

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

REGULAR GOVERNING BOARD
MEETING AGENDA

Wednesday, Nov 8, 2017
5:00 PM
Gravenstein School, Rm. 13

I. CALL TO ORDER

Jim Horn, President
Desiree Beck, Clerk
Gregory Appling
Jennifer Koелеmeijer
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 Oct 18, 2017
- C. Warrants/Payroll
- D. Sunshine CBO Contract
 - 1. The contract was approved in closed session at the 10/18/17 meeting, and the final draft contract is being sunshined in open session
- E. Donations
 - 1. Acknowledge and accept teacher mini-grants totaling \$547 from the John Jordan Foundation, awarded to Beth Trivunovic and Kelly Sporrer.
- F. Communication
 - 1. Letter from CSBA, expressing sympathy to the District for the recent fires.

Action taken/comments:

Motion _____ Second _____ Vote _____

IV. REPORTS, AND ORAL COMMUNICATIONS

- A. Gravenstein Union Teachers' Association
- B. School Site Council
- C. GSF/MPF
- D. Trustee Reports
 - I. Conflict of Interest Policy BB9270 is provided for annual review by Trustees

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- E. Hillcrest Principal Report
- F. Gravenstein Principal Report
- G. Superintendent Report
 - 1. 2017-18 Enrollment report
 - 2. Transportation JPA Update
 - 1. No report this month. Nov. meeting cancelled
 - 3. Update on modernization funding with Jack Schreder & Associates
 - 4. Phase II & Phase III update
 - 1. Architect Doug Hilberman will be present to provide an update
 - 2. Environmental Filing Fee
 - 3. Update from Counterpoint on Lease-Lease Back process
 - 5. Shade structure update
 - 1. Installation expected in Nov 2017
 - 6. Dual Program Stakeholder Committee Report
 - 1. Parent survey is released currently "live"
 - 2. Survey sent out via Constant Contact, One Call, Facebook, and available on computers at each campus

V. BUSINESS & FACILITIES

A. Approval of District J13A – Due to School Closures

The Board will be asked to approve the J13A form that allows the District to reduce the school year by six (6) days due to wildfires throughout Sonoma County in October 2017, without losing ADA, because Sonoma County was declared a disaster during the wildfires.

Action taken/comments:

Motion _____ Second _____ Vote _____

B. Approval of Gravenstein Elementary School J13A – Due to School Closures

The Board will be asked to approve the J13A form that allow Gravenstein Elementary School to reduce the school year by six (6) days due to wildfires throughout Sonoma County in October 2017, without losing ADA, because Sonoma County was declared a disaster during the wildfires.

Action taken/comments:

Motion _____ Second _____ Vote _____

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C. Approval of Hillcrest Middle School J13A – Due to School Closures

The Board will be asked to approve the J13A form that allow Hillcrest Middle School to reduce the school year by six (6) days due to wildfires throughout Sonoma County in October 2017, without losing ADA, because Sonoma County was declared a disaster during the wildfires.

Action taken/comments:

Motion _____ Second _____ Vote _____

D. Consider Delegate Nominations for CSBA

The Board will consider CSBA's all-call for delegate nominations.

Action taken/comments:

Motion _____ Second _____ Vote _____

E. Approve Resolution #171109-1 Accounting of Development Fees

The Board will be asked to approve resolution #171109-1 establishing the accounting practices of development fees (Fund 25).

Action taken/comments:

Motion _____ Second _____ Vote _____

F. Approve the GASB45 Report

The Board will be asked to approve the GASB45 report that CSBA has prepared on behalf of the District.

Action taken/comments:

Motion _____ Second _____ Vote _____

G. 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 _____

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H. 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 _____

VI. GENERAL

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

The Board will review the 2016-17 accomplishments document discussed at previous two meetings, and approve the final draft. The Board will also arrange a special board meeting for a mission, vision, and goal-setting workshop with consultant Dr. Paul Porter, to complete the 2017-18 goals. A Doodle poll has identified either Nov 29 or Nov 30 as the best of the proposed dates.

Action taken/comments:

Motion _____ Second _____ Vote _____

B. Approve Update to BP 5141.33—Lice

The Board will be asked to update GUSD's Board Policy on Head Lice.

Action taken/comments:

Motion _____ Second _____ Vote _____

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

VIII. CLOSED SESSION

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

1) Public Employee –Hiring:

a. Approve hiring of full-time School Counselor

2) Conference with Labor Negotiator

District Negotiator: Jennifer Schwinn, Superintendent

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Represented Employees: Gravenstein Union Teachers Assoc.
3) Superintendent Evaluation

IX. OPEN SESSION

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

X. FUTURE BOARD MEETINGS:

I. Next Regular Board Meeting: Dec 13, 2017— 5:00 PM

XI. ADJOURNMENT

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

GRAVENSTEIN UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
MINUTES

October 18, 2017

I. CALL TO ORDER

Pres. Horn called the meeting to order at 5:06 PM, Clerk Beck and Members Appling, Schwartz, Koelemeijer present.

II. PUBLIC INPUT ON ITEMS NOT ON THE AGENDA

A parent commented on District communications during the recent fires.

III. APPROVAL OF CONSENT AGENDA

- I. Approval of Agenda Order
- II. Minutes of regular Board meeting Sept 13, 2017, and special Board meeting Sept 27, 2017.
- III. Warrants/Payroll
- IV. Williams Settlement Quarterly Report
- V. Communication
 - A. Letter from Judy Thomson, Director of Fiscal Services at SCOE, indicating that Gravenstein GUSD's 2017-18 adopted budget is in compliance with requirements.
 - B. SCOE Fiscal Services also sent a number of reminders to Districts regarding reporting requirements and regulatory changes that impact school business practices.

Mem. Schwartz inquired about the Sep. 27 Minutes, item B, and the absence of any reference to Superintendent goals. During the meeting, Mem. Schwartz made comment about the existence of specific Supt. goals and wanted this included in the minutes.

Pres. Horn moved to approve with that addition to the minutes, Mem. Appling seconded, 5-0 approved.

A. REPORTS/CORRESPONDENCE
GUTA Report

GUTA President Christina Urmini shared that former Hillcrest teacher Christopher Shore passed away on October 10, 2017 and that he will be lovingly remembered by the community.

B. School Site Council

School Site Council is working on updating the Comprehensive Safety Plan. RESIG has provided some funding to the District for safety items. Head of Maintenance, Brian Sposato, and Supt. Schwinn have identified emergency kits to purchase with these funds.

The next task for the site council will be to update the Single Plan for Student Achievement.

Supt. Schwinn reported that Gravenstein will be implementing a recycling program.

Pres. Horn suggested that the emergency kits be reviewed each year.

C. GSF/MPF

A GSF member reported that the GSF jog-a-thons are being postponed to the spring. There is a book fair at Gravenstein coming up. GSF will be providing a \$20 credit to the book fair for families affected by the fires. GSF will also be providing free entrance to the Halloween Carnival to families affected by the fire.

GSF started volunteer efforts to gather donations for wildfire victims. The group is called GSF Family Fire Relief and has a dedicated email address- GSF.FamilyFireRelief@gmail.com. The initial meeting was held in Supt. Schwinn's office. The leaders of this group will be Cara Miles, Erin Hillmer, and Vy Le-Morse. Financial donations will be collected at both schools through the GSF dropboxes and processed by Lacey Whaley, GSF Treasurer.

A MPF member expressed gratitude for the efforts and communication from the District and staff in supporting families through the recent Sonoma County Fires.

D. Trustee Reports

1. **School & College Legal Services 2017-18 workshops.**
2. **Reminder: Sexual Harassment Prevention training required every other year**
3. **Reminder: New Trustees, update W-4 & EDD – DE 4**

Mem. Appling is serving on the Dual Program Committee, is working on the committee to oversee construction projects, and is volunteering as a parent for the Family Fire Relief group.

Mem. Koelemeijer reported that she is participating in the Dual Program Committee and has been spending time on researching visioning and goals.

Pres. Horn reported that he was active in the leadership team through communications and

decisions related to the recent Sonoma County Fires.

E. Hillcrest Principal Report

Principal Fichera shared Community Building activities that Hillcrest students have recently participated in: 8th grade Yosemite, Mix-It-Up Day at lunch, and 6th grade tie dye.

F. Gravenstein Principal Report

Principal Pugno shared about Community Building activities, the Choose Kindness art contest, book fair, mission/visioning work that the staff is doing, and the return to school.

G. Superintendent Report

1. 2017-18 Enrollment report

Current enrollment is 735 students

2. Transportation JPA Update

October meeting was cancelled.

3. Update on modernization funding with Jack Shreder & Associates

The District filed a CEQA exemption form with the State.

4. Phase II & Phase III update

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

Member Appling shared that they reached a resolution regarding the conduits on the roof and the vents connecting the superintendent's office and staff lunch room.

5. Shade structure update

- i. Materials delivered**
- ii. Site Inspector is under contract, with cost not to exceed \$1,170.**
- iii. Installation expected in October 2017**

Recent wildfires may impact shade structure installation timeline.

6. Dual Program Stakeholder Committee Report

Member Koelemeijer shared that survey questions were reviewed. Principal Fichera is creating a survey to be shared with the committee by Friday. Committee members will review before next week's meeting. Member Schwartz suggested having a specialist in program organization review the survey to ensure actionable data.

Principal Pugno shared that the committee is evaluating the possibility of an integrated kindergarten program for 2018-19 called Kindergarten Discovery.

7. 2017 CAASPP results
8. Hiring update:
 - i. Positions in process of hiring include the following:
 1. School Counselor
 2. School Secretary

Mem. Schwartz inquired about the fiscal impact of the school closing for one week. CBO Holden shared that this will not impact the District's funding and will be excused due to the crisis.

PUBLIC HEARING: SUFFICIENCY/INSUFFICIENCY OF TEXTBOOKS

Pres. Horn opened the hearing at 6:15 PM. No public comment. Pres. Horn closed the hearing at 6:15 PM.

IV. BUSINESS

A. Update Budget for Phase 3 Construction

Doug Hilberman reviewed the estimated costs associated with additional improvements proposed by Facilities Committee.

There is a discussion about the impact of the Sonoma County fire rebuilding on the construction costs and timelines for Phase 3. Member Koelemeijer inquired about the possibility of starting the project in spring, rather than waiting until summer.

Mem. Koelemeijer inquired about the additional cost of a Lease Leaseback as opposed to the traditional bidding process.

Pres. Horn moved to approve the budget, Clerk Beck seconded, 5-0 yes.

B. Approve Notice of Completion

The HVAC vents between staff room and superintendent office will be completed as part of Phase II. The conduits are being moved to Phase III in exchange for a \$1500 credit.

The word "substantially" needs to be removed from the sentence about completion in the second paragraph. Date also needs to be changed to the 18th of October.

Member Appling moved to approve, Clrk. Beck

seconded, 5-0 yes.

C. Consider Lease-Lease Back Proposal from Counterpoint

Pres. Horn moved to approve for a not-to-exceed fee of \$15,000, Mem. Schwartz seconded, 5-0 yes.

D. Approve CBO Contract

Pres. Horn moved and Clerk Beck seconded to table this item until after the closed session. Tabled 5-0.

E. Approve Renewal of Contract with SCOE Cooperative

Last year's cost, based on ADA, was \$1,958. This year's cost should be very similar. Clrk. Beck moved to approve, Mem. Appling seconded, 5-0 yes.

F. Approve Renewal of One Call Contract

Clrk. Beck moved to approve at an annual cost of \$1,052.03, Member Koelemeijer seconded, 5-0 yes.

G. Approve Renewal of Document Tracking Service Contract

President Horn moved to approve at an annual cost of \$595, Member Appling seconded, 5-0 yes.

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

CBO Holden presented a cost analysis of direct costs for using the fields and multi-purpose rooms at Gravenstein and Hillcrest.

Pres. Horn requested that Members Appling and Schwartz return with a new fee schedule for the Use of Facilities. No action taken.

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

Parent volunteers desiring to lead a "Girls on the Run" program at Gravenstein discussed this possibility with the Board. The Board requested that the parents return to the November meeting with the participation fee, the projected number of students served, the cost that GOTR is paying at other sites, and information about scholarships for low-income students.

Pres. Horn moved to table this item to the November meeting, Clerk Beck seconded, 5-0 yes.

V. General

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

President Horn moved to adopt resolution with change of date in two places (beginning and end of document), Clerk Beck seconded, 5-0 yes.

**B. Certification of Compliance with
Standards-Aligned Instructional
Materials**

President Horn moved to certify compliance, Member Schwartz seconded, 5-0 yes.

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

Supt Schwinn introduced the idea of a board retreat and/or training led by Paul Porter to help the board streamline the 2017-2018 goals and create a more defined focus.

Member Schwartz clarified that he had been hoping to see a summarized list of 2016-2017 accomplishment highlights.

Member Koelemeijer suggested each board member share the 5 goals that were of most importance.

The board asked Supt Schwinn to investigate a facilitated board retreat and also create a narrowed list of 2016-2017 accomplishment highlights.

D. Approve Update to BP 5141.33—Lice

President Horn discussed how the inclusion of "Notes" on board policies may have contributed to parent confusion about the current policy. He discussed removing them from past policies.

President Horn moved to table the Lice Policy until next month's meeting and asked Supt Schwinn to bring the latest CSBA sample board policy, Member Schwartz seconded, 5-0 yes.

**E. Approve Revised Kindergarten
Report Card**

Member Appling moved to approve, Member Koelemeijer seconded, 5-0 yes.

Clerk Beck left the meeting at 8:45 PM.

F. Approve AR 5111.1—District Residency

Member Appling shared the concern over the need to revisit the charter school's admission policy.

Member Schwartz asked for clarification on the purpose of the policy.

Member Appling asked for more information on the Interdistrict Agreement for out-of-district Kindergarten students who transition into first grade (Gravenstein First).

Member Koelemeijer sought clarification on the district's Basic Aid status. CBO Holden shared that our district receives basic aid supplement based on the ADA for students residing outside the district.

President Horn requested to remove the following: "School District of Choice" on #3, all of #6, the language regarding optional residency status for children of staff, all of page 148, the top note on page 149, the paragraph regarding military residency on page 150.

President Horn moved to approve, Member Appling seconded, 4-0 yes.

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

No action taken.

VI. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

No public comment.

VII. ADJOURN TO CLOSED SESSION

President moved to go to close session 9:08 PM.

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 full-time School Secretary – Renee Lott

President Horn moved to approve hiring of Renee Lott as full-time School Secretary,

Member Appling seconded, 4-0 yes. She has been placed on step 2 of the confidential salary schedule.

- II. Renew Contract with CBO -- Wanda Holden

Member Schwartz left the meeting at 9:26 PM.

- B. **Conference with Labor Negotiator**
District Negotiator: Jennifer Schwinn, Superintendent
Represented Employees: Gravenstein Union Teachers Association

- C. **Public Employee Discipline/Dismissal/Release**

- D. **Superintendent Evaluation**

VIII. **RECONVENE TO OPEN SESSION**

Reconvened to open session at 10:00 PM

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

School secretary hiring as noted above

- B. Approve CBO Contract

Horn moved/Koelemeijer seconded to approve the CBO contract. Approved 3-0.

