

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

REGULAR GOVERNING BOARD
MEETING AGENDA

Wednesday, Oct. 18, 2017

5:00 PM

Gravenstein School, Rm. 13

**NOTE: Mtg date moved one week, from
10/11/17, due to fires.**

I. CALL TO ORDER

Jim Horn, President
Desiree Beck, Clerk
Gregory Appling
Jennifer Koelemeijer
Steven Schwartz

II. PUBLIC COMMENTS

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

III. CONSENT AGENDA

ACTION ITEM

- A. Approve agenda order
- B. Minutes of regular Board meeting Sept 13, 2017, and special Board meeting Sept 27, 2017.
- C. Warrants/Payroll
- D. Williams Settlement Quarterly Report
- E. Communication
 - 1. Letter from Judy Thomson, Director of Fiscal Services at SCOE, indicating that Gravenstein USD's 2017-18 adopted budget is in compliance with requirements.
 - 2. SCOE Fiscal Services also sent a number of reminders to Districts regarding reporting requirements and regulatory changes that impact school business practices.

Action taken/comments:

Motion _____ Second _____ Vote _____

IV. REPORTS, AND ORAL COMMUNICATIONS

- A. Gravenstein Union Teachers' Association
- B. School Site Council
- C. GSF/MPF
- D. Trustee Reports

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

- I. School & College Legal Services 2017-18 workshops.
- II. Reminder: Sexual Harassment Prevention training required every other year
- III. Reminder: New Trustees, update W-4 & EDD – DE 4
- E. Hillcrest Principal Report
- F. Gravenstein Principal Report
- G. Superintendent Report
 - 1. 2017-18 Enrollment report
 - 2. Transportation JPA Update
 - 3. Update on modernization funding with Jack Schreder & Associates
 - 1. Exemption filing
 - 4. Phase II & Phase III update
 - 1. Architect Doug Hilberman will be present to provide an update
 - 5. Shade structure update
 - 1. Materials delivered
 - 2. Site Inspector is under contract, with cost not to exceed \$1,170.
 - 3. Installation expected in October 2017
 - 6. Dual Program Stakeholder Committee Report
 - 7. 2017 CAASPP results
 - 8. Hiring update:
 - 1. Positions in process of hiring include the following:
 - 1. School Counselor
 - a. Job posted on Edjoin.org
 - 2. School Secretary

V. PUBLIC HEARING:
SUFFICIENCY/INSUFFICIENCY OF TEXTBOOKS

Annual Public Hearing Regarding Sufficiency/Insufficiency Of Instructional Materials According To Education Code Section 60119 (As Revised By Chapter 900, statutes of 2004) and CCR, Title 5, Section 9531 (c).

By the 8th week of school, the Board of Trustees must hold a public hearing to discuss the sufficiency/insufficiency of textbooks in the CORE curricular areas of reading/language arts, mathematics, science, and history-social science. Schools are to have a sufficient number of textbooks (or electronic textbooks) and instructional materials for every student in these four areas, and textbooks must be from the *current* State Adopted Textbook list.

VI. BUSINESS & FACILITIES

A. Update Budget for Phase 3 Construction

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

Action taken/comments:

Motion _____ Second _____ Vote _____

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
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B. Approve Notice of Completion

The Board will be asked to consider filing a Notice of Completion on the Phase 2 project. All but a couple items on the punch list are complete. The District has negotiated a combination of \$1,500 credit (\$1,000 provided by Murray and \$500 provided by AXIA) and completion of the last items on the punch list (e.g. vents, screen). Murray assures that the punch list will be complete by the time the final payment is processed.

Action taken/comments:

Motion _____ Second _____ Vote _____

C. Consider Lease-Lease Back Proposal from Counterpoint

The Board will be asked to consider approval of a proposal from Counterpoint to oversee a Lease-Leaseback process for the District's Phase 3 projects.

Action taken/comments:

Motion _____ Second _____ Vote _____

D. Approve CBO Contract

The Board will be asked to approve a two-year contract with CBO Wanda Holden, to continue to provide full time business services to the District for the 2017-18 and 2018-19 school years. Salary each year is already determined by placement on the Board approved salary schedule.

Action taken/comments:

Motion _____ Second _____ Vote _____

E. Approve Renewal of Contract with SCOE Cooperative

The Board will be asked to approve a contract with SCOE's Small District Cooperative, which provides some business services support like submitting the Consolidated Application. The annual cost to the District is based on enrollment, which has not been captured yet, but last year the cost was \$1,958. The cost is likely to be similar again this year.

Action taken/comments:

Motion _____ Second _____ Vote _____

F. Approve Renewal of One Call Contract

The Board will be asked to approve the renewal of the District's contract with One Call for another year. In the 16-17 year, the One Call system was added as a resource to the school offices. It allows for group texts and emails that improve

GRAVENSTEIN UNION SCHOOL DISTRICT
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home-school communication, and provides emergency messaging if needed. The annual cost to the District is \$1,052.03

Action taken/comments:

Motion _____ Second _____ Vote _____

G. Approve Renewal of Document Tracking Service Contract

The Board will be asked to approve the renewal of the District's contract with Document Tracking Service DTS for another year. In the 16-17 year, DTS was brought on to help manage and publish some of the District's annual plans, such as the LCAPs. In 2017-18, we will also use DTS to update the District's Wellness Policy Plan. The annual cost to the District is \$595.

Action taken/comments:

Motion _____ Second _____ Vote _____

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

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

Action taken/comments:

Motion _____ Second _____ Vote _____

I. Consider Facility Use Permit Request from Girls on the Run

The Board will be asked to consider a facility use permit request and affix the fee to be charged based on Board Policy and usage of the track and gym, as requested. The applicant is requesting no fee for facility use.

Action taken/comments:

Motion _____ Second _____ Vote _____

VII. GENERAL

A. Adopt Resolution # 171011-1 Sufficiency of Instructional Materials

The Board will consider adoption of Resolution #171011-1, regarding the sufficiency of textbooks and instructional materials in the four core academic areas. The resolution will reflect information obtained during the Public Hearing.

Action taken/comments:

Motion _____ Second _____ Vote _____

B. Certification of Compliance with Standards-Aligned Instructional Materials

Superintendent Schwinn will review the District’s Selection and Evaluation of Instructional Materials process. The Board will be asked to certify compliance with Education Code Section 60422(a) and California Code of Regulation (CCR), Title 5, Section 9531(a) stating that all textbooks that have been purchased using LCFF funds were from the State Adopted list, aligned to the standards.

Action taken/comments:

Motion _____ Second _____ Vote _____

C. Review and Approve 16-17 Accomplishments & 17-18 District & Superintendent Goals

The Board will review the additions they made to the 2016-17 accomplishments document on Sept 27, and approve the final draft. The Board will also review the proposed goals generated at the Sept 27 special meeting and finalize and adopt the 2017-18 District & Superintendent goals.

Action taken/comments:

Motion _____ Second _____ Vote _____

D. Approve Update to BP 5141.33—Lice

The Board will be asked to consider GUSD’s Board Policy on Head Lice, and approve an update to the BP language to clearly communicate the District’s “no nits” policy.

Action taken/comments:

Motion _____ Second _____ Vote _____

E. Approve Revised Kindergarten Report Card

The Board will be asked to approve an updated kindergarten report card. The kindergarten teaching team has put forth some recommended changes.

Action taken/comments:

Motion _____ Second _____ Vote _____

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

F. Approve AR 5111.1—District Residency

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

Action taken/comments:

Motion _____ Second _____ Vote _____

G. Consider Fire Related Matters – e.g. Leaves

The Board will be asked to consider any concerns that have arisen as a result of the fires, and take action as needed. For example, extended leaves; community support for those who have lost homes; discuss air quality; etc.

Action taken/comments:

Motion _____ Second _____ Vote _____

VIII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

IX. CLOSED SESSION

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

- 1) Public Employee –Hiring:
 - a. Approve hiring of full-time School Secretary – Renee Lott
 - b. Renew Contract with CBO -- Wanda Holden
- 2) Conference with Labor Negotiator
District Negotiator: Jennifer Schwinn, Superintendent
Represented Employees: Gravenstein Union Teachers Assoc.
- 3) Conference with Legal Counsel- Anticipated Litigation: Significant exposure to litigation pursuant to subdivision (d) of Government Code section 54956.9
- 4) Superintendent Evaluation

X. OPEN SESSION

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

XI. FUTURE BOARD MEETINGS:

I. Next Regular Board Meeting: Nov 8, 2017— 5:00 PM

XII. ADJOURNMENT

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

GRAVENSTEIN UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
MINUTES

September 13, 2017

I. CALL TO ORDER

Pres. Horn called the meeting to order at 5:02 PM, Clerk Beck and Member Appling present, Member Schwartz absent. Member Schwartz arrived at 5:03 PM.

II. PUBLIC INPUT ON ITEMS NOT ON THE AGENDA

No input.

III. APPROVAL OF CONSENT AGENDA

- I. Approval of Agenda Order
- II. Minutes of regular Board meeting Aug. 9, 2017

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

- III. Warrants/Payroll
- IV. Communication
 - A. Letter from Jennie Snyder and Mary Downey of SCOE affirming that Gravenstein's 2017-18 LCAP has been approved.
 - B. Letter from Superintendent of Schools Steve Herrington, regarding the Board vacancy created by Trustee Wickland's resignation.

IV. REPORTS/CORRESPONDENCE

A. GUTA Report

GUTA President Christina Urmini presented the GUTA report.

B. School Site Council

School Site Council will meet next Wed. Sep. 20, 2017, after school.

C. GSF/MPF

GSF thanked administration for their support. The Jog-a-Thon is coming up, as is a Book Fair at Gravenstein. This will be a fundraiser for the school library, supported by GSF.

MPF thanked administration for their support. Their budget should be approved by the GUSD's next board meeting. Their pasta fundraiser is coming up on September 29, 2017.

8

D. Trustee Reports

Mem. Applig attending Back-to-School Nights, and construction project meetings.

Mem. Schwartz attended both the GSF and MPF welcome events. He shared that there is a bill in the legislature prohibiting middle school from beginning before 8:30 AM.

Pres. Horn and Clrk. Beck have been negotiating with GUTA.

An ad was placed in Sonoma West for the open Board seat. The opening was also posted in school office windows and school websites.

E. Hillcrest Principal Report

Principal David Fichera reported on the start of school, Back to School Nights, athletics, field trips, progress reports, and parent conferences.

F. Gravenstein Principal Report

Principal Keri Pugno reported on the start of the school year, the activity schedule, technology, and the school garden.

G. Superintendent Report

1. 2017-18 Enrollment report

District enrollment is currently 743 with 490 students at Gravenstein and 253 at Hillcrest.

2. Transportation JPA Update

The JPA School Bus recruitment efforts have been successful, with 9 new bus drivers coming on board. This will increase reliability. They have increased their phone lines, radio communication and have added video to the buses. There were excess funds in the 2016-17 reimbursement schedule resulting in GUSD receiving \$21,439.97.

3. Update on modernization funding with Jack Schreder & Associates

GUSD is working with SCOE to file for an exemption with CDE. GUSD anticipates eligibility for approximately \$2.7 million in modernization funds.

4. Phase II & Phase III update

i. Architect Doug Hilberman will be present to provide an update

Doug Hilberman reported that Phase II is in the process of closeout.

Phase III mechanical engineering drawings will be returned this week and will then be submitted to DSA. He anticipates the project coming back from DSA by February 2018.

5. Shade structure update

Supt. Schwinn worked with Head of Maintenance Brian Sposato on this update. The structure will be ready for delivery as early as Monday, Sep. 18. It will be installed as soon as possible. Installation time is not yet set, but the contractor has been identified. The installation takes two weeks. Students would be routed away from the construction site.

6. Hiring update:

- i. Positions in process of hiring include the following:**
 - 1. School Counselor**
 - 2. School Secretary**

A counselor was offered the position last month, but declined the offer. New candidates were interviewed and a candidate will be brought to the board in closed session.

H. CBO Report

- 1. Budget contribution report**

CBO Wanda Holden reported on contributions from the general fund into Daycare, Food Service, Special Education, and Transportation. Daycare is revenue neutral. Pres. Horn shared that these encroachments are much lower than they were 20 years ago.

V. BUSINESS

A. Update Budget for Phase 3 Construction

The Board will be asked to approve an updated budget for Phase 3, now that the plans include the improvements in the Learning Lab and the replacement of the gym floor. This is approximately an increase of \$290,000 total. Some of this funding will come from Proposition 39.

Bond funds have been depleted at this point. The District will now be using reserves from Basic Aid Supplemental for these further projects.

Tabled to October 2017 meeting.

B. Approve Project Delivery Method for Phase 3 Construction

Justin Walling, President of Counterpoint Construction, presented on the pros and cons of a bid process vs lease-leaseback approach to selecting a contractor for Phase 3.

Architect Doug Hilberman recommends the lease-leaseback process for consideration. Pres. Horn feels that this is the delivery method that should be used for Phase III.

Pres. Horn moved to proceed with the Lease Leaseback delivery method for Phase III, Mem.

Appling seconded, 4-0 yes.

Mem. Schwartz asked when the District would lease to the contractor. Counterpoint explained that the lease occurs once the project begins.

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

Pres. Horn recused himself from the discussion and voting because of a potential conflict of interest.

Clrk. Beck asked Doug Hilberman to review Phase 4. The two main items that came up are 1) the switchgear (main electrical body) and 2) access to the lower field at Hillcrest.

Solar arrays over the parking lot and basic lighting improvements to be funded by Prop. 39 were also included.

Mem. Appling inquired about the playground/lower field being separated from the solar arrays in the project sequence. He recalled the electrical and solar arrays being completed first, with the lower field access being completed separately.

Doug Hilberman responded that a certain percent of the project had to be spent on accessibility, so the accessible path to the field was left in.

The remodel of the administrative building and library at Hillcrest will not be included in Phase 4.

Supt. Schwinn explained that Prop. 39 relates to energy conservation. Including the addition of air conditioning in this phase would contradict this priority.

Mem. Appling moved to approve the design proposal with AXIA, striking the administrative building and library, with the necessary cost adjustment, subject to legal review and Superintendent approval, Clrk. Beck seconded, 3-0 yes, 1 abstained (Pres. Horn).

D. Consider Applications for Trustee Appointment

The Board interviewed three candidates for the position: Paul Carey, Jennifer Koelemeijer and Patrick Turner. The term goes through December of 2018.

After discussion, Pres. Horn moved for Jennifer Koelemeijer to fill the vacant seat, Mem. Appling seconded, 4-0 yes.

Pres. Horn swore Jennifer Koelemeijer in at 7:47 PM.

E. Approve School Psychologist Contract

Supt. presented a contract between the District and Jack Correia with an hourly rate of \$80, not to exceed \$20,000 for the 2017-18 school year.

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

F. Approve 2016-17 Unaudited Actuals

Pres. Horn moved to approve, Mem. Appling seconded, 5-0 approved.

G. Approve Resolution #70913-1 Adoption of the Gann Limit

Mem. Horn moved to approve, Clrk. Beck seconded, approved 5-0 approved.

Clrk. Beck left the meeting at 8:35 PM.

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

Members Appling and Schwartz brought forward some proposed changes to the fee schedule. A flat fee is being proposed, with additional possible charges when additional custodial is needed. The intent of the amendment is to provide access to facilities at lower cost for youth activities.

Pres. Horn has moved that this be tabled until the Sept. 27 meeting, Mem. Appling seconded, 3-1 approved (Mem. Schwartz dissent).

I. Consider Facility Use Permit Request from Move Over Mozart

Pres. Horn moved to approve, Mem. Appling seconded, 3-0 approved (Schwartz abstained).

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

Pres. moved to approve, with the current schedule, letting them know that it may change, Mem. Appling seconded, 3-0 approved (Schwartz abstained).

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

Mem. Appling moved to approve, Mem. K seconded, 4-0 approved.

Transfer Funds to Fund 40 for Meraki Equipment

Mem. Appling moved to approve the transfer of \$145,863.33 to Fund 40, Pres. Horn seconded, 4-0 approved.

L. Approve Contract w/ SCOE for Media Center Services

Pres. Horn moved to approve at a cost of \$4,907.25 for the 2017-18 school year, Mem. Appling seconded, 4-0 approved.

VI. General

A. Review Performance on 2016-17 Goals and Objectives

Pres. Horn moved to table to the September 27 special meeting, Mem. Koelemeijer seconded, 4-0 approved.

B. Review the District's Dual Program System

Supt. Schwinn reported that the District has already made some progress in expanding opportunities for all students. Field trip opportunities will be expanded for all students, providing grade level trips that all students can go on together.

Art enrichment opportunities have been expanded to the Traditional program at Hillcrest, and have increased in number for the Traditional program at Gravenstein.

Supt. Schwinn presented the concept that there will be a leadership group consisting of teachers, GSF, MPF, Board members, and administration, to examine merging the ENRICH! and Traditional programs.

Stakeholders shared a variety of opinions about the existence of two programs and feelings of inequity.

Pres. Horn will appoint two Board members to be on the committee.

The committee will meet once per week, after school, at 3:45 PM, possibly on Tuesdays.

C. Approve BP 5111.1 and AR 5111.1 - District Residency

Supt. Schwinn presented the BP and AR.

Pres. Horn moved to adopt BP 5111.1 with Option 1 on page 130, Mem. Appling seconded, 4-0 approved.

Pres. Horn moved to table AR 5111.1 to the

next meeting, Mem. Schwartz seconded, 4-0 approved.

D. Approve Overnight & Water Access Field Trips

Mem. Schwartz moved to approve, Mem. Appling seconded, 4-0 approved.

E. Review 2017 CAASPP Results

Pres. Horn moved to table to the next meeting, Mem. Appling seconded, 4-0 approved.

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

No public comment. Pres. Horn moved to adjourn to closed session at 10:03 PM.

VIII. ADJOURN TO CLOSED SESSION

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

A. Public Employee:

- I. Approve hiring of 1.0 FTE School Counselor—Marie LeBarron

Horn moved/Schwartz seconded to hire, approved 4-0.

B. Conference with Labor Negotiator

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

C. Superintendent Evaluation

IX. RECONVENE TO OPEN SESSION

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

President Horn reported action as noted above.

X. Future Board Meetings:

- A. Regular Board Meeting: October 11, 2017 - 5:00 PM

Special Board Meeting: September 27, 2017, 5:30 PM

XI. ADJOURNMENT

Gravenstein Union School District
September Payroll Report

October 11, 2017 Regular Board Meeting

Certificated Salary & Benefits

Regular: \$ 451,322.45
Supplemental: \$ 10,268.09

Classified Salary & Benefits

Regular: \$ 81,020.90
Supplemental: \$ 5,164.80

Total Salary & Benefits

\$ 547,776.24

Checks Dated 09/01/2017 through 09/30/2017

Board Meeting Date October 11, 2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1587412	09/01/2017	Analy Band Wagon	04-5829	Band Participation in Fall Music Festival - 2017		350.00
1587413	09/01/2017	Business Card	01-4362	Maint. Dept.	2.25	
			01-5869	Maint. Dept.	27.60	
			03-4362	Maint. Dept	114.23	
			03-4380	Maint. Dept	1,109.93	
1587414	09/01/2017	Sonoma West Publishers, Inc.	04-4380	Maint. Dept.	474.36	1,728.37
			01-5880	Sonoma West Times Aug 2017 - Jul 2018	2.50	
			03-5880	Sonoma West Times Aug 2017 - Jul 2018	30.00	
			04-5880	Sonoma West Times Aug 2017 - Jul 2018	17.50	50.00
1587415	09/01/2017	U.S. Bank Corporate Payment	01-4310	District Supplies	29.08	
			01-4380	District Supplies	68.66	
			01-4390	District Supplies	38.20	
			03-4310	District Supplies	386.36	
			03-4390	District Supplies	491.97	
1587416	09/01/2017	Office Depot	04-4390	District Supplies	259.72	1,273.99
			01-4359	Instructional Supplies	89.51	
			03-4359	Instructional Supplies	1,051.42	1,140.93
1587417	09/01/2017	Ray Morgan Company	01-5633	Copier Contract Charges 2017-18		
1587418	09/01/2017	Safeway	12-4390	Daycare Supplies & Snacks for 2017/18	236.92	
1587419	09/01/2017	Sonoma County Office Of Ed.	01-4351	Paper Order for District	2,778.79	
			03-4351	Paper Order for District	1,620.96	4,636.67
1587420	09/01/2017	SyTech Solutions	04-4351	Paper Order for District	13.32	
			01-5830	Document Management Services 2017-18	162.57	
			03-5830	Document Management Services 2017-18	90.61	266.50
1587910	09/06/2017	Ally Technology Consulting LLC	04-5830	Document Management Services 2017-18	130.00	
			01-5840	IT Consultant 2017-18	1,677.50	
			03-5840	IT Consultant 2017-18	264.05	
			03-9510	Replacement Screens for Chromebooks	942.50	3,044.05
1587911	09/06/2017	Frontline Education	04-5840	IT Consultant 2017-18	142.00	
			01-5830	Aesop - Absence and Substitute Management	1,732.40	
			03-5830	Aesop - Absence and Substitute Management	965.60	2,840.00
1587912	09/06/2017	Luther Burbank Ctr Fr The Arts	04-5830	Aesop - Absence and Substitute Management		
			03-5826	1st Grade Enrich! Field Trips - Candau & Lannon		400.00

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.)

