

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

REGULAR GOVERNING BOARD
MEETING AGENDA
Gravenstein School, Rm. 13

Wednesday, July 12, 2017
5:00 PM

I. CALL TO ORDER

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

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 June 14, 2017, and special meetings June 20 & 28, 2017
- C. Warrants/Payroll
- D. Williams Settlement Quarterly Report
- E. Communication
 - 1. Letter from Kassidy Fisher, requesting child rearing leave for the 2017-18 school year. The Board is asked to approve this leave.
 - 2. Letter of resignation from Brad Carn, dated June 30, 2017.
 - 3. Letter from Supt. Schwinn dated June 30, 2017, accepting Brad Carn's resignation on behalf of the Board.
 - 4. Letter from Craig Boblitt, indicating interest in serving on the Bond Oversight Committee.

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
- E. Hillcrest Principal Report
- F. Principal/Supt. Report

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1. 2017-18 Enrollment Outlook
2. Transportation JPA Update
3. Update on modernization funding with Jack Schreder & Associates
4. Phase II update from Head of Facilities, Brian Sposato
5. Phase III update
6. Proposed shade structure update
7. Hiring update:
 1. Positions in process of hiring include the following:
 1. Hillcrest Principal
 2. Nurse
 3. School Counselor
 4. Middle School Teacher, w/ Math authorization
 5. School Secretary

V. **BUSINESS**

A. Approve Updated Quote from NSP3 for Shade Structure Installation

The Board will be asked to approve an updated quote from NSP3, for the installation of shade structure material at Gravenstein Elementary.

Action taken/comments:

Motion _____ Second _____ Vote _____

B. Discussion on the Community Use of District Facilities

The Board will review use of District facilities pursuant to District policies BP/AR 1330.

Action taken/comments:

Motion _____ Second _____ Vote _____

C. Consider Facility Use Request

The Board will be presented with a Facility Use request from a couple of GUSD parents that would like to host a "Girls on the Run" team during the 17-18 year. They have requested a reduction in fees outlined on the Facility Use form and stipulated in Board Policy 1330.

Action taken/comments:

Motion _____ Second _____ Vote _____

D. Approve Resolution # 170712-1 Establish Bond Oversight Committee

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The Board will be asked to approve Resolution #170712-1, in order to update the membership of the Bond Oversight Committee, including adding new member – Craig Boblitt.

Action taken/comments:

Motion _____ Second _____ Vote _____

E. Approve Asbestos Abatement Quotes

The Board will be asked to approve proposals for asbestos abatement work that is needed to complete planned summer work on Hillcrest and Gravenstein campuses.

Action taken/comments:

Motion _____ Second _____ Vote _____

F. Approve Parking Lot & Pavement Maintenance Proposals

The Board is asked to approve the proposals received for necessary parking lot and pavement maintenance we wish to contract for this summer.

- Asphalt milling and replacement in lower Gravenstein lot- \$15,975
- Upper parking lot repair and striping - \$6,018
- Playground crack sealing and striping - \$13,108

Action taken/comments:

Motion _____ Second _____ Vote _____

G. Approve 2017 Spring Consolidated Application

The Board will be asked to approve the 2017 Spring Consolidation Application, which allows the District to access categorical funding.

Action taken/comments:

Motion _____ Second _____ Vote _____

H. Approve the GASB45 Report

The Board will be asked to approve the GASB 45 report that CSBA has prepared on behalf of the District.

Action taken/comments:

Motion _____ Second _____ Vote _____

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I. Review District Facility Master Plan

The Board will review the Facility Master Plan and consider any future updates to the plan, based on District needs.

Action taken/comments:

Motion _____ Second _____ Vote _____

J. Approve Contract w/ Ally Technology for IT Services

The Board will be asked to approve the contract with Ally Technology to provide IT services 1 day per week, and on call as needed, for the 2017-18 school year.

Action taken/comments:

Motion _____ Second _____ Vote _____

K. Approve MOU w/ SCOE for Payroll Services

The Board will be asked to approve up to six more months of payroll services contracted with SCOE, to support the GUSD Business office while staff is still attempting to train and get on top of the workload.

Action taken/comments:

Motion _____ Second _____ Vote _____

L. Approve MOU w/ SCOE for BTSA Services

The Board will be asked to approve the contract with SCOE'S North Coast Beginning Teacher Program to provide Beginning Teacher Support and Assessment (BTSA) for 1st and 2nd year teachers on staff.

Action taken/comments:

Motion _____ Second _____ Vote _____

VI. GENERAL

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

The Board will be asked to review and approve the Parent/Student Handbook prior to distribution.

Action taken/comments:

Motion _____ Second _____ Vote _____

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B. Review & Approve 2017-18 Field Trips

The Board will receive documents regarding planned field trips for the 2017-18 school year; including the following:

- Planned donations from MPF (\$90K block grant for K-8th gr Enrich!)
- GSF donation (\$400/class, K-5 & \$1,750 for 6th -7th & \$3,000 for 8th grade)
- Possible increased expense to the District to expand offerings
- The expected student activity donation that would be requested, per grade level

The Board is asked to approve field trips planned and presented thus far, as well as the staff proposal for distribution of funds.

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 final draft contract with Keri Pugno for 1.0 FTE Principal/Lead Teacher.
- b. Approve hiring 0.75 FTE Elementary PE Teacher -Tara Fluit
- c. Approve hiring 0.63 FTE Middle School Spanish/ELD Teacher – David Canfield
- d. Approve hiring 1.0 FTE Temporary 5th gr Traditional Teacher – Alexa Grimm
- e. Approve hiring of 1.0 FTE Middle School Principal
- f. Approve hiring of 1.0 FTE Temporary Middle School RSP Teacher- Bernadette Prunetti
- g. Approve hiring of 0.20 FTE School Nurse
- h. Approve hiring of 1.0 FTE School Counselor
- i. Approve hiring of 1.0 FTE Middle School Teacher
- j. Approve hiring of full-time TA

2) Conference with Labor Negotiator

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

3) Superintendent Evaluation

-2017-18 Calendar

IX. OPEN SESSION

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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: Aug 9, 2017— 5:00PM

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
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

**MINUTES FROM THE REGULAR
GOVERNING BOARD MEETING**

Wednesday, June 14, 2017

Gravenstein School, Rm. 13

I. Meeting Called to Order at 5:10 PM

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

II. PUBLIC COMMENTS

None.

III. REPORTS, AND ORAL COMMUNICATIONS

- A. Gravenstein Union Teachers' Association: Christina Urmini gave the GUTA report
- B. School Site Council: Supt. Schwinn gave a brief update.
- C. GSF/MPF: Elena Ghirardelli reported on behalf of GSF and Rick Brody reported on behalf of MPF.
 - I. Report on Town Hall meeting: Mr. Brody reported on the recent Town Hall meeting and on other ways that the MPF leadership has attempted to increase communication with the community this year.
- D. Trustee Reports: All board members reported on the successful Hillcrest graduation ceremony.
- E. Hillcrest Principal Report: Brad Carn reported on the various end of the year activities at Hillcrest.
- F. Principal/Supt. Report
 - 1. 2016-17 Enrollment: Included in packet.
 - 2. 2017-18 Enrollment Outlook: Mrs. Schwinn and Mr. Carn shared current enrollment numbers for the upcoming school year.
 - 3. Transportation JPA Update: Mrs. Schwinn reported.
 - 4. Update on modernization funding with Jack Schreder & Associates - Wanda Holden reported that Phase II application is being finalized.
 - 5. Phase II update from Head of Facilities, Brian Sposato- Brian Sposato reported on the remaining punch list items to be completed this summer.
 - 6. Phase III update- Mr. Sposato reported on the cost estimate and scope for Phase III. Member Schwartz inquired about providing AC in classrooms at Hillcrest. However, these items are

not included in the plans for phase III.

7. Proposed shade structure update- Mr. Sposato reported that the purchase order has been approved. The DSA permit is still needed for inspection at the manufacturing plant to occur. Timeline for fabrication and installation not known at this time.
8. Gravenstein Elementary ELA adoption timeline
 1. *Wonders* by McGraw Hill selected for pilot for TK-5th
 2. *Wonders* Teacher materials arrived for teachers to take home over summer
 3. *Wonders* student materials coming soon
 4. Hillcrest staff met to discuss their pilot of the ELA program called StudySync (also by McGraw Hill) and whether to adopt the program. A consensus was reached to continue the pilot for a second year.
9. Hiring update:
 1. Teacher interviews in process - Supt. Schwinn reported on progress made selecting candidates for positions at Gravenstein. There remains more hiring to do at Hillcrest and for the new district-wide counselor position.
- 10 LCAP Stakeholder input phase:
 1. School Site Council has begun LCAP update & stakeholder input process
 2. LCAP has been on display in the office since June 7, 2017
 3. First presentation of the LCAP to the Board and public was given on June 14, 2017.

IV. CONSENT AGENDA

ACTION ITEM

- A. Minutes of regular Board meeting May 10, 2017, and special meeting June 5, 2017
- B. Warrants/Payroll
- C. Budget Updates and Transfers
- D. Communication
 1. Letter from Jennifer Estrella, dated May 25, 2017, applying to the membership of the GUSD Bond Oversight Committee.
 2. Sunshine letter from GUTA for the 2017-18 school year.

Action taken/comments: Approval of the consent agenda.

Motion: Horn Second: Wickland Vote: 4 - 0

V. BUSINESS

A. Approve Principal Salary Schedule

The Board approved a District Principal salary schedule as presented.

Action taken/comments: Approval of the principal salary schedule.

Motion: Wickland Second: Appling Vote: 4 - 0.

B. Approval of MOU w/ MPF for 2017-18

The Board considered the proposed revised MOU with MPF for the 2017-18 school year. The new draft reflects some changes that will allow MPF to cut approximately \$35K from their annual budget to avoid on-going deficit spending. District will make good faith effort to keep Enrich teachers working with Enrich students.

Action taken/comments: Approval of the MOU w/MPF for 2017-18.

Motion: Horn Second: Appling Vote: 4 - 0.

C. Approve Resolution# 170614-1 Establish Bond Oversight Committee

The Board approved Resolution# 170614-1 in order to update the membership of the Bond Oversight Committee, including adding new member -- Jennifer Estrella.

Action taken/comments: Approval of resolution #170614-1

Motion:Schwartz Second: Wickland Vote: 4 - 0.

D. Approve Resolution # 170614-2 Education Protection Account (EPA)

The Board approved Resolution# 170614-2, resulting from the passage of Prop 30, designating the funds to be used to support the General Education salaries and benefits.

Action taken/comments: Approval of the resolution.

Motion: Horn Second: Appling Vote: 4 - 0.

E. Approve 2017-18 CSBA Membership and Educational Legal Alliance Membership

The Board approved the annual renewal of the District's membership in CSBA, and Educational Legal Alliance, which provides the GAMUT program.

Action taken/comments: Approval of the GAMUT service program.

Motion:Horn Second: Wickland Vote: 4 - 0.

F. Approve Interagency Agreement

The Board approved an interagency agreement that is a new requirement of the Every Student Succeeds Act (ESSA). The intent of the agreement is to ensure

transportation is provided to allow foster students to remain in their school of origin, when that is in the best interest of the child.

Action taken/comments: Approval of the interagency agreement.

Motion: Wickland Second: Appling Vote: 4 - 0.

VI. PUBLIC HEARING-2017-18 BUDGET

President Horn opened the public hearing opened at 6:05 PM. The Public Hearing was the first of a two-part process to approve the annual budget. The 17-18 budget will be considered for approval at the June 20, 2017, meeting.

A. Presentation of the 2017-18 Budget

CBO Wanda Holden delivered a slide show presentation in which she reviewed the proposed 2017-18 budget. She explained the process and answered numerous budget questions from board members. This item will be brought back for adoption on June 20. The Board decided to bring the master facility plan back for review at the July meeting in order to explore new projects and set priorities. No action taken at this point.

B. Review of Balances of Reserves in Excess of Minimum Reserve

Requirements: The Board reviewed and discussed the combined assigned and unassigned end fund balance above the minimum recommended *Reserve for Economic Uncertainty*, as necessary when reserve amounts exceed minimum recommended reserve requirements. President Horn noted that the minimum required five percent reserve doesn't go far, and in fact would only cover two weeks of district expenses.

VII. CLOSE PUBLIC HEARING at 7:05 PM

VIII. PUBLIC HEARING-2017-18 LCAP

President Horn opened the public hearing opened at 7:12 PM. The Board conducted a public hearing on the proposed Local Control Accountability Plan as part of the State's new LCFF funding plan.

A. Presentation of the 2017-18 LCAP

Supt. Schwinn presented the proposed 2017-18 LCAP (Local Control Accountability Plan) summarizing the district goals and actions meant to meet these goals. Board members commented and asked questions. No action taken.

This Public Hearing was the first of a two-part process to approve the LCAP. The 17-18 LCAP will be considered for approval at the June 20, 2017 meeting.

IX. CLOSE PUBLIC HEARING at 8:02 PM

X. GENERAL

A. Hillcrest & Gravenstein Charter Petition Renewal -Approval

Every five years, charters must be renewed by the State. The Hillcrest and Gravenstein Charters are up for renewal at the end of the 2016-17 school year. The renewal is a three-step process. The Board received the petitions at its regular meeting on May 10, 2017, and held a public hearing on the petitions at a special meeting on June 5, 2017.

Action taken/comments: Approval of the Hillcrest and Gravenstein charters

Motion: Appling

Second: Schwartz

Vote: 4 -0

XI. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

A member of the audience expressed support for hiring Keri Pugno.

Adjourned to closed session at 8:10 pm.

XII. 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: Discuss/Approve contract with Keri Pugno for Principal/Lead Teacher.

2) Conference with Labor Negotiator

District Negotiator: Jennifer Schwinn, Superintendent

Represented Employees: Gravenstein Union Teachers Assoc.

3) Public Employee Discipline/Dismissal/Release

4) Superintendent Evaluation

XIII. OPEN SESSION

The Board returned to open session at 9:16 PM

Horn moved/Appling seconded to approve a contract with Keri Pugno for Principal/Lead Teacher at Gravenstein Elementary School. Approved 4-0.

XIV. FUTURE BOARD MEETINGS:

I. Next Regular Board Meeting: July 12, 2017- 5:00PM

A special Board meeting is scheduled for June 20, 2017, to complete the two-part LCAP and Budget approval process.

XV. ADJOURNMENT

The Board adjourned at 9:17 PM

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

**MINUTES: SPECIAL GOVERNING BOARD
MEETING**

Tuesday, June 20, 2017
11:00 AM
Gravenstein School, Rm. 13

I. CALL TO ORDER at 11:12 AM

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

II. PUBLIC COMMENTS

Supt. Schwinn introduced Lynn Martinez as the new 4th grade teacher at Gravenstein. Lynn expressed her excitement to be hired on at Gravenstein and discussed her extensive teaching background.

III. CONSENT AGENDA

ACTION ITEM

A. Annual Contract Renewal

1. The Board approved annual renewal of CSBA contract for Membership and Education Legal Alliance, at a cost of: \$6,344.
2. The Board approved annual renewal of the District's retainer with School and College Legal Services, at a cost of \$6,900 for a 30 hour retainer (\$230/hr).

B. Communication

1. Letter from Rick Nowlin, President and CEO of Luther Burbank Center, to Kelly Sporrer, thanking her, along with Ms. Smuck and their students, for their fundraising effort in support of their Music for Schools program.

Action taken/comments: Approval of consent agenda.

Motion: Schwartz Second: Horn Vote: 3 - 0

IV. BUSINESS

A. Approve the 2017-18 GUSD Budget

The Board approved the 2017-18 budget as presented by CBO Wanda Holden. This was the second of a two-part process to approve the annual budget, following the public hearing on the budget at the June 14, 2017, Board meeting. Mrs. Holden reviewed the few changes that were made since the last meeting.

*The budget has been posted as a separate attachment, and is available on the District website.

Action taken/comments: Approval of the 2017-18 GUSD Budget

Motion: Wickland Second: Schwartz Vote: 3 - 0.

