

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

REGULAR GOVERNING BOARD
MEETING AGENDA
Gravenstein School, Rm. 13

Wednesday, September 12, 2018
5:00 PM

I. CALL TO ORDER

Jim Horn, President
Gregory Appling
Steven Schwartz
Jennifer Koelemeijer
Vacant

II. PUBLIC COMMENTS

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

III. REPORTS, AND ORAL COMMUNICATIONS

- A. Gravenstein Union Teachers' Association
- B. School Site Council
 - I. Seeking Parent reps
- C. GSF/MPF
- D. Trustee Reports
- E. Facilities Report
 - I. Phase 3 –Gravenstein modernization update
 - 1. Gym & kitchen, Learning Lab, Staff Restrooms
 - II. Hillcrest Middle School Improvement Project update
 - 1. Increment #1: Transformer/electrical system, ADA access to field
 - 2. Increment #2 solar parking shelter
 - III. Gravenstein Elementary solar project
- F. Gravenstein Principal's report
 - I. Gravenstein enrollment
 - II. Enrichment schedule
 - III. 18-19 Annual theme/monthly character traits planning
- G. Hillcrest Principal's report
 - I. Hillcrest enrollment
 - II. STREAM Lab update
 - III. Yosemite
 - IV. Student Council
 - V. Bench Dedication
 - VI. School Counselor
- H. CBO Report
 - I. Analysis of possible breakfast service

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- I. Superintendent Report
 1. Annual Board Calendar Template
 2. Communication update:
 1. Meeting with marketing firm (see action item below)
 3. Staff Professional Development
 1. Oct 5, 9am-1pm – Conference Day - Classified Staff receive CPR training
 2. Oct 25, 2-3:30pm – ERD – District Classified staff attends ACES Social Emotional Learning at Hillcrest Hall
 3. Dec 13, 1:30-4:30pm – ERD- Certificated Staff receive CPR training
 4. Other District led ERDs include: Jan 24, Feb 21, & May 9. Activities will be provided from 1:30-3:30pm.
 4. Safety Plan Update
 1. Window covering bids
 1. Trial installation continued – pull-across curtains; roller shades; tracking temps in Hillcrest classrooms
 2. Full installation plan

IV. CONSENT AGENDA

ACTION ITEM

- A. Minutes of regular Board meeting August 8, 2018
- B. Warrants/Payroll
- C. Budget Updates and Transfers
- D. Approve SCOE Media Center contract
- E. Communication
 1. Letter from Renee Fong, SCOE Credentials Analyst, indicating that the District successfully completed a credentials audit.
 2. Letter from Mary Downey and Jennie Snyder of SCOE, indicating that GUSD successfully completed the 18-19 LCAPs.
 3. Letter of commitment from Supt. Schwinn joining all other Districts in Sonoma County to submit a hazard mitigation grant, making us eligible for future funding, if the grant application is successful.
 4. Letter from Supt. Schwinn to Tierney O'Brien at California Valued Trust, requesting another low cost Kaiser benefit option for teachers.

Action taken/comments:

Motion _____ Second _____ Vote _____

V. PUBLIC HEARING:
SUFFICIENCY/INSUFFICIENCY OF TEXTBOOKS

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

By the 8th week of school, the Board of Trustees must hold a public hearing to discuss the sufficiency/insufficiency of textbooks in the CORE curricular areas of reading/language

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arts, mathematics, science, and history-social science. Schools are to have a sufficient number of textbooks (or electronic textbooks) and instructional materials for every student in these four areas, and textbooks must be from the *current* State Adopted Textbook list.

VI. BUSINESS & FACILITIES

A. Review & Accept 10% Contingency Report -- Phase 3 & Hillcrest Improvements

The Board will receive a report outlining the expenses tied to unexpected complications to the building projects arising after the approval of the initial bid. The initial bid included a 10% contingency fund, which allows the job to progress as long as excess expense remains below 10% of the total budget. The Board is kept apprised of expenses applied to the contingency via this monthly report.

Action taken/comments:

Motion _____ Second _____ Vote _____

B. Approve Notice of Completion for Hillcrest Improvements

If the Hillcrest Improvements projects are complete, the Board will be asked to approve the Notice of Completion. At the time of posting, it was close to completion. Final walk-through planned 9/11/18.

Action taken/comments:

Motion _____ Second _____ Vote _____

C. Approve 2017-18 Unaudited Actuals

The Board will be asked to approve the 2017-18 unaudited actuals as presented by CBO, Wanda Holden.

Action taken/comments:

Motion _____ Second _____ Vote _____

D. Approve Update to Speech Teacher Salary Schedule

The Board is asked to approve an update to the Speech Teacher salary schedule, adding a second step, representing a 5% longevity increase, after a Speech Teacher has been with us for five years. So Step B would begin the employee's sixth year with the District. The Board is asked to make this action retroactive to July 1, 2018.

Action taken/comments:

Motion _____ Second _____ Vote _____

E. Approve Hire of Coaches for 2018-19

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The Board will be asked to approve the hire of athletic coaches for 2018-19 as listed.

Action taken/comments:

Motion _____ Second _____ Vote _____

F. Approve Adding 0.25 FTE Classified Yard Supervisor

The Board will be asked to consider adding a classified position to help with yard supervision at Hillcrest at lunch. The Board is asked to approve one 0.25 (2 hrs/day, 5days/week) position, representing an increase to the 2018-19 budget by \$7,182.28 annually.

Action taken/comments:

Motion _____ Second _____ Vote _____

G. Approve Adding a 0.50 FTE Classified Business Clerk

The Board will be asked to consider approving the addition of a 0.50 FTE classified Business Clerk to the District Office to provide needed clerical support. The addition of this position would cost \$15,742.60 annually. However, 10% of current business staff time can be shifted to the Beyond the Bell program administration, therefore, the overall annual increase to the general fund would only be \$7,499.60.

Action taken/comments:

Motion _____ Second _____ Vote _____

H. Add Business Clerk to the Classified Salary Schedule

If the Board has determined to take action to add a full time classified position to the 2018-19 budget, then the Board is asked to approve the addition of "Business Clerk" to the classified salary schedule.

Action taken/comments:

Motion _____ Second _____ Vote _____

I. Approval of MOU w/ MPF for 2018-19

The Board will be asked to consider the proposed revised MOU with MPF for the 2018-19 school year.

Action taken/comments:

Motion _____ Second _____ Vote _____

J. Approve Payment for Dark Fiber

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The Board is asked to decide between paying the entire cost of the dark fiber upfront, or over five years. The CBO will review pros and cons of each option.

Action taken/comments:

Motion _____ Second _____ Vote _____

K. Approve Increase to Legal Retainer

Due to increased legal costs this year, the District has already exhausted the annual legal retainer with School and College Legal Services. The Board is asked to approve an increase to the SCLS retainer by an additional 60 or 120 hours for 2018-19.

Action taken/comments:

Motion _____ Second _____ Vote _____

L. Adopt Resolution #180912-2 The Gann Limit

The Board is asked to adopt the GANN limit resolution #180912-2 as presented.

Action taken/comments:

Motion _____ Second _____ Vote _____

M. Hire 0.80 FTE School Nurse

The Board is asked to hire a 0.80 School Nurse. GUSD will use the nurse services 0.20 of the time, and sell 0.60 FTE to WCUHSD, including a 10% handling charge.

Action taken/comments:

Motion _____ Second _____ Vote _____

N. Approve MOU w/ WCUHSD to Provide School Nurse

The Board is asked to approve an MOU with WCUHSD. The MOU spells out the arrangement where GUSD will be the employer of the .80 School Nurse, and sell .60 of the contract, plus a 10% handling charge, to WCUHSD.

Action taken/comments:

Motion _____ Second _____ Vote _____

O. Approve GASB 75

The Board will be asked to approve the GASB75 report that CSBA has prepared on behalf of the District.

Action taken/comments:

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Motion _____ Second _____ Vote _____

VII. GENERAL

A. Adopt Resolution #180912-1 Sufficiency of Instructional Materials

The Board will consider adoption of Resolution #180912-1, regarding the sufficiency of textbooks and instructional materials in the four core academic areas. The resolution will reflect information obtained during the Public Hearing.

Action taken/comments:

Motion _____ Second _____ Vote _____

B. Certification of Compliance with Standards-Aligned Instructional Materials

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

Action taken/comments:

Motion _____ Second _____ Vote _____

C. Update on New Programmatic Developments

Supt. Schwinn will review the expansion of educational opportunities provided to GUSD students, including plans for the future. This item will appear on the agenda monthly, allowing the public to provide the Board with feedback around programmatic developments throughout the District (e.g. Kindergarten Discovery!; STEAM; Traditional; Enrich!)

•Staff will report on Kindergarten Discovery! pilot and increased enrichment schedule in 2018-19.

Action taken/comments:

Motion _____ Second _____ Vote _____

D. Consider Communication Around New Programmatic Developments

Supt. Schwinn and Trustee Koelemeijer will report on meetings with local marketing company. The Board will consider next steps in communication plan regarding new programmatic developments including the following: whether to contract with a marketing firm; plan a town hall meeting date/time; and plan a special Board meeting, if more time is needed for additional marketing planning.

Action taken/comments:

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Motion _____ Second _____ Vote _____

E. Approve Agreement – Providing Transportation for Foster Students

The Board will be asked to approve an Interagency Agreement, in order to meet requirements to provide transportation for foster students.

Action taken/comments:

Motion _____ Second _____ Vote _____

F. Administer the Oath of Office to Incumbent Trustees

The Board President will administer the Oath of Office to Incumbent Trustees. Because we had the same number of applicant as openings, there is no need for an election and the incumbents will continue in office for another term.

Action taken/comments:

Motion _____ Second _____ Vote _____

G. Review and Approval of Procedure and Timeline to Fill Vacancy on GUSD Board

The Board will discuss the options for filling the vacant trustee seat on the GUSD Board, per BP 9223, that was created when Dez Beck resigned effective August 31, 2018. The term ends in December 2020. The Board can choose an appointment process or special election.

Action taken/comments:

Motion _____ Second _____ Vote _____

H. Appoint an Interim Board Clerk

The Board is asked to appoint a new Board Clerk to serve until the organizational meeting on Dec 12, 2018.

Action taken/comments:

Motion _____ Second _____ Vote _____

VIII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

IX. CLOSED SESSION

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

1) Conference with Labor Negotiator

District Negotiator: Jennifer Schwinn, Superintendent

Represented Employees: Gravenstein Union Teachers Assoc.

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- 2) Hiring:
 - Teaching Assistant
 - HR clerk
 - School Nurse
- 3) Superintendent Evaluation

X. OPEN SESSION

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

XI. FUTURE BOARD MEETINGS:

I. Next Regular Board Meeting: October 10, 2018— 5 PM

XII. 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 Elementary

III F.

Class Counts Form On a Given Date - 09/07/18

Grade	Teacher	Secid	Period	Course Name	Room	Girls	Boys	Total
01	Lannon	3928	0H	Grade 1 - Grade1-A	4	10	8	18
01	Candau	3947	0H	Grade 1 - Grade1-B	3	10	7	17
01	Dellosa	4192	0H	Grade 1 - Grade1-B	20	8	9	17
01	Clement	4193	0H	Grade 1 - Grade1-D	19	8	9	17
Grade: 01 Subtotal								69
02	Basque	3945	0H	Grade 2 - Grade2-A	9	11	10	21
02	Sprinkle	3955	0H	Grade 2 - Grade2-B	7	10	8	18
02	Otterson	3938	0H	Grade 2 - Grade2-C	22	8	11	19
02	DeBolt	3941	0H	Grade 2 - Grade2-D	6	11	9	20
Grade: 02 Subtotal								78
03	Haas	3930	0H	Grade 3 - Grade3-A	8	11	6	17
03	Nordstrom	3929	0H	Grade 3 - Grade3-B	5	10	14	24
03	Mattish	3939	0H	Grade 3 - Grade3-C	13	9	15	24
03	Barrera	3944	0H	Grade 3 - Grade3-D	5	9	7	16
Grade: 03 Subtotal								81
04	Martinez	3957	0H	Grade 4 - Grade4-A	11	7	12	19
04	Sully	3946	0H	Grade 4 - Grade4-B	18	12	10	22
04	Carey	4010	0H	Grade 4 - Grade4-C	10	8	13	21
04	Brown	3931	0H	Grade 4 - Grade4-D	17	12	10	22
Grade: 04 Subtotal								84
05	Grimm	4011	0H	Grade 5 - Grade5-A	24	11	11	22
05	Gorman	4218	0H	Grade 5 - Grade5-B	14	15	11	26
05	Squires	3933	0H	Grade 5 - Grade5-C	15	8	14	22
05	Hansen	3932	0H	Grade 5 - Grade5-D	16	13	13	26
Grade: 05 Subtotal								96
KN	Trivunovic	3943	0H	Kindergarten - 0K1		10	10	20
KN	Crandall	3927	0H	Kindergarten - 0K2	K	10	10	20
KN	Briggs	3940	0H	Kindergarten - 0K3	2	10	10	20
KN	Redfern	3948	0H	Kindergarten - 0K4	1	11	9	20
Grade: KN Subtotal								80
PS	Tomsky	4009	0H	PreSchool - PreTK-B	23	1	2	3
Grade: PS Subtotal								3
TK	Tomsky	3959	0H	Transitional Kindergarten - ...	23	11	6	17
Grade: TK Subtotal								17

Total For School: 474 + 34 = 507

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TRIMESTER 1, 2018-2019- Gravenstein Activities Schedule

Trimester 1 enrichment activities begin on Monday, August 20 and go through Thursday, November 8.

	Monday	Tuesday	Wednesday	Thursday	Friday
TK, Tomsky		Music w/NP 1:15-1:45			
K, Crandall	Drama 12:35-1:05	Coach Paige 8:55-9:25	Spanish 10:20-10:50 Music w/NP 12:45-1:15	Art w/Marla P 9:30-10:00	
K, Redfern	Music w/NP 12:35-1:05	Coach Paige 9:30-10:00	Drama 8:55-9:25	Art w/Marla P 8:55-9:25	Spanish 10:20-10:50
K, Briggs	Music w/NP 1:05-1:35	Spanish 10:20-10:50	Drama 10:20-10:50	Art w/Marla P 10:20-10:50	Coach Paige 10:30-11:00
K, Trivunovic	Spanish 10:20-10:50	Coach Paige 10:30-11:00	Drama 9:30-10:00	Art w/Marla P 10:55-11:25	Music w/NP 12:40-1:10
1, Candau	Spanish 9:25-10:10 Drama 2:00-2:45	Music w/NP 10:50-11:20 PE 2:35-3:05	Spanish 9:25-10:10 Art w/Nancy 2:10-2:55	PE 2:35-3:05	Coach Paige 9:30-10:15
1, Lannon	Spanish 8:35-9:20 Drama 11:25-12:10	PE 8:30-9:00 Music w/NP 2:05-2:35	Spanish 8:35-9:20 Art w/Nancy 11:15-12:00	PE 8:30-9:00 on ERD. PE at 8:15-8:45	Coach Paige 8:40-9:25
1, Clement	Drama 1:10-1:55 (5 classes: 8/20, 8/27, 9/17, 9/24, 10/11)	PE 11:00-11:30	Art intro w/NR 10:35-11:20 (2 classes only- 10/17 and 10/24)	PE 11:00-11:30 combined w/Dellosa on ERD at 9:45 Music w/NP 1:05-1:35 combined w/Dellosa on ERD at 12:45	Mr.Science 9:25-10:10 (5 classes: 9/28, 10/12, 10/19, 10/26, 11/2)
1, Dellosa	Drama 1:10-1:55 (5 classes: 10/8, 10/15, 10/22, 10/29, 11/5)	PE 10:30-11:00	Art intro w/NR 1:20-2:05 (2 classes only- 10/17 and 10/24)	PE 10:30-11:00 combined w/Clement on ERD at 9:45 Music w/NP 1:35-2:05 combined w/Clement on ERD at 12:45	Mr.Science 9:25-10:10 (5 classes: 8/24, 8/31, 9/7, 9/14, 9/21)
2, Sprinkle	Music w/SB 9:00-9:30	PE 1:15-1:45	Drama 10:55-11:40 (6 classes: 8/22, 8/29, 9/5, 9/12, 9/19, 9/26) Art intro w/NR 1:20-2:05 (2 classes only- 9/19 and 9/26)	PE 1:15-1:45 on ERD. PE at 8:45-9:15	Mr.Science 10:35-11:20 (5 classes: 9/28, 10/12, 10/19, 10/26, 11/2)
2, Otterson	Music w/SB 10:35-11:05	PE 9:30-10:00	Drama 10:55-11:40 (6 classes: 10/3, 10/10, 10/17, 10/24, 10/31, 11/7) Art intro w/NR 1:20-2:05 (2 classes only- 8/22 and 8/29)	PE 9:30-10:00	Mr.Science 10:35-11:20 (5 classes: 8/24, 8/31, 9/7, 9/14, 9/21)
2, DeBolt	Music w/SB 9:30-10:00 PE 11:00-11:30	Spanish 8:35-9:20 Art w/NR 9:25-10:10	Dance 8:45-9:30 PE 11:00-11:30	Coach Paige 8:40-9:25	Spanish 8:35-9:20
2, Basque	Music w/SB 11:00-11:30 PE 11:30-12:00	Spanish 9:25-10:10 Art w/NR 10:30-11:15	Dance 9:30-10:15 PE 11:30-12:00	Coach Paige 9:30-10:15	Spanish 9:25-10:10



TRIMESTER 1, 2018-2019- Gravenstein Activities Schedule

Trimester 1 enrichment activities begin on Monday, August 20 and go through Thursday, November 8.