IX. **Future Board Meetings:**

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

X. **ADJOURNMENT**

Meeting adjourned at 10:01 PM

ReqPay12c

Board Report

Checks Dated 10/01/2017 through 10/31/2017 Board Meeting Date Board Meeting on November 9, 2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1593956	10/04/2017	Advanced Security Systems	40-6200	Fire Alarm Programming & Monitoring		94.50
1593957	10/04/2017	Joel Aguayo	04-5880	Referee for Flag Football 9/11/2017		80.00
1593958	10/04/2017	Ally Technology Consulting LLC	01-5840	IT Consultant 2017-18	130.00	
			03-5840	IT Consultant 2017-18	1,677.50	
1593959	10/04/2017	Analytical Sciences	04-5840	IT Consultant 2017-18	942.50	2,750.00
			01-5830	Water testing for Grav 2017/17/18	2.24	
			03-5830	Water testing for Grav 2017/17/18	29.76	
1593960	10/04/2017	California's Valued Trust	01-9572	Employee's CVT Health Plan Coverage 2017-18		32.00
			13-4700	Milk Purchases 2017-18		43,842.00
1593961	10/04/2017	Clover-Stornetta Farms Inc.	01-5830	17-18 Special Ed Psych Services	48.75	56.50
1593962	10/04/2017	J. Stanley Correia	03-5830	17-18 Special Ed Psych Services	638.25	
			04-5830	17-18 Special Ed Psych Services	673.00	1,360.00
1593963	10/04/2017	Tony Corsello	04-5880	Girls Basketball Referee 9/20/2017		40.00
1593964	10/04/2017	Ray Delloso	12-4390	Reimbursement BTB Snacks		64.92
1593965	10/04/2017	Dept Of Justice, Acctg Office	01-5862	Fingerprinting for staff 2017-18	24.75	
			03-5862	Fingerprinting for staff 2017-18	301.95	495.00
1593966	10/04/2017	David Fichera	04-5862	Fingerprinting for staff 2017-18	168.30	
			04-4310	Reimbursement-Various balls for recess equipment	154.99	
1593967	10/04/2017	Isaac Kuster dba I.A. Kuster Const. Insp.	04-4350	Reimbursement for Certified Postage	4.33	159.32
			40-6230	DSA Class I Inspector Grav Modern Phase II		425.00
1593968	10/04/2017	Anthony Lopez	04-5880	Referee for Flag Football 9/20/2017		70.00
1593969	10/04/2017	Monterey Bay Aquarium	04-5826	7th Grade Monterey Field Trip		2,375.00
1593970	10/04/2017	Office Depot	01-4359	Instructional Supplies	19.79-	
			01-4390	Wall Clocks and Paint	15.73	
			03-4359	Instructional Supplies	103.55	
			03-4390	Wall Clocks and Paint	208.82	
			04-4310	Wall Clocks and Paint	29.89	
			04-4359	Instructional Supplies	382.78	758.41
			04-4390	Wall Clocks and Paint	37.43	
1593971	10/04/2017	One Call Now	01-5911	Parent Broadcast Plan for Grav District 17-18	52.60	
			03-5911	Parent Broadcast Plan for Grav District 17-18	641.74	
			04-5911	Parent Broadcast Plan for Grav District 17-18	357.69	1,052.03

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 10/01/2017 through 10/31/2017 Board Meeting Date Board Meeting on November 9, 2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1593972	10/04/2017	Keri Pugno	01-4370	Hoover Vacuum	6.50	
			03-4370	Hoover Vacuum	86.36	
			12-4390	Hoover Vacuum	92.87	185.73
1593973	10/04/2017	Quill Corp	01-4350	Bus. Office/Nurse Supplies	15.67	
			01-4390	Bus. Office/Nurse Supplies	14.32	
			03-4350	Bus. Office/Nurse Supplies	174.59	
			04-4350	Bus. Office/Nurse Supplies	97.31	301.89
1593974	10/04/2017	Ray Morgan Company	01-5633	Copier Contract Charges 2017-18		2,019.58
1593975	10/04/2017	Rich Ruybalid	04-5880	Referee for Boys 6th and 7th Football 9/21/2017	70.00	
				Referee for Boys 7th and 8th Football 9/13/2017	70.00	140.00
1593976	10/04/2017	Safeway	12-4390	Daycare Supplies & Snacks for 2017/18		
1593977	10/04/2017	School and College Legal	01-5823	2016-17 Above Retainer -School & Legal N17-03612	466.48	309.69
			03-5823	January 2017 - Legal Services	195.92	
			04-5823	2016-17 Above Retainer -School & Legal N17-03612	5,690.99	
				January 2017 - Legal Services	2,351.10	
				2016-17 Above Retainer -School & Legal N17-03612	3,172.03	
1593978	10/04/2017	Sonoma County Office Of Ed.	01-5812	January 2017 - Legal Services Business Cards	1,371.48	13,248.00
			01-5819	Agreement for Instructional Resources for 2017-18	8.28	
			01-5830	MOU for Payroll Support Services	245.36	
			03-5812	Business Cards	16.50	
			03-5819	Agreement for Instructional Resources for 2017-18	107.49	
			03-5830	MOU for Payroll Support Services	2,993.42	
			04-5812	Business Cards	201.30	
			04-5819	Agreement for Instructional Resources for 2017-18	101.83	
				MOU for Payroll Support Services	1,668.47	
1593979	10/04/2017	Brian Sposato	04-5830	MOU for Payroll Support Services	112.20	5,454.85
			01-4365	Gas	5.74	
			01-4380	Reimbursement for Materials	18.10	
			03-4365	Gas	68.91	
			03-4380	Reimbursement for Materials	208.10	

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Checks Dated 10/01/2017 through 10/31/2017 Board Meeting Date Board Meeting on November 9, 2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1593979	10/04/2017	Brian Sposato	04-4365	Gas	40.20	341.05
1593980	10/04/2017	SWRCB Accounting Office Drinking Water Program Fees	01-5530	Gravenstein Water Sys Fees 16/17	61.29	
			03-5530	Gravenstein Water Sys Fees 16/17	814.31	
1593981	10/04/2017	Teacher's Discovery	04-5530	Hillcrest Water Sys Fees 16/17	635.80	1,511.40
1593982	10/04/2017	Lonnie VanZandt	04-4310	Espanol - Teachers Discovery		9.75
			04-5880	Football Referee 9/26/2017	40.00	
				Football Referee 9/27/2017	40.00	
1593983	10/04/2017	Verizon	01-5912	Supt Phone & Tablet Service for 2017-18	4.91	80.00
			03-5912	Supt Phone & Tablet Service for 2017-18	59.83	
			04-5912	Supt Phone & Tablet Service for 2017-18	33.35	
1595381	10/06/2017	U.S. Bank Corporate Payment	01-4390	Admin Supplies	4.97	98.09
			03-4310	Candau Project &Supplies	95.13	
			03-4390	Admin Supplies	65.98	
				Office Supplies Admin	17.60	
			04-4390	Professional Dev.HC	15.95	199.63
1595382	10/06/2017	ACSIG	01-9573	Employee's Dental Plan Coverage 2017-18		7,444.80
1595383	10/06/2017	Analytical Sciences	04-5830	Water testing @ Hillcrest 2017-18		151.00
1595384	10/06/2017	B.T. Mancini Co., Inc.	14-5830	Remove and dispose tile		9,611.00
1595385	10/06/2017	Business Card	01-4380	Maint. and Supplies	45.49	
			01-4400	Maint. and Supplies	28.70	
			01-5869	Maint. and Supplies	83.15	
			03-4380	Maint. and Supplies	604.38	
			03-4400	Maint. and Supplies	540.15	
			04-4362	Maint. and Supplies	121.34	
			04-4380	Maint. and Supplies	178.77	1,601.98
1595386	10/06/2017	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2017-18		45.50
1595387	10/06/2017	David Cole	04-5202	Reimbursement for Yosemite snacks		74.03
1595388	10/06/2017	Office Depot	03-4310	Monitor to see SEIS		112.98
1595389	10/06/2017	Petaluma Wildlife Museum	03-5826	Petaluma Wildlife and Natural Science Museum		237.00
1595390	10/06/2017	San Francisco Opera Guild	03-5826	K (all) In-School FT for Jan 2018		600.00
1595391	10/06/2017	SyTech Solutions	01-5830	Document Management Services 2017-18	12.52	
			03-5830	Document Management Services 2017-18	152.81	
1595392	10/06/2017	Weeks Drilling & Pump Co. Inc.	04-5830	Document Management Services 2017-18	85.17	250.50
1596438	10/18/2017	Analytical Sciences	04-5530	Hillcrest Water Service for 2017-18		230.00
			01-5830	Water testing for Grav 2017/18	74.83	
1596439	10/18/2017	Cali Calmecac Language Academy	03-5830	Water testing for Grav 2017/18	994.17	1,069.00
			04-5828	8th Gr. Girls BB Tournament		140.00

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 10/01/2017 through 10/31/2017 Board Meeting Date Board Meeting on November 9, 2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1596440	10/18/2017	Evan Clinton	01-9213	OCT Pay Adv		1,022.07
1596441	10/18/2017	Document Tracking Services	01-4340	License for LEA templates 2017-18	29.75	
			03-4340	License for LEA templates 2017-18	362.95	
1596442	10/18/2017	San Joaquin County Office of Education	04-4340	License for LEA templates 2017-18	202.30	595.00
			01-5830	Annual EdJoin Account Fees 2017-18	22.50	
			03-5830	Annual EdJoin Account Fees 2017-18	274.50	
1596443	10/18/2017	Tara Fluit	04-5830	Annual EdJoin Account Fees 2017-18	153.00	450.00
			01-4310	Reimbursement-PE Closet Supplies	3.77	
1596444	10/18/2017	Gravenstein Revolving Fund	03-4310	Reimbursement-PE Closet Supplies	50.10	53.87
			01-5869	Reimb Revolving	6.00	
			01-5950	Reimb Revolving	12.04	
			01-8699	Reimb Revolving	136.20	
			03-5950	Reimb Revolving	146.91	
			04-5950	Reimb Revolving	81.88	
1596445	10/18/2017	Pacific Gas & Electric	01-5520	Electric and Gas for 2017-18 Gravenstein	202.30	383.03
			03-5520	Electric and Gas for 2017-18 Gravenstein	2,328.29	
			04-5520	Electric and Gas for 2017-18 @ Hillcrest	3,994.49	
1596446	10/18/2017	Stephanie Reid-Tomsky	01-9213	Electric and Gas for 2017-18 Gravenstein	26.85	6,551.93
1596447	10/18/2017	Nancy Ricciardi	01-5830	OCT Pay Adv	38.77	1,617.90
			03-5830	Billing number 1	515.08	
			04-5830	Billing number 1	296.15	
1596448	10/18/2017	County Of Sonoma	40-5830	CEQA filing fee		850.00
1596449	10/18/2017	Brian Sposato	04-4390	Reinbursement for 8 Umbrellas-Hillcrest		50.00
1596450	10/18/2017	Virco	03-4310	Student Activity Table/ Book Box		259.41
				Q#8159028		584.65
1596451	10/18/2017	West Sonoma County Disposal	01-5560	2017-18 West Sonoma County	27.17	
			03-5560	Disposal-Gravenstein	360.94	
			04-5560	2017-18 West Sonoma County	216.72	604.83
1596452	10/18/2017	Justin Zuidenweg	04-5880	Disposal-Hillcrest		70.00
1596453	10/18/2017	Employment Development Dept.	01-9555	Flag football 9/18/2017		278.77
1596454	10/18/2017	Stephen Roatch Accountancy	01-9510	Unemployment Taxes for the year 2017-18	180.00	
			03-9510	2016-17 Audit Contract	2,160.00	
			04-9510	2016-17 Audit Contract	1,260.00	3,600.00
1596455	10/18/2017	Petria Sully	03-4310	2016-17 Audit Contract		94.25
				Owl Pellets for all 4th grade -Science lab		

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

Checks Dated 10/01/2017 through 10/31/2017 Board Meeting Date Board Meeting on November 9, 2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1596456	10/18/2017	U.S. Bank Equipment Finance	01-5631	Copier Lease at schools and DO for 2017-18	35.28	
			03-5631	Copier Lease at schools and DO for 2017-18	423.38	
			04-5631	Copier Lease at schools and DO for 2017-18	246.97	705.63
1597204	10/20/2017	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2017-18	23.25	
			03-5911	Gravenstein AT&T CALNET 3 Charges 2017-18	286.76	
			04-5911	Gravenstein AT&T CALNET 3 Charges 2017-18	138.89	
1597205	10/20/2017	Clover-Stornetta Farms Inc.	13-4700	Hillcrest AT&T CALNET 3 Charges 2017-18	60.07	508.97
1597206	10/20/2017	Dept Of Justice, Acctg Office	01-5862	Milk Purchases 2017-18	36.80	79.00
			03-5862	Fingerprinting for staff 2017-18	448.96	
			04-5862	Fingerprinting for staff 2017-18	250.24	736.00
1597207	10/20/2017	Fishman Supply Company	04-4370	Feminine Hygiene		53.76
1597208	10/20/2017	Mark Hoback	04-5880	8th Grade Girls Basketball 10-2-2017		25.00
1597209	10/20/2017	MCI Comm Service	12-5911	Daycare Phone Line for 2017-18		13.55
1597210	10/20/2017	Office Depot	01-4390	USB adapter and headphone splitters	28.40	
1597211	10/20/2017	Technicon Engineering Services	03-4390	USB adapter and headphone splitters	377.29	405.69
1597212	10/20/2017	Vision Service Plan	40-6230	Inspection Services TES No.MP17-130		420.00
1597213	10/20/2017	Weeks Drilling & Pump Co. Inc.	01-9574	Employee's Vision Plan Coverage 17-18		2,030.60
			01-5530	Gravenstein Elem Water Service for 2017-18	18.78	
1598415	10/25/2017	Analytical Sciences	03-5530	Gravenstein Elem Water Service for 2017-18	215.93	234.71
			01-5830	Water testing for Grav 2017/18	5.74	
			03-5830	Water testing for Grav 2017/18	76.26	
			04-5830	Water testing @ Hillcrest 2017-18	82.00	164.00
1598416	10/25/2017	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2017-18		79.50
1598417	10/25/2017	J. Stanley Correia	03-5830	17-18 Special Ed Psych Services		1,680.00
1598418	10/25/2017	Sharon A Gowen	03-5825	Advertising Family Life		50.00
1598419	10/25/2017	Museum of the American Indian	03-5826	4th Gr FT Museum of the American Indian		740.00
1598420	10/25/2017	Ray Morgan Company	01-5633	Copier Contract Charges 2017-18		955.52
1598421	10/25/2017	Joel Aguayo	04-5880	Referee for Flag Football 10/10/2017		70.00
1598422	10/25/2017	Darren Brookshire	04-5880	Flag football Referee		40.00

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

Checks Dated 10/01/2017 through 10/31/2017 Board Meeting Date Board Meeting on November 9, 2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1598423	10/25/2017	California's Valued Trust	01-9572	Employee's CVT Health Plan Coverage 2017-18		44,460.00
1598424	10/25/2017	Jack Schreder & Associates, In c.	40-5830	September 2017- Activities School Facilities		652.50
1598425	10/25/2017	Sonoma County Office Of Ed.	01-5830	MOU for Payroll Support Services	30.80	
			03-5830	MOU for Payroll Support Services	375.76	
			04-5830	MOU for Payroll Support Services	209.44	616.00
Total Number of Checks					80	170,908.27

Includes checks for only Bank Account COUNTY

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	41	106,071.80
03	Gravenstein Elementary Chartr	40	31,330.18
04	Hillcrest Middle Charter	44	21,511.76
12	Child Development Fund	4	481.03
13	Cafeteria Fund	4	260.50
14	Deferred Maintenance Fund	1	9,611.00
40	Special Reserve-capital Proj	5	1,642.00
Total Number of Checks		80	170,908.27
Less Unpaid Sales Tax Liability			.00
Net (Check Amount)			170,908.27

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GRAVENSTEIN UNION SCHOOL DISTRICT
EMPLOYMENT AGREEMENT FOR CHIEF BUSINESS OFFICER

THIS AGREEMENT is made the 18 day of October, 2017 between the Governing Board of the Gravenstein Union School District ("District") and Wanda Holden ("Chief Business Officer").

1. Term: The District hereby employs the Chief Business Officer for a period of 2 years beginning July 1, 2017 and terminating on June 30, 2019.
2. Salary: The Chief Business Officer's salary shall be at Step 3 for year one and Step 4 for year two, in accordance with the attached Salary Schedule. The daily rate based on Step 3 is \$400.53 per day. The daily rate based on Step 4 is \$410.55 per day. Vacation accrues at a rate of 1 day per month. Vacation accrual over 24 days is to be paid out by June 30th each year. Any adjustment in salary during the life of this Agreement shall be made in the form of a written amendment signed by both parties, and shall become a part of this Agreement. It is provided, however, that by so amending this Agreement it shall not be considered that the District has entered into a new contract with the Chief Business Officer, or that the termination date of this Agreement has been extended.

