

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

REGULAR GOVERNING BOARD
MEETING AGENDA
Gravenstein School, Rm. 13

Wednesday, October 10, 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. CONSENT AGENDA

ACTION ITEM

- A. Approve agenda order
- B. Minutes of regular Board meeting Sept 12, 2018
- C. Warrants/Payroll
- D. Williams Settlement Quarterly Report
- E. Communication
 - 1. Letter from Judy Thomson, Director of Fiscal Services at SCOE, indicating that Gravenstein USD's 2018-19 adopted budget is in compliance with requirements.
 - 2. RESIG's Public Self Insurers Annual Report

Action taken/comments:

Motion _____ Second _____ Vote _____

IV. REPORTS, AND ORAL COMMUNICATIONS

- A. Gravenstein Union Teachers' Association
- B. School Site Council
 - I. Parent Rep voting in process
 - II. Single Plan for Student Achievement
- C. GSF/MPF
- D. Trustee Reports
- E. Facilities Report
 - I. Phase 3 -Gravenstein modernization update
 - 1. Gym & kitchen, Learning Lab, Staff Restrooms

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

- 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. 2018 CAASPP Score
 - III. Gravenstein Staff Meeting Agenda 10-3-18
- G. Hillcrest Principal's report
 - I. Hillcrest enrollment
 - II. 2018 CAASPP Scores
 - III. Yosemite
 - IV. Paleolithic Day
 - V. Hillcrest TV/STREAM Lab
- H. CBO Report
 - I. Analysis of possible breakfast service
- I. Superintendent Report
 - 1. Annual Board Calendar Template
 - 2. Communication update:
 - 1. New "mobile device friendly" Monday Message template
 - 2. New Schoolwise blast communication: events, absences, alerts
 - 3. Good news notes
 - 3. Safety Plan Update
 - 1. Window covering bids
 - 1. Trial installation continued:
 - a. pull-across curtains sample in rm 10 expected Nov-Dec
 - b. roller shades in rm 15 expected in Oct
 - c. consider move forward with honeycomb blinds at Hillcrest – good fit for needs
 - 2. Earthquake Safety Drill - Oct 3
 - 3. CPR training for classified & admin staff – Oct 5, 2018
 - 4. CPR training for certificated & admin staff – Dec 13, 2018

V. GENERAL

A. Consider Applications for Trustee Appointment

The Board must appoint a replacement Trustee due to the resignation of Trustee Beck, which was effective August 28, 2018. Interested candidates were invited to provide a cover letter expressing interest in the appointment, and a completed candidate questionnaire by Oct 1, 2018.

Following the Board's review of applications, they may interview candidates and select a suitable candidate to appoint to complete Trustee Beck's term on the GUSD Board.

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

Oath of Office will be administered to a selected candidate.

Action taken/comments:

Motion _____ Second _____ Vote _____

B. 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.
- Leadership Team will give report on work completed this year
- The Board may schedule one or more public forum to discuss program options for the 2019-20 school year.

Action taken/comments:

Motion _____ Second _____ Vote _____

C. Set Date for Board Retreat

The Board may need to set aside time for a future “working meeting” outside the regular Board meeting, to allow enough time for the Trustees to plan next steps in District vision, goals, programming, and communication.

Action taken/comments:

Motion _____ Second _____ Vote _____

D. 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 _____

E. Consider Updates to AR & BP 1230 – School Connected Organizations & BP 1260 Educational Foundation – Community Relations

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

The Board will be asked to consider updates GUSD's Board Policy and Administrative Regulations on School Based Organizations and Education Foundations.

Action taken/comments:

Motion _____ Second _____ Vote _____

VI. BUSINESS & FACILITIES

A. Update Facility Use Form

The Board is asked to update the District's Facility Use form to increase the amount of insurance needed when entities request to use the District facilities. The amount on the form now does not meet the current recommended standard amount.

Action taken/comments:

Motion _____ Second _____ Vote _____

B. Approve GASB 75

The Board will be asked to approve the GASB75 report that CSBA has prepared on behalf of the District. The report shows the District's liability for future post-employment benefits.

Action taken/comments:

Motion _____ Second _____ Vote _____

C. Approve Renewal of Contract with SCOE Cooperative

The Board will be asked to renew a contract with SCOE's Small District Cooperative, which provides some business services support like submitting the Consolidated Application. The annual cost to the District is based on enrollment, which has not been captured yet, but last year the cost was \$1,792.46 The cost is likely to be similar again this year.

Action taken/comments:

Motion _____ Second _____ Vote _____

D. Approve Science Instruction Contract for 2018-19, Trimester 1

The Board will be asked to approve the contract with Mark Bradski to serve as the science/STEM enrichment instructor for the first trimester of the 2018-19 school year.

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

Action taken/comments:

Motion _____ Second _____ Vote _____

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

VIII. CLOSED SESSION

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

1) Public Employee –Hiring:

- a. Beyond the Bell Assistant
- b. Noon Duty Aide
- c. Business Clerk

2) Conference with Labor Negotiator

District Negotiator: Jennifer Schwinn, Superintendent

Represented Employees: Gravenstein Union Teachers Assoc.