	Monday	Tuesday	Wednesday	Thursday	Friday
3, Barrera <small>room 5</small>		PE 11:30-12:00	Art intro w/NR 1:20-2:05 <small>(2 classes only- 9/5 and 9/12)</small> Dance 10:35-11:20 <small>(5 classes: 10/1, 10/10, 10/17, 10/24, 10/31, 11/7)</small>	PE 11:30-12:00 <small>on ERD, PE w/Heas at 10:30</small> Music w/NP 12:00-12:30 <small>on ERD, Music w/Heas at 11:45-12:15</small>	Mr. Science 11:25-12:10 <small>(5 classes: 8/24, 8/31, 9/7, 9/14, 9/21)</small>
3, Haas <small>room 8</small>		PE 12:00-12:30	Art intro w/NR 1:20-2:05 <small>(2 classes only- 10/3 and 10/10)</small> Dance 10:35-11:20 <small>(6 classes: 8/22, 8/29, 9/5, 9/12, 9/19, 9/26)</small>	PE 12:00-12:30 <small>on ERD, PE w/Barrera at 10:30</small> Music w/NP 2:05-2:35 <small>on ERD, Music w/Barrera at 11:45-12:15</small>	Mr. Science 11:25-12:10 <small>(5 classes: 9/28, 10/12, 10/19, 10/26, 11/2)</small>
3, Nordstrom <small>room 12</small>	PE 10:30-11:00	Music w/NP 11:25-11:55 Spanish 2:10-2:55	Art w/NR 8:35-9:20 PE 10:30-11:00	Mr. Science 8:30-9:15 Dance 10:35-11:20	Spanish 2:10-2:55
3, Mattish <small>room 13</small>	PE 12:00-12:30	Music w/NP 12:00-12:30 Spanish 1:20-2:05	Art w/NR 9:25-10:10 PE 12:00-12:30	Mr. Science 9:20-10:05 Dance 11:20-12:05	Spanish 1:20-2:05
4, Carey <small>room 10</small>	PE 1:45-2:15	Mr. Science 11:40-12:25 Band 1:55-2:25 <small>(not whole class)</small>	PE 1:45-2:15 Art intro w/NR 10:35-11:20 <small>(2 classes only- 10/3 and 10/10)</small>	Music w/SB 10:35-11:05	Band Sectionals TBA
4, Martinez <small>room 11</small>	PE 1:15-1:45	Mr. Science 9:25-10:10 Band 1:55-2:25 <small>(not whole class)</small>	PE 1:15-1:45 Art intro w/NR 10:35-11:20 <small>(2 classes only- 9/19 and 9/26)</small>	Music w/SB 11:05-11:35	Band Sectionals TBA
4, Brown <small>room 17</small>	Spanish 10:55-11:40 PE 2:35-3:05	Mr. Science 8:35-9:20 Art w/NR 11:25-12:10	Spanish 10:55-11:40 PE 2:35-3:05	Coach Paige 10:35-11:20 Band 11:20-11:50	Music w/SB 9:00-9:30 Band Sectionals TBA
4, Sully <small>room 18</small>	PE 9:30-10:00 Spanish 11:45-12:30	Mr. Science 10:35-11:20 Art w/NR 1:20-2:05	PE 9:30-10:00 Spanish 11:45-12:30	Coach Paige 11:25-12:10 Band 10:50-11:20	Music w/SB 11:05-11:35 Band Sectionals TBA
5, Grimm <small>room 24</small>	Band 2:05-2:35 <small>(not whole class)</small>	PE 1:45-2:15	Band 2:05-2:35 <small>(not whole class)</small> Art intro w/NR 10:35-11:20 <small>(2 classes only- 8/22 and 8/29)</small>	PE 1:45-2:15 <small>on ERD, PE at 11:00-11:30</small>	Mr. Science 8:45-9:30 Music w/SB 10:35-11:05
5, Squires <small>room 15</small>	Band 2:05-2:35 <small>(not whole class)</small>	PE 9:00-9:30 Mr. Science 1:15-2:00	Band 2:05-2:35 <small>(not whole class)</small> Art intro w/NR 10:35-11:20 <small>(2 classes only- 9/5 and 9/12)</small>	PE 9:00-9:30 <small>on ERD, PE at 11:30-12:00</small>	Music w/SB 9:30-10:00
5, Gorman <small>room 14</small>	PE 8:30-9:00 Band 2:35-3:05	Art w/NR 8:35-9:20 Spanish 11:45-12:30	PE 8:30-9:00 Band 2:35-3:05	Music w/SB 9:30-10:00 Mr. Science 11:15-12:00	Coach Paige 11:00-11:45 Spanish 11:45-12:30
5, Hansen <small>room 16</small>	PE 9:00-9:30 Band 1:35-2:05	Spanish 10:55-11:40 Art w/NR 1:50-2:35	PE 9:00-9:30 Band 1:35-2:05	Music w/SB 9:00-9:30 Mr. Science 10:30-11:15	Spanish 10:55-11:40 Coach Paige 11:45-12:30



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3, Barrera <small>room 5</small>		PE 11:30-12:00	Art intro w/NR 1:20-2:05 <small>(2 classes only- 9/5 and 9/12)</small> Dance 10:35-11:20 <small>(6 classes: 10/3, 10/10, 10/17, 10/24, 10/31, 11/7)</small>	PE 11:30-12:00 <small>on ERD, PE w/Haas at 10:30</small> Music w/NP 12:00-12:30 <small>on ERD, Music w/haas at 11:45-12:15</small>	Mr.Science 11:25-12:10 <small>(5 classes: 8/24, 8/31, 9/7, 9/14, 9/21)</small>
3, Haas <small>room 8</small>		PE 12:00-12:30	Art intro w/NR 1:20-2:05 <small>(2 classes only- 10/3 and 10/10)</small> Dance 10:35-11:20 <small>(6 classes: 8/22, 8/29, 9/5, 9/12, 9/19, 9/26)</small>	PE 12:00-12:30 <small>on ERD, PE w/Barrera at 10:30</small> Music w/NP 2:05-2:35 <small>on ERD, Music w/Barrera at 11:45-12:15</small>	Mr.Science 11:25-12:10 <small>(5 classes: 9/28, 10/12, 10/19, 10/26, 11/2)</small>
3, Nordstrom <small>room 12</small>	PE 10:30-11:00	Music w/NP 11:25-11:55 Spanish 2:10-2:55	Art w/NR 8:35-9:20 PE 10:30-11:00	Mr. Science 8:30-9:15 Dance 10:35-11:20	Spanish 2:10-2:55
3, Mattish <small>room 13</small>	PE 12:00-12:30	Music w/NP 12:00-12:30 Spanish 1:20-2:05	Art w/NR 9:25-10:10 PE 12:00-12:30	Mr. Science 9:20-10:05 Dance 11:20-12:05	Spanish 1:20-2:05
4, Carey <small>room 10</small>	PE 1:45-2:15	Mr. Science 11:40-12:25 Band 1:55-2:25 <small>(not whole class)</small>	PE 1:45-2:15 Art intro w/NR 10:35-11:20 <small>(2 classes only- 10/3 and 10/10)</small>	Music w/SB 10:35-11:05	Band Sectionals TBA
4, Martinez <small>room 11</small>	PE 1:15-1:45	Mr. Science 9:25-10:10 Band 1:55-2:25 <small>(not whole class)</small>	PE 1:15-1:45 Art Intro w/NR 10:35-11:20 <small>(2 classes only- 9/19 and 9/26)</small>	Music w/SB 11:05-11:35	Band Sectionals TBA
4, Brown <small>room 17</small>	Spanish 10:55-11:40 PE 2:35-3:05	Mr. Science 8:35-9:20 Art w/NR 11:25-12:10	Spanish 10:55-11:40 PE 2:35-3:05	Coach Paige 10:35-11:20 Band 11:20-11:50	Music w/SB 9:00-9:30 Band Sectionals TBA
4, Sully <small>room 18</small>	PE 9:30-10:00 Spanish 11:45-12:30	Mr. Science 10:35-11:20 Art w/NR 1:20-2:05	PE 9:30-10:00 Spanish 11:45-12:30	Coach Paige 11:25-12:10 Band 10:50-11:20	Music w/SB 11:05-11:35 Band Sectionals TBA
5, Grimm <small>room 24</small>	Band 2:05-2:35 <small>(not whole class)</small>	PE 1:45-2:15	Band 2:05-2:35 <small>(not whole class)</small> Art intro w/NR 10:35-11:20 <small>(2 classes only- 8/22 and 8/29)</small>	PE 1:45-2:15 <small>on ERD, PE at 11:00-11:30</small>	Mr. Science 8:45-9:30 Music w/SB 10:35-11:05
5, Squires <small>room 15</small>	Band 2:05-2:35 <small>(not whole class)</small>	PE 9:00-9:30 Mr. Science 1:15-2:00	Band 2:05-2:35 <small>(not whole class)</small> Art intro w/NR 10:35-11:20 <small>(2 classes only- 9/5 and 9/12)</small>	PE 9:00-9:30 <small>on ERD, PE at 11:30-12:00</small>	Music w/SB 9:30-10:00
5, Gorman <small>room 14</small>	PE 8:30-9:00 Band 2:35-3:05	Art w/NR 8:35-9:20 Spanish 11:45-12:30	PE 8:30-9:00 Band 2:35-3:05	Music w/SB 9:30-10:00 Mr. Science 11:15-12:00	Coach Paige 11:00-11:45 Spanish 11:45-12:30
5, Hansen <small>room 16</small>	PE 9:00-9:30 Band 1:35-2:05	Spanish 10:55-11:40 Art w/NR 1:50-2:35	PE 9:00-9:30 Band 1:35-2:05	Music w/SB 9:00-9:30 Mr. Science 10:30-11:15	Spanish 10:55-11:40 Coach Paige 11:45-12:30



TRIMESTER 1, 2018-2019- Gravenstein Activities Schedule

Trimester 1 enrichment activities begin on Monday, August 20 and go through Thursday, November 8.

	Monday	Tuesday	Wednesday	Thursday	Friday
TK, Tomsy		Music w/NP 1:15-1:45			
K, Crandall	Drama 12:35-1:05	Coach Paige 8:55-9:25	Spanish 10:20-10:50 Music w/NP 12:45-1:15	Art w/Marla P 9:30-10:00	
K, Redfern	Music w/NP 12:35-1:05	Coach Paige 9:30-10:00	Drama 8:55-9:25	Art w/Marla P 8:55-9:25	Spanish 10:20-10:50
K, Briggs	Music w/NP 1:05-1:35	Spanish 10:20-10:50	Drama 10:20-10:50	Art w/Marla P 10:20-10:50	Coach Paige 10:30-11:00
K, Trivunovic	Spanish 10:20-10:50	Coach Paige 10:30-11:00	Drama 9:30-10:00	Art w/Marla P 10:55-11:25	Music w/NP 12:40-1:10
1, Candau	Spanish 9:25-10:10 Drama 2:00-2:45	Music w/NP 10:50-11:20 PE 2:35-3:05	Spanish 9:25-10:10 Art w/Nancy 2:10-2:55	PE 2:35-3:05	Coach Paige 9:30-10:15
1, Lannon	Spanish 8:35-9:20 Drama 11:25-12:10	PE 8:30-9:00 Music w/NP 2:05-2:35	Spanish 8:35-9:20 Art w/Nancy 11:15-12:00	PE 8:30-9:00 on ERD, PE at 8:15-8:45	Coach Paige 8:40-9:25
1, Clement	Drama 1:10-1:55 (5 classes: 8/20, 8/27, 9/17, 9/24, 10/1)	PE 11:00-11:30	Art intro w/NR 10:35-11:20 (2 classes only- 10/17 and 10/24)	PE 11:00-11:30 combined w/Dellosa on ERD at 9:45 Music w/NP 1:05-1:35 combined w/Dellosa on ERD at 12:45	Mr. Science 9:25-10:10 (5 classes: 9/28, 10/12, 10/19, 10/26, 11/2)
1, Dellosa	Drama 1:10-1:55 (5 classes: 10/8, 10/15, 10/22, 10/29, 11/5)	PE 10:30-11:00	Art intro w/NR 1:20-2:05 (2 classes only- 10/17 and 10/24)	PE 10:30-11:00 combined w/Clement on ERD at 9:45 Music w/NP 1:35-2:05 combined w/Clement on ERD at 12:45	Mr. Science 9:25-10:10 (5 classes: 9/24, 8/31, 9/7, 9/14, 9/21)
2, Sprinkle	Music w/SB 9:00-9:30	PE 1:15-1:45	Drama 10:55-11:40 (6 classes: 8/22, 8/29, 9/5, 9/12, 9/19, 9/26) Art intro w/NR 1:20-2:05 (2 classes only- 9/19 and 9/26)	PE 1:15-1:45 on ERD, PE at 8:45-9:15	Mr. Science 10:35-11:20 (5 classes: 9/28, 10/12, 10/19, 10/26, 11/2)
2, Otterson	Music w/SB 10:35-11:05	PE 9:30-10:00	Drama 10:55-11:40 (8 classes: 10/3, 10/10, 10/17, 10/24, 10/31, 11/7) Art intro w/NR 1:20-2:05 (2 classes only- 8/22 and 8/29)	PE 9:30-10:00	Mr. Science 10:35-11:20 (5 classes: 8/24, 8/31, 9/7, 9/14, 9/21)
2, DeBolt	Music w/SB 9:30-10:00 PE 11:00-11:30	Spanish 8:35-9:20 Art w/NR 9:25-10:10	Dance 8:45-9:30 PE 11:00-11:30	Coach Paige 8:40-9:25	Spanish 8:35-9:20
2, Basque	Music w/SB 11:00-11:30 PE 11:30-12:00	Spanish 9:25-10:10 Art w/NR 10:30-11:15	Dance 9:30-10:15 PE 11:30-12:00	Coach Paige 9:30-10:15	Spanish 9:25-10:10

III
F
M



Gravenstein Elementary School
Be Courageous - Spirit and Activity Plan 2018-2019

Tentative Plan created at 9/5/18 Staff Meeting- activities, projects, spirit days may change- Do Not Publish to Parents as a "Done Deal"

Month	Trait	Grade Level	Spirit Day Idea (and/or School Spirit Wear)	Assembly Idea	Activity/Project (or Classroom Challenge)	I Message
September	Courage Hillcrest is doing Self-Confidence	4th Grade	Super Hero Day- (Skate Night is same theme on 9/21)	-Courage skit (maybe) -Courage reading poem/Aesop's Fable (Overcoming Fear, Jan Evans, etc...) Kids would take turns reading a line from the poem	-Gone Fishing Courage Project? -On a roll (paper holding a book)...? -The courageous egg...?	I will have the strength to try new things and stand up for what is right.
October	Compassion	3rd grade	Twin Day			I will be considerate and empathetic to others.
November	Leadership	Student Council?	Red-White-Blue (on election day)	Mock election? Classroom door contest in Red, White, and Blue (with voting?)	Recognize students setting a good example, positive leaders. Positive paws?	
December	Generosity	1st grade	Ugly Holiday Sweater Day (perhaps just Holiday sweater?)	We're still thinking...	Classroom Caroling? Donate a book (gently used or new) Read and act out The Giving Tree or The Rainbow Fish	I will share my time, talents, and treasures with others. When I give to others without expecting anything back, I show generosity. When I have more than I NEED, I can give to others who have less. I have something worth giving that can make someone's day better or brighter. "The best way to spread Christmas Cheer, is singing loud for all to hear."
January	Challenge Yourself		Formal Day			
February	Resilience					

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March	Imagination	TK/Kinder	Crazy Hair Day		Leprechaun Trap and/or a STEM class project	I can use my imagination to solve problems.
April	Perseverance	2nd grade	Sports Day	Perseverance dance and skit.	Physical Fitness Challenge: Each class will set their own physical fitness challenge goal and work throughout the month on to persevere and reach (or surpass!) this goal! Ex: By the end of the month, combined, as a class, we will run _____ laps in 10 minutes. Goals will be posted in each grade level case.	I will try my best and not give up in order to reach my goals.
May	Integrity	5th Grade	HELP (we will think of something) Law & Order Day? (Police, FBI, Sheriff, DA, judge, lawyer, etc). Maybe role model? Historic figure who inspires?		Schoolwide clean up	I will be true to myself even when no one is watching.