Checks Dated 09/01/2017 through 09/30/2017 Board Meeting Date October 11, 2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1587913	09/06/2017	Marin Shakespeare Company	04-5826	EI: 7th grade field trip 9/15/17		680.00
1587914	09/06/2017	Pacific Gas & Electric	01-5520	Electric and Gas for 2017-18 Gravenstein	114.81	
			03-5520	Electric and Gas for 2017-18 Gravenstein	1,321.34	
			04-5520	Electric and Gas for 2017-18 @ Hillcrest	1,703.50	
				Electric and Gas for 2017-18 Gravenstein	15.24	3,154.89
1587915	09/06/2017	Santa Rosa Fire Equipment Inc.	01-5600	Annual Srvc of Fire Extinguishers -Gravenstein	191.10	
			03-5600	Annual Srvc of Fire Extinguishers -Gravenstein	2,538.90	2,730.00
1587916	09/06/2017	West Sonoma County Disposal	01-5560	2017-18 West Sonoma County Disposal-Gravenstein	27.17	
			03-5560	2017-18 West Sonoma County Disposal-Gravenstein	360.94	
			04-5560	2017-18 West Sonoma County Disposal-Hillcrest	216.72	604.83
1587917	09/06/2017	John Collins	04-9515	Reissue for stale check # 1463285		220.00
1587918	09/06/2017	Eva Perez-Atwell	04-5950	Postage for Cum File		11.95
1587919	09/06/2017	Kert Pugno	01-4310	Ziplock bags for Eggheads	1.59	
			03-4310	Ziplock bags for Eggheads	21.20	22.79
1588588	09/08/2017	Ally Technology Consulting LLC	01-5840	IT Consultant 2017-18	130.00	
			03-5840	IT Consultant 2017-18	1,677.50	
1588589	09/08/2017	Clover-Stornetta Farms Inc.	04-5840	IT Consultant 2017-18	942.50	2,750.00
1588590	09/08/2017	Lakeshore Learning Materials	13-4700	Milk Purchases 2017-18	79.50	
1588591	09/08/2017	School and College Legal	03-4310	Classroom Supplies-Lannon	71.87	
			01-5823	School & Legal Retainer 2017-18	345.00	
			03-5823	School & Legal Retainer 2017-18	4,209.00	
			04-5823	School & Legal Retainer 2017-18	2,346.00	6,900.00
1588592	09/08/2017	George Sotiras	04-4310	ReimbursementField Day		447.83
1588593	09/08/2017	Teachers' Curriculum Institute	04-4110	History Alive:US through Industrialism. Student Textbooks-Social Studies	1,181.03	1,520.41
1588594	09/08/2017	U.S. Bank Equipment Finance	01-5631	Copier Lease at schools and DO for 2017-18	339.38	
			03-5631	Copier Lease at schools and DO for 2017-18	35.28	
			04-5631	Copier Lease at schools and DO for 2017-18	423.38	705.63
1589248	09/13/2017	Houghton Mifflin Harcourt	04-4110	Holt McDougal -Jex-Lewis See Attached	246.97	
1589249	09/13/2017	Office Depot	01-4359	Instructional Supplies	655.35	2,996.93

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), Oct 6 2017 9:14AM

Checks Dated 09/01/2017 through 09/30/2017

Board Meeting Date October 11, 2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1589249	09/13/2017	Office Depot	04-4310	Lamps and bulbs from class account	137.11	
1589250	09/13/2017	SitSpots	04-4359	Instructional Supplies	550.91	1,343.37
			01-4310	Sit Spots	62.38	
1589251	09/13/2017	Joel Aguayo	04-5880	Referee for Flag Football 9/8/2017		61.44
1589252	09/13/2017	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2017-18	23.21	40.00
			03-5911	Gravenstein AT&T CALNET 3 Charges 2017-18	286.24	
			04-5911	Gravenstein AT&T CALNET 3 Charges 2017-18	138.64	
1589253	09/13/2017	AXIA	Hilcrest AT&T CALNET 3 Charges 2017-18		60.40	508.49
			21-6210	Gravenstein Modernization, Job #940	3,088.95	
			40-6210	Gravenstein Modernization, Phase III (Part 2)	22,426.46	
			40-6215	Gravenstein Modernization, Phase III (Part 2)	819.98	26,335.39
1589254	09/13/2017	Castino Restaurant & Supply	13-4390	Probe wipes and oven gloves		143.40
1589255	09/13/2017	Children's Museum of So. Co.	03-5826	1st Gr. FT on 10/4/2017 - Candau and Lannon		400.00
1589256	09/13/2017	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2017-18		90.50
1589257	09/13/2017	Conklin Bros. of Santa Rosa Inc.	14-5830	Carpet replacement @ Grav 14 & 18 #5026		12,983.00
1589258	09/13/2017	Office Depot	01-4340	Printer for Grav. Principal	8.48	
			03-4390	Printer for Grav. Principal	112.61	121.09
1589259	09/13/2017	Peripole Inc.	03-4310	Recorders for Music Class 2017-18	12.53	491.59
1589260	09/13/2017	SyTech Solutions	01-5830	Document Management Services 2017-18	152.80	
			04-5830	Document Management Services 2017-18	85.17	250.50
1589261	09/13/2017	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2017-18	19.98	
			03-5530	Gravenstein Elem Water Service for 2017-18	229.79	479.77
1590045	09/15/2017	Allison Brown	04-5530	Hilcrest Water Service for 2017-18	230.00	
			01-4390	Popsicles for hot day	15.44	220.57
			03-4390	Popsicles for hot day	205.13	665.18
1590046	09/15/2017	Geary Pacific Corporation	04-4380	Heater Repair Rm 22 Grav.		13,262.49
1590047	09/15/2017	Houghton Mifflin Harcourt	03-4110	Holt McDougal -See Attached- Grade K		235.01
1590048	09/15/2017	J.W. Pepper & Son Inc.	04-4400	Hilcrest Music 2017-18		

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Checks Dated 09/01/2017 through 09/30/2017

Board Meeting Date October 11, 2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1590049	09/15/2017	Nature Bridge	04-5826	6th Grade Enrich! Outdoor Education 2017/18		5,855.00
1590050	09/15/2017	Office Depot	03-4390	Replace wall clocks for Gravenstein	145.94	
1590051	09/15/2017	ParknPool	04-4359	Instructional Supplies	39.87	185.81
1590052	09/15/2017	Pepperwood Foundation Attn: Finance	03-4370	32 Gallon Receptacle and Accessories		620.42
1590053	09/15/2017	Premier Agendas Inc.	03-5826	3rd Gr E! and T Pepperwood Preserve		1,900.00
1590054	09/15/2017	United Coach Tours	03-4310	Student Planners for 2017-18	5.64	
1590055	09/15/2017	Luther Burbank Ctr Fr The Arts	04-4310	Student Planners for 2017-18	5.64	11.28
1590056	09/15/2017	Paleotechnics	04-5826	Yosemite TraditionalTransportation 17-18		6,600.00
1590874	09/20/2017	ACSA Attn: Membership Department	03-5826	LBC Labelle Mattish/ Nodstrom		450.00
1590875	09/20/2017	ACSIG	04-5826	6th Gr Enrich! 09/7 and 9/ 8		1,600.00
1590876	09/20/2017	Ally Technology Consulting LLC	01-5300	ACSA Supt Dues Yr 17-18	69.45	1,389.05
1590877	09/20/2017	Analy Band Wagon	03-5300	ACSA Supt Dues Yr 17-18	847.32	7,933.90
1590878	09/20/2017	Clover-Stornetta Farms Inc.	04-5300	ACSA Supt Dues Yr 17-18	472.28	
1590879	09/20/2017	Counterpoint Construction Services, Inc.	01-9573	Employee's Dental Plan Coverage 2017-18	11.82	
1590880	09/20/2017	Food Equip Repair Service Inc	01-5840	IT Consultant 2017-18	712.80	
1590881	09/20/2017	Oakland Zoo Reservation Associate Ed Dept.	03-4340	Chromebooks for Gravenstein Elementary	6,731.68	
1590882	09/20/2017	Santa Rosa City Schools	03-4440	Chromebooks for Gravenstein Elementary	152.50	
1590883	09/20/2017	Jennifer Schwinn	03-5840	IT Consultant 2017-18	85.68	7,694.48
1590884	09/20/2017	Sonoma County Office Of Ed.	04-5829	Fall Music Festival - 2017 (additional price jump)		50.00
1590885	09/20/2017	Sonoma County Wildlife Rescue	13-4700	Milk Purchases 2017-18		34.00
			40-6210	Clerical Hours 2		130.00
			13-5880	Freezer repair		201.25
			03-5826	3rd Grade Field Trip 12/8/2017		1,064.00
			13-4710	Lunch Program for 2017-18		2,790.00
			01-5200	Superintendent Symposium	10.00	
			03-5200	Superintendent Symposium	120.00	
			04-5200	Superintendent Symposium	70.00	200.00
			01-5830	MOU for Payroll Support Services	16.50	
			03-5830	MOU for Payroll Support Services	201.30	
			04-5202	Next Generation Science Standards-SCOE	200.00	
			04-5830	MOU for Payroll Support Services	112.20	530.00
			03-5826	2nd E! & Traditional Field Trips 11/3 & 11/17/17		450.00

20

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Checks Dated 09/01/2017 through 09/30/2017 Board Meeting Date October 11, 2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1590886	09/20/2017	UCCR/Web of Life Field School	03-5826	Grade 5 - FT to UCCR Web of Life 5/15-5/18/2018		10,091.25
1591834	09/22/2017	Aly Technology Consulting LLC	03-4340	10 Replacement Screens and Labor for 5 screens		995.27
1591835	09/22/2017	ARC Alternatives	01-5830	Prop 39 Energy Master Planning Services (Part 2)	747.50	
			03-5830	Prop 39 Energy Master Planning Services (Part 2)	747.50	
			04-5830	Prop 39 Energy Master Planning Services (Part 2)	747.50	2,242.50
1591836	09/22/2017	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2017-18		91.00
1591837	09/22/2017	Fishman Supply Company	01-4370	District Wide Custodial Supplies	6.84	
			03-4370	District Wide Custodial Supplies	83.39	
			04-4370	District Wide Custodial Supplies	46.48	
1591838	09/22/2017	MCI Comm Service	12-5911	Daycare Phone Line for 2017-18		136.71
1591839	09/22/2017	Robert Gerhold dba NorBay Consulting	04-5830	Asbestos Clearing Testing Hillcrest 6/16/2017		13.36
1591840	09/22/2017	Office Depot	01-4350	District Office Supplies	.83	
			03-4350	District Office Supplies	10.14	
			03-4390	District Office Supplies	2.63	
			04-4350	District Office Supplies	5.65	
			04-4359	Instructional Supplies	151.40	
			12-4390	District Office Supplies	2.63	173.28
1591841	09/22/2017	School Nurse Supply, Inc	04-4390	Health Supplies- Gravenstein		169.27
1591842	09/22/2017	Sonoma County Office Of Ed.	01-5202	Demystifying Dyslexia @ SCOE	4.00	
			03-5202	Demystifying Dyslexia @ SCOE	48.80	
			04-5202	Demystifying Dyslexia @ SCOE	27.20	
1591843	09/22/2017	West County Athletic League	04-5300	Athletic Fees and Dues		80.00
1593095	09/27/2017	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2017-18		735.00
1593096	09/27/2017	Fishman Supply Company	01-4370	District Wide Custodial Supplies	62.37	
			03-4370	District Wide Custodial Supplies	760.76	
			04-4370	District Wide Custodial Supplies	424.04	
1593097	09/27/2017	Jack Schreder & Associates, In c.	40-5830	August 2017- Activities School Facilities # 28795		1,247.17
			04-5880	Girls Basketball Referee		290.00
1593098	09/27/2017	Steven Lee Miller	01-4359	Instructional Supplies	15.15-	80.00
1593099	09/27/2017	Office Depot	03-4359	Instructional Supplies	80.91	
1593100	09/27/2017	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2017-18	1.77	65.76

21

Checks Dated 09/01/2017 through 09/30/2017 Board Meeting Date October 11, 2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1593100	09/27/2017	Pacific Gas & Electric	03-5520	Light Poles at Grav Elem 2017-18	20.37	22.14
1593101	09/27/2017	Protech Projection Systems	03-4341	Replacement Projectors - Rm 17 & 4 @GRAV		816.00
1593102	09/27/2017	Sonoma County Office Of Ed.	03-5200	Registration for Student Discipline Workshop	45.00	
1593103	09/27/2017	Teacher's Discovery	04-5202	Registration for Student Discipline Workshop	45.00	90.00
1593104	09/27/2017	Technicon Engineering Services	04-4310	Español -Teachers Discovery		205.45
1593105	09/27/2017	Tom Minkel	40-6230	Inspection Services YES No.MP17-130		576.00
1593106	09/27/2017	Clover-Stornetta Farms Inc.	03-4310	Materials for Planter boxes		606.53
1593107	09/27/2017	Tony Corsello	13-4700	Milk Purchases 2017-18		56.50
1593108	09/27/2017	Houghton Mifflin Harcourt	04-5880	Basketball Referee 9/19/2017	7.50	40.00
1593109	09/27/2017	Interstate Music Supply	01-4310	Woodcock-Johnson IV Testing-Oakley		149.92
1593110	09/27/2017	Onel Lopez	03-4310	Woodcock-Johnson IV Testing-Oakley	91.44	221.59
1593111	09/27/2017	Pasta King	04-4310	Woodcock-Johnson IV Testing-Oakley	50.98	40.00
1593112	09/27/2017	Quill Corp	04-4310	Supplies for Music Program - Reeds		
			04-5880	Flag Football 09/12/2017		
			01-4390	Staff Development Lunch	10.81	
			03-4390	Staff Development Lunch	131.91	
			04-4390	Staff Development Lunch		216.25
			01-4350	Bus. Office/Nurse Supplies	73.53	
			01-4390	Bus. Office/Nurse Supplies	.94	
			03-4350	Bus. Office/Nurse Supplies	.87	
			04-4350	Bus. Office/Nurse Supplies	10.57	
1593113	09/27/2017	Really Good Stuff Inc.	03-4310	Class Supplies-Grimm	5.89	18.27
Total Number of Checks					94	157,157.24

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	38	12,262.07
03	Gravenstein Elementary Charter	52	63,978.71
04	Hillcrest Middle Charter	53	36,834.37
12	Child Development Fund	3	236.99
13	Cafeteria Fund	9	3,531.65
14	Deferred Maintenance Fund	1	12,983.00
21	Building	1	3,088.95
40	Special Reserve-capital Proj	4	24,242.44

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.)

22

Checks Dated 09/01/2017 through 09/30/2017 **Board Meeting Date October 11, 2017**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
			94	Total Number of Checks	157,158.18	
				Less Unpaid Tax Liability	.94	
				Net (Check Amount)	157,157.24	

Includes checks for only Bank Account COUNTY

23

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), Oct 6 2017 9:14AM

III D

Williams Settlement Quarterly Uniform Complaint Report - July 1, 2017 - September 30, 2017

Education Code §35186(d): A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

* Required

Name of District *

Gravenstein USD

Name and Title of Person Reporting *

Wanda Holden, Chief Business Officer

Phone Number *

707-823-7008

Email Address *

wholden@grav.k12.ca.us

INSTRUCTIONAL MATERIALS *

- There were 0 complaints received during this quarter.
- YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

25

INSTRUCTIONAL MATERIALS *

- There were 0 complaints received during this quarter.
- YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

TEACHER VACANCY AND/OR MISASSIGNMENT *

- There were 0 complaints received during this quarter
- YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

FACILITIES *

- There were 0 complaints received during this quarter
- YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

CAHSEE Intensive Instruction and Services *

- There were 0 complaints received during this quarter
- YES, there were complaints, there were complaints resolved/and or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

INSTRUCTIONAL MATERIALS

Complaint Details

Your answer

TEACHER VACANCY AND/OR MISASSIGNMENT

Complaint Details

Your answer

FACILITIES

26

PROTECTED
Complaint Details

Your answer

CAHSEE Intensive Instruction and Services

Complaint Details

Your answer

SUBMIT

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Google Forms

27

Form W-4 (2017)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2017 expires February 15, 2018. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you can't claim exemption from withholding if your total income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions don't apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you aren't exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2017. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for **yourself** if no one else can claim you as a dependent **A** _____

B Enter "1" if:
 { • You're single and have only one job; or
 • You're married, have only one job, and your spouse doesn't work; or
 • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. } **B** _____

C Enter "1" for your **spouse**. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) **C** _____

D Enter number of **dependents** (other than your spouse or yourself) you will claim on your tax return **D** _____

E Enter "1" if you will file as **head of household** on your tax return (see conditions under **Head of household** above) **E** _____

F Enter "1" if you have at least \$2,000 of **child or dependent care expenses** for which you plan to claim a credit **F** _____
 (**Note:** Do **not** include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)

G **Child Tax Credit** (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.
 • If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then **less** "1" if you have two to four eligible children or **less** "2" if you have five or more eligible children.
 • If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child. **G** _____

H Add lines A through G and enter total here. (**Note:** This may be different from the number of exemptions you claim on your tax return.) ► **H** _____

For accuracy, complete all worksheets that apply.
 { • If you plan to **itemize** or **claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
 • If you are **single and have more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
 • If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate		OMB No. 1545-0074 2017	
1 Your first name and middle initial		Last name		2 Your social security number	
Home address (number and street or rural route)				3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.	
City or town, state, and ZIP code				4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ► <input type="checkbox"/>	
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)				5 _____	
6 Additional amount, if any, you want withheld from each paycheck				6 \$ _____	
7 I claim exemption from withholding for 2017, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ► 7 _____					
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ►				Date ►	
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)		10 Employer identification number (EIN)	

Deductions and Adjustments Worksheet

Note: Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

- 1 Enter an estimate of your 2017 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% of your income, and miscellaneous deductions. For 2017, you may have to reduce your itemized deductions if your income is over \$313,800 and you're married filing jointly or you're a qualifying widow(er); \$287,650 if you're head of household; \$261,500 if you're single, not head of household and not a qualifying widow(er); or \$156,900 if you're married filing separately. See Pub. 505 for details. 1 \$ _____
- 2 Enter: $\left\{ \begin{array}{l} \$12,700 \text{ if married filing jointly or qualifying widow(er)} \\ \$9,350 \text{ if head of household} \\ \$6,350 \text{ if single or married filing separately} \end{array} \right\}$ 2 \$ _____
- 3 **Subtract** line 2 from line 1. If zero or less, enter "-0-" 3 \$ _____
- 4 Enter an estimate of your 2017 adjustments to income and any additional standard deduction (see Pub. 505) 4 \$ _____
- 5 **Add** lines 3 and 4 and enter the total. (Include any amount for credits from the *Converting Credits to Withholding Allowances for 2017 Form W-4* worksheet in Pub. 505.) 5 \$ _____
- 6 Enter an estimate of your 2017 nonwage income (such as dividends or interest) 6 \$ _____
- 7 **Subtract** line 6 from line 5. If zero or less, enter "-0-" 7 \$ _____
- 8 **Divide** the amount on line 7 by \$4,050 and enter the result here. Drop any fraction 8 _____
- 9 Enter the number from the **Personal Allowances Worksheet**, line H, page 1 9 _____
- 10 **Add** lines 8 and 9 and enter the total here. If you plan to use the **Two-Earners/Multiple Jobs Worksheet**, also enter this total on line 1 below. Otherwise, **stop here** and enter this total on Form W-4, line 5, page 1 10 _____

Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)

Note: Use this worksheet *only* if the instructions under line H on page 1 direct you here.

- 1 Enter the number from line H, page 1 (or from line 10 above if you used the **Deductions and Adjustments Worksheet**) 1 _____
 - 2 Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However**, if you are married filing jointly and wages from the highest paying job are \$65,000 or less, do not enter more than "3" 2 _____
 - 3 If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet 3 _____
- Note:** If line 1 is **less than** line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.
- 4 Enter the number from line 2 of this worksheet 4 _____
 - 5 Enter the number from line 1 of this worksheet 5 _____
 - 6 **Subtract** line 5 from line 4 6 _____
 - 7 Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here 7 \$ _____
 - 8 **Multiply** line 7 by line 6 and enter the result here. This is the additional annual withholding needed 8 \$ _____
 - 9 Divide line 8 by the number of pay periods remaining in 2017. For example, divide by 25 if you are paid every two weeks and you complete this form on a date in January when there are 25 pay periods remaining in 2017. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck 9 \$ _____

Table 1

Table 2

Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$7,000	0	\$0 - \$8,000	0	\$0 - \$75,000	\$610	\$0 - \$38,000	\$610
7,001 - 14,000	1	8,001 - 16,000	1	75,001 - 135,000	1,010	38,001 - 85,000	1,010
14,001 - 22,000	2	16,001 - 26,000	2	135,001 - 205,000	1,130	85,001 - 185,000	1,130
22,001 - 27,000	3	26,001 - 34,000	3	205,001 - 360,000	1,340	185,001 - 400,000	1,340
27,001 - 35,000	4	34,001 - 44,000	4	360,001 - 405,000	1,420	400,001 and over	1,600
35,001 - 44,000	5	44,001 - 70,000	5	405,001 and over	1,600		
44,001 - 55,000	6	70,001 - 85,000	6				
55,001 - 65,000	7	85,001 - 110,000	7				
65,001 - 75,000	8	110,001 - 125,000	8				
75,001 - 80,000	9	125,001 - 140,000	9				
80,001 - 95,000	10	140,001 and over	10				
95,001 - 115,000	11						
115,001 - 130,000	12						
130,001 - 140,000	13						
140,001 - 150,000	14						
150,001 and over	15						

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

30

This form can be used to manually compute your withholding allowances, or you can electronically compute them at www.taxes.ca.gov/de4.pdf.

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

Type or Print Your Full Name	Your Social Security Number
Home Address (Number and Street or Rural Route)	Filing Status Withholding Allowances
City, State, and ZIP Code	<input type="checkbox"/> SINGLE or MARRIED (with two or more incomes) <input type="checkbox"/> MARRIED (one income) <input type="checkbox"/> HEAD OF HOUSEHOLD

- Number of allowances for Regular Withholding Allowances, Worksheet A _____
 Number of allowances from the Estimated Deductions, Worksheet B _____
 Total Number of Allowances (A + B) when using the California Withholding Schedules for 2017 _____
 OR
- Additional amount of state income tax to be withheld each pay period (if employer agrees), Worksheet C _____
 OR
- I certify under penalty of perjury that I am not subject to California withholding. I meet the conditions set forth under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act. (Check box here)

Under the penalties of perjury, I certify that the number of withholding allowances claimed on this certificate does not exceed the number to which I am entitled or, if claiming exemption from withholding, that I am entitled to claim the exempt status.

Signature _____ Date _____

Employer's Name and Address	California Employer Account Number
-----------------------------	------------------------------------

----- cut here -----

Give the top portion of this page to your employer and keep the remainder for your records.

YOUR CALIFORNIA PERSONAL INCOME TAX MAY BE UNDERWITHHELD IF YOU DO NOT FILE THIS DE 4 FORM.

IF YOU RELY ON THE FEDERAL FORM W-4 FOR YOUR CALIFORNIA WITHHOLDING ALLOWANCES, YOUR CALIFORNIA STATE PERSONAL INCOME TAX MAY BE UNDERWITHHELD AND YOU MAY OWE MONEY AT THE END OF THE YEAR.

PURPOSE: This certificate, DE 4, is for **California Personal Income Tax (PIT) withholding** purposes only. The DE 4 is used to compute the amount of taxes to be withheld from your wages, by your employer, to accurately reflect your state tax withholding obligation.

You should complete this form if either:

- You claim a different marital status, number of regular allowances, or different additional dollar amount to be withheld for California PIT withholding than you claim for federal income tax withholding or,
- You claim additional allowances for estimated deductions.

THIS FORM WILL NOT CHANGE YOUR FEDERAL WITHHOLDING ALLOWANCES.

The federal Form W-4 is applicable for California withholding purposes if you wish to claim the same marital status, number of regular allowances, and/or the same additional dollar amount to be withheld for state and federal purposes. However, federal tax brackets and withholding methods do not reflect state PIT withholding tables. **If you rely on the number of withholding allowances you claim on your Form W-4 withholding allowance**

certificate for your state income tax withholding, you may be significantly underwithheld. This is particularly true if your household income is derived from more than one source.

CHECK YOUR WITHHOLDING: After your Form W-4 and/or DE 4 takes effect, compare the state income tax withheld with your estimated total annual tax. For state withholding, use the worksheets on this form.

EXEMPTION FROM WITHHOLDING: If you wish to claim exempt, complete the federal Form W-4. You may claim exempt from withholding California income tax if you did not owe any federal income tax last year and you do not expect to owe any federal income tax this year. The exemption is good for one year. If you continue to qualify for the exempt filing status, a new Form W-4 designating EXEMPT must be submitted by February 15 each year to continue your exemption. If you are not having federal income tax withheld this year but expect to have a tax liability next year, you are required to give your employer a new Form W-4 by December 1.