3) Student Discipline

4) Superintendent Evaluation

IX. OPEN SESSION

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

X. FUTURE BOARD MEETINGS:

I. Next Regular Board Meeting: Nov 14, 2018— 5:00 PM

XI. ADJOURNMENT

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

Gravenstein Union School District
September Payroll Report

October 10, 2018 Regular Board Meeting

Certificated Salary & Benefits

Regular: \$	439,101.50
Supplemental: \$	7,057.56

Classified Salary & Benefits

Regular: \$	87,527.95
Supplemental: \$	5,748.09

Total Salary & Benefits

\$	539,435.10
----	------------

Checks Dated 09/01/2018 through 09/30/2018

Board Meeting Date October 10, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1663195	09/05/2018	Kelly A. Sporrer	04-4310	6 3-Drawer Cart		71.50
1663196	09/05/2018	Renee L. Lott	01-4390	Reimbursement for Plastic Plate for Board Meetings	.50	
			03-4390	Reimbursement for Plastic Plate for Board Meetings	5.49	
			04-4390	Reimbursement for Plastic Plate for Board Meetings	3.20	9.19
1663197	09/05/2018	Bernadette R. Prunetti Jones	04-4310	Easy CBM		39.99
1663198	09/05/2018	Accelerated Learning Inc.	04-4110	STEMscopes (Accelerated learning) 7th and 8th		1,310.52
1663199	09/05/2018	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		115.00
1663200	09/05/2018	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First		21.68
1663201	09/05/2018	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2018-19	1.79	
			03-5520	Light Poles at Grav Elem 2018-19	20.57	22.36
1663202	09/05/2018	Ray Morgan Company	01-5633	Copier Contract Charges 2018-19		534.85
1663203	09/05/2018	Business Card	01-4362	Maint. Supplies	4.70	
			01-4380	Maint. Supplies	19.90	
			01-5869	Finance Charges	35.55	
			03-4362	Maint. Supplies	55.58	
			03-4380	Dist. Maint. Supplies	131.27	
			04-4362	Dist Fuel	21.97	
			04-4380	Maint. Supplies	33.12	
			40-5800	Hillcrest Security	1,320.00	1,622.09
1663204	09/05/2018	Analy Band Wagon	04-5829	Band Participation in Fall Music Festival - 2018		400.00
1663205	09/05/2018	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		34.50
1663206	09/05/2018	J. Stanley Correia	01-5830	2018-19 Special Ed Psych Services	75.00	
			03-5830	2018-19 Special Ed Psych Services	900.00	
			04-5830	2018-19 Special Ed Psych Services	525.00	1,500.00
1663207	09/05/2018	County Of Sonoma	13-5802	Food site inspection Gravenstein 18-19		752.00
1663208	09/05/2018	Sharon A Gowan	04-5825	Advertising Family Life- Hillcrest		715.00
1663209	09/05/2018	Kelly-Moore Paint Co. Inc.	03-4380	Paint for Gravenstein		420.69
1663210	09/05/2018	Luther Burbank Ctr Fr The Arts	03-5826	1st Grade Enrich! Field Trips - Candau & Lannon	405.00	
			04-5826	7th E! Field Trip- Luther Burbank	1,074.00	
				Luther Burbank- All 6th Grade	2,862.00	4,341.00

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

ESCAPE ONLINE

Page 1 of 7

Checks Dated 09/01/2018 through 09/30/2018

Board Meeting Date October 10, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1663211	09/05/2018	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First	101.67	
			04-4370	Facial Tissues- Hillcrest	77.75	
			04-4390	Counseling Program Supplies	9.70	189.12
1664134	09/07/2018	Kelly A. Sporer	04-4310	Ballance Stability Balls		145.27
1664135	09/07/2018	American Storage LLC	40-6200	Storage Conlainer 8x20-Const. Phase 3		124.00
1664136	09/07/2018	Ruderman & Knox, LLP	01-5823	Legal Fees for Special Education Case 50%		2,750.00
1664137	09/07/2018	Verizon	01-5912	Sup't Phone & Tablet Service for 2018-19	5.30	
			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
1664138	09/07/2018	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2018-19		1,916.20
1664139	09/07/2018	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		80.50
1664140	09/07/2018	Horizon	04-4380	Irrigation Repair Parts for Hillcrest		206.15
1664141	09/07/2018	J.W. Pepper & Son Inc.	04-4310	Hillcrest Music 2018-19		267.23
1664142	09/07/2018	McGraw-Hill School Education	04-4110	Study Sync- 7th Grade Language Arts		1,214.61
1664143	09/07/2018	Office Depot	01-4350	District Office & Nurse Supplies	2.58	
			01-4390	District Office & Nurse Supplies	3.32	
			03-4350	District Office & Nurse Supplies	31.03	
			03-4390	District Office & Nurse Supplies	37.95	
			04-4310	Classroom Drama Supplies	60.94	
			04-4350	District Office & Nurse Supplies	18.10	153.92
1664144	09/07/2018	Quill Corp	01-4370	Gravenstein School Tissues	7.72	
			03-4370	Gravenstein School Tissues	88.75	
			04-4400	Stools for Steam Science-Helton	640.27	736.74
1664145	09/07/2018	Sebastopol Lock Shop	03-5630	Gravenstein School-Locksmith Services	114.81	
				Unpaid Tax	1.08	113.73
1664146	09/07/2018	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
1664147	09/07/2018	Stephanie Barclay	03-5830	2018-19 Dance Enrichment Tri 1		600.00
1664148	09/07/2018	Marla Pedersen	03-5830	2018-19 Art Enrichment Tri 1		480.00
1664149	09/07/2018	Nancy Prebilich	03-5830	2018-19 Drama Enrichment Tri 1		800.00
1664150	09/07/2018	Nancy Ricciardi	03-5830	2018-19 Art Enrichment		3,060.00
1664151	09/07/2018	Safeway	12-4390	Daycare Supplies & Snacks for 2018-19		163.60

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.)

ESCAPE ONLINE

Checks Dated 09/01/2018 through 09/30/2018

Board Meeting Date October 10, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1664152	09/07/2018	The Great Burro Studios	03-5830	2018-19 Music Enrichment Tri 1		733.26
1664153	09/07/2018	The Program, Youth Skill Dev	03-5830	2018-19 Athletic Enrichment Tri 1		1,066.64
1665085	09/12/2018	ACSIG	01-9573	Employee's Dental Plan Coverage 2018-19		15,906.80
1665086	09/12/2018	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2018-19	24.17	
			03-5911	Gravenstein AT&T CALNET 3 Charges 2018-19	288.22	
			04-5911	Gravenstein AT&T CALNET 3 Charges 2018-19	143.67	
				Hillcrest AT&T CALNET 3 Charges 2018-19	118.10	574.16
1665087	09/12/2018	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		46.00
1665088	09/12/2018	Counterpoint Construction Services, Inc.	40-9510	Gravenstein -Phase 3 Project Document Control	697.50	
				Hillcrest Middle-Increment 1 Project Doc. Control	1,497.50	2,195.00
1665089	09/12/2018	Fishman Supply Company	01-4370	District Wide Custodial Supplies	173.30	
			03-4370	District Wide Custodial Supplies	2,079.66	
			04-4370	District Wide Custodial Supplies	1,213.14	3,466.10
1665090	09/12/2018	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First	1,014.62	
			04-4390	Counseling Program Supplies	572.17	
				Moving Boxes	35.89	
			04-9510	Moving Boxes	143.55	1,694.45
1665091	09/12/2018	Pacific Gas & Electric	01-5520	Electric and Gas for 2018-19 Gravenstein	95.39	
			03-5520	Electric and Gas for 2018-19 Gravenstein	1,097.98	
			04-5520	Electric and Gas for 2018-19 @ Hillcrest	2,331.73	
				Electric and Gas for 2018-19 Gravenstein	13.73	3,538.83
1665092	09/12/2018	Sebastopol Community Cultural	03-5826	3E! Field Trip- Jugalbani		182.00
1665093	09/12/2018	SyTech Solutions	01-5830	Document Management Services 2018-19	13.33	
			03-5830	Document Management Services 2018-19	159.90	
			04-5830	Document Management Services 2018-19	93.27	266.50
1665094	09/12/2018	Aily Technology Consulting LLC	01-5840	IT Consultant 2018-19	137.50	
			03-5840	IT Consultant 2018-19	1,650.00	
			04-5840	IT Consultant 2018-19	962.50	2,750.00
1665095	09/12/2018	Analytical Sciences	01-5830	Water testing for Grav for 2018-19	5.74	
			03-5830	Water testing for Grav for 2018-19	76.26	82.00
1665096	09/12/2018	Fort Ross Conservancy (FRC)	03-5826	Fort Ross Conservancy FT 18-19 -Carey		200.00
1665097	09/12/2018	H&M Landscape Materials Inc	03-4380	Sand for Playground- Gravenstein		302.75

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.)

