyhospice.org](http://www.sonomacountyhospice.org) (grief counseling) 778-6242

\*Petaluma People Services: [www.petalumapeople.org](http://www.petalumapeople.org) 765-8488

Petaluma Health Center: <http://phealthcenter.org/services-programs/mental-health/> (counseling for existing patients only) 559-7545

Rohnert Park Health Center: <http://phealthcenter.org/contactpetaluma/rohnert-park> 559-7605

**West County:**

\*West County Health Centers: <http://www.wchealth.org/service/mental-health-services> \*Guerneville 869-2961 x1

\*Gravenstein Community Health Center (Sebastopol) 823-3166

\*Occidental Area Health Center 874-2444

\*Russian River Health Center 869-2849

\*Sebastopol Community Health Center 824-9999

\*Forestville Wellness Center 887-0290

\*Forestville Teen Clinic (being a patient here allows you access to MH services in any WCHC clinic) 887-0427

\*Russian River Counselors: <http://www.rivershrink.com/> 865-1200

\*NOTE: any referral with an asterisk "\*" means they offer sliding scale fees for services.

**Crisis Hotlines/Text Messaging/Websites**

National Suicide Prevention Hotline 1-800-273-8255

North Bay Suicide Prevention Hotline of Sonoma County 1-855-587-6373

[www.teensuicide.us](http://www.teensuicide.us) [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org) [www.thetrevorproject.org](http://www.thetrevorproject.org)

<http://ok2talk.org/> <http://www.my3app.org/> <http://us.reachout.com/>

Crisis Text Line: text to #741741 available 24/7 (info at <http://www.crisistextline.org/>)

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## Depression Warning Signs

The behavior of depressed children and teenagers may differ from the behavior of depressed adults. According to the American Psychiatric Association Diagnostic and Statistical Manual of Mental Disorders—DSM IV, symptoms of major depressive disorder common to adults, children and adolescents include:

- Persistent sad and irritable mood
- Loss of interest in activities once enjoyed
- Significant change in appetite and/or body weight
- Difficulty sleeping, or over-sleeping
- Physical signs of agitation, or excessive lethargy and loss of energy
- Difficulty concentrating
- Feelings of worthlessness or inappropriate guilt
- Recurrent thoughts of death or suicide

The way symptoms are expressed in children and teens varies with the developmental level of the individual. Signs that may be associated with depression found more often in children and adolescents than in adults include:

- Frequent vague, non-specific physical complaints such as headaches, muscle aches, stomach problems or tiredness
- Frequent absences from school or poor performance in school
- Talk of or efforts to run away from home
- Difficulty maintaining relationships
- Outbursts of shouting, complaining, unexplained irritability, or crying
- Chronic boredom
- Lack of interest in playing with friends
- Alcohol or substance abuse
- Social isolation, poor communication
- Fear of death
- Extreme sensitivity to rejection or failure
- Increased irritability, anger, or hostility
- Reckless behavior
- Eating disorders (predominantly in girls) and specifically binge-eating, bulimia or bulimarexia (a combination of bulimia and anorexia where girls binge-eat, purge, starve.)

The presence of one or even several of these symptoms doesn't necessarily mean a child is clinically depressed. However, if one or more of these signs persist, a professional evaluation by a mental health professional that specializes in assessing children and adolescents is recommended.

## TEN COMMONALITIES OF SUICIDE

1. The common purpose of suicide is to seek a solution.
2. The common goal of suicide is cessation of consciousness.
3. The common stimulus in suicide is intolerable psychological pain.
4. The common stressor in suicide is frustrated psychological needs.
5. The common emotion in suicide is hopelessness/helplessness.
6. The common cognitive state in suicide is ambivalence.
7. The common perceptual state in suicide is constriction.
8. The common action in suicide is escape (egression).
9. The common interpersonal action in suicide is communication of intention.
10. The common consistency in suicide is with life-long coping patterns.