EXEMPTION FROM WITHHOLDING (continued): Under the Service Member Civil Relief Act, as amended by the Military Spouses Residency Relief Act, you may be exempt from California income tax on your wages if (i) your spouse is a member of the armed forces present in California in compliance with military orders; (ii) you are present in California solely to be with your spouse; and (iii) you maintain your domicile in another state. If you claim exemption under this act, check the box on Line 3. You may be required to provide proof of exemption upon request.

IF YOU NEED MORE DETAILED INFORMATION, SEE THE INSTRUCTIONS THAT CAME WITH YOUR LAST CALIFORNIA RESIDENT INCOME TAX RETURN OR CALL THE FRANCHISE TAX BOARD (FTB).

IF YOU ARE CALLING FROM WITHIN THE UNITED STATES 800-852-5711 (voice)
800-822-6268 (TTY)

IF YOU ARE CALLING FROM OUTSIDE THE UNITED STATES (Not Toll Free) 916-845-6500

The *California Employer's Guide*, DE 44, provides the income tax withholding tables. This publication may be found on the Employment Development Department (EDD) website at www.edd.ca.gov/Payroll_Taxes/Forms_and_Publications.htm. To assist you in calculating your tax liability, please visit the FTB website at www.ftb.ca.gov/individuals/index.shtml.

NOTIFICATION: If the IRS instructs your employer to withhold federal income tax based on a certain withholding status, your employer is required to use the same withholding status for state income tax withholding.

The burden of proof rests with the employee to show the correct California Income Tax Withholding. Pursuant to Section 4340-1(e) of Title 22, California Code of Regulations (CCR), the FTB or the EDD may, by special direction in writing, require an employer to submit a Form W-4 or DE 4 when such forms are necessary for the administration of the withholding tax programs.

PENALTY: You may be fined \$500 if you file, with no reasonable basis, a DE 4 that results in less tax being withheld than is properly allowable. In addition, criminal penalties apply for willfully supplying false or fraudulent information or failing to supply information requiring an increase in withholding. This is provided by Section 13101 of the California Unemployment Insurance Code and Section 19176 of the California Revenue and Taxation Code.

INSTRUCTIONS — 1 — ALLOWANCES*

When determining your withholding allowances, you must consider your personal situation:

- Do you claim allowances for dependents or blindness?
- Will you itemize your deductions?
- Do you have more than one income coming into the household?

TWO-EARNERS/MULTIPLE INCOMES: When earnings are derived from more than one source, underwithholding may occur. If you have a working spouse or more than one job, it is best to check the box "SINGLE or MARRIED (with two or more incomes)." Figure the total number of allowances you are entitled to claim on all jobs using only one DE 4 form. Claim allowances with **one** employer. Do **not** claim the same allowances with more than one employer. Your withholding will usually be most accurate when all allowances are claimed on the DE 4 or Form W-4 filed for the highest paying job and zero allowances are claimed for the others.

MARRIED BUT NOT LIVING WITH YOUR SPOUSE: You may check the "Head of Household" marital status box if you meet all of the following tests:

- (1) Your spouse will not live with you **at any time** during the year;
- (2) You will furnish over half of the cost of maintaining a home for the entire year for yourself and your child or stepchild who qualifies as your dependent; **and**
- (3) You will file a separate return for the year.

HEAD OF HOUSEHOLD: To qualify, you must be unmarried or legally separated from your spouse and pay more than 50% of the costs of maintaining a home for the **entire** year for yourself and your dependent(s) or other qualifying individuals. Cost of maintaining the home includes such items as rent, property insurance, property taxes, mortgage interest, repairs, utilities, and cost of food. It does not include the individual's personal expenses or any amount which represents value of services performed by a member of the household of the taxpayer.

WORKSHEET A

REGULAR WITHHOLDING ALLOWANCES

- (A) Allowance for yourself — enter 1 (A) _____
- (B) Allowance for your spouse (if not separately claimed by your spouse) — enter 1 (B) _____
- (C) Allowance for blindness — yourself — enter 1 (C) _____
- (D) Allowance for blindness — your spouse (if not separately claimed by your spouse) — enter 1 (D) _____
- (E) Allowance(s) for dependent(s) — do not include yourself or your spouse (E) _____
- (F) Total — add lines (A) through (E) above (F) _____

INSTRUCTIONS — 2 — ADDITIONAL WITHHOLDING ALLOWANCES

If you expect to itemize deductions on your California income tax return, you can claim additional withholding allowances. Use Worksheet B to determine whether your expected estimated deductions may entitle you to claim one or more additional withholding allowances. Use last year's FTB Form 540 as a model to calculate this year's withholding amounts.

Do not include deferred compensation, qualified pension payments, or flexible benefits, etc., that are deducted from your gross pay but are not taxed on this worksheet.

You may reduce the amount of tax withheld from your wages by claiming one additional withholding allowance for each \$1,000, or fraction of \$1,000, by which you expect your estimated deductions for the year to exceed your allowable standard deduction.

WORKSHEET B

ESTIMATED DEDUCTIONS

1. Enter an estimate of your itemized deductions for California taxes for this tax year as listed in the schedules in the FTB Form 540 1. _____
 2. Enter \$8,258 if married filing joint with two or more allowances, unmarried head of household, or qualifying widow(er) with dependent(s) or \$4,129 if single or married filing separately, dual income married, or married with multiple employers - 2. _____
 3. Subtract line 2 from line 1, enter difference = 3. _____
 4. Enter an estimate of your adjustments to income (alimony payments, IRA deposits) + 4. _____
 5. Add line 4 to line 3, enter sum = 5. _____
 6. Enter an estimate of your nonwage income (dividends, interest income, alimony receipts) - 6. _____
 7. If line 5 is greater than line 6 (if less, see below);
Subtract line 6 from line 5, enter difference = 7. _____
 8. Divide the amount on line 7 by \$1,000, round any fraction to the nearest whole number 8. _____
Enter this number on line 1 of the DE 4. Complete Worksheet C, if needed.
 9. If line 6 is greater than line 5;
Enter amount from line 6 (nonwage income) 9. _____
 10. Enter amount from line 5 (deductions) 10. _____
 11. Subtract line 10 from line 9, enter difference 11. _____
- Complete Worksheet C**

*Wages paid to registered domestic partners will be treated the same for state income tax purposes as wages paid to spouses for California PIT withholding and PIT wages. This law does not impact federal income tax law. A registered domestic partner means an individual partner in a domestic partner relationship within the meaning of Section 297 of the Family Code. For more information, please call our Taxpayer Assistance Center at 888-745-3886.

WORKSHEET C

TAX WITHHOLDING AND ESTIMATED TAX

1. Enter estimate of total wages for tax year 2017 1. _____
2. Enter estimate of nonwage income (line 6 of Worksheet B) 2. _____
3. Add line 1 and line 2. Enter sum 3. _____
4. Enter itemized deductions or standard deduction (line 1 or 2 of Worksheet B, whichever is largest) 4. _____
5. Enter adjustments to income (line 4 of Worksheet B) 5. _____
6. Add line 4 and line 5. Enter sum 6. _____
7. Subtract line 6 from line 3. Enter difference 7. _____
8. Figure your tax liability for the amount on line 7 by using the 2017 tax rate schedules below 8. _____
9. Enter personal exemptions (line F of Worksheet A x \$122.10) 9. _____
10. Subtract line 9 from line 8. Enter difference 10. _____
11. Enter any tax credits. (See FTB Form 540) 11. _____
12. Subtract line 11 from line 10. Enter difference. This is your total tax liability 12. _____
13. Calculate the tax withheld and estimated to be withheld during 2017. Contact your employer to request the amount that will be withheld on your wages based on the marital status and number of withholding allowances you will claim for 2017. Multiply the estimated amount to be withheld by the number of pay periods left in the year. Add the total to the amount already withheld for 2017 13. _____
14. Subtract line 13 from line 12. Enter difference. If this is less than zero, you do not need to have additional taxes withheld 14. _____
15. Divide line 14 by the number of pay periods remaining in the year. Enter this figure on line 2 of the DE 4 15. _____

NOTE: Your employer is not required to withhold the additional amount requested on line 2 of your DE 4. If your employer does not agree to withhold the additional amount, you may increase your withholdings as much as possible by using the "single" status with "zero" allowances. If the amount withheld still results in an underpayment of state income taxes, you may need to file quarterly estimates on Form 540-ES with the FTB to avoid a penalty.

THESE TABLES ARE FOR CALCULATING WORKSHEET C AND FOR 2017 ONLY

SINGLE PERSONS, DUAL INCOME MARRIED WITH MULTIPLE EMPLOYERS				
IF THE TAXABLE INCOME IS		COMPUTED TAX IS		
OVER	BUT NOT OVER	OF AMOUNT OVER . . .	PLUS*	
\$0	\$8,015 ...	1.100%	\$0	\$0.00
\$8,015	\$19,001 ...	2.200%	\$8,015	\$88.17
\$19,001	\$29,989 ...	4.400%	\$19,001	\$329.86
\$29,989	\$41,629 ...	6.600%	\$29,989	\$813.33
\$41,629	\$52,612 ...	8.800%	\$41,629	\$1,581.57
\$52,612	\$268,750 ...	10.230%	\$52,612	\$2,548.07
\$268,750	\$322,499 ...	11.330%	\$268,750	\$24,658.99
\$322,499	\$537,498 ...	12.430%	\$322,499	\$30,748.75
\$537,498	\$1,000,000 ...	13.530%	\$537,498	\$57,473.13
\$1,000,000	and over...	14.630%	\$1,000,000	\$120,049.65

MARRIED FILING JOINT OR QUALIFYING WIDOW(ER) TAXPAYERS				
IF THE TAXABLE INCOME IS		COMPUTED TAX IS		
OVER	BUT NOT OVER	OF AMOUNT OVER . . .	PLUS*	
\$0	\$16,030 ...	1.100%	\$0	\$0.00
\$16,030	\$38,002 ...	2.200%	\$16,030	\$176.33
\$38,002	\$59,978 ...	4.400%	\$38,002	\$659.71
\$59,978	\$83,258 ...	6.600%	\$59,978	\$1,626.65
\$83,258	\$105,224 ...	8.800%	\$83,258	\$3,163.13
\$105,224	\$537,500 ...	10.230%	\$105,224	\$5,096.14
\$537,500	\$644,998 ...	11.330%	\$537,500	\$49,317.97
\$644,998	\$1,000,000 ...	12.430%	\$644,998	\$61,497.49
\$1,000,000	\$1,074,996 ...	13.530%	\$1,000,000	\$105,624.24
\$1,074,996	and over	14.630%	\$1,074,996	\$115,771.20

UNMARRIED HEAD OF HOUSEHOLD				
IF THE TAXABLE INCOME IS		COMPUTED TAX IS		
OVER	BUT NOT OVER	OF AMOUNT OVER . . .	PLUS*	
\$0	\$16,040 ...	1.100%	\$0	\$0.00
\$16,040	\$38,003 ...	2.200%	\$16,040	\$176.44
\$38,003	\$48,990 ...	4.400%	\$38,003	\$659.63
\$48,990	\$60,630 ...	6.600%	\$48,990	\$1,143.06
\$60,630	\$71,615 ...	8.800%	\$60,630	\$1,911.30
\$71,615	\$365,499 ...	10.230%	\$71,615	\$2,877.98
\$365,499	\$438,599 ...	11.330%	\$365,499	\$32,942.31
\$438,599	\$730,997 ...	12.430%	\$438,599	\$41,224.54
\$730,997	\$1,000,000 ...	13.530%	\$730,997	\$77,569.61
\$1,000,000	and over	14.630%	\$1,000,000	\$113,965.72

IF YOU NEED MORE DETAILED INFORMATION, SEE THE INSTRUCTIONS THAT CAME WITH YOUR LAST CALIFORNIA RESIDENT INCOME TAX RETURN OR CALL THE FTB:

IF YOU ARE CALLING FROM WITHIN THE UNITED STATES 800-852-5711 (voice)
800-822-6268 (TTY)

IF YOU ARE CALLING FROM OUTSIDE THE UNITED STATES (Not Toll Free) 916-845-6500

*marginal tax

The DE 4 information is collected for purposes of administering the PIT law and under the authority of Title 22, CCR, Section 4340-1, and the California Revenue and Taxation Code, including Section 18624. The Information Practices Act of 1977 requires that individuals be notified of how information they provide may be used. Further information is contained in the instructions that came with your last California resident income tax return.

35



SCHOOL & COLLEGE LEGAL SERVICES

OF CALIFORNIA

Santa Rosa Office
5350 Skyplane Blvd., Santa Rosa, CA 95403
Phone: 707-524-2690
Fax: 707-578-0517

2017-2018 Workshops
as of September 29, 2017

Eureka Office
901 Myrtle Avenue, Eureka, CA 95501
Phone: 707-441-3997

Sonoma County Office of Education 5340 Skylane Blvd., Santa Rosa, CA 95403

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
October 2, 2017 9:00 a.m. - 11:00 a.m. \$30	Legal Issues Associated with Special Education Individualized Transition Plans ¹	Jennifer E. Nix & Monica D. Batanero	K-12 Special Education Staff	Redwood Rooms A&B
October 4, 2017 9:00 a.m. - 12:00 p.m. \$45	Section 504 of the Rehabilitation Act of 1973 ¹	Carl D. Corbin	K-12 All certificated staff would benefit, especially Administrators and School Psychologists.	Oak Rooms D&E
October 10, 2017 9:00 a.m. - 12:00 p.m. \$45	Common Special Education Mistakes Leading to Litigation ¹	Jennifer E. Nix	K-12 Special Education Staff	Oak Rooms D&E
October 16, 2017 9:00 a.m. - 12:00 p.m. \$45	Comprehensive Review and Practical Guidance on Student Discipline ¹	Monica D. Batanero & Nancy L. Klein	All school site and district administrators who have student discipline responsibilities	Redwood Rooms A&B
October 17, 2017 9:00 a.m. - 1:00 p.m. \$60	Title IX Part 3: Nuts and Bolts of the Title IX Coordinator's Role	Mia N. Robertshaw & Ellie R. Austin	K-12/CCD Administrators, Title IX Coordinators, Deputy Title IX Coordinators, and Equity and Inclusion Staff	Redwood Rooms A&B

37

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
October 19, 2017 9:00 a.m. - 12:00 p.m. \$45	School Site Administrators Part II	Carl D. Corbin & Mia N. Robertshaw	K-12 K-12 Site Administrators	Redwood Rooms A&B
October 25, 2017 1:00 p.m. - 4:00 p.m. \$45	Collective Bargaining: Everything District Negotiators Need to Know ²	Mia N. Robertshaw & Ellie R. Austin	K-12/CCD Negotiating Team Members	Oak Rooms D&E
November 7, 2017 1:00 p.m. - 3:00 p.m. \$30	Confidentiality and Record Retention/Destruction 101***	Frank Zotter, Jr.	K-12/CCD Administrators, Deputy/Asst. Administrators, Business Managers, and lower-level administrative staff	Redwood Rooms A&B
November 15, 2017 9:00 a.m. - 12:00 p.m. \$45	Public Contracting ²	Loren W. Soukup & Erin E. Staggs	K-12/CCD Superintendents, Business Managers, and Facility Directors	Redwood Rooms A&B
November 16, 2017 10:00 a.m. - 12:00 p.m. \$30	Sexual Harassment Prevention ²	Monica D. Batanero	K-12/CCD Supervisory personnel including District Board Members	Redwood Room C
November 30, 2017 9:00 a.m. - 12:00 p.m. \$45	Special Education Mental Health Issues ¹	Monica D. Batanero & Jennifer E. Nix	K-12 Special Education Staff	Redwood Room C
December 5, 2017 1:00 p.m. - 4:00 p.m. \$45	Layoffs 101 (Classified & Certificated)	Carl D. Corbin	K-12/CCD Staff responsible for layoffs.	Oak Rooms D&E
December 7, 2017 9:00 a.m. - 12:00 p.m. \$45	Bullying, Cyberbullying & Student Free Speech ¹	Loren W. Soukup & Damara L. Moore	K-12/CCD Superintendents, Student Services Directors, and Site Administrators	Oak Rooms D&E

28



DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
December 8, 2017 9:00 a.m. - 1:00 p.m. \$60	Title IX Part 4: Additional Title IX Challenges for Community Colleges	Mia N. Robertshaw & Ellie R. Austin	CCD Administrators, Title IX Coordinators, Deputy Title IX Coordinators, and Equity and Inclusion Staff	Oak Rooms D&E
December 12, 2017 9:00 a.m. - 10:30 a.m. \$25	Recent Developments in Website Accessibility***	Ellie R. Austin	K-12/CCD District Web Specialists, Tech Coordinators, Equity/Inclusion Staff, and ADA/504 Coordinators	Redwood Rooms A&B
December 13, 2017 9:00 a.m. - 12:00 p.m. \$45	Special Education Hot Topics ¹	Jennifer E. Nix	K-12 Special Education Staff	Oak Rooms D&E
December 19, 2017 4:00 p.m. - 7:00 p.m.	Brown Act, Ethics, and Conflicts of Interest** ²	Frank Zotter, Jr. & Erin E. Stagg	K-12/CCD Board Members, Administrators, Deputy/Asst. Administrators, and Business Managers	Oak Rooms D&E
January 11, 2018 9:00 a.m. - 12:00 p.m. \$45	Section 504 of the Rehabilitation Act of 1973 ¹	Carl D. Corbin	K-12 All certificated staff would benefit, especially Administrators and School Psychologists.	Oak Rooms D&E
January 17, 2018 9:00 a.m. - 12:00 p.m. \$45	Charter Schools, Special Education and LEA Responsibility ¹	Jennifer E. Nix	K-12 District Administrators in Districts that have authorized charter schools, Special Education Administrators, and Charter School Special Education Personnel.	Redwood Rooms A&B

3



DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
January 23, 2018 1:00 p.m. - 3:00 p.m. \$30	Sexual Harassment Prevention ²	Monica D. Batanero	K-12/CCD Supervisory personnel including District Board Members	Redwood Rooms A&B
January 23, 2018 4:00 p.m. - 7:00 p.m.	Legal Hot Topics for Board Members: Transgender Issues, Social Media, Digital Responsibility and More*	Carl D. Corbin	K-12 Board Members and Superintendents	Redwood Rooms A&B
January 31, 2018 1:00 p.m. - 3:00 p.m. \$30	18+ Year Student Issues ¹	Monica D. Batanero & Steven P. Reimer	K-12 Teachers, Administrators, and those who interact with students who have reached the age of 18.	Oak Rooms D&E
February 6, 2018 9:00 a.m. - 11:00 a.m. \$30	How to Respond to a Public Records Act Request***	Frank Zotter, Jr.	K-12/CCD Administrators, Deputy/Asst. Administrators, Business Managers, and lower-level administrative staff	Redwood Rooms A&B
February 20, 2018 9:00 a.m. - 12:00 p.m. \$45	Review of New Legislation Impacting Education for 2018****	Carl D. Corbin	K-12 Board Members and Superintendents	Oak Rooms D&E
February 20, 2018 4:00 p.m. - 7:00 p.m.	Review of New Legislation Impacting Education for 2018 – Board Members* ***	Carl D. Corbin	K-12 Board Members and Superintendents	Oak Rooms D&E
February 22, 2018 8:00 a.m. - 10:00 a.m.	Review of New Legislation Impacting Education for 2018 – SCASA Breakfast* ***	Carl D. Corbin	K-12 Board Members and Superintendents	Redwood Rooms A&B

40



DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
February 27, 2018 9:00 a.m. - 12:00 p.m. \$45	Student Discipline Including Special Education ¹	Carl D. Corbin	K-12 Administrators, school psychologists, and special education teachers	Oak Rooms D&E
March 6, 2018 1:00 p.m. - 4:00 p.m. \$45	Campus Security ²	Frank Zotter, Jr. & Erin E. Stagg	K-12/CCD Administrators, Deputy/Asst. Administrators, Business Managers, and lower-level administrative staff	Redwood Room C
March 14, 2018 9:00 a.m. - 12:00 p.m. \$45	School Site Administrators: Advanced Special Education Topics ¹	Jennifer E. Nix	K-12 School Site Administrators	Oak Rooms D&E
March 28, 2018 2:00 p.m. - 4:00 p.m. \$30	Sexual Harassment Prevention ²	Monica D. Batanero	K-12/CCD Supervisory personnel including District Board Members	Redwood Rooms A&B
April 3, 2018 9:00 a.m. - 12:00 p.m. \$45	Employee Health Leave Rights and Employer Responsibilities ²	Nancy L. Klein	K-12/CCD Any administrator or employee responsible for monitoring or approving employee leaves or for providing notices related to health leaves.	Oak Rooms D&E
April 11, 2018 10:00 a.m. - 12:00 p.m. \$30	Workplace Investigations***	Monica D. Batanero	K-12/CCD Site administrators, HR Staff, Title IX Coordinators, any others who might conduct investigations.	Oak Rooms D&E
April 19, 2018 9:00 a.m. - 12:00 p.m. \$45	Brown Act, Ethics, and Conflicts of Interest ²	Frank Zotter, Jr.	K-12/CCD Board Members, Administrators, Deputy/Asst. Administrators, and Business Managers	Redwood Rooms A&B

41



DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
May 3, 2018 9:00 a.m. - 12:00 p.m. \$45	Preschool Special Education A-Z ¹	Jennifer E. Nix	K-12 School Site Administrators	Redwood Room C
May 16, 2018 1:00 p.m. - 3:00 p.m. \$30	Sexual Harassment Prevention ²	Monica D. Batenero	K-12/CCD Supervisory personnel including District Board Members	Redwood Rooms A&B

Workshop dates and times subject to change.

Check <http://www.sclscal.org> for more details regarding the above programs and registration.

* Workshop is sponsored by the Sonoma County Office of Education. Please visit www.scoe.org for registration.

¹This course meets the qualifications for continuing education credit for LEPs, LPCCs, LMFTs, LCSWs, and NCSP. This course also qualifies for hours of continuing professional development for Nationally Certified School Psychologists, under provider number 1025. The California Association of School Psychologists maintains responsibility for the program and its content. There is an additional \$15 per person per workshop fee. If you wish to receive continuing education credit please indicate "CEU" after your name in the online registration. Please contact our office if you have any questions.

²Participants in this training will earn Continuing Education Units for the total length of the workshop, which can be used towards California Association of School Business Officials CASBO certification.

*** Our office is in the process of obtaining approval from the California Association of School Business Officials (CASBO) for continuing education credits.

Advance reservations are necessary and space is limited. You may register on our website at www.sclscal.org, by calling Linda at (707) 524-2690, or by email to register@sclscal.org. The workshop fee must be paid prior to the workshop date and can be done by mailing checks payable to School and College Legal Services to 5350 Skylane Blvd., Santa Rosa, CA 95403 or by faxing a purchase order made out to School and College Legal Services to (707) 578-0517.

The workshop fee will be charged for cancellations received less than seven days prior to the date of the workshop.



SCHOOL & COLLEGE LEGAL SERVICES

OF CALIFORNIA



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

September 15, 2017

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

Dear Ms. Schwinn,

In accordance with Education Code Section 42127, the Sonoma County Superintendent of Schools (County) has reviewed the Gravenstein Union School District's (District) 2017-18 Adopted Budget to determine if it complies with the Criteria and Standards for fiscal stability and allows the District to meet its financial obligations for the budget and two subsequent years. The 2017-18 Adopted Budget may only be approved subsequent to the approval of the District's 2017-18 Local Control Accountability Plan (LCAP).