ESCAPE ONLINE

Page 3 of 7

Checks Dated 09/01/2018 through 09/30/2018				Board Meeting Date October 10, 2018		
Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1665098	09/12/2018	LEGO Education	03-4310	EV3 Robotics		5,345.05
1665099	09/12/2018	Simeone Plumbing, inc.	04-4400	Drinking fountains for Hillcrest		6,224.00
1665788	09/14/2018	Jennifer P. Schwinn	01-4390	Nurse Supplies	1.23	
			03-4390	Nurse Supplies	14.08	15.31
1665789	09/14/2018	AXIA	40-6210	Gravenstein Modernization, Phase III (Part 2)		4,722.34
1665790	09/14/2018	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		23.00
1665791	09/14/2018	Houghton Mifflin Harcourt	04-4110	Go Math! and Integrated Math 1 for Hillcrest		17,480.03
1665792	09/14/2018	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First	56.57	
			01-4400	Book 5-Shelf and White Board-Oakley	13.84	
			03-4400	Book 5-Shelf and White Board-Oakley	159.14	
			03-4440	Projector Screens	75.89	
			04-4440	Projector Screens	151.79	457.23
1665793	09/14/2018	Premier Agendas Inc.	03-4310	Student Planners for 2018-19	1,015.83	
			04-4310	Student Planners for 2018-19	1,015.84	2,031.67
1665794	09/14/2018	Recology Sonoma Marin	01-5560	Recology-Gravenstein	31.05	
			03-5560	Recology-Gravenstein	357.06	
			04-5560	Recology-Hillcrest	216.72	604.83
1665795	09/14/2018	School Outfitters	03-4440	Headphones - Gravenstein		587.55
1665796	09/14/2018	Teachers Pay Teachers	04-4310	Health Curriculum- Hillcrest		416.00
1665797	09/14/2018	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2018-19	20.14	
			03-5530	Gravenstein Elem Water Service for 2018-19	231.57	
			04-5530	Hillcrest Water Service for 2018-19	246.27	497.98
1666640	09/19/2018	GCCI INC.	40-6200	Gravenstein Elementary School Phase III		651,878.88
1666641	09/19/2018	Elsbeth B. Haas	03-4310	Redcat System Battery/Lanyard		18.39
1666642	09/19/2018	Analytical Sciences	04-5830	Water Testing @ Hillcrest for 2018-19		151.00
1666643	09/19/2018	Banner Bank	40-6200	5% Retention for Gravenstein Phase III	63,601.68	
				5% Retention for Hillcrest Improvements	64,388.07	127,989.75
1666644	09/19/2018	BorderLAN, Inc.	04-4340	Border LAN 3 Year Subscription		4,980.00
1666645	09/19/2018	Office Depot	12-4390	Markers for BTB		70.79
1666646	09/19/2018	Peripole Inc.	03-4310	Recorders for Music Class 2018-19	543.58	
				Unpaid Tax	37.71-	505.87
1666647	09/19/2018	Quill Corp	01-4350	Bus. Office Supplies-Postage Machine ink	3.14	
			03-4350	Bus. Office Supplies-Postage Machine ink	37.78	
			04-4350	Bus. Office Supplies-Postage Machine ink	22.04	62.96

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.)

ESCAPE ONLINE

Page 4 of 7

Checks Dated 09/01/2018 through 09/30/2018

Board Meeting Date October 10, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1666648	09/19/2018	San Francisco Opera Guild	03-5826	K (all) in-School FT for Winter/Spring 2018/19		600.00
1666649	09/19/2018	Sonoma County Office Of Ed	01-4350	Tardy Slips	14.87	
			01-4351	Paper Order for District	248.44	
			03-4350	Tardy Slips	178.40	
			03-4351	Paper Order for District	3,030.95	
			04-4350	Tardy Slips	104.07	
			04-4351	Paper Order for District	1,689.39	5,266.12
1666650	09/19/2018	US Cutter Inc	04-4440	Stream Lab Equipment- McDowell	317.91	
				Unpaid Tax	2.38-	315.53
1666651	09/19/2018	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		57.50
1666652	09/19/2018	Fishman Supply Company	01-4370	District Wide Custodial Supplies	22.94	
			03-4370	District Wide Custodial Supplies	275.28	
			04-4370	District Wide Custodial Supplies	160.58	458.80
1666653	09/19/2018	J.W. Pepper & Son Inc.	04-4310	Hillcrest Music 2018-19		43.55
1666654	09/19/2018	Office Depot	04-4310	Clements - Class supplies	85.69	
			04-4350	School Secretary Supplies	87.94	
				School Secretary Supplies-Hillcrest	63.26	236.89
1666655	09/19/2018	Quill Corp	01-4350	Dist. Office Supplies	2.96	
			03-4350	Dist. Office Supplies	35.51	
			04-4350	Dist. Office Supplies	20.71	59.18
1667417	09/21/2018	GCCI INC.	40-6200	Hillcrest Improvements Increment I		459,895.90
1667418	09/21/2018	Megan K. Gorman	03-4310	Pear Deck		149.99
1667419	09/21/2018	Jennifer P. Schwinn	01-4390	Student supplies for office	1.54	
			03-4390	Student supplies for office	17.67	19.21
1667420	09/21/2018	Dept Of Justice, Acctg Office	01-5862	Fingerprinting for staff 2018-19	9.70	
			03-5862	Fingerprinting for staff 2018-19	116.40	
			04-5862	Fingerprinting for staff 2018-19	67.90	194.00
1667421	09/21/2018	Nature Bridge	04-5826	All 6th Grade Outdoor Education 2018-19		6,985.75
1667422	09/21/2018	Office Depot	01-4350	District and School Office Supplies	6.88	
			01-4400	Book 5-Shelf and White Board-Oakley	15.56	
			03-4350	District and School Office Supplies	79.20	
			03-4400	Book 5-Shelf and White Board-Oakley	179.04	
			03-4440	Projector Screen- Carey	75.89	356.57
1667423	09/21/2018	Premier Agendas Inc.	03-4310	Student Bookmarker for Planners for 2018-19	31.68	
			04-4310	Student Bookmarker for Planners for 2018-19	31.68	63.36