B. Approve the 2017-18 LCAP

The Board approved the 2017-18 LCAPs (Local Control Accountability Plans, as presented by Supt. Schwinn. This was the second of a two-part process to approve the LCAPs, following the public hearing on the LCAPs at the June 14, 2017, Board meeting. Supt. Schwinn incorporated suggestions offered by SCOE representatives.

*The Board received hard copies of the LCAPs at the June 14 meeting. The entire LCAPs are also posted on the District website.

Action taken/comments: Approval of the 2017-18 LCAPs for Hillcrest, Gravenstein and the district.

Motion: Schwartz Second: Horn Vote: 3- 0.

C. Consider Strategic Energy Master Plan

The Board considered the draft Strategic Energy Master Plan, required for the District to utilize Prop 39 funding. The Board received a presentation from Curtis Schmitt of ARC Alternatives, Inc, in which Mr. Schmitt presented three possible scenarios for energy savings that would utilize Prop 39 funding. Board members asked questions and gave feedback. The final plan must be submitted by the district by the July 31, 2017, deadline.

*The Master Plan was available for review.

Action taken/comments: Approval of scenario B to address district priorities with no more than 15% extra costs.

Motion: Schwartz Second: Horn Vote: 3 - 0.

V. **PUBLIC COMMENT ON ITEMS IN CLOSED SESSION None.**

VI. **CLOSED SESSION at 12:12 PM.**

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

- 1) Public Employee –Hiring:
 - a. Lynn Martinez, 4th grade Traditional
 - b. Ani Hansen, 5th grade Enrich!
 - c. Kelly Lannon, 1st grade Enrich!
 - d. Alicia Barrera, 3rd grade Traditional

Horn moved / Wickland seconded to hire employees as listed above. Approved 3-0.

- 2) Conference with Labor Negotiator
District Negotiator: Jennifer Schwinn, Superintendent
Represented Employees: Gravenstein Union Teachers Assoc.
- 3) Public Employee Discipline/Dismissal/Release
- 4) Superintendent Evaluation

VII. **OPEN SESSION at 12:40 PM**

Action was reported as listed above.

VIII. **FUTURE BOARD MEETINGS:**

- I. **Next Regular Board Meeting: July 12, 2017— 5:00PM**

IX. **ADJOURNMENT at 12:41 PM**

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

**MINUTES: SPECIAL GOVERNING BOARD
MEETING**

Wednesday, June 28, 2017
5 PM
Gravenstein School, Rm. 13

I. CALL TO ORDER at 5 PM

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

II. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

None

III. CLOSED SESSION at 5 PM.

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

1) Public Employee Discipline/Dismissal/Release

IV. OPEN SESSION at 5:18 PM

The Board adopted Resolution #17-06-28 regarding Non-Reelection of Probationary Certificated Employee #1341. Horn moved/Appling seconded, 3-0 vote.

V. ADJOURNMENT at 5:19 PM

ReqPay12d

Board Report

Checks Dated 06/01/2017 through 06/30/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1569302	06/02/2017	Ofeilia Tufo	03-5826	Parent Reimbursement for Fort Ross		455.14
1569303	06/02/2017	Barnes & Noble Booksellers Inc	04-4310	Books for J. Garson		238.71
1569304	06/02/2017	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2016-17		34.50
1569305	06/02/2017	Office Depot	03-4350	Nurse, Classroom and Office supplies	47.05	
			03-4359	Nurse, Classroom and Office supplies	11.56	
			03-4390	Nurse, Classroom and Office supplies	5.92	
			04-4310	Classroom Supplies and Daycare Supplies	42.16	
			12-4390	Classroom Supplies and Daycare Supplies	44.87	
			13-4390	Nurse, Classroom and Office supplies	14.88	166.44
1569306	06/02/2017	Quill Corp	01-4390	Forehead Thermometers	3.71	
			03-4390	Forehead Thermometers	44.41	
			04-4390	Forehead Thermometers	25.89	
1569307	06/02/2017	Santa Rosa Fire Equipment Inc.	01-5600	Annual Srvce of fire extinguishers District wide		74.01
1569308	06/02/2017	Michelle Sprinkle	03-4310	Supplies for Classroom Projects - Sprinkle		193.00
1569309	06/02/2017	United Forest Products Inc.	01-4380	Golden Nuggets	23.39	263.89
1569310	06/02/2017	Randy Merian	03-4380	Golden Nuggets	268.92	292.31
1569311	06/02/2017	David Ortega	04-5880	Flag Football-Girls		40.00
1569312	06/02/2017	Rich Ruybalid	04-5880	Basketball Referee		40.00
1569313	06/02/2017	Classroom Direct	04-5880	Flag Football-Girls		40.00
1569314	06/02/2017	Clover-Stornetta Farms Inc.	12-4390	Daycare/ Homework Club Supplies		107.46
1569315	06/02/2017	Dan Dexter	13-4700	Milk Purchases 2016-17		45.50
1569316	06/02/2017	Jostens	04-4310	Fish Tank Supplies		69.67
1569317	06/02/2017	Office Depot	04-4390	Graduation Supplies		2,808.82
			03-4310	Classroom Supplies	56.06	
			03-4350	Nurse, Classroom and Office supplies	10.49	
			03-4359	Classroom Supplies	10.22	
			Nurse, Classroom and Office supplies		2.58	
1569318	06/02/2017	Quill Corp	03-4390	Classroom Supplies	1.88	
			Nurse, Classroom and Office supplies		1.32	
			13-4390	Nurse, Classroom and Office supplies	3.33	85.88
			01-4390	Nurse and Classroom Supplies	7.25	
			03-4310	Nurse and Classroom Supplies	18.95	
			03-4359	Nurse and Classroom Supplies	30.25	56.45
1569319	06/02/2017	Ray Morgan Company	04-4359	Staples for Copiers		152.02
1569320	06/02/2017	School and College Legal	01-5823	Flat Rate Fees Beyond Retainer Yr 16-17	70.00	
			03-5823	Flat Rate Fees Beyond Retainer Yr 16-17	840.00	
			04-5823	Flat Rate Fees Beyond Retainer Yr 16-17	490.00	1,400.00

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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 06/01/2017 through 06/30/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1569321	06/02/2017	Ally Technology Consulting LLC	01-5840	IT Consultant 2016-17	125.01	
			03-5840	IT Consultant 2016-17	1,495.66	
			04-5840	IT Consultant 2016-17	879.33	
1569322	06/02/2017	Bodega Marine Laboratory	03-5826	Bodega Marine Lab 5/24/17 El Candau	2,500.00	
1569323	06/02/2017	California's Valued Trust	01-9572	Employee's CVT Health Plan Coverage 16/17	105.00	
					40,570.00	
1569324	06/02/2017	Fishman Supply Company	01-4370	Custodial Supplies	18.79	
1569325	06/02/2017	Houghton Mifflin Harcourt	03-4370	Custodial Supplies	216.08	234.87
1569326	06/02/2017	Quill Corp	04-4110	Holt McDougal Go Math!		26.76
			01-4390	Nurse and Classroom Supplies	1.93	
			03-4310	Nurse and Classroom Supplies	5.06	
			03-4359	Nurse and Classroom Supplies	8.06	15.05
1569327	06/02/2017	Sonoma County Office Of Ed.	04-5828	2017 Hillcrest Robotics Team Competition		110.00
1569328	06/02/2017	Kelly Sporrer	04-4310	Reimbursement-Density in Liquids		85.01
1569329	06/02/2017	Verizon	04-5912	Sup'l Phone & Tablet Service		98.06
1569330	06/02/2017	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 16-17		1,687.40
1569331	06/02/2017	West County Transportation	03-5804	Special Ed Transportation 2016-17	885.38	
			03-5826	Transportation to Ives Pool-Swim Lessons	401.60	
1571437	06/09/2017	Arch's Glass Inc.	04-5804	Special Ed Transportation 2016-17	938.62	2,225.60
			01-4380	Clear Laminated Glass Replacement	17.60	
1571438	06/09/2017	Double Decker Lanes	03-4380	Clear Laminated Glass Replacement	202.40	220.00
1571439	06/09/2017	DPR c/o Fort Ross SHP	04-5826	House Reward trip -Double Decker Lanes		390.00
1571440	06/09/2017	Kory Hanchev	03-9330	Deposit for 17-18 Fort Ross Trip EI 4		200.00
			03-4310	Dragon Touch T88X Plus 7 Inch Kids Tablet		110.93
1571441	06/09/2017	Pacific Gas & Electric	01-5520	Electric and Gas for 2016-17 Gravenstein	32.49	
			03-5520	Electric and Gas for 2016-17 Gravenstein	373.87	
1571442	06/09/2017	Ray Morgan Company	04-5520	Electric and Gas for 2016-17 @ Hillcrest	2,019.24	
				Electric and Gas for 2016-17 Gravenstein	4.31	2,429.91
			01-5633	Copy Machine Usage Charges	54.50	
			03-5633	Copy Machine Usage Charges	639.16	
			04-5633	Copy Machine Usage Charges	258.53	952.19
1571443	06/09/2017	U.S. Bank Equipment Finance	01-5631	Copier Lease at schools and DO for 16/17	35.29	
			03-5631	Copier Lease at schools and DO for 16/17	423.37	
			04-5631	Copier Lease at schools and DO for 16/17	246.97	705.63
1571444	06/09/2017	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2016-17	230.00	
			04-5530	Hillcrest Water Service for 2016-17	230.00	460.00

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.)

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Checks Dated 06/01/2017 through 06/30/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1571445	06/09/2017	West Sonoma County Disposal	01-5560	Waste Disposal for Grav 2016-17	31.05	
			03-5560	Waste Disposal for Grav 2016-17	357.06	
			04-5560	Hillcrest Garbage service 2016-17	216.72	
			13-8634	Refund for Food Service Payment		604.83
1571446	06/09/2017	Michèle Gray	03-5826	Fort Ross Reimbursement		55.20
1571447	06/09/2017	Rhonda Dooley	01-9573	Employee's Dental Plan Coverage 16/17		580.60
1571448	06/09/2017	ACSIG	21-6240	Gravenstein Modernization, Job #940		23,679.64
1571449	06/09/2017	AXIA	03-5826	4th Grade Enrichl Field Trip Food for Fort Ross		5,943.12
1571450	06/09/2017	Allison Brown				157.47
1571451	06/09/2017	Clover-Stormetta Farms Inc.	13-4700	Milk Purchases 2016-17		11.00
1571452	06/09/2017	Safeway	12-4390	Daycare Supplies & Snacks for 2016/17		617.08
1573926	06/21/2017	Mel Tufo	03-5826	Reimbursement -Fort Ross Food		133.44
1573927	06/21/2017	Clover-Stormetta Farms Inc.	13-4700	Milk Purchases 2016-17		34.00
1573928	06/21/2017	Mary Tupa, dba Crown Trophy	04-5880	Engraving Graduate Plaques 2017		473.05
1573929	06/21/2017	Fishman Supply Company	01-4370	Custodial Supplies	3.39	
			03-4370	Custodial Supplies	40.70	
			04-4370	Custodial Supplies	23.74	
1573930	06/21/2017	Jack Schreder & Associates, In c.	03-5830	Consulting Services for GUSD Facilities Prgm		67.83
1573931	06/21/2017	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2016-17	1.77	
			03-5520	Light Poles at Grav Elem 2016-17	20.35	
1573932	06/21/2017	Sonoma County Office Of Ed.	01-5840	Schools Connect Consortium Yr 16-17	820.25	22.12
			03-5840	Schools Connect Consortium Yr 16-17	9,843.00	
			04-5840	Schools Connect Consortium Yr 16-17	5,741.75	16,405.00
1573933	06/21/2017	George Sotiras	04-4310	Flag Football -Field Paint		83.33
1573934	06/21/2017	Randy Theiller	04-5880	Basketball Referee 4/5/2017		70.00
1573935	06/21/2017	Ally Technology Consulting LLC	01-4440	Charging Cubes and District Servers	303.53	
			03-4440	Charging Cubes and District Servers	8,667.32	
			04-4440	Charging Cubes and District Servers	2,124.63	
1573936	06/21/2017	AT&T Cabinet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2016-17	46.85	11,095.48
			03-5911	Gravenstein AT&T CALNET 3 Charges 2016-17	559.00	
			04-5911	Gravenstein AT&T CALNET 3 Charges 2016-17	283.15	
1573937	06/21/2017	Clover-Stormetta Farms Inc.	13-4700	Milk Purchases 2016-17	93.33	982.33
1573938	06/21/2017	Sable Computer Inc. DBA KIS	03-4440	90 Chromebooks and Licences		34.00
						29,080.35

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22

Checks Dated 06/01/2017 through 06/30/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1573939	06/21/2017	Office Depot	01-2400	Office, Health and Classroom Supplies	20.32	
1573940	06/21/2017	Procare Software, LLC	01-4390	Office, Health and Classroom Supplies	2.41	
1573941	06/21/2017	Quill Corp	03-4310	Office, Health and Classroom Supplies	15.89	
			03-4390	Office, Health and Classroom Supplies	28.85	67.47
			12-4340	Procare		2,315.00
			01-4351	Copy Paper	32.65	
			03-4351	Copy Paper	391.82	
			04-4351	Copy Paper	228.56	
1573942	06/21/2017	Redwood Pediatric Therapy Asso	03-5811	OT/PT Svcs for Students		653.03
1573943	06/21/2017	West County Transportation	03-5826	Transportation to Ives Pool-Swim Lessons		261.52
1573944	06/21/2017	J. Stanley Correia	01-5830	16/17 Psych Services	88.25	1,204.80
			03-5830	16/17 Psych Services	909.08	
			04-5830	16/17 Psych Services	1,142.67	
1573945	06/21/2017	Horizon	01-4380	Irrigation Repair Parts for Gravenstein	5.20	2,140.00
1573946	06/21/2017	Sonoma County Office Of Ed.	03-4380	Irrigation Repair Parts for Gravenstein	59.75	64.95
			01-5830	Fiscal Support Services-April	18.06	
			03-5830	Fiscal Support Services-April	216.75	
			04-5830	Fiscal Support Services-April	126.44	361.25
1573947	06/21/2017	West County Transportation	04-5826	Bus for Rose Parade		637.19
1573948	06/21/2017	California School Boards Assoc	01-9330	CSBA Dues 2017-18		6,344.00
1573949	06/21/2017	Clover-Stormetta Farms Inc.	13-4700	Milk Purchases 2016-17		8.05
1573950	06/21/2017	John Collins	04-5826	Reimbursement for Food -Ashland Field Trip		45.22
1573951	06/21/2017	DPR c/o Fort Ross SHP	03-9330	Deposit for 17-18 Fort Ross Trip El 4 Brown		200.00
1573952	06/21/2017	Gravenstein Revolving Fund	01-5869	Bank Service Fees	21.00	
1573953	06/21/2017	Linda Helton	04-4310	Instructional Supplies	189.81	
1573954	06/21/2017	MCI Comm Service	12-5911	Daycare Phone Line for 2016-17		13.40
1573955	06/21/2017	Ray Morgan Company	01-4390	Copier Staples	10.92	
			03-4390	Copier Staples	125.40	136.32
1573956	06/21/2017	Santa Rosa City Schools	13-4710	Lunch Program for 2016-17		7,323.25
1573957	06/21/2017	School and College Legal	01-5823	Flat Rate Fees Beyond Retainer Yr 16-17	125.62	
			03-5823	Flat Rate Fees Beyond Retainer Yr 16-17	1,507.50	
			04-5823	Flat Rate Fees Beyond Retainer Yr 16-17	879.38	
			01-5830	MOU with SCOE for Support Services - Payroll	22.02	2,512.50
1573958	06/21/2017	Sonoma County Office Of Ed.	03-5633	Copying @ SCOE	405.40	
				Laminating @ SCOE	462.60	

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020 - Gravenstein Union School District