III G 1

Enrollment

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

Thu, Sep 6, 2018 at 1:25 PM

6th- 73
7th- 95
8th- 91

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William H. Deeths
Hillcrest Middle School Principal
Gravenstein Union School District
725 Bloomfield Road, Sebastopol CA 95472
Main Office- 707-823-7653
It's always a great day to be a Hillcrest Hawk!

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Board Agenda Calendar 2018—2019
Gravenstein Union School District

<p>July 2018</p>	<ol style="list-style-type: none"> 1. Williams Report for Previous Quarter 2. Attendance Projections for Current Year 3. Approve Spring Consolidated Application 4. Review and Approve Parent Handbook for Current Year 5. Review Goals & Accomplishments for Previous Year 6. Begin Superintendent Evaluation for Previous Year 7. Update Mandatory Board Policies 8. Summer School Update (if applicable)
<p>August 2018</p>	<ol style="list-style-type: none"> 1. Begin Development of Goals and Objectives for Current Year 2. Complete Superintendent Evaluation for Previous Year 3. Review and Approve Field Trips for Current Year
<p>September 2018</p>	<ol style="list-style-type: none"> 4. Review and Approve Unaudited Actuals for Prior Year (by 9/15) 5. Adopt Gann Limit (by 9/30) 6. Budget Update 7. Report on School Opening and Attendance 8. Approve Site Plan if appropriate 9. State Testing Report 10. Complete Goals & Objectives for Current Year (if necessary)
<p>October 2018</p>	<ol style="list-style-type: none"> 1. Williams Report for Previous Quarter 2. Budget Update 3. Public Hearing and Approve Resolution on Sufficiency of Instructional Materials 4. Certification of Compliance with Standards-Aligned Instructional Materials 5. Continue to review Board Policy
<p>November 2018</p>	<ol style="list-style-type: none"> 1. Approve Resolution on Accounting of Developer Fees 2. Continue to Review Board Policies
<p>December 2018</p>	<ol style="list-style-type: none"> 1. Board Reorganization 2. Review and Approve 1st Interim Budget Report (by 12/15) 3. Discuss Kindergarten Registration and Promotional Events

January 2019	<ol style="list-style-type: none"> 1. Williams Report for Previous Quarter 2. Set Deadlines for Charter School Admissions and Lotteries 3. Budget Update 4. Acceptance of Financial Audit for Previous Year (by 1/31) 5. Enrollment and Staffing Projections for Upcoming Year
February 2019	<ol style="list-style-type: none"> 1. Review and Approve School Accountability Report Cards 2. Review and Approve District Safety Plan for Upcoming Year 3. Update Educator Effectiveness Plans for Current Year
March 2019	<ol style="list-style-type: none"> 1. Employment Lay-off/Non-reelect Notices (if necessary—by 3/15) 2. Staff Contracts for Psychologist, Nurse, Art, Speech Therapist etc. for Upcoming Year 3. Review / Approve 2nd Interim Budget Report for Current Year (by 3/17) 4. Approve Consolidated Application for Upcoming Year 5. Approve Single Plan for Student Achievement (SPSA) 6. Update Enrollment and Staffing Projections for Upcoming Year 7. 5 Year Deferred Maintenance Plan (if applicable) 8. REACH MOU Update for Upcoming Year 9. Approve District Calendar for Upcoming Year
April 2019	<ol style="list-style-type: none"> 1. Williams Report for Previous Quarter 2. Approve Auditor Contract for Upcoming Year(s) 3. End of the Year Events Calendar 4. GUTA Sunshines Contract Proposal for Upcoming Year
May 2019	<ol style="list-style-type: none"> 1. Final Lay-off Notices to Certificated Staff (if necessary—by 5/15) 2. Update Enrollment and Staffing Projections for Upcoming Year 3. Review Summer Maintenance Plans (Paving, painting, etc.) 4. Approval of the Hillcrest Promotion List 5. Board Sunshines District Contract Proposal for Upcoming Year
June 2019	<ol style="list-style-type: none"> 1. Public Hearing and Adoption of LCAP/Budget for Upcoming Year (by 6/30—requires two separate meetings) 2. Adopt Education Protection Account (EPA) Resolution

REGULAR GOVERNING BOARD
MEETING AGENDA
Gravenstein School, Rm. 13

Wednesday, August 8, 2018
5:00 PM

I. CALL TO ORDER @ 5:08 PM

Jim Horn, President
Desiree Beck, Clerk
Gregory Appling
Steven Schwartz
Jennifer Koelemeijer (arrived at 5:10 PM)

II. PUBLIC COMMENTS

I. No public comments.

III. REPORTS, AND ORAL COMMUNICATIONS

Gravenstein Union Teachers' Association—GUTA shared concerns about the recent Janus ruling by the US Supreme Court.

A. School Site Council—Hasn't met yet; still seeking Parent reps

B. GSF/MPF
MPF-

- Welcome back BBQ—August 25th at Ives Park
- Met several times over summer
- They have revised donation request structure and are working on an MOU with GUSD.

C. Trustee Reports

Schwartz—Working on book donations from Hillcrest and messaging from District

Koelemeijer—Excited by where we go with marketing firm for messaging

Appling—Has attended construction meetings

Beck—Announced resignation from board effective 8/31/2018

Horn—Attended Kindergarten Kickoff and construction meetings. Thanked Member Beck for her dedicated service to the District. At the September regular meeting, the Board will decide how to fill her position for the remainder of her term, which ends in December 2020.

D. Facilities Report

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

Phase 3 –Gravenstein modernization update—Gravenstein work is progressing and is expected to be complete in October 2018.

Hillcrest Middle School Improvement Project update

Increment #1: Transformer/electrical system, ADA access to field—Hillcrest project nearly complete.

Increment #2 solar parking shelter—District, AXIA Architects and Sunworks are working on obtaining required state approvals.

Gravenstein Elementary solar project—see Gravenstein Increment #2

Summer Projects Report

- Replaced dry wall
- 6th grade classes moved closer to each other
- Striping in parking lots
- TK, K and 1st getting new furniture

E. Gravenstein Principal's report

- K kick off- huge success - over 2 days, 66 students attended
- K rosters are set and all confirmed for 1st day
- Possibly adding TK kickoff for next year
- Parents volunteered to help garden
- A few students have moved out of the area.
- Member Koelemeijer asked if info can be added about why kids are leaving, similar to an exit survey.

F. Hillcrest Principal's report

Principal Deaths has been busy with touring with parents and is positive that enrollment will grow. STREAM lab is progressing nicely and will be a real draw for the campus. He recognized the efforts and work of Brian Sposato in all of these changes. He has had many positive conversations with staff.

I. Meet the New Principal/STREAM Lab event Aug 9 at 3:00pm

G. CBO Report

I. 45-day budget revise—One-time funding dropped from \$344 per ADA down to \$184, but the enhanced COLA increased by 0.7%.

II. Analysis of possible breakfast service—Adding breakfast would be difficult until construction is complete and could add roughly \$9,000 to costs. The Board asked to revisit the topic at the September meeting.

I. Superintendent Report

1. Communication update:

1. Meeting with marketing firm

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

Superintendent Schwinn and Member Koelemeijer met with a marketing firm and discussed what we are doing as a district and how we communicate that.

2. Safety Plan Update
 1. Report on Safety Training 8/3/18 w/ law enforcement
SCOE had an active shooter training well attended by GUSD
Good training and much to share with our staff
 2. Window covering bids
 1. Trial installation continued
3. Hiring remaining for 2018-19:
 1. Spanish Teacher (7-8th gr & ELD)
Offered it to three different candidates and all turned down.
Another candidate has retirement issues that must be resolved.
 2. Part-time Music Teacher
Spencer B will be doing additional instruction at Gravenstein
 3. Teaching Assistant
Interviews today and we intend to make an offer
 4. School nurse hiring still in progress.
4. Enrollment projections for 2018-19

IV. CONSENT AGENDA

ACTION ITEM

- A. Minutes of regular Board meeting July 10, 2018; special meeting August 2, 2018
- B. Warrants/Payroll
- C. Budget Updates and Transfers
- D. Approve two-year contract with William Deeths, Hillcrest Principal
- E. Communication
 1. Accept resignation of Cindi Ewert, Teaching Assistant, per her email dated 7/30/18.

Action taken/comments:

Motion to approve: Horn Second: Appling Vote: 5-0 yes

V. BUSINESS & FACILITIES

A. Review & Accept 10% Contingency Report -- Phase 3 & Hillcrest Improvements

The Board received a report outlining the expenses tied to unexpected complications to the building projects arising after the approval of the initial bid. The initial bid included a 10% contingency fund, which allows the job to progress as long as excess expense remains below 10% of the total budget. The Board is kept apprised of expenses applied to the contingency via this monthly report.

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Action taken/comments:

Motion to accept report: Appling Second: Koelemeijer Vote: 5-0

B. Approve Student ISA with Lattice

The Board approved the Individual Service Agreement (ISA) with Lattice to provide a necessary program for a Gravenstein student with special needs at an estimated cost of \$41,631.12.

Action taken/comments:

Motion to Approve: Horn Second: Beck Vote: 5-0

C. Approve Contract with SRCS for Food Service

The Board approved the annual contract for food service provided by Santa Rosa City Schools.

The Board discussed cost and possible increase in organic food options. Member Koelemeijer if asked we can get same lunch as French American School.

Motion to Approve: Appling Second: Horn Vote: 5-0

D. Consider Developer Fee Program

The Board reviewed the Developer Fee Program and considered creation of a new plan for the expenditure of the funds that meets the expanding needs of the District and surrounding community. As of the end of the 2017-18 school year, we estimate having just over \$122K in the District's Developer fee account.

The Board directed the Facilities Site Committee to update the District Master Plan for review by the full Board.

NO ACTION-

Trustee Steve Schwartz left meeting at 7:08 pm

E. Approval of MOU w/ MPF for 2018-19

The Board was asked to consider the proposed revised MOU with MPF for the 2018-19 school year.

Action taken/comments: MOU is still in negotiation.

Tabled to September regular meeting- 4-0

Motion: Horn Second: Appling Vote: 4-0

GRAVENSTEIN UNION SCHOOL DISTRICT
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SEBASTOPOL, CA 95472

F. Approve GASB 75

The Board was asked to approve the GASB75 report that CSBA has prepared on behalf of the District.

Action taken/comments: Additional questions remain.

Motion to table to September regular meeting: Horn Second: Koelemeijer
Vote: 4-0

VI. GENERAL

A. Update on New Programmatic Developments

Supt. Schwinn reviewed the expansion of educational opportunities provided to GUSD students, including plans for the future. This item will appear on the agenda monthly, allowing the public to provide the Board with feedback around programmatic developments throughout the District (e.g. Kindergarten Discovery!; STEAM; Traditional; Enrich!)

Action taken/comments:

The Board discussed the evaluation of the Kindergarten Discovery program, enhanced Traditional grades 1-5 and the 6th grade STEAM program. The Board asked that the Superintendent present a plan at the September regular meeting for stakeholder involvement and program evaluation. The Board recommended that two Town Halls be conducted this fall for public input and discussion. The Board hopes to decide on a direction for the 2019-20 school year by December 2018 or January 2019. Several parents and teachers asked questions and expressed concerns about the future of the Enrich program, accelerated learning, classroom behavior and fundraisers.

No Action

B. Review 2017-18 District Goals and Accomplishments

The Board reviewed the list of accomplishments achieved in terms of meeting the 2017-18 District goals.

Action taken/comments: The Board met on August 2 to review a draft and made several revisions to the draft document.

Motion to approve with changes: Horn Second: Beck Vote: 3-0
(Appling left the meeting briefly)

C. Adopt 2018-19 District Goals

The Board reviewed a proposed set of District goals for 2018-19, based on the goals approved by the Board in 2017-18 and updated following the special Board meeting held 8/2/18.

Motion to approve with revisions: Horn Second: Beck Vote: 4-0

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION—None

VIII. CLOSED SESSION- Convened in closed session at 8:06 PM

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

1) Conference with Labor Negotiator

District Negotiator: Jennifer Schwinn, Superintendent

Represented Employees: Gravenstein Union Teachers Assoc.

2) Hiring:

-Spanish Teacher

-Part-time Music Teacher

-Teaching Assistant

-School Nurse

3) Potential Litigation

4) Superintendent Evaluation

IX. OPEN SESSION—Returned to open session @ 8:38 PM

No reportable action taken

X. FUTURE BOARD MEETINGS:

Next Regular Board Meeting: September 12, 2018— 5 PM

Items for the next Regular Board meeting:

- Consideration of Breakfast program
- Filling Board opening
- Adoption of MOU with MPF
- Approval of GASB 75 report
- Plan for next steps on New Programs
- Consideration of Marketing Proposals

ADJOURNMENT @ 8:43 PM

Gravenstein Union School District
August Payroll Report

September 12, 2018 Regular Board Meeting

Certificated Salary & Benefits

Regular: \$ 440,516.20
Supplemental: \$ 5,216.45

Classified Salary & Benefits

Regular: \$ 71,580.90
Supplemental: \$ 10,646.68

Total Salary & Benefits

\$ 527,960.23

Checks Dated 08/01/2018 through 08/31/2018

Board Meeting Date September 12, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1656868	08/01/2018	Epic Sports Inc.	01-4310	PE Equipment-Fluitt	17.16	
			03-4310	PE Equipment-Fluitt	197.40	214.56
1656869	08/01/2018	Nature Bridge	04-5826	8th Grade Yosemite Trip 4/24-28-2018		34,845.00
1656870	08/01/2018	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First	217.03	
			03-4359	Instructional Supplies for Grav Elem/Grav First	2,496.00	2,713.03
1656871	08/01/2018	Read Naturally Inc	04-4310	Read Naturally Encore	318.94	
				Unpaid Tax	21.94-	297.00
1656872	08/01/2018	S&S Worldwide, Inc	01-4310	PE Equipment-Fluitt	2.96	
			03-4310	PE Equipment-Fluitt	34.05	37.01
1656873	08/01/2018	SyTech Solutions	01-9510	Document Management Services 2017-18	12.53	
			03-9510	Document Management Services 2017-18	152.80	
			04-9510	Document Management Services 2017-18	85.17	250.50
1656874	08/01/2018	The Library Store	01-4390	Library Materials	70.28	
			03-4390	Library Materials	418.31	488.59
1656875	08/01/2018	ACSIG	01-9510	Employee's Dental Plan Coverage 2017-18		7,534.80
1656876	08/01/2018	Business Card	01-4380	Misc. Maintenance Expenses	54.58	
			01-5869	Fees and Finance Charges	49.51	
			03-4362	Misc. Maintenance Expenses	125.81	
			03-4380	Misc. Maintenance Expenses	719.28	
			04-4362	Misc. Maintenance Expenses	36.91	
			04-4400	Misc. Maintenance Expenses	112.71	1,098.80
1656877	08/01/2018	California's Valued Trust	01-9572	Employee's CVT Health Plan Coverage 2018-19		44,802.00
1656878	08/01/2018	CDI Computers (US) Corp	03-4440	Chromebook Cart for Gravenstein Elementary		1,342.73
1656879	08/01/2018	Ray Morgan Company	01-5633	Copier Contract Charges 2018-19		506.78
1656880	08/01/2018	School Nurse Supply, Inc	04-4390	School Nurse Supplies- Hillcrest		152.32
1656881	08/01/2018	School Outfitters	03-4341	Headphones - Tomsy		42.73
1656882	08/01/2018	Teachers' Curriculum Institute	04-4110	History Alive! 7th Grade Social Studies		1,245.75
1656883	08/01/2018	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2018-19		1,744.60
1656884	08/01/2018	West County Transportation	01-5804	Special Ed Transportation ESY June and July 2018	579.50	
			03-9510	Special Ed Transportation 2017-2018	976.00	
			04-9510	Special Ed Transportation 2017-2018	976.00	2,531.50
1657192	08/03/2018	All-Guard Alarm Systems, Inc	03-5800	Alarms-Hillcrest & Gravenstein 2018-19 SY	860.25	
			04-5800	Alarms-Hillcrest & Gravenstein 2018-19 SY	598.50	1,458.75

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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 08/01/2018 through 08/31/2018