(From Schneidman E. A multidimensional approach to suicide, in Suicide, Understanding and Responding, Jacobs and Brown, editors)

## SUICIDE EVALUATION AND IMMEDIATE INTERVENTION

What to look for during the evaluation:

1. Depressed mood.
2. Change in sleep or appetite pattern.
3. Decline in school or work performance (cannot concentrate).
4. Loss of interest and pleasure in previously enjoyable activities.
5. Preoccupation with death.
6. History of attempts or family history of suicide.
7. Somatic complaints and learning disabilities.
8. Social withdrawal.
9. Making a will. Giving away possessions.
10. Lethality of method. Giving away possessions.
11. History of abuse or neglect.
12. Recent death of loved one.
13. Psychotic depression.

ABOUT YOUTH SUICIDE:  
WHAT YOU NEED TO KNOW

STATISTICS AND FACTS

1. The incidence of suicide in young people has tripled over the past 20 years. There are approximately 80,000 attempts per year of 15-24 year olds.
2. Suicide is the second leading cause of death among young people.
3. Research on groups of "normal" high school students show that 53% have contemplated suicide (11% have actually made an attempt). Tests also showed that the most likely person they would confide in was a friend.
4. For every hundred attempts, one is successful in 15-24 year olds.
5. Young people who take their lives do not want to die - they want an end to pain and suffering. Suicide is seen as a means to escape this pain.
6. It is better to have a live friend, however angry, than a dead one.

MYTHS

1. "People who talk about suicide won't really do it."

Fact: Before committing suicide, people often make direct statements about their intention to end their life or less direct comments about how they might as well be dead; their parents would be better off without them; I wish I were dead; I'm a burden to my friends or family. Often people who know someone who has committed suicide say, "He said something about how he might as well be dead, but I didn't take him seriously," or "She said she was going to kill herself, but I never thought she'd do it."

2. A person who has tried to kill themselves before is just trying to get attention and will eventually get on with their lives.

Fact: Attempted suicide is a very serious cry for help. If attention is not gotten, the next attempt may be fatal. Four out of five people who commit suicide have made at least one previous attempt.

3. Talking about it with a suicidal person may encourage the person to do

Fact: The opposite is actually true. An honest discussion is not going to push someone over the edge. Talking is the first step toward suicide prevention because it helps the individual feel like someone cares and understands them as well as not feeling so alone. Because



MYTHS (Continued)

suicide has always been viewed as a shameful, dishonorable act, the person who has suicidal thoughts knows this and is ashamed and reluctant to tell anyone how they feel.

4. There is a certain 'type' of person who is likely to commit suicide.

Fact: Suicide is prevalent in all types and none can be ruled out based on superficial classification. Usually, the one who commits suicide is the one who doesn't come to mind at all. It's the person you would least expect.

WAYS TO HELP A SUICIDAL FRIEND: WHAT TO DO?

1. Listen as if a life depended on it. Show interest and support. Remain calm.
2. Talk openly and directly about your friends' suicidal thoughts. Most of what keeps us from being there for somebody is the scariness of the subject of suicide. Try to talk with your friend the same way you would discuss anything that is really important.
3. Ask questions about how your friend feels, allow yourself to be curious and interested in these feelings, and find out as much as you can about the reason for these feelings.
4. Ask straightforward questions like:
  - A. What feelings do you have that are making you want to die?
  - B. How are things at home? At school?
  - C. Have you talked with anyone else about this?
  - D. How serious are you about doing this?
  - E. Have you thought of how you'd do it? (Plan)
  - F. Have you taken any steps towards doing it?
  - G. Would you be willing to speak with someone who can help?
5. Consider breaking any "vows of silence" or "promises not to tell." Suicide is not a matter to keep confidential. You may have to live with this decision for the rest of your life.

DON'T...

1. ...worry that this discussion will make your friend more likely to do something. On the contrary, it will help the person know you are willing to be a friend and accept their feelings.
2. ...give advice like "Why don't you try working out or taking guitar lessons?" This may seem like you're trying to find a simple answer to a very serious and complicated problem. Your friend may shut down because he/she perceives you as not understanding.