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

Checks Dated 09/01/2018 through 09/30/2018

Board Meeting Date October 10, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1667424	09/21/2018	Santa Rosa City Schools	13-4710	Lunch Program for 2018-19		3,735.00
1667425	09/21/2018	Sonoma Media Investments, LLC	01-5825	District Vacancy Announcement	49.65	
			03-5825	District Vacancy Announcement	595.80	
			04-5825	District Vacancy Announcement	347.55	993.00
1668619	09/26/2018	U.S. Bank Corporate Payment	01-4355	Admin Mtg Lunch	57.96	
				Staff Development	18.08	
				Staff Welcome back Mtg	787.55	
			01-5869	PMT Fee CA Dept of Tax	12.92	
			01-9580	CA Dept of Tax & Fee Admin	561.76	
			04-4310	Johnson Class Supplies	175.63	1,613.90
1668620	09/26/2018	Brian H. Sposato	01-4380	Reim. Gravel	26.19	
			03-4380	Reim. Gravel	301.20	327.39
1668621	09/26/2018	Heather L. Johnson	04-4310	Class Books	50.88	
				Reim. Teachers Pay Teachers	53.98	104.86
1668622	09/26/2018	Analytical Sciences	01-5830	Water testing for Grav for 2018-19	5.74	
			03-5830	Water testing for Grav for 2018-19	76.26	82.00
1668623	09/26/2018	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		46.00
1668624	09/26/2018	Mark Hoback	04-5880	7 th Grade Referee Girls Basketball		40.00
1668625	09/26/2018	Quill Corp	01-4400	Office Chair and Equipment-DO	20.97	
			03-4400	Office Chair and Equipment-DO	251.48	
			04-4400	Office Chair and Equipment-DO	146.68	419.13
1668626	09/26/2018	Sonoma County Office Of Ed	01-5815	2018-19 Co-op Agreement w/SCOE	89.62	
			03-5815	2018-19 Co-op Agreement w/SCOE	1,075.48	
			04-5815	2018-19 Co-op Agreement w/SCOE	627.36	1,792.46
1668627	09/26/2018	Lonnie VanZandt	04-5880	Football Referee 9/11/2018		40.00
1668628	09/26/2018	Children's Museum of So. Co.	01-5826	1st Gr. FT on11/7/2018 - Clement and Lannon	193.00	
			03-5826	1st Gr. FT on11/7/2018 - Clement and Lannon	193.00	386.00
1668629	09/26/2018	San Francisco Maritime National Park Association	03-5826	Age of Sail Program- Maritime National Park		3,000.00
1668630	09/26/2018	Teachers' Curriculum Institute	04-4110	History Alive! 7th Grade Social Studies		794.72
1668631	09/26/2018	California's Valued Trust	01-9572	Employee's CVT Health Plan Coverage 2018-19		45,096.00
1668632	09/26/2018	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		92.00
1668633	09/26/2018	Sable Computer Inc. DBA KIS	04-4440	Laptop for Principal- Deeths		999.38
1668634	09/26/2018	Isaac Kuster dba I.A. Kuster Const. Insp.	40-6230	DSA Class I Inspector Gravenstein Phase III		4,590.00

21

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.)

ESCAPE ONLINE
Page 6 of 7

Checks Dated 09/01/2018 through 09/30/2018

Board Meeting Date October 10, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1668635	09/26/2018	Office Depot	01-4350	School Office Supplies	6.88	
			01-4400	District Office Supplies	6.57	
			03-4350	School Office Supplies	79.20	
			03-4400	District Office Supplies	78.80	
			04-4400	District Office Supplies	45.97	217.42
1668636	09/26/2018	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2018-19	1.79	
			03-5520	Light Poles at Grav Elem 2018-19	20.57	22.36
1668637	09/26/2018	Ray Morgan Company	01-5633	Copier Contract Charges 2018-19		2,063.92
Total Number of Checks					106	1,423,948.21

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	43	72,334.35
03	Gravenstein Elementary Charter	54	34,302.59
04	Hillcrest Middle Charter	53	59,420.68
12	Child Development Fund	2	234.39
13	Cafeteria Fund	10	4,981.50
40	Special Reserve-capital Proj	8	1,252,715.87
Total Number of Checks		106	1,423,989.38
Less Unpaid Tax Liability			41.17
Net (Check Amount)			1,423,948.21

13

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.)

Williams Settlement Quarterly Uniform Complaint Report - July 1, 2018 - September 30, 2018

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

* Required

Name of District *

Gravenstein Union School District

Name and Title of Person Reporting *

Wanda Holden

Phone Number *

707-823-7008

Email Address *

wholden@grav.k12.ca.us

INSTRUCTIONAL MATERIALS *

There were 0 complaints received during this quarter.

YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

INSTRUCTIONAL MATERIALS *

There were 0 complaints received during this quarter.

YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

TEACHER VACANCY AND/OR MISASSIGNMENT *

There were 0 complaints received during this quarter

YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

FACILITIES *

There were 0 complaints received during this quarter

YES, there were complaints, there were complaints resolved and/or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

CAHSEE Intensive Instruction and Services *

There were 0 complaints received during this quarter

YES, there were complaints, there were complaints resolved/and or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

INSTRUCTIONAL MATERIALS

Complaint Details

TEACHER VACANCY AND/OR MISASSIGNMENT

Complaint Details

(continued)

FACILITIES

Complaint Details

Your answer

CAHSEE Intensive Instruction and Services

Complaint Details

Your answer

SUBMIT

Never submit passwords through Google Forms.

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

Google Forms



September 10, 2018

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

Dear Ms. Schwinn,

In accordance with Education Code Section 42127, the Sonoma County Superintendent of Schools (County) has reviewed the Gravenstein Union School District's (District) 2018-19 Adopted Budget to determine if it complies with the Criteria and Standards for fiscal stability and allows the District to meet its financial obligations for the budget and two subsequent years. The 2018-19 Adopted Budget may only be approved subsequent to the approval of the District's 2018-19 Local Control Accountability Plan (LCAP).

The District's Adopted Budget has been analyzed in the context of the May Revision to the Governor's budget proposal for the 2018-19 year, as well as the 2018-19 Adopted State Budget and related trailer bills that were approved subsequent to the District's budget adoption, along with and the County's approval of the District's 2018-19 LCAP. Based on our analysis, the County Office has concluded the District has met the necessary requirements and therefore **approves** the District's budget as adopted by the District Board of Trustees (Board).

Adopted Budget

As adopted by the District's Governing Board, the 2018-19 budget reflects an ending fund balance in the General Fund, which includes the district and its conversion charter schools, of \$5,786,758; comprised of \$5,443,316 in unrestricted fund balance and \$343,442 in restricted fund balance. The minimum state reserve level of 4% for a district of your size has been met. In 2018-19, the General Fund reports total deficit spending of -\$418,682. Even though the District meets minimum reserve requirements, the County Office remains concerned about on-going deficit spending. We urge the District to review and monitor revenues, expenditures, and fund balances of all funds.

The District is projecting an unrestricted ending fund balance of \$5,463,631 in 2019-20 with total deficit spending of -\$279,684 and \$4,881,676 in 2020-21 with total deficit spending of -\$281,956. The minimum state reserve reported as met in both years.

Collective Bargaining

Based upon the Criteria and Standards, negotiations with all bargaining units in the 2018-19 fiscal year are not settled. Because these costs make up the largest portion of the district's budget, any salary and/or benefit increase could adversely impact the fiscal condition of the district. We caution the district to ensure that the costs of any proposed agreement be supported by ongoing revenues to avoid creating or exacerbating structural deficits. Before the district takes any action on a proposed collective bargaining agreement, Government Code Section 3547.5 requires the district to certify financial projections reflecting the impact of any salary negotiations on the current or two subsequent years.

Summary

Our Office appreciates the preparation and timely submittal of your Adopted Budget report. A technical review will be communicated to the business office. The First Interim Report is due to our office no later than December 15, 2018. **Please see the attached for standard reminders.** If you have any questions, please feel free to call me at (707) 524-2635.