The District's Adopted Budget has been analyzed in the context of the May Revision to the Governor's budget proposal for the 2017-18 year, as well as the 2017-18 Adopted State Budget and related trailer bills that were approved subsequent to the District's budget adoption and the County's approval of the District's 2017-18 LCAP. Based on our analysis, the County Office has concluded the District has met the necessary requirements and therefore **approves** the District's budget as adopted by the District Board of Trustees (Board).

Adopted Budget

As adopted by the District's Governing Board, the 2017-18 budget reflects an ending fund balance in the General Fund, which includes the district and its conversion charter schools, of \$5,673,490; comprised of \$5,433,077 in unrestricted fund balance and \$240,413 in restricted fund balance. In 2017-18, the General Fund reports total deficit spending of -\$219,692.

The District is projecting an unrestricted ending fund balance of \$5,294,469 in 2018-19 and \$5,006,112 in 2019-20 with the minimum reserve reported as met in all years.

Collective Bargaining

Based upon the Criteria and Standards, negotiations with all bargaining units in the 2017-18 fiscal year are not settled.

Summary

Our Office appreciates the preparation and timely submittal of your Adopted Budget report. The First Interim Report is due to our office no later than December 15, 2017. **Please see the attached for standard reminders.** If you have any questions, please feel free to call me at (707) 524-2635.

Sincerely,

Judy Thomson
Director of External Fiscal Services

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

Standard Reminders ~ All Districts

NEW ~ Increased Requirements for Debt Management Policy and Practices

Effective January 1, 2017, (per Senate Bill (SB) 1029, Hertzberg) issuers must certify on the *Report of Proposed Debt Issuance* (<http://www.treasurer.ca.gov/cdiac/reporting.asp>) that they have:

- ✚ Adopted local debt policies concerning the use of debt; and
- ✚ The proposed debt issuance is consistent with those policies.

The issuer's **local debt policies** *must* include (A) through (E), below:

- A. The purposes for which the debt proceeds may be used.
- B. The types of debt that may be issued.
- C. The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.
- D. Policy goals related to the issuer's planning goals and objectives.
- E. The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

FCMAT has prepared a Fiscal Alert which provides a **sample Debt Management Policy** which is located at <http://fcmat.org/fcmat-fiscal-and-legal-alerts/>.

SB 1029 contains a declaration that state and local agencies should adopt comprehensive written debt management policies pursuant to the recommendation of the Government Finance Officers Association (GFOA). The GFOA is a national association of government finance professionals with a shared mission to promote excellence in state and local government financial management. The GFOA provides **best practices** and a link to the *Debt Issuance Checklist: Considerations When Issuing Bonds* at <http://www.gfoa.org/debt-management-policy> (bottom of the webpage).

California Debt and Investment Advisory Commission's (CDIAC) website contains the necessary reporting forms and fees which can be found at the website <http://www.treasurer.ca.gov/cdiac/reporting.asp>. CDIAC's guidance regarding SB1029 is located at <http://www.treasurer.ca.gov/cdiac/> by clicking on "Guidance on 1029 Implementation with SB1029" on the left side of the webpage. Some of its guidance is noted below:

Government Code 8855(i) requires any issuer of public debt to provide a *Report of Proposed Debt Issuance* to the California Debt Investment and Advisory Commission *no later than 30 days before the sale* of such debt.

Government Code section 8855(k) ~ Effective January 1, 2017, state and local issuers are required to submit an *annual debt transparency report* for any issue of debt for which they have submitted a *Report of Final Sale* during the reporting period. The annual debt transparency report is due to CDIAC within seven (7) months of the close of the reporting period, defined as July 1st to June 30th. This provision makes January 31st the effective deadline for submittal of the annual debt transparency report. Debt issued between January 1, 2017 and June 30, 2017, and reported to CDIAC on or after January 21, 2017 will be required to submit an annual debt transparency report no later than January 31, 2018.

Minimum annual debt transparency report information and additional requirements/stipulations apply. Please see the Guidance from CDIAC for more detailed information.

Standard Reminders ~ All Districts (continued)

Reporting Requirements for Proposed Debt Issuances

AB 2274 amended Government Code Section 8855 and is effective January 1, 2015. It requires LEAs to notify the California Debt Investment Advisory Commission (CDIAC) of **any proposed debt issuance**, which would include refinancing and other secondary issuances. In addition, the bill established reporting timeframes. No later than 30 days *prior to the sale* of any debt issue, the issuer shall submit a report of the proposed issuance to CDIAC. Not later than 21 days *after the sale* of the debt, the issuer shall submit a report of final sale to CDIAC. Instructions to all of the requirements that CDIAC needs depending on the type of debt transaction and applicable reporting forms are available at: <http://www.treasurer.ca.gov/cdiac/reporting.asp>

AB 2551 enhances transparency requirements for local bond elections, including Proposition 39 (2000) and two-thirds vote general obligation bonds. The bill requires LEAs attempting to pass local bonds to *submit to their local elections office* the total estimated debt service, including principal and interest, if all bonds are issued, as part of the Tax Rate Statement required pursuant to Elections Code Sections 9400-9401. The aforementioned reporting requirements are applicable to any issuance of debt after AB 2274 adds reporting requirements to debt from bonds already approved by voters. It requires agencies to notify CDIAC of **any proposed debt issuance, which would include refinancing and other secondary issuances**. The provisions of AB 2551 will be required for any local bond elections after January 1, 2015.

Reporting Requirements for Non-Voter-Approved Debt

Education Code Section 17150 requires school districts to notify the County Superintendent of Schools and County Auditor at least 30 days prior to the governing boards' approval of the issuance of certificates of participation (COPs) or other non-voter-approved debt secured by real property such as: Lease purchases (LP) secured by real property; Qualified Zone Academy Bonds (QZABs) secured by real property; Revenue bonds; Energy Loans or Bond Anticipation Notes (BANs). Under the new law, the district must provide repayment schedules, evidence of the ability to repay, and costs of issuance as well as information necessary to assess the anticipated effect of the debt issuance. Within 15 days of the receipt of the information, the County Superintendent of Schools and the County Auditor are authorized to comment publicly regarding the district's capacity to repay the debt obligation, based on the information provided.

Adopting LCAP Revisions during the period the LCAP is in effect

EC sections 52062(c) and 52068(c) allow districts to adopt revisions to an LCAP during the period the LCAP is in effect if they follow the same process for adopting the LCAP. EC sections 52070 and 52070.5 specify that no later than five days after the adoption of an LCAP or annual update to an LCAP, the plan must be filed with the COE. While timelines identified in these sections are reflective of an annual process, statute does provide a process for a revised LCAP to be approved by the appropriate entity.

Collective Bargaining Disclosure

If any collective bargaining settlements are reached during the current year all districts are being reminded of the public disclosure obligation. An important AB 1200 reporting requirement is the statute for tentative collective bargaining agreements to meet the requirements of Government Code Section 3547.5 and Education Code Sections 42131 and 42142, both of which outline the District's responsibilities for public disclosure and budget revisions for collective bargaining agreements. A three-year analysis must be completed to determine the impact of negotiations in future years. The superintendent and chief business officer must certify that the District can meet the costs incurred under the agreement. The governing board must take formal board action to approve the proposed agreement. Please note that within 45 days of the settlement, the District must send to SCOE any revisions to the District's current budget necessary to fulfill the terms of the agreement.

Reserve Transparency

Education code 42127(a)(2)(B), a reserve transparency provision, requires a district's *public hearing (which takes place prior to the day of adoption)* for a proposed Budget adoption, provide all of the following for *public review and discussion*:

- ✚ The *minimum recommended reserve for economic uncertainties* for each fiscal year identified in the budget.
- ✚ The *combined assigned and unassigned ending fund balances that are in excess of minimum recommended reserve* for economic uncertainties for each fiscal year identified in the budget.
- ✚ A *statement of reasons* that substantiate the need for assigned and unassigned fund balance in excess of the minimum recommended reserve for economic uncertainties for each fiscal year.

Unless the aforementioned is performed, the County may only conditionally approve or disapprove a school district's budget. Please make note that the reserve transparency public review and discussion should take place at the public hearing associated with the proposed budget and proposed LCAP. The aforementioned documents must be adopted at a later date.

Submission of Studies, Reports, Evaluations and/or Audits

Education Code Sections 42127 and 42127.6 require districts to submit to the County Office any studies, reports, evaluations, or audits done of the district that contain evidence that the district is showing fiscal distress. They also require the County Office to incorporate that information into the analysis of budgets, interim reports, and the District's overall financial condition.

We request that the District submit to this office any such documents commissioned by the District (e.g. reports done by Fiscal Crisis and Management Assistance Team), or by the State Superintendent of Public Instruction and/or a state control agency any time they are received by your District.

SB740

Please note that a SB740 funding determination may be required when a charter school offers instructional time in a non-classroom based setting. Charter schools that do not submit a request by the due date may not receive a funding determination, and could have their State apportionment associated with its non-classroom based ADA reduced to zero. SB740 regulations, instructions and form can be found at:

<http://www.cde.ca.gov/sp/cs/as/nclrbifunddet.asp> .

**Additional Standard Reminders for School Districts with
Qualified or Negative Certifications**

Debt Issuance

The statutory requirements for debt issuance for school districts with qualified or negative interim report certifications are specifically addressed by E.C. Section 42133(a), and read as follows:

"A school district that has a qualified or negative certification in any fiscal year may not issue, in that fiscal year or in the next succeeding fiscal year, certificates of participation, tax anticipation notes, revenue bonds, or any other debt instruments that do not require the approval of the voters of the district, nor may the district cause an information report regarding the debt instrument to be submitted pursuant to subdivision (e) of Section 149 of Title 26 of the United States Code, unless the county superintendent of schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. A school district is deemed to have a qualified or negative certification for purposes of this subdivision if, pursuant to this article, it files that certification or the county superintendent of schools classifies the certification of that fiscal year to be qualified or negative."

E.C. Section 15140 (b) notes that a district that has received a qualified or negative certification in its most recent interim report, may not issue and sell bonds on its own behalf pursuant to this chapter without further action of the board of supervisors or officers of that county or of any other county in which a portion of the school district or community college district is located.

Collective Bargaining

Government Code Section 3540.2 provides added oversight related to the collective bargaining process. Any school district with a Qualified or Negative certification under Education Code Section 42131 **shall allow the county office of education at least ten working days to review and comment on any proposed agreement made between the exclusive representative and the public school employer, or designated representative, before it is ratified.** The school district shall provide the county office with all information relevant to yield an understanding of financial impact of that agreement. The county superintendent shall notify the school district, county board of education, district superintendent, governing board of the school district, and each parent and teacher organization of the district within those 10 days if, in his or her opinion, the agreement would endanger the fiscal well-being of the school district.

Per Government Code 3540.2(d), a school district shall, upon request, provide the county superintendent of schools with all information relevant to provide an understanding of the financial impact of any final collective bargaining agreement reached.

Home > School Emergency Kits >

Classroom/Teacher Emergency Kit

CATEGORIES

- Training Classes
- Clearance Section
- Sale!
- MEND Food Drive
- Extreme Weather Supplies
- Emergency Survival Kits
- School Emergency Kits
- Office Emergency Kits
- Emergency Water
- Emergency Food Storage & Supplies
- Safety & Emergency Lighting
- Power Outage Supplies
- First Aid Kits / Trauma Kits / First Aid Supplies
- Emergency Sanitation & Hygiene Supplies
- Emergency Radios & Communication
- Mass Casualty Triage & ICS Supplies
- Safety Vests / High Visibility Vests / Reflective Vests
- CERT Kits & Accessories
- Fire Safety Equipment
- Industrial Safety & Tools
- Disaster Shelter Supplies
- Pet Preparedness Essentials
- Preparedness Books & Field Guides
- Earthquake Safety Fasteners
- Backpacks / Duffel Bags / Storage

Our Price:
\$45.95
Sale Price:
\$39.95

Qty:

ADD TO CART

★ ADD TO WISHLIST

Product Code: 6401



LARGER PHOTO

G+ ⓘ

Description

Classroom Evacuation Bag

Evacuations call for great responsibility and leadership. If or when the time comes to keep students of all ages safe, an evacuation emergency kit designed for school classrooms is the solution. Teachers of all grades will benefit greatly from keeping this version of a school go-bag on hand.

Contents of our classroom/teacher emergency kit include all the supplies necessary for survival in dire circumstances. Packed in a lightweight backpack that's easy to carry, plus convenient to hang anywhere in the classroom, this is an item you won't regret having on hand. In addition to water and flashlights, there are items for communication and hygiene as well. Also included is a first-aid kit with all the necessities—ice packs, bandages, gauze, and gloves. Teachers will be fully equipped to handle injuries both major and minor until professional medical assistance arrives.

There's no telling what the situation may call for. Equip your classroom with this kit and experience a peace of mind when it's needed most. SOS Survival Products offers this kit at an incredibly low price, where it may cost almost double or triple the amount to purchase these items on their own. Purchase today and be confident in the safety of your students.

- Contains:
- 6 water pouches - 4.227 oz. each
 - 2 emergency blankets
 - 1 tissue pack
 - 30 wet wipes
 - 1 notepad
 - 1 pen
 - 1 flashlight with batteries
 - 3 light sticks
 - 1 marking crayon
 - 1 whistle
 - 1 pair of leather palm gloves
 - 1 Hi-Vis safety vest
 - 1 utility bar - 15"

Plus First Aid Kit:

- Containers 2 ice packs
34 adhesive bandages
- Shelving 5 gauze pads
1 gauze roll
- Gift Cards 1 adhesive tape
1 pair vinyl gloves

Site Help / FAQ

Related Items

Shipping

Classroom Lockdown Kit

Student Emergency Kit - Boxed Light Stick - 12-Hour - Green

Student Emergency Kit in Resealable Bag
Sale Price: \$8.50

Returns

Sale Price: \$29.98

Sale Price: \$9.50

Sale Price: \$1.25

Government



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Utility Cord - 1/4" x 50 Ft.
Our Price: \$3.99



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CUSTOMER SERVICE

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Returns

Contact Us



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51

October 2017	TK	K	1	2	3	4	5	6	7	8	Totals
Teachers	TK	K	1	2	3	4	5	6	7	8	
Tomsky	16										
Redfern	5										
Trivunovic		14									
Redfern		14									
Crandall ENRICH!		15									
Briggs ENRICH!		16									
Delloso			19								
Clement			19								
Candau ENRICH!			21								
Lannon ENRICH!			19								
Otterson				20							
Sprinkle				19							
DeBolt ENRICH!				20							
Basque ENRICH!				20							
Barrera					20						
Haas					22						
Mattish ENRICH!					20						
Nordstrom ENRICH!					21						
Brown ENRICH!						26					
Sully ENRICH!						23					
Martinez						19					
Davis						20					
Urmini ENRICH!							25				
Hansen ENRICH!							26				
Grimm							25				
Helton								18			
Kinman								17			
Dexter ENRICH!								26			
Rich ENRICH!								25			
McDowell									20		
Sotiras									20		
Collins ENRICH!									24		
Clements ENRICH!									23		
Cole										17	
Jex-Lewis										10	
McDonald										12	
Johnson ENRICH!										16	
Sporrer ENRICH!										22	
Gravenstein Campus	21	59	78	79	83	88	76				484
Hillcrest Campus								86	87	77	250
October 2017	21	59	78	79	83	88	76	86	87	77	734
October 2016	2	89	79	77	81	78	73	77	87	81	724
October 2015	6	94	78	82	68	77	74	88	83	84	734
October 2014	0	89	75	66	68	67	74	69	83	111	702
October 2013	0	98	65	70	66	70	62	73	101	107	712
October 2012	0	73	69	69	61	68	68	86	110	101	705
October 2011	0	79	68	59	64	59	82	88	92	79	670

2016
479
245
724

NOTICE OF EXEMPTION

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

 County Clerk
County of Sonoma
585 Fiscal Dr Room 103
Santa Rosa, CA 95403

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

Project Title: Three-phase repair, replacement, and upgrades/modernization of school facilities

Project Location - Specific: 3840 Twig Ave., Sebastopol, CA 95472

Project Location - City: Unincorporated area of Sonoma County **Project Location - County:** Sonoma

Description of Nature, Purpose, and Beneficiaries of Project: Phase I: Roof repair to remove and replace dry rot; hardscape for drop-off area; Phase II: Replacement of lights and HVAC; additional roof work; replacement of gas and main lines; rebuild school and district administration building; upgrade of fire alarms and restrooms, and handicapped accessibility; Phase III: Kitchen and multi-purpose room upgrades; adding shade structure for lunch area.

Name of Public Agency Approving Project: Gravenstein Union School District

Name of Person or Agency Carrying Out Project: Gravenstein Union School District

Exempt Status: (check one)

- Ministerial (Sec. 21080(b)(1); 15268:
- Declared Emergency (Sec. 21080(b)(3); 15269(a):
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c):
- Categorical Exemption. State type and section number: **Section 15301, Class 1, Existing Facilities; § 15302, Class 2, Replacement or Reconstruction; Section 15314, Class 14, Minor Additions to Schools**
- Statutory Exemptions. State code number:

Reasons why project is exempt: This project involves a three-phase upgrade, repair, and replacement of various facilities at the District's single school site. Each of the construction phases fits within the definitions set forth in both Class 1 and Class 2, and will neither increase student capacity by more than 25%, nor ten classrooms, as provided for in Class 14. The Project is also not subject to any of the exceptions set forth in 14 Cal. Code Regs. § 15300.2.

Lead Agency Contact Person: Wanda Holden Area Code/Telephone/Extension: (707) 823-7008

If filed by applicant: N/A

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: [Handwritten Signature] Date: 10/4/17 Title: Superintendent

Signed by Lead Agency Date received for filing at OPR: N/A
 Signed by Applicant 55

COUNTY OF



CEQA – Fish & Wildlife Filings

Important Notice

The staff of the Clerk-Recorder-Assessor's Office are forbidden by California legal codes to practice law or provide legal advice; this prohibition includes giving advice about what forms you might need or how you should fill them out.

The Clerk's Office Has Moved!



**The County Clerk-Recorder Office is now located at:
585 Fiscal Dr., Room 103, Santa Rosa, CA 95403**

The new Clerk-Recorder's Office will provide essential services for residents in one location – vital records, recording services, land record information, official public records, marriage licenses & ceremonies, and fictitious business names.

California Environmental Quality Act (CEQA)

The California Environmental Quality Act (CEQA) is a California statute passed in 1970, shortly after the United States federal government passed the National Environmental Policy Act (NEPA), to institute a statewide policy of environmental protection.

The Sonoma County Clerk charges the \$50.00 processing fee for all CEQA filings.

For more information on CEQA and current CEQA filing fees, please visit California Department of Fish and Wildlife.

Search Sonoma County CEQA Filing Index

CEQA (California Environmental Quality Act) documents which have been filed are available for public viewing in our office.

Search The CEQA Index now



Contact Information

William F. Rousseau
County Clerk-Recorder-Assessor-Registrar of Voters
County of Sonoma
Accessibility Assistance

56



Wanda Holden <wholden@grav.k12.ca.us>

940: CDE Forms

Frank Zotter <fzotter@sciscal.org>

Tue, Oct 3, 2017 at 11:02 AM

To: Wanda Holden <wholden@grav.k12.ca.us>

Cc: tcaspar@jschreder.com, dhilberman@axiaarchitects.com

Dear Wanda,

As I stated in the voicemail I left yesterday evening, I did not initially have enough information to complete the Notice of Exemption because I didn't have any factual information to fill out the description of the project. Tamara Caspar was kind enough to provide it to me, and I've now incorporated it into the three-phase NOE. I've listed you as the agency contact person, although that could instead be the superintendent, Ms. Caspar, or Mr. Hilberman as you all think best.

I've been somewhat torn about whether this should be a single NOE or three, each one for one phase of the modernization. After mulling it over, I decided that a single NOE is probably best — that way, all of the upgrades are on one form, and anyone who might want to challenge this can't argue that the District has "segmented" this project to try to minimize the potential environmental impacts. It also has a lower filing fee — you'll only need to pay the County one fee to file this instead of three. Should you and those with whom you're consulting prefer to file three different forms, however, I can easily provide them. Incidentally, because there is no State property nor any State entity involved in this, I do not recommend filing it with both OPR and the County Clerk; instead, the County filing should be sufficient to satisfy CEQA.

I hope that this is helpful to you. I will be on the road the rest of the day and generally out of communication, but if you have any questions, please write back and I'll be happy to respond tomorrow.

Frank Zotter Jr.
Sr. Associate General Counsel
School & College Legal Services of CA
5350 Skylane Blvd., Santa Rosa, CA 95403
Phone: (707) 524-2690
Fax: (707) 578-0517

CONFIDENTIALITY NOTE: This email message contains information which may be privileged, confidential and/or protected from disclosure. The information is intended only for the use of the individual or entity named above. If you think that you have received this message in error, please email the sender then delete the email from your computer system and destroy any hard copies of the email. If you are not the intended recipient any dissemination, distribution or copying is strictly prohibited.

From: Wanda Holden [mailto:wholden@grav.k12.ca.us]**Sent:** Monday, October 02, 2017 8:41 AM**To:** Frank Zotter**Subject:** Re: FW: 940: CDE Forms

[Quoted text hidden]

 **Notice of Exemption - Modernization Project (Single Notice).doc**
33K

57



APPLICATION FOR APPROVAL OF PLANS AND SPECIFICATIONS

Please Print or Type all Information – or you may complete online and print for signatures. ALL FIELDS MUST BE FILLED IN PER INSTRUCTIONS.

1. Name of Facility: Gravenstein Elementary School

2. School District (or State Agency): Gravenstein Union School District

Mailing Address: 3840 Twig Ave Sebastopol, CA 95472

3. Dist. Superintendent: Jennifer Schwinn

Email: jschwinn@grav.k12.ca.us Tel.: (707) 823-7008

4. Facilities Director/Contact: Brian Sposato Title: Maintenance Director

Email: bsposato@grav.k12.ca.us Tel.: (707) 823-7008

APPLICATION PURPOSE: (Check applicable box and provide application number where required.)

- A.1 Initial Registration for Project Submittal (DSA will create new application number)
- A.2 Revised Registration for Project Submittal: DSA Application number is _____
- A.3 Project Submittal. Is Project Registered? YES NO If yes then DSA Application number is _____

PROJECT SCOPE: For questions 5–10, please provide specific building names per instructions.