3. Chief Business Officer's Duties: Chief Business Officer is classified as an exempt administrator/manager under the Federal Fair Labor Standards Act and California law. In addition to the duties set forth in the attached Chief Business Officer Job Description, the Chief Business Officer is responsible for the following:

- Development of annual District/School Site Budget
- Preparation and Analysis of Payroll, Employee Contracts, and other related activities as necessary to insure proper payment of all employees
- Compilation of required County and State reports
- Analysis of expenditures and comparison of those to approved budget
- Analysis of payroll data as related to contract negotiations
- Update of current budget system to meet the growing needs of the District
- Serve as liaison between the auditor and the District during the annual audit
- Serve as liaison between the District and Mandated Reimbursement Vendor
- Complete such other projects as requested and approved by the District Board relating to District accounting

4. Termination of Contract: This Agreement may be terminated at any time by mutual consent of the Board and Chief Business Officer with both parties intending to provide not less than forty-five (45) days prior written notice.

5. Discharge for Cause: This Agreement and all of the Chief Business Officer's employment rights may be terminated by the District for breach of contract or for cause at any time. Termination under this section shall not occur before the Board and the Chief Business Officer have had an informal discussion in closed session regarding specific problems. If no informal resolution can be found, the Chief Business Officer shall be served

with a written statement of the alleged grounds for his/her removal and will have a reasonable opportunity, with a representative of his/her choice, to be heard by the Board by way of an explanation and defense. If the Chief Business Officer chooses to be represented by legal counsel, he/she will assume the cost of his/her legal expenses. The Board's decision shall be provided in writing and shall be final. The conference with the Board shall be the CBO's exclusive right to any hearing that otherwise might be required by law.

6. Termination without Cause: The Board may determine not to continue the employment of the Chief Business Officer during the term of this Agreement by a majority vote. The Chief Business Officer will be given a forty-five (45) day written notice of termination under this section.
7. Non-Renewal of Agreement by the District: By signing this Agreement, the Chief Business Officer accepts receipt of a written notice according to Education Code section 35031 that acknowledges the Board's exercise of its right not to reelect or reemploy the Chief Business Officer after the expiration of the Agreement.
8. Fringe Benefits: The Chief Business Officer shall be entitled to receive the same health, dental and vision benefits as other full time classified employees of the District. The District contribution will be at the same rate provided for the other classified employees. The District shall also pay on behalf of the Chief Business Officer membership to CASBO and SSC and others, as approved by the board.
9. Sick Leave: The Chief Business Officer shall be allocated twelve (12) days of sick leave annually. Sick leave can accumulate from year to year.
10. Work Year: The Chief Business Officer shall be required to render 260 work days of service to the District. These hours will include paid vacation and paid sick leave days. The Chief Business Officer shall receive the same holidays allowed other District employees on which the District office is closed pursuant to the District's approved work year calendar.
11. Professional Development: District shall pay CBO's annual dues to the California Association of School Business Officials (CASBO), and shall pay for CBO to attend the CASBO Symposium annually.
12. Evaluation: The Chief Business Officer shall report to and be evaluated at least annually by the Superintendent. The annual evaluation shall be based on the Chief Business Officer's performance of the full range of his/her duties as prescribed by the laws of the State of California, Board Policies, this Agreement, and any District job description for this position.

Nothing herein shall be construed to prohibit or in any manner limit the District from conducting additional evaluations of the Chief Business Officer at any time during the school year.

If the performance of the Chief Business Officer is deemed by the District Board or Superintendent to be unsatisfactory in any area, the District Superintendent may provide the Chief Business Officer a written description of the specific unsatisfactory performance and a recommendation for improvement.

Nothing in this evaluation article prohibits the exercise of termination rights provided by law or this Agreement in the absence of any written evaluation or expression of unsatisfactory performance described herein.

13. Work Records: All documents, daily logs, and any other written or computer work product the Chief Business Officer generates while working under the terms of this Agreement shall be the District's sole and exclusive property.

- 14. Senior Management: The Chief Business Officer agrees that his/her position is a senior management position pursuant to Education Code sections 45100.5 and 35031 and shall be part of the classified service except for provisions relating to permanent status. The Chief Business Officer shall not have any property interest in his/her position that would entitle him/her to permanent status in a senior management position.
- 15. Entire Agreement: This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.
- 16. Amendments: This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both parties.
- 17. Non-Assignment: This is a contract for personal services. The Chief Business Officer shall have neither the right nor the power to transfer or assign his/her rights under this Agreement.
- 18. Board Approval: The salary range and any amendments are contingent upon approval by the District's Governing Board.
- 19. Governing Law and Venue: This Agreement, and the rights and obligations of the parties, shall be construed and enforced in accordance with the laws of the State of California. The parties also agree that in the event of litigation, venue shall be the United States District Court, Northern District of California, or the appropriate State court located in Sonoma County, California, and no other place.



 Jennifer Schwinn, Superintendent

10/18/17
 Date



 Wanda Holden, CBO

10-18-2017
 Date


Approved this 18th day of October, 2017, in Sebastopol, California by the following vote:

AYES:

NOES:

ABSTAIN:

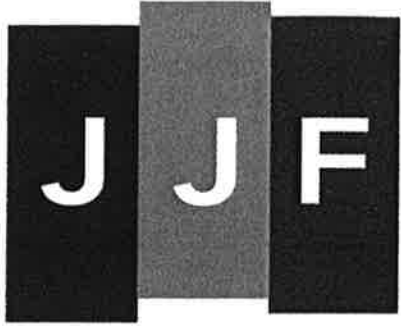
ABSENT:



 President, Board of Trustees

Attachments:

- Chief Business Officer Job Description
- Chief Business Officer Salary Schedule
- CBO Symposium Catalog



THE JOHN JORDAN FOUNDATION

October 20, 2017

Jennifer Schwinn
Gravenstein Union

Dear Superintendent Schwinn,

It is my pleasure to confirm the John Jordan Foundation investment in your district through the Teacher's Wishes grant program supporting programs and projects for \$547.00. A check is enclosed. I look forward to your updates about the success of your program.

The following teachers received the grant:

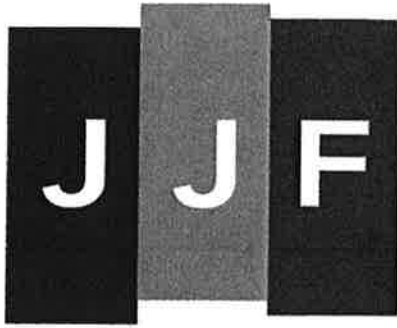
Beth Trivunovic	Gravenstein Elementary	247
Kelly Sporrer	Hillcrest Middle School	300

The following terms and conditions apply to your organization's use of the Foundation's grant:

1. Purpose

Under United States law, Foundation grant funds, and income earned on those funds, may be spent only for charitable, religious, scientific, literary or educational purposes. This grant is made only for the purposes stated in this letter, and it is agreed that these grant funds will be used only for such purposes substantially in accordance with the budget submitted with your grant proposal. It is also understood that no substantial changes will be made from the approved budget without the Foundation's prior approval in writing.

2. Reporting



THE JOHN JORDAN FOUNDATION

A written report signed by an appropriate officer of your organization must be furnished to the Foundation to the within three (3) months after the close of each fiscal year in which

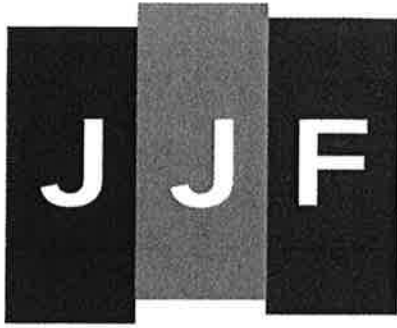
your organization receives or spends any portion of Foundation grant funds (including income, if any, from such funds) until the grant funds are spent in full or the grant is otherwise terminated.

3. Prohibited Activities

So that the Foundation may comply with the tax laws of the United States, it is understood that Foundation grant funds will not be used for any of the following purposes:

- L. To carry on propaganda, or otherwise to attempt to influence any legislation (within the meaning of Section 4945(d)(1) of the United States Internal Revenue Code);
- B. To influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive (within the meaning of Section 4945(d)(2) of the United States Internal Revenue Code);
- W. To make grants to individuals for travel, study or other similar purposes by such individuals (such as scholarships, fellowships or grants for research), unless such grants satisfy the requirements of Section 4945(g) of the IRC.
- X. To make any grant to any other organization (other than to public charities or exempt operating foundations) which does not comply with the requirements of Section 4945(d)(4) of the United States Internal Revenue Code; or
- L. To undertake any activity for any purpose other than the charitable purposes specified in Section 170(c)(2)(B) of the United States Internal Revenue Code.

If you have further questions regarding activities that are not permitted, please contact the Foundation.



THE JOHN JORDAN FOUNDATION

4. Return of Unused Funds

Any grant funds, and any income earned on those funds, that are not spent or

committed for the purposes of the grant, must be returned to the Foundation.

On behalf of the John Jordan Foundation, may I extend every good wish for the success of your work.

The John Jordan Foundation is a 501 (c) (3) nonprofit organization. Our FEIN is 45-4735384.

Thank you,

Lisa Wittke Schaffner
Executive Director

JOHN JORDAN FOUNDATION
PO BOX 1949
HEALDSBURG, CA 95448

1734

90-8130/3211

Date 10-2-17

CHECK ARMOR

PAY to the
order of

Gravenstein Inn

\$ 547.00

Five hundred and forty seven and 00/100 Dollars

Security
Features
Details on
Back



SUMMIT STATE BANK
1001 VINE STREET • HEALDSBURG, CA 95448

[Handwritten Signature]

FOR _____

MP

⑈001734⑈ ⑆ [REDACTED] ⑈



October 27, 2017

Jennifer Schwinn
Gravenstein Union ESD
3840 Twig Ave
Sebastopol, CA 95471-5750

Dear Jennifer,

We were deeply saddened to learn of the devastation and loss of life caused by the wildfires that began nearly three weeks ago in many parts of California. Your school community has been particularly hard hit as many homes, businesses and other structures have been destroyed.

There are no words that can make sense of the massively destructive fires, but we want to offer our condolences and support. We are inspired by your strength and efforts to help heal the communities that rely on you to continue providing the best possible education and care for your students.

You and your team have likely already developed and will be refining the best possible strategies for managing the displacement of students and their families as well as district staff and their families. As you continue to support and comfort your communities and deal with inquiries and concerns from the public, please let us know if we can assist. CSBA is here to help you in any way we can.

Sincerely,

Vernon M. Billy
CEO & Executive Director
California School Boards Association

Susan M. Henry
President
California School Boards Association

Board Bylaw

Conflict Of Interest

BB 9270
Board Bylaws

Note: The determination as to whether a conflict of interest exists must be analyzed under two separate sets of statutes: (1) the conflict of interest provisions of the Political Reform Act (PRA) (Government Code 87100-87505), detailed in the section below entitled "Conflict of Interest under the Political Reform Act," and (2) Government Code 1090-1098, detailed in the section below entitled "Conflict of Interest under Government Code 1090 - Financial Interest in a Contract." Even when a conflict does not exist pursuant to those statutes, a violation might still occur under the common law doctrine against conflict of interest; see the section below entitled "Common Law Doctrine Against Conflict of Interest."

Note: Because the law and definitions are quite complex, it is strongly recommended that districts consult with legal counsel and staff from the Fair Political Practices Commission (FPPC) as soon as a potential conflict is presented.

The Governing Board desires to maintain the highest ethical standards and help ensure that decisions are made in the best interest of the district and the public. Accordingly, no Board member, district employee, or other person in a designated position shall participate in the making of any decision for the district when the decision will or may be affected by his/her financial, family, or other personal interest or consideration.

(cf. 9005 - Governance Standards)

Even if a prohibited conflict of interest does not exist, a Board member shall abstain from voting on personnel matters that uniquely affect his/her relatives. However, a Board member may vote on collective bargaining agreements and personnel matters that affect a class of employees to which his/her relative belongs. Relative means an adult who is related to the Board member by blood or affinity within the third degree, as determined by the common law, or an individual in an adoptive relationship within the third degree. (Education Code 35107)

Note: The following paragraph reflects the common law definition of "relative within the third degree."

A relationship within the third degree includes an individual's parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse/registered domestic partner unless the individual is widowed or divorced.

Note: The Governing Board is required to adopt a conflict of interest code in compliance with Government Code 87300-87313. Board members and employees designated in the district's conflict of interest code are required by Government Code 87500 to annually file a Statement of Economic Interest/Form 700 to disclose any assets and income which may be materially affected by official actions. Under the PRA, there are two separate categories of Form 700 disclosure requirements. For the first category pursuant to Government Code 87302, which is applicable to most school districts, the disclosure requirements are determined by the district and set forth in the district's conflict of interest code. The second category, pursuant to Government Code 87200, is only applicable to Board members and designated employees who "manage public investments"; see section below entitled "Additional Requirements for Boards that Manage Public Investments." Those Board members and designated employees, referred to by the FPPC as Government Code 87200/Article 2 filers, must file broader disclosure statements pursuant to the disclosure requirements specified in law and FPPC regulation.

Note: Pursuant to Government Code 87303, the district's conflict of interest code must be approved by the appropriate code reviewing body. For districts located entirely in one county, the code reviewing body is the board of supervisors of the county in which the district is located. The FPPC is the code reviewing body for those school districts located in more than one county.

Note: Pursuant to 2 CCR 18730, the requirements of the Government Code are satisfied if a district adopts a conflict of interest code that incorporates 2 CCR 18730 by reference, along with a list of designated positions and disclosure categories. The accompanying exhibit (E 9270) contains a sample resolution that includes an appendix with designated positions and disclosure categories which, once adopted by the Board, will comprise the terms of the district's conflict of interest code that should be submitted to the code reviewing body.

The Board shall adopt for the district a conflict of interest code that incorporates the provisions of 2 CCR 18730 by reference, specifies the district's designated positions, and provides the disclosure categories required for each position. The conflict of interest code shall be submitted to the district's code reviewing body for approval, in accordance with Government Code 87303 and within the deadline for submission established by the code reviewing body. (Government Code 87303)

Upon direction by the code reviewing body, the Board shall review the district's conflict of interest code and submit any changes to the code reviewing body or, if no change is required, the Board shall submit a written statement to that effect. (Government Code 87306.5)

When a change in the district's conflict of interest code is necessitated due to changed circumstances, such as the creation of new designated positions, changes to the duties assigned to existing positions, amendments, or revisions, the amended code shall be submitted to the code reviewing body within 90 days after the changed circumstances necessitating the amendments have become apparent. (Government Code 87306)

When reviewing and preparing the district's conflict of interest code, the Superintendent or designee shall provide officers, employees, consultants, and members of the community adequate notice and a fair opportunity to present their views. (Government Code 87311)

(cf. 9320 - Meetings and Notices)

Board members and designated employees shall annually file a Statement of Economic Interest/Form 700 in accordance with the disclosure categories specified in the district's conflict of interest code. A Board member who leaves office or a designated employee who leaves district employment shall, within 30 days, file a revised statement covering the period of time between the closing date of the last required statement and the date of leaving office or district employment. (Government Code 87302, 87302.6)

(cf. 4117.2/4217.2/4317.2 - Resignation)

(cf. 9222 - Resignation)

Conflict of Interest under the Political Reform Act

Note: The FPPC has adopted an eight-step analysis, detailed in Government Code 87100-87500, 2 CCR 18700-18755, and interpretive opinions, to determine whether a conflict of interest exists under the PRA. When such a conflict exists, the affected Board member must disclose the interest and disqualify himself/herself from participating in the decision, as specified below. Because Family Code 297.5 grants a registered domestic partner the same rights, protections, and benefits as a spouse under state law, analysis of a conflict of interest with regards to a Board member's spouse is also applicable to a registered domestic partner.

A Board member, designated employee, or other person in a designated position shall not make, participate in making, or in any way use or attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has a disqualifying conflict of interest. A disqualifying conflict of interest exists if the decision will have a "reasonably foreseeable material financial effect," which is distinguishable from the effect on the public generally, on the Board member, designated employee, or other person in a designated position, his/her immediate family, or any financial interest described in 2 CCR 18700. (Government Code 87100, 87101, 87103; 2 CCR 18700-18709)

A Board member, designated employee, or other person in a designated position makes a governmental decision when he/she, acting within the authority of his/her office or position, authorizes or directs any action on a matter, votes or provides information or opinion on it, contacts or appears before a district official for the purpose of affecting the decision, or takes any other action specified in 2 CCR 18704.