Checks Dated 06/01/2017 through 06/30/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1573958	06/21/2017	Sonoma County Office Of Ed.	03-5830	MOU with SCOE for Support Services - Payroll	264.26	
1573959	06/21/2017	Niall and Tiffany Foley	03-5880	Spelling Bee Grades 4-5 @ Gravenstein	170.00	
1573960	06/21/2017	Ally Technology Consulting LLC	04-5633	Laminating @ SCOE	88.00	
1573961	06/21/2017	ARC Alternatives	04-5830	MOU with SCOE for Support Services - Payroll	154.15	1,566.43
1573962	06/21/2017	John Collins	13-8634	Reimbursement of Meal Account		36.15
1573963	06/21/2017	Employment Development Dept.	12-4440	Pro Books for Daycare New Program (ProCare)		2,360.24
1573964	06/21/2017	Horizon	01-5830	Prop 39 Energy Master Planning Services	2,552.50	
1573965	06/21/2017	SYTech Solutions	04-5830	Prop 39 Energy Master Planning Services	2,552.50	
1574763	06/23/2017	Brian Granados	04-5826	Addression for 2-Reimbursement-Ashland	2,552.50	7,657.50
1574764	06/23/2017	Gabriella Biase	01-9555	Unemployment Taxes for the year 2016-17		10.00
1574765	06/23/2017	Michael and Dominiqu Gast	01-4380	Irrigation Repair Parts for Gravenstein	5.19	82.85
1574766	06/23/2017	Ally Technology Consulting LLC	03-4380	Irrigation Repair Parts for Gravenstein	59.55	64.74
1574767	06/23/2017	CDW Government Inc	01-5830	Contract for Document Management	13.32	
1574768	06/23/2017	John Collins	03-5830	Contract for Document Management	159.90	
1574769	06/23/2017	Dept Of Justice, Acctg Office	04-5830	Contract for Document Management	93.28	266.50
1574770	06/23/2017	Santa Rosa City Schools	12-8689	Homework Club Reimbursement	55.00	55.00
1574771	06/23/2017	Santa Rosa Fire Equipment Inc.	12-8689	Not Returning- Refund for Daycare	200.00	200.00
1574772	06/23/2017	Stephen Roatch Accountancy	13-8634	Reimbursement for School Lunch	68.38	15.00
1574773	06/23/2017	Business Card	01-4440	Charging Cubes and District Servers	1,952.90	
			04-4440	Charging Cubes and District Servers	478.72	2,500.00
			04-4340	Software for District Server		416.00
			04-5826	Reimbursement for Food -Ashland Field Trip		186.86
			01-5862	Fingerprinting		209.00
			13-4710	Lunch Program for 2016-17		563.75
			03-5600	Annual Serviv of Fire Extinguishers District Wide		193.00
			01-5821	2016-17 Audit Contract	390.00	
			03-5821	2016-17 Audit Contract	4,680.00	
			04-5821	2016-17 Audit Contract	2,730.00	7,800.00
			01-4362	Maintenance	4.92	
			01-4380	Auto Parts	7.95	
				Landscape	59.69	

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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.)

020 - Gravenstein Union School District

Generated for Wanda Holden (WILHOLDEN), Jul 7 2017 9:51AM

ESCAPE

ONLINE

Gravenstein Union School District
June Payroll Report

July 12, 2017 Regular Board Meeting

Certificated Salary & Benefits

Regular: \$ 412,642.92
Supplemental: \$ 20,335.13

•

Classified Salary & Benefits

Regular: \$ 77,492.61
Supplemental: \$ 5,385.03

Total Salary & Benefits

\$ 515,855.69

Williams Settlement Quarterly Uniform Complaint Report - April 1, 2017 - June 30, 2017

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

* Required

Name of District *

Gravenstein Union School District

Name and Title of Person Reporting *

Wanda Holden

Phone Number *

707-823-7008

Email Address *

wholden@grav.k12.ca.us

INSTRUCTIONAL MATERIALS

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

TEACHER VACANCY AND/OR MISASSIGNMENT *

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

FACILITIES *

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

CAHSEE Intensive Instruction and Services *

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

INSTRUCTIONAL MATERIALS

Complaint Details

Your answer

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TEACHER VACANCY AND/OR MISASSIGNMENT

TEACHER VACANCY AND/OR MISASSIGNMENT

Complaint Details

Your answer

FACILITIES

Complaint Details

Your answer

CAHSEE Intensive Instruction and Services

Complaint Details

Your answer

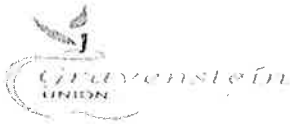
SUBMIT

Never submit passwords through Google Forms.

This form was created inside of Sonoma County Office of Education. Report Abuse - Terms of Service - Additional Terms

Google Forms

III E 1



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

Request for Child Rearing Leave - Invitation to edit

1 message

Kassidy Fisher (via Google Docs) <drive-shares-noreply@google.com>

Mon, Jun 26, 2017 at 1:15 PM

Reply-To: Kassidy Fisher <kpoet@grav.k12.ca.us>

To: wholden@grav.k12.ca.us

Cc: jschwinn@grav.k12.ca.us

Kassidy Fisher has invited you to **edit** the following document:

 Request for Child Rearing Leave



Hello:)

This is my formal request for child rearing leave that I have been meaning to send you! Wanda mentioned that it needs to be presented to the board.

Thank you! Please let me know if there is anything else that you need. I greatly appreciate your support with this new chapter in my family's life.



Google Docs: Create and edit documents online.

Google Inc., 1600 Amphitheatre Parkway, Mountain View, CA 94042, USA

You have received this email because someone shared a document with you from Google Docs.



Dear Gravenstein Union School Board Members,

My name is Kassidy Fisher. I have been the Special Education teacher at Hillcrest since 2009. I had my daughter, Delaney, in November of 2015 and was able to utilize the 12 months of child rearing leave allowed by our contract. I am expecting a son in early July and am requesting the same leave that I was able to take with my daughter. That would mean taking child rearing leave for the entire 2017-2018 school year, and returning in August for the 2018-2019 school year. I feel so incredibly fortunate that our district is supportive of its teachers taking maternity and child rearing leave. Thank you for your time and all that you do.

With gratitude,

Kassidy Fisher

III E z

BRAD CARN

963 Tiller Lane, Sebastopol CA 95472 707-363-5190 bradcarn@yahoo.com

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

JUNE 30, 2017

Dear Ms. Schwinn,

Please accept this letter as formal notification that I am resigning from my position as Principal of Hillcrest Middle School.

Please note that this resignation letter is contingent upon receiving full compensation for the month of July 2017 as stated verbally by you on June 29, 2017.

Sincerely,



Brad Carn



GRAVENSTEIN UNION SCHOOL DISTRICT

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


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

June 30, 2017

Dear Brad,

On behalf of the Board of Trustees of Gravenstein Union School District, I accept your letter of resignation dated June 30, 2017.

Sincerely,


Jennifer Schwinn

6/19/2017

TO: Gravenstein USD Board of Trustees

RE: Bond Oversight Committee

I was asked if I would be willing to serve on this committee by Jim Horn. We have lived in the district since 1980 and both our grown boys, Nate and Devin, went through the Gravenstein Schools. My wife, Pat, worked on one of the bond issues way back when. I am happy to serve/contribute if I meet your requirements. FYI- I am currently serving as a Board Member of the Sebastopol Area Senior Center in case that creates any conflicts.

Let me know if you need more info about my background.

Best Regards,



Craig Boblitt
314 Sparkes Rd.
Sebastopol CA 95472



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

Installation of Shelter QT

2 messages

Jesse Garcia <jesse@nsp3.com>

Thu, Jul 6, 2017 at 4:28 PM

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

Hello,

Attached is our quote for installing the shelters at Gravenstein Elementary. It should be almost exactly the same as before.

Please keep in mind that the installer is completely booked up until the end of September. This is the case with most installers throughout the state because summer is the when most schools and cities do their projects. If you'd like us to install the structure please consider this timeline and make arrangements to safely store the structure until the installation can begin.

If this works for you please send back a signed quote so I can put your job in the installers schedule. The longer we wait the more likely the job will get pushed further into the fall.

Thanks!

Jesse Garcia

Project Manager

NSP³www.nsp3.com

Office: 530-244-6116

Fax: 530-246-0518

Email: Jesse@nsp3.com

 **QT 17-2681 - Gravenstein Elementary - INSTALLATION - 7.6.17.pdf**
97K

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

To: Jesse Garcia <jesse@nsp3.com>

Cc: Brian Sposato <bsposato@grav.k12.ca.us>

Thu, Jul 6, 2017 at 5:30 PM

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QUOTE



Corporate Office
1555 Tahoe Court
Redding, CA 96003
Tax ID#: 72-1545106

QUOTE TO:

Gravenstein Union School District
Wanda Holden
3840 Twig Avenue
Sebastopol, CA 95472

Main#: (877) 473-7619
Fax#: (530) 246-0518

DATE: 7/6/2017

QUOTE #: 17-2681

REP: Jesse@nsp3.com

Main #: 707.823.7008
Fax #:
Email: wholden@grav.k12.ca.us

PROJECT: Gravenstein Elementary

TERMS: Net 30 of Completion

QTY	VENDOR	MODEL#	DESCRIPTION	RATE	TOTAL
			Installation by Park Associates Inc. CA - Lic# 959805 DIR# 1000003741		
			BID AT PREVAILING WAGE		
			Installation assumes normal digging conditions with standard bobcat & auger.		
		Install PA	Construction of two 20x30 double post walkway covers with pier footings. Also to include rain gutter and downspout install.	17,715.00	17,715.00
		Install PA	Construction of footings to include: Concrete, (8) saw cuts, and removal of spoils.	3,340.00	3,340.00
			Exclusions: Concrete pump - if concrete truck cannot access the site an additional charge for a concrete pump will apply. Offloading and storage of equipment. Moving equipment from storage site to construction site. Marking of any underground utilities and/or obstructions Inspections or applicable permits and fees Removal of obstacles to reach construction site.		
			Additional fees may apply if Bonding or Special Insurance required **Location and Marking of utility, plumbing and irrigation lines is the responsibility of the customer. NSP3 is not responsible for repairing unmarked underground utilities and pipes.**		
			By signing below you acknowledge and agree to our Contract; Exclusions, Conditions & Payment Terms, which are to be included in, and supersede any additional contracts or sub-contract agreements made separately based on this "Estimate". Unless otherwise specified above we Exclude Responsibility for: material delivery &/or offloading equipment, storing of equipment, removal of packaging accumulated by equipment supplied by others, project security, landscape & hardscape repair based on access route to site, delays or returns due to layout conflicts, missing or damaged components & hardware, locating underground utilities; utilities, pipes, obstructions in work area, conditions unforeseen and/or not disclosed at time of estimate, permits, engineering, material testing, soil samples. Conditions: Grades; stable, compacted, & workable (rough grade to be taken + or - one tenth of one inch), adequate access to work site provided for workmen, materials, tools & equipment. Quote assumes all labor to be completed without interruption.		
QUOTE GOOD FOR 30 DAYS				SUBTOTAL	\$21,055.00
				SALES TAX (8.125%)	\$0.00
				TOTAL	\$21,055.00

Representative Authorized to Order: _____

Date: _____

SIGNED QUOTE REQUIRED TO ORDER

ORDER/DELIVERY INFORMATION: (Unless otherwise specified)

Offloading and installation are customer's responsibility. Please consult your sales representative for shipping and delivery time line. Time line will depend on equipment ordered. Please schedule delivery time with commercial freight company. NSP3 will provide name and phone number of freight company.

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V B.

Gravenstein Union School District

Board Policy

Use Of School Facilities

BP 1330

Community Relations

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

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

(cf. 6145.5 - Student Organizations and Equal Access)

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

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

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

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

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

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

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

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

(cf. 6115 - Ceremonies and Observances)

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

(cf. 1325 - Advertising and Promotion)

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

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

(cf. 1330.1 - Joint Use Agreements)

Fees

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

school facilities and grounds. ***

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

(cf. 9320 - Meetings and Notices)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Expending Funds Collected as Capital Direct Costs

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

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

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

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

Management Resources:

CSBA PUBLICATIONS

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

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

WEB SITES

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

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

(11/06 4/13) 8/14

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

**GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, California**

Gravenstein Union School District

Administrative Regulation

Use Of School Facilities

AR 1330

Community Relations

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

Application for Use of Facilities

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

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

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

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

Civic Center Use

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

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

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

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

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

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

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

(cf. 1020 - Youth Services)

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

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

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

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

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

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

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

10. Other purposes deemed appropriate by the Governing Board

Restrictions

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

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

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

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

(cf. 3513.3 - Tobacco-Free Schools)

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

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

Damage and Liability

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

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

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

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

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

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

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

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

(3/04 11/06) 4/13

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

GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, CA

WINDSOR UNIFIED SCHOOL DISTRICT
PRIORITY OF USE AND FEES FOR USE OF SCHOOL FACILITIES
Order of Priority

- 1) **WUSD School Activities For WUSD Students**
 - School activities for students are in-house and include school athletic teams, school dances, school assemblies, and school talent shows. School administrator or designee must be present during school-sponsored events.
 - No fees or deposits are required unless the dance or athletic event takes place after normal custodial hours and admission is charged. In this event, custodial fees will be charged to the school site (ASB accounts) at the custodial hourly rate (see Additional Charges on Table of Fees).
- 2) **WUSD Organizations for Students**
 - WUSD organizations formed on behalf of students include joint-use agreements, non-profit organizations, clubs, or associations that promote WUSD youth and school activities. These organizations include School Site Councils, PTA, Boosters (Project Grad), etc.
 - No fees or deposits are required unless the event takes place after normal custodial hours or a special set-up or clean-up is required. In this event, column B will apply.
- 3) **Windsor Youth Related Activities**
 - Windsor youth-related activities within the guidelines of the Civic Center Act all school related organizations or groups affiliated with WSCUHS (school clubs, teacher organizations, PTA, Boosters clubs, Educational Meetings).
 - When a custodian is normally on duty, column A below will apply. If a custodian is not on duty, column B will apply.
- 4) **Local Public Agencies And Groups Not Related To School Or Youth Activities.**
 - This group includes citizens and community groups in accordance with the Civic Center Act: non-profit public, literary, scientific, recreational, educational, or public agency meetings. For example: religious organizations, public agencies, Windsor Fire Department, veterans groups, Santa Rosa Junior College, historical societies, homeowners associations, etc.
 - These groups will be charged the rates in column C.
- 5) **Private Groups And Organizations That Operate Not-For-Profit**
 - This category consists of private groups and organizations that do not charge a registration fee, donation or admission. Examples include weddings, receptions, private gatherings, sports events, birthday parties, etc.
 - These groups will be charged the rates in column C and a \$50 deposit to be applied to costs.
- 6) **For Profit Groups**
 - Examples include antique shows, professional performances, private seminars, workshops, etc.
 - These groups will be charged the rates in column D and a \$50 deposit to be applied to costs.

Facility Use Fees-Hourly Rate

Fee Category→	A (No charge)	B	C	D
Athletic Fields – all schools except WHS	\$10.00	\$10.50	\$16.75	\$47.25
Windsor High School				
Kirkpatrick Stadium	\$40.00	\$42.00	\$65.00	\$210.00
Kirkpatrick Stadium Scoreboard	\$10.00	\$10.50	\$10.50	\$10.50
Baseball Field – natural grass (Varsity)	\$10.00	\$10.50	\$16.75	\$47.25
Baseball Field – natural grass (JV)	\$10.00	\$10.50	\$16.75	\$47.25
Softball Field – natural grass	\$10.00	\$10.50	\$16.75	\$47.25
Field Lights (extra charge – per hour)	\$30.00	\$31.50	\$31.50	\$31.50
Large Gym	\$20.00	\$31.50	\$63.00	\$131.25
Small Gym	\$15.00	\$21.00	\$52.50	\$105.00
Dance Studio	\$10.00	\$15.75	\$47.25	\$78.75
Theatre	\$40.00	\$84.00	\$157.50	\$210.00
Gymnasium – all other schools	\$15.00	\$21.00	\$52.50	\$105.00
Multi-Purpose Rooms – all other schools	\$15.00	\$21.00	\$52.50	\$105.00
Kitchen Use	\$15.00	\$21.00	\$52.50	\$105.00
Media Center/Libraries	\$15.00	\$21.00	\$18.75	\$131.25
Classrooms	\$10.00	\$21.00	\$20.50	\$52.50
Parking Lot Event Use Fees/Open Spaces/Quads	\$10.00	\$21.00	\$36.75	\$47.25

Additional Charges:

1. Custodial Fee minimum \$35 per hour. If a custodian is not on duty, there will be a 4 hour minimum charge of \$140.00. The District reserves the right to require additional custodial/kitchen-use fees as necessary, for setup and/or cleanup. Contact our Facility Use Department for information: (707) 837-7796.
2. Energy Surcharge: Due to accelerating energy costs, the Board of Education shall impose on all groups using school facilities an energy surcharge. The surcharge shall be paid in advance of the use of facilities. Surcharge fees shall be as follows:

<u>Classroom/Library</u>	<u>Gym/Kitchen/Computer Lab/Theatre/Cafeteria</u>
\$10.00 per hour	\$25.00 per hour
\$15.00 per hour	\$50.00 for three or more hours
\$25.00 for six or more hours	
3. WHS kitchen use requires one (1) District Food Service staff person at \$50/hr.
4. Theater technician is required when facility user requires direct contact with equipment in the control room. Fees for Student Technician are \$20/hr and Theater Coordinator fees are \$50/hr.
5. Kirkpatrick Stadium rental requires a 25% down payment in advance. In addition, a Stadium Supervisor is required - \$35/hr and Custodial Fees - \$35/hr.