5. Construction of: _____
Past Application Occupied without DSA Certification? YES NO

6. Addition to: _____
Past Application Occupied without DSA Certification? YES NO

7. Relocation of: _____
Past Application Occupied without DSA Certification? YES NO

8. General Alteration to: Multi-use/food service modernization (Building E) & lighting updates@classrms
Past Application Occupied without DSA Certification? YES NO

9. Rehabilitation of: _____
DSA Rehabilitation Pre-Application #: _____

10. Reconstructions of: _____
Past Application Occupied without DSA Certification? YES NO

11. Review Requested:
 Access Structural Fire & Life Safety Landscape Irrigation
 Incremental review requested (DSA 1-INC attached) OTC requested (DSA 145 attached)

12. Project Location (Street Address): 3840 Twig Ave

13. City: Sebastopol Zip: 95472 County of: Sonoma

DSA USE ONLY

	FEE SCHED.	CORRECT FEE	FEE PAID	UP/OP	REFUND
AC					
SS					
FLS					
DSA FILE NO.	DSA APP. NO.	DATE ASSIGNED	ESTIMATED COST	LANDSCAPE IRRIGATION	

APPLICATION FOR APPROVAL OF PLANS AND SPECIFICATIONS

14. Project Track. No. (PTN): 70714-12 15. Estimated Cost: \$ 1,200,000.00

16. Will project be submitted to the Office of Public School Construction (OPSC) for funding under the School Facilities Program? YES NO (If "NO" skip to line 17)

16a. OPSC Application No. (If known): _____

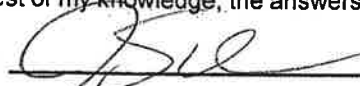
17. Approx. Total Floor Area (Sq. Ft.): 4,600 SF

18. Design Snow Load: _____

18a. (Prop 39) If project is using Prop 39 funds, enter the amount: \$ _____

19. State Agencies Only: Customer Account No.: _____ ABMS Project No.: _____

20. **Applicant's Statement of Responsibility:** I certify, under penalty of perjury, that I am acting for the school district/state agency in the legal capacity of agent making application for approval of plans and specifications. I further certify that, to the best of my knowledge, the answers given on this application are true and correct.

Signature of Applicant:  Date: 10/2/17

21. Name of Applicant (Please Print): Jennifer Schwinn Title: Superintendent

22. Mailing Address (if Applicant is different from name shown in #2 or #23):

23. Architectural or Structural Engineering Firm: AXIA Architects
Address: 250 D Street, Suite 210 Santa Rosa, CA 95404 Tel.: (707) 542-4652

The following individual(s) is in general responsible charge of the preparation of plans, specifications, and related documents, and the observation of construction (Title 24, Part 1, Section 4-316, of the California Code of Regulations). If more than one individual in a firm is listed, then only the individual who accepts the responsibility for observation of construction shall submit verified reports in compliance with Section 4-341(f) Part 1, Title 24, CCR. The individual in general responsible charge may delegate responsibility for portions of the work on lines 24a through 24d. For projects which include construction of new modular or relocatable buildings manufactured offsite, the architect or engineer in responsible charge must delegate responsibility for preparation of plans and observation of construction to the manufacturer's architect or engineer on line 1.0 of DSA 1-MR. For relocation of existing modular or relocatable buildings, the architect or engineer in general responsible charge assumes the responsibility for observation of construction unless he/she delegates responsibility using the DSA 1-DEL.

Architect/Engineer in General Responsible Charge: Douglas Hilberman
Email: dhilberman@axiaarchitects.com CA Reg. No.: C29543

And/or

Architect/Engineer in General Responsible Charge: _____
Email: _____ CA Reg. No.: _____

24. If portions of the preparation of the plans and specifications and the observation of construction were delegated, show name of registered engineer(s), and related information below. Changes to the delegated responsibility for individuals listed below shall be submitted to DSA on the DSA 108 or DSA 109. If more than one individual in a firm is listed, then only the individual who accepts the responsibility for observation of construction shall submit verified reports in compliance with Section 4-341(f) Part 1, Title 24, CCR. If no individual(s) is delegated, the individual in general responsible charge assumes responsibility for the applicable work on a project.

24a. Structural Engineering Firm: ZFA Structural Engineers Tel.: (707) 526-0992
Engineer: Kevin Zucco CA Reg. No.: SE4861

APPLICATION FOR APPROVAL OF PLANS AND SPECIFICATIONS

Email: kevinz@zfa.com

And/or

Engineer: _____ CA Reg. No.: _____

Email: _____

24b. Mechanical Engineering Firm: TEP Engineering Tel.: (707) 538-0400

Engineer: Tim Souza CA Reg. No.: M29511

Email: tim@tep.net

And/or

Engineer: _____ CA Reg. No.: _____

Email: _____

24c. Electrical Engineering Firm: The Engineering Enterprise Tel.: (510) 769-7600

Engineer: Kristina Martin CA Reg. No.: E15303

Email: tina@engent.com

And/or

Engineer: _____ CA Reg. No.: _____

Email: _____

24d. Geotechnical Engineering Firm: Miller Pacific Engineering Group Tel.: (707) 765-6140

Engineer: Dan Caldwell CA Reg. No.: GE2006

Email: dcaldwell@millerpac.com

And/or

Engineer: _____ CA Reg. No.: _____

Email: _____

25. The project involves delegation of responsibility other than reflected in lines 24a-24d above. See instructions.

26. OTHER FACTORS (Check appropriate boxes)

26a.	FLOOD HAZARD (Check boxes that apply) For details see DSA 3, sections D and 3.03V, and DSA PR 14-01	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Project is located in a flood hazard area as defined by the adopted local jurisdiction flood hazard map.
		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Project is Alteration/Modernization, Rehabilitation or Reconstruction and value of project is more than 50% of the pre-improvement replacement value of the structure.
26b.	GEOHAZARD (Check one box only)	<input checked="" type="checkbox"/> I have verified that this project does not require submittal of a Geohazard Report, per the most current edition of DSA IR A-4.	
		<input type="checkbox"/> Geohazard report is required and has been submitted to the California Geological Survey, in accordance with the most current edition of DSA IR A-4.	
26c.	WAIVER OF DURABILITY <input type="checkbox"/>	(For Relocatable Buildings Only) The school district requests waiver of durability requirements for substandard foundations per the most current edition of IR 16-1 and acknowledges that a conditional approval is acceptable.	

APPLICATION FOR APPROVAL OF PLANS AND SPECIFICATIONS

26d.	WIND LOADING <input type="checkbox"/>	(For Over the Counter Projects Only) I have verified this project wind exposure is C or less, has a basic wind speed of not more than 110 mph / 115 mph and a Topographical Factor Kzt=1.0 (ASCE 7-10, Section 26.8).	
26e.	FIRE HAZARD SEVERITY ZONE	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Is this project located in Wildland-Urban Interface Fire Area per the Local Fire Authority, as described in CBC, Chapter 7A?

27. Statement of responsibility: Architect / Engineer in General Responsible Charge

I certify under penalty of perjury that all information presented on this form is true and correct and that I understand, and will fulfill, my responsibilities as the architect/engineer in general responsible charge of this project as defined in Title 24, Part 1, Section 4-341 of the California Code of Regulations.

Signature:  Date: 9-19-17
(Architect or Engineer in General Responsible Charge)

Indicate to which Regional Office form DSA 1 is being submitted:

- DSA Oakland Region
1515 Clay Street
Suite 1201
Oakland, CA 94612
- DSA Sacramento Region
1102 Q Street
Suite 5200
Sacramento, CA 95811
- DSA Los Angeles Region
700 N. Alameda St.
Suite 5-500
Los Angeles, CA 90012
- DSA San Diego Region
10920 Via Frontera Rd.
Suite 300
San Diego, CA 92127

Disclaimer: I certify that this form is an exact duplicate (verbatim) of the form provided by the Division of the State Architect (DSA), i.e., Form DSA 1 (Revision 04-15-2016). In the event a conflict should exist, the language in the current DSA form will prevail.

IV G 52



PO BOX 4600
SANTA ROSA, CA 95402
PHONE: (707) 322-8138
DSA.INSPECTOR@GMAIL.COM

Proposal for DSA Project Inspection Services

To: Jennifer Schwinn, Superintendent, Gravenstein Union School District
From: Isaac Kuster, I.A. Kuster Construction Inspection
Date: September 29th, 2017
Re: DSA Inspection Services for 2017 Gravenstein ES Shade Structure Project

Thank you for giving I.A. Kuster Construction Inspection (IOR) the opportunity to provide Gravenstein Union School District (District) a proposal for DSA project inspection services for the 2017 shade structure project at Gravenstein Elementary (DSA application #01-116818).

Based on my review of the construction plans and specifications prepared by Axia Architects, I propose the following:


This project should only require a total of three site visits as long as construction proceeds as planned.

1. Inspection of location and size/depth of drilled pier footings with the Geotechnical Engineer of Record.
2. Steel post and concrete placement at drilled pier footings with Test Lab.
3. Final inspection of all exposed framing, bolts and finishes.

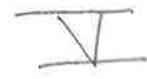
I anticipate each site visit to be approximately 3-hours including travel time (9 hours). I also anticipate a total of 4-hours for project coordination with the Geotechnical Engineer and Test Lab and Architect and for project closeout with DSA. These inspection hours will be billed at an hourly rate of \$90.00 per hour for a not-to-exceed maximum total of 13 hours or \$1170.00. If there will be any site meetings or additional site visits required due to contractor error or District/Architect request, an additional 3-hours will be billed for each occurrence.

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

AGREED as of date below:


Isaac Kuster (owner) 9-29-17 Date


District Representative 10/2/17 Date
64



**GRAVENSTEIN UNION SCHOOL DISTRICT
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Gravenstein Union School District intends to conduct a Public Hearing to consider a resolution stating the Sufficiency of Instructional Materials.

Date: October 11, 2017

Time: 5:00 PM at the regular meeting of the Board of Trustees

Place: Gravenstein School, Room 13
3840 Twig Ave,
Sebastopol, CA 95472

Purpose: (1) To obtain input from the community as to whether each pupil in the Gravenstein Union School District, including English Learners, has sufficient textbooks and instructional materials that are aligned to the content standards and are consistent with the cycles and content of the curriculum frameworks in the in the following subject areas:

(2) To obtain input from the community as to whether each pupil enrolled in a foreign language or health class has sufficient textbooks and instructional materials.

Posted: Gravenstein Union School District Website
Hillcrest Elementary School
Gravenstein District Office

September 27, 2017



Wanda Holden <wholden@grav.k12.ca.us>

988: Gravenstein Phase 3 - Updated budget estimates

1 message

Doug Hilberman <dhilberman@axiaarchitects.com>

Tue, Sep 19, 2017 at 11:05 AM

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

Jennifer and Wanda,

I have attached two updated budget estimates for your review that capture the additional scope requested by the District. The first attachment is the breakdown of the additions of scope in the Learning Lab, the Multi-use, the lighting additions, and the solar array. The second attachment takes the total sum of the first attachment construction costs and incorporates it into the overall Phase 3 budget. Please let me know if you have any questions.

Thanks,

Doug

Douglas Hilberman, AIA, LEED AP

AXIA architects
250 D Street, Suite 210
Santa Rosa, CA 95404
707.542.4652
www.axiaarchitects.com

2 attachments **Rough Initial Budgeting Estimate_Gravenstein Additions_Rev1.170918.pdf**
45K **Rough Initial Budgeting Estimate_Gravenstein Phase 3_Rev1.170918.pdf**
44K

68

ROUGH UNIT BASED INITIAL BUDGET ESTIMATE

GRAVENSTEIN PHASE 3: FOOD SERVICE, MULTI-USE, AND SHADE STRUCTURES
Updated 9/18/17, AXIA Architects

ESTIMATED PROJECT BUDGET

A. ESTIMATED CONSTRUCTION COSTS		TOTAL
1. Multi-Use/Food Service Modernization		\$ 1,113,524
2. Shade Structure		\$ 62,100
3. Phase 3 Additions to Scope - Summer 2017		\$ 561,706
9. Change Order Contingency (10%)		\$ 117,562
Total Estimated Construction Costs		<u>\$ 1,854,892</u>
B. ESTIMATED "SOFT" COSTS		TOTAL
1. Arch/Engineering Fee (est. @ 11.7% of const. cost)		\$ 203,268
2. Civil Engineering (if required)		\$ 5,000
3. Geotechnical Engineering		-
4. Advertising		\$ 4,000
5. Inspector of Record		\$ 60,000
6. Reimbursable Expenses (printing, etc.)		\$ 6,000
7. DSA Permit Fees		\$ 35,391
8. Special Inspections		\$ 8,000
9. Reimbursable Expenses		\$ 6,000
10. Design Contingency (10%)		\$ 32,166
Total Estimated Soft Costs		<u>\$ 359,824</u>
Total Estimated Project Costs		<u><u>\$ 2,214,716</u></u>

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

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

ROUGH UNIT BASED INITIAL BUDGET ESTIMATE

ADDITIONAL IMPROVEMENTS PROPOSED BY SITE COMMITTEE AT GRAVENSTEIN:
 Updated 9/18/17, AXIA Architects

ESTIMATED PROJECT BUDGET

A. ESTIMATED CONSTRUCTION COSTS	TOTAL
1. Learning Lab: New ceiling	\$ 7,000
2. Learning Lab: Windows	\$ 10,000
3. Learning Lab: Insulation	\$ 7,200
4. Learning Lab: Lighting	\$ 31,500
5. Learning Lab: Mechanical	\$ 28,000
6. Learning Lab: Finishes	\$ 16,740
7. New Lighting in Multi-use	\$ 30,000
8. New Flooring in Multi-use	\$ 42,000
9. New Lighting in Wing D + (1) Classroom Wing B	\$ 96,000
10. 64 kW Solar array on Wings A & B (per Prop 39 Report)	\$ 220,000
Subtotal	<u>\$ 488,440</u>
Escalation to Summer 2018 (15%)	\$ 73,266
Change Order Contingency (10%)	\$ 56,171
Total Estimated Construction Costs	<u>\$ 617,877</u>
B. ESTIMATED "SOFT" COSTS	TOTAL
1. Arch/Engineering Fee (est. @ 11.5% of const. cost)	\$ 64,596
5. Inspector of Record	\$ 4,000
7. DSA Permit Fees	\$ 16,851
10. Design Contingency (10%)	\$ 8,545
Total Estimated Soft Costs	<u>\$ 93,992</u>
Total Estimated Project Costs	<u><u>\$ 711,869</u></u>

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

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

RECORDING REQUESTED BY:

Return to:
Gravenstein Union School District
3840 Twig Ave
Sebastopol, CA 95472

NOTICE OF COMPLETION

NOTICE is hereby given that we, the undersigned, Board of Trustees of the Gravenstein Union School District did on the 3rd day of June 2016, enter into a contract with Murray Building Inc., 1181 Broadway, Sonoma, CA 95476 for the Gravenstein Elementary School Phase 2 Modernization - DSA Application No. 01-115393 - Architect Project No. 940.00 on the site of the Gravenstein Elementary School of the Gravenstein Union School District located at 3840 Twig Avenue, Sebastopol, CA 95472, in strict conformity with the Contract Documents, including addenda and alternates thereto, all as adopted by the Owner.

That on the 11th day of October, 2017, the said Contract or work of improvement, as a whole, was substantially completed by the said Murray Building Inc., and

That the name and address of all the Owners of said property are as follows:

Board of Trustees
Gravenstein Union School District
3840 Twig Avenue
Sebastopol, CA 95472

Board of Trustees
Gravenstein Union School District
Owners

By: _____
agent

STATE OF CALIFORNIA
County of Sonoma

Being duly sworn Jennifer Schwinn says: I am the agent of the property described in the foregoing notice. I have read the foregoing notice and know the contents thereof, and the same is true of my own knowledge.

By: _____

Subscribed and sworn to before me

this _____ day of _____ 2017

____ Notary Public



VI C

www.counterpointcs.com

October 6, 2017

Ms. Jennifer Schwin, Superintendent
Gravenstein School District
3840 Twig Avenue
Sebastopol, CA 95472

Re: Gravenstein Elementary School, Phase 3 LLB Oversight Proposal
TRANSMITTED VIA EMAIL

Dear Jennifer,

Thanks, you for allowing us this opportunity to provide you with a proposal for the above services. We have based our proposal on our experience with this process and as such our proposal is inclusive of the services listed below:

- In conjunction with District legal counsel, process, manage and oversee required scoring and prequalification requisite for LLB process.
- In conjunction with District legal counsel, process, manage and oversee the entire LLB process for contractor selection.
- Our proposal includes all necessary front end documents (received from legal counsel) issuance of all public notices, processing of all paperwork during both process' inclusive of: pre-submission questions, response scoring chart, scheduling of contractor interviews and publishing of all results for both phases (pre-qualification and LLB Contractor selection).
- Schedule and attend all required pre-submission meetings, including pre-submission walks, pre-bid walks, etc.
- Provide documentation for District record of entire process
- This proposal is not inclusive of project management during construction, but we would be happy to provide such a proposal if requested.

Given the nature of this scope of work, it is very difficult to provide a Lump Sum proposal so we have provided a proposal based on a "Hourly" Basis with what we feel is an appropriate Not to Exceed amount based on our billable rates, listed below

Billable Hourly Rates:

Principal:	\$ 170.00 per hour.
Associate:	\$ 155.00 per hour
Sr. Project Manager:	\$ 140.00 per hour.
Project Manager:	\$ 120.00 per hour
Clerical:	\$ 65.00 per hour.

Proposal as Listed above: Hourly, not to exceed \$ 15,000



74

Proposal Qualifications:

- Legal Fees are not included in this proposal
- Project Management during construction period
- Required public notices shall be billed directly to the District
- Reimbursables shall be billed at cost plus 10%
- This proposal and scope of work shall include all services up to contractor selection

Sincerely,
COUNTERPOINT CONSTRUCTION SERVICES, INC.



Justin Walling
President

Enc: None

**AGREEMENT FOR SERVICES FOR
SONOMA COUNTY COOPERATIVE SCHOOL DISTRICTS
JULY 1, 2017 TO JUNE 30, 2018**

WHEREAS, Gravenstein hereinafter referred to as the School District, desires to contract for the period shown above for services to the Categorical Cooperative with the Sonoma County Office of Education, hereinafter referred to as SCOE.

The services to be rendered and the terms and conditions of this Agreement are outlined below.

I. SCOE agrees to provide the services for the following programs:

- a. Title I
- b. Title II
- c. Title III LEP

A. Planning and Program Assistance

- 1. Serve as a liaison to the State Department in interpreting and reviewing forms, information and state/federal mandates that apply to the member districts/
- 2. Offer training for districts in the submission of information for the Consolidated Application as needed.
- 3. Assistance and coordination with Federal Program Monitoring (FPM) process.
- 4. Assistance for program planning and plan writing, including LEA and SPSA.
- 5. Provide support to districts in process for submission of information for the Consolidated Application.

B. Administration and Fiscal Services

- 1. Consultation for state and federal entitlement programs.
- 2. Assistance with the coordination of Private School Notification and program planning.
- 3. Maintenance of Co-op budget records identifying income and expenses, warrants, receipts and purchase orders.
- 4. Oversight and certification of Consolidated Application submission.

C. Professional Development

1. Consultation of the School Site Council's role and responsibilities as a result of AB825, provide suggested materials for the orientation for new School Site members, and copies of the School Site Council Handbook.
2. Personalized in-service and orientation for all administrators new to categorical programs.
3. Yearly training on SPSA/LEA Plan development, as needed.

II. Member Districts agree to provide the following:

- A.** Timely information to be given to Co-op office as needed for the submission of, and certification of Consolidated Application.
- B.** Provide evaluation feedback to Co-op office as needed at conclusion of contract.
- C.** Notify the Co-op office by March 1 of 2018 of the district's intent to leave the Co-op for the following year.

III. The fee for centralized services will be based on the **prior year totals of all Con App programs.**

- Flat Fee: (all members)
 - i. District with Title I: \$750
 - ii. Districts without Title I: \$500
- Pro-rated Fee: (all members - in addition to Flat Fee) Based upon Total Allocations of Consolidated Application Programs:
 - i. \$600,000 or greater: .5% of all programs
 - ii. \$400,000 - \$599,999: .75% of all programs
 - iii. \$100,000 - \$399,999: 1% of all programs
 - iv. \$99,999 and less: 2% of all programs

SONOMA COUNTY OFFICE OF EDUCATION

Signature: _____

By: Jennie Snyder
Co-op Co-Director

Date: _____

FOR THE GOVERNING BOARD:

School: Gravenstein USD

By: _____
Authorized School Official

Date: _____

VI F



Wanda Holden <wholden@grav.k12.ca.us>

One Call Now: Renewal Invoice #SA65685

1 message

Monica Mitchell <monica.mitchell@onecallnow.com>

Tue, Sep 26, 2017 at 11:50 AM

Reply-To: Monica Mitchell <transactions.268496.8030929_msg_24359505.db2d6f0451@transactions.na3.netsuite.com>

To: wholden@grav.k12.ca.us



6450 Poe Avenue, Suite 500
Dayton OH 45414
877-698-3262
www.onecallnow.com

Renewal Invoice
Renewal Order # SA65685
Group ID 321628
Group Name Gravenstein Union School District
PO #
Vendor ID
Service Start Date 10/24/2017
Service End Date 10/23/2018

Bill To
Gravenstein Union School District
3840 Twig Avenue
Sabastpool CA 95472
United States

Item	Quantity	Description	Rate	Amount
PERM-SCHL-PBST-STND	701	Parent Broadcast Plan	1.45	1,016.45
SERV-NMBR-STUD	701	Number of Students	0.00	0.00
SERV-NMBR-GRPS	2	Number of Groups	0.00	0.00
		Subtotal		1,016.45
		RRF035 - Regulatory Recovery Fee: 3.5%		35.58
		Total USD		\$1,052.03

Please remit to above address.

Thank you for your business!

80



LICENSING AGREEMENT

This Agreement effective **October 15, 2017**, is made and entered into by **Gravenstein Union Elementary School District** as Licensee and Document Tracking Services (DTS) as Licensor each a "Party" and collectively the "Parties".

Licensee desires that DTS provide a license to use DTS proprietary web-based application in accordance with the following provisions:

- A. License. DTS hereby grants to Licensee a non-exclusive license to use DTS application in order to create, edit, update, print and track specific documents as described in Exhibit **A** of this agreement.
 - (i) DTS retains all rights, title and interest in DTS application and any registered trademarks associated with the license.
 - (ii) Licensee retains all rights, title and interest in the documents as described in Exhibit **A** of this agreement.
- B. Internet Areas. All parties including third party licensees shall not be permitted to establish any "pointers" or links between the Online Area and any other area on or outside of the DTS login without the prior written approval.
- C. Term of License. The term of the Agreement is for **one (1) year** from the effective date (as noted in paragraph one) of the license agreement.
- D. Personnel. DTS will assign the appropriate personnel to represent DTS in all aspects of the license including but not limited to account set up and customer license inquiries.
- E. Content. DTS will be solely responsible for loading the content supplied by Licensee into DTS secure server and provide complete access to Licensee and its representatives.
- F. Security of Data. DTS at all times will have complete security of Licensee documents on dedicated servers that only authorized DTS personnel will have access to; all login by DTS authorized will be stored and saved as to time of log-in and log-out.
 - (i) Licensee may request DTS to only store Licensee documents for the period of time that allows Licensee and its authorized personnel to create, edit and update their documents.
- G. Management of Database. DTS shall allow Licensee to review, edit, create, update and otherwise manage all content of Licensee available through the Secure Login of DTS.
- H. Customer License. DTS shall respond promptly and professionally to questions, comments, complaints and other reasonable requests regarding any aspect of DTS application by Licensee. DTS business hours are Monday-Friday 8AM PST to 5PM PST except for national/state holidays.