Note: 2 CCR 18705 permits a Board member who is financially interested in a contract to participate in making a decision on the contract if (1) he/she discloses the existence of the conflict and describes with particularity the nature of his/her economic interest in the contract; (2) gives a summary description of the circumstances under which he/she believes the conflict may arise; and (3) either he/she, another Board member, or a district employee discloses the legal basis for concluding that no alternative source of decision exists for the district. In general, this rule will permit a district to acquire an essential supply or service. CSBA strongly recommends that legal counsel be consulted when situations arise involving the rule of necessity, as strict compliance is required.

However, a Board member shall participate in the making of a contract in which he/she has a financial interest if his/her participation is required by the rule of necessity or legally required participation pursuant to Government Code 87101 and 2 CCR 18705.

Conflict of Interest under Government Code 1090 - Financial Interest in a Contract

Note: Pursuant to Government Code 1090, if a Board member has a financial interest in a contract, it is an absolute bar for that district to enter into the contract. The Attorney General has opined in 69 Ops.Cal.Atty.Gen. 255 (1986) that, unlike the PRA, the prohibitions in Government Code 1090 cannot be resolved by having the financially interested Board member abstain from participating in the matter. However, there are two categories of exceptions. If a financial interest meets the definition of a "noninterest" as specified in Government Code 1091.5, then the restrictions in Government Code 1090 do not apply and the district can enter into the contract. Secondly, if a Board member's interest is deemed a "remote interest" pursuant Government Code 1091, then the district can enter into the contract as long as certain conditions are satisfied, as specified below.

Note: While the prohibitions in the PRA only apply to designated employees, the prohibitions in Government Code 1090 apply to all district employees and consultants. California appellate courts have ruled in McGee v. Balfour Beatty Construction LLC and Davis v. Fresno Unified School District that Government Code 1090 applies to consultants, including corporate consultants, who fill the roles and positions of officers, employees, and agents of the district. However, the Attorney General has opined in 63 Ops.Cal.Atty.Gen. 868 (1980) that an employee's financial interest would not prohibit the district from entering into a contract as long as the employee has not participated in the making of the contract, such as in discussions and planning, as detailed below.

Note: Government Code 1090 does not define financial interest, but courts have held that, for the purposes of this statute, the definition of "financial interest" is not the same as the definition in the PRA which requires a "material financial effect" in order for a conflict to exist. Because the determination of whether a financial interest exists involves a review of statutes, court decisions, and Attorney General opinions as they apply to the particular facts at issue, the analysis can be complex and legal counsel should be consulted as appropriate.

Board members, employees, or district consultants shall not be financially interested in any contract made by the Board on behalf of the district, including in the development, preliminary discussions, negotiations, compromises, planning, reasoning, and specifications and solicitations for bids. If a Board member has such a financial interest in a contract made by the Board, the contract is void. (Government Code 1090)

Note: The district may enter into a contract when a Board member's interest is a "remote interest" as defined in Government Code 1091. Generally, this issue arises when the district wishes to enter into a contract with the Board member's employer. When the conditions specified in Government Code 1091 are satisfied (e.g., Board member is an employee of a nonprofit organization, the employer has at least 10 employees, and the Board member has been employed more than three years), then the district may enter into the contract as long as the affected Board member discloses the remote interest and abstains from the matter.

Note: Board members who willfully fail to disclose a remote interest in a contract may be subject to a fine or imprisonment pursuant to Government Code 1097.

A Board member shall not be considered to be financially interested in a contract in which he/she has only a "remote interest," as specified in Government Code 1091, if the interest is disclosed during a Board meeting and noted in the official Board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other Board member or district

official to enter into the contract. (Government Code 1091)

Note: Pursuant to Government Code 1091.5, certain financial interests are defined as "noninterests," meaning a conflict of interest does not exist and the district can enter into the contract. One of the noninterests listed in Government Code 1091.5 is when a Board member's spouse has been employed by the district for at least one year prior to the Board member's election or appointment. If the spouse has not been employed by the district for at least one year prior to the Board member's election or appointment, the exception does not apply and Government Code 1090 prohibits the district from entering into a new contract to hire the spouse. (80 Ops.Cal.Atty.Gen. 320 (1997))

Note: Attorney General opinions and case law have further clarified the application of this noninterest exception when a previously employed spouse changes to a different position during the Board member's term. Generally, these opinions have held that a lateral transfer or change of classification that does not require Board approval (e.g., second year probationary teacher automatically achieving permanent status, step increase) is the same employment not requiring a new contract and thus constitutes a noninterest. (92 Ops.Cal.Atty.Gen. 26 (2009), 87 Ops.Cal.Atty.Gen. 23 (2004)) However, when a new contract is involved (e.g., promotion from classroom teacher to principal, substitute employee becoming a probationary employee), the exception in Government Code 1091.5 does not apply and the action would be prohibited under Government Code 1090 because Board approval of the contract is required. (Thorpe v. Long Beach Community College District, 69 Ops.Cal.Atty.Gen. 255 (1986))

Note: Because this area of law is complex, it is strongly recommended that district legal counsel be consulted if a Board member's spouse is an employee of the district or when analyzing whether an interest is a noninterest or remote interest.

In addition, a Board member shall not be considered to be financially interested in a contract in which his/her interest is a "noninterest" as defined in Government Code 1091.5. Noninterest includes a Board member's interest in being reimbursed for his/her actual and necessary expenses incurred in the performance of his/her official duties, in the employment of his/her spouse/registered domestic partner who has been a district employee for at least one year prior to the Board member's election or appointment, or in any other applicable circumstance specified in Government Code 1091.5.

Common Law Doctrine Against Conflict of Interest

Note: Even when there is not a conflict pursuant to the PRA (Government Code 87100-87505) or Government Code 1090, the Attorney General has found that special situations may still exist under the common law doctrine against conflict of interest which, unlike the statutes, extends to noneconomic interests. In 92 Ops.Cal.Atty.Gen. 19 (2009), the Attorney General opined that a redevelopment board member should abstain from voting on a loan agreement where the recipient of the loan was a corporation owned by the board member's adult son. Although the board member was not financially interested in the contract under the PRA or Government Code 1090, the Attorney General determined that abstention was necessary in order to avoid a conflict between the member's official and personal interests and to avoid the appearance of impropriety.

Note: Districts are encouraged to consult legal counsel if situations arise that raise the question as to whether such a conflict exists.

A Board member shall abstain from any official action in which his/her private or personal interest may conflict with his/her official duties.

Incompatible Offices and Activities

Note: Government Code 1099 and 1126 prohibit Board members and employees from engaging in any employment or activity which is inconsistent, incompatible, in conflict with, or inimical to their duties with the district. Government Code 1126 mandates the district to adopt procedures regarding this prohibition. See BP 4136/4236/4336 - Nonschool Employment for language implementing this mandate relative to employees.

Note: Attorney General opinions have indicated that it would be incompatible for Board members to serve on other elected or appointed boards, councils, or commissions that have interests which may conflict with the interests of the district (85 Ops.Cal.Atty.Gen. 60 (2002); 68 Ops.Cal.Atty.Gen. 171 (1985); 65 Ops.Cal.Atty.Gen. 606 (1982)). If a Board member is sworn into an incompatible office, then his/her position in the prior office is automatically terminated.

Note: Pursuant to Education Code 35107, an employee of a school district may not be sworn into office as an elected or appointed member of that district's Board unless he/she resigns as an employee. If the employee does not resign, the employment automatically terminates when he/she is sworn into office. See BB 9220 - Governing Board Elections.

Note: The determination as to whether an activity or office is incompatible is complex and requires a case-by-case analysis of the particular activities or duties of the office; therefore, it is recommended that district legal counsel be consulted as appropriate.

Board members shall not engage in any employment or activity or hold any office which is inconsistent with, incompatible with, in conflict with, or inimical to the Board member's duties as an officer of the district. (Government Code 1099, 1126)

(cf. 4136/4236/4336 - Nonschool Employment)

Gifts

Note: Pursuant to 2 CCR 18730, the gift limitation is currently \$460. This amount is adjusted in odd-numbered years by the FPPC. Pursuant to Government Code 89503, Board members and candidates are subject to gift limitation for gifts from all sources except when exempted by law or regulation. For those Board members who file a Form 700 based on the disclosure categories specified in the district's conflict of interest code pursuant to Government Code 87302 (see the accompanying exhibit), the gift limit is only applicable as to those individuals and entities that are disclosed on the Form 700.

Note: Several exceptions exist within the Government Code's definitions of gifts, income, interest in real property, and investment; see Government Code 82028, 82030, 82033, and 82034. If questions arise as to such exceptions, the district may seek clarification from the FPPC through email to advice@fppc.ca.gov or consult legal counsel.

Board members and designated employees may accept gifts only under the conditions and limitations specified in Government Code 89503 and 2 CCR 18730.

The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays, and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. (Government Code 89503)

In addition, the limitation on gifts does not apply to informational materials such as books, reports, pamphlets, calendars, and periodicals. (Government Code 82028)

Note: Board members and designated employees may, in the circumstances described in Government Code 89506, receive payments, advances, or reimbursements for travel and related lodging and subsistence, which will not be subject to the gift limit set in Government Code 89503.

Gifts of travel and related lodging and subsistence shall be subject to the current gift limitation, except when: (Government Code 89506)

1. The travel is in connection with a speech given by a Board member or designated employee, provided the lodging and subsistence expenses are limited to the day immediately preceding, the day of, and the day immediately following the speech and the travel is within the United States.
2. The travel is provided by a person or agency specified in Government Code 89506, including a government, governmental agency or authority, bona fide public or private educational institution, as defined in Revenue and Taxation Code 203, or nonprofit organization exempt from taxation under section 501(c)(3) of the Internal Revenue Code.

Gifts of travel exempted from the gift limitation, as described in items #1 and 2 above, shall nevertheless be reportable on the recipient's Statement of Economic Interest/Form 700 as required by law.

A gift of travel does not include travel provided by the district for Board members and designated employees. (Government Code 89506)

Honoraria

Board members and designated employees shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private conference, convention, meeting, social event, meal, or like gathering. (Government Code 89501, 89502)

The term honorarium does not include: (Government Code 89501)

1. Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession, unless the sole or predominant activity of the business, trade, or profession is making speeches
2. Any honorarium which is not used and, within 30 days after receipt, is either returned to the donor or delivered to the district for donation into the general fund without being claimed as a deduction from income for tax purposes

Legal Reference:

EDUCATION CODE

- 1006 Qualifications for holding office
- 35107 School district employees
- 35230-35240 Corrupt practices, especially:
- 35233 Prohibitions applicable to members of governing boards
- 41000-41003 Moneys received by school districts
- 41015 Investments

FAMILY CODE

- 297.5 Rights, protections, and benefits of registered domestic partners

GOVERNMENT CODE

- 1090-1099 Prohibitions applicable to specified officers
- 1125-1129 Incompatible activities
- 81000-91014 Political Reform Act of 1974, especially:
- 82011 Code reviewing body
- 82019 Definition, designated employee
- 82028 Definition, gift
- 82030 Definition, income
- 82033 Definition, interest in real property
- 82034 Definition, investment
- 87100-87103.6 General prohibitions
- 87200-87210 Disclosure
- 87300-87313 Conflict of interest code
- 87500 Statements of economic interests
- 89501-89503 Honoraria and gifts
- 89506 Ethics; travel
- 91000-91014 Enforcement

PENAL CODE

- 85-88 Bribes

REVENUE AND TAXATION CODE

- 203 Taxable and exempt property - colleges

CODE OF REGULATIONS, TITLE 2

- 18110-18997 Regulations of the Fair Political Practices Commission, especially:
- 18700-18707 General prohibitions
- 18722-18740 Disclosure of interests
- 18750.1-18756 Conflict of interest codes

COURT DECISIONS

- McGee v. Balfour Beatty Construction, LLC, et al. (4/12/16, No. B262850)
- Davis v. Fresno Unified School District (2015) 237 Cal.App.4th 261
- Klistoff v. Superior Court, (2007) 157 Cal.App.4th 469
- Thorpe v. Long Beach Community College District, (2000) 83 Cal.App.4th 655
- Kunec v. Brea Redevelopment Agency, (1997) 55 Cal.App.4th 511

ATTORNEY GENERAL OPINIONS

- 92 Ops.Cal.Atty.Gen. 26 (2009)
- 92 Ops.Cal.Atty.Gen. 19 (2009)
- 89 Ops.Cal.Atty.Gen. 217 (2006)

86 Ops.Cal.Atty.Gen. 138(2003)
85 Ops.Cal.Atty.Gen. 60 (2002)
82 Ops.Cal.Atty.Gen. 83 (1999)
81 Ops.Cal.Atty.Gen. 327 (1998)
80 Ops.Cal.Atty.Gen. 320 (1997)
69 Ops.Cal.Atty.Gen. 255 (1986)
68 Ops.Cal.Atty.Gen. 171 (1985)
65 Ops.Cal.Atty.Gen. 606 (1982)
63 Ops.Cal.Atty.Gen. 868 (1980)

Management Resources:

CSBA PUBLICATIONS

Conflict of Interest: Overview of Key Issues for Governing Board Members, Fact Sheet, July 2010

FAIR POLITICAL PRACTICES COMMISSION PUBLICATIONS

Can I Vote? A Basic Overview of Public Officials' Obligations Under the Conflict-of-Interest Rules, 2005

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Understanding the Basics of Public Service Ethics: Personal Financial Gain Laws, 2009

Understanding the Basics of Public Service Ethics: Transparency Laws, 2009

WEB SITES

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

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute of Local Government: <http://www.ca-ilg.org>

Adopted: 11-9-16

GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, California

APPENDIX

Disclosure Categories

Note: The following list must be modified to reflect the specific disclosure categories in the district.

1. Category 1: A person designated Category 1 shall disclose:
 - a. Interests in real property located entirely or partly within district boundaries, or within two miles of district boundaries, or of any land owned or used by the district.
 - b. Investments or business positions in or income from sources which are engaged in the acquisition or disposal of real property within the district, are contractors or subcontractors which are or have been within the past two years engaged in work or services of the type used by the district, or manufacture or sell supplies, books, machinery, or equipment of the type used by the district.
2. Category 2: A person designated Category 2 shall disclose:
 - a. Investments or business positions in or income from sources which are contractors or subcontractors engaged in work or services of the type used by the department which the designated person manages or directs.
 - b. Investments or business positions in or income from sources which manufacture or sell supplies, books, machinery, or equipment of the type used by the department which the designated person manages or directs. For the purposes of this category, a principal's department is his/her entire school.

Note: Item #3 below is for use only by districts in which the Board and Superintendent "manage public investments." All other districts must delete item #3.

Note: Government Code 87500 requires public officials and designated employees to annually file a Statement of Economic Interest/Form 700 to disclose any assets and income which may be materially affected by official actions. Under the PRA, there are two separate categories of Form 700 disclosure requirements. For the first category pursuant to Government Code 87302, which is applicable to most school districts, the disclosure requirements are determined by the district and set forth in the district's conflict of interest code. The second category, pursuant to Government Code 87200, is only applicable to Board members and Superintendents who "manage public investments." Those Board members and designated employees, referred to by the FPPC as Government Code 87200/Article 2 filers, must file broader disclosure statements pursuant to the disclosure requirements specified in law and FPPC regulation. See section in accompanying bylaw entitled "Additional Requirements for Boards that Manage Public Investments" for a further discussion of this issue.

Designated Positions

Note: The following list must be modified to reflect the specific designated positions and applicable disclosure categories in the district. For districts in which the Board and Superintendent "manage public investments," the disclosure category for Board members and the Superintendent in the list below must be modified to "Full Disclosure."

Designated Position and Disclosure Category

Governing Board Members 1
 Superintendent of Schools 1
 Director 2
 Principal 2
 Assistant Principal 2
 Maintenance and Operations Director 2
 Program Coordinator 2
 Project Specialist 2
 Supervisor 2

Disclosures for Consultants

Note: The definition of designated employees in Government Code 82019 includes consultants. To preclude amending the code whenever retaining a consultant in a decision-making capacity, the following section provides that the Superintendent or designee shall make case-by-case determinations of the disclosures necessary, depending on the range of duties to be performed by the consultant.

Consultants are designated employees who must disclose financial interests as determined on a case-by-case basis by the Superintendent or designee. The Superintendent or designee's written determination shall include a description of the consultant's duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection along with this conflict of interest code.