NON PROFIT (Direct Costs)
FEE SCHEDULE

Fee Comparison

Non Profit - Fee Schedule II	WSC	SRCS	WSD	HSD	Cotati	PET
<i>How rates are charged (unless other wise noted)</i>	HOURLY	3 HOURS	HOURLY	HOURLY	3 HOURS	HOURLY
Standard Classroom	\$ 6.00	\$ 97.00	\$ 36.75	\$ 30.00	\$ 30.00	\$ 10.00
Specialty Classroom (Weight, choral, dance)	\$ 25.00	\$ 170.00	\$ -	\$ 45.00	\$ 50.00	\$ 24.00
Computer Classrooms	\$ -	\$ 108.00	\$ 78.75	\$ 75.00	\$ 50.00	\$ 48.00
School Staff room	\$ -	\$ 99.00	\$ -	\$ -	\$ 30.00	\$ 10.00
Library	\$ 10.00	\$ 130.00	\$ 78.75	\$ 75.00	\$ 40.00	\$ 12.00
Dance	\$ 6.00	\$ 170.00	\$ 47.25	\$ -	\$ 50.00	\$ 24.00
Music Room	\$ 10.00	\$ 170.00	\$ -	\$ -	\$ 50.00	\$ 24.00
Cafeteria or MPR	\$ 25.00	\$ 130.00	\$ 52.50	\$ 50.00	\$ 65.00	\$ 19.00
Kitchen Area	\$ 30.00	\$ 88.00	\$ 52.50	\$ 50.00	\$ 65.00	\$ 24.00
Theater (program) or black box (admission)	\$ 150.00	\$ 1,335.00	\$ 157.50	\$ 150.00	\$ 150.00	\$ -
Theater (rehearsal) (no admission)	\$ 35.00	\$ 241.00	\$ -	\$ -	\$ 100.00	\$ -
Stage Lighting Fixtures	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -
Make UP room	\$ 6.00	\$ -	\$ -	\$ -	\$ -	\$ -
Main Gym weekday evenings (with admission)	\$ 10.00	\$ 239.00	\$ 63.00	\$ 60.00	\$ 120.00	\$ 19.00
Main Gym (sat, sun, holidays)* no admission	\$ 10.00	\$ 90.00	\$ -	\$ -	\$ 60.00	\$ 19.00
Small Gym	\$ 6.00	\$ -	\$ 52.50	\$ 50.00	\$ 50.00	\$ -
Athletic Fields Natural Grass	\$ -	\$ 51.00	\$ 36.75	\$ 35.00	\$ -	\$ -
with locker rooms	\$ 200.00	\$ -	\$ -	\$ -	\$ 70.00	\$ 441.00
without locker rooms	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ 290.00
Athletic Fields Synthetic	\$ -	\$ 577.00	\$ 63.00	\$ -	\$ 90.47	\$ -
Press Box	\$ -	\$ -	\$ -	\$ -	\$ 47.50	\$ -
Baseball or other	\$ 90.00	\$ 51.00	\$ 36.75	\$ 35.00	\$ 40.00	\$ 10.00
Softball	\$ 90.00	\$ 51.00	\$ 36.75	\$ 35.00	\$ 40.00	\$ 9.00
Scoreboard & clock	\$ -	\$ 24.00	\$ 10.50	\$ -	\$ 47.50	\$ -
Track - all weather	\$ -	\$ 255.00	\$ -	\$ -	\$ -	\$ -
Field Lights	\$ 225.00	\$ 153.00	\$ 31.60	\$ 30.00	\$ 10.00	\$ 51.00
Tennis Courts	\$ -	\$ 54.00	\$ -	\$ -	\$ 30.00	\$ 12.00
Blacktop (quad areas)	\$ -	\$ 50.00	\$ 36.75	\$ 35.00	\$ -	\$ -
Parking Lot	\$ -	\$ 49.00	\$ 36.75	\$ 35.00	\$ 40.00	\$ 10.00
Supply replacement fee	\$ -	\$ 7.00	\$ -	\$ -	\$ -	\$ -
Energy Surcharge						
Clism, Lib, Dance, Music, Makeup, Weigh Rm						
Per Hour	\$ 10.00	\$ -	\$ -	\$ -	\$ -	\$ -
3 Hours	\$ 15.00	\$ -	\$ -	\$ -	\$ -	\$ -
6 Hours	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -
Gym, Kitchen, computer, Theater, Café, Field Lighting						
per hour	\$ 25.00	\$ -	\$ -	\$ -	\$ -	\$ -
for 3 or more hours	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -
LABOR Rates (hourly)						
Auditorium Supervisor	\$ 15.00	\$ 26.00	\$ 50.00	\$ 50.00	\$ -	\$ -
Clock, Sound, Scoreboard Operator	\$ -	\$ -	\$ -	\$ -	\$ 38.00	\$ -
Custodial (regular hours)	\$ 30.00	\$ 26.00	\$ 35.00	\$ 35.00	\$ 30.00	\$ 35.00
Custodial (after hours)	\$ 30.00	\$ 46.00	\$ 35.00	\$ 35.00	\$ 30.00	\$ 35.00
Food Service Workers for Kitchen Use	\$ 22.00	\$ 36.00	\$ 50.00	\$ 50.00	\$ -	\$ 30.00
Gym Supervisor	\$ -	\$ 35.00	\$ -	\$ -	\$ -	\$ -
Stadium Supervisor	\$ -	\$ 29.00	\$ -	\$ -	\$ -	\$ -
Student Labor (aud lights/board/curtains)	\$ 15.00	\$ 10.00	\$ 20.00	\$ 20.00	\$ -	\$ -
hourly rate	add this cost to field use					
per use rate	includes field/lights per hours					

West Sonoma County Union High School District
462 Johnson St
Sebastopol CA 95472

APPLICATION AND PERMIT FOR USE OF SCHOOL FACILITIES

DATE _____

Organization _____ Telephone _____

Represented Officially by (Name/Title) _____ Bus _____ Cell _____

Mailing Address _____ City _____ Zip _____

Email Address _____

SCHOOL /SITE REQUESTED:

- | | | | | |
|-----------------|--|---|---|---|
| FACILITY | <input type="checkbox"/> Softball (JV)(V) | <input type="checkbox"/> Baseball (JV)(V) | <input type="checkbox"/> Men's Locker Rms | <input type="checkbox"/> Women's Locker Rms |
| | <input type="checkbox"/> Synthetic Turf | <input type="checkbox"/> Field Lights | <input type="checkbox"/> Stadium RR's | <input type="checkbox"/> Press Box/Score Board |
| | <input type="checkbox"/> Track | <input type="checkbox"/> snack bar | <input type="checkbox"/> Gym - large | <input type="checkbox"/> Gym - small |
| | <input type="checkbox"/> Theater (lighting) | <input type="checkbox"/> Classroom ____ | <input type="checkbox"/> Library | <input type="checkbox"/> Dance/Weight/Music Rms |
| | <input type="checkbox"/> Tennis courts | <input type="checkbox"/> Parking Lot | <input type="checkbox"/> Other _____ | |
| | <input type="checkbox"/> Cafeteria or Kitchen (Supplemental Form Required) | | | |

- EQUIPMENT** chairs ____ tables ____ microphone(s) Score Board
 other _____

Expected Attendance _____ Nature or Type of use/Title of Play _____

If fee is to be charged, state specifically what proceeds are to be expended for: _____

Dates one meeting only series of meetings Circle : M T W TH F SA SU

Month/Day/Years/Hours _____

The applicant agrees to hold the West Sonoma County Union High School District (WSCUHSD), its Governing Board, officers; agents and employees free and harmless from any loss, damage, liability, costs, or expenses caused by any act or omission of the applicant herein or of the guests, servants, employees or assigns of the applicant herein. Applicant must provide Certificate of Insurance naming the WSCUHSD as an additional insured.

The applicant agrees that at all times the school facilities remain under the control of the agents of the Governing Board of the WSCUHSD schools. 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 acts which is prohibited by law, or for the commission of any crime including, but not limited to, the crime specified in Sections 11400 to 11401 of the Ca Penal Code.

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

I have read the Facility Use Contract relating to use of school facilities and accept responsibility for meeting the requirements stated herein:

Signature/Date

For School District Use Only

Signature of School District Representative

- FEE's:**
Facility Rate _____
Custodial _____
Supervisor _____
Energy Surcharge _____
Custodial Supply _____
Other Charges _____

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FEE SCHEDULE FOR COMMUNITY USE

Charges shall be made in accordance with the following hourly fee schedule:

	<u>Fee Schedule I</u> School Related (WSCUHSD)	<u>Fee Schedule II</u> Youth Organizations (WSCUHSD)	<u>Fee Schedule III</u> Direct Costs Non- Profit Tax Exempt	<u>Fee Schedule IV</u> Fair Rental Value Commercial
Regular Classroom	No Charge	\$6.00	\$22.00	\$38.00
Computer Classroom		\$20.00	\$31.00	\$37.00
Weight/Dance Room/Music/Make up		\$22.00	\$40.00	\$ 70.00
Libraries		\$20.00	\$50.00	\$75.00
Cafeteria		\$15.00	\$50.00	\$75.00
Kitchen Area		\$20.00	\$30.00	\$50.00
Analy Theatre**				
- Rehearsal Sessions		\$30.00	\$90.00	\$100.00
- Performances		\$120.00	\$200.00	\$225.00
- Stage Lighting Per Performance		\$175.00	\$250.00	\$300.00
Parking Lot		\$15.00	\$25.00	\$35.00
Blacktop (quad areas)		\$15.00	\$27.00	\$45.00
Gymnasium**				
- Main Gym		\$27.00	\$65.00	\$90.00
- Small Gym		\$21.00	\$55.00	\$80.00
Stadium **				
- Synthetic Field Athletic games/practice***		\$45.00	\$110.00	\$150.00
- Synthetic Field Events other than athletic***		\$65.00	\$150.00	\$200.00
- Locker Rooms		\$20.00	\$40.00	\$60.00
- Field Lights per use		\$150.00	\$160.00	\$180.00
- Track all weather		\$35.00	\$70.00	\$105.00
- Press Box w scoreboard/clock		\$5.00	\$10.00	\$15.00
Grass Fields				
- Practice		\$8.00	\$25.00	\$55.00
- Games		\$10.00	\$30.00	\$60.00
Supply Replacement Fee (per use)		\$5.00	\$7.00	\$10.00

<u>Labor Rates (hourly)</u>	<u>All Uses</u>
Custodial (regular hours)*	\$30.00
Custodial (after hours)*	\$40.00
Food Service Workers for Kitchen Use*	\$22.00
Gym Supervisor	\$30.00
Stadium Supervisor	\$30.00
Theater Supervisor	\$30.00
Sound/Lightening Tech	\$15.00
Student Labor (aud lights/board/curtains)	\$10.00 or equivalent to minimum wage

*Requires minimum 2 hours
 **May require gym, stadium or theater supervisor
 *** The permit holder will be solely responsible for the professional cleaning of the stadium (\$3,000) if the field is left in a condition that warrants cleaning. The District reserves the right to determine cleaning needs in advance of any large use of the fields.

Community Relations**USE OF SCHOOL FACILITIES**

The Governing Board recognizes that district facilities are a community resource whose primary purpose is to be used for school programs and activities. The Board authorizes the use of school facilities by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities.

The Superintendent or designee shall give priority to West Sonoma County Union School District (WSCUHSD) school-related activities in the use of school facilities and grounds. Other uses authorized under the Civic Center Act shall be approved in accordance with the order of priority list below and then on a first-come, first served basis.

Order of Priority**1. WSCUHSD School Activities for WSCUHSD Students**

- School activities for students are in-house and include school athletic teams, open gym, school dances, school assemblies, school talent shows etc. School administrator or designee must be present during school-sponsored events.
- No fees or deposits are required unless the event takes place after normal custodial hours, admission is charged and they are non league events such as playoffs or tournaments. In this event, custodial fees will be charged to the school site at the custodial hourly rate.

2. WSCUHSD Organization for Students

- WSCUHSD organizations formed on behalf of students include joint-use agreements, non-profit organizations, clubs, or associations that promote WSCUHSD youth and school activities. These organizations include but may not be limited to School Site Council, PTA, Foundation, Alumni Associations, Boosters, Project Grad etc.
- No fees or deposits are required unless the event takes place after normal custodial hours or a special set-up or clean-up is required. In this event custodial fees will be charged at the custodial hourly rate.

3. WSCUHSD Youth Related Activities

- WSCUHSD youth-related activities include non-profit organizations or clubs, or associations that promote youth activities. Those groups include but may not be limited to Youth Football & Cheer, Youth Softball, Youth Little League, Youth Soccer, Youth Basketball, and all other youth related activities.
- Also, school site sports camps, provided by District coaches where students are charged to participate.
- Fee Structure II applies

4. Local Public Agencies and Groups Not Related to School or Youth Activities
 - This group includes citizens and community groups in accordance with the civic Center Act: non-profit public, literary, scientific, recreational, education, or public agency meetings. For Example: Kiwanis club, religious organization, public agencies, Police and Fire Departments, veterans groups, Santa Rosa Junior College, Sonoma County Office of Education, historical societies, homeowner's associations etc.
 - Fee Structure III applies

5. Private Groups and Organization That Operate Not-For-Profit
 - This category consists of private groups and organizations that do not charge a registration fee, donation or admission. Examples include weddings, receptions, private gatherings, sporting events, birthday parties etc.
 - Fee Structure III applies.

6. For Profit Groups
 - Examples include professional performances, private seminars, workshops etc.
 - Fee Structure IV applies.

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

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities

2. Preserve order in school facilities and on school grounds and protect school facilities, designating a person to supervise this task, if necessary

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

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

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

(cf. 1330.1 - Joint Use Agreements)

The Board believes that the use of school facilities or grounds should not result in costs to the district. The Superintendent or designee shall charge all groups granted the use of school facilities or grounds under the Civic Center Act an amount not exceeding direct

costs determined in accordance with 5 CCR 14037-14041. (Education Code 38134)

The Board shall grant the use of school facilities or grounds without charge to school-related organizations whose activities are directly related to or for the benefit of district schools. All other groups requesting the use of school facilities under the Civic Center Act shall be charged an amount not exceeding direct costs determined in accordance with 5 CCR 14037-14041.