Sincerely,



Shelley Stiles

Director, External Fiscal Services

c:

Wanda Holden, Gravenstein CBO

Dr. Steven Herrington, County Superintendent of Schools

Mary Downey, SCOE Deputy Superintendent, Business Services

Linda Daugherty, SCOE District Fiscal Management Advisor

Standard Reminders ~ All Districts

NEW ~ Increased Requirements for Debt Management Policy and Practices

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

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

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

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

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

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

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

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

Government Code section 8855(k) ~ Effective January 1, 2017, state and local issuers are required to submit an **annual debt transparency report** for any issue of debt for which they have submitted a *Report of Final Sale* during the reporting period. The annual debt transparency report is due to CDIAC within seven (7) months of the close of the reporting

Standard Reminders ~ All Districts (continued)

period, defined as July 1st to June 30th. This provision makes January 31st the effective deadline for submittal of the annual debt transparency report. Debt issued between January 1, 2017 and June 30, 2017, and reported to CDIAC on or after January 21, 2017 will be required to submit an annual debt transparency report no later than January 31, 2018.

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

Reporting Requirements for Proposed Debt Issuances

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

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

Reporting Requirements for Non-Voter-Approved Debt

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

Adopting LCAP Revisions during the period the LCAP is in effect

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

Collective Bargaining Disclosure

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

Submission of Studies, Reports, Evaluations and/or Audits

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

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

SB740

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

Additional Standard Reminders for School Districts with Qualified or Negative Certifications

Debt Issuance

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

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

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

Collective Bargaining

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

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

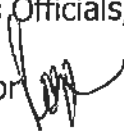
ROSE R. BURCINA
EXECUTIVE DIRECTOR
CALIFORNIA LICENSE 0B24780



III E 2
(707) 836-0779
(707) 836-9079 ADMIN.FAX
(707) 836-8671 BENEFITS FAX
(707) 836-9479 W/C FAX

September 25, 2018

MEMORANDUM

TO: District Superintendents, Business Officials, and Workers' Comp. Contacts
FROM: Rose R. Burcina, Executive Director 
SUBJECT: 2017-18 Public Self-Insurer's Annual Report

RESIG is self-funded for workers' compensation claims and retains the liability for all workers' compensation claims for past years. RESIG is required to report to the Department of Industrial Relations (DIR) details of these claims annually. Attached is a copy of the summary portion of the 2017-2018 report.

Member Districts are required to advise their governing board, before December 31, 2018, of the amount of total liabilities reported (Labor Code §3702.6(b)). This total undiscounted amount is \$11,881,634 as of June 30, 2018. RESIG has sufficient funds to pay all of these outstanding liabilities. Member Districts are also required to report whether the funding of these liabilities is in compliance with GASB 10 standards; RESIG's accountants have certified compliance.

This does not require any action by RESIG's Member Districts' Board of Trustees. RESIG recommends that the report be placed on the agenda as an informational item, as part of the superintendent's report, or simply as part of the Consent Calendar to be received and filed.

If you have any questions, please feel free to contact Chris Spencer, RESIG's Workers' Compensation Claims Manager at (707) 836-0779 ext. 114 or myself at ext. 104.



Public Self Insurers ER Amended Annual Report

For Fiscal Year 2017-18

September 25, 2018
Redwood Empire Schools Insurance Group
5760 Skylane Blvd, Ste 100
Windsor, CA 95492 9742

FORM AR-2 (1-2016)

28

State of California

Employer

General Information:

Certificate Number	5536	Period Of Report	Amended
(Period) From	07/01/2017	(Period) To	06/30/2018

Amendment:

Amendment Reason Other

Incorrectly listed an addition to Self Insurance Program. There are no additions.

Master Certificate Holder:

Name	Redwood Empire Schools Insurance Group		
Address 1	5760 Skylane Blvd, Ste 100		
Address 2		FTIN 68-0019280	
City	Windsor	State CA	Zip 95492 9742
State of Incorporation			

Affiliates:

	Full Legal Name	Subsidiaries Affiliate Certificate Number	State
1)	Alexander Valley Union School District	5536-001	
2)	West Sonoma County Union High School District	5536-002	
3)	Bellevue Union School District	5536-003	
4)	Bennett Valley Union School District	5536-004	
5)	Cloverdale Unified School District	5536-005	
6)	Cotati-Rohnert Park Unified School District	5536-006	
7)	Dunham School District	5536-007	
8)	Gravenstein Union School District	5536-008	
9)	Liberty School District	5536-009	
10)	Mark West Union School District	5536-010	
11)	Montgomery School District	5536-011	
12)	Oak Grove Union School District	5536-012	
13)	Old Adobe Union School District	5536-013	
14)	Rincon Valley Union School District	5536-014	
15)	Sebastopol Union Elementary School District	5536-015	
16)	Sonoma County Office of Education	5536-017	
17)	Sonoma Valley Unified School District	5536-018	
18)	Twin Hills Union School District	5536-019	
19)	Waugh School District	5536-020	
20)	Forestville Union School District	5536-021	
21)	Wilmar Union School District	5536-022	
22)	Piner-Olivet Union School District	5536-023	
23)	Windsor Unified School District	5536-026	
24)	Santa Rosa Elementary School District	5536-027	
25)	Santa Rosa High School District	5536-028	

State of California

Subsidiaries: (continued...)

	Full Legal Name	Subsidiaries Affiliate Certificate Number	State
26)	Harmony Union School District	5536-029	
27)	Petaluma City Union School District	5536-030	
28)	Petaluma City Joint Union High School District	5536-031	
29)	Guerneville School District	5536-032	
30)	Two Rock Union School District	5536-033	
31)	Cinnabar School District	5536-034	
32)	Geyserville Unified School District	5536-035	
33)	Monte Rio Union School	5536-036	
34)	Fort Ross School District	5536-037	
35)	Wright Elementary School District	5536-038	
36)	West Side Union School District	5536-039	
37)	Horicon School District	5536-040	
38)	Kerwood Elementary School District	5536-041	
39)	Roseland School District	5536-042	
40)	Kashia School District	5536-043	
41)	West County Transportation Agency	5536-044	
42)	Redwood Empire School Insurance Group	5536-045	
43)	Healdsburg Unified School District	5536-046	
44)	Sebastopol Independent Charter School	5536-047	
45)	Sonoma Charter School	5536-048	
46)	Santa Rosa Education Cooperative	5536-049	
47)	Piner Olivet Charter School	5536-050	
48)	Live Oak Charter School	5536-053	
49)	Russian River Charter School	5536-056	
50)	Woodland Star Charter School	5536-057	
51)	Shoreline Unified School District	5536-0058	

State of California

During the reporting period of this report, has there been any of the following with respect to the Master Certificate Holder for any affiliate?

None

Any additions to the Self Insurance Program?