DON'T... (continued)

3. ...offer platitudes or make the person feel guilty. Example: "Think of how much better you have it than most people," or "You should be thankful for how lucky you are."
4. ...be afraid of appearing disloyal to a friend if they won't seek help. You may have to do it for them because they've given up hope and don't believe they can be helped. This may be the favor of a lifetime.

WHAT TO WATCH FOR: WARNING SIGNS

1. Someone you know begins to act very differently or has taken on a whole new personality. Example: A shy person becomes a thrill-seeker or risk-taker. An outgoing person becomes withdrawn, unfriendly, disinterested. A person who usually has pride in their appearance becomes sloppy or apathetic.
2. Person makes obvious suicide threats.
3. Person makes statements revealing the desire to die.
4. Depression that won't quit (crying, sleeplessness, loss of appetite, hopelessness).
5. Person is making final arrangements such as giving away treasured personal possessions, writing goodbye note, etc.
6. The most serious signal is a previous attempt. Each subsequent attempt gets easier.
7. Changes in eating or sleeping patterns (insomnia, sleeping all the time, bulimia, starving oneself, massive overeating, extremes in weight gain).



**Gravenstein Daycare  
And  
Hillcrest Homework Club  
2017-2018**



**Parent Handbook  
Fee Schedule  
Contract**

Updated  
5/2/17

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## **Gravenstein Union School District**

### **Before and After School Daycare Program**

Gravenstein Elementary School

Daycare (707)823-1552

School Office (707)823-5361

District Office (707)823-7653

### **Hillcrest Middle School Homework Club**

Hillcrest Middle School

(707) 823-7653

#### **Welcome**

Our on-site location offer a convenient, nurturing place providing before and after school care and homework chub at both campuses grade specific. Kindergarten through 5th grade daycare takes place as the Gravenstein campus and Homework Club for grades 6-8 is at the Hillcrest campus. We provide nutritious snacks (campuses arts and crafts (at Gravenstein), homework time and assistance (both campuses), outdoor sports /recreation as well as self -directed play.

#### **Program Hours:**

The daycare and Homework Club operate on the same calendar as the district schools the Daycare and Homework Club are not open during school holidays.

#### **Gravenstein Daycare Regular Hours**

Before School	Monday through Friday	7:00 am until 8:45am
After School	Monday through Friday	1:50 pm until 5:30pm

#### **Hillcrest Homework Club Regular Hours:**

Before School	Monday through Friday	7:15 am until 8:45am
After School	Monday through Friday	3:05 pm until 5:15pm

**Early release or Minimum Day-**Open from school release until 5:30 pm at Gravenstein and 5:15 pm at Hillcrest.

#### **Registration and Enrollment**

To reserve a space for your child, a nonrefundable check of **50.00** is due prior to the first day of requested attendance. A monthly contract must be completed to secure the days and times needed during the school year.

#### **Prepaid Monthly Contracts No annual fee increase for 2017-2018**

The contracts remain in effect throughout the school year. The 2017-18 fees are based on nine (9) payments. With a minimum of 2 weeks written notices, changes may be approved by the Daycare Director to begin the following month. There are no refunds or make up days for absences. This includes days that the school may close for reasons such as power outages, floods etc. We do not charge extra on minimum release days or charges less during months with vacation days.

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### **Payment Policies**

Please make checks out to Gravenstein Union School District

There will be a 12.00 service charge on returned checks and the check will need to be replaced with cash or money order. We will not redeposit checks. We reserve the right to discontinue service when payment is not made by the 10th of the month

Your child will not be allowed to attend if your payment is more than 2 months late.

### **Late Pick-Up Policy**

Please allow time to collect belongings sign out check the parent board and say goodbye the late fee is \$5.00 per minute

After 3 occurrences of picking up after 5:30pm we reserve the right to discontinue service.

### **Arrival/Departures**

State law requires parents/authorized persons to accompany children into the building to personally sign in and out daily. Only authorized individuals over the age of 18 may check students out.

### **Absentees**

There are no refunds or make up days for absences of any kind.

### **Illness**

Children in our care exhibiting signs of illness such as an extremely runny nose, fever, diarrhea, vomiting etc. Will require a parent or guardian to pick up the child as soon as possible.