Fair Rental Value

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

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation Programs

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

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

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

ACLU of So. Calif. V. Board of Education of San Diego, (1961) 55 Cal. 2d 906

ACLU of So. Calif. V. Board of Education of Los Angeles, (1963) 59 Cal. 2d 203

ACLU of So. Calif. V. Board of Education of San Diego, (1963) 59 Cal. 2d 224

Connell v. Higgenbotham, (1971) 403 U.S. 207, 91 S.Ct. 1772

Lamb's Chapel v. Center Moriches Union Free School District (1993) 113 S. Ct. 2141

Management Resources:

CDE LEGAL ADVISORIES

1101.89 School District Liability and "Hold Harmless" Agreements, LO: 4-89

Adopted: April 9, 1992

Revised: 8/93; 6/94; 3/98; 4/01; 2/25/04, 03/02/16

California

Reviewed: 11/15/94

WEST SONOMA COUNTY UHSD

Sebastopol,

Community Relations

USE OF SCHOOL FACILITIES

Application for Use of Facilities

The Superintendent or designee shall maintain application procedures and regulations for the use of school facilities which:

1. Encourage and assist groups desiring to use school facilities for approved activities.
2. Preserve order in school buildings and on schools grounds and protect school facilities. If necessary, a person may be designated to supervise this task.
3. Ensure that the use of facilities or grounds is not inconsistent with the use of the school facilities or grounds for school purposes and does not interfere with the regular conduct of schoolwork.

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

Persons or organizations applying for the use of school facilities shall submit a statement or information indicating that the organization upholds the state and federal constitutions and does not intend to use school premises to commit unlawful acts.

Civic Center Use

Subject to district policies and regulations, school facilities and grounds shall be available to citizen and community groups as a civic center for the following purposes (Education Code 38131, 38132):

1. Public, literary, scientific, recreational, educational or public agency meetings.
2. The discussion of matters of general or public interest.
3. The conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization.
4. Childcare programs to provide supervision and activities for children of preschool and elementary school age.
5. The administration of examination for the selection of personnel or the instruction of precinct board members by public agencies.
6. Supervised recreational activities including but not limited to, sports league activities that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination.
7. A community youth center
8. Mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare.
9. Other purposes deemed appropriate by the Governing Board

Restrictions

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

1. Any use by an individual or group for the commission of any crime or any act prohibited by law.
2. Any use of school facilities or grounds which is inconsistent with the use for school purposes or which interferes with the regular conduct of school or school work.
3. Any use which is discriminatory in the legal sense.
4. Any use, which involves the possession, consumption or sale of alcoholic beverages, or any restricted substances on school property. The use of tobacco products is not allowed on school grounds or in school facilities.
5. Selected facilities may not be used due to safety or security concerns. These facilities include offices and computer rooms that allow access to student and school records and confidential information; science rooms, auto shops, wood and construction areas, maintenance areas that may contain hazardous chemicals or equipment that cannot be used safely without special knowledge or skills.

Damage and Liability

Groups or persons using school facilities shall be liable for any property damage caused by the activity. The Board may charge the amount necessary to repair the damages and may deny the group further use of school facilities and grounds.

Any group using school facilities shall be liable for any injuries resulting from its negligence during such use. The group shall bear the cost of insuring against this risk and defending itself against claims arising from this risk.

Groups other than those that promote youth and school activities shall be required to include the District as additional insured on their liability policies.

The Superintendent or designee, in consultation with the District's liability insurance carrier, may require a hold harmless agreement when warranted by the type of activity or the specific facility being used.

Fees for Use of School Facilities

Please note school districts are authorized under education code 38134 to charge groups or individuals not affiliated with the school district an amount not to exceed its direct costs for use of its school facilities.

1. **Free Use:** Within the guidelines of the Civic Center Act all school related organizations or groups affiliated with WSCUHSD (school clubs, teacher organizations, PTA, Booster clubs, Educational Meetings) Shall be granted free use. The District Superintendent may impose a fee if the use of school district facilities is deemed to be excessive. Excessive use may include situations where significant custodial time is required for set up, breakdown, and clean up. Significant use of utility services will result in the application of the district's energy surcharge.
2. **Fair Rental Value Fee:** Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged or contributions solicited and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. Fair rental value included direct costs plus the amortized costs of the school facilities or grounds used for the duration of the activity.

Approved: August 24, 1993

Revised: 6/16/94; 10/20/94, 2/25/04, 03/02/16

Reviewed: 11/15/94

WEST SONOMA COUNTY UHSD
Sebastopol, California

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 _____ Date(s) of Event _____
 Hours of Facility Use: _____ Facility Requested _____
 Total Hours: _____ User Group Name _____
 Authorized Contact Name _____ Address _____
 Telephone _____ City _____ Zip _____
 Primary purpose of the organization _____ 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? _____ 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: _____
 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 _____

References, Names and Numbers

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

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

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 ___

Updated costs for 2017-18

Overtime Cost of Custodians & Head of Maintenance

Custodian for Hillcrest & Gravenstein

	\$	30.87	Salary at Overtime Rate
15.531%	\$	4.79	PERS
7.650%	\$	2.36	FICA
0.056%	\$	0.02	SUI
1.394%	\$	0.43	WC
	\$	7.60	Total Mandatory Benefits
	\$	-	H&W
	\$	38.47	Grand Total for Salary & Benefits

Head of Maintenance

	\$	38.55	Salary at Overtime Rate
15.531%	\$	5.99	PERS
7.650%	\$	2.95	FICA
0.056%	\$	0.02	SUI
1.394%	\$	0.54	WC
	\$	9.50	Total Mandatory Benefits
	\$	-	H&W
	\$	48.05	Grand Total for Salary & Benefits

Hillcrest Field Direct Maint Costs

Mowing	1 weekly	37 weeks	\$ 32.03	=	\$ 1,185.11	
	2 weekly	15 weeks	\$ 32.03	=	\$ 960.90	
	Cost of annual equipment maint / replacement				\$ 500.00	
Weed Eating	1 every 2 wks	26 weeks	\$ 32.03	=	\$ 832.78	\$ 2,646.01
Trash Cleanup	1 Monthly	12	\$ 32.03	=	\$ 384.36	\$ 832.78
Sprinkler Maint	2	12	\$ 32.03	=	\$ 768.72	\$ 384.36
	New parts	3	X	130	=	\$ 390.00
Fertilizer	1	1.5 hours	\$ 32.03	=	\$ 48.05	\$ 1,158.72
					Fertilizer \$ 100.00	
Grass Seed	1	1.5 hours	\$ 32.03	=	\$ 48.05	\$ 148.05
					Fertilizer \$ 100.00	\$ 600.00
Gopher Maint						
					<u>\$ 5,917.96</u>	
					<u>\$ 32.88</u>	per day for minimal upkeep
	180	days for school				

	WSCHSD		Windsor For profit	SUSD	
	Sched III	Energy Surcharge		Direct Cost	Fair Rental
Athletic Fields	\$ 30.00	\$ 25.00	\$ 47.25	\$ 25.00	\$ 40.00
Stadium		\$ 25.00	\$ 210.00		
Stadium Scoreboard		\$ 25.00	\$ 10.00		
Baseball Field -		\$ 25.00	\$ 47.25		
Field Lights			\$ 31.50		
Small Gym	\$ 9.00	\$ 25.00	\$ 105.00	\$ 50.00	\$ 75.00
Large Gym	\$ 15.00	\$ 25.00	\$ 131.25		
Theater		\$ 25.00	\$ 210.00		
Classroom	\$ 9.00	\$ 10.00	\$ 52.50	\$ 25.00	\$ 50.00
Libraries	\$ 15.00	\$ 10.00	\$ 131.25	\$ 25.00	\$ 45.00
Multipurpose Rooms		\$ 25.00	\$ 105.00	\$ 30.00	\$ 50.00
Cafeteria	\$ 50.00	\$ 25.00	\$ 105.00		
Kitchen *	\$ 50.00	\$ 25.00	\$ 105.00		

**max of \$90 per day on Ath Field

* requires an experienced food service staff with minimum of 2 hours

V.C.

May 31, 2017

Dear Gravenstein Board of Education,

Thank you for considering our request to host *Girls on the Run* at Gravenstein School. This is a great program that helps young girls (grades 3-5) develop life skills like teamwork, confidence, and a commitment to staying healthy and exercising. (Program information is attached.)

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

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

This program was held at Gravenstein in 2014 and 2015. We would very much like to bring it back for girls at our school in the upcoming 2017-2018 school year. To make this feasible, however, we ask that you waive the site usage fee.

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

Former school secretary Barbara Oakley was the organization's contact when the program ran at Gravenstein previously. Due to her retirement, we were unable to obtain details about this experience and whether site usage fees were paid back then. (For this reason we've also left the References portion of the Site Use form blank.) We were able to confirm with representatives from *Girls on the Run* that we can limit participation to just students at Gravenstein.

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

Warmly,

Jen on Jennifer's Behalf
 Jennifer Roberson
 Parent of rising 3rd grader and 1st grader

Lisa Gonzalez
 Lisa Gonzalez
 Parent of rising 6th grader and 3rd grader

Who We Are

Our Mission

Our History

Our People

Access & Inclusion

Our Partners

Financial Information

Work With Us

Connect With Us

Find a Council

Find your nearest council and join or volunteer

Find Now

JOIN OUR NEWSLETTER

WE BELIEVE THAT EVERY GIRL CAN EMBRACE WHO SHE IS, CAN DEFINE WHO SHE WANTS TO BE, CAN RISE TO ANY CHALLENGE, CAN CHANGE THE WORLD. CAN.

Mission

We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running.

Vision

We envision a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams.



Empowerment, Responsibility, Intentionality, Diversity, Connectedness, Joy, Optimism, Gratitude, Nurturing, Healthy, Open-hearted, Compassion

Our Core Values

Girls on the Run honors its core values. We strive to:

- Recognize our power and responsibility to be intentional in our decision making
- Embrace our differences and find strength in our connectedness
- Express joy, optimism and gratitude through our words, thoughts and actions
- Nurture our physical, emotional and spiritual health
- Lead with an open heart and assume positive intent
- Stand up for ourselves and others

learn. dream. live. run.™



Quick Links

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Volunteer

Donate

Contact Us

Who We Are

Our Mission

Our History

Our People

Adopt a Girl

Our Partners

Special Information

Work With Us

Contact With Us

Volunteer Today

Donate your time to help give girls a brighter future.

Learn More

JOIN OUR NEWSLETTER

Who We Are

Girls on the Run® is a 501(c)3 non-profit organization dedicated to creating a world where every girl knows and activates her limitless potential and is free to boldly pursue her dreams.

Meeting twice a week in small teams, we teach life skills through dynamic, interactive lessons and running games. The curriculum is taught by certified Girls on the Run coaches and includes three parts: understanding ourselves, valuing relationships and teamwork and understanding how we connect with and shape the world at large.

Running is used to inspire and motivate girls, encourage lifelong health and fitness, and build confidence through accomplishment. Important social, psychological, and physical skills and abilities are developed and reinforced throughout the program. At each season's conclusion, the girls and their running buddies complete a 5k running event which gives them a tangible sense of achievement as well as a framework for setting and achieving life goals. The result—making the seemingly impossible, possible, and teaching girls that they can.



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What We Do

3rd - 5th Grade Program

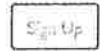
6th - 8th Grade Program

Evaluations

Parent Resources

Remarkable!

Fuel your limitless potential with the monthly Remarkable! e-publication.



JOIN OUR NEWSLETTER

3rd - 5th Grade Program

Over a period of 10 weeks, girls in the 3rd through 5th grade participate in an after-school program like no other. Designed to allow every girl to recognize her inner strength, the Girls on the Run curriculum inspires girls to define their lives on their own terms. Throughout the season, the girls make new friends, build their confidence and celebrate all that makes them unique.

The Girls on the Run lessons encourage positive emotional, social, mental and physical development. Participants explore and discuss their own beliefs around experiences and challenges girls face at this age. They also develop important strategies and skills to help them navigate life experiences. We start with helping the girls get a better understanding of who they are and what's important to them. Then, we look at the importance of team work and healthy relationships. And, finally, the girls explore how they can positively connect with and shape the world.

Physical activity is woven into our program to inspire an appreciation of fitness and to build habits that lead to a lifetime of health. At the end of each three month session, the girls participate in a Girls on the Run 5k event. This celebratory, non-competitive event is the culminating experience of the curriculum. Completing the 5k gives the girls a tangible understanding of the confidence that comes through accomplishment as well as a framework for setting and achieving life goals. Crossing the finish line is a defining moment when the girls realize that even the seemingly impossible IS possible.



Quick Links

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Sample of the curriculum

LESSON 11: PEER PRESSURE

The girls are gaining a better understanding of peer pressure in today's lesson. They are exploring and discussing areas where people succumb to peer pressure and learning a specific strategy to resist it. The SBLR strategy, which stands for Stop, Breathe, Listen and Respond, encourages the girls to take a step back from a situation to fully assess how they feel, rather than making a split-second decision.

Questions & Conversation Starters:

1. What is peer pressure?
2. Let's each name a time when we felt peer pressure and share how we responded to it.
3. Today you learned about the SBLR Strategy. Do you remember what the S, B, L and R stand for? (Stop, Breathe, Listen and Respond). Will you tell me about it?
4. I'm going to share with you something that I feel pressured to do by my peers. I'm then going to use the SBLR strategy and see how I respond.
5. Let's talk about other times we have felt peer pressure. How could this strategy help us in those situations?

Gravenstein Union School District

Board Policy

Use Of School Facilities

BP 1330

Community Relations

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

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

(cf. 6145.5 - Student Organizations and Equal Access)

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

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

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

(cf. 1330.1 - Joint Use Agreements)

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

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

(cf. 6115 - Ceremonies and Observances)

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

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

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

(cf. 0450 - Comprehensive School Safety Plan)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

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

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

(cf. 1325 - Advertising and Promotion)

Fees

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Legal Reference:

EDUCATION CODE

10900-10914.5 Community recreation programs

32282 School safety plan

37220 School holidays

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

BUSINESS AND PROFESSIONS CODE

25608 Alcoholic beverage on school premises

MILITARY AND VETERANS CODE

1800 Definitions

UNITED STATES CODE, TITLE 20

7905 Equal access to public school facilities

COURT DECISIONS

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

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

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

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

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

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

ATTORNEY GENERAL OPINIONS

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

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

Management Resources:

CSBA PUBLICATIONS

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

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

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>
(3/04 11/06) 4/13

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

GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, CA

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

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

Type of Event Girls on the Run Date(s) of Event 9/18/17 - 11/29/17 (Mon + Wed)
 Hours of Facility Use: 3:15 - 4:30 (approx) Facility Requested Track + Multipurpose (if raining)
 Total Hours: 25 hours User Group Name Girls on the Run
 Authorized Contact Name Jennife Roberts Address 2352 Lemur St.
 Telephone 542-2548 City Santa Rosa Zip 95401
 Primary purpose of the organization Life skills + fitness 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? Girls on the Run fee 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.

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

I accept responsibility for meeting the requirements stated herein:
 Signature of Applicant [Signature] Date 5/28/17

References, Names and Numbers

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

Name: _____ Phone #: _____ Dates of previous event: 2014 & 2015 Name: _____
 Phone #: _____ Dates of previous event: _____ Have you
 requested the use of other facilities for this event? Yes No If yes, where _____
 Other pertinent information: _____

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

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	\$25.00 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)
4/12/2017

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	FAX (A/C, No): 704-523-0024	
	PHONE (A/C, No, Ext): 704-464-0847	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 :		

COVERAGES

CERTIFICATE NUMBER: 279444096

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	Y	Y	PHPK1593415	2/1/2017	2/1/2018	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$3,000,000
							PRODUCTS - COMP/OP AGG	\$3,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	Y	PHPK1593415	2/1/2017	2/1/2018	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000	Y	Y	PHUB568195	2/1/2017	2/1/2018	EACH OCCURRENCE	\$10,000,000
							AGGREGATE	\$10,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y	22WECCS8146	3/20/2017	3/20/2018	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
			N/A				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)
RE: Girls on the Run 5k event April 29, 2017: SOMO Village LLC, Codding Enterprises LP, SOMO Living LLC and their respective directors, officers, agents, employees and representatives are included as Additional Insured on a Primary and Non-Contributory basis regarding General Liability and Auto Liability when required by written contract. Waiver of subrogation in favor of the Additional Insured(s) applies to General Liability, Auto Liability and Workers Compensation policies when required by written contract.