Board Meeting Date September 12, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1657193	08/03/2018	American Storage LLC	40-6200	Storage Container 8x20-Const. Phase 3		124.00
1657194	08/03/2018	Analytical Sciences	01-5830	Water testing for Grav for 2018-19	5.74	
			03-5830	Water testing for Grav for 2018-19	76.26	
			04-5830	Water Testing @ Hillcrest for 2018-19	82.00	164.00
1657195	08/03/2018	Barcodes, Inc	04-4440	Barcode Scanner and Labels		379.58
1657196	08/03/2018	Frontline Education	01-5830	Aesop - Absence and Substitute Management 2018-19	150.00	
			03-5830	Aesop - Absence and Substitute Management 2018-19	1,830.00	
			04-5830	Aesop - Absence and Substitute Management 2018-19	1,020.00	3,000.00
1657197	08/03/2018	Houghton Mifflin Harcourt	03-4110	California Science Interactive Text- Grade 5		1,679.19
1657198	08/03/2018	Ozobot	03-4310	Evo and Bit Kits of Ozobots	1,081.25	
			04-4310	Evo and Bit Kits of Ozobots	1,081.25	2,162.50
1657199	08/03/2018	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2018-19	1.78	
			03-5520	Light Poles at Grav Elem 2018-19	20.48	22.26
1657200	08/03/2018	School and College Legal	01-5823	School & College Legal Services Retainer 2018-19	450.00	
			01-9510	2017-2018 Legal Services Beyond Retainer June	405.00	
			03-5823	School & College Legal Services Retainer 2018-19	4,230.00	
			03-9510	2017-2018 Legal Services Beyond Retainer June	4,901.40	
			04-5823	School & College Legal Services Retainer 2018-19	2,520.00	
			04-9510	2017-2018 Legal Services Beyond Retainer June	2,733.60	15,240.00
1657201	08/03/2018	Sonoma West Publishers, Inc.	01-5880	Sonoma West Times Yearly Subscription	3.00	
			03-5880	Sonoma West Times Yearly Subscription	36.00	
			04-5880	Sonoma West Times Yearly Subscription	21.00	60.00
1657202	08/03/2018	Stripe N Seal Inc	04-5630	Pavement and Asphalt Berm Repair @ Hillcrest	7,451.00	
			14-5830	New Paving @ Gravenstein Parking Lot	14,941.00	22,392.00
1657203	08/03/2018	United Coach Tours	04-5826	Transportation to Yosemite 8th Grade All 2018-19		1,650.00
1657204	08/03/2018	Beth Trivunovic	03-4390	Kindergarten kick off		19.51
1657205	08/03/2018	Ally Technology Consulting LLC	01-5840	IT Consultant 2018-19	137.50	
			03-5840	IT Consultant 2018-19	1,650.00	

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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 08/01/2018 through 08/31/2018

Board Meeting Date September 12, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1657205	08/03/2018	Ally Technology Consulting LLC	04-5840	IT Consultant 2018-19	962.50	2,750.00
1657206	08/03/2018	GCCI INC.	40-6200	Gravenstein Elementary School Phase III Hillcrest Improvements Increment I	246,921.64 484,273.47	731,195.11
1657207	08/03/2018	MCI Comm Service	12-5911	Daycare Phone Line for 2018-19		13.51
1657208	08/03/2018	Office Depot	01-4390	Counseling Program Supplies	5.84	
			03-4390	Counseling Program Supplies	77.66	
			04-4390	Counseling Program Supplies	125.27	208.77
1657209	08/03/2018	Pacific Gas & Electric	01-5520	Electric and Gas for 2018-19 Gravenstein	103.28	
			03-5520	Electric and Gas for 2018-19 Gravenstein	1,188.76	
			04-5520	Electric and Gas for 2018-19 @ Hillcrest Electric and Gas for 2018-19 Gravenstein	1,558.40 14.87	2,865.31
1657210	08/03/2018	Santa Rosa Fire Equipment Inc.	01-5600	Annual Srvc of Fire Extinguishers	4.00	
			03-5600	Annual Srvc of Fire Extinguishers	48.01	
			04-5600	Annual Srvc of Fire Extinguishers	28.00	80.01
1657211	08/03/2018	Voyager Sopris Learning, Inc.	03-4310	Special Ed -Language Live! # 00053431	524.37	
			04-4310	Special Ed -Language Live! # 00053431	1,341.32	1,865.69
1657212	08/03/2018	Westminster Woods	04-5826	All 6th Grade Westminster Woods 9/6/2018		4,601.25
1658671	08/10/2018	California Geological Survey School Review Unit	40-5830	CGS Assessment of Geologic Hazards Report		3,600.00
1659261	08/15/2018	AXIA	40-6210	Gravenstein Modernization, Phase III (Part 2) Modernization - Hillcrest Middle Improvements	6,308.68 5,991.86	12,300.54
1659262	08/15/2018	Gopher Sport, Play With a Purpose	04-4310	STEAM Design Challenges- Grade 6-8		26.97
1659263	08/15/2018	Houghton Mifflin Harcourt	01-4310	Woodcock-Johnson IV Testing-Oakley	21.21	
			03-4310	Woodcock-Johnson IV Testing-Oakley	245.79	
			04-4310	Woodcock-Johnson IV Testing-Oakley	143.80	410.80
1659264	08/15/2018	San Francisco Maritime National Park Association	03-5826	Age of Sail Program- Maritime National Park		2,000.00
1659265	08/15/2018	Sonoma County Office Of Ed.	03-5862	Fingerprinting for staff & volunteers for 2017-18	28.00	
			03-9510	Fingerprinting for Enrich! Parent Volunteers Fingerprinting for Traditional Parent Volunteers	83.30 33.26	
			04-9510	Fingerprinting for Enrich! Parent Volunteers Fingerprinting for Traditional Parent Volunteers	14.70 64.74	224.00
1659266	08/15/2018	Verizon	01-5912	Sup't Phone & Tablet Service for 2018-19	5.30	

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Checks Dated 08/01/2018 through 08/31/2018

Board Meeting Date September 12, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1659266	08/15/2018	Verizon	03-5912	Sup't Phone & Tablet Service for 2018-19	63.68	
			04-5912	Sup't Phone & Tablet Service for 2018-19	37.15	106.13
1659900	08/17/2018	ACSIG	01-9510	Employee's Dental Plan Coverage 2017-18	3.00	
			01-9573	Employee's Dental Plan Coverage 2017-18	7,412.20	7,415.20
1659901	08/17/2018	Conklin Bros. of Santa Rosa Inc.	14-5830	Carpet @ Grav 10		5,765.00
1659902	08/17/2018	Counterpoint Construction Services, Inc.	40-6200	Consulting Services - Lease Leaseback Oversight	2,420.00	
				Consulting Services - LLB Phase IV Increment 1	2,615.00	5,035.00
1659903	08/17/2018	Dept Of Justice, Acctg Office	01-5862	Fingerprinting for staff 2018-19	4.80	
			03-5862	Fingerprinting for staff 2018-19	57.60	
			04-5862	Fingerprinting for staff 2018-19	33.60	96.00
1659904	08/17/2018	Pasta King	01-4390	Staff Development Lunch	8.86	
			03-4390	Staff Development Lunch	106.40	
			04-4390	Staff Development Lunch	62.07	177.33
1659905	08/17/2018	Protech Projection Systems	03-4440	EI MO Teacher Combo Bundle Grav Rm 10	950.42	
				Unpaid Tax	71.42-	879.00
1659906	08/17/2018	Quill Corp	03-4400	Replacement Office/Teacher Chairs	86.23	
			04-4400	Replacement Office/Teacher Chairs	86.21	172.44
1659907	08/17/2018	Really Good Stuff Inc.	03-4310	Class Supplies-Grimm	39.06	
				Unpaid Tax	2.41-	36.65
1659908	08/17/2018	Virco	03-4400	Classroom furn for Grav Quote # 8174644		8,685.44
1659909	08/17/2018	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2018-19	19.27	
			03-5530	Gravenstein Elem Water Service for 2018-19	221.59	
			04-5530	Hillcrest Water Service for 2018-19	240.86	481.72
1659910	08/17/2018	Heather L. Johnson	04-4310	Classroom Mgmt Resources		20.98
1659911	08/17/2018	ARC Alternatives	40-5830	Board Approved Prop 39 Consulting		1,612.50
1659912	08/17/2018	Isaac Kuster dba I.A. Kuster Const. Insp.	40-6230	DSA Class I Inspector Gravenstein Phase III	3,330.00	
				DSA Class I Inspector Hillcrest Improvements	3,915.00	
			40-9510	DSA Class I Inspector Gravenstein Phase III	1,935.00	
				DSA Class I Inspector Hillcrest Improvements	2,475.00	11,655.00
1659913	08/17/2018	Recology Sonoma Marin	01-5560	Recology-Gravenstein	31.05	

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Checks Dated 08/01/2018 through 08/31/2018

Board Meeting Date September 12, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1659913	08/17/2018	Recology Sonoma Marin	03-5560	Recology-Gravenstein	357.06	
			04-5560	Recology-Hillcrest	216.72	604.83
1659914	08/17/2018	SyTech Solutions	01-5830	Document Management Services 2018-19	12.52	
			03-5830	Document Management Services 2018-19	150.30	
			04-5830	Document Management Services 2018-19	87.68	250.50
1659915	08/17/2018	U.S. Bank Equipment Finance	01-5631	Copier Lease for Schools and DO for 2018-19	35.28	
			03-5631	Copier Lease for Schools and DO for 2018-19	423.38	
			04-5631	Copier Lease for Schools and DO for 2018-19	246.97	705.63
1659916	08/17/2018	U.S. Bank Corporate Payment	01-4310	Special Ed	2.42	
			03-4310	Special Ed.	27.78	
			04-4310	Instructional Supplies	708.04	
				Stream Class Supplies	855.61	
			04-4400	Stream Lab	375.02	
			13-4390	Food Service Supplies	19.29	1,988.16
1661286	08/24/2018	Elsbeth B. Haas	03-4340	STEM Curriculum	15.00	
			03-4359	Class Supplies	7.30	22.30
1661287	08/24/2018	Jennifer P. Schwinn	01-4380	Eyewash		6.47
1661288	08/24/2018	All-Guard Alarm Systems, Inc	03-5800	Alarms-Hillcrest & Gravenstein 2018-19 SY	26.54	
			04-5800	Alarms-Hillcrest & Gravenstein 2018-19 SY	18.46	45.00
1661289	08/24/2018	Analytical Sciences	04-5830	Water Testing @ Hillcrest for 2018-19		128.00
1661290	08/24/2018	Coast to Coast Computer Produc	01-4350	District Office Toner and Ink	24.49	
			03-4350	District Office Toner and Ink	293.88	
			04-4350	District Office Toner and Ink	171.43	489.80
1661291	08/24/2018	Office Depot	03-4310	Classroom Supplies/Barrera/Jex-Lewis	59.32	
			04-4310	Classroom Supplies/Barrera/Jex-Lewis	5.77	
				Instructional Supplies for Hillcrest	213.29	
			04-4350	Office Supplies -Mr. Deeths	58.72	
			04-4359	Instructional Supplies for Hillcrest	53.32	390.42
1661292	08/24/2018	Elsbeth B. Haas	03-4310	Redcat Speaker		204.99
1661293	08/24/2018	County Of Sonoma	13-5802	Food Site Inspection Hillcrest 18/19		752.00
1661294	08/24/2018	E3 Diagnostics Accounts Receivable	03-5830	Annual Calibration of Audiometer 2018-19	54.00	
			04-5830	Annual Calibration of Audiometer 2018-19	36.00	90.00
1661295	08/24/2018	MCI Comm Service	12-5911	Daycare Phone Line for 2018-19		27.02
1661296	08/24/2018	Stripe N Seal Inc	04-5630	Slurry Seal and Striping @ Hillcrest	17,590.00	
			14-5830	Gravenstein Parking Lot Maintenance	10,009.00	27,599.00

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Checks Dated 08/01/2018 through 08/31/2018

Board Meeting Date September 12, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1661297	08/24/2018	Teachers' Curriculum Institute	04-4110	History Alive! 7th Grade Social Studies		10,444.87
1661298	08/24/2018	Beth Trivunovic	03-4310	Classroom and Teacher Supplies		55.76
1661299	08/24/2018	Elsbeth B. Haas	03-4310	Classroom Supplies		50.39
1661300	08/24/2018	Renee L. Lott	01-4390	Staff Development	15.27	
			03-4390	K Kick off	132.69	
				Staff Development	183.21	
			04-4390	Staff Development	106.87	438.04
1661301	08/24/2018	Accelerated Learning Inc.	04-4110	STEMscopes (Accelerated learning)		625.51
1661302	08/24/2018	California's Valued Trust	01-9572	Employee's CVT Health Plan Coverage 2018-19		44,085.00
1661303	08/24/2018	Gopher Sport, Play With a Purpose	01-4310	PE Equipment-Fluit	21.23	
			03-4310	PE Equipment-Fluit	244.17	265.40
1661304	08/24/2018	Perma Bound Books	04-4210	6th Grade Perma bound Books-Kinman/Dexter		2,269.48
1661305	08/24/2018	Really Good Stuff Inc.	03-4310	Class Supplies-Hansen		75.17
1661306	08/24/2018	School and College Legal	01-5200	How to Manage an HR Office	3.75	
			03-5200	How to Manage an HR Office	45.00	
			04-5200	How to Manage an HR Office	26.25	75.00
1661307	08/24/2018	The Library Store	04-4400	Lounge Seating for STREAM Lab-Hillcrest		1,407.76
1661308	08/24/2018	United Coach Tours	04-5826	Transportation to Yosemite 8th Grade All 2018-19		4,950.00
1662480	08/29/2018	Alicia E. Barrera	03-4310	Classroom Supplies		41.28
1662481	08/29/2018	Ally Technology Consulting LLC	03-4340	Chromebooks for Gravenstein Elementary	780.00	
			03-4440	Chromebooks for Gravenstein Elementary	5,611.66	
			03-5830	Chromebooks for Gravenstein Elementary	390.00	6,781.66
1662482	08/29/2018	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2018-19	22.05	
			03-5911	Gravenstein AT&T CALNET 3 Charges 2018-19	263.01	
			04-5911	Gravenstein AT&T CALNET 3 Charges 2018-19	131.09	
				Hillcrest AT&T CALNET 3 Charges 2018-19	58.43	474.58
1662483	08/29/2018	Children's Plus, Inc.	04-4310	Hillcrest -Library Books-STREAM		3,316.06
1662484	08/29/2018	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		69.00
1662485	08/29/2018	Dell Marketing L.P.	12-4440	Dell Lap Top for "Beyond the Bell"		593.05
1662486	08/29/2018	Document Tracking Services	01-4340	License for LEA templates 2018-19	29.75	
			03-4340	License for LEA templates 2018-19	357.00	
			04-4340	License for LEA templates 2018-19	208.25	595.00

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Checks Dated 08/01/2018 through 08/31/2018

Board Meeting Date September 12, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1662487	08/29/2018	Horizon	04-4380	Irrigation Repair Parts for Hillcrest		356.61
1662488	08/29/2018	KONE Inc	04-5830	Maintenance Coverage for 2018-19		381.96
1662489	08/29/2018	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First	82.89	
			04-4310	Instructional Supplies for Hillcrest	208.33	
			04-4359	Instructional Supplies for Hillcrest	52.08	343.30
1662490	08/29/2018	ParknPool	01-4400	Picnic Tables-Gravenstein	301.04	
			03-4400	Picnic Tables-Gravenstein	3,461.94	3,762.98
Total Number of Checks					96	1,067,241.82

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	40	109,005.72
03	Gravenstein Elementary Charter	55	50,639.85
04	Hillcrest Middle Charter	54	109,981.00
12	Child Development Fund	3	633.58
13	Cafeteria Fund	3	840.29
14	Deferred Maintenance Fund	3	30,715.00
40	Special Reserve-capital Proj	7	765,522.15
Total Number of Checks		96	1,067,337.59
Less Unpaid Tax Liability			95.77
Net (Check Amount)			1,067,241.82

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Includes checks for only Bank Account COUNTY

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

Sonoma County Superintendents and Principals:

As you begin planning for the 2018/19 school year, favorably considering and signing the SCOE Library Services Contract will provide your teachers and students with updated relevant common core aligned materials. SCOE library services can be used in the classroom, library, computer lab, and students' homes. We continue to modify the contract to more accurately reflect today's needs in order to get the best resources to students and teachers.

In looking at the contract, you will note that there are three options for service. The SCOE Library Web Portal exceeds digital access requirements mandated by CCCSS. It is designed to greatly increase ease of use by teachers and students providing access during and after school without multiple log on names and passwords.

SCOE offers resources your teachers need to help engage students. SCOE Library Services provides a full complement of digital resources for today's students with the inclusion of online resources such as **Encyclopedia Britannica, Britannica Original Resources, Britannica Escolar (Spanish) BrainPop, BrainPop Junior and BrainPop Espanol, California Streaming (8,000 curriculum relevant streaming videos) and World Book Online (including World Book Web, World Book Kids, World Book Student,, Enciclopedia Estudiantil Hallazgos).**

By contracting for SCOE instructional resources, teachers can reserve materials online and have them delivered to the site on a weekly schedule. We also offer site visitation options and meet with library managers and site administrators to map the library collection to curriculum goals and suggest ways to improve the services the library provides and develop the collection. SCOE library services will continually update electronic resources to provide depth to teacher instructional resources.