### **Medications**

The school office can only administer prescription medications in the original containers and it accompanied by a signed physician's note indicating dates times and dosages needed.

### **Snacks**

A light nutritious afternoon snack is served a short time after arrival from school. **Please consider sending your child with a second snack in case they are still hungry after the provided snack.**

### **Behavior Policies**

Daycare and Homework club is a privilege, misbehavior will not be tolerated. The same behavior rules in the school apply to daycare. Parents /Guardians will receive written notification of misconduct. Three infractions could result in removal from the program

**Please complete and return the attached contract for either the Daycare or the Hillcrest Homework Club to register your child(ren).**

## Gravenstein School Daycare 2017-2018

Student (Please fill out one form per child)

Child's Name \_\_\_\_\_ Age \_\_\_\_\_ Birthday \_\_\_\_\_  
 Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Parents/Guardians

Name \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cellphone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Email address \_\_\_\_\_

Parents/Guardians

Name \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Email address \_\_\_\_\_

If choosing the 3 day a week option please circle which days your student will be attending

7:00-8:45am	<b>Kinder only</b> 1:50-3:30pm	<b>Kinder only</b> 1:50- 5:30pm	2:45-5:30pm
M T W TH F	M T W TH F	M T W TH F	M T W TH F

Fees - No annual fee increase for 2017-2018 (fee based on nine payments)

7:00-8:45am	1:50-3:30pm	1:50-5:30pm	2:45-5:30pm
\$110 month for 5 days	\$150 month for 5 days a week	\$300 month for 5 days a week	\$200.00 month for 5 days
\$90 month for 3 days	\$100 month for 3 days a week	\$190 month for 3 days a week	\$135 month for 3 days a week

The drop in rate is **20.00 per hour** for contracted day care students only.

No other drop-ins can be accommodated.

The late pickup fee is \$5.00 per minute.

After 3 occurrences of picking up after 5:30 pm, we will reserve the right to terminate service.

I have received and read the Gravenstein Union School District Parent Daycare/Homework Club Handbook. I fully understand and agree to follow all rules and procedures, including those regarding fees. I agree to pay the monthly fee. I agree to pay the monthly fees regardless of absences or holidays. I agree to give a minimum of two week written notice when requesting changes to this contract, including termination contract.

I have paid the nonrefundable fee of 50.00 check # \_\_\_\_\_

Parent /Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Hillcrest Middle School Homework Club 2017-2018 Contract**

Student (Please fill out one form per child)

Child's Name \_\_\_\_\_ Age \_\_\_\_\_ Birthday \_\_\_\_\_  
Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Parents/Guardians

Name \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Email address \_\_\_\_\_

Parents/Guardians

Name \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Email address \_\_\_\_\_

Schedule (Please circle the time slots and days of the week needed if choosing the 3 day option.)  
All days selected are fixed days

<b>7:15-8:45 am</b>  M T W TH F	<b>3:05-5:15 pm</b>  M T W TH F
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**Fees - No annual fee increase for 2017-18** (2017-18 fee is based on nine payments)

<b>7:15-8:45 am</b> \$100.00 month for 5 days a week \$80.00 month for 3 days a week	<b>3:05-5:15 pm</b> \$125.00 month for 5 days a week \$100.00 month for 3 days a week
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The drop-in rate is **\$20.00 per hour** for contracted daycare students only. No other drop-ins can be accommodated. The late pick-up fee is \$5.00 per minute.

After 3 occurrences of picking up after 5:30pm, we reserve the right to discontinue service.

I have received and read the Gravenstein Union School District Parent Daycare /Homework Club Handbook. I fully understand and agree to follow all policies and procedures, including those regarding fees. I agree to pay monthly fees regardless of absences or holidays. I agree to give a minimum of two weeks' written notice when requesting changes to this contract, including termination of contract. **Initials** \_\_\_\_\_

I have paid the nonrefundable fee of \$50.00. Check # \_\_\_\_\_ (Not need if you filled out Intent to Return Form)

Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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