CERTIFICATE HOLDER

CANCELLATION

SOMO Village LLC Attn: Leah Tibbens PO Box 7087 Cotati CA 94931	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 <i>A. Wise</i>

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**GENERAL LIABILITY DELUXE ENDORSEMENT:
HUMAN SERVICES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE

It is understood and agreed that the following extensions only apply in the event that no other specific coverage for the indicated loss exposure is provided under this policy. If such specific coverage applies, the terms, conditions and limits of that coverage are the sole and exclusive coverage applicable under this policy, unless otherwise noted on this endorsement. The following is a summary of the Limits of Insurance and additional coverages provided by this endorsement. For complete details on specific coverages, consult the policy contract wording.

Coverage Applicable	Limit of Insurance	Page #
Extended Property Damage	Included	2
Limited Rental Lease Agreement Contractual Liability	\$50,000 limit	2
Non-Owned Watercraft	Less than 58 feet	2
Damage to Property You Own, Rent, or Occupy	\$30,000 limit	2
Damage to Premises Rented to You	\$1,000,000	3
HIPAA	Clarification	4
Medical Payments	\$20,000	5
Medical Payments -- Extended Reporting Period	3 years	5
Athletic Activities	Amended	5
Supplementary Payments -- Bail Bonds	\$5,000	5
Supplementary Payment -- Loss of Earnings	\$1,000 per day	5
Employee Indemnification Defense Coverage	\$25,000	5
Key and Lock Replacement -- Janitorial Services Client Coverage	\$10,000 limit	6
Additional Insured -- Newly Acquired Time Period	Amended	6
Additional Insured -- Medical Directors and Administrators	Included	7
Additional Insured -- Managers and Supervisors (with Fellow Employee Coverage)	Included	7
Additional Insured -- Broadened Named Insured	Included	7
Additional Insured -- Funding Source	Included	7
Additional Insured -- Home Care Providers	Included	7
Additional Insured -- Managers, Landlords, or Lessors of Premises	Included	7
Additional Insured -- Lessor of Leased Equipment	Included	7
Additional Insured -- Grantor of Permits	Included	8
Additional Insured -- Vendor	Included	8
Additional Insured -- Franchisor	Included	9
Additional Insured -- When Required by Contract	Included	9
Additional Insured -- Owners, Lessees, or Contractors	Included	9
Additional Insured -- State or Political Subdivisions	Included	10

Duties in the Event of Occurrence, Claim or Suit	Included	10
Unintentional Failure to Disclose Hazards	Included	10
Transfer of Rights of Recovery Against Others To Us	Clarification	10
Liberalization	Included	11
Bodily Injury -- includes Mental Anguish	Included	11
Personal and Advertising Injury -- includes Abuse of Process, Discrimination	Included	11

A. Extended Property Damage

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection 2. **Exclusions**, Paragraph a. is deleted in its entirety and replaced by the following:

a. Expected or Intended Injury

"Bodily injury" or property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

B. Limited Rental Lease Agreement Contractual Liability

SECTION I – COVERAGES, COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection 2. **Exclusions**, Paragraph b. **Contractual Liability** is amended to include the following:

- (3) Based on the named insured's request at the time of claim, we agree to indemnify the named insured for their liability assumed in a contract or agreement regarding the rental or lease of a premises on behalf of their client, up to \$50,000. This coverage extension only applies to rental lease agreements. This coverage is excess over any renter's liability insurance of the client.

C. Non-Owned Watercraft

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE LIABILITY, Subsection 2. **Exclusions**, Paragraph g. (2) is deleted in its entirety and replaced by the following:

- (2) A watercraft you do not own that is:
 - (a) Less than 58 feet long; and
 - (b) Not being used to carry persons or property for a charge;

This provision applies to any person, who with your consent, either uses or is responsible for the use of a watercraft. This insurance is excess over any other valid and collectible insurance available to the insured whether primary, excess or contingent.

D. Damage to Property You Own, Rent or Occupy

SECTION I – COVERAGES, COVERAGE A BODILY INJURY AND PROPERTY DAMAGE

K. Key and Lock Replacement – Janitorial Services Client Coverage**SECTION I – COVERAGES, SUPPLEMENTARY PAYMENTS – COVERAGES A AND B** is amended to include the following:

We will pay for the cost to replace keys and locks at the "clients" premises due to theft or other loss to keys entrusted to you by your "client," up to a \$10,000 limit per occurrence and \$10,000 policy aggregate.

We will not pay for loss or damage resulting from theft or any other dishonest or criminal act that you or any of your partners, members, officers, "employees", "managers", directors, trustees, authorized representatives or any one to whom you entrust the keys of a "client" for any purpose commit, whether acting alone or in collusion with other persons.

The following, when used on this coverage, are defined as follows:

- a. "Client" means an individual, company or organization with whom you have a written contract or work order for your services for a described premises and have billed for your services.
- b. "Employee" means:
 - (1) Any natural person:
 - (a) While in your service or for 30 days after termination of service;
 - (b) Who you compensate directly by salary, wages or commissions; and
 - (c) Who you have the right to direct and control while performing services for you; or
 - (2) Any natural person who is furnished temporarily to you:
 - (a) To substitute for a permanent "employee" as defined in Paragraph (1) above, who is on leave; or
 - (b) To meet seasonal or short-term workload conditions;

while that person is subject to your direction and control and performing services for you.
 - (3) "Employee" does not mean:
 - (a) Any agent, broker, person leased to you by a labor leasing firm, factor, commission merchant, consignee, independent contractor or representative of the same general character; or
 - (b) Any "manager," director or trustee except while performing acts coming within the scope of the usual duties of an "employee."
- c. "Manager" means a person serving in a directorial capacity for a limited liability company.

L. Additional Insureds**SECTION II – WHO IS AN INSURED** is amended as follows:

1. If coverage for newly acquired or formed organizations is not otherwise excluded from this

Coverage Part, Paragraph **3.a.** is deleted in its entirety and replaced by the following:

- a. Coverage under this provision is afforded until the end of the policy period.
2. Each of the following is also an insured:
- a. **Medical Directors and Administrators** – Your medical directors and administrators, but only while acting within the scope of and during the course of their duties as such. Such duties do not include the furnishing or failure to furnish professional services of any physician or psychiatrist in the treatment of a patient.
 - b. **Managers and Supervisors** – Your managers and supervisors are also insureds, but only with respect to their duties as your managers and supervisors. Managers and supervisors who are your “employees” are also insureds for “bodily injury” to a co-“employee” while in the course of his or her employment by you or performing duties related to the conduct of your business.

This provision does not change Item 2.a.(1)(a) as it applies to managers of a limited liability company.

- c. **Broadened Named Insured** – Any organization and subsidiary thereof which you control and actively manage on the effective date of this Coverage Part. However, coverage does not apply to any organization or subsidiary not named in the Declarations as Named Insured, if they are also insured under another similar policy, but for its termination or the exhaustion of its limits of insurance.

- d. **Funding Source** – Any person or organization with respect to their liability arising out of:

- (1) Their financial control of you; or
- (2) Premises they own, maintain or control while you lease or occupy these premises.

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

- e. **Home Care Providers** – At the first Named Insured's option, any person or organization under your direct supervision and control while providing for you private home respite or foster home care for the developmentally disabled.
- f. **Managers, Landlords, or Lessors of Premises** – Any person or organization with respect to their liability arising out of the ownership, maintenance or use of that part of the premises leased or rented to you subject to the following additional exclusions:

This insurance does not apply to:

- (1) Any “occurrence” which takes place after you cease to be a tenant in that premises; or
- (2) Structural alterations, new construction or demolition operations performed by or on behalf of that person or organization.

- g. **Lessor of Leased Equipment – Automatic Status When Required in Lease Agreement With You** – Any person or organization from whom you lease equipment when you and such person or organization have agreed in writing in a contract or agreement that such person or organization is to be added as an additional insured on your policy. Such person or

organization is an insured only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

A person's or organization's status as an additional insured under this endorsement ends when their contract or agreement with you for such leased equipment ends.

With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

- h. Grantors of Permits** – Any state or political subdivision granting you a permit in connection with your premises subject to the following additional provision:
- (1) This insurance applies only with respect to the following hazards for which the state or political subdivision has issued a permit in connection with the premises you own, rent or control and to which this insurance applies:
 - (a) The existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners or decorations and similar exposures;
 - (b) The construction, erection, or removal of elevators; or
 - (c) The ownership, maintenance, or use of any elevators covered by this insurance.
- i. Vendors** – Only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business, subject to the following additional exclusions:
- (1) The insurance afforded the vendor does not apply to:
 - (a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
 - (b) Any express warranty unauthorized by you;
 - (c) Any physical or chemical change in the product made intentionally by the vendor;
 - (d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
 - (e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
 - (f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

- (g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
- (h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
 - (i) The exceptions contained in Sub-paragraphs (d) or (f); or
 - (ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.
- (2) This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing.
- j. **Franchisor** – Any person or organization with respect to their liability as the grantor of a franchise to you.
- k. **As Required by Contract** – Any person or organization where required by a written contract executed prior to the occurrence of a loss. Such person or organization is an additional insured for "bodily injury," "property damage" or "personal and advertising injury" but only for liability arising out of the negligence of the named insured. The limits of insurance applicable to these additional insureds are the lesser of the policy limits or those limits specified in a contract or agreement. These limits are included within and not in addition to the limits of insurance shown in the Declarations
- l. **Owners, Lessees or Contractors** – Any person or organization, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by:
 - (1) Your acts or omissions; or
 - (2) The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured when required by a contract.

With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- (a) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- (b) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

m. State or Political Subdivisions – Any state or political subdivision as required, subject to the following provisions:

- (1) This insurance applies only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit, and is required by contract.
- (2) This insurance does not apply to:
 - (a) "Bodily injury," "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or
 - (b) "Bodily injury" or "property damage" included within the "products-completed operations hazard."

M. Duties in the Event of Occurrence, Claim or Suit

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, Paragraph 2. is amended as follows:

a. is amended to include:

This condition applies only when the "occurrence" or offense is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

b. is amended to include:

This condition will not be considered breached unless the breach occurs after such claim or "suit" is known to:

- (1) You, if you are an individual;
- (2) A partner, if you are a partnership; or
- (3) An executive officer or insurance manager, if you are a corporation.

N. Unintentional Failure To Disclose Hazards

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 6. **Representations** is amended to include the following:

It is agreed that, based on our reliance on your representations as to existing hazards, if you should unintentionally fail to disclose all such hazards prior to the beginning of the policy period of this Coverage Part, we shall not deny coverage under this Coverage Part because of such failure.

O. Transfer of Rights of Recovery Against Others To Us

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, 8. **Transfer of Rights of**

Recovery Against Others To Us is deleted in its entirety and replaced by the following:

If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

Therefore, the insured can waive the insurer's rights of recovery prior to the occurrence of a loss, provided the waiver is made in a written contract.

P. Liberalization

SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS, is amended to include the following:

If we revise this endorsement to provide more coverage without additional premium charge, we will automatically provide the additional coverage to all endorsement holders as of the day the revision is effective in your state.

Q. Bodily Injury – Mental Anguish

SECTION V – DEFINITIONS, Paragraph 3. Is deleted in its entirety and replaced by the following:

"Bodily injury" means:

- a. Bodily injury, sickness or disease sustained by a person, and includes mental anguish resulting from any of these; and
- b. Except for mental anguish, includes death resulting from the foregoing (Item a. above) at any time.

R. Personal and Advertising Injury – Abuse of Process, Discrimination

If **COVERAGE B PERSONAL AND ADVERTISING INJURY LIABILITY COVERAGE** is not otherwise excluded from this Coverage Part, the definition of "personal and advertising injury" is amended as follows:

1. **SECTION V – DEFINITIONS**, Paragraph 14.b. is deleted in its entirety and replaced by the following:

- b. Malicious prosecution or abuse of process;

2. **SECTION V – DEFINITIONS**, Paragraph 14. is amended by adding the following:

Discrimination based on race, color, religion, sex, age or national origin, except when:

- a. Done intentionally by or at the direction of, or with the knowledge or consent of:
 - (1) Any insured; or
 - (2) Any executive officer, director, stockholder, partner or member of the insured;
- b. Directly or indirectly related to the employment, former or prospective employment, termination of employment, or application for employment of any person or persons by an insured;

- c. Directly or indirectly related to the sale, rental, lease or sublease or prospective sales, rental, lease or sub-lease of any room, dwelling or premises by or at the direction of any insured; or
- d. Insurance for such discrimination is prohibited by or held in violation of law, public policy, legislation, court decision or administrative ruling.

The above does not apply to fines or penalties imposed because of discrimination.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF OUR RIGHT TO RECOVER FROM
OTHERS ENDORSEMENT - CALIFORNIA**

Policy Number: 22 WEC CS8146

Endorsement Number: 01

Effective Date: 04/04/17 Effective hour is the same as stated on the Information Page of the policy.

Named Insured and Address: GIRLS ON THE RUN SONOMA COUNTY INC

PO BOX 9036
SANTA ROSA, CA 95405

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 2 % of the California workers' compensation premium otherwise due on such remuneration.

SCHEDULE

Person or Organization

Job Description

ANY PERSON OR ORGANIZATION
FROM WHOM YOU ARE REQUIRED
BY WRITTEN CONTRACT OR
AGREEMENT TO OBTAIN THIS
WAIVER OF RIGHTS FROM US.

ALL BLANKET OPERATIONS

Countersigned by _____ Authorized Representative

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V D.

GRAVENSTEIN UNION SCHOOL DISTRICT



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

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

Resolution 170712-1

Measure M Bond Oversight Committee

Membership

Per Resolution 13-1-09-2, the Committee shall consist of a minimum of 7 members appointed by the District Board ... to wit:

- Business Community: Jennifer Estrella
- Senior Citizen's Organization: Craig Boblitt
- Bona-fide Taxpayers Association: Jack Atkins
- Parent or Guardian of Child in District: Eric Martin

Parent or Guardian and a member of parent-teacher organization or school site council:

Members of the Community at Large: Gary Bachelor

The District continues to seek members to fill the positions shown vacant above.

The foregoing RESOLUTION was duly passed and adopted at the regular meeting of the Board of Trustees on the 12th day of July, 2017, on a motion by _____, seconded by Trustee _____ by the following vote:

AYES:

NOES:

ABSENT/ABSTAIN: Absent:

Dated this 12th day of July, 2017

President of the Governing Board

RESOLUTION NO. 13-1-09-2

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
GRAVENSTEIN UNION SCHOOL DISTRICT ADOPTING BYLAWS GOVERNING
CITIZENS OVERSIGHT COMMITTEE**

WHEREAS, Gravenstein Union School District (the "District") was successful at the election conducted on November 6, 2012 (the "Bond Election") in obtaining authorization from at least 55% of District voters to issue up to \$6.0 million aggregate principal amount of general obligation bonds (the "Bonds") for the purpose of financing the specific school facilities projects set forth in the measure approved by the voters (the "Measure M"); and

WHEREAS, the election was conducted under the provisions of Proposition 39, the Smaller Classes, Safer Schools and Financial Accountability Act, approved by California voters on November 7, 2000 ("Proposition 39"), and pursuant to Proposition 39, Measure M and, specifically Section 15278 of the Education Code, the Board of Trustees of the District is obligated to establish a citizen oversight committee to satisfy the accountability requirements of Proposition 39;

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE GRAVENSTEIN UNION SCHOOL DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. The foregoing recitals are true and correct.

Section 2. The Bylaws in the form on file with the Superintendent are hereby approved and adopted.

Section 3. This resolution shall take effect on and after its adoption.

The foregoing Resolution was adopted by the Board of Trustees of the Gravenstein Union School District of Sonoma County, California, being the Board authorized by law to make the designations therein contained by the following vote, on January 9, 2013.

Ayes: 5
Noes: 0
Absent: 0


Clerk of the Board of Trustees
of the Gravenstein Union School District

**GRAVENSTEIN UNION SCHOOL DISTRICT
CITIZENS' BOND OVERSIGHT COMMITTEE**

BYLAWS

Section 1. Committee Established. The Gravenstein Union School District (the "District") was successful at the election conducted on November 6, 2012 (the "Bond Election") in obtaining authorization from at least 55% of District voters to issue up to \$6 million aggregate principal amount of general obligation bonds (the "Bonds") for the purpose of financing the specific school facilities projects set forth in Measure M approved by the voters (the "Measure").