None

Employment and wages paid in current fiscal year:

Number of Employees 14,357
Total Wages and Salaries Paid \$482,029,658

Addressed Correspondence For Related Self-Insurance Matters:

Company Name	Redwood Empire Schools' Insurance Group				
Name	Chris Spencer	Title	WC Claims Manager		
Phone	(707) 836-0779	Fax	(707) 836-9479		
Email Address	cspencer@resig.org				
Address 1	5760 Skylane Blvd. #100				
Address 2					
City	Windsor	State	CA	Zip	95492
Web Site					

State of California

TPA Adjusting Locations:

Has there been a change in TPA Adjusting Locations during this reporting period that has not yet been reported to OSIP? No
Have you added any new TPA Adjusting Locations during this reporting period that has not yet been reported to OSIP? No

Record Storage:

Are there open and closed claims stored at a location other than the adjusting location? No

Insurance Coverage:

1) During this reporting period, does your company maintain a standard workers' compensation insurance policy to cover any of your California liabilities? No
2) During this reporting period, does your company have a specific excess workers' compensation policy in force to cover any of your California liabilities? Yes

Insurance Company Name	Policy Number	Policy Issue Date
1) Safety National	SP4058450	07/01/2017
Attachment	CA CERTIFICATE.PDF	
Retention Limit	1,000,000	

3) Do you carry an aggregate(stop loss) workers' compensation insurance policy? No

State of California

Certification By Authorized Representative:

Company Name Redwood Empire Schools' Insurance Group

Name Chris Spencer

Title WC Claims Manager

Phone (707) 836-0779

Fax (707) 836-9479

Email Address cspencer@resig.org

Address 1 5760 Skylane Blvd. #100

Address 2

City Windsor

State CA **Zip** 95492

Name of Person Legally Responsible for this Electronic Signature:

Chris Spencer (Date/Time of Signature) - 09/25/2018 14:52

33

State of California

Report Location Number: 5636-05-157 A
Identification of Location: REDWOOD EMPIRE SCHOOLS INSURANCE GROUP at SANTA ROSA
Certificate Holder: Redwood Empire Schools Insurance Group

CASES AND BENEFITS (to the nearest dollar)				From Date-	07/01/2017	To Date-	06/30/2018
Date	#	Incurred Liability		Paid To Date		Future Liability	
		Indemnity	Medical	Indemnity	Medical	Indemnity	Medical
1) Cases open as of 06/30/2018 reported prior to 2013/14	167	\$5,656,924	\$14,353,927	\$4,669,829	\$8,604,500	\$987,095	\$5,749,427
2) Open and closed Liabilities							
A) All Cases reported in 2013/14	425	\$1,205,475	\$1,876,597	\$1,097,888	\$1,309,599	\$107,587	\$566,998
2013/14 Cases open	26	\$709,718	\$1,280,724	\$602,131	\$713,726	\$107,587	\$566,998
B) All Cases reported in 2014/15	428	\$1,531,911	\$2,326,583	\$1,157,588	\$1,470,867	\$374,323	\$855,716
2014/15 Cases open	39	\$1,180,108	\$1,851,941	\$805,785	\$996,225	\$374,323	\$855,716
C) All Cases reported in 2015/16	412	\$925,913	\$1,614,836	\$751,430	\$859,402	\$174,483	\$755,434
2015/16 Cases open	46	\$711,057	\$1,241,693	\$536,574	\$486,259	\$174,483	\$755,434
D) All Cases reported in 2016/17	515	\$682,488	\$1,492,435	\$475,394	\$870,751	\$207,094	\$621,684
2016/17 Cases open	77	\$472,523	\$1,155,494	\$265,429	\$534,810	\$207,094	\$621,684
E) All Cases reported in 2017/18	459	\$607,117	\$1,557,892	\$250,059	\$433,157	\$357,058	\$1,124,735
2017/18 Cases open	221	\$566,587	\$1,426,668	\$209,529	\$301,933	\$357,058	\$1,124,735

	\$ Indemnity	\$ Medical
SUBTOTAL	\$2,207,640	\$9,673,994
TOTAL		\$11,881,834
	\$ Indemnity	\$ Medical
	\$1,086,494	\$2,152,617

3) Estimate Future Liability (Indemnity Plus Medical)

4) Total Benefits Paid During 2017/18 (Including all case expenditures). The indemnity amount includes the amount of LC § 4800/4850 benefits paid for the year (total of Lines 11 and 12)

5) Number of MEDICAL-ONLY Cases Reported in 2017/18

6) Number of INDEMNITY Cases Reported in 2017/18

7) Total of 5 and 6 (Also entered in 2E above)

8) Total Number of open Indemnity Cases (All Years)

9) Number of Fatality Cases Reported In 2017/18

10) (a) Number of FY 2017/18 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2017/18

10) (a) Number of non-FY 2017/18 claims for which the employer or administrator was notified of representation by an attorney or legal representative in 2017/18

11) Amount from salary continuation payments made pursuant to LC § 4800/4850 that is in excess of the applicable temporary disability rate for the period paid.

12) Amount from salary continuation payments made pursuant to LC § 4800/4850 capped at the temporary disability rate for the period paid.

	336
	123
	459
	398
	0
	5
	10
	\$0
	\$0

Files Uploaded

ALL Open Indemnity Claims (by reporting and by year) reported and with claims: CA Open Indemnity List.pdf

34

State of California

Dual Jurisdiction Claims

Please note that California Labor Code Section 3702.2(b) requires that "... the annual report of a self-insured employer who has self-insured both state and federal workers' compensation liability shall also be set forth (1) amount of all compensation liability incurred, paid-to-date, the estimated future liability under both this chapter and under the federal longshore and Harbor Worker's Compensation Act (33 U.S.C. Sec. 901 et seq.), and (2) the identity and the amount of the security deposit securing the employer's liability under state and federal self-insured programs."

Accordingly, please indicate all California exposure on your Self Insurer's Annual Report, and, in addition identify each Claim with dual jurisdiction on Separate List of Open Indemnity Claims. For those claims, indicate the incurred, paid-to-date, and estimated future liabilities for federal exposure. Please also indicate the amount and the type of security deposit securing those claims.

Instructions To Claims Administrator For Specific Excess Insurance

The TPA should provide a sum of the unpaid excess carrier excess liability under "Calculation of Specific Excess Coverage Entry for the Annual Reports". In addition, provide a list of claims for which specific excess credit is being claimed. This may be provided as a spreadsheet. Indicate in the list of claims the following information:

The list shall include the name of the claimant, claim number, date of injury, description of injury, carrier name and policy number, policy coverage period, retention level of policy and paid to date in indemnity or medical benefits, and the estimated future liability of the claim minus the total unpaid employer retention, which equals the total unpaid carrier liability, whether the claim has been reported to a carrier, if the claim has been accepted by the carrier; if the carrier has denied any part of the liability of the claim.

Refer to OSIP website for sample format of the Excess Credit Calculation form.