As in the past:

- Include a signed purchase order (PO) with the completed service agreement;
- August 1st is the deadline for service agreement submission to ensure uninterrupted service;
- Confirmation of the signed service agreement & billing will be processed by SCOE.

We look forward to serving you.

Regards,

M. Powell
Michael Powell
Director, Library Services
707-524-2844
mpowell@scoe.org
www.scoe.org/library

 **Sonoma County**
Office of Education
2018-19 School Year

Agreement for Instructional Resources Center Services

Services

Sonoma County Office of Education (SCOE) shall provide the service options listed below and Gravenstein Union School Dist (School / District) agrees to pay SCOE at the rates indicated for the 2018-19 school year (7/1/18 – 6/30/19). Fees may be increased if, by November 1st of any contract year, SCOE gives written notice to School / District of actual amount of increase.

OPTION 1: Instructional Resources

Cost: \$6.75 per student (2017/2018 CBEDS) with a minimum of \$400.00 per site

Delivery: Weekly delivery included

- Books (LeapPads, classroom sets, theme boxes, audio books)
- DVDs (over 2,000 current standards aligned)
- Online catalog and booking
- WildCare / Terwilliger Nature Kits
- BrainPop, BrainPop Junior and BrainPop Espanol
- California Streaming
- Encyclopedia Britannica and Britannica Escolar (Spanish Language)
- Encyclopedia Britannica Original Sources
- WorldBook Online: World Book Web, World Book Kids, World Book Student, and Enciclopedia Estudiantil Hallazgos

724 CBEDS as reported @ \$6.75 per student with a minimum of \$400.00 per site

Total Cost = \$ 4,887

OPTION 2: Web Portal Access to Digital Resources

Cost: \$2.85 per student (2017/2018 CBEDS) with a minimum of \$350 per site

Delivery: No weekly delivery

- Associated Press Multimedia Archive
- BrainPop, BrainPop Junior and BrainPop Espanol
- California Streaming
- Encyclopedia Britannica and Britannica Escolar (Spanish Language)
- Encyclopedia Britannica Original Sources
- WorldBook Online: World Book Web, World Book Kids, World Book Student, and Enciclopedia Estudiantil Hallazgos

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

Total Cost = \$ _____

OPTION 3: Delivery Only

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

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

Note: Delivery is included in Option 1 contract.

_____ of total sites. \$950.00 per year, per site for first 3 sites; \$750.00 per year for delivery to each additional site. Delivery is included in Option 1 **Instructional Resources** contract. Note: Please attach a list of site names.

Total Cost = \$ _____

Total Fee for Service(s)

Total of Service Options 1, 2, and 3 = \$ 4,887

Rules and Regulations

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

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

Payment: Payment for services shall be made on or before October 1, 2018.

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

Signatures

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

[Signature] 7/7/18

Jennifer Schwinn

District Superintendent/Principal

Date

Print Name

SCOE Superintendent

Date

Print Name



August 21, 2018

Jennifer Schwinn, Superintendent
Gravenstein Union School District
3840 Twig Avenue
Sebastopol, CA 95472-5750

Re: Assignment Monitoring for the 2017-2018 School Year

Dear Ms. Schwinn,

We have finalized the 2017-2018 Assignment Monitoring for your district. I would like to thank you and Wanda for your courtesy and cooperation in helping us complete this mandated assignment to the Commission on Teacher Credentialing. I am pleased to report that your district did not have any teacher misassignments.

I look forward to working with your district in the future. Please contact our office if we can be of any future assistance.

Sincerely,

Renee Fong
Credentials Analyst
(707) 524-2794
rfong@scoe.org

cc: John Laughlin, Associate Superintendent
Wanda Holden, Chief Business Officer



August 20, 2018

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

RE: 2018-19 Local Control Accountability Plan (LCAP)

Dear Jennifer:

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

The fiscal oversight responsibilities of the county office are combined with COE review and approval of the district's goals, actions, and services within the Board approved LCAP (Education Code 52070). Per state requirements, the district's LCAP is reviewed on three criteria for the 2018-19 school year:

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

After a comprehensive review it was determined that your district's 2018-19 LCAP **meets all of the above criteria** as outlined in Education Code Section 52070. You will be notified by September 15, 2018 regarding the approval status of your district's budget.

Please note: If you choose to revise your LCAP during the 2018-19 school year, you will need to engage your stakeholders and follow the same process as the original adoption of the LCAP. Please visit the CDE Frequently Asked Questions page at <http://www.cde.ca.gov/fg/aa/lc/lcfaq.asp#LCAP> for further information on this process.

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

Please feel free to contact us if you have questions.

Sincerely,

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

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



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
 Jennifer Koelemeijer, Member
 Steve Schwartz, Member

LETTER OF COMMITMENT (FOR MULTI-JURISDICTIONAL LOCAL HAZARD MITIGATION PLANS)

8/24/18

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

RE: Letter of Commitment as Participating Jurisdiction in Sonoma County Office of Education Multi-jurisdictional Hazard Mitigation Planning

Dear State Hazard Mitigation Officer:

As the Federal Emergency Management Agency's (FEMA) Local Mitigation Plan requirements under 44 CFR §201.6 specifically identify criteria that allow for multi-jurisdictional mitigation plans and that many issues are better resolved by evaluating hazards more comprehensively by coordinating at the county, regional, or watershed level, the Gravenstein Union School District is submitting this letter of commitment to confirm that Gravenstein Union School District has agreed to participate in the Sonoma County Office of Education (SCOE) Multi-jurisdictional Hazard Mitigation Planning.

Furthermore, as a condition of participation in the mitigation planning, Gravenstein Union School District, agrees to meet the requirements for mitigation plans identified in 44 CFR §201.6 and to provide such cooperation as is necessary and in a timely manner to SCOE to complete the plan in conformance with FEMA requirements.

Gravenstein Union School District understands that it must engage in the following planning process, as more fully described in FEMA's Local Multi-Hazard Mitigation Planning Guidance, including, but not limited to:

- Identification of hazards unique to the jurisdiction and not addressed in the master planning document;
- The conduct of a vulnerability analysis and an identification of risks, where they differ from the general planning area;
- The formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals. A range of actions must be identified specific for each jurisdiction. ;
- Demonstration that there has been proactively offered an opportunity for participation in the planning process by all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.); and
- Documentation of an effective process to maintain and implement the plan; and,

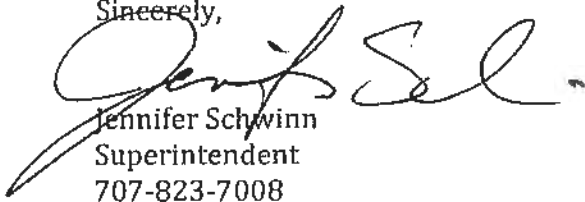
- Formal adoption of the Multi-jurisdictional Hazard Mitigation Plan by the jurisdiction's governing body (each jurisdiction must officially adopt the plan).

Therefore, with a full understanding of the obligations incurred by participating in the FEMA hazard mitigation planning process as a participant in a multi-jurisdictional plan; I Jennifer Schwinn commit Gravenstein Union School District to the SCOE Multi-jurisdictional Hazard Mitigation Planning effort.

This document is executed this 24 day of August, 2018.

Please contact Jennifer Schwinn at 707-823-7008 or jschwinn@grav.k12.ca.us with questions.

Sincerely,



Jennifer Schwinn
Superintendent

707-823-7008

707-823-2108

jschwinn@grav.k12.ca.us



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
Gregory Appling, Member
Steve Schwartz, Member
Jennifer Koelemeijer, Member

September 7, 2018

Tierney O'Brien
California Valued Trust

Dear Tierney,

The Gravenstein Union School District requests to have the Kaiser Wellness plan added to the list of available plans for our Certificated staff, effective October 1, 2018.

Sincerely,

Jennifer Schwinn,
Superintendent, Gravenstein Union School District

President,
Gravenstein Union Teachers Association



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

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

Date: September 12, 2018

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

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

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

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

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

August 28, 2018



Gravenstein Union School District
Gravenstein Elementary School, Phase 3 Multi-Use Modernization
Construction Manager's Monthly Report
Period Ending – August 30, 2018

Approved Change Orders:

PCO 004	Type II Exhaust Hood	\$ 1,086.00
PCO 005	Dry Rot Repairs	\$ 4,310.00
PCO 006	Learning Lab Electrical per RFP 011	\$ 2,279.00
PCO 007	Added outlets at the restrooms	\$ 982.00
PCO 008	Cost to relocate the HVAC above the Staff Restrooms per RFI 015/RFI 022	\$ 6,838.00

Total approved PCO's to date (thru July 31, 2018): \$18,771.00 / 9.33% Contingency used.

RECORDING REQUESTED BY:

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

NOTICE OF COMPLETION

NOTICE is hereby given that we, the undersigned, Board of Trustees of the Gravenstein Union School District did on this 8th day of June 2018, entered into a contract with GCCI, Inc, P.O. Box 11039 Santa Rosa, CA 95406 for the Hillcrest Middle School Improvements, Increment 1 –DSA Application no. 01-117326- Architect Project No. 1018.00 on the site of Hillcrest Middle School located at 725 Bloomfield Rd, Sebastopol, CA 95472, in strict conformity with the Contract Documents, including addenda and alternates thereto, all is adopted by the Owner.

That on this 12th day of September 2018, the said contract or work of improvement as a whole was completed by the said GCCI, Inc. and

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

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

Board of Trustees
Gravenstein Union School District
Owners

By: _____
agent

State of California
County of Sonoma

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

Subscribed and sworn to before me

This _____ day of _____ 2018 by _____

Salary Schedule 1SP183 - Speech and Language

BUDGET ANNUAL RATES

07/01/2018 - Open

	1			
--	---	--	--	--

A 65,929.00
 B 69,225.00

Longevity + 5 yrs.

A
VI

85

.00			
No	0	WLHOLDEN, Apr 6 2018 3:04PM	
No	0	WLHOLDEN, Aug 29 2018 3:48PM	

Board Approved 5-10-2017

Grouped by SalarySchedId

ONLINE

Page 1 of 1

Hillcrest Middle School
2018-19
Coaches List

6th Grade Boys Basketball - John Clinton
7th Grade Boys Basketball - Matt McDowell
8th Grade Boys Basketball - Matt McDowell

All - Cross Country - Katherine Schoen

6th Grade Girls Basketball - ?
7th Grade Girls Basketball - Jason Thompson
8th Grade Girls Basketball - no team

6th Grade Boys Flag Football - John Clinton
7th Grade Boys Flag Football - George Sotiras
8th Grade Boys Flag Football - George Sotiras

Girls Flag Football - George Sotiras

6th Grade Girls Volleyball - Sharon Lochert
7th Grade Girls Volleyball - Sharon Lochert
8th Grade Girls Volleyball - Sharon Lochert

Boys Volleyball - Matt McDowell

VI F

Classified Salary .25 FTE Yard Duty at Step 3

\$	5,666.40	Salary		
2018-19				
	0.18062	PERS	3202	\$ 1,023.47
	0.062	OASDI	3312	\$ 351.32
	0.0145	Medicare	3332	\$ 82.16
	0.0005	SUI	3502	\$ 2.83
	0.0099	WC	3602	\$ 56.10
	0.26752	Total		
\$	1,515.88	Mandatory Expenses		
\$	5,666.40	Salary		
\$	7,182.28	Total Salary Cost		

Classified Salary .5 Business Office Clerk at Step 3

\$	12,420.00	Salary		
	2018-19			
	0.18062	PERS	3202	\$ 2,243.30
	0.062	OASDI	3312	\$ 770.04
	0.0145	Medicare	3332	\$ 180.09
	0.0005	SUI	3502	\$ 6.21
	0.0099	WC	3602	\$ 122.96
	0.26752	Total		
\$	3,322.60	Mandatory Expenses		
\$	12,420.00	Salary		
\$	15,742.60	Total Salary Cost		

An increase of 10% of the Beyond the Bell support from the current confidential staff would equate to \$8,243 savings for the General Fund.



**GRAVENSTEIN UNION ELEMENTARY SCHOOL DISTRICT
2018-19 CLASSIFIED SALARY SCHEDULE**

Draft

VI H

	1	2	3	4	5	6	7	8	9	10
Step	Instructional Aide	Library Aide	Noon/Yard Duty Aide	Day Care Aide	Temporary Custodian	IA with 48 Units of College Credit/Business Office Clerk	School Secretary	Custodian	Day Care Director	Head of Maintenance/Lead Custodia
1	15.00	15.00	15.00	15.00	16.86	16.44	19.69	17.28	17.28	20.06
2	15.36	15.36	15.36	15.36	17.27	16.84	20.17	17.70	17.70	20.55
3	15.74	15.74	15.74	15.74	17.69	17.25	20.66	18.13	18.13	21.05
4	16.12	16.12	16.12	16.12	18.12	17.67	21.16	18.57	18.57	21.56
5	16.51	16.51	16.51	16.51	18.56	18.10	21.68	19.02	19.02	22.08
6	16.91	16.91	16.91	16.91	19.01	18.54	22.20	19.48	19.48	22.62
7	17.32	17.32	17.32	17.32	19.47	18.99	22.74	19.96	19.96	23.17
8	17.75	17.75	17.75	17.75	19.95	19.45	23.30	20.44	20.44	23.73
9	18.18	18.18	18.18	18.18	20.43	19.92	23.86	20.94	20.94	24.31
10	18.62	18.62	18.62	18.62	20.93	20.41	24.44	21.45	21.45	24.90
11	19.07	19.07	19.07	19.07	21.44	20.90	25.04	21.97	21.97	25.50
12	19.53	19.53	19.53	19.53	21.96	21.41	25.64	22.50	22.50	26.12
13	20.01	20.01	20.01	20.01	22.49	21.93	26.27	23.05	23.05	26.76
14	20.49	20.49	20.49	20.49	23.04	22.46	26.91	23.61	23.61	27.41
15	20.99	20.99	20.99	20.99	23.60	23.01	27.56	24.18	24.18	28.07
16	21.50	21.50	21.50	21.50	24.17	23.57	28.23	24.77	24.77	28.76
17	22.03	22.03	22.03	22.03	24.76	24.14	28.92	25.37	25.37	29.46
18	22.56	22.56	22.56	22.56	25.36	24.73	29.62	25.99	25.99	30.17
19	23.11	23.11	23.11	23.11	25.97	25.33	30.34	26.62	26.62	30.90
20	23.67	23.67	23.67	23.67	26.61	25.94	31.07	27.27	27.27	31.66

- NOTES:
1. Substitutes are paid at Step 1 of appropriate schedule.
 2. Schedule based on an 8 hour day
 3. Employees in good standing will progress 1 step per year in their given job class.

Board approved:

Effective:

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

Fiscal Year Ending June 30, 2019

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

TERMINATION AND RENEWAL OF AGREEMENT: Except as otherwise specified below, this Agreement covers the entirety of the 2018-19 school year. Because of changes being made to the ENRICH! and Traditional Programs on an ongoing basis by the District, the parties do not currently anticipate yearly rolling renewal of this Agreement. The renewal of this Agreement must be completed by June 1st in the year in which the Agreement expires, or such other date as the parties may mutually agree upon.

UNDERSTANDINGS:

- The Magnet Program Foundation (MPF) is the non-profit foundation dedicated to advising, financially supporting and enhancing the ENRICH! Program in the Gravenstein Union School District. The ENRICH! Program is an extended day accelerated learning program that allows for daily courses in addition to the core curriculum in such areas as hands on science, art, drama, dance, poetry and physical education. The ENRICH! Program also provides for regular field trips supporting the curriculum at each grade level from 1st through 8th grades. The ENRICH! Program currently adds approximately 40 minutes to each participating student's school day.
- The MPF agrees that it will fulfill all requirements of a school-connected organization in accordance with District Board Policy/Administrative Regulation 1230.
- The MPF agrees that all funds raised by the MPF are and will be used for the benefit of students enrolled in the District's creative arts Magnet Program in accordance with Education Code 51521.
- The MPF will maintain Directors' and Officers' liability insurance in the amount of at least \$1,000,000. The MPF will provide the District with certificates of insurance for all insurance policies.
- The GUSD Board of Trustees took action at its June 20, 2018 meeting to utilize the services of current ENRICH! contractors to also teach enrichment courses for students in the 1st through 5th grades in the Traditional program during the 2018-2019 school year. At the same meeting, the GUSD Board of Trustees also took action to extend by ten minutes the student day for Traditional program students at Gravenstein Elementary School in the 1st through 5th grades in order to accommodate those enrichment courses. The MPF understands that, at present, it is the intention of the GUSD Board of Trustees to offer one 45-minute enrichment course per week for every 1st through 5th grade class at Gravenstein Elementary School. These actions by the GUSD Board of Trustees create issues for the MPF affecting this MOU, specifically the following:
 1. Equal payment among students: The District is obligated to pay equal amounts for time spent by contractors teaching Traditional and ENRICH! programs.
 2. The stipend provided by MPF to ENRICH! teachers: The MPF understands that the issue of compensation for Traditional program teachers for the extra classroom time has been negotiated between GUTA (the teacher's union) and the District. 1st through 5th grade teachers in the Traditional program will be paid an additional stipend by the District. The District will provide a partial credit to the MPF in an amount equal to the stipend paid by the District to 1st through 5th

grade teachers in the Traditional program, as set forth in the section below entitled "Schedule of Reimbursements to the District."