- I. License Fee. Licensee shall pay a fee of **\$595**.
- J. Document Set Up Fee. The one-time set up fee for documents as described in Exhibit A and made a part of this Agreement is **\$0**.
- K. Payment Terms. Licensee shall pay the annual licensing fee upon execution of the Agreement between parties and the electronic submittal of the invoice to Licensee.
- L. Number of Documents. The maximum number of documents per school district is limited to **five (5)**.
- M. Warranty. Licensee represents and warrants that all information provided to DTS, including but not limited to narratives, editorials, information regarding schools, is owned by Licensee and Licensee has the right to use and allow use by DTS as called for hereunder and that no copyrights, trademark rights or intellectual property rights of any nature of any third party will be infringed by the intended use thereof. In the event any claim is brought against DTS based on an alleged violation of the rights warranted herein, Licensee agrees to indemnify and hold DTS harmless from all such claims, including attorney fees and costs incurred by DTS in defending such claims.
- N. Definitions.
 - (i) Document. A document is defined as **a)** a specific template provided by CDE or; **b)** any specific word document or forms that have different fields or school references such as elementary, middle or high schools* submitted by District or CDE; or **c)** individual inserts submitted by District or CDE that are integrated into existing documents or are offered as supplemental and/or addendums to other report documents.
 - * Licensee submits a SPSA template for their elementary, middle and high schools, which is counted as three (3) separate documents.
 - (ii) Customized Documents. Any document that is not a standard CDE template is considered a custom document and as such may be subject to additional setup fees; DTS shall provide an estimated cost of these additional fees prior to the execution of this agreement.
- O. Document Setup Fee. DTS will charge a one-time setup fee of \$200 per standard document up to a maximum of \$850 for customized documents.
- P. Additional Fees. Licensee shall pay additional fees if Licensee exceeds the number of documents as described in section L of this agreement. The fee for each additional document is \$39 per document times the number of schools in the district. The fee shall be payable within thirty (30) days from DTS invoice.
- Q. Additional Services. DTS can also provide Data Transfer and Document Translation services to Licensee for an additional fee. The fee for each additional service would be agreed upon between the parties and invoiced at the time the services were requested. The fee shall be payable within thirty (30) days from DTS invoice.



Exhibit A

The following are standard documents to be used in conjunction with the license.

1. 2017 School Accountability Report Card, English (CDE Template)
2. 2017 Local Control and Accountability Plan (CDE Template)
3. 2017 Comprehensive School Safety Plan (Custom Template)
4. Others to be identified as needed.



August 21, 2017

Gravenstein Union Elementary School District
3840 Twig Avenue
Sebastopol, CA 95472

Re: Document Tracking Services

INVOICE #9547202

Pursuant to the licensing agreement between Gravenstein Union Elementary School District and Document Tracking Services (DTS):

Document Tracking Services

Document Tracking Services [10/15/17 to 10/15/18]: \$595
3 schools and District Personnel = 4 sites
Fee Waived for Gravenstein Community Day School
License Agreement includes up to 5 documents

Total Balance Due: \$595

Please Make Checks Payable To: Document Tracking Services

Send to:

Aaron Tarazon, Director
Document Tracking Services
10225 Barnes Canyon Road, Suite A200
San Diego, CA 92121
858-784-0960 - Phone
858-587-4640 - Corporate Fax

Thank you!

Approved Per Payment (Signature)

Name/Role (Printed)

85



The Parties hereto have executed this Agreement as of the Effective Date.

Document Tracking Services, LLC

By: Aaron Tarazon, Director
Document Tracking Services
10225 Barnes Canyon Road, Suite A200
San Diego, CA 92121
858-784-0960 - Phone
858-587-4640 - Corporate Fax

Date: August 21, 2017

Licensee

By: _____

Date: _____

Gravenstein Union Elementary School District

Direct Cost of Facility Use Agreements

Administrative Expense Estimated Average

Superintendent	20 minutes	\$	24.47
CBO	20 minutes	\$	16.67
Secretary	20 minutes	\$	6.53
	1 Hour	\$	47.67

Maintenance/Custodial Salary Estimated Average

During regular day	hourly	\$	22.29
Overtime	hourly	\$	33.44

Field Maintenance Estimate

Salary & Supplies	Daily	\$	42.54
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Energy Expense Estimate

Hourly Cost	\$	12.00
MPR 20% of Cost	\$	2.40
Classroom 5% of Cost	\$	0.60

Example of Direct Cost for MPR (10 weeks X 3 hrs/week = 30 hours)

Administrative 1 Hr.	\$	47.67
Maintenance/Custodial 10 OT Hrs	\$	334.35
Energy Expense 30 Hrs.	\$	72.00
	\$	454.02

Example of Direct Cost for Field Use (10 weeks X 3 hours per week = 30 hours)

Administrative 1 Hr.	\$	47.67
Maintenance/Custodial 7.5 OT Hrs	\$	250.76
Maintenance for Field	\$	159.53
	\$	457.96

PG&E Monthly Cost for Hillcrest

PG&E 8/11 - 9/6	Unit Type	Unit Amount	Rate	Billed
Customer Charge	Days	27.00	\$ 4.59959	\$ 124.19
Demand Charge	kW	40.00	\$ 18.26	\$ 730.40
Energy Charges	kWh	10,160.00	\$ 0.16	\$ 1,654.66
Generation Credit				\$ (1,261.58)
Power Charge				\$ 235.20
				\$ 1,482.87

PG&E 9/7 - 9/20	Unit Type	Unit Amount	Rate	Billed
Customer Charge	Days	14.00	\$ 4.59959	\$ 64.39
Demand Charge	kW	21.50	\$ 18.26	\$ 392.66
Energy Charges	kWh	6,280.08	\$ 0.16	\$ 1,022.77
Generation Credit				\$ (764.04)
Power Charge				\$ 145.38
				\$ 861.17

SCP 09/07 - 09/21	Unit Type	Unit Amount	Rate	Billed
Demand	kW	20.81	\$ 4.72	\$ 98.22
Generation	kWh	6,280.08	\$ 0.08	\$ 501.34
Surcharge				\$ 1.82
				\$ 601.38

SCP 08/10 - 09/07	Unit Type	Unit Amount	Rate	Billed
Demand	kW	36.13	\$ 4.72	\$ 170.53
Generation	kWh	10,160.00	\$ 0.08	\$ 811.07
Surcharge				\$ 2.95
				\$ 984.55

Days Billed	Total Bill	Daily Cost	Hours of Operation	Hourly Cost
41.00	\$ 3,929.97	\$ 95.85	8	\$ 11.98

	for profit rates	Rates for non-profit groups from end of School day until 8pm during normal custodial hours	Rates for non-profit groups outside of normal custodial hours
Gymnasium/multi-purpose Room with kitchen	Cost/hr \$60.00	Cost/hr \$30/hr (first hour) \$15 each additional hour	\$45/hr
Performing Arts Theater in Hillcrest Hall	\$100.00	\$	
Classroom	\$800.00		
Field/baseball Diamond	\$15.00	\$15/hr (first hour) \$10 each additional hour	\$35/hr
Custodian (2hr Minimum)	\$35.00	\$43/hr (first hour) \$15.00 each additional hour	\$90/hr first hour \$40 each additional hour
use of Parking lot	\$60.00		

Field/ Gym Package Options during normal custodial hours

Rate used is \$15.00 removed 3 hours to make up cost of field maintenance

\$500 = 5 hours per week for 6 weeks

\$500 = 3 hours per week for 10 weeks

Hillcrest Field Direct Maint Costs

Mowing	1 weekly	37 weeks	\$ 45.21	=	\$ 1,672.77	
	2 weekly	15 weeks	\$ 45.21	=	\$ 1,356.30	
	Cost of annual equipment maint / replacement				<u>\$ 500.00</u>	
Weed Eating	1 every 2 wks	26 weeks	\$ 45.21	=	\$ 1,175.46	\$ 3,529.07
Trash Cleanup	1 Monthly	12	\$ 45.21	=	\$ 542.52	\$ 1,175.46
Sprinkler Maint	2	12	\$ 45.21	=	\$ 1,085.04	\$ 542.52
	New parts	3 x 130		=	<u>\$ 390.00</u>	
Fertilizer	1	1.5 hours	\$ 45.21	=	\$ 67.82	\$ 1,475.04
				=	<u>\$ 100.00</u>	
Grass Seed	1	1.5 hours	\$ 45.21	=	\$ 67.82	\$ 167.82
				=	<u>\$ 100.00</u>	
Gopher Maint						\$ 167.82
						\$ 600.00
					<u>\$ 7,657.72</u>	

180 days for school \$ 42.54 per day for minimal upkeep

Oct. 2, 2017

Dear Gravenstein Board of Education,

Thank you for considering our request to host *Girls on the Run* at Gravenstein Elementary School. This is a great program that helps young girls (grades 3-5) develop life skills like teamwork, confidence, and a commitment to staying healthy and exercising. (Program information is attached.) Each group is school-based so the children participating in our program would all be from Gravenstein Elementary.

Girls on the Run was founded in 2000 and has been operational in Sonoma County for 10 years at numerous local schools including:

- Apple Blossom and Oak Grove in Sebastopol;
- Austin Creek, French American Charter, Hidden Valley, San Miguel Charter, Santa Rosa Charter School for the Arts, Sequoia, Steele and Yulupa in Santa Rosa;
- Evergreen, Marguerite Hahn and University in Rohnert Park/Cotati;
- Corona Creek, Dunham, Grant, Liberty, Mary Collins and McNear in Petaluma

This program was held at Gravenstein in 2014 and 2015. We would very much like to bring it back for girls at our school in the spring of 2018. To make this feasible, however, we ask that you waive the site usage fee.

During the program girls meet twice a week for 10 weeks. Paying \$1,200 in site usage fees (\$60 x 20 meetings) would make it cost-prohibitive. Participants will already be paying a fee to *Girls on the Run* to cover program costs like insurance and organizing the 5K culminating event. As a non-profit, *Girls on the Run* cannot afford to cover additional costs like site usage fees.

Again, we think this is a great program for young girls and hope we can find a way to bring it back to our school.

Warmly,

Jennifer Roberson
Parent of 3rd grader and 1st grader

Lisa Gonzalez
Parent of 6th grader and 3rd grader

Gravenstein Union School District

Board Policy

Use Of School Facilities

BP 1330

Community Relations

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

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

(cf. 6145.5 - Student Organizations and Equal Access)

School-related activities shall have priority in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be on a first-come, first-served basis.

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

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

(cf. 1330.1 - Joint Use Agreements)

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

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

(cf. 6115 - Ceremonies and Observances)

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

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

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

(cf. 0450 - Comprehensive School Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

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

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

(cf. 1325 - Advertising and Promotion)

Fees

Note: Education Code 38134 authorizes districts to charge an amount "not to exceed" direct costs for the use of school facilities or grounds by community groups and entities and mandates each district to adopt a policy specifying the activities and organizations that shall be charged up to direct costs. Pursuant to Education Code 38134, if the district authorizes any group to use the facilities for religious services, the group must be charged "at least" direct costs.

Note: Option 2 is for use by districts that choose to grant free use to nonprofit groups organized to promote youth and school activities but charge other groups an amount "not to exceed" direct costs.

OPTION 2: (No charge to nonprofit youth and school-oriented organizations)

Note: Education Code 38134 lists nonprofit organizations, clubs, and organizations that promote youth and school activities. As amended by SB 1404 (Ch. 764, Statutes of 2012), Education Code 38134 now includes the YMCA and religious organizations or churches that arrange for and supervise sports league activities for youth among these groups.

Note: Districts that wish to give free use to some groups, but charge other groups, should proceed cautiously and ensure that such free use is granted on a reasonable and nondiscriminatory basis. It is strongly recommended that districts consult legal counsel before deciding which groups will be charged and, based upon legal counsel's advice, discuss whether it would be appropriate to specifically name the community groups that will be charged in the district's policy.

The Board authorizes the use of school facilities or grounds without charge by nonprofit organizations, clubs, or associations organized to promote youth and school activities. In accordance with Education Code 38134(a), these groups include, but are not limited to, Girl Scouts, Boy Scouts, Camp Fire USA, YMCA, parent-teacher associations, and school-community advisory councils. Other groups that request the use of school facilities under the Civic Center Act, including nonprofit groups not organized to promote youth and school activities and for-profit groups, shall be charged an amount not to exceed direct costs. However, if the use of school facilities or grounds is for religious services, the group shall be charged an amount that equals or exceeds direct costs determined in accordance with Education Code 38134.

Note: The remainder of this section is for use by all districts.

Note: Pursuant to Education Code 38134, as amended by SB 1404 (Ch. 764, Statutes of 2012), until January 1, 2020, the definition of "direct costs" has been modified as specified in the following paragraph. In addition, Education Code 38134, as amended by SB 1404, requires the State Board of Education, not later than December 31, 2013, to adopt regulations for determining "the proportionate share" and the specific allowable costs that a district may include in calculating direct costs of the use of its facilities or grounds.

In determining direct costs to be charged for community use of school facilities or grounds, including, but not limited to, playing or athletic fields, track and field venues, tennis courts, and outdoor basketball courts, the Superintendent or designee shall include a proportionate share of the costs of the following: (Education Code 38134)

1. Supplies, utilities, janitorial services, other services of district employees, and salaries of district employees directly associated with operation and maintenance of the school facilities or grounds involved
2. Maintenance, repair, restoration, and refurbishment of the school facilities or grounds

However, for classroom-based programs that operate after school hours, including, but not limited to, after-school, tutoring, and child care programs, direct costs to be charged shall not include the cost of maintenance, repair, restoration, or refurbishment of the school facilities or grounds. (Education Code 38134)

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

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

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

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

38130-38138 Civic Center Act, use of school property for public purposes

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

MILITARY AND VETERANS CODE

1800 Definitions

UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

COURT DECISIONS

Good News Club v. Milford Central School, (2001) 533 U.S. 98

Lamb's Chapel v. Center Moriches Union Free School District, (1993) 508 U.S. 384

Cole v. Richardson, (1972) 405 U.S. 676

Connell v. Higgenbotham, (1971) 403 U.S. 207

ACLU v. Board of Education of Los Angeles, (1961) 55 Cal .2d 167

Ellis v. Board of Education, (1945) 27 Cal.2d 322

ATTORNEY GENERAL OPINIONS

82 Ops.Cal.Atty.Gen. 90 (1999)

79 Ops.Cal.Atty.Gen. 248 (1996)

Management Resources:

CSBA PUBLICATIONS

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

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

WEB SITES

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

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

(3/04 11/06) 4/13

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

GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, CA

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

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

Type of Event Girls on the Run Date(s) of Event 2/14/18 - 4/27/18 (Wed., + Friday)
 Hours of Facility Use: 3:05 - 4:55 Facility Requested Tracker Multi purpose Room
 Total Hours: 30 hours User Group Name Girls on the Run
 Authorized Contact Name Jennife Robertson Address 2352 Lemur St.
 Telephone 542-2548 City Santa Rosa Zip 95401
 Primary purpose of the organization Girls' health, wellness, confidence Non-Profit For Profit
 Do you plan to charge admission or collect contributions or fees? Yes No
 What are the proceeds to be used for? Paid directly to GOR - membership Do you plan to serve food? Yes No

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

The undersigned party fully understands that the Gravenstein Union School District does not provide, nor does it have available, any health or accident insurance for users of the school district's facilities and that events such as sports/athletics, performances, assemblies, etc. must produce a certificate of insurance with the district named as additionally insured, and be attached to the Facility Use Application, in the following amounts: Provide a copy of co-insured, One-half million dollars for a single event and 1 to 2 million dollars for a sequence of events.

Include Your Insurance Agent's Name and Telephone # at time of application: See attached

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

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

I accept responsibility for meeting the requirements stated herein:

Signature of Applicant [Signature] Date 10/2/17

References, Names and Numbers

Please list the name and number of the facilities used in the past (use a separate sheet of paper if needed)

Name: Vanessa Miller Phone #: 285-7112 Dates of previous event: _____ Name: _____
 Phone #: _____ Dates of previous event: _____ Have you

requested the use of other facilities for this event? Yes No If yes, where

Other pertinent information: GOR has been in Sonoma County schools for many years.

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

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

Subtotal \$ _____ Fees are for use only.

*Custodial time for set-up, open and close, overtime hourly wages and benefits will be additionally charged (see below).

Fees charged for use of facilities are payable 15 days in advance, unless other arrangements are made with the District Superintendent.

These agreements are subject to change or cancellation when buildings/facilities are needed for school functions.

FOR OFFICE USE ONLY: Cleaning deposit collected No fee charged Proof of Insurance on file No services required

Total Rental Fee for Facility \$ _____ Date billed: _____

Application received by: _____ Date _____ Approved Denied



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/4/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NFP Corporate Services (SE) 1901 Roxborough Rd., Ste. 300 Charlotte NC 28211	CONTACT NAME: Debbie Chiappone PHONE (A/C, No, Ext): 704-464-0847 E-MAIL ADDRESS: debbie.chiappone@nfp.com	FAX (A/C, No): 704-523-0024	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED GIRSONO Girls on the Run Sonoma County PO Box 9036 Santa Rosa CA 95405	INSURER A : Philadelphia Indemnity Ins. Co		18058
	INSURER B : Hartford Underwriters Ins Co.		30104
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** 1178100223 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Abuse/Molestatio <input checked="" type="checkbox"/> Special Events GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC			PHPK1593415	2/1/2017	2/1/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PHPK1593415	2/1/2017	2/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PHUB568195	2/1/2017	2/1/2018	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	22WECCS8146	3/20/2017	3/20/2018	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Gravenstein Union School District 3840 Twig Ave Sebastopol CA 95472	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
99	AUTHORIZED REPRESENTATIVE <i>Ala Wise</i>



At Girls on the Run we inspire girls to recognize their inner strength and celebrate what makes them one of a kind. Trained coaches lead small teams through our research-based curricula which includes dynamic discussions, activities and running games. Over the course of the ten-week program, girls in 3rd-8th grade develop essential skills to help them navigate their worlds and establish a lifetime appreciation for health and fitness. The program culminates with girls positively impacting their communities through a service project and being physically and emotionally prepared to complete a celebratory 5K event.

why it matters

Girls face social pressures and conflicting messages about how they should act and who they should be. Studies show that by adolescence, girls' confidence drops about twice as much as boys'. Friendships become more complicated and challenging, girls' perception of their academic ability declines, the likelihood of anxiety and depression increases and participation in physical activity plummets.

It doesn't have to be this way.

We believe that EVERY GIRL is inherently FULL OF POWER and POTENTIAL. By knowing they are the leaders of their lives, these are the girls who WILL CHANGE THE WORLD.

what girls learn

100

 *confidence*

Lessons are designed to build girls' self-worth and help them feel greater confidence in who they are. Activities help girls recognize their personal strengths and teach them how to stand up for themselves and others.

 *character*

By gaining awareness of the power they possess to make intentional decisions, girls learn to choose positive actions which demonstrate respect and responsibility towards themselves and others.

 *care*

Throughout each season, girls learn to respond to others and themselves with care and compassion. Lessons and activities further develop their abilities to sympathize and empathize both within and beyond their social groups.

 *connections*

Girls on the Run lessons focus on cooperative skills and team building through a positive group setting. Girls learn firsthand how to create positive connections with parents and caregivers, teachers, peers and their communities.

 *competence*

Our program provides skill-building experiences to nurture girls' physical, social and emotional competencies that they apply in other areas of their lives such as home, school, and in the neighborhood. Completing a 5K at the end of the season gives them a tangible opportunity to apply all that they have learned.

When girls develop and strengthen these life skills, they can thrive. More importantly, they can then develop a final skill: CONTRIBUTION. Girls on the Run inspires girls to build lives of purpose and to make a meaningful contribution to community and society. This comes to life through a key element of the curricula when each team creates and executes a community service project.



GIRLS ON THE RUN

Grades 3-5

Girls on the Run is our program for girls in 3rd-5th grade that encourages girls to recognize their individual strengths and celebrate connections with others. Each season, girls gain a better understanding of who they are and what's important to
[SHOW MORE](#)

[REGISTER \(HTTPS://WWW.RACEPLANNER.COM/REGISTER/INDEX/GIRLS-ON-THE-RUN-SONOMA-COUNTY-FALL-2017-PROGRAM\)](https://www.raceplanner.com/register/index/girls-on-the-run-sonoma-county-fall-2017-program)

[PROGRAM DETAILS \(/PROGRAM-REGISTRATION\)](#)

[FIND A SITE \(/OUR-LOCATIONS#SEARCHSITES\)](#)



103

scholarships

We believe in the limitless potential of each girl we serve and focus on strengths and abilities rather than risks or challenges. Girls on the Run Sonoma County fosters an inclusive environment and offers the opportunity for all girls to participate, regardless of financial situation, through scholarships. *

[LEARN MORE \(PROGRAM-REGISTRATION\)](#)

program evaluations

Girls on the Run is the only national physical activity-based positive youth development program for girls with compelling evidence of program impact.

In 2016, an independent study led by Dr. Maureen Weiss, University of Minnesota, evaluated the impact of Girls on the Run on positive youth development. The findings provide strong evidence that Girls on the Run is effective in promoting season-long and lasting change in competence, confidence, connection, character, caring, physical activity, and life skills. In addition, Girls on the Run makes a stronger impact than organized sports and physical education programs in teaching life skills such as managing emotions, resolving conflict, helping others, and making intentional decisions.

[LEARN MORE \(HTTPS://GOTRWEBSITE.S3.AMAZONAWS.COM/COMMON/OURPROGRAMS/WEISS_SUMMARY_REPORT_C\)](https://gotrwebsite.s3.amazonaws.com/common/ourprograms/weiss_summary_report_c)

GIRLS ON THE RUN SONOMA COUNTY
PO BOX 9036
SANTA ROSA, CA 95405

INFO@GOTRSONOMACOUNTY.ORG (MAILTO:INFO@GOTRSONOMACOUNTY.ORG)



https://www.facebook.com/GOTR.Sonoma/?hc_ref=SEARCH&fref=nf



[\(gotrsonomacounty\)](#)



[\(@GOTRSC\)](#)



[\(Girls on the Run\)](#)

104

**GRAVENSTEIN UNION SCHOOL DISTRICT
RESOLUTION #171011-1
TEXTBOOK AND INSTRUCTIONAL MATERIALS SUFFICIENCY
FOR GUSD
FOR THE 2017-18 SCHOOL YEAR:**

Whereas, the governing board of Gravenstein School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on October 11, 2017, at 5:00 p.m. o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

Whereas, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders (if the district or county office has a bargaining unit) in the public hearing, and;

Whereas, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district/county office of education, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics
 - Grades K-8; Houghton Mifflin Harcourt Go Math!
- Science
 - Grades K-8; McGraw Hill Glencoe
- History/Social Science
 - Grades K-5; Harcourt
 - Grades 6-8; TCI History Alive
- English/Language Arts, including the English Language Development component of a California-approved program (piloting for the 2017-2018 year)

- Grade TK; McGraw Hill World of Wonders Program
- Grades K-5; McGraw Hill Wonders Program
- Grades 6-8; McGraw Hill StudySync Program

Whereas, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

- Spanish
 - Grade 3; Cambridge University Press Hola! Level 1
 - Grade 4-5; McGraw-Hill – Viva El Espanol Hola
 - Grade 6; Perfection Learning – Spanish is Fun
 - Grade 7-8; McGraw Hill – Buen Viaje
- Health - Teen Health (6-8)

Therefore, it is resolved that for the 2017-18 school year, the Gravenstein Union School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

Passed and adopted by the Governing Board of the Gravenstein Union School District on October 11, 2017 by the following vote:

Ayes:

Noes:

Absent:

Date:

Jim Horn
President, Board of Trustees

108

Board Policy

Instruction

BP 6161.1 (a)

Selection and Evaluation of Instructional Materials

Note: Adoption of textbooks and other instructional materials, as defined in Education Code 60010, is the responsibility of the Board. Education Code 60200 requires that Boards select materials for grades K-8 from among those approved by the State Board of Education (SBE). Education Code 60400 and 60411 authorize Boards to select materials for grades 9-12 provided such materials meet criteria specified in law. See the accompanying regulation for required and optional criteria for the selection of instructional materials. See BP 6161.11 - Supplementary Instructional Materials and BP/AR 6163.1 - Library Media Centers for selection processes regarding supplementary materials.