A consultant is an individual who, pursuant to a contract with the district, makes a governmental decision whether to: (2 CCR 18700.3)

1. Approve a rate, rule, or regulation
2. Adopt or enforce a law
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement
4. Authorize the district to enter into, modify, or renew a contract that requires district approval
5. Grant district approval to a contract that requires district approval and in which the district is a party, or to the specifications for such a contract
6. Grant district approval to a plan, design, report, study, or similar item
7. Adopt or grant district approval of district policies, standards, or guidelines

A consultant is also an individual who, pursuant to a contract with the district, serves in a staff capacity with the district and in that capacity participates in making a governmental decision as defined in 2 CCR 18704, subsections (a) and (b), or performs the same or substantially all the

same duties for the district that would otherwise be performed by an individual holding a position specified in the district's conflict of interest code. (2 CCR 18700.3)

Adopted: 11-9-16

GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, Ca



2017 ENVIRONMENTAL FILING FEE CASH RECEIPT

DFW 753.5a (Rev. 01/01/17) Previously DFG 753.5a

IV G 4.2

RECEIPT NUMBER: 49-10312017-308
STATE CLEARINGHOUSE NUMBER (If applicable)

SEE INSTRUCTIONS ON REVERSE. TYPE OR PRINT CLEARLY.

LEAD AGENCY GRAVENSTIEN UNION SCHOOL DIST	LEAD AGENCY EMAIL	DATE 10/31/2017
--	-------------------	--------------------

COUNTY/STATE AGENCY OF FILING SONOMA	DOCUMENT NUMBER 17-1031-01
---	-------------------------------

PROJECT TITLE
THREE-PHASE REPAIR REPLACEMENT AND UPGRADE MODERNIZATION

PROJECT APPLICANT NAME GRAVENSTIEN UNION SCHOOL DIST	PROJECT APPLICANT EMAIL	PHONE NUMBER (707) 823-7008
---	-------------------------	--------------------------------

PROJECT APPLICANT ADDRESS 3840 TWIG AVE	CITY SEBASTOPOL	STATE CA	ZIP CODE 95472
--	--------------------	-------------	-------------------

PROJECT APPLICANT (Check appropriate box)

Local Public Agency
 School District
 Other Special District
 State Agency
 Private Entity

CHECK APPLICABLE FEES:

<input type="checkbox"/> Environmental Impact Report (EIR)	\$3,078.25	\$	_____
<input type="checkbox"/> Mitigated/Negative Declaration (MND)(ND)	\$2,216.25	\$	_____
<input type="checkbox"/> Certified Regulatory Program document (CRP)	\$1,046.50	\$	_____

Exempt from fee

Notice of Exemption (attach)
 CDFW No Effect Determination (attach)
 Fee previously paid (attach previously issued cash receipt copy)

<input type="checkbox"/> Water Right Application or Petition Fee (State Water Resources Control Board only)	\$850.00	\$	_____
<input checked="" type="checkbox"/> County documentary handling fee		\$	_____ \$50.00
<input type="checkbox"/> Other		\$	_____

PAYMENT METHOD:

Cash
 Credit
 Check
 Other

TOTAL RECEIVED \$ _____ \$50.00

SIGNATURE 	AGENCY OF FILING PRINTED NAME AND TITLE Alma Roman, Deputy County Clerk-Recorder
---------------	---

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NOTICE OF EXEMPTION

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

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

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

William F. Rousseau, County Clerk
BY: Alma Roman
Alma Roman, Deputy Clerk

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: 10/30/17

Title: Superintendent

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

IV G 4.3



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

Gravenstein Phase 3 Lease/Leaseback Next Steps

1 message

Justin Walling <JWalling@counterpointcs.com>

Fri, Nov 3, 2017 at 11:53 AM

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

Cc: Doug Hilberman <dhilberman@axiaarchitects.com>, Renee Franceschi <RFranceschi@counterpointcs.com>, Khrist Hoffman <KHoffman@counterpointcs.com>, Kevin Bohn <kbohn@counterpointcs.com>, Bryan Valdez <BValdez@counterpointcs.com>, Justin Walling <JWalling@counterpointcs.com>

Jennifer:

Our next steps for this process will be as follows:

1. Send you a contract, even though your Board has approved our proposal, you still need a contract from us for your files. Given you have Board approval of our proposal, this is a formality at this point and will not stop us from proceeding.
2. CCS will run public notices (as required by law) on the District's behalf, for receiving pre-qualification documents for the Phase 3 LLB. I will provide actual dates this will occur shortly, but essentially, this is the first step in the process where contractors interested in price submission for the project, must submit pre-qualification packets for review.
3. Once #2 above is complete, CCS will then issue another notice, now to pre-qualified contractors, to submit "bids" for the LLB project. Once gathered, we, CCS, will schedule contractor interviews for short list finalists, this schedule will be coordinated with District staff to ensure that your attendance works.
4. Once #3 above is completed, a recommendation will come forward for presentation at the next regular Board Meeting.

Given the above steps, I have asked Axia to send me their schedule on the project so that I can make sure my dates work within that schedule.



JUSTIN WALLING

PRESIDENT

PHONE: (707) 535-6095

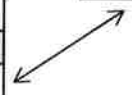
OFFICE: (707) 824-8440

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2017-2018 Gravenstein USD Enrollment Count

November 2017	PK	K	1	2	3	4	5	6	7	8	Totals
Teachers											
Reid-Tomsky TK	16										16
Redfern	5	14									14
Crandall ENRICH!		16									16
Briggs ENRICH!		16									16
Trivunovic		14									14
Candau ENRICH!			21								21
Lannon ENRICH!			19								19
Dellosa			19								19
Clement			19								19
Otterson				20							20
Basque ENRICH!				20							20
DeBolt ENRICH!				20							20
Sprinkle				19							19
Barrera					21						21
Mattish ENRICH!					20						20
Nordstrom ENRICH!					21						21
Haas					22						22
Brown ENRICH!						26					26
Sully ENRICH!						23					23
Martinez						19					19
Davis						20					20
Hansen ENRICH!							26				26
Urmini ENRICH!							25				25
Grimm							24				24
Helton								18			18
Kinman								16			16
Dexter ENRICH!								26			26
Rich ENRICH!								26			26
Collins ENRICH!									24		24
Clements ENRICH!									24		24
McDowell									21		21
Sotiras									20		20
Cole										16	16
Johnson ENRICH!										15	15
Sporrer ENRICH!										22	22
McDonald										12	12
Jex-Lewis										11	11
Gravenstein Campus	21	60	78	79	84	88	75				485
Hillcrest Campus								86	89	76	251
November 2017	21	60	78	79	84	88	75	86	89	76	736
November 2016	12	74	79	77	80	78	74	78	87	80	719
November 2015	6	94	75	83	68	77	75	88	83	84	733
November 2014		90	78	66	69	68	74	72	83	111	711
November 2013		98	65	70	66	70	62	73	101	107	712
November 2012		73	68	69	61	68	67	85	111	101	703
November 2011		78	69	59	67	62	84	88	92	79	678
November 2010		66	55	58	52	82	72	83	78	92	638

2016
474
245
719



IV G 6

GUSD Parent/Guardian Survey

1. I have children in the following grades (check all that apply)

Check all that apply.

- Not yet school age
- TK
- K
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8

2. How many years have your children attended GUSD?

Mark only one oval.

- 1-2 years
- 3-5 years
- 6+ years

3. Do you live within the Gravenstein District boundaries?

Mark only one oval.

- Yes
- No

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4. If you live outside of the Gravenstein District, how many miles do you drive one-way to school?

Mark only one oval.

- 0-5 miles
- 6-10 miles
- 11-20 miles
- More than 20 miles

5. Why did you choose the Gravenstein District?

Choose all that apply
Check all that apply.

- It is our district of residence
- Teachers
- ENRICH! Program
- Traditional Program
- High Test Scores
- Music Program
- Athletics Program
- Academics
- Peer Group
- Small School Setting
- Field Trips
- Diversity
- School Culture
- Other: _____

6. How satisfied are you with the Gravenstein District overall?

Mark only one oval.

- Extremely Satisfied
- Very Satisfied
- Satisfied
- Somewhat Satisfied
- Not Satisfied

7. In what areas do you feel that GUSD needs significant improvement?

Check all that apply

Check all that apply.

- No Significant Improvement Needed
- Superintendent
- GUSD Board of Trustees
- Principals
- Teachers
- Office Staff
- Core Curriculum
- Dual Program System (Traditional & ENRICH! Programs)
- Beyond the Bell (Daycare)
- Lunch Program
- Field Trips
- Student Access to Technology
- Facilities
- Other: _____

8. How satisfied are you with GUSD having a dual program system (Traditional and ENRICH! programs)

Mark only one oval.

- Extremely Satisfied
- Very Satisfied
- Satisfied
- Somewhat Satisfied
- Not Satisfied

9. If Gravenstein were to offer a Kindergarten Discovery program, where all students are integrated into one program, with daily courses (eg. art, music, hands-on science...) and field trips in addition to the core curriculum, would this make Gravenstein:

Mark only one oval.

- More attractive
- Less attractive
- No impact

10. **If your child was in the Kindergarten Discovery program (one program for all), and you applied for the ENRICH! program for first grade, and your child did not qualify, would you stay at Gravenstein?**

Please respond hypothetically if your child is not in this age group
Mark only one oval.

- Yes
 No

11. **Would you prefer that the Gravenstein District offer ONE program for all students, with daily courses (eg. art, music, hands-on science...) and field trips, in addition to the core curriculum, rather than two programs?**

Mark only one oval.

- Yes
 No

12. **Choose one of the following options:**

Mark only one oval.

- Courses in addition to the core curriculum should be offered during the school day.
 Courses beyond the core curriculum should be offered before or after school.
 Other: _____

13. **If in the next school year, GUSD offered ONE program with daily courses (eg. art, music, hands-on science...) and field trips, in addition to the core curriculum in your child's grade level(s), how likely would you be to continue enrollment in our District?**

Mark only one oval.

- We would definitely continue enrollment
 We might continue enrollment
 We would not continue enrollment

14. Please rate your interest-level for subjects to be offered in addition to the core curriculum:

Mark only one oval per row.

	No Interest	Some Interest	Interested	Very Interested
Music	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Visual Art	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drama	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spanish	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Foreign Languages	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Athletics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engineering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hands-On Science	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Video Production	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Agriculture/School Garden	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Project Make (3D Printing, Inventing, Fabricating)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Robotics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wood Working	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

15. Are you willing and able to make monthly donations to support daily courses in addition to the core curriculum?

Mark only one oval.

Yes

No

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16. The ENRICH! program currently provides enrichment courses through the support of suggested parent contributions ranging from \$125-\$220 per student, per month. To expand opportunities to ALL students, at what level are you willing or able to donate monthly (per child)?

Mark only one oval.

- Not willing to donate
- Not able to donate
- \$5 - \$20 per month
- \$21 - \$40 per month
- \$41 - \$60 per month
- \$61 - \$80 per month
- \$81 - \$100 per month
- \$101 - \$150 per month
- \$150 - \$200 per month
- More than \$200 per month

17. Are you willing and able to make donations to support field trips?

Mark only one oval.

- Yes
- No

18. At what level are you willing or able to donate annually (per child) to support field trips?

Mark only one oval.

- Not willing to donate
- Not able to donate
- \$20 - \$60 per year
- \$61 - \$100 per year
- \$101 - \$150 per year
- \$151 - \$200 per year
- \$200 - \$300 per year
- \$300 - \$400 per year
- More than \$400 per year

19. Please select the program(s) that your student(s) participates in, or has participated in.
 Mark only one oval.

- ENRICH!
- Traditional Skip to question 23.
- ENRICH! and Traditional Skip to question 27.

ENRICH! Program Questions

20. What elements of the ENRICH! program are most important to you?
 Mark only one oval per row.

	Not Important	Somewhat Important	Important	Very Important	Extremely Important
Daily Enrichment Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Field Trips	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advanced Academics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class Size	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Extended School Day	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arts Integrated Curriculum	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

21. How satisfied are you with the ENRICH! program?
 Mark only one oval.

- Extremely Satisfied
- Very Satisfied
- Satisfied
- Somewhat Satisfied
- Not Satisfied

22. Do you have any additional comments or feedback?

Stop filling out this form.

Traditional Program Questions

23. **Would you choose to have your student participate in an extended day program, that allows for daily courses in addition to the core curriculum?**

Mark only one oval.

- Yes
- No
- Maybe

24. **How much time should be added to the regular school day to allow for courses in addition to the core curriculum?**

Please consider that this time could be added in part to the start and end of the day, so a school day might change from 8:45-3:05 to 8:30-3:15 (25 minutes added)

Mark only one oval.

- No time
- 10 - 20 minutes
- 20 - 30 minutes
- 30 - 45 minutes

25. **How satisfied are you with the Traditional program?**

Mark only one oval.

- Extremely Satisfied
- Very Satisfied
- Satisfied
- Somewhat Satisfied
- Not Satisfied

26. **Do you have any additional comments or feedback?**

Stop filling out this form.

ENRICH! and Traditional Program Questions

27. Please select the scenario the applies to your student(s)

Mark only one oval.

- I have students in both programs *Skip to question 28.*
- My student moved from the Traditional program to the ENRICH! program *Skip to question 32.*
- My student moved from the ENRICH! program to the Traditional program *Skip to question 37.*

Students in Both Programs

28. What elements of the ENRICH! program are most important to you?

Mark only one oval per row.

	Not Important	Somewhat Important	Important	Very Important	Extremely Important
Daily Enrichment Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Field Trips	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advanced Academics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Extended School Day	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class Size	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arts Integrated Curriculum	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

29. How satisfied are you with the ENRICH! program?

Mark only one oval.

- Extremely Satisfied
- Very Satisfied
- Satisfied
- Somewhat satisfied
- Not satisfied

30. How satisfied are you with the Traditional program?

Mark only one oval.

- Extremely Satisfied
- Very Satisfied
- Satisfied
- Somewhat satisfied
- Not satisfied

31. Do you have any additional comments or feedback?

.....

.....

.....

.....

.....

Stop filling out this form.

Student(s) moved from Traditional to ENRICH!

32. What elements of the ENRICH! program are most important to you?

Mark only one oval per row.

	Not Important	Somewhat Important	Important	Very Important	Extremely Important
Daily Enrichment Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Field Trips	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advanced Academics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Extended Day	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class Size	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arts Integrated Curriculum	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

33. How satisfied are you with the ENRICH! program?

Mark only one oval.

- Extremely Satisfied
- Very Satisfied
- Satisfied
- Somewhat Satisfied
- Not Satisfied

34. How satisfied were you with the Traditional program?

Mark only one oval.

- Extremely Satisfied
- Very Satisfied
- Satisfied
- Somewhat Satisfied
- Not Satisfied

35. What factors influenced your decision to change programs?

Check all that apply.

- Enrichment courses
- Field trips
- Academics
- Peer group
- School Recommendation
- Teacher Pool
- Donation Request
- Length of School Day
- Other:

36. Do you have any additional comments or feedback?

Stop filling out this form.

Student(s) moved from ENRICH! to Traditional

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37. How satisfied are you with the Traditional program?

Mark only one oval.

- Extremely Satisfied
- Very Satisfied
- Satisfied
- Somewhat Satisfied
- Not Satisfied

38. How satisfied were you with the ENRICH! program?

Mark only one oval.

- Extremely Satisfied
- Very Satisfied
- Satisfied
- Somewhat Satisfied
- Not Satisfied

39. What factors influenced your decision to change programs?

Check all that apply.

- Enrichment courses
- Field trips
- Academics
- Peer group
- Teacher Pool
- School Recommendation
- Donation Request
- Length of School Day
- Other: _____

40. Do you have any additional comments or feedback?

65



**REQUEST FOR ALLOWANCE OF ATTENDANCE
BECAUSE OF EMERGENCY CONDITIONS
Form J-13A (Rev. 01-05)**

School District (or Charter School) Name: Gravenstein Union Elementary School District

School District (or Charter School) Address: 3840 Twig Avenue, Sebastopol, CA 95472

County-District Code: 4970714

County Name: Sonoma

This form replaces the Form J-13A (Rev. 4-90) and should be used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code* Section 41422
- When one or more schools were kept open but experienced a material decrease in attendance because of conditions described in *Education Code* Section 46392
- When attendance records have been lost or destroyed as described in *Education Code* Section 46391

Approved credit for instructional time may be used in conjunction with regular instructional days to satisfy the requirements of *Education Code* Section 37202 (equal length of instructional time among schools within a district).