The election was conducted under the provisions of Proposition 39, the Smaller Classes, Safer Schools and Financial Accountability Act, approved by California voters on November 7, 2000 ("Proposition 39"). Pursuant to Proposition 39, the Measure and, specifically Section 15278 of the Education Code, the Board of Trustees of the District is obligated to establish the Oversight Committee to satisfy the accountability requirements of Proposition 39.

The Board of Trustees of the District (the "Board") hereby establishes the Citizens' Bond Oversight Committee (the "Committee") which shall have the duties and rights set forth in these Bylaws. The Committee does not have independent legal capacity from the District.

Section 2. Purposes. The purpose of the Committee is to inform the public regarding the expenditure of bond proceeds, as required by Proposition 39. These Bylaws are specifically made subject to the applicable provisions of Proposition 39 as to the duties and rights of the Committee.

As used herein, "bond proceeds" means the proceeds of Bonds issued pursuant to the voter-approved Measure. The Committee shall confine itself specifically to bond proceeds generated under the ballot measure. All monies generated from other sources fall outside of the scope of Committee review.

Section 3. Duties of the Committee. To carry out its stated purposes, the Committee shall perform the following duties:

3.1 Inform the Public. The Committee shall inform the public concerning the District's expenditure of bond proceeds to ensure that bond proceeds are expended only for the purposes set forth in the Measure.

3.2 Review of Bond Expenditures. The Committee shall establish a regular meeting schedule which shall provide for meetings to be conducted at least quarterly. At such meetings, the Committee shall review expenditure reports provided by the District, and, if available, the annual performance audit and financial audit prepared by the District in accordance with Proposition 39, to ensure that (a) bond proceeds are expended only pursuant to Proposition 39 and for the purposes set forth in the Measure; and (b) no bond proceeds are used for any teacher or administrative salaries or other operating expenses.

3.3 Annual Report of Committee. Pursuant to California Education Code Section 15280(b), the Committee shall issue a written report on the results of its activities at least once a year. Such report shall be presented to the District Board, in public session, and shall include the following:

- (a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and
- (b) A summary of the Committee's proceedings and activities for the preceding year.

The Committee may issue additional written reports as it so determines in order to effectuate its duty to inform the public on the expenditure of bond proceeds.

All written reports shall be a matter of public record and shall be provided to the District and made available on the District's internet website.

3.4 Duties Exclusively Reserved to District. The District Board or the Superintendent, as the Board shall determine, shall have the following powers reserved to it, and the Committee shall have no jurisdiction over the following types of activities:

- (i) Approval of construction contracts,
- (ii) Approval of construction change orders,
- (iii) Appropriation of construction funds,
- (iv) Handling of all legal matters,
- (v) Approval of construction plans and schedules,
- (vi) Approval of Deferred Maintenance Plan, and
- (vii) Approval of the sale of bonds.

3.5 Limited Role of Committee. Pursuant to Proposition 39, the Committee is charged with overseeing the expenditure of bond proceeds and reviewing and reporting on expenditures after they have been made. The District has not charged the Committee with responsibility for, and the Committee shall not have oversight with respect to matters beyond the scope of reviewing and reporting on the expenditure bond proceeds. Matters outside the scope of review of the Committee include but are not limited to:

- (a) Projects financed without bond proceeds, including projects^S financed through the State of California, developer fees, redevelopment tax increment, certificates of participation, lease/revenue bonds, the general fund or the sale of surplus property.
- (b) The establishment of priorities and order of construction for bond projects, which shall be made by the District Board in its sole discretion.
- (c) The selection of architects, engineers, soil engineers, construction managers, project managers, CEQA consultants and such other professional service firms as are required to complete the projects, which

shall be based on District criteria established by the District Board in its sole discretion.

- (d) The approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction methods (modular vs. permanent) shall be made by the District Board in its sole discretion; however, the District shall report to the Committee on any cost saving techniques considered or adopted by the Board.
- (e) The selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to support the activities of the Committee shall be made by the District Board.
- (f) A plan for publicizing the activities of the Committee, which shall, however, at a minimum take the form of making all reports, notices, agendas and minutes available on the District's internet website, shall be determined by the District Board.
- (g) The amendment or modification of the Bylaws for the Committee as provided herein, subject to the legal requirements of Proposition 39, shall be made only by the District Board.
- (h) The appointment or reappointment of qualified applicants to serve on the Committee, subject to legal limitations, and based on criteria adopted in the Board's sole discretion as part of carrying out its functions under Proposition 39, shall be the responsibility of the District Board.

Section 4. Authorized Activities of Committee.

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the activities authorized pursuant to Proposition 39 and Education Code Section 15278(c):

- (a) Receiving and reviewing copies of the District's annual, independent performance audit required by Proposition 39.
- (b) Receiving and reviewing copies of the annual, independent financial audit required by Proposition 39.
- (c) Inspecting school facilities and grounds to ensure that bond proceeds are expended in compliance with the requirements of Proposition 39 and the Measure.
- (d) Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the District, if any, including any reports required by Section 17584.1 of the Education Code.
- (e) Reviewing efforts by the District to maximize bond proceeds by implementing cost-saving measures.

Section 5. Membership.

5.1 Number. The Committee shall consist of a minimum of 7 members appointed by the District Board as provided in Section 5.5, and based on criteria established by Proposition 39, to wit:

- One (1) member active in a business organization representing the business community located in the District. → *Mike...*
- One (1) member active in a senior citizen's organization. → *Barbara...*
- One (1) member active in a bona-fide taxpayers association. → *John...*
- One (1) member shall be a parent or guardian of a child enrolled in the District. → *...*
- One (1) member shall be both a parent or guardian of a child enrolled in the district and active in a parent-teacher organization or school site council. → *...*
- Two (2) members of the community at-large appointed by the Board. → *...*

5.2 Qualification Standards.

- (a) To be a qualified member of the Committee, candidates must be at least 18 years of age, in accordance with Government Code Section 1020. Preference will be given to those who reside within the District's geographic boundary.
- (b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics: Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 *et seq.*), and to complete and file with the District Form 700 (Statement of Economic Interests of the Fair Political Practices Commission) as required by all "designated employees" of the District. Additionally, each member shall comply with and acknowledge the Committee Ethics Policy attached as "Appendix B" to these Bylaws.

5.4 Term. Each member shall serve a term of two (2) years commencing the first day of the month in which the District confirmed its appointment of members; however, two members shall serve an initial term of only one (1) year, determined by lot at the first meeting of the Committee. Following the initial term of a member, the member may serve two additional consecutive terms.

5.5 Appointment. Members of the Committee shall be appointed by the District Board through the following process: (a) appropriate local groups will be solicited for applications; (b) the Superintendent or his designee will review the applications; (c) the Superintendent or his designee will make recommendations to the Board; and (d) the District Board will confirm its selection and appointment by resolution.

The District will document its best efforts to appoint a Committee consisting of members meeting the criteria set forth in Section 5.1. In the event that the District is unable to identify a member meeting one of the criteria following a good faith effort to fill such position, then the District Board shall appoint a member of the community at large to fill that position. Upon the next vacancy which occurs on the Committee, the District shall again undertake its best efforts to result in a Committee with members meeting each of the criteria set forth in Section 5.1.

5.6 Removal; Vacancy. The Board may remove any Committee member for cause, which includes a failure to attend two (2) consecutive Committee meetings without reasonable excuse or for failure to comply with the Committee Ethics Policy. Upon a member's removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee.

5.7 Compensation. The Committee members shall not be compensated for their services.

5.8 Authority of Members. (a) Committee members shall not have the authority to direct staff of the District. (b) Individual members of the Committee retain the right to address the Board as an individual.

Section 6. Meetings of the Committee.

6.1 Regular Meetings. The Committee is required to meet quarterly, with one meeting designated as the annual organizational meeting.

6.2 Location. All meetings shall be held within the District.

6.3 Procedures. All meetings shall be open to the public in accordance with the *Ralph M. Brown Act*, Government Code Section 54950 *et seq.* Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

Section 7. Officers. The Superintendent shall appoint the initial Chair for the purpose of commencing the initial meeting of the Committee. At the initial meeting, the Committee shall elect a Chair, and a Vice-Chair who shall act as Chair only when the Chair is absent. In addition, the Committee shall elect a Secretary who shall take minutes of each meeting. Such positions shall be for a term of two (2) years, at which time the Committee shall elect a new Chair, Vice-Chair and Secretary.

Section 8. District Support.

8.1 The District shall provide to the Committee necessary technical and administrative assistance in furtherance of its purposes and sufficient resources to publicize the conclusions of the Committee. Such support shall include:

- (a) preparing and posting public notices as required by the *Ralph M. Brown Act*, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

- (b) providing a meeting room, including any necessary audio/visual equipment;
- (c) coordinating with the Committee Chair on the preparation and posting of an agenda for each meeting and providing copies of any materials to be reviewed at such meeting, such as agendas and/or reports; and
- (d) receiving all agendas, minutes and reports of the Committee and providing public access to such records on the District's internet website.

8.2 At least one member of District staff shall attend all Committee proceedings in order to report on the status of projects and the expenditures of bond proceeds and respond to questions the Committee may have on the projects and expenditures.

8.3 No bond proceeds shall be used to provide District support to the Committee.

8.4 The District shall provide to the Committee for use at its meetings, at least 72 hours in advance of such meetings, expenditure reports with respect to bond proceeds which set forth the proposed project budget, actual to budget expenditures, with itemization of such actual expenditures.

Section 9. Amendment of Bylaws. Any amendment to these Bylaws shall be approved by a two-thirds vote of all of the members of District Board.

Section 10. Termination. The Committee shall automatically terminate and disband at the earlier of the date when (a) all bond proceeds are spent, or (b) all projects funded by bond proceeds are completed.

APPENDIX A

CITIZENS' BOND OVERSIGHT COMMITTEE
ETHICS POLICY STATEMENT

This following Ethics Policy Statement provides general guidelines for Committee members to perform their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

POLICY

• **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract to be funded by bond proceeds or (2) any construction project which will benefit the committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.

• **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by bond proceeds, or (2) any construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (1) bidding on projects funded by the bond proceeds; and (2) any construction project.

• **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the Gravenstein Union School District;

• **COMMITMENT TO DISTRICT.** A Committee member shall place the interest of the District above any personal or business interest of the member.

The undersigned acknowledges he or she has received a copy of this Ethics Policy Statement, understands the provisions of this policy and agrees to adhere to its requirements.

Date

Member, Oversight Committee

V E

JAKELA, INC.

(dba Asbestos Control Center)

May 19, 2017

BSPOSATO@GRAV.K12.CA.US
707-548-4333

Re: **Asbestos Abatement Quote**

Site: **Hillcrest Middle School**
725 Bloomfield Rd, Sebastopol, CA 95472
Principals Office

Dear Customer,

JAKELA, Inc. is pleased to respond to your request for environmental remediation services at the above referenced site.

JAKELA is an experienced and qualified environmental, abatement & demolition contractor capable of completing this project. We would function as the abatement/environmental contractor, under license #590867 in performing a project in accordance with applicable local, state, and federal regulations.

All work performed by Jakela, Inc. will be done with properly trained personnel and in accordance with all EPA, AHERA, Cal/OSHA, DOT, and all other Local, State and Federal Regulatory Agencies. Should you choose Jakela, Inc. to perform the above work please let us know if you will provide a subcontract to us, or if we should send you a formal contract.

Below you will find a scope of work breakdown, and proposal qualifications.

If you have any questions regarding this proposal, please feel free to contact me at your convenience. Thank you for the opportunity to be of service and we look forward to your favorable consideration.

Sincerely,
JAKELA, Inc.

Elliott James
Cell: 415-328-9909
ejames@jakelainc.com

104

JAKELA, INC.
(dba Asbestos Control Center)

SCOPE OF WORK

3840 Twig Ave, Sebastopol, CA 95472
Classrooms 14, 18

SCOPE OF WORK:

NOTIFY CAL OSHA OF ASBESTOS ACTIVITIES

PROVIDE ENGINEERING CONTROLS FOR ALL 'WORK AREAS' BY
ESTABLISHING NEGATIVE PRESSURE ENCLOSURE USING
CRITICAL BARRIERS AND INSTALLING NEGATIVE AIR
MACHINE

REMOVE APPROXIMATELY 850 SQ FT OF ASSUMED ACM TILE FROM CLASSROOMS 14 AND 18 (1700 SQ FT TOTAL) \$4,650.00

ASSUMED ACM MASTIC TO REMAIN BECAUSE STRIPPING NOT POSSIBLE ON WOOD

THIRD PARTY AIR CLEARANCE TO BE PERFORMED BY OTHERS

TOTAL ASBESTOS ABATEMENT AND DISPOSAL BASE BID \$4,650.00

Jennifer Schwan
Owner or Representative
(Print)

[Signature]
Owner or Representative
(Signature)

6/15/17
Date

Elliott James
ASBESTOS CONTROL CENTER

ASBESTOS CONTROL CENTER

May 19, 2017
Date

105

Pavement Repair Proposal

Gravenstein Union School Dist.

Brian Sposato

Project:

Gravenstein Union School District

3840 Twig Avenue
Sebastopol, CA 95472



Brad Davis
Estimator

Safety. Quality Work. Excellent Service

Company Info



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

P: 707-528-3377

F: 707-544-7149

<http://www.stripensealinc.com>

Contact Person

Brad Davis
Estimator
brad@stripensealinc.com
Cell: 707-975-9691
Office 707-528-3377

About Us

"Passionate About Pavement Since 1971"

Since 1971, Stripe N Seal Inc. dba Aaron Paving has continued to maintain its reputation as being the best asphalt servicing company in the North Bay. Our company provides a unique experience that is untouched by any of our local competitors. Our finished work is living proof. We are a company that is primarily focused on providing the best possible performance and finished product this industry has to offer. Each project is organized and executed in an effort to always please our clients and ultimately establish a relationship of repeat business.

The lowest price is not the best price... We do not price work with the incentive of being the cheapest or least expensive route... However, we always try to bid work competitively and with a budget in mind. You get what you pay for in this industry. If you are looking for the least expensive way to maintain asphalt, just ask. We can adjust our pricing and scope so that you are getting the most out of your funds invested. Our pricing includes assistance in planning for your project, optimum longevity of all asphalt products, an over extensive insurance package for your protection, and the same asphalt servicing performance that we strive to achieve on every project.