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect the ethnic and cultural diversity of our society, and enhance the use of multiple teaching strategies and technologies. The Board's adoption of instructional materials shall be based on a determination that such materials meet criteria specified in law and are an effective learning resource to help students achieve grade-level competency.

(cf. 6000 - Concepts and Roles)

(cf. 9000 - Role of the Board)

To ensure that instructional materials effectively support the district's adopted courses of study, the selection of textbooks, technology-based materials, other educational materials and tests shall be aligned with the development and evaluation of the district's curriculum.

(cf. 0440 - District Technology Plan)

(cf. 6010 - Goals and Objectives)

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6161 - Equipment, Books and Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6162.5 - Student Assessment)

(cf. 6162.7 - Use of Technology in Instruction)

(cf. 6163.1 - Library Media Centers)

Note: Pursuant to Education Code 60002, the Board must provide for "substantial" teacher involvement in the selection of instructional materials and must promote the involvement of parents/guardians and other members of the community in the selection of instructional materials. The Education Code does not define "substantial." The following paragraph may be revised to reflect district practice.

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. This process shall involve teachers in a substantial manner and shall also encourage the participation of parents/guardians and community members.

Instruction

BP 6161.1 (b)

Note: SBE Policy on Guidelines for Piloting Textbooks and Instructional Materials notes that piloting instructional materials is a frequent part of the adoption process in many districts. The SBE guidelines provide a sample process that addresses the selection of materials to pilot, a chronology of the process, and additional considerations.

The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

All recommended instructional materials shall be available for public inspection at the district office.

Individuals who participate in selecting and evaluating instructional materials shall have no financial interest in the materials being reviewed.

(cf. 3315 - Relations with Vendors)

(cf. 9270 - Conflict of Interest)

Note: SB 550 (Ch. 900, Statutes of 2004) added Education Code 35186 to establish new procedures for handling complaints regarding deficiencies in instructional materials. See AR 1312.4 - Williams Uniform Complaint Procedures for language implementing this new requirement. Complaints regarding specific selections are addressed in BP/AR 1312.2 - Complaints Concerning Instructional Materials.

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Note: Education Code 60420-60424, the Instructional Materials Funding Realignment Program (IMFRP), provides a block grant for instructional materials with a priority on providing materials that are aligned to state content standards in reading/language arts, mathematics, science, and history/social science. The following optional paragraph reflects the purposes of this program and should be modified to reflect the grade levels offered by the district. See the accompanying administrative regulation for criteria, including time limits, for this program.

In accordance with the Instructional Materials Funding Realignment Program, the Board's priority in the selection of instructional materials is to ensure that all students in grades K-8 are provided with instructional materials that are aligned to state content standards in the core curriculum areas of reading/language arts, mathematics, science, and history/social science.

***Note: The California Department of Education (CDE) states that the Board's certification of the provision of standards-aligned materials should be kept on file in the district for auditing purposes. ***

When the Board determines that standards-aligned textbooks and instructional materials have been provided to all students in accordance with Education Code 60422, it shall so certify. A copy of the certification shall be kept on file in the district.

Instruction

BP 6161.1 (c)

***Note: SB 550 (Ch. 900, Statutes of 2004) amended Education Code 60252 to reauthorize the Pupil Textbook and Instructional Materials Incentive Fund. In order to access these funds, Education Code 60252 requires that the district satisfy the following criteria: (1) provide assurance to the Superintendent of Public Instruction that the Board has held a hearing on the sufficiency of instructional materials, as specified below; (2) ensure that the money will be used to provide sufficient materials; and (3) ensure that, to the extent practicable, instructional materials are ordered before the school year begins. ***

The Superintendent or designee shall ensure that the district satisfies the criteria necessary to access funds under the state's Pupil Textbook and Instructional Materials Incentive Account pursuant to Education Code 60252.

Public Hearing on Sufficiency of Instructional Materials

***Note: As a condition of receiving certain state textbook funds, Education Code 60119 has long required Boards to hold a public hearing on the sufficiency of instructional materials. SB 550 (Ch. 900, Statutes of 2004) amended Education Code 60119 to expand the scope of the hearing to include textbooks in specific subjects and to require that the hearing take place on or before the end of the eighth week of the school year. ***

Note: Education Code 60119 defines "sufficient textbooks or instructional materials" to mean that each student, including each English learner, has a textbook and/or instructional material to use in class or to take home to complete homework assignments. The law does not require two sets of textbooks or materials for each student. In addition, photocopied sheets from only a portion of a text or material copied to address a shortage are not considered "sufficient" for these purposes.

Note: SB 550 also amended Education Code 33126 to require that sufficiency of textbooks be reported on the School Accountability Report Card. In addition, Education Code 1240, as amended by SB 550, requires that the County Superintendent of Schools visit schools in the county ranked in deciles 1-3 of the 2003 base Academic Performance Index to determine whether sufficient instructional materials have been provided. If the County Superintendent determines that a school does not have sufficient materials, he/she must prepare a report outlining the noncompliance and give the district a chance to remedy the deficiency. If the deficiency is not remedied by the district by the second month of the school year, the County Superintendent may request that the CDE, with the approval of the SBE, purchase textbooks and materials for the district, and the cost must be repaid by the district. The SBE will issue a public statement indicating the Superintendent and Board's "failure" to provide instructional materials.

The Board shall annually conduct one or more public hearings on the sufficiency of the district's instructional materials. At these hearings, the Board shall determine, through a resolution, whether each student in each school has sufficient textbooks and/or instructional materials in each of the following subjects that are consistent with the content and cycles of the state curriculum frameworks: (Education Code 60119)

1. Mathematics
2. Science
3. History-social science
4. English/language arts, including the English language development component of an adopted program

Note: Education Code 60119, as amended by SB 550 (Ch. 900, Statutes of 2004), requires that during the hearing the Board also make a written determination as to the sufficiency of textbooks or instructional materials in foreign language and health courses, as well as science laboratory equipment. However, provision of these materials is not a condition for receipt of state textbook funds. Districts without any of grades 9-12 should delete the last sentence of this paragraph.

Instruction

BP 6161.1 (d)

The Board shall also make a written determination as to whether each student enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the state curriculum frameworks.
(Education Code 60119)

Note: SB 550 (Ch. 900, Statutes of 2004) amended Education Code 60119 to require that the hearing be held on or before the end of the eighth week of the first day of the school year. Because SB 550 became operative after the beginning of the 2004-05 school year, Education Code 60119 specifies that districts make a diligent effort to hold this hearing by December 1, 2004 for the 2004-05 school year.

The hearing shall take place on or before the end of the eighth week from the first day students attend school for that year. For districts with schools on a multitrack year-round calendar, the hearing shall be held on or before the end of the eighth week from the first day of the school year on any track that begins a school year in August or September.
(Education Code 60119)

Note: As amended by SB 550 (Ch. 900, Statutes of 2004), Education Code 60119 requires that the hearing be held at a time that will encourage public participation, as specified below.

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. The Superintendent or designee shall post, 10 days prior to the hearing and in three public places within the district, a notice containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

Note: Pursuant to Education Code 60119, as amended by SB 550 (Ch. 900, Statutes of 2004), if the Board makes a determination that there are insufficient textbooks and/or instructional materials, the Board must take action to ensure that the textbooks are provided within two months of the beginning of the school year. According to various state agencies, if the Board takes action at the hearing to provide the textbooks (i.e. directs staff to order the texts) then the timelines in law have been satisfied. However, districts are strongly encouraged to hold the public hearing as early in the school year as possible in order to provide sufficient time to correct any deficiencies.

If the Board determines that there are insufficient textbooks and/or instructional materials, the Board shall provide information to classroom teachers and to the public, setting forth for each school, the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

Legal Reference:

EDUCATION CODE

1240 County superintendent, general duties

33126 School accountability report card

35272 Education and athletic materials

44805 Enforcement of course of studies; use of textbooks, rules and regulations

Instruction

BP 6161.1 (e)

- 49415 Maximum textbook weight
- 51501 Subject matter reflecting on race, color, etc.
- 60000-60005 Instructional materials, legislative intent
- 60010 Definitions
- 60040-60048 Instructional requirements and materials
- 60060-60062 Requirements for publishers and manufacturers
- 60070-60076 Prohibited acts (re instructional materials)
- 60110-60111 Instructional materials on drug education
- 60119 Public hearing on sufficiency of materials
- 60200-60206 Elementary school materials
- 60226 Requirements for publishers and manufacturers
- 60240-60252 State Instructional Materials Fund
- 60350-60352 Core reading program instructional materials
- 60400-60411 High school textbooks
- 60420-60424 Instructional Materials Funding Realignment Program
- 60605 State content standards
- CODE OF REGULATIONS, TITLE 5
- 9505-9550 Instructional materials, especially:
- 9531-9532 Instructional Materials Funding Realignment Program

Management Resources:

CDE PROGRAM ADVISORIES

1002.90 Selection of Instructional Materials, CIL: 90/91-02

CDE PUBLICATIONS

Standards for Evaluation of Instructional Materials with Respect to Social Content, 1986 edition, revised 2001

SBE POLICY

Textbook Weight in California, May 2004

01-05 Guidelines for Piloting Textbooks and Instructional Materials, September 2001

CSBA PUBLICATIONS

Maximizing School Board Leadership: Curriculum, 1996

WEB SITES

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

Association of American Publishers: <http://www.publishers.org>

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

State Board of Education: <http://www.cde.ca.gov/be>

(7/03 11/03) 11/04

Adopted: 2-9-05

GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, California

Board and Superintendent Goals and Accomplishments

Executive Summary:

The 2016-17 District accomplishments were provided to the Board at the Sept 13 and Sept 27, 2017 Board meetings. The Board gave additional suggestions and those were incorporated in the 2016-17 accomplishments presented here for final review and approval on Oct 11, 2017.

The Board also gave feedback on the proposed 2017-18 Board and Superintendent goals at the Sept 27, 2017, special Board meeting. The Superintendent was directed to review the 2016-17 goals and strike through any goals that seem irrelevant to continue in 2017-18.

The Board also brainstormed suggestions for additional proposals to add to the 2017-18 District goals. Those suggested additions have not yet been approved. Therefore, they are listed at the end of the 2017-18 goals document for review and approval by the Board on Oct 11, 2017.

Additionally, the Board recognizes that the District has already identified 61 goals/action items and with the additional brainstormed proposals the number rises to approximately 73 goals and action items. Therefore, the Board directed the Superintendent to identify areas of particular focus among the large number of goals.

The Superintendent has identified the proposed areas of focus for 2017-18 with an *(asterisk) on the goals document.

The areas of focus were selected because they represent current projects, needs, and core responsibilities of the District and/or Superintendent.

Superintendent targets were selected in the following focus areas:

- Items tied to the roll out of Common Core State Standards and the need for curriculum adoption for students and teachers as core subject frameworks are developed.
- Enrollment continues to be a high priority for the financial success of the District.
- Creative use of funding sources and fiscal responsibility
- Inquiry into the dual program model
- A new request to add a parent satisfaction survey via School Site Council
- Expansion of student access to technology
- Standardizing GATE criteria, and recent questions around GATE programming
- Providing leadership in the area of community cohesiveness; communication; and a positive District culture.
- The Superintendent is responsible for ensuring a variety of LEA Plans are completed and updated (such as the LCAPs; Single Plan for Student Achievement; Technology Plan; School Accountability Report Card-SARC; and some have not been updated recently including: the Safety Plan, the Wellness Plan.

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

Budget:

1. 2016-17 adopted budget was completed with no deficit spending and appropriate reserves.
2. Consistent budgetary and accountability procedures were accomplished as per our last audit (2015-16). We do not have the 2016-17 audit as of this date. Timely and accurate budgetary reports were supplied to the school board.
3. Special Education encroachment on the General Fund was approximately \$186,500 for students in non-public schools, SCOE, or other special education consortium placements. Our own school-based special education program encroachment was \$0.
4. Home-to-School-Transportation encroachment was \$19,794 for 2016-17 (compared to a transportation encroachment of \$14,223 in 15-16).
5. Before/After School Daycare/Homework Club made a profit. This profit is returned to the General Fund towards repayment of the cost of the new daycare building. Addition of staff and ProCare software, to improve billing process.
6. Enrollment was projected to increase from 2015-16 to the 2016-17 school year. The elementary school increased enrollment but the middle school decreased in enrollment and so the District decreased by 3 students. For budgetary purposes, enrollment is projected to remain stable for 2017-18, but so far numbers appear to be increasing.
7. Staff compensation increased 3.25% on the salary schedule for 2016-17.
8. A variety of open houses and monthly school tours with the Principal took place throughout the school year to continue to maintain and increase enrollment—our main source of revenue. A new kindergarten advertising flyer was created and additional advertising was posted via Sonoma Family Life Magazine and a sign advertising the January kindergarten open house was posted on Hwy 116.
9. The Gravenstein Modernization Phase 2 began June 6, 2016. Phase 2 is nearly complete and plans for Phase 3 are underway.

Policies:

1. Review/adoption of policies is on-going. The following Board policies were originated or updated throughout 16-17: BP/AR5141.52 Suicide Prevention; BP/AR 6164.6 504 Plan Board Policy & Administration; BP/AR 3311.3 Bids; BP/AR 3311 Uniform Public Construction Cost Accounting Procedures; BP/AR 4030 Non-Discrimination in Employment; BP/AR 6154 Homework/Make up Work; BP/AR Conflict of Interest; BP/AR 5145.3 Nondiscrimination/Harassment; BP/AR 6170.1 Transitional Kindergarten; BP/AR 5141.21 Epi Pens;

116

2. Staff handbooks include many of the new or mandated BP/ARs and were reviewed at the August 23, 2016, district staff meeting.
3. New or updated policies continue to be placed on the district website.
4. Enrollment paperwork, district policies, SARCs, Comprehensive School Site Plan, Single Plan for Student Achievement, Collective Bargaining Agreement 1 yr extension for 2016-17, Grade Level Curriculum Brochures, kindergarten enrollment & advertising, student handbook, daycare registration, and more publications were updated on the district website.
5. The 2017-18 LCAP documents were reviewed and updated.

Curriculum and Instruction:

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

17. Two-to-one tablet-computers (Yoga Chromebooks) and carts were purchased for all classrooms in grades TK-1st grade for the 2016-17 school year.
18. Teachers were supported in administering the computerized CAASPP testing via certificated coaches.
19. Undertook a year-long inquiry into the dual program system (Enrich! & Traditional). A District Leadership team was formed made up on teachers and administrators, and the team met after school and at SCOE to research and discuss what's working and what's not. The Board reviewed demographic and other data regarding participation in the programs. A District-wide town hall meeting was held to solicit school community input.

Public Relations /Student Relations:

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

13. Weekly emailed newsletters (Monday Messages) from the Superintendent continued and the number of people opening the Monday Messages exceeded 65%. Photos were added to the Monday Message, and appeared to increase readership over the course of the year.

Management/Organization

1. Staff, students, and parents were updated on new laws, policies or rules to ensure existing rules were consistently enforced.
2. Intramural program at Hillcrest lunchtime continued to include "houses".
3. Lunchtime activities were offered to students on both campuses. GSF invested in new equipment carts and students enjoyed structured play at the elementary campus. At Hillcrest two new activities started: a board game group and a Dungeons and Dragons group, and both were popular choices among students.
4. Review of student conduct rules and programs continued. The cell phone policy was reviewed and ultimately unchanged.
5. Staff and student handbooks were updated.
6. Student Organizers/Homework books (includes student handbook) utilized for each student grades 3-8.
7. New superintendent and principals took office.
8. Superintendent and Board identified areas of focus for the District to work on in 2016-17.
9. Provided

Facilities:

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

12. The Hillcrest staff room received a make-over that included new paint, electrical outlets, and lighting.
13. AED were installed; staff was trained; and put into use on both school campuses.
14. Brought on a new IT provider, Ally Technologies.

DRAFT
GRAVENSTEIN UNION SCHOOL DISTRICT
School Board/Superintendent Goals
2017-18

General Goal: Budget

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

Specific Goals:

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

General Goal: Policies

2. Develop and update district policies and school procedures.

Specific Goals:

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

General Goal: Curriculum and Instruction

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

Specific Goals:

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

- L. Promote appropriate field trips linked to curriculum.
- M. Review health and safety education materials, outside speakers, curriculum and teaching practices for students.
- N. *Continue the GATE Program support with grade level enrichment and GATE Coordinator positions.
- O. *Develop methods to evaluate the effectiveness and equity of the Enrich and Traditional programs.
- P. *Continue training and materials based on the adopted Safety Plan.
- Q. Continue any needed materials or training for our Social-Emotional Learning program - Second Step. Consider supplemental resources, including mindfulness and growth-mind set.

General Goals: Public Relations/Student Relations

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

Specific Goals:

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

General Goals: Management/Organization

5. Specific Goals:

- A. Complete 2017-18 Board/Superintendent Goal setting by October 2017.
- B. Evaluate management compliance with Board/Superintendent Goals.
- C. Evaluate employee compliance with legal, district/business office, and auditor instructions and regulations within the schools and school offices.
- D. The principals of the schools must be responsible for ensuring compliance with all district and legal regulations by all employees and volunteers of the school.
- E. *Continue to discuss/monitor long-term enrollment goals.
- F. ~~Renew the District charters~~
- G. ~~Hire a new CBO.~~

General Goals: Facilities

6. Upgrade and maintain campus and facilities.

Specific Goals:

- A. Continue to maintain and improve the appearance of school buildings and grounds.
- B. *Continue to work on items listed on the 5 year deferred maintenance plan - to

- include investigation of ways to use Prop 39 dollars for energy efficiency.
- C. Plan for continued upgrading of playground equipment considering new ADA regulations.
- D. Continue to review the custodial schedules and budget.
- E. Continue to review the removal and/or replacement of sub-standard buildings.
- F. Continue to review the use and contents of storage facilities.
- G. ~~Continue the projects of the Measure M Bond with the completion of the modernization project at Gravenstein.~~
- H. *Continue to upgrade infrastructure to keep current with the increased technology use and demand.
- I. Continue to maintain and improve school building and grounds in compliance with State and Federal laws.

Additional goals proposed on 9/27/17, for Board consideration:

- Set evaluation deadline for mid-term evaluation of Principals (prior to March 15)
- Review facility plan, goals and direction (e.g. classroom temperature, track, Phase 3, ADA accessibility)
- Develop long-term reserve plan
- Facility use program
- Plan for increase to STRS & PERS
- *•Develop and distribute a parent satisfaction survey via School Site Council
- *•Continue to improve communication around the dual program and future goals
- *•Improve a feeling of community cohesiveness District-wide (e.g. GSF's free "Movie Night" community event)
- *•Increase marketing to build enrollment
- Add murals on campus
- Show student art at the community center at the Apple Blossom and Sonoma County Fair
- Review food program and see if we can get higher quality meals

* = Proposed area of focus for Superintendent

125

GRAVENSTEIN UNION SCHOOL DISTRICT Board Policy

BP 5141.33

Students

Head Lice

The Governing Board believes that the district's head lice management program should emphasize the correct diagnosis and treatment of head lice and nits in order to minimize disruption of the education process and to reduce the number of student absences resulting from infestation. In consultation with the school nurse, the Superintendent or designee may establish a routine screening program to help prevent the spread of head lice.

School employees shall report all suspected cases of head lice and nits to the school nurse or designee as soon as possible. The nurse or designee shall examine the student and other students who are siblings of the affected student or members of the same household.

If a student is found with active, adult head lice or nits he/she shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information. The student shall be allowed to return to school the next day and shall be checked by the nurse or designee before returning to class. Once he/she is determined to be free of lice and nits, the student shall be rechecked weekly for up to six weeks.

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

The Superintendent or designee shall send home the notification required by law for excluded students. (Education Code 48213)

(cf. 5112.2 - Exclusions from Attendance)

(cf. 5145.6 - Parental Notifications)

The principal and school nurse shall work with the parents/guardians of any student who has been deemed to be a chronic head lice and nit case in order to help minimize the student's absences from school.

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Truancy)

When two or more students in any class have been identified as having a head lice or nits infestation, all students in the class shall be examined. In consultation with the school nurse, the principal may also send information about head lice and nits home to all parents/guardians of the students in that class.

(cf. 5125 - Student Records)

Staff shall maintain the privacy of students identified as having head lice and nits and excluded from attendance.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

Legal Reference:

EDUCATION CODE

48210-48216 Persons excluded

49451 Physical examinations: parent's refusal to consent

Management Resources:

AMERICAN ACADEMY OF PEDIATRICS

Lice, Nits, and School Policy, Official Journal of the American Academy of Pediatrics, May 2001

CALIFORNIA DEPARTMENT OF HEALTH SERVICES

Guidelines for Parents on Control of Head Lice, 2006

CALIFORNIA SCHOOL NURSES ORGANIZATION

Position Statement: Pediculosis Management, 2005

WEB SITES

California Department of Health Services, Infectious Diseases Branch: <http://www.dhs.ca.gov/ps/dcdc/disb/disbindex.htm>

California School Nurses Organization: <http://www.scno.org>

Centers for Disease Control and Prevention, Parasitic Disease Information, Head Lice: <http://www.cdc.gov/ncidod/dpd/parasites/lice>

(6/89 7/99) 7/06

Adopted: March 17, 2009
May 11, 2011
October 11, 2017

GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, California

GRAVENSTEIN UNION SCHOOL DISTRICT

Board Policy

BP 5141.33

Students

w/ notes

Head Lice

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

The Governing Board believes that the district's head lice management program should emphasize the correct diagnosis and treatment of head lice and nits in order to minimize disruption of the education process and to reduce the number of student absences resulting from infestation. In consultation with the school nurse, the Superintendent or designee may establish a routine screening program to help prevent the spread of head lice.

School employees shall report all suspected cases of head lice and nits to the school nurse or designee as soon as possible. The nurse or designee shall examine the student and other students who are siblings of the affected student or members of the same household.

*****Note:** Guidelines from the California Department of Health Services (DHS) and a position statement from the California School Nurses Organization recommend that students with nits (lice eggs) be allowed to remain in school and that only students with an active, adult lice infestation be excluded from attendance. The following paragraph is consistent with these recommendations and may be modified to reflect district practice. *******

If a student is found with active, adult head lice or nits he/she shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information. The student shall be allowed to return to school the next day and shall be checked by the nurse or designee before returning to class. Once he/she is determined to be free of lice and nits, the student shall be rechecked weekly for up to six weeks.