A separate form should be submitted for each emergency event, but credit may be requested for more than one school and under one or more of the foregoing conditions on the same form. Each separate form must include the affidavit of the governing board members and the county superintendent before it can be approved by the State Superintendent of Public Instruction.

The original form (with the board members' affidavit) and two copies should be filed with the county superintendent of schools. If the county superintendent approves the request, he or she should execute the affidavit certifying that approval and forward all pages of the original and one copy of the form to:

Office of Principal Apportionment and Special Education
School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814

This form consists of five preprinted pages. Pages 1 and 5 (5C for charter schools) must accompany all submissions. Page 4 (Lost or Destroyed Attendance Records) will not need to be submitted by most districts. Multiple copies of Pages 2 and/or 3 may have to be submitted when claims are made on a school-by-school basis.

SCHOOL CLOSURE

Nature of Emergency (describe): A state of emergency was declared due to wildfires throughout Sonoma County. Schools were closed in an effort to keep students and staff safe.

Name of School(s): Gravenstein First, Gravenstein Community Day School
(if request covers all schools, write "all schools")

School Code(s): 0126888, 6119655

We request that apportionments be maintained and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates):

October 9, 10, 11, 12, 13, & 16, 2017

because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (ADA) (per Section 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *Education Code* Section 46200, et seq.

If the school closure resulted from a power outage or impassable roads caused by inclement weather, state the number of school closure days for the same conditions in each of the last five years:

AFFIDAVIT OF GOVERNING BOARD MEMBERS

We, members constituting a majority of the governing board of the Gravenstein Union Elementary school district, hereby swear (or affirm) that the foregoing statements are true and are based on official district records.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Printed Names

Signatures

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this ____ day of _____, 2____.
Signature, Title _____
of _____ County, California

Contact/Individual responsible for preparing this form:

Name: _____ Title: _____
Phone: _____ Fax : _____ E-mail: _____

AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

Signature, County Superintendent of Schools _____
Date: _____

Subscribed and sworn (or affirmed) before me, this ____ day of _____, 2____.
Signature, Title _____
of _____ County, California

Contact/Individual responsible for preparing this form:

Name: _____ Title: _____
Phone: _____ Fax : _____ E-mail: _____

V B

**REQUEST FOR ALLOWANCE OF ATTENDANCE
BECAUSE OF EMERGENCY CONDITIONS
Form J-13A (Rev. 01-05)**

School District (or Charter School) Name: Gravenstein Elementary School

School District (or Charter School) Address: 3840 Twig Avenue, Sebastopol, CA 95472

County-District Code: 4970714

County Name: Sonoma

This form replaces the Form J-13A (Rev. 4-90) and should be used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code* Section 41422
- When one or more schools were kept open but experienced a material decrease in attendance because of conditions described in *Education Code* Section 46392
- When attendance records have been lost or destroyed as described in *Education Code* Section 46391

Approved credit for instructional time may be used in conjunction with regular instructional days to satisfy the requirements of *Education Code* Section 37202 (equal length of instructional time among schools within a district).

A separate form should be submitted for each emergency event, but credit may be requested for more than one school and under one or more of the foregoing conditions on the same form. Each separate form must include the affidavit of the governing board members and the county superintendent before it can be approved by the State Superintendent of Public Instruction.

The original form (with the board members' affidavit) and two copies should be filed with the county superintendent of schools. If the county superintendent approves the request, he or she should execute the affidavit certifying that approval and forward all pages of the original and one copy of the form to:

Office of Principal Apportionment and Special Education
School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814

This form consists of five preprinted pages. Pages 1 and 5 (5C for charter schools) must accompany all submissions. Page 4 (Lost or Destroyed Attendance Records) will not need to be submitted by most districts. Multiple copies of Pages 2 and/or 3 may have to be submitted when claims are made on a school-by-school basis.

SCHOOL CLOSURE

Nature of Emergency (describe): A state of emergency was declared due to wildfires throughout Sonoma County. Schools were closed in an effort to keep students and staff safe.

Name of School(s): Gravenstein Elementary
(if request covers all schools, write "all schools")

School Code(s): 6051742

We request that apportionments be maintained and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates):

October 9, 10, 11, 12, 13, & 16, 2017

because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (ADA) (per Section 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *Education Code* Section 46200, et seq.

If the school closure resulted from a power outage or impassable roads caused by inclement weather, state the number of school closure days for the same conditions in each of the last five years:

AFFIDAVIT OF CHARTER SCHOOL GOVERNING BOARD MEMBERS

We, members constituting a majority of the governing board of the Gravenstein Elementary charter school, hereby swear (or affirm) that the foregoing statements are true and are based on official district records.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Printed Names

Signatures

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this ____ day of _____, 2____.
Signature, Title _____
of _____ County, California

Contact/Individual responsible for preparing this form:

Name: _____ Title: _____
Phone: _____ Fax : _____ E-mail: _____

Approval by Superintendent of Authorized Local Educational Agency (LEA)

Signature, Title _____
of _____ (LEA).

AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

Signature, County Superintendent of Schools _____
Date: _____

Subscribed and sworn (or affirmed) before me, this ____ day of _____, 2____.
Signature, Title _____
of _____ County, California

Contact/Individual responsible for preparing this form:

Name: _____ Title: _____
Phone: _____ Fax : _____ E-mail: _____

V C

**REQUEST FOR ALLOWANCE OF ATTENDANCE
BECAUSE OF EMERGENCY CONDITIONS
Form J-13A (Rev. 01-05)**

School District (or Charter School) Name: Hillcrest Middle School

School District (or Charter School) Address: 725 Bloomfield Rd, Sebastopol, CA 95472

County-District Code: 4970714

County Name: Sonoma

This form replaces the Form J-13A (Rev. 4-90) and should be used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code* Section 41422
- When one or more schools were kept open but experienced a material decrease in attendance because of conditions described in *Education Code* Section 46392
- When attendance records have been lost or destroyed as described in *Education Code* Section 46391

Approved credit for instructional time may be used in conjunction with regular instructional days to satisfy the requirements of *Education Code* Section 37202 (equal length of instructional time among schools within a district).

A separate form should be submitted for each emergency event, but credit may be requested for more than one school and under one or more of the foregoing conditions on the same form. Each separate form must include the affidavit of the governing board members and the county superintendent before it can be approved by the State Superintendent of Public Instruction.

The original form (with the board members' affidavit) and two copies should be filed with the county superintendent of schools. If the county superintendent approves the request, he or she should execute the affidavit certifying that approval and forward all pages of the original and one copy of the form to:

Office of Principal Apportionment and Special Education
School Fiscal Services Division
California Department of Education
1430 N Street, Suite 3800
Sacramento, CA 95814

This form consists of five preprinted pages. Pages 1 and 5 (5C for charter schools) must accompany all submissions. Page 4 (Lost or Destroyed Attendance Records) will not need to be submitted by most districts. Multiple copies of Pages 2 and/or 3 may have to be submitted when claims are made on a school-by-school basis.

SCHOOL CLOSURE

Nature of Emergency (describe): A state of emergency was declared due to wildfires throughout Sonoma County. Schools were closed in an effort to keep students and staff safe.

Name of School(s): Hillcrest Middle School
(if request covers all schools, write "all schools")

School Code(s): 6051759

We request that apportionments be maintained and instructional time credited for the above named school(s) without regard to the fact that the school(s) were closed on (dates):

October 9, 10, 11, 12, 13, & 16, 2017

because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (ADA) (per Section 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *Education Code* Section 46200, et seq.

If the school closure resulted from a power outage or impassable roads caused by inclement weather, state the number of school closure days for the same conditions in each of the last five years:

AFFIDAVIT OF CHARTER SCHOOL GOVERNING BOARD MEMBERS

We, members constituting a majority of the governing board of the Hillcrest Middle charter school, hereby swear (or affirm) that the foregoing statements are true and are based on official district records.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Printed Names

Signatures

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this ____ day of _____, 2____.
Signature, Title _____
of _____ County, California

Contact/Individual responsible for preparing this form:

Name: _____ Title: _____
Phone: _____ Fax : _____ E-mail: _____

Approval by Superintendent of Authorized Local Educational Agency (LEA)

Signature, Title _____
of _____ (LEA).

AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

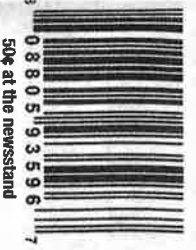
The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

Signature, County Superintendent of Schools _____
Date: _____

Subscribed and sworn (or affirmed) before me, this ____ day of _____, 2____.
Signature, Title _____
of _____ County, California

Contact/Individual responsible for preparing this form:

Name: _____ Title: _____
Phone: _____ Fax : _____ E-mail: _____



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WHAT'S INSIDE THIS WEEK?

**Ragle - Bodega intersection — no changes
Plans for river homeless shelter off again
Mr. Music on disaster-bred compassion
Reporter's Notebook — It gets personal**

After last week's games,

14
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SONOMA WEST TIMES & NEWS

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Our 128th year, Number 41©

Sebastopol, California

October 12, 2017

County's worst disaster in history not over yet

Aftermath still weeks away

By **Arnie Windsor**
Staff Writer
arnie@sonomawest.com

County and state officials Tuesday night asked for patience as firefighters and fire responders scramble to manage the fires

ravaging Sonoma, Mendocino and Napa counties.

"I can tell you without question I have everybody on the ground working on this," said Congressman Mike Thompson. "Please be patient. We have never been taxed by a natural disaster to this extent. It's overwhelming."
According to Cal Fire, as of

Tuesday night, the fires have burned 27,000 acres, consuming 571 structures, including 550 residential and 21 commercial buildings. The Sonoma County Sheriff's Office has confirmed 11 fatalities related to the incident.

"This is an absolutely horrific event," said Sonoma County Sheriff Rob Giordano.

Giordano said that sheriff personnel, along with National Guard members and other law enforcement agencies, are working around the clock to patrol the evacuated areas, ensuring looters can't take advantage of vulnerable areas and that individuals don't return until it's safe.

"It is still very dangerous,"

Giordano said. "All of our resources are on that mission, to keep people alive, to keep property safe."

Thompson, along with Congressman Jared Huffman, Assemblymember Jim Wood and State Senator Mike McClure informed a full crowd at Santa Rosa

See FIRE Page 6



COVER UP — Breathing masks were in short supply as the wildfires spread smoke over Sonoma County. Sebastopol residents Hal and Gail Forman walked downtown while volunteer Claire Nelson (at center) demonstrated how to outfit a mask at the Anely evacuation center. Photo at right is the K-Mart store in Santa Rosa that was destroyed early Monday morning.

Photos: Biya Rose and Healdsburg Fire Department

West county opens hearts and shelters to fire victims

By **Biya Rose**

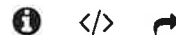
the center's executive director. "We
know we had to step in and the



79

BOOKMARK FOR LATER

MY BOOKMARKS



Every house is gone and the school is all that's left,' says Sonoma schools leader 1:13

EDUCATION

Students with no schools. Teachers with no homes. Will Sonoma schools 'get back to normal'?

BY STUART LEAVENWORTH
sleavenworth@mcclatchydc.com

OCTOBER 20, 2017 5:33 PM

SANTA ROSA — Teacher Linda Severs lost her school but not her house. Parent Matt Todhunter lost his home but not the school his children attended. And Debra Sanders, who has spent the last six years providing school services for homeless families, suddenly found her own family in that same classification.

Northern California's Oct. 8 wildfires were among the most destructive in U.S. history, and in Sonoma County, they uprooted an entire school system. As the fires raged, nearly all of the county's 183 public schools closed, serving 71,000 students. As of Friday, about 75 of those schools remain shuttered, either because of fire or smoke damage or the inability to bring back dislocated teachers, staff and students.

Never before has a California wildfire disrupted a county's K-12 education so widely, said Steven D. Herrington, superintendent of the Sonoma County Office of Education.

"What makes this different is the magnitude and size of this fire," said Herrington, who keeps a map of affected county schools on the wall outside his office. "You can go out there and see schools standing, but there is no community around them. The neighborhoods are gone. It is unbelievable."

The blazes destroyed or damaged at least three public schools and three private schools, said Herrington, but that is not the biggest obstacle the county confronts. Some 220 teachers and staff members are thought to have lost their homes, along with 329 students. Those numbers will likely double or more as individual school districts complete their assessments, said Jamie Hansen, a spokeswoman for the county education office. Locating these students, and getting them transported to classrooms, remains a logistical hurdle when many roads remain closed.

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And then there are the unburned classrooms themselves. With the exception of the northern coast, nearly all of the county's schools experienced some degree of smoke damage. Nearly 100 have been cleaned and reopened, but many of the remainder – those located in the burn zones – require more extensive remediation to be safe for students, teachers and staff.

Hidden Valley Elementary School is one of those. Paul Drake, a second-grade teacher at Hidden Valley, said the school barely escaped the flames and now needs a professional cleaning. Some parents, he said, are frustrated that the school may not reopen until the end of October or later.

"They want to get back to normal," Drake said.

Like other fires that night, the Tubbs Fire roared westward, taking many neighborhoods by surprise. It tore through the affluent Fountaingrove development, raced down hillsides, destroyed several schools and scores of homes in the Larkfield area. Then it jumped U.S. Highway 101 and obliterated much of Coffey Park.

While firefighters were unable to save vast subdivisions, they did fend off flames from two public schools in Coffey Park and Larkfield, among others. "They took a stand at the schools and made them safe," said Herrington.

It was a surreal scene Wednesday at John B. Riebli Elementary in Larkfield. The school was undamaged, with smiling jack-o-lanterns taped to windows and healthy tomatoes growing in the school garden. Some 20 feet away, a PG&E gas crew worked amid the smoky ashes of scores of homes, littered with remnants of scorched chimneys and the skeletons of automobiles.

Further up Mark West Springs Road, Linda Severs and other teachers made their first post-fire visit to the Redwood Adventist Academy, where they had worked up until Oct. 8. The school, once a learning place for 128 students, no longer exists. Nearly everything was incinerated, including all classrooms, the library and the school gym.

Wearing protective gloves, boots and a face mask, Severs walked to her old classroom, and when she saw what remained, she started crying.

"I had 1,000 personal books on cases over there," said Severs. "Now look what is left of them. Those were my books."

Stepping outside, Severs marveled that the school's playing field was still green. She then looked up at the hillside and noticed that the home of the late Charles Schulz, creator of the "Peanuts" cartoons, was no more.

"Every day I'd would look up there and feel a connection with him," said Severs, who has taught at the school for a decade. "Now it is gone. It's so sad."

Although known for its wineries and upscale resorts, the public school system of Sonoma County is anything but an enclave for the well-to-do. Some 43 percent of the county's student population is eligible for free or reduced price lunches, many of them the children of migrant farm laborers or minimum-wage workers.

For the last six years, Debra Sanders has coordinated school services for the county's foster youths and children of homeless families. Prior to the fire, roughly 900 students in the county met the federal definition for being homeless, which includes those sleeping in campgrounds and vehicles, or doubled up with other people.

Sanders said she never imagined her family might meet that definition, but since Oct. 8, she and her firefighter husband and 11-year-old son technically qualify.

On the night of the fire, Sanders recalls seeing a dim glow on the horizon from a window while the wind howled. As a precaution, she and her husband, Terry, packed up the car and then started checking on their neighbors.

"Shortly after that, the color of the fire coming up the ridge was unlike anything I've ever seen," she said. "We said, 'This is actual fire, coming quickly. In this direction. We have to go.'"

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For the next several days, the Sanders family relocated from one house to the next, sometimes departing quickly as the blazes changed direction. "The thing about this fire was that it was ongoing," she said. "People were sending text messages, "Stop, fire. Please go away!"

Since returning to work Monday, Sanders has spent her time trying to track down displaced students at shelters and setting up bus routes to serve them. While her family's predicament has received some local attention, she said it isn't comparable to families she normally serves. "If anything, I hope it raises people's awareness about people in this situation," she said.

With many schools still closed, child care is an immediate concern for many working parents. To help displaced families, groups have set up ad hoc day care spaces and established donation centers.