3. Payment processing and fingerprinting of enrichment contractors will be assumed by the District: The District will invoice MPF each trimester for the cost of enrichment contractor expenses, less the amount paid for enrichment instruction to Traditional classes in the 1st through 5th grades. All said contractors will be subject to District policies and regulations. The District will assume responsibility for processing and fingerprinting all contractors at District expense prior to contact with students.
- Under District supervision, the MPF may supply additional instructional materials at the MPF expense. Materials purchased by MPF for use by the Magnet Program students or classrooms constitute donations to the District specifically for the benefit of the Magnet Program.
 - The District Superintendent will supervise the Magnet Program curriculum and materials, which will follow the California State Board of Education approved Standards.
 - Magnet Program students are enrolled in the District and are subject to District policies and regulations.
 - The District will employ and supervise the Magnet Program Director and all certificated program teachers, who will receive District benefits and be subject to District policies and regulations.
 - The District will provide Magnet Program students and classrooms with equivalent instructional materials and equipment as other District students and classrooms in similar grade levels.
 - The Magnet Program class size in grades 1-3 is the same as the Traditional program. The District's goal for the Magnet Program in grades 4-8 is a class size of 24 to 26 students. For

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

- Reimbursement of Magnet Program teacher stipends: The District will pay a stipend not to exceed \$2,500 per teacher, per classroom, for the 2018-19 school year to each core Magnet Program teacher to compensate for the extra time spent during the longer school day for Magnet Program students, and some additional duties outlined in an MOU between GUTA and GUSD. The MPF agrees to reimburse the District for these stipends in three equal installments at the end of each trimester, less the amount the District currently pays 1st through 5th grade teachers in the Traditional program for the extended day for their students. The stipend currently paid to 1st through 5th grade teachers in the Traditional program is 22% of the stipend to be paid to Magnet Program teachers, or \$550.00 based upon a \$2,500.00 stipend. Thus, based upon a \$2,500.00 stipend, MPF will reimburse the District in the amount of \$2,500.00 for each Magnet Program teacher at Hillcrest Middle School, and \$1,950.00 for each Magnet Program teacher in the 1st through 5th grades at Gravenstein Elementary School.
- Reimbursement for Spanish instruction: The MPF agrees to reimburse the District for the cost of grades 1-5 Spanish enrichment provided to the Magnet Program students at Gravenstein Elementary. The cost of reimbursement for the 2018-19 school year will not exceed \$46,695.91. The MPF agrees to pay this reimbursement in three equal installments within 30 days of each trimester's invoice from the District. Should salary or benefit changes effect the total expenditure the District will notify MPF of the changes promptly and a solution will be negotiated.

- Field trip Block Grant: A variety of unique fieldtrips have been an integral part of the Magnet Program. Fieldtrips that take place or begin during the instructional day are considered District fieldtrips and must be approved by the District Superintendent. The MPF has been provided with a budget by the District for the "ENRICH! only" fieldtrips. Based upon this budget, the MPF agrees to support the cost of Magnet Program field trips in the following ways:
 - MPF will provide the District with a field trip block grant at a rate of \$22,000 per trimester, not to exceed \$68,000, to provide support for Magnet Program field trips. Field trip support includes, but is not limited to, transportation, tickets & registration fees, parking, food and supplies, additional contracted services, the cost of chaperones and overnight stipends for ENRICH! only field trips. Funding for field trips beyond the \$68,000 cap may be requested, and the MPF Board will consider the request, if funds are available. Should block grant funds exceed annual expenditures a refund will be made to MPF.
 - The District shall supply a quarterly field trip funds accounting report with appropriate 3rd party documentation for all ENRICH! field trip within 30 days of the end of the fiscal quarter.

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

- Monthly Program classroom enrollment information which will include a listing of all students currently enrolled in the Program at the end of the monthly reporting period.
- The District, on a monthly basis, shall make payment to contractors for the full amount of approved services provided by contractors to both Traditional and ENRICH! classrooms. The District shall then provide MPF with monthly statements concerning all work performed by contractors in both Traditional and ENRICH! classrooms, showing the number of hours, amount paid to each contractor, and invoices submitted by contractors for work performed in both Traditional and ENRICH! classrooms. The District shall be responsible for instituting a system by which time spent for instruction in ENRICH! and Traditional classrooms is tracked by the District so that the MPF can on a monthly basis know the net amount of compensation due by the MPF. Payment from the MPF to the District will be due within 30 days of the receipt of the invoice from the District unless objection is made by the MPF to particular charges.
- Within 30 days after the books close on a fiscal year, the District will provide a final invoice to the MPF for all outstanding expenses from the Enrich! program for that fiscal year. The District agrees not to bill the MPF for expenses after that final invoice for the prior fiscal year.
- Each trimester, invoices detailing amounts payable to the District for program expenditures will be supported with appropriate third-party backup documentation, such as vendor invoices, for items not covered by the field trip block grant.

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

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

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

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

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

MEET AND CONFER: Communication is crucial to the ongoing viability of the ENRICH! Program. The District shall immediately advise the MPF Board of Directors in writing of the adoption of any decisions, policies or procedures which would materially affect any provision of this MOU. In the event of any dispute arising under this Agreement, the parties shall meet and confer in good faith to attempt to resolve any issues. The parties may, but are not required, to participate in neutral mediation to facilitate the discussion and resolution process.

Dated: _____

_____ Jim Horn, President GUSD Board of Trustees

_____ Elizabeth Craven, President, MPF Board of Directors

MPF Board Approved: __--18_____ GUSD Board Approved:



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

August 6, 2018

Gravenstein

As we prepare for Dark Fiber installation, we are offering two payment options. Please select the option of your choice, sign, and email to camos@scoe.org

OPTION 1

- Pay Full Amount in Year 1 and Maintenance Fee
 - Pay maintenance fee for Years 2-10

OPTION 2

- Pay Over a 4 Year Period and Maintenance Fees
 - Pay only maintenance fee years 5-10

District	Location	Dark Fiber Lease Payment	E-Rate Discount Percentage	After E-Rate Discount	After CTF (California Teleconnect Fund)	OPTION 1		OPTION 2		District Estimated Installation Date
						1 Year with Annual Maintenance Fee	Years 2-10 (Only Paying Annual Maintenance Fee)	Years 1-4 with Annual Maintenance Fee	Years 5-10 (Only Paying Annual Maintenance Fee)	
Gravenstein	Elementary School/District Office Campus 3840 Twig Ave., Sebastopol, CA 95472	120,000.00	52%	57,600.00	28,800.00	29,820.00	1,020.00	8,270.00	1,020.00	7/31/2018
Gravenstein	3.1.10.2 Hillcrest Middle School 725 Bloomfield Rd., Sebastopol, CA 95472	120,000.00	52%	57,600.00	28,800.00	29,820.00	1,020.00	8,270.00	1,020.00	7/31/2018
TOTAL:				\$115,200.00	\$57,600.00	\$59,640.00	\$2,040.00	\$16,440.00	\$2,040.00	

Hardware One Time Fee Total: \$5,321.21

Selected Option: _____

Signature: _____ Date: _____

VI K



SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

August 17, 2018

*A Joint Powers Authority
serving school and college
districts throughout the
state.*

5350 Skylane Boulevard
Santa Rosa, CA 95403

Tel: (707) 524-2690
Fax: (707) 578-0517
santarosa@sclscal.org
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Loren W. Soukup
Erin E. Stagg
Sarah Hirschfeld-Sussman
Frank Zotter, Jr.

Of Counsel
Robert J. Henry
Margaret M. Merchat
Patrick C. Wilson

To: Jennifer Schwinn, Superintendent Gravenstein Union School District
From: April Tinelli, Accounting Coordinator SCLS
Subject: 2018-19 Retainer Status

I write to Gravenstein Union School District today to explain that rather than an invoice for SCLS services delivered in July of 2018 Gravenstein is receiving an Activity Report and an additional 2018-19 Retainer Continuation Agreement.

Gravenstein purchased 30 hours for 2018-19. In July Gravenstein used 40.6 hours. Rather than charge the higher rate for hours in excess of retainer we invite you to reconsider your container purchase for this school year.

Included here is an additional 2018-19 Retainer Continuation Agreement in case you would like to purchase additional hours. Please fill it out and return it at your earliest convenience, or please let us know when we can expect it. If we do not hear from you we will default to charging the higher rate, \$250 for hours in excess of the retainer beginning with the August billing cycle.

Some helpful information pertaining to your retainer purchase: In 2017-18 Gravenstein used 96.7 hours. In 2016-17 Gravenstein used 129.1 hours. Unused retainer hours can be carried over into the following year one time.

Please contact me if you have any questions.

Thank You,

April Tinelli
Accounting Coordinator, School and College Legal Services
atinelli@sclscal.org , (707)522-3077



SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

*A Joint Powers Authority
serving school and college
districts throughout the
state.*

August 20, 2018

5350 Skylane Boulevard
Santa Rosa, CA 95403

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Sarah Hirschfeld-Sussman
Frank Zotter, Jr.

*Labor Negotiations
Coordinator*
Grant E. Abernathy

Of Counsel
Robert J. Henry
Margaret M. Merchat
Patrick C. Wilson

To: Jennifer Schwinn, Superintendent
Gravenstein Union School District

From: Carl D. Corbin, General Counsel

Subject: RETAINER CONTINUATION AGREEMENT FOR LEGAL SERVICES

This memo invites the GRAVENSTEIN UNION SCHOOL DISTRICT to continue its Retainer Agreement with SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA (SCLS) effective July 1, 2018.

As you consider your legal service needs for the coming year, I want to be clear about our commitment to provide you with excellent services. I welcome your input on how we can best meet your needs, so please do not hesitate to call me. As a reminder SCLS is a Joint Powers of Authority public agency. As such, SCLS does not make a profit. We are a school related agency just like our clients and we are also subject to the Education Code, Brown Act, etc. All of our employees are public employees just like you.

The SCLS JPA Board, comprised of some of our clients, carefully considered for the 2018-19 school year the increase in fees necessary to address SCLS's fiscal needs while continuing to ensure the lowest possible rates for our clients. Effective July 1, 2017, our rates will be increasing \$10 per hour. This means our retainer rate will be \$240 per hour. Many of our clients also consult or use limited services from private law firms so you know that even with our increased rate of \$240 per hour we charge substantially below the private firm hourly rate. Essentially, our rates (with this increase) will have increased over approximately the past ten years at less than \$5 an hour per year. We believe this represents extraordinary cost containment for our clients.

I also want to emphasize that unlike many private law firms, we do not charge additional fees for secretarial time, photocopies, facsimile transmissions, on-line research costs, a flat "administrative" fee or the many other "hidden/add-on" fees associated with doing business with a private law firm, except we do charge for hotel and airline costs if necessary. If you have any questions regarding our services or fees, please do not hesitate to call me.

Please select and note your retainer amount on the Selection of Retainer Amount form. The form should be signed and returned to us along with a purchase order after the governing board has acted on it. Your district will be invoiced for the full retainer amount. In the event that your district does not use all hours originally retained, pursuant to the April 3, 2013, policy adopted by the Joint Powers Board of SCLS, the unused portion will be carried over to the next school term for one year only. If you have any questions about this or the number of hours that you should retain, please do not hesitate to call me.

We very much look forward to working with you.

**SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA
CONTRACT FEE SCHEDULE**

Effective July 1, 2018

**Attorney Retainer Hours of
Attorney Service**

***Retainer @ \$240**

30	\$ 7,200.00
60	14,400.00
120	28,800.00
180	43,200.00
200	48,000.00
300	72,000.00

Districts that wish to contract for a lesser or greater number of hours than that set forth above may do so by calculating a retainer based on the \$240.00 per hour rate and making that change in the fee schedule. Minimum level is 20 hours.

Included within the retainer fee are all of the workshops, newsletters, legal updates, and all other work we do for all clients. We do, however, charge a fee not to exceed the actual costs for facilities, meals and copy fees for materials provided at workshops.

The retainer amounts set forth above are based on a rate of \$240.00 per hour for all attorney time. In the event that your district does not use all hours originally retained, pursuant to the April 3, 2013, policy adopted by the Joint Powers Board of SCLS, the unused portion will be carried over to the next school term for one year only.

No additional fee is charged for meals while traveling to or from your district. No additional fee for secretarial time, nor for the cost of photocopies, telephone calls, or "facsimile" transmissions to or from your district. There are no postage charges for regular mail, no "administrative fee," and no on-line research costs. Set fees may be charged for formed contracts and bid documents. If required, overnight lodging and air travel costs would be charged.

Mandated costs services are based on a rate of \$240.00 per hour and do not count against the retainer, unless you specifically indicate that it be included.

Litigation services are based on a rate of \$250.00 per hour and also do not count against the retainer.

* Please designate on next page.

**SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA
FEE SCHEDULE**

Effective July 1, 2018

Retainer Contract Clients

All Attorneys	\$240.00 per hour
Excess Hours over Retainer*		\$250.00 per hour
Litigation		\$250.00 per hour
Mandated Services		\$240.00 per hour
Labor Relations Coordinator		\$215.00 per hour
Private Investigator		\$215.00 per hour
Paralegal/Paraprofessional		\$125.00 per hour
Law Clerk		\$90.00 per hour

Billable Contract Clients

All Attorneys	\$260.00 per hour
Litigation		\$260.00 per hour
Mandated Services		\$260.00 per hour
Labor Relations Coordinator		\$230.00 per hour
Private Investigator		\$230.00 per hour
Paralegal/Paraprofessional		\$125.00 per hour
Law Clerk		\$90.00 per hour

*Not applicable to clients retaining 500 or more hours.

SELECTION OF RETAINER AMOUNT

Effective July 1, 2018

The GRAVENSTEIN UNION SCHOOL DISTRICT hereby selects the following annual retainer amount effective July 1, 2018: \$ _____ for _____ hours of service.

- I want mandated services charged against this amount.
- I do not want mandated services charged against this amount and instead want to be separately billed for such services.

The Retainer Contract is a commitment to use specified hours at the reduced hourly rate. Should the district decide to terminate the Contract during the course of the school year (July 1, 2018, through June 30, 2019) and seek a refund of unexpended hours/dollars, it is mutually agreed that the hours used to date of termination will be re-billed at the full Billable hourly rate (\$260.00) and then any remaining dollars will be refunded to the district.

A purchase order, check or warrant for this amount is enclosed or will be delivered to SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA within 30 days of the date this agreement is signed by the district representative.