Thank you for the opportunity to present this proposal and please do not hesitate to call or email us with any questions or adjustments needed. CA #308128

WWW.STRIPENSEALINC.COM

Proposal: Gravenstein Union School District

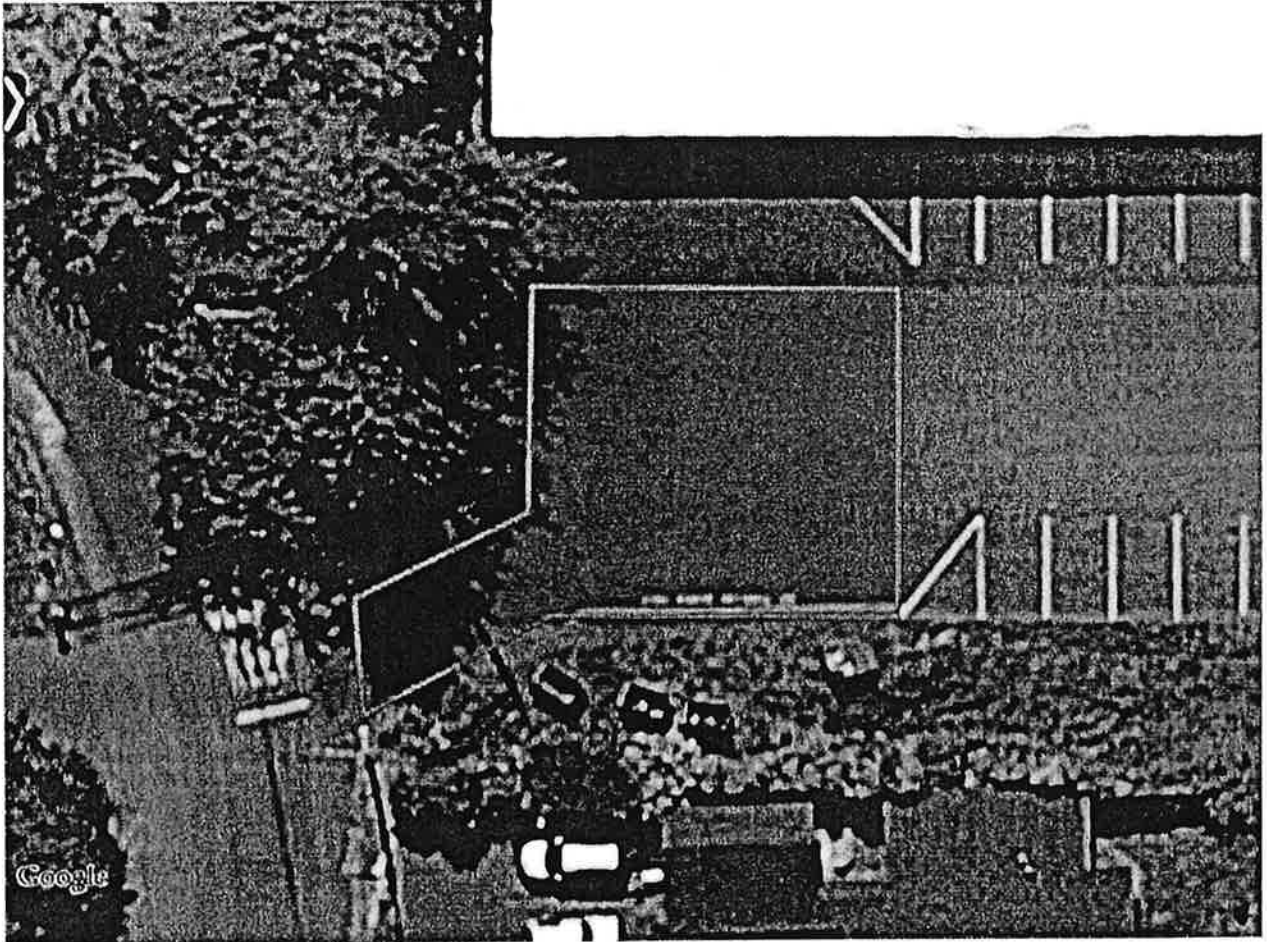


4" Asphalt Milling and Replacement

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

Total Price for this item: \$15,975.00

Asphalt Repair Area



Notes:

Price Breakdown: Gravenstein Union School District



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

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

Authorization to Proceed & Contract

This pricing is valid for up to 30 days. The above pricing, scope of work, payment terms, and standard provisions on this and the following page(s) are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payment Terms

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

Monthly progress payments are required for projects extending past 30 days. Service charges of 1.5% per month to be added on to any unpaid balance.

Date:

6/15/17

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

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

Contract Terms & Conditions

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

Playground Maintenance Proposal

Gravenstein Union School Dist.

Brian Sposato

Project:

Gravenstein Union School District

3840 Twig Avenue
Sebastopol, CA 95472



Brad Davis
Estimator

Safety. Quality Work. Excellent Service

Company Info



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P.O. Box 7347
Santa Rosa, CA, 95407

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Contact Person

Brad Davis
Estimator
brad@stripensealinc.com
Cell: 707-975-9691
Office 707-528-3377

About Us

"Passionate About Pavement Since 1971"

Since 1971, Stripe N Seal Inc. dba Aaron Paving has continued to maintain its reputation as being the best asphalt servicing company in the North Bay. Our company provides a unique experience that is untouched by any of our local competitors. Our finished work is living proof. We are a company that is primarily focused on providing the best possible performance and finished product this industry has to offer. Each project is organized and executed in an effort to always please our clients and ultimately establish a relationship of repeat business.

The lowest price is not the best price... We do not price work with the incentive of being the cheapest or least expensive route... However, we always try to bid work competitively and with a budget in mind. You get what you pay for in this industry. If you are looking for the least expensive way to maintain asphalt, just ask. We can adjust our pricing and scope so that you are getting the most out of your funds invested. Our pricing includes assistance in planning for your project, optimum longevity of all asphalt products, an over extensive insurance package for your protection, and the same asphalt servicing performance that we strive to achieve on every project.

Thank you for the opportunity to present this proposal and please do not hesitate to call or email us with any questions or adjustments needed. CA #308128

WWW.STRIPENSEALINC.COM

Proposal: Gravenstein Union School District



Hot Rubberized Crack Sealing Prior to Sealing

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

Total Price for this item: \$598.00

Asphalt Preparation and Sealcoating (Main Playground Area)

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

Total Price for this item: \$5,731.00

Striping After Sealing

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

Total Price for this item: \$1,954.00

Proposal: Gravenstein Union School District

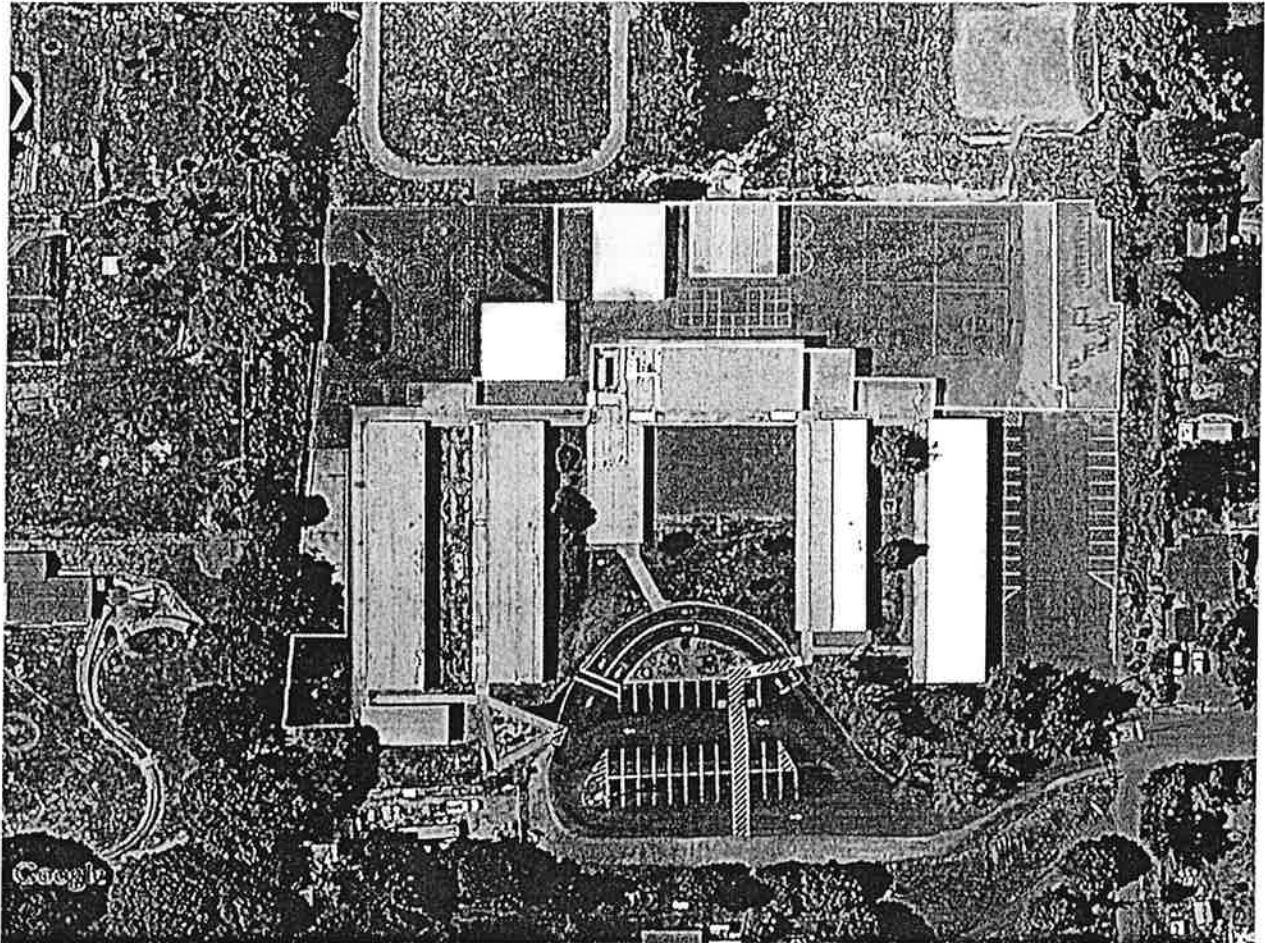


Add Option: Crack Seal, Sealcoat and Stripe Pink Area (Upper Playground)

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

Total Price for this item: \$4,825.00

Asphalt Sealcoat Area



Notes:

Yellow Area: Main Playground Area

Pink Area: Upper Playground Area

Price Breakdown: Gravenstein Union School District



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

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

Authorization to Proceed & Contract

This pricing is valid for up to 30 days. The above pricing, scope of work, payment terms, and standard provisions on this and the following page(s) are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payment Terms

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

Monthly progress payments are required for projects extending past 30 days. Service charges of 1.5% per month to be added on to any unpaid balance.

Date: _____

6/15/17

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

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

Contract Terms & Conditions

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

Parking Lot Maintenance Proposal

Gravenstein Union School Dist.

Brian Sposato

Project:

Gravenstein Elementary School- Parking Lot Sealing

3840 Twig Avenue
Sebastopol, CA 95472



Brad Davis
Estimator

Safety. Quality Work. Excellent Service

Company Info



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

P: 707-528-3377

F: 707-544-7149

<http://www.stripensealinc.com>

Contact Person

Brad Davis

Estimator

brad@stripensealinc.com

Cell: 707-975-9691

Office 707-528-3377

About Us

"Passionate About Pavement Since 1971"

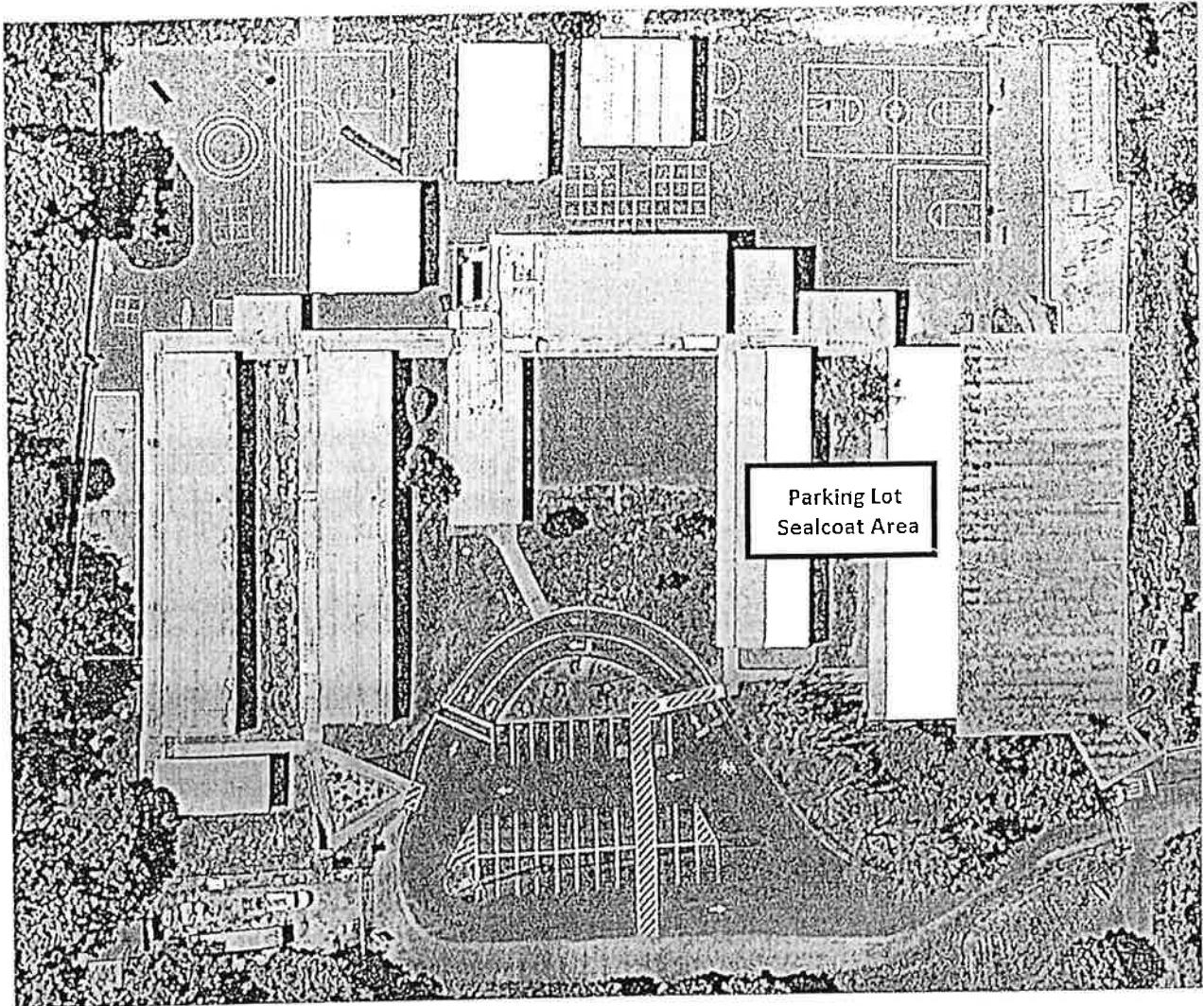
Since 1971, Stripe N Seal Inc. dba Aaron Paving has continued to maintain its reputation as being the best asphalt servicing company in the North Bay. Our company provides a unique experience that is untouched by any of our local competitors. Our finished work is living proof. We are a company that is primarily focused on providing the best possible performance and finished product this industry has to offer. Each project is organized and executed in an effort to always please our clients and ultimately establish a relationship of repeat business.

The lowest price is not the best price... We do not price work with the incentive of being the cheapest or least expensive route... However, we always try to bid work competitively and with a budget in mind. You get what you pay for in this industry. If you are looking for the least expensive way to maintain asphalt, just ask. We can adjust our pricing and scope so that you are getting the most out of your funds invested. Our pricing includes assistance in planning for your project, optimum longevity of all asphalt products, an over extensive insurance package for your protection, and the same asphalt servicing performance that we strive to achieve on every project.

Thank you for the opportunity to present this proposal and please do not hesitate to call or email us with any questions or adjustments needed. CA #308128

WWW.STRIPENSEALINC.COM

Parking Lot Sealing Area



Notes:

Proposal: Gravenstein Elementary School- Parking Lot



Hot Rubberized Crack Sealing Prior to Sealing

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

Total Price for this item: \$436.00

Asphalt Preparation and Sealcoating

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

Total Price for this item: \$4,597.00

Striping After Sealing

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

Total Price for this item: \$985.00

Price Breakdown: Gravenstein Elementary School- Pa Lot Sealing



Please find the following breakdown of all services we have provided in this proposal. This proposal originated on June 21, 2017.

Item	Description	Cost
1	Hot Rubberized Crack Sealing Prior to Sealing	\$436.00
2	Asphalt Preparation and Sealcoating	\$4,597.00
3	Striping After Sealing	\$985.00

Authorization to Proceed & Contract

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Payment Terms

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Date: _____

Brian Sposato
Gravenstein Union School Dist.
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P: 707-528-3377
F: 707-544-7149
<http://www.stripensealinc.com>

Additional Info: Gravenstein Elementary School- Parki Sealing




Contract Terms & Conditions

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

Consolidated Application for Funding Categorical Aid Programs, 2017 Spring Submission

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


Signature of authorized representative

Jennifer Schwin
Printed name of authorized representative

Superintendent
Title

6-23-17
Date