Drake, the second-grade teacher, helped organize one such center for Hidden Valley Elementary School. In less than a week, a retail space in downtown Santa Rosa, donated by the property owner, was filled with shoes, clothing and backpacks, including some transported to Sonoma by Samaritans in Sacramento and the Central Valley.

Matt Todhunter, 38, stopped by the center Wednesday to pick up some items for himself, his wife and their three school-age daughters. He said his family lost their home in the fire, which also damaged Todhunter's workplace, the campus of Keystone Technologies, which has 1,100 full-time employees. With no office to go to, Todhunter said he has spent most of the week trying to line up contractors to rebuild.

"This is not just about losing a house in a fire," he said. "This is losing a house in one of the tightest housing markets in the country."

If all goes well, Sonoma's school districts hope to reopen all 75 closed schools by Nov. 1, with many as early as next week. Restoring "normalcy" for families is essential for the overall county to recover, said Herrington.

"Some of these children have lost their home," he said. "The one thing we can provide them is some sense of security."

Even after all schools reopen, the work will continue, said Herrington, who previously dealt with flood and earthquake disasters while working in El Dorado and Santa Cruz counties as a superintendent.

While Sonoma is eligible for Federal Emergency Management Agency funds, the school districts must fully document costs for remediation and other expenses, or risk a FEMA reimbursement request, he said. Longer term, there's a threat the school districts could lose state funding if the student population drops, as it did in Lake County following the Valley Fire two years ago.

Herrington said he doesn't "want to even think about" the consequence of a drop in funding, which might force districts to lay off some teachers and staff.

"California needs a statute that says when districts go through a declared national emergency, they should have some form of secure funding source so they can recuperate," he said. He adds that he tells this to every lawmaker and state official who contacts him.

Stuart Leavenworth: 202-383-6070, @sleavenworth

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IMPORTANT DELEGATE NOMINATION AND ELECTION DEADLINES

Note: Nominations Due on a Sunday

Important 2018 Dates:

- **Sunday, January 7:** U.S.P.S. postmarked, fax, or email deadline for *required* Nomination and Candidate Biographical Sketch Forms
- **By Thursday, February 1:** Ballots mailed to Member Boards
- **February 1 – March 15:** Boards vote for Delegates
- **Thursday, March 15:** Deadline for the ballots to be returned to CSBA (U.S.P.S. POSTMARK ONLY)
- **By Friday, March 30:** Ballots to be tallied
- **By Sunday, April 1:** Election results, except for run-offs, posted on CSBA's Web site
- **Monday, April 30:** Deadline for run-off ballots to be returned to CSBA (U.S.P.S. POSTMARK ONLY)

CSBA Delegate Assembly Meeting Dates in 2018

- **Saturday, May 19 – Sunday, May 20, Sacramento**
- **Wednesday, November 28 – Thursday, November 29, San Francisco**



California School Boards Association

DEADLINE: Sunday, January 7, 2018
BOARD ACTION REQUIRED
Please deliver to all governing board members.

October 27, 2017

MEMORANDUM

To: All Board Presidents, Superintendents of CSBA Member Boards of Education
From: Susan Henry, President
Copy: All Executive Assistants
Re: Call for Nominations for CSBA Delegate Assembly – **Due Sunday, January 7, 2018**

Each year, member boards elect representatives from 21 geographic regions to CSBA's Delegate Assembly. The Delegate Assembly is a vital link in the association's governance and sets the general policy direction for the association. Working with member boards, the Board of Directors, and Executive Committee, Delegates ensure that the association promotes the interests of school districts and county offices of education throughout the state. There are two required Delegate Assembly meetings each year. In 2018, the first meeting will be May 19-20 in Sacramento and the second one will be November 28-29 in San Francisco preceding CSBA's Annual Education Conference and Trade show.

Nomination and candidate biographical sketch forms for CSBA's Delegate Assembly are now being accepted until **Sunday, January 7, 2018**. Nomination instructions are listed below:

- Any CSBA member board is eligible to nominate board members within their geographical region or subregion and may nominate as many individuals as it chooses by submitting a nomination form for each nominee.
- All nominees must serve on CSBA member boards and give their approval prior to being nominated.
- All nominees must submit a **one-page, single-sided**, candidate biographical sketch form. An optional one-page, one-sided résumé may also be submitted but cannot be substituted for the biographical sketch form.
- All nomination materials must be postmarked by the U.S.P.S., faxed or emailed no later than 11:59 p.m. on **Sunday, January 7**. It is the nominee's responsibility to confirm that all nomination materials have been received by the CSBA Executive Office by this due date. Late submissions will not be accepted.
- Ballots will be mailed by Thursday, February 1, 2018 and are due Thursday, March 15, 2018.
- Elected Delegates serve a two-year term beginning April 1, 2018 through March 31, 2020.

The nomination materials related to the nomination process are available to download at <https://www.csba.org/About/Leadership/ElectionToCsbaOffice/ElectiontotheDelegateAssembly.aspx>. For more information about the Delegate Assembly, please contact the Executive Office or Leanne Gosselin, lgosselin@csba.org or (800) 266-3382, ext. 3302. Thank you.

(See other side for important dates)

**RESOLUTION OF THE GOVERNING BOARD OF THE
GRAVENSTEIN UNION SCHOOL DISTRICT
REGARDING ACCOUNTING OF DEVELOPMENT FEES
FOR 2016-2017 FISCAL YEAR
IN THE FOLLOWING FUND OR ACCOUNT:
FUND 25 – CAPITAL FACILITIES FUND
(Government Code sections 66001(d) & 66006(b))
Resolution #171108-1**

1. Authority and Reasons for Adopting this Resolution.

A. This District has levied school facilities fees pursuant to various resolutions, the most recent of which is dated November 8, 2017, and is referred to herein as the “School Facilities Fee Resolution” and is hereby incorporated by reference into this Resolution. These resolutions were adopted under the authority of Education Code section 17620. These fees have been deposited in the following fund or account:

Fund 25 – Capital Facilities Fund (the “Fund”);

B. Government Code sections 66001(d) and 66006(b) require this District to make an annual accounting of the Fund and to make additional findings every five years if there are any funds remaining in the Fund at the end of the prior fiscal year;

C. Government Code sections 66001(d) and 66006(b) further require that the annual accounting of the Fund and those findings be made available to the public no later than December 26, 2017, that this information be reviewed by this Board at its next regularly scheduled board meeting held no earlier than 15 days after they become available to the public, and that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) be mailed at least 15 days prior to this meeting to anyone who has filed a written request for it.

D. The Superintendent has informed this Board that a draft copy of this Resolution (along with Exhibits A and B which are hereby incorporated by reference into this Resolution) was made available to the public on November 3, 2017. The Superintendent has further informed this Board that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) was mailed at least 15 days prior to this meeting to anyone who had filed a written request for it.

E. The Superintendent has also informed this Board that there is no new information which would adversely affect the validity of any of the findings made by this Board in its School Facilities Fee Resolution.

2. What This Resolution Does.

This Resolution makes various findings and takes various actions regarding the Fund as required by and in accordance with Government Code sections 66001(d) and 66006(b).

3. Findings Regarding the Fund.

Based on all findings and evidence contained in, referred to, or incorporated into this Resolution, as well as the evidence presented to this Board at this meeting, the Board finds each of the following with respect to the Fund for the 2016-2017 Fiscal Year:

- A. In reference to Government Code section 66006(b)(2), the information identified in section 1 above is correct;
- B. In further reference to Government Code section 66006(b)(2), this Board has reviewed the annual accounting for the Fund as contained in Exhibit A and determined that it meets the requirements set forth in Government Code section 66006(b)(1);
- C. In reference to Government Code section 66001(d)(1)(A), and with respect only to that portion of the Fund remaining unexpended at the end of the 2016-2017 Fiscal Year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to reduce overcrowding caused by the development on which the fees were levied, which facilities are more specifically identified in Exhibit B;
- D. In reference to Government Code section 66001(d)(1)(B), and with respect only to that portion of the Fund remaining unexpended at the end of the 2016-2017 Fiscal Year, the findings and evidence referenced above demonstrate that there is a reasonable relationship between the fees and the purpose for which it is charged as more specifically identified in Exhibit B;
- E. In reference to Government Code section 66001(d)(1)(C), and with respect only to that portion of the Fund remaining unexpended at the end of the 2016-2017 Fiscal Year, all of the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified as the use to which the fees are to be put is identified in Exhibit B;
- F. In reference to Government Code section 66001(d)(1)(D), and with respect only to that portion of the Fund remaining unexpended at the end of the 2016-2017 Fiscal Year, the approximate dates on which the funding referred to in paragraph E above is expected to be deposited into the appropriate account or fund is designated in Exhibit B; and
- G. In reference to the last sentence of Government Code section 66006(d), because all of the findings required by that subdivision have been made in the fees that were levied in paragraphs C-F above, the District is not required to refund any moneys in the Fund as provided in Government Code section 66001(e).

4. **Superintendent Authorized to Take Necessary and Appropriate Action.**

The Board further directs and authorizes the Superintendent to take on its behalf such further action as may be necessary and appropriate to effectuate this Resolution.

5. **Certificate of Resolution.**

I, _____, _____ of the Governing Board of the _____ District of _____ County, State of California, certify that this Resolution proposed by _____, seconded by _____, was duly passed and adopted by the Board, at an official and public meeting this _____ day of _____, 2017, by the following vote:

AYES:

NOES:

ABSENT:

_____ of the Board
of the _____
District of _____ County, California

EXHIBIT A

**TO RESOLUTION REGARDING
ACCOUNTING OF DEVELOPMENT FEES
FOR FISCAL YEAR 2016-2017
FOR THE FOLLOWING FUND OR ACCOUNT:
FUND 25 – CAPITAL FACILITES (the “Fund”)**

Per Government Code section 66006(b)(1)(A-H) as indicated:

- A. A brief description of the type of fee in the Fund: Gravenstein Union School District collects fees for residential and commercial development on properties within the school district boundaries.
- B. The amount of the fee. The fee is \$1.42 per square foot for residential and \$.21 per square foot for commercial development.
- C. The beginning and ending balance of the Fund.
See Attachment 1.
- D. The amount of the fees collected and the interest earned.
See Attachment 1.
- E. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.
See Attachment 1.
- F. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in paragraph (2) subdivision (a) of section 66001, and the public improvement remains incomplete: None available
- G. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan: Not Applicable

H. The amount of refunds made pursuant to subdivision (e) of section 66001 and any allocations pursuant to subdivision (f) of section 66001: Not applicable

N/A. No refunds or allocations were made pursuant to subdivision (e) or (f) of section 66001.

EXHIBIT B

**TO RESOLUTION REGARDING
ACCOUNTING OF DEVELOPMENT FEES
FOR FISCAL YEAR 2016-17
FOR THE FOLLOWING FUND OR ACCOUNT:
FUND 25 – CAPITAL FACILITIES (the “Fund”)**

Per Government Code section 66001(d)(1)(A-D) as indicated:

- A. With respect to only that portion of the Fund remaining unexpended at the end of the 2016-2017 Fiscal Year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to reduce overcrowding caused by the development on which the fees were levied, which facilities are more specifically identified as follows: Gravenstein Elementary School, Gravenstein First, Hillcrest Middle School

- B. With respect to that portion of the Fund remaining unexpended at the end of the 2016-2017 Fiscal Year, there is a reasonable relationship between the fee and the purpose for which it is charged, including:
 - a. There is an ongoing need for the Fund to complete construction or reconstruction to reduce overcrowding caused by the development.
 - b. The status of improvements identified when the fee was established are as follows: See attachment 2
 - c. The following has been done since the fee was imposed: See attachment 2
 - d. Future plans include: Not determined

- C. With respect to only that portion of the Fund remaining unexpended at the end of the 2016-2017 Fiscal Year, the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified in paragraph A above are as follows: Not yet determined

- D. With respect to only that portion of the Fund remaining unexpended at the end of the 2016-2017 Fiscal Year, the following are the approximate dates on which the funding referred to in paragraph C above is expected to be deposited into the appropriate account or fund: Not yet determined

GOVERNMENT CODES

§ 66001. Fee as condition of approval; agency requirements

(a) In any action establishing, increasing, or imposing a fee as a condition of approval of a development project by a local agency, the local agency shall do all of the following:

(1) Identify the purpose of the fee.

(2) Identify the use to which the fee is to be put. If the use is financing public facilities, the facilities shall be identified. That identification may, but need not, be made by reference to a capital improvement plan as specified in Section 65403 or 66002, may be made in applicable general or specific plan requirements, or may be made in other public documents that identify the public facilities for which the fee is charged.

(3) Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed.

(4) Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed.

(b) In any action imposing a fee as a condition of approval of a development project by a local agency, the local agency shall determine how there is a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development on which the fee is imposed.

(c) Upon receipt of a fee subject to this section, the local agency shall deposit, invest, account for, and expend the fees pursuant to Section 66006.

(d)(1) For the fifth fiscal year following the first deposit into the account or fund, and every five years thereafter, the local agency shall make all of the following findings with respect to that portion of the account or fund remaining unexpended, whether committed or uncommitted:

(A) Identify the purpose to which the fee is to be put.

(B) Demonstrate a reasonable relationship between the fee and the purpose for which it is charged.

(C) Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements identified in paragraph (2) of subdivision (a).

(D) Designate the approximate dates on which the funding referred to in subparagraph (C) is expected to be deposited into the appropriate account or fund.

(2) When findings are required by this subdivision, they shall be made in connection with the

public information required by subdivision (b) of Section 66006. The findings required by this subdivision need only be made for moneys in possession of the local agency, and need not be made with respect to letters of credit, bonds, or other instruments taken to secure payment of the fee at a future date. If the findings are not made as required by this subdivision, the local agency shall refund the moneys in the account or fund as provided in subdivision (e).

(e) Except as provided in subdivision (f), when sufficient funds have been collected, as determined pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 66006, to complete financing on incomplete public improvements identified in paragraph (2) of subdivision (a), and the public improvements remain incomplete, the local agency shall identify, within 180 days of the determination that sufficient funds have been collected, an approximate date by which the construction of the public improvement will be commenced, or shall refund to the then current record owner or owners of the lots or units, as identified on the last equalized assessment roll, of the development project or projects on a prorated basis, the unexpended portion of the fee, and any interest accrued thereon. By means consistent with the intent of this section, a local agency may refund the unexpended revenues by direct payment, by providing a temporary suspension of fees, or by any other reasonable means. The determination by the governing body of the local agency of the means by which those revenues are to be refunded is a legislative act.

(f) If the administrative costs of refunding unexpended revenues pursuant to subdivision (e) exceed the amount to be refunded, the local agency, after a public hearing, notice of which has been published pursuant to Section 6061 and posted in three prominent places within the area of the development project, may determine that the revenues shall be allocated for some other purpose for which fees are collected subject to this chapter and which serves the project on which the fee was originally imposed.

(g) A fee shall not include the costs attributable to existing deficiencies in public facilities, but may include the costs attributable to the increased demand for public facilities reasonably related to the development project in order to (1) refurbish existing facilities to maintain the existing level of service or (2) achieve an adopted level of service that is consistent with the general plan.

§ 66006. Local agency improvement fees; public availability of account or fund information

(a) If a local agency requires the payment of a fee specified in subdivision (c) in connection with the approval of a development project, the local agency receiving the fee shall deposit it with the other fees for the improvement in a separate capital facilities account or fund in a manner to avoid any commingling of the fees with other revenues and funds of the local agency, except for temporary investments, and expend those fees solely for the purpose for which the fee was collected. Any interest income earned by moneys in the capital facilities account or fund shall also be deposited in that account or fund and shall be expended only for the purpose for which the fee was originally collected.

(b)(1) For each separate account or fund established pursuant to subdivision (a), the local agency shall, within 180 days after the last day of each fiscal year, make available to the public the following information for the fiscal year:

(A) A brief description of the type of fee in the account or fund.

(B) The amount of the fee.

(C) The beginning and ending balance of the account or fund.

(D) The amount of the fees collected and the interest earned.

(E) An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.

(F) An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in paragraph (2) of subdivision (a) of Section 66001, and the public improvement remains incomplete.

(G) A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan.

(H) The amount of refunds made pursuant to subdivision (e) of Section 66001 and any allocations pursuant to subdivision (f) of Section 66001.