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

The Superintendent or designee shall send home the notification required by law for excluded students. (Education Code 48213)

(cf. 5112.2 - Exclusions from Attendance)
(cf. 5145.6 - Parental Notifications)

***Note: Guidelines from DHS and a position statement from the California School Nurses Organization recommend that a student with a chronic case of head lice should be reported to the school attendance review board (SARB). A "chronic" case is a student found infested during three separate months in a school year or for six consecutive weeks. Districts that wish to refer such students to the SARB should modify the following optional paragraph accordingly. ***

The principal and school nurse shall work with the parents/guardians of any student who has been deemed to be a chronic head lice and nit case in order to help minimize the student's absences from school.

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Truancy)

***Note: The following optional paragraph should be modified to reflect district practice. ***

When two or more students in any class have been identified as having a head lice or nits infestation, all students in the class shall be examined. In consultation with the school nurse, the principal may also send information about head lice and nits home to all parents/guardians of the students in that class.

(cf. 5125 - Student Records)

Staff shall maintain the privacy of students identified as having head lice and nits and excluded from attendance.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

Legal Reference:
EDUCATION CODE
48210-48216 Persons excluded
49451 Physical examinations: parent's refusal to consent

Management Resources:
AMERICAN ACADEMY OF PEDIATRICS
Lice, Nits, and School Policy, Official Journal of the American Academy of Pediatrics,

May 2001

CALIFORNIA DEPARTMENT OF HEALTH SERVICES

Guidelines for Parents on Control of Head Lice, 2006

CALIFORNIA SCHOOL NURSES ORGANIZATION

Position Statement: Pediculosis Management, 2005

WEB SITES

California Department of Health Services, Infectious Diseases Branch: <http://www.dhs.ca.gov/ps/dcdc/disb/disbindex.htm>

California School Nurses Organization: <http://www.scno.org>

Centers for Disease Control and Prevention, Parasitic Disease Information, Head Lice: <http://www.cdc.gov/ncidod/dpd/parasites/lice>

(6/89 7/99) 7/06

Adopted: March 17, 2009
May 11, 2011

GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, California

VII E

**GRAVENSTEIN UNION SCHOOL DISTRICT
KINDERGARTEN REPORT CARD
SCHOOL YEAR 2016-2017**

Student _ School Gravenstein Elementary Teacher _

Key for Academics	
5	Exceeds grade level standards
4	Masters grade level standards
3	Meets grade level standards
2	Approaching grade level standards
1	Not meeting grade level standards
-	Not assessed at this time

Key for Non-Academics	
O	Outstanding
S	Satisfactory
N	Not meeting expectations

T1 T2 T3

ENGLISH LANGUAGE ARTS – READING			
1. Follows words from left to right, top to bottom			
2. Recognizes capital (uppercase) letters			
3. Recognizes lower case letters			
4. Distinguishes letters from words			
<i>Phonemic Awareness</i>			
5. Identifies and produces rhyming words			
6. Blends orally	-		
7. Segments orally	-		
8. Add or subtract individual sounds in one syllable words	-		
<i>Decoding</i>			
9. Knows letter sounds	-		
10. Decodes simple consonant-vowel-consonant (CVC) words	-		
11. Reads common sight words			
<i>Literature and Informational Text</i>			
12. With prompting and support, retells a story including character, setting, and important events	-		
13. With prompting and support, identifies main topic and key details in an informational text	-	-	
14. With prompting and support, asks and answers questions about story elements or key details in a text	-		
15. With prompting and support, makes and describes connections between two individuals, events, or ideas in a text	-	-	
WRITTEN AND ORAL LANGUAGE			
16. Writes first name correctly (start with a capital, followed by lowercase)			

17. Writes capital (uppercase) letters	-		
18. Writes lowercase letters	-		
19. Uses a combination of drawing, dictating, and writing to compose a narrative, opinion, and informative/explanatory pieces	-		
20. Capitalizes the first word in a sentence and pronouns	-		
21. Writes simple CVC words	-		
22. Uses phonetic spelling in daily writing	-		
23. Participates in collaborative discussions, asking and answering questions relevant to the topic or text under discussion			
24. Describes familiar people, places, things, and events orally			
25. Expresses thoughts, feelings, and ideas clearly			
MATHEMATICS			
<i>Number Sense</i>			
26. Orally counts to 100 by ones and tens T1:30 T2:60 T3:100			
27. Recognizes numbers 0 to 20 T1:5 T2:10 T3:20			
28. Represents and counts a number of objects with a written numeral 0 to 20 T1:5 T2:10 T3: 20			
29. Compares sets of objects to tell more/less/equal			
30. Composes and decomposes numbers 11-19 to demonstrate place value	-		
31. Counts forward beginning at any number other than 1	-		
<i>Algebra and Functions</i>			
32. Adds fluently within 5 and solves addition problems in various ways	-		
33. Subtracts fluently within 5 and solves subtraction problems in various ways	-		
34. Uses objects/drawings to model/solve related addition and subtraction problems to/from 10	-		
<i>Measurement and Data</i>			
35. Sorts and classifies objects by their attributes, can describe the differences between groups	-		
36. Describes and compares measurable attributes (length and capacity)	-		
<i>Geometry</i>			
37. Identifies 2D (plane) and 3D (solid) shapes	-		
38. Compare 2D and 3D shapes using features such as number of sides and corners	-		

PHYSICAL DEVELOPMENT

1. Shows large muscle development (run, jump, hop...)			
2. Shows small muscle development (using pencils, crayons, scissors)			
PERSONAL SKILLS			
1. Cleans up after him/herself			
2. States first and last name			
3. Names the days of the week and months of the year			
SOCIAL AND BEHAVIORAL DEVELOPMENT			
1. Takes responsibility for own behavior			
2. Displays self-control			
3. Follows class/school rules			
4. Cooperates, works and plays well with others			
5. Follows playground rules			
WORK HABITS			
1. Listens without interrupting			
2. Works independently			
3. Stays on task/makes good use of time			
4. Works neatly			
5. Understands and follows 1 and 2 step directions			

ATTENDANCE	T1	T2	T3
Days Absent			
Days Tardy			

COMMENTS	
1st Trimester	<input type="checkbox"/> At risk for retention <input type="checkbox"/> ENRICH placement at risk
2nd Trimester	<input type="checkbox"/> At risk for retention <input type="checkbox"/> ENRICH placement at risk

135

3rd Trimester	<input type="checkbox"/> Recommend removal from the ENRICH program

Date _____

Teacher's Signature

Placement for Next School Year

**GRAVENSTEIN UNION SCHOOL DISTRICT
KINDERGARTEN REPORT CARD
SCHOOL YEAR 2017-2018**

Student _ School Gravenstein Elementary Teacher _

Key for Academics	
5	Exceeds grade level standards
4	Masters grade level standards
3	Meets grade level standards
2	Approaching grade level standards
1	Not meeting grade level standards
-	Not assessed at this time

Key for Non-Academics	
O	Outstanding
S	Satisfactory
N	Not meeting expectations

T1 T2 T3

ENGLISH LANGUAGE ARTS – READING			
1. Recognizes capital (uppercase) letters			
2. Recognizes lower case letters			
3. Produces rhyming words			
4. Blends orally			
5. Segments orally			
6. Counts and pronounces syllables in spoken words			
7. Knows letter sounds			
8. Decodes simple consonant-vowel-consonant (CVC) words			
9. Reads common high-frequency words			
10. Reads simple sentences composed of CVC and high-frequency words with fluency			
WRITTEN AND ORAL LANGUAGE			
1. Writes first name correctly (start with a capital, followed by lowercase)			
2. Writes capital (uppercase) letters			
3. Writes lowercase letters			
4. Writes simple CVC words			
5. Capitalizes the first word in a sentence and the pronoun I			
6. Uses phonetic spelling in daily writing			
7. Uses a combination of drawing, dictating, and writing to compose a narrative, opinion, and informative/explanatory pieces			
8. Provides text evidence orally when responding to literature			
9. Expresses thoughts, feelings, and ideas clearly			

MATHEMATICS			
1. Orally counts to 100 by ones	T1:30	T2:60	T3:100
2. Orally counts to 100 by tens	T1:30	T2:60	T3:100
3. Recognizes numbers 0 to 20	T1:5	T2:10	T3:20
4. Represents and counts a number of objects with a written numeral 0 to 20	T1:5	T2:10	T3:20
5. Composes and decomposes numbers 11-19 to demonstrate place value			
6. Counts forward beginning at any number other than 1			
7. Adds fluently within 5 and solves addition problems in various ways			
8. Subtracts fluently within 5 and solves subtraction problems in various ways			
9. Sorts and classifies objects by their attributes, can describe the differences between groups			
10. Identifies 2D (plane) and 3D (solid) shapes			

PHYSICAL DEVELOPMENT			
1. Shows large muscle development (run, jump, hop...)			
2. Shows small muscle development (using pencils, crayons, scissors)			

PERSONAL SKILLS			
1. Cleans up after him/herself			
2. Displays assertiveness when problem solving			
3. States first and last name			
4. Names the days of the week and months of the year			

SOCIAL AND BEHAVIORAL DEVELOPMENT			
1. Takes responsibility for own behavior			
2. Displays self-control			
3. Shows respect for self and others			
4. Follows class/school rules			
5. Cooperates, works and plays well with others			
6. Follows playground rules			

WORK HABITS			
1. Listens without interrupting			
2. Works independently			
3. Stays on task/makes good use of time			

4. Works neatly			
5. Understands and follows 1 and 2 step directions			

ATTENDANCE	T1	T2	T3
Days Absent			
Days Tardy			

COMMENTS	
1st Trimester	<input type="checkbox"/> At risk for retention
2nd Trimester	<input type="checkbox"/> At risk for retention
3rd Trimester	

Date _____

Teacher's Signature

Placement for Next School Year

139

Gravenstein Union School District

Administrative Regulation

District Residency

AR 5111.1

Students

Criteria for Residency

A student shall be deemed to have complied with district residency requirements for enrollment in a district school if he/she meets any of the following criteria:

1. The student's parent/guardian resides within district boundaries. (Education Code 48200)
2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)
3. The student is admitted through an interdistrict attendance option, such as an interdistrict attendance agreement, "school district of choice" transfer, or Open Enrollment Act transfer. (Education Code 46600, 48204, 48301, 48356)

(cf. 5117 - Interdistrict Attendance)
(cf. 5118 - Open Enrollment Act Transfers)
4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)
5. The student lives with a caregiving adult within district boundaries and the caregiving adult submits an affidavit to that effect. (Education Code 48204)
6. The student resides in a state hospital located within district boundaries. (Education Code 48204)
7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48204, 48207)

(cf. 6183 - Home and Hospital Instruction)

8. The student's parent/guardian resides outside district boundaries but is

employed within district boundaries and lives with the student at the place of employment for a minimum of three days during the school week. (Education Code 48204)

9. The student's parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within district boundaries. (Education Code 48204.3)

(cf. 6173.2 - Education of Children of Military Families)

Residency Based on Parent/Guardian Employment (Allen Bill Transfers)

District residency status may be granted to a student if at least one of his/her parents/guardians is physically employed within district boundaries for a minimum of 10 hours during the school week. No student seeking residency on this basis shall be denied enrollment based on race, ethnicity, sex, parental income, scholastic achievement, or any of the individual characteristics set forth in Education Code 220. However, the Superintendent or designee may deny enrollment into the district if any of the following circumstances is present: (Education Code 48204)

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer.
2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan as determined by the Governing Board.
3. Other circumstances exist that are not arbitrary.

Such circumstances may include, but are not limited to, overcrowding of school facilities at the relevant grade level.

Once a student establishes residency on this basis, he/she shall not be required to reapply for enrollment in subsequent years. The student may continue to attend school in the district through the highest grade level offered by the district if the parent/guardian so chooses and if at least one parent/guardian of the student continues to be physically employed by an employer situated within district boundaries, subject to the exceptions in items #1-3 above. (Education Code 48204)

The Superintendent or designee may deny a transfer out of the district by a student whose parent/guardian is employed within the boundaries of another district if the difference between the number of students entering and exiting the district on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48204. (Education Code 48204)

Proof of Residency

Evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district, including, but not limited to, any of the following: (Education Code 48204.1)

1. Property tax payment receipt
2. Rental property contract, lease, or payment receipt
3. Utility service contract, statement, or payment receipt
4. Pay stub
5. Voter registration
6. Correspondence from a government agency
7. Declaration of residency executed by the student's parent/guardian
8. If the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency executed by the student

9. If the student is residing in the home of a caregiving adult within district boundaries, an affidavit executed by the caregiving adult in accordance with Family Code 6552

(cf. 5141 - Health Care and Emergencies)

A parent/guardian seeking residency status on the basis of his/her employment within district boundaries shall submit proof of the employment which may include, but not be limited to, a paycheck stub or letter from his/her employer listing a physical address within district boundaries. Such evidence shall also indicate the number of hours or days per school week that the parent/guardian is employed at that location.

A parent/guardian who is transferred or pending transfer into a military installation within district boundaries shall provide proof of residence within 10 days after the published arrival date provided on official documentation. For this purpose, he/she may use as his/her address a temporary on-base billeting facility, a purchased or leased home or apartment, or federal government or public-private venture off-base military housing. (Education Code 48204.3)

Any homeless or foster youth or student who has had contact with the juvenile justice system shall be immediately enrolled in school even if he/she is unable to provide proof of residency. (Education Code 48645.5, 48852.7, 48853.5; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.3 - Education for Juvenile Court School Students)

Safe at Home/Confidential Address Program

When a student or parent/guardian participating in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee may request the actual residence address for the purpose of establishing residency within district boundaries but shall use the substitute address for all future communications and correspondence and shall not include the actual address in the student's file or any other public record. (Government Code 6206, 6207)

(cf. 3580 - District Records)

(11/11 12/15) 12/16
GUSD - Sebastopol, CA 10/11/17

Gravenstein Union School District

Administrative Regulation

District Residency

AR 5111.1

Students

W/ notes

Criteria for Residency

A student shall be deemed to have complied with district residency requirements for enrollment in a district school if he/she meets any of the following criteria:

1. The student's parent/guardian resides within district boundaries. (Education Code 48200)
2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)

Note: State law provides a number of options under which a student may attend school in a district other than the district where he/she resides. For instance, a student attending a school identified as low achieving on the state's Open Enrollment List may transfer to a school in any other district in the state subject to certain conditions, pursuant to Education Code 48350-48361; see BP/AR 5118 - Open Enrollment Act Transfers. If the district chooses to enter into an interdistrict attendance agreement pursuant to Education Code 46600-46611, a student may request a permit to attend school in a different district when both the district of residence and the district of proposed attendance have agreed to allow interdistrict attendance. If the Governing Board has declared the district to be a "school district of choice" pursuant to Education Code 48300-48316, the district may accept a specific number of interdistrict transfers into the district through a random, unbiased selection process. See BP/AR 5117 - Interdistrict Attendance for further information about these options. Pursuant to Education Code 48204, 48301, and 48356, students admitted under any of these options are deemed to have met district residency requirements. The district should revise item #3 as appropriate to reflect options provided by the district.

3. The student is admitted through an interdistrict attendance option, such as an interdistrict attendance agreement, "school district of choice" transfer, or Open Enrollment Act transfer. (Education Code 46600, 48204, 48301, 48356)

(cf. 5117 - Interdistrict Attendance)

(cf. 5118 - Open Enrollment Act Transfers)

4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)
 5. The student lives with a caregiving adult within district boundaries and the caregiving adult submits an affidavit to that effect. (Education Code 48204)
 6. The student resides in a state hospital located within district boundaries. (Education Code 48204)
 7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48204, 48207)
- (cf. 6183 - Home and Hospital Instruction)
8. The student's parent/guardian resides outside district boundaries but is employed within district boundaries and lives with the student at the place of employment for a minimum of three days during the school week. (Education Code 48204)

Note: Pursuant to Education Code 48204.3, as added by SB 1455 (Ch. 312, Statutes of 2016), a student will be deemed to meet district residency requirements if his/her parent/guardian is transferred or is pending transfer to a military installation (i.e., a base, camp, post, station, yard, center, homeport facility for any ship, or other activity under the jurisdiction of the Department of Defense or the U.S. Coast Guard) within district boundaries.

9. The student's parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within district boundaries. (Education Code 48204.3)

(cf. 6173.2 - Education of Children of Military Families)

Residency Based on Parent/Guardian Employment (Allen Bill Transfers)

Note: The following section is optional. Education Code 48204 permits, but does not require, districts to admit a student whose parent/guardian is employed within district boundaries for a minimum of 10 hours during the school week (so-called "Allen bill transfers"). If the district chooses to grant residency status to such students, it may nevertheless deny enrollment to students under the circumstances identified in items #1-3 below. AB 2537 (Ch. 106, Statutes of 2016) amended Education Code 48204 to indefinitely extend the district's authority to grant residency under these circumstances.

District residency status may be granted to a student if at least one of his/her parents/guardians is physically employed within district boundaries for a minimum of 10 hours during the school week. No student seeking residency on

this basis shall be denied enrollment based on race, ethnicity, sex, parental income, scholastic achievement, or any of the individual characteristics set forth in Education Code 220. However, the Superintendent or designee may deny enrollment into the district if any of the following circumstances is present: (Education Code 48204)

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer.
2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan as determined by the Governing Board.
3. Other circumstances exist that are not arbitrary.

Note: The following paragraph is optional. In 84 Ops.Cal.Atty.Gen. 198 (2001), the Attorney General opined that overcrowding is not an "arbitrary consideration" within the meaning of Education Code 48204. Therefore, a district may deny an application when the district's school facilities are overcrowded at the relevant grade level. The Attorney General also clarified that, once a student is admitted, he/she must be allowed to continue to attend school in the district through the highest grade level offered by the district, even if the school subsequently becomes overcrowded at the relevant grade level. Although Attorney General opinions are not binding on the courts, they are generally afforded deference when there is no specific statutory or case law to the contrary. The following paragraph is based on this Attorney General opinion.

Such circumstances may include, but are not limited to, overcrowding of school facilities at the relevant grade level.

Once a student establishes residency on this basis, he/she shall not be required to reapply for enrollment in subsequent years. The student may continue to attend school in the district through the highest grade level offered by the district if the parent/guardian so chooses and if at least one parent/guardian of the student continues to be physically employed by an employer situated within district boundaries, subject to the exceptions in items #1-3 above. (Education Code 48204)

Note: Education Code 48204 prescribes limits on the number of net Allen bill transfers out of the district (the difference between the number of students entering and exiting the district) that a district may allow each fiscal year, unless waived by the sending district. The limits are based on the average daily attendance (ADA) of the district, as follows: five percent of ADA for districts with 500 or less ADA; three percent of ADA or 25 students, whichever is greater, for districts with an ADA of 501-2,500; and one percent of ADA or 75 students, whichever is greater, for districts with an ADA of 2,501 or more. The following paragraph may be modified to specify the percentage that applies to the district's ADA.

Note: Even if the district has not authorized Allen bill transfers into the district, Education Code 48204 provides that the district may disallow transfers out of the district, within the specified limits, by students whose parent/guardian is employed within the boundaries of another district.

The Superintendent or designee may deny a transfer out of the district by a student whose parent/guardian is employed within the boundaries of another district if the difference between the number of students entering and exiting the district on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48204. (Education Code 48204)

Proof of Residency

Evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district, including, but not limited to, any of the following: (Education Code 48204.1)

1. Property tax payment receipt
2. Rental property contract, lease, or payment receipt
3. Utility service contract, statement, or payment receipt
4. Pay stub
5. Voter registration
6. Correspondence from a government agency
7. Declaration of residency executed by the student's parent/guardian
8. If the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency executed by the student

Note: Pursuant to Education Code 48204, a student shall be deemed a resident of the district if he/she lives with a caregiving adult within district boundaries; see item #5 in section "Criteria for Residency" above. Family Code 6552 provides an affidavit which authorizes a caregiver 18 years of age or older to enroll a minor in school and requires the caregiver's attestation that the student lives with the caregiver. If the student stops living with the caregiver, Family Code 6550 requires the caregiver to so notify the school.

9. If the student is residing in the home of a caregiving adult within district boundaries, an affidavit executed by the caregiving adult in accordance with Family Code 6552

(cf. 5141 - Health Care and Emergencies)

A parent/guardian seeking residency status on the basis of his/her employment within district boundaries shall submit proof of the employment which may include, but not be limited to, a paycheck stub or letter from his/her employer listing a physical address within district boundaries. Such evidence shall also indicate the number of hours or days per school week that the parent/guardian is employed at that location.

Note: The following paragraph is for use by districts in which there is a military installation within district boundaries. Pursuant to Education Code 48204.3, as added by SB 1455 (Ch. 312, Statutes of 2016), a parent/guardian who is seeking residency status based on his/her transfer or pending transfer to a military installation within district boundaries may provide any of the following types of proof of residence.

A parent/guardian who is transferred or pending transfer into a military installation within district boundaries shall provide proof of residence within 10 days after the published arrival date provided on official documentation. For this purpose, he/she may use as his/her address a temporary on-base billeting facility, a purchased or leased home or apartment, or federal government or public-private venture off-base military housing. (Education Code 48204.3)

Note: Federal and state law require the immediate enrollment of homeless youth (Education Code 48852.7; 42 USC 11432), foster youth (Education Code 48853.5), or student who has had contact with the juvenile justice system (Education Code 48645.5), regardless of his/her ability to provide the school with records normally required for enrollment, including proof of residency. If a dispute arises over the enrollment of a homeless or foster youth, the student must be allowed to attend school while the district liaison conducts a dispute resolution process. See BP/AR/E 6173 - Education for Homeless Children and AR 6173.1 - Education for Foster Youth.

Note: The California Department of Education's web site provides sample forms to obtain a declaration and affidavit from the parent/guardian or other qualified adult relative of a homeless child attesting that the family does not have a fixed, regular, adequate nighttime residence and indicating the current location where the family lives.

Any homeless or foster youth or student who has had contact with the juvenile justice system shall be immediately enrolled in school even if he/she is unable to provide proof of residency. (Education Code 48645.5, 48852.7, 48853.5; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.3 - Education for Juvenile Court School Students)

Safe at Home/Confidential Address Program

Note: Government Code 6205-6210 authorize the Secretary of State to provide victims of domestic violence, stalking, or sexual assault with a substitute address to use in place of their residence, work, or school address in all public records. Under this program, the Secretary of State receives any mail sent to the substitute address and forwards it to the program participant's confidential address. Pursuant to Government Code 6207, the district must accept and use the substitute address designated by the Secretary of State as a participant's substitute address for all communication and correspondence with program participants. The participant will present a laminated identification card containing his/her substitute address and a four-digit authorization number. The district may verify the enrollment of a student in the program by contacting the Safe At Home program.

Note: Program participants have been advised by the Secretary of State to provide administrators with their actual residence location only for school emergency purposes and to establish residency within the district.

When a student or parent/guardian participating in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee may request the actual residence address for the purpose of establishing residency within district boundaries but shall use the substitute address for all future communications and correspondence and shall not include the actual address in the student's file or any other public record. (Government Code 6206, 6207)

(cf. 3580 - District Records)

(11/11 12/15) 12/16

152