By: _____
Jennifer Schwinn, Superintendent

Date: _____

VI L

**GRAVENSTEIN UNION SCHOOL DISTRICT
RESOLUTION #180912-2
ADOPTING THE "GANN" LIMIT**

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

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

WHEREAS, the District must establish a revised Gann limit for the 2017-18 fiscal year and a projected Gann Limit for the 2018-19 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2017-18 and 2018-19 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2017-18 and 2018-19 fiscal years do not exceed the limitations imposed by Proposition 4;

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

AYES:

NOES:

ABSENT:

ABSTAIN:

Date

Jim Horn, President
Board of Trustees
Gravenstein Union School District

	2017-18 Calculations			2018-19 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
A. PRIOR YEAR DATA (2016-17 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2016-17 Actual			2017-18 Actual		
1 FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	4,410,477.08		4,410,477.08			4,637,706.14
2 PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	697.82		697.82			707.65
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2016-17			Adjustments to 2017-18		
3 District Lapses, Reorganizations and Other Transfers						
4 Temporary Voter Approved Increases						
5 Less: Lapses of Voter Approved Increases						
6 TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7 ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2017-18 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2017-18 P2 Report			2018-19 P2 Estimate		
1 Total K-12 ADA (Form A, Line A6)	39.29		39.29	32.64		32.64
2 Total Charter Schools ADA (Form A, Line C9)	668.36		668.36	660.64		660.64
3 TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			707.65			693.28
C. LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED	2017-18 Actual			2018-19 Budget		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1 Homeowners' Exemption (Object 8021)	19,490.79		19,490.79	19,860.00		19,860.00
2 Timber Yield Tax (Object 8022)	2,523.94		2,523.94	918.00		918.00
3 Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4 Secured Roll Taxes (Object 8041)	2,769,845.38		2,769,845.38	2,739,686.00		2,739,686.00
5 Unsecured Roll Taxes (Object 8042)	78,157.62		78,157.62	85,573.00		85,573.00
6 Prior Years' Taxes (Object 8043)	770.30		770.30	0.00		0.00
7 Supplemental Taxes (Object 8044)	0.00		0.00	0.00		0.00
8 Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	0.00		0.00	0.00		0.00
9 Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10 Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11 Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12 Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13 Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14 Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15 Transfers to Charter Schools In Lieu of Property Taxes (Object 8096)						
16 TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	2,870,788.03	0.00	2,870,788.03	2,846,037.00	0.00	2,846,037.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17 To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18 TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	2,870,788.03	0.00	2,870,788.03	2,846,037.00	0.00	2,846,037.00

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	2017-18 Calculations			2018-19 Calculations		
	Extracted Data	Adjustments*	Entered Data/ Totals	Extracted Data	Adjustments*	Entered Data/ Totals
EXCLUDED APPROPRIATIONS						
19 Medicare (Enter federally mandated amounts only from objs 3301 & 3302; do not include negotiated amounts)			61,683.77			60,394.00
OTHER EXCLUSIONS						
20 Americans with Disabilities Act						
21 Unreimbursed Court Mandated Desegregation Costs						
22 Other Unfunded Court-ordered or Federal Mandates						
23 TOTAL EXCLUSIONS (Lines C19 through C22)			61,683.77			60,394.00
STATE AID RECEIVED (Funds 01, 09, and 62)						
24 LCFF - CY (objects 8011 and 8012)	4,654,200.00		4,654,200.00	3,376,665.00		3,376,665.00
25 LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	58,523.00		58,523.00	0.00		0.00
26 TOTAL STATE AID RECEIVED (Lines C24 plus C25)	4,712,723.00	0.00	4,712,723.00	3,376,665.00	0.00	3,376,665.00
DATA FOR INTEREST CALCULATION						
27 Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	9,413,849.60		9,413,849.60	7,419,485.00		7,419,485.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	116,571.42		116,571.42	81,873.00		61,873.00
APPROPRIATIONS LIMIT CALCULATIONS						
D. PRELIMINARY APPROPRIATIONS LIMIT			2017-18 Actual			2018-19 Budget
1 Revised Prior Year Program Limit (Lines A1 plus A6)			4,410,477.08			4,637,706.14
2 Inflation Adjustment			1.0369			1.0367
3 Program Population Adjustment (Lines B3 divided by (A2 plus A7)); (Round to four decimal places)			1.0141			0.9797
4 PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			4,637,706.14			4,710,309.38
APPROPRIATIONS SUBJECT TO THE LIMIT						
5 Local Revenues Excluding Interest (Line C18)			2,870,788.03			2,846,037.00
6 Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			84,918.00			83,193.60
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			1,828,601.88			1,924,666.38
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			1,828,601.88			1,924,666.38
7 Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by (Lines C27 minus C28) times (Lines D5 plus D6c))			58,922.04			53,231.46
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			2,929,710.07			2,899,268.46
8 State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			1,769,679.84			1,871,434.92
9 Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			2,929,710.07			
b. State Subventions (Line D8)			1,769,679.84			
c. Less: Excluded Appropriations (Line C23)			61,683.77			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			4,637,706.14			

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	2017-18 Calculations			2018-19 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
10. Adjustments to the Limit Per Government Code Section 7902.1 (Line D9d minus D4; if negative, then zero) If not zero report amount to: Michael Cohen, Director State Department of Finance Attention: School Gann Limits State Capitol, Room 1145 Sacramento, CA 95814			0.00			
Summary		2017-18 Actual		2018-19 Budget		
11. Adjusted Appropriations Limit (Lines D4 plus D10)			4,637,706.14			4,710,309.38
12. Appropriations Subject to the Limit (Line D9d)			4,637,706.14			

* Please provide below an explanation for each entry in the adjustments column.

(This area contains multiple empty rows for providing explanations for adjustments.)

Wanda Holden, CBO
 Gann Contact Person

707-823-7008
 Contact Phone Number

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MEMORANDUM OF UNDERSTANDING SPECIAL EDUCATION SERVICES

This Memorandum of Understanding ("MOU") is dated for identification purposes as of September 12, 2018 and is entered into by and between West Sonoma County Union High School District (WSCUHSD) and Gravenstein Union School District (GUSD).

RECITALS

1. By means of this MOU, the parties wish to establish a fee for nurse services provided by a GUSD Credentialed School Nurse to be delivered at WSCUHSD.

GENERAL PROVISIONS

1. Services. School Nurse services to be delivered in accordance with the health and IEP needs at WSCUHSD. This service will include student screening, assessment, direct and consultation service, report writing and IEP attendance as assigned by the WSCUHSD administrators.

2. Term. Provider shall commence providing services under this MOU October 1, 2018 and will continue through May 31, 2019. This MOU may be renewed for an additional term upon written agreement by all parties.

3. Cost agreements:

- WSCUHSD agrees to pay a fee of \$535.79 per day for 90 school days for a total not to exceed \$48,220.66. One school day is 7.5 hours.

4. Termination. This MOU is subject to termination upon thirty (30) days written notice to the either party. Each agency (District or WSCUHSD) shall notify the other of termination in writing.

5. Hold Harmless: WSCUHSD agrees to and does hereby indemnify, hold harmless and defend GUSD and its officers, agents, and employees from every claim or demand made and every liability, loss, damage or expenses, of any nature whatsoever, which may be barred by reason of any act, neglect, default, or omission of the other party arising out of, or in any way connected with the services covered by this MOU, except for liability for damages which result from the sole negligence or willful misconduct of GUSD or its officers, employees or agents.

GUSD agrees to and does hereby indemnify, hold harmless and defend WSCUHSD and its officers, agents, and employees from every claim or demand made and every liability, loss, damage or expenses, of any nature whatsoever, which may be barred by reason of any act, neglect, default, or omission of the other party arising out of, or in any way connected with the services covered by this MOU, except for liability for damages which result from the sole negligence or willful misconduct of WSCUHSD or its officers, employees or agents.

7. Compliance with Applicable Laws. GUSD agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to GUSD or its business, equipment, and personnel engaged in operations covered by this MOU or accruing out of the performance of such operations.

8. Entire Agreement/Amendment. This MOU and any attachments constitute the entire agreement among the parties to it and supersede any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties.

9. Notice. All notices or demands to be given under this MOU by either to the other shall be in writing and given either by (a) personal service or (b) by postage prepaid U.S. Mail, registered or certified, return receipt requested. Service of notice or demand shall be considered given when received if personally served or, if mailed, on the second day after deposited at any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this MOU, the addresses of the parties are as follows:

GUSD
3840 Twig Avenue
Sebastopol, Ca. 95472

WSCUHSD
462 Johnson Street
Sebastopol, Ca. 95472

10. Severability. If any term, condition or provision of this MOU is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

11. Governing Law. The terms and conditions of this MOU shall be governed by the laws of the State of California with venue in Sonoma County, California and no other county.

12. Authority. Each individual executing this MOU, or its counter part, on behalf of the respective party thereto, warrants that he/she is authorized to do so and that this MOU constitutes the legally binding obligation of the party which he/she represents.

Attached Memorandum outlines specific details of service and cost estimate.

THIS AGREEMENT IS ENTERED INTO THIS DAY OF September 12, 2018.

GUSD

WSCUHSD

By: _____
Signature

By: _____
Signature

Jennifer Schwinn

Kathryn Davy

Title

Title

Nurse's Salary & Benefits Charged to WSCUHSD

\$	380.70	Salary		
	<u>2018-19</u>			
	0.1628	STRS	3101	\$ 61.98
	0.0005	SUI	3501	\$ 0.19
	0.0099	WC	3601	\$ 3.77
	0.0145	Medi	3331	\$ 5.52
	0.1877	Total		
\$	71.46	Mandatory Expenses		
\$	34.92	Health Benefits		
\$	380.70	Salary		
\$	487.08	Total Salary Cost		
\$	535.79	With 10% Service Fee		

WSCUHSD Days: 90

MOU for WSCUHSD: \$ 48,220.66

Nurse's Salary & Benefits Charged to WSCUHSD

\$	380.70	Salary		
	2018-19			
	0.1628	STRS	3101	\$ 61.98
	0.0005	SUI	3501	\$ 0.19
	0.0099	WC	3601	\$ 3.77
	0.0145	Medi	3331	\$ 5.52
	0.1877	Total		
\$	71.46	Mandatory Expenses		
\$	34.92	Health Benefits		
\$	380.70	Salary		
\$	487.08	Total Salary Cost		

WSCUHSD Days: 90

Nurse Expense: \$ 43,836.97

10% Fee for Service: \$ 4,383.70

MOU for WSCUHSD: \$ 48,220.66

**GRAVENSTEIN UNION SCHOOL DISTRICT
RESOLUTION #180912-1
TEXTBOOK AND INSTRUCTIONAL MATERIALS SUFFICIENCY
FOR GUSD
FOR THE 2018-19 SCHOOL YEAR:**

Whereas, the governing board of Gravenstein School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on September 12, 2018, at 5:00 p.m. o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

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

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

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

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

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

- Mathematics
 - Grades K-5; Houghton Mifflin Harcourt Go Math!
 - Grades 6-8; Houghton Mifflin Harcourt Go Math!

- Science
 - Grades K-5; McGraw Hill Glencoe in addition to District created materials that align with NGSS
 - Grades 6-8; Accelerated Learning STEMscopes

- History/Social Science
 - Grades K-5; Harcourt

- Grades 6-8; TCI History Alive
- English/Language Arts, including the English Language Development component of a California-approved program
 - Grade TK; McGraw Hill World of Wonders Program
 - Grades K-5; McGraw Hill Open Court Program
 - Grades 6-8; McGraw Hill StudySync Program

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

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

Therefore, it is resolved that for the 2018-19 school year, the Gravenstein Union School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

Passed and adopted by the Governing Board of the Gravenstein Union School District on September 12, 2018 by the following vote.

Ayes:

Noes:

Absent

Date

Jim Horn
President, Board of Trustees



Gravenstein School District | Website : 08.16.18

WHAT WE HEARD



The Gravenstein Union School District (GUSD) is currently divided into two segments, the Traditional program (40% of students) and the Enrich! magnet program (60% of students), which includes field trips, speakers, and 45 minutes of additional schooling each day.

WHAT WE HEARD

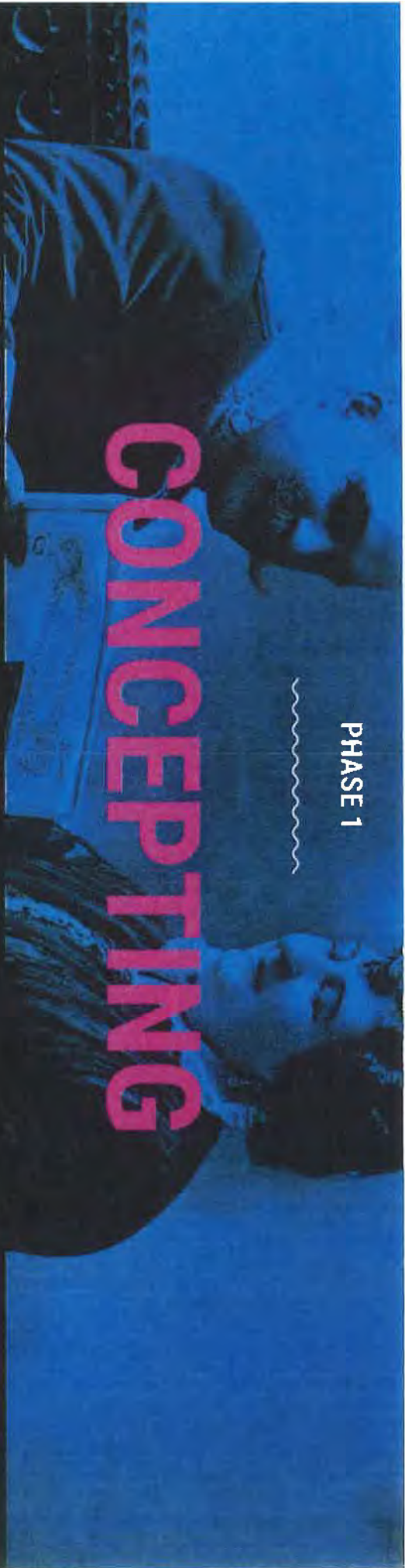


Tension between segments has grown as Enrichi! participants fear they will lose benefits if the program is expanded, and participants of the traditional program feel excluded. As we approach this project we will need to be mindful of multiple audiences including the GSF, MPF, Parents, Teachers Union, and Board of Trustees.

WHAT WE HEARD



Together, we will leverage what we know to create a cohesive look and strong messaging to unify these two segments. We will work to create branding that is authentic to the schools, and that parents, students, and teachers alike can be proud to be a part of.



PHASE 1

CONCEPTING

GOALS

- + Prior to Kick-Off, Engine to review all surveys and background information provided by client. This will serve as a foundation for understanding our target audiences and key messaging
- + Engine to create multiple concepts including visual branding and positioning
- + Client feedback to be incorporated
- + Client selection of winning concept

RECOMMENDED TIMELINE

2 Weeks

RECOMMENDED COSTS

\$16,700

RECOMMENDED STAFF (per week)

- Account Manager: 1 day
- Account Coordinator: 1/2 day
- Creative Director: 1 day
- Graphic Designer: 3 days
- Copywriter: 2 days

1 / 2



PHASE 2

REFINEMENT

GOALS

- + Refinements to winning concept
- + Creation of brand guidelines
- + Delivery of final assets

RECOMMENDED TIMELINE
1 Week

RECOMMENDED COST
\$7,350

RECOMMENDED STAFF (per week)

Account Manager:	1 day
Account Coordinator:	1/2 day
Creative Director:	1 day
Graphic Designer:	2 days
Copywriter:	2 days

PROJECT ROADMAP



	Recommended	Minimum	Maximum
PHASE 1			
CONCEPTING	2 weeks / \$16,700	1 week / \$8,350	2 weeks / \$16,700
PHASE 2			
REFINEMENT	1 week / \$7,350	1 week / \$7,350	2 weeks / \$14,700
TOTAL	3 weeks / \$24,050	2 weeks / \$15,700	4 weeks / \$31,400

Additionally, here are some notes and questions from Windy Swindt of the Engine is Red:

Case studies for several campaigns are attached, in order to give you a better idea of the goals, services involved, and results of past campaigns.

I shared that the average campaign starts around \$20,000 (not including paid media), though I don't feel we know enough about your campaign goals or resources to create a recommendation at this point. I have provided questions below for your team to provide clarity on. Those answers will help us to create a recommendation that is customized to fit your needs.

+ What is changing?

Names of both the magnet and traditional programs - will they roll into one?

What will the name(s) be? Or, are you looking to us for naming services?

What will be provided to these students under the new program?

Will other school names change as well?

What else is changing that we may not be aware of?

What is our timeline for these changes?

+ What are our mediums for communication?

Are we limited to newsletter and website?

Is there budget for paid media? If so, what is our budget?

Do we want to include local press and public relations?

INTERAGENCY AGREEMENT

Transportation Procedures to Ensure School Stability for Foster Students

Section 1. Parties

The parties to this Interagency Agreement ("Agreement") are: The Local education Agency ("LEA"): See Exhibit A for list of LEAs, and the Sonoma County Human Services Department, Family, Youth, and Children's Services Division ("FYC").

Section 2. Intent

It is the intent of the parties that this Agreement function as the procedures governing how transportation to maintain foster students in their school of origin when it is in their best interest will be provided, arranged, and funded for the duration of the time in foster care, as required by the Every Student Succeeds Act ("ESSA") (114 P.L. 95, 129 Stat. 1802).

Section 3. Definitions

A. Foster Student

Education Code section 48853.5 defines a foster child as "a child who has been removed from his/her home pursuant to Section 309 of the Welfare and Institutions Code, is the subject of a petition filed under Section 300 or 602 of the Welfare and Institutions Code, or has been removed from his/her home and is the subject of a petition filed under Section 300 or 602 of the Welfare and Institutions Code."

B. School of Origin

The school of origin is the school in which the child was enrolled before entering foster care. If a child's foster care placement is changed, the school of origin is the school where the child was enrolled when the placement changed.

C. Best Interest Determination

Under federal and California law, a child in foster care shall remain or enroll in his/her school of origin, unless a determination is made that it is not in the child's best interest to attend the school of origin. Factors to consider when determining if maintaining school of origin enrollment is in the foster student's best interest include: the appropriateness of the current educational setting; the proximity of the placement; duration of enrollment; time of placement change; type of transportation available; traffic patterns; flexibility in school schedule; and the student's maturity and behavioral capacity.

D. Additional Cost

Additional costs are the difference between what LEA would otherwise spend to transport a student to his/her assigned school based on existing transportations options currently available within the LEA, and the cost of transporting a child in foster care to his/her school of origin.