(2) The local agency shall review the information made available to the public pursuant to paragraph (1) at the next regularly scheduled public meeting not less than 15 days after this information is made available to the public, as required by this subdivision. Notice of the time and place of the meeting, including the address where this information may be reviewed, shall be mailed, at least 15 days prior to the meeting, to any interested party who files a written request with the local agency for mailed notice of the meeting. Any written request for mailed notices shall be valid for one year from the date on which it is filed unless a renewal request is filed. Renewal requests for mailed notices shall be filed on or before April 1 of each year. The legislative body may establish a reasonable annual charge for sending notices based on the estimated cost of providing the service.

(c) For purposes of this section, "fee" means any fee imposed to provide for an improvement to be constructed to serve a development project, or which is a fee for public improvements within the meaning of subdivision (b) of Section 66000, and that is imposed by the local agency as a condition of approving the development project.

(d) Any person may request an audit of any local agency fee or charge that is subject to Section 66023, including fees or charges of school districts, in accordance with that section.

(e) The Legislature finds and declares that untimely or improper allocation of development fees hinders economic growth and is, therefore, a matter of statewide interest and concern. It is, therefore, the intent of the Legislature that this section shall supersede all conflicting local laws and shall apply in charter cities.

(f) At the time the local agency imposes a fee for public improvements on a specific development project, it shall identify the public improvement that the fee will be used to finance.

V H.

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 Jennifer Roberts Address 2352 Lemur St.
 Telephone 540-2549 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 GIRTR 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.

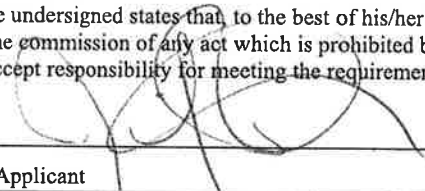
The undersigned party fully understands that the Gravenstein Union School District does not provide, nor does it have available, any health or accident insurance for users of the school district's facilities and that events such as sports/athletics, performances, assemblies, etc. must produce a certificate 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 

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: GOTR 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	FAX (A/C, No): 704-523-0024	
	E-MAIL ADDRESS: debbie.chiappone@nfp.com		
INSURED GIRSONO Girls on the Run Sonoma County PO Box 9036 Santa Rosa CA 95405	INSURER(S) AFFORDING COVERAGE		NAIC #
	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 checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			PHPK1593415	2/1/2017	2/1/2018	COMBINED SINGLE LIMITY (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 <input type="checkbox"/> 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? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			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. AUTHORIZED REPRESENTATIVE
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99

Oct. 29, 2017

Dear Gravenstein Board of Education,

Thank you for considering our request to host *Girls on the Run* at Gravenstein Elementary School. We are submitting this letter in response to several questions that arose during the Oct. 18 meeting. In particular, we'd like to highlight that we are no longer requesting that the site usage fee be waived (GOTR will cover it).

Also, during the meeting Mrs. Schwinn noted that our requested meeting time overlaps with Beyond the Bell. We believe that both groups can share the outdoor space at Gravenstein. We propose that the GOTR group use the lower field for the "lesson" portion of the meeting (covering topics such as self-respect, coping with bullying, and contributing to the community) and then later, when the Beyond the Bell students have moved to the lower play area, GOTR move to the track to run. In addition, while initially we requested the multi-purpose room for rainy days, we would be happy with any covered space, even a simple covered hallway, for our lessons, so as not to conflict with the Beyond the Bell students.

Regarding other questions/concerns:

1. The scholarship process: A girl who receives free lunch qualifies for a full scholarship. The family pays a \$20 commitment fee and \$165 is covered. A girl who receives reduced lunch fees may receive a partial scholarship. Families who do not qualify for free/reduced lunch can also request a scholarship based on need.
2. The minimum number of girls for a team to go is eight. The max number of girls with two coaches is 15 girls. Teams can go up to 20 girls with three coaches.
3. The registration fee covers all costs to run the program (supplies, licensing, insurance, shirts, etc.) The actual cost to GOTR per girl is closer to \$250, so registration fee is already discounted. The registration cost also includes the 5k.
4. Girls on the Run Sonoma County is the "person" with whom the contract is made. GOTR sends insurance coverage at each site (note attached on original application).

A member of Girls on the Run Sonoma County will be available at the Nov. 8 school board meeting to address any additional questions.

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.

Sincerely,

Jennifer Roberson

Parent of 1st and 3rd grader

Lisa Gonzalez

Parent of 3rd and 6th grader

Erin Hanauer

Parent of TK, 2nd and 4th grader

Accomplishments and Actions for 2016-17

Executive Summary:

The GUSD Board and Superintendent Schwinn have reviewed the goals set for the 2016-17 year and the corresponding actions and accomplishments achieved during the last school year. The number of goals set was considerable, approximately 60. Therefore, the actions undertaken and accomplishments were also voluminous.

The Board requested that a truncated document that highlights some of the most notable accomplishments in 2016-17 be created. The highlighted achievements would then be posted on the District website as a public relations document.

Following this summary, please find the original, complete list of accomplishments for 2016-17 for reference.

Also attached is the highlighted accomplishments document for Board review and approval, prior to posting.

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;

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.

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.

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

Budget:

- 2016-17 adopted budget was completed with no deficit spending and appropriate reserves.

- Staff compensation increased 3.25% on the salary schedule for 2016-17.

Policies:

- 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

- 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.

- The 2017-18 LCAP documents were reviewed and updated.

Curriculum and Instruction:

- The 2017 assessment results maintained or exceeded our 2016 scores. GUSD has produced the highest test scores in West Sonoma County for the last two years, and remains one of the highest performing districts in the County.

- 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.

- *Study Sync* (McGraw-Hill) ELA curriculum was piloted at Hillcrest.

- 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*.

- Maintained full Class Size Reduction in grades K-3.
- Purchased a standardized GATE assessment -- NNAT (Naglieri Nonverbal Abilities Test) for use with all interested third grade students.
- GATE activities were supported with GATE Coordinators in a lunchtime program.
- Computers were purchased and Wi-Fi was increased for both campuses.
- 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.
- 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:

- Hillcrest 6-7-8 Band won several awards in the Apple Blossom and Rose Parades.
- Superintendent worked with variety of stakeholder groups via student council, school site council, and the GUSD Board to complete the 17-18 LCAP.
- Many performances were provided to the school community through concerts, plays, poetry readings, Kindergarten Nutcracker, and more.

Management/Organization

- Staff, students, and parents were updated on new laws, policies or rules to ensure existing rules were consistently enforced.
- 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.

- New superintendent and principals took office.
- Superintendent and Board identified areas of focus for the District to work on in 2016-17.

Facilities:

- 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.
- Classrooms receiving the new Chromebooks were alarmed.
- Wireless access points were installed, expanding wireless system capacity and effectiveness.
- 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.
- Facility Inspection Tool found all areas of the facility in “good” condition.
- The Hillcrest staff room received a make-over that included new paint, electrical outlets, and lighting.
- AED were installed; staff was trained; and put into use on both school campuses.

Gravenstein Union School District

Mission Statement

School Vision and Mission Statement

We, the Gravenstein Union School District, are dedicated to academic excellence and the cultivation of individual strengths and talents in a caring and cooperative environment. Our sense of community fosters a high level of ethical, responsible citizenship. State and district policies support our common goal.

GOALS:

1. School Environment

- a. Positive, non-threatening environment with consistent discipline.
- b. Students will learn the value of respecting oneself, each other and authority.
- c. Pro-active interventions for at-risk students.
- d. Strive for optimum class sizes.

2. Curriculum & Assessment

- a. Develop a set of standards-based (grade-specific) curriculum brochures, report cards, strategies and practices utilizing California state standards.
- b. Standardize and adopt state board adopted curriculum and materials to ensure student success and to meet high school entrance and exit exam requirements.
- c. Students will meet eighth grade proficiency standards for graduation.

3. Coordination of School District and Community

- a. Articulation and coordination of curriculum with the State of California. Encourage district connection with Governor's Initiative trainings for professional development.
- b. Volunteerism - students in the community and community in the school.
- c. Recruit and encourage business and professional interaction with the school.

Special education services on each site include a Learning Lab serving all special education and Title 1 students, speech and language services, and full inclusion availability for all grades. Our district also offers a Before/After School Daycare and Homework Club. School bus transportation is provided to students for a fee.



Plans

English ▾

Sign up

Log in

Create a Doodle

GUSD Board Retreat

by Jim Horn • 2 days ago

- ☰ *This would be an open session meeting to review our mission/focus and focus/reduce our Board/District goals. If desired, we can schedule a second session to help develop Superintendent evaluation tools tied to goals.*

🕒 All times displayed in America/Los Angeles

Table Calendar

	Nov 13 MON <i>5-7</i> 5:30 PM - 7:00 PM	Nov 20 MON <i>5-7</i> 5:30 PM - 7:00 PM	Nov 27 MON <i>5:30-7:30</i> 5:30 PM - 7:00 PM	Nov 29 WED <i>5-7</i> 5:30 PM - 7:00 PM	Nov 30 THU <i>5:30-7:30 pm</i> 5:30 PM - 7:00 PM
5 participants +	✓ 2	✓ 3	✓ 4	✓ 5	✓ 5
👤 Jennifer S	✓	✓	✓	✓	✓
👤 Jen K		✓	✓	✓	✓
👤 Dez				✓	✓
👤 Gregory Appling			✓	✓	✓
👤 Jim Horn	✓	✓	✓	✓	✓

Proposed GUSD BP 5141.33 for approval 11/8/17

VI B

Gravenstein Union School District

Board Policy

Head Lice

BP 5141.33

Students

The Governing Board recognizes that head lice infestations among students require treatment but do not pose a risk of transmitting disease. The Superintendent or designee shall encourage early detection and treatment in a manner that minimizes disruption to the educational program and reduces student absences.

Note: The following optional paragraph provides for distribution of educational information to parents/guardians of preschool and elementary students based on a finding reported in the CDPH guidelines that children ages 3-11 years are at highest risk for head lice infestation. High school districts that choose to routinely provide information to parents/guardians should revise the following paragraph to reflect applicable grade levels.

Note: The CDPH publishes a brochure for parents/guardians, A Parent's Guide to Head Lice, which is available on the CDPH web site. As discussed in the brochure, the recommended treatment for head lice involves nit combing and use of an over-the-counter head lice shampoo. Prescription treatments are also available.

The Superintendent or designee may distribute information to parents/guardians of preschool and elementary students regarding routine screening, symptoms, accurate diagnosis, and proper treatment of head lice infestations. The Superintendent or designee also may provide related information to school staff.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible.

If a student is found with active, adult head lice or nits, he/she shall be excluded from attendance. The parent/guardian of any such student shall be given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice or nits are detected.

Upon the student's return to school, the school nurse or designee shall check the student for active head lice and nits. If it is determined that the student remains infected with head lice and/or nits, the school nurse or designee shall contact the student's parent/guardian to discuss treatment. As needed, he/she may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

(cf. 5141.3 - Health Examinations)
(cf. 5141.6 - School Health Services)

If a student is found consistently infested with head lice and/or nits, he/she may be referred to a multidisciplinary team, which may consist of the school nurse, representatives from the local health department and social services, and other appropriate individuals, to determine the best approach for identifying and resolving problems contributing to the student's head lice infestations.

(cf. 1020 - Youth Services)
(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)

When it is determined that one or more students in a class or school are infested with head lice, the principal or designee may, at his/her discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice.

Staff shall maintain the privacy of students identified as having head lice.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)

Legal Reference:

EDUCATION CODE

48320-48325 School attendance review boards

49451 Physical examinations: parent's refusal to consent

Management Resources:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS

Guidelines on Head Lice Prevention and Control for School Districts and Child Care Facilities, rev. March 2012

A Parent's Guide to Head Lice, 2008

CALIFORNIA SCHOOL NURSES ORGANIZATION

Pediculosis Management, Position Statement, rev. 2011

WEB SITES

American Academy of Pediatrics: <http://www.aap.org>

California Department of Public Health: <http://www.cdph.ca.gov>
California School Nurses Organization: <http://www.csno.org>
Centers for Disease Control and Prevention, Parasitic Disease Information, Head
Lice: <http://www.cdc.gov/parasites/lice/head>

(7/99 7/06) 7/12
Gravenstein Union School District 11/8/17

CSBA Sample

Board Policy

Head Lice

BP 5141.33

Students

Note: The following optional policy is consistent with the Guidelines on Head Lice Prevention and Control for School Districts and Child Care Facilities issued by the California Department of Public Health (CDPH) in March 2012. CDPH guidelines and a position statement by the California School Nurses Organization note that, although lice are a nuisance, they are not associated with the spread of disease and are not highly transferable in the school setting.

The Governing Board recognizes that head lice infestations among students require treatment but do not pose a risk of transmitting disease. The Superintendent or designee shall encourage early detection and treatment in a manner that minimizes disruption to the educational program and reduces student absences.

Note: The following optional paragraph provides for distribution of educational information to parents/guardians of preschool and elementary students based on a finding reported in the CDPH guidelines that children ages 3-11 years are at highest risk for head lice infestation. High school districts that choose to routinely provide information to parents/guardians should revise the following paragraph to reflect applicable grade levels.

Note: The CDPH publishes a brochure for parents/guardians, A Parent's Guide to Head Lice, which is available on the CDPH web site. As discussed in the brochure, the recommended treatment for head lice involves nit combing and use of an over-the-counter head lice shampoo. Prescription treatments are also available.

The Superintendent or designee may distribute information to parents/guardians of preschool and elementary students regarding routine screening, symptoms, accurate diagnosis, and proper treatment of head lice infestations. The Superintendent or designee also may provide related information to school staff.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible.

Note: The CDPH, Centers for Disease Control and Prevention, American Academy of Pediatrics, and California School Nurses Organization all oppose "no-nit" policies (i.e., policies that require students to be free of nits before returning to school), citing common misdiagnosis by nonmedical personnel, lack of evidence that such policies prevent or shorten outbreaks, and their belief that the benefits of school attendance outweigh the risks of head lice.

If a student is found with active, adult head lice, he/she shall be allowed to stay in school until the end of the school day. The parent/guardian of any such student shall be given information about the treatment of head lice and encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian also shall be informed that the student shall be checked upon return to school the next day and allowed to remain in school if no active head lice are detected.

Upon the student's return to school, the school nurse or designee shall check the student for active head lice. If it is determined that the student remains infected with head lice, the school nurse or designee shall contact the student's parent/guardian to discuss treatment. As needed, he/she may provide additional resources and/or referral to the local health department, health care providers, or other agencies.

(cf. 5141.3 - Health Examinations)
(cf. 5141.6 - School Health Services)

Note: The following optional paragraph may be revised to reflect district practice. CDPH guidelines recommend that, because continuing infestations may signify other family or socioeconomic problems, a student with a chronic case of head lice (i.e., a student found infested during three separate months during a school year or for six consecutive weeks) should be reported to the school attendance review board and addressed by a multidisciplinary team which may consist of the school nurse, representatives of the local health department and social services, and other appropriate individuals.

If a student is found consistently infested with head lice, he/she may be referred to a multidisciplinary team, which may consist of the school nurse, representatives from the local health department and social services, and other appropriate individuals, to determine the best approach for identifying and resolving problems contributing to the student's head lice infestations.

(cf. 1020 - Youth Services)
(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)

***Note: The following optional paragraph should be revised to reflect district practice. CDPH guidelines state that, although classroom or schoolwide notification is not recommended after student(s) have been detected with head

lice, such notification is at the discretion of the school nurse or school administration.***

When it is determined that one or more students in a class or school are infested with head lice, the principal or designee may, at his/her discretion, notify parents/guardians of students in that class or school and provide them with information about the detection and treatment of head lice.

Staff shall maintain the privacy of students identified as having head lice.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)

Legal Reference:

EDUCATION CODE

48320-48325 School attendance review boards

49451 Physical examinations: parent's refusal to consent

Management Resources:

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WEB SITES

American Academy of Pediatrics: <http://www.aap.org>

California Department of Public Health: <http://www.cdph.ca.gov>

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

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

(7/99 7/06) 7/12

GRAVENSTEIN UNION SCHOOL DISTRICT Board Policy

BP 5141.33

Students

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 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 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, 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 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 infestation, all students in the class shall be examined. In consultation with the school nurse, the principal may also send information about head lice 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 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>

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GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, California