Calculation Of Specific Excess Coverage Entry For Annual Reports:

Enter the sum of the total unpaid carrier excess liability claimed from the "Specific Excess Insurance Policy Coverage". If none enter "0". \$

Files Uploaded

Specific Excess Insurance Policy pages: Excess Credit Calculation Form (RESIG).xls

Certification

Administering Agency's Certificate Number 157

Or Self Administered

I declare under penalty of perjury that I have prepared or caused this report to be prepared and I have examined this liabilities report to be prepared and I have examined this liabilities report of this self insurer's worker's compensation liabilities. To the best of my knowledge and belief this report is true, correct and complete with respect to the worker's compensation liabilities incurred and paid. I further declare under the penalty of perjury that the estimates of future liability of worker's compensation claims made in this report reflect the administrator's best judgement as to the future liability of claims, using prevailing industry standards, and the signatory intends Self Insurance Plans to rely upon the representation.

Agency Name REDWOOD EMPIRE SCHOOLS INSURANCE GROUP
Name Chris Spencer
Phone (707) 836-0779 Fax
Email Address cspencer@reslg.org
Address 1 5780 Skylane Blvd., Ste 100
Address 2
City Windsor State CA Zip 95492

Name of Person Legally Responsible for this Electronic Signature:

Christopher Spencer (Date/Time of Signature) - 09/24/2018 17:35

Class Enrollment 2018-19

October 2018	TK	K	1	2	3	4	5	6	7	8	Totals
Teachers	21										21
Tomsky	21										21
Trivunovic		20									20
Redfern		20									20
Crandall		20									20
Briggs		20									20
Dellosa			18								18
Clement			16								16
Candau ENRICH!			18								18
Lannon ENRICH!			18								18
Otterson				19							19
Sprinkle				19							19
DeBolt ENRICH!				20							20
Basque ENRICH!				21							21
Barrera					15						15
Haas					16						16
Mattish ENRICH!					24						24
Nordstrom ENRICH!					24						24
Martinez						19					19
Carey						21					21
Sully ENRICH!						22					22
Brown ENRICH!						21					21
Grimm							22				22
Squires							22				22
Gorman ENRICH!							26				26
Hansen ENRICH!							24				24
Helton								11			11
Kinman								14			14
Dexter ENRICH!								24			24
Rich ENRICH!								23			23
McDowell									23		23
Sotiras									20		20
Collins ENRICH!									27		27
Clements ENRICH!									25		25
Parsons									1		1
Cole										20	20
Jex-Lewis										5	5
Blanco										24	24
Johnson ENRICH!										21	21
Sporrer ENRICH!										18	18
Gravenstein Campus	21	80	70	79	79	83	94				506
Hillcrest Campus								72	96	88	256
October 2018	21	80	70	79	79	83	94	72	96	88	762
October 2017	21	59	78	79	83	88	76	86	87	77	734
October 2016	2	89	79	77	81	78	73	77	87	81	724
October 2015	6	94	78	82	68	77	74	88	83	84	734
October 2014	0	89	75	66	68	67	74	69	83	111	702
October 2013	0	98	65	70	66	70	62	73	101	107	712
October 2012	0	73	69	69	61	68	68	86	110	101	705
October 2011	0	79	68	59	64	59	82	88	92	79	670

2017
484
250
734

Smarter Balanced Assessment Test Results for: School: Gravenstein Elementary

CDS Code: 49-70714-6051742

District: Gravenstein Union Elementary

County: Sonoma

[SUMMARY REPORT](#)

[CHANGE OVER TIME](#)

Report Options

Select Year:

2018

Select Student Group:

All Students (Default)

Apply Selections

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

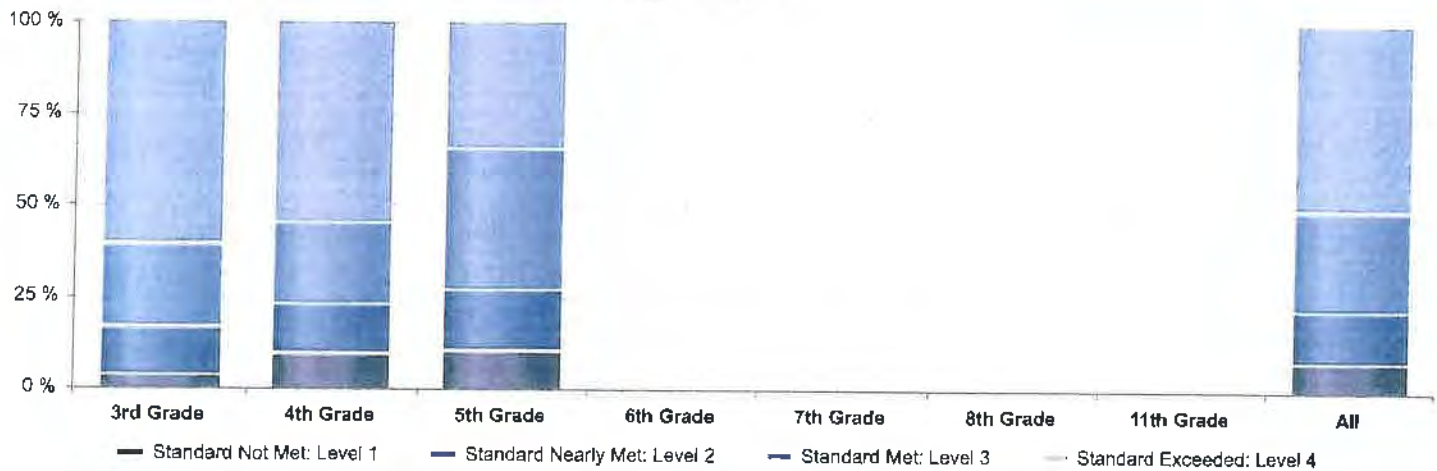
In order to protect student privacy, an asterisk (*) will be displayed instead of a number on test results where 10 or fewer students had tested.

Smarter Balanced Results (2018)

ENGLISH LANGUAGE ARTS/LITERACY



Achievement Level Distribution



[English Language Arts/Literacy Achievement Level Descriptors](#)

[Data Detail - All Students \(accessible data\)](#)

Overall Achievement

Achievement Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
# of Students Enrolled	82	93	75	N/A	N/A	N/A	N/A	250
# of Students Tested	81	92	75	N/A	N/A	N/A	N/A	248
# of Students With Scores	81	92	75	N/A	N/A	N/A	N/A	248

39


Achievement Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Mean Scale Score	2507.7	2538.7	2547.8	N/A	N/A	N/A	N/A	N/A
Standard Exceeded: Level 4	61.73 %	55.43 %	34.67 %	N/A	N/A	N/A	N/A	51.21 %
Standard Met: Level 3	22.22 %	21.74 %	38.67 %	N/A	N/A	N/A	N/A	27.02 %
Standard Nearly Met: Level 2	12.35 %	13.04 %	16.00 %	N/A	N/A	N/A	N/A	13.71 %
Standard Not Met: Level 1	3.70 %	9.78 %	10.67 %	N/A	N/A	N/A	N/A	8.06 %

English Language Arts/Literacy Scale Score Ranges


Areas

Area Achievement Level Descriptors provide a more detailed look at students' performance on the overall assessment. The results in these key areas for each subject are reported using the following three indicators: below standard, near standard, and above standard. The sum of the achievement level percentages may not add to 100% due to rounding.