Section 4. Identification of LEA and FYC Representative

LEA shall be responsible for providing FYC prior to the start of each school year, but no later than the third day of school, the contact information for the LEA representative assigned to address foster youth issues. This duty can be satisfied by providing this information to the Sonoma County Office of Education ("SCOE"), which is maintained on SCOE's website: <http://www.scoe.org/pub/htdocs/fys.html>.

FYC shall be responsible for providing LEA prior to the start of each school year, but no later than the third day of school, the contact information for the designated FYC foster youth representative.

Section 5. Identification of Students in Foster Care

In accordance with California Rules of Court 5.651(e)(1)(A), within one (1) business day of deciding on a change of a youth's placement to a location that could lead to removal from the school of origin, FYC must notify the foster student's attorney and education rights holder. In accordance with California Rules of Court 5.651(e)(1)(B), at least ten (10) calendar days prior to potentially changing the placement of a student who qualifies for services pursuant to the Individuals with Disabilities Education Act ("IDEA"), FYC will notify the LEA of the school of origin of the impending placement change.

Section 6. Best interest Determination Procedure

A. Notice of Request to Participate in Best Interest Determination

FYC will notify the LEA within one (1) business day upon learning that a student attending the LEA has been placed in foster care or will be removed to a foster home placement that is located outside the geographical boundaries of the LEA and that the best interest decision must be made.

B. Best Interest Determination

Pursuant to ESSA section 1111(g)(1)(E)(i), a child in foster care shall remain or enroll in his/her school of origin, unless a determination is made that it is not in the child's best interest to attend the school of origin. The best interest determination is based on all factors relating to the child's best interest, including the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement. The best interest determination shall be made and agreed upon by the LEA representative, FYC representative, the foster child, and the educational rights holder within two (2) business days of the child attaining foster student status or changing foster placements.

C. Notice of Final Best Interest Determination

The best interest determination and an explanation thereof shall be memorialized in writing by FYC and provided to LEA, the foster child, and the educational rights holder within (1) business day. If the foster student is remaining or enrolling at his/her school of origin, this notice triggers the need for the parties to collaborate under this Agreement to

establish the most cost-effective transportation procedures available for the student, considering the best interests of the student. If the foster student waives his/her right to remain or enroll at the school of origin and is transferring to a new school, FYC, the school of origin (or prior LEA) and new LEA shall coordinate to ensure that the foster student immediately enrolls in the new school in accordance with Education Code section 48853.5 and section 49069.5.

Section 7. Duration of Transportation

Transportation to and from school of origin and the foster placement will be provided for the duration of the child's time in foster care as long as it continues to be in the child's best interest. Pursuant to Education Code section 48853.5(f), if a child exits foster care before the end of a school year, LEA shall allow the former foster child who is in kindergarten or any of grades 1-8, inclusive, to continue his/her education in the school of origin through the duration of the academic school year, as long as it continues to be in the child's best interest. In addition, if a child exits foster care while enrolled in high school, LEA shall allow the former foster child to continue his/her education in the school of origin through graduation, as long as it continues to be in the child's best interests. FYC and LEA are not responsible for funding the additional costs of transporting a former foster student to and from his/her school of origin.

Section 8. Transportation for Foster Students Already Provided through Other Laws

Foster students may already have transportation plans provided through other laws or entitlements, such as an Individualized Educational Program ("IEP") pursuant to the IDEA the McKinney-Vento Homeless Assistance Act ("McKinney-Vento"), or Section 504 of the Rehabilitation Act of 1973 ("Section 504"). The LEA will assess whether the foster student is entitled to transportation services under another law or entitlement within one (1) school day of receiving notice of the final best interest determination. If the student is eligible for transportation under another law or entitlement, LEA will provide, arrange and fund the entire cost of the transportation.

Section 9. Transportation for Foster Students Placed at Resource Family Homes

A. Assessment of Transportation Options

Within three (3) school days of the final best interest determination, LEA and FYC will collaboratively assess all transportation options for maintaining the foster student at his/her school of origin and determine the best available transportation option. LEA and FYC shall consider the appropriateness of the options considering the student's age, experience, and behavioral capacity. Within one (1) school day of making the transportation determination, LEA shall give FYC and the child's educational rights holder written confirmation of the best available transportation mode agreed upon by both parties.

If the LEA is able to provide the best available transportation option to the foster student, *without incurring additional costs*, as defined in this Agreement, LEA will provide, arrange and fund the entire cost of the transportation.

B. Additional Costs

If the best available transportation option will cause LEA to incur additional costs, as defined in this Agreement, the LEA will submit a written Transportation Plan to FYC within one (1) school day of making the transportation determination. The Transportation Plan shall identify the additional costs incurred by the LEA. FYC agrees to fund the additional costs of transportation to and from school of origin for foster students placed at resource family homes.

Section 10. Transportation for Foster Students at Valley of the Moon Children's Home ("VMCH")

A. Assessment of Transportation Options

Within three (3) school days of the final best interest determination, LEA and FYC will collaboratively assess all transportation options for maintaining the foster student at his/her school of origin and determine the best available transportation option. LEA and FYC shall consider the appropriateness of the options considering the student's age, experience, and behavioral capacity. Within one (1) school day of making the transportation determination, FYC shall give LEA and the child's educational rights holder written confirmation of the best available transportation mode agreed upon by both parties. "Best available transportation mode" shall not be construed to mean the most expensive available option and costs associated with transportation shall be considered in determining the best available transportation mode. LEA shall not have any responsibility to pay costs, including additional costs, unless and until the LEA is provided with notice by FYC that the final best interest determination has been made for a student and a request is made, in accordance with this Section, to collaborate with the LEA on determining the best available transportation option.

If the LEA is able to provide the best available transportation option to the foster student, *without incurring additional costs*, as defined in this Agreement, LEA will provide, arrange and fund the entire cost of the transportation.

B. Additional Costs

If the best available transportation option will cause LEA to incur additional costs, as defined in this Agreement, FYC will submit a Transportation Plan to LEA within one (1) school day of making the transportation determination. The Transportation Plan shall identify the additional costs incurred by the LEA. LEA and FYC agree to equally share the additional cost of transportation: LEA and FYC will each individually pay fifty per cent (50%) of the additional cost stated in the Transportation Plan. As VMCH is a

short-term placement, LEA will only be responsible for its share of additional costs under this Section for twenty (20) school days of transportation provided pursuant to this Agreement per student per placement at VMCH.

Section 11. Potential Modes of Transportation

Potential modes of transportation for transporting foster students to and from a school of origin include, but are not limited to: existing school bus routes; public transportation; carpooling; altering or adding a school bus route; mileage reimbursement for parents of other students; mileage reimbursement for student to transport themselves; contracted transportation provider; contraction transportation provided by individuals or organizations.

Section 12. Cost Dispute

In case of dispute, FYC and LEA agree to work together in good faith in an attempt to resolve the matter. The Sonoma County Office of Education ("SCOE") agrees to act as a facilitator to resolve any disputes among the parties. Prior to the filing of any complaint with an executive agency or court of competent jurisdiction, the party alleging a violation of this Agreement shall provide written notice describing the alleged violation and providing a requested remedy. The other party will have no less than ten (10) business days to respond in writing to attempt to resolve the matter.

During the pendency of an unresolved dispute, LEA and FYC will share the additional costs of transportation equally: LEA and FYC will each individually pay fifty per cent (50%) of additional costs.

Section 13. Automatic Review

Six (6) months from the date this Agreement was executed, the parties agree to meet and confer in good faith to ensure compliance with the payment obligations and the policies set forth in this Agreement.

Section 14. Term of the Agreement

This Agreement shall become effective as of December 11, 2017, and shall remain in effect until terminated by either FYC or LEA in accordance with this Section 14. Either FYC or LEA may immediately terminate this Agreement for "cause". "Cause" is defined as a party's failure to abide by the obligations imposed on that party by the MOU. Either FYC or LEA may terminate this Agreement without cause by giving the other party sixty (60) calendar days advance written notice. However, if the California Department of Education ("CDE") issues a state foster youth transportation plan prior to the expiration of this Agreement, any party to this Agreement will have thirty (30) calendar days to submit a written request to the other party to meet and confer in good faith to revise this Agreement in accordance with the state's foster youth transportation plan.

This agreement was executed on the following date: _____

Authorized signature for Local Education Agency (See Exhibit A)

Kare Piz

Authorized Signature Sonoma County Human Services Department

District Board President Signature Date of Governing Board Approval

Alexander Valley Union _____

Bellevue Union _____

Bennett Valley Union _____

Cinnabar _____

Cloverdale Unified _____

Cotati-Rohnert Park Unified _____

Dunham _____

Forestville Union _____

Fort Ross _____

Geyserville Unified _____

Gravenstein Union _____

Guerneville _____

Harmony Union

Healdsburg Unified

Horicon

Kashia

Kenwood

Liberty

Mark West Union

Monte Rio Union

Montgomery

Oak Grove Union

Old adobe Union

Petaluma City

Petaluma Joint
Union High

Piner-Olivet Union

Rincon Valley Union

Roseland

Santa Rosa Elem.

Santa Rosa High Sch.

Sebastopol Union

Sonoma Valley Unified

Twin Hills Union

Two Rock Union

Waugh

West Side Union

West Sonoma County
Union High

Wilmar Union

Windsor Unified

Wright

VII F

REGISTRAR OF
VOTERS DIVISION

P.O. Box 11485
435 Fiscal Dr.
Santa Rosa, CA 95406
Tel: (707) 565-6800
Toll Free (CA only):
(800) 750-VOTE
Fax: (707) 565-6843



SONOMA COUNTY
Clerk-Recorder-Assessor
www.sonoma-county.org/cra

AUGUST 23, 2018

Gravenstein Union School District
3840 Twig Ave
Sebastopol, CA 95472

Dear District Secretary:

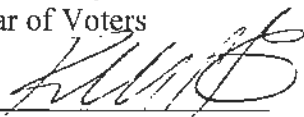
Pursuant to Education Code §5328, the following nominees for your board should be seated at the organizational meeting and will be considered appointed as if elected. Where vacancies remain, the governing board shall appoint a qualified person at a meeting prior to Election Day (November 6, 2018), and such appointees shall be seated at the organizational meeting of the board as if elected at a district election.

JENNIFER KOELEMELER
JIM HORN
GREGORY APPLING

Enclosed you will find Certificate(s) of Election and Oaths of Office for these above-named candidates. Prior to taking office, each elective officer shall take the official oath. Any Governing Board Member may administer the oath. Please issue the original oath to the candidate and return a copy to the Sonoma County Registrar of Voters Office, P.O. Box 11485, Santa Rosa, CA 95406.

If you should have any questions, please contact our office at (707) 565-6800.

Yours truly,
WILLIAM F. ROUSSEAU
Sonoma County Clerk &
Registrar of Voters

by 
Kamari Marchbanks
Deputy Clerk

**CERTIFICATE OF APPOINTMENT IN-LIEU OF
ELECTION AND OATH OF OFFICE**

(Elections Code Section 15401)

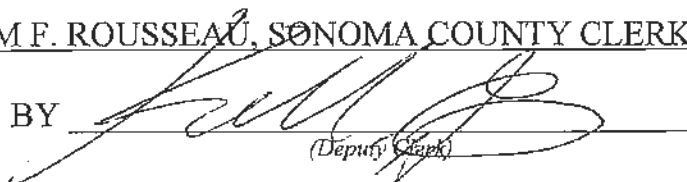
I, WILLIAM F. ROUSSEAU, County Clerk and Registrar of Voters of the County of Sonoma, State of California, do hereby certify, that in lieu of the Consolidated General Election to be held on the 6th day of November, 2018, Jim Horn was appointed to the office of Governing Board Member for the Gravenstein Union School District and will take office and serve exactly as if elected for the 4 year term beginning December 7, 2018.

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal this 12th day of September 2018.



WILLIAM F. ROUSSEAU, SONOMA COUNTY CLERK

BY _____


(Deputy Clerk)

Oath of Office

(Government Code Section 1360-1363, 3105)
(Section 3, Article XX, State Constitution)

STATE OF CALIFORNIA)
) ss.
COUNTY OF SONOMA)

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

_____ *Governing Board Member* _____
(Name of Office)

_____ *(Candidate's Signature)*

Subscribed and sworn to before me this _____ day of _____, 20_____.

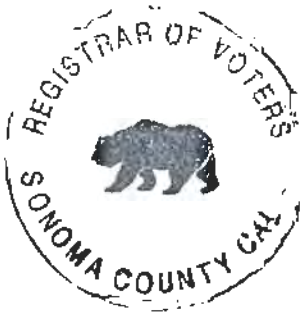
(Signature of Person Administering Oath)

**CERTIFICATE OF APPOINTMENT IN-LIEU OF
ELECTION AND OATH OF OFFICE**

(Elections Code Section 15401)

I, WILLIAM F. ROUSSEAU, County Clerk and Registrar of Voters of the County of Sonoma, State of California, do hereby certify, that in lieu of the Consolidated General Election to be held on the 6th day of November, 2018, Gregory Appling was appointed to the office of Governing Board Member for the Gravenstein Union School District and will take office and serve exactly as if elected for the 4 year term beginning December 7, 2018.

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal this 12th day of September 2018.



WILLIAM F. ROUSSEAU, SONOMA COUNTY CLERK

BY _____

(Deputy Clerk)

Oath of Office

(Government Code Section 1360-1363, 3105)

(Section 3, Article XX, State Constitution)

STATE OF CALIFORNIA)
) ss.
COUNTY OF SONOMA)

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

Governing Board Member

(Name of Office)

(Candidate's Signature)

Subscribed and sworn to before me this _____ day of _____, 20____.

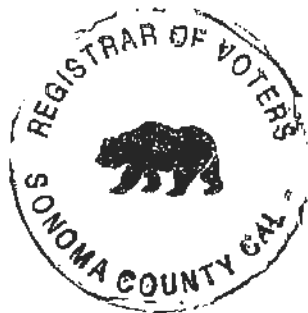
(Signature of Person Administering Oath)

**CERTIFICATE OF APPOINTMENT IN-LIEU OF
ELECTION AND OATH OF OFFICE**

(Elections Code Section 15401)

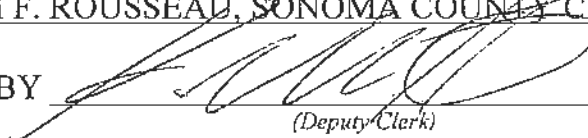
I, WILLIAM F. ROUSSEAU, County Clerk and Registrar of Voters of the County of Sonoma, State of California, do hereby certify, that in lieu of the Consolidated General Election to be held on the 6th day of November, 2018, Gregory Appling was appointed to the office of Governing Board Member for the Gravenstein Union School District and will take office and serve exactly as if elected for the 4 year term beginning December 7, 2018.

IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal this 12th day of September 2018.



WILLIAM F. ROUSSEAU, SONOMA COUNTY CLERK

BY



(Deputy Clerk)

Oath of Office

(Government Code Section 1360-1363, 3105)
(Section 3, Article XX, State Constitution)

STATE OF CALIFORNIA)
) ss.
COUNTY OF SONOMA)

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

Governing Board Member
(Name of Office)

(Candidate's Signature)

Subscribed and sworn to before me this _____ day of _____, 20_____.

(Signature of Person Administering Oath)



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
Jennifer Koelemeijer, Member

Candidate Questionnaire

Appointment to finish a Term on Board of Trustees for the remaining 14 months of a Four Year Term

*Completed Questionnaire and a cover letter of interest must be received in the Gravenstein district office by noon on **Monday, October 1, 2018**. Upon receipt by the District, this Questionnaire will be a matter of public record.*

*Candidates will be interviewed in open session, and the Board will vote to appoint a trustee, at 5 PM on **Wednesday, October 10, 2018**, in Room 13 of the Gravenstein Elementary School, 3840 Twig Avenue, Sebastopol, CA.*

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

Date _____

Name: First Middle Last

Residence Address: Number/Street City State Zip

Home Phone _____ Work Phone _____

Email _____

Are you a registered voter in the Gravenstein Union School District? _____

Have you ever been disqualified by the Constitution or laws of the state from holding a civil office? _____

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

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

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

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

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

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

The above is accurate to the best of my knowledge.

Signature

Date

Please return to the Gravenstein district office at 3840 Twig Avenue, Sebastopol, CA 95472. Deadline for receipt is 12 noon, Monday, October 1, 2018.

August 15, 2018

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

Dear Jennifer,

Desiree Beck's letter of resignation from the Gravenstein Union School District Board of Trustees was received on August 13, 2018, with an effective resignation date of August 31, 2018. The procedure to fill a board member vacancy is as follows:

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

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

If a petition is received and determined to be legally sufficient, an election must be held no later than the 130th day after the determination. Nevertheless, if a regular election date will occur

between the 130th and 150th day, the County Superintendent may call the election to be held on the regular election date (Education Code Section 5091). A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs.

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

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

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

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

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

If you have any questions, please call.

Sincerely,



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

Attachment: Notice of Appointment of Governing Board Member form