READING: How well do students understand stories and information that they read?

 Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	55.56 %	54.95 %	42.67 %	N/A	N/A	N/A	N/A	51.42 %
Near Standard	39.51 %	36.26 %	46.67 %	N/A	N/A	N/A	N/A	40.49 %
Below Standard	4.94 %	8.79 %	10.67 %	N/A	N/A	N/A	N/A	8.10 %


WRITING: How well do students communicate in writing?

 Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	59.26 %	53.85 %	44.00 %	N/A	N/A	N/A	N/A	52.63 %
Near Standard	33.33 %	37.36 %	50.67 %	N/A	N/A	N/A	N/A	40.08 %
Below Standard	7.41 %	8.79 %	5.33 %	N/A	N/A	N/A	N/A	7.29 %

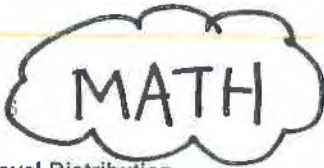
LISTENING: How well do students understand spoken information?

 Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	50.62 %	46.15 %	24.00 %	N/A	N/A	N/A	N/A	40.89 %
Near Standard	46.91 %	46.15 %	64.00 %	N/A	N/A	N/A	N/A	51.82 %
Below Standard	2.47 %	7.69 %	12.00 %	N/A	N/A	N/A	N/A	7.29 %

RESEARCH/INQUIRY: How well can students find and present information about a topic?

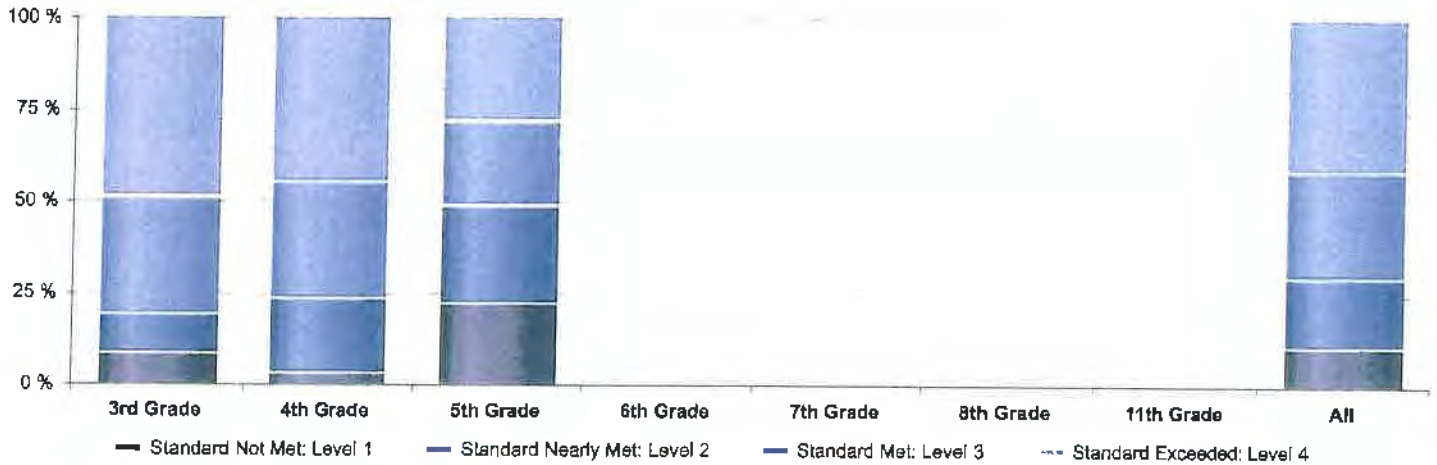
 Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	58.02 %	56.04 %	36.00 %	N/A	N/A	N/A	N/A	50.61 %
Near Standard	38.27 %	35.16 %	53.33 %	N/A	N/A	N/A	N/A	41.70 %
Below Standard	3.70 %	8.79 %	10.67 %	N/A	N/A	N/A	N/A	7.69 %

English Language Arts/Literacy Area Achievement Level Descriptors



MATHEMATICS

Achievement Level Distribution



Mathematics Achievement Level Descriptors

Data Detail - All Students (accessible data)

Overall Achievement

Achievement Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
# of Students Enrolled	82	92	75	N/A	N/A	N/A	N/A	249
# of Students Tested	81	91	75	N/A	N/A	N/A	N/A	247
# of Students With Scores	81	91	75	N/A	N/A	N/A	N/A	247
Mean Scale Score	2491.3	2538.0	2524.8	N/A	N/A	N/A	N/A	N/A
Standard Exceeded: Level 4	49.38 %	45.05 %	28.00 %	N/A	N/A	N/A	N/A	41.30 %
Standard Met: Level 3	32.10 %	31.87 %	22.67 %	N/A	N/A	N/A	N/A	29.15 %
Standard Nearly Met: Level 2	9.88 %	19.78 %	26.67 %	N/A	N/A	N/A	N/A	18.62 %
Standard Not Met: Level 1	8.64 %	3.30 %	22.67 %	N/A	N/A	N/A	N/A	10.93 %

Mathematics Scale Score Ranges

Areas


Area Achievement Level Descriptors provide a more detailed look at students' performance on the overall assessment. The results in these key areas for each subject are reported using the following three indicators: below standard, near standard, and above standard. The sum of the achievement level percentages may not add to 100% due to rounding.

CONCEPTS & PROCEDURES: How well do students use mathematical rules and ideas?


Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	59.26 %	63.74 %	32.00 %	N/A	N/A	N/A	N/A	52.63 %
Near Standard	32.10 %	28.57 %	36.00 %	41	N/A	N/A	N/A	31.98 %

Below Standard	8.64 %	7.69 %	32.00 %	N/A	N/A	N/A	N/A	15.38 %
----------------	--------	--------	---------	-----	-----	-----	-----	---------

PROBLEM SOLVING AND MODELING & DATA ANALYSIS: How well can students show and apply their problem solving skills?

 Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	53.09 %	42.86 %	34.67 %	N/A	N/A	N/A	N/A	43.72 %
Near Standard	35.80 %	48.35 %	44.00 %	N/A	N/A	N/A	N/A	42.91 %
Below Standard	11.11 %	8.79 %	21.33 %	N/A	N/A	N/A	N/A	13.36 %

COMMUNICATING REASONING: How well can students think logically and express their thoughts in order to solve a problem?

 Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	60.49 %	53.85 %	25.33 %	N/A	N/A	N/A	N/A	47.37 %
Near Standard	35.80 %	34.07 %	49.33 %	N/A	N/A	N/A	N/A	39.27 %
Below Standard	3.70 %	12.09 %	25.33 %	N/A	N/A	N/A	N/A	13.36 %

Mathematics Area Achievement Level Descriptors

Smarter Balanced Assessment Test Results for: School: Hillcrest Middle

CDS Code: 49-70714-6051759

District: Gravenstein Union Elementary

County: Sonoma

CHANGE OVER TIME

Report Options

Select Year:

2018

Select Student Group:

All Students (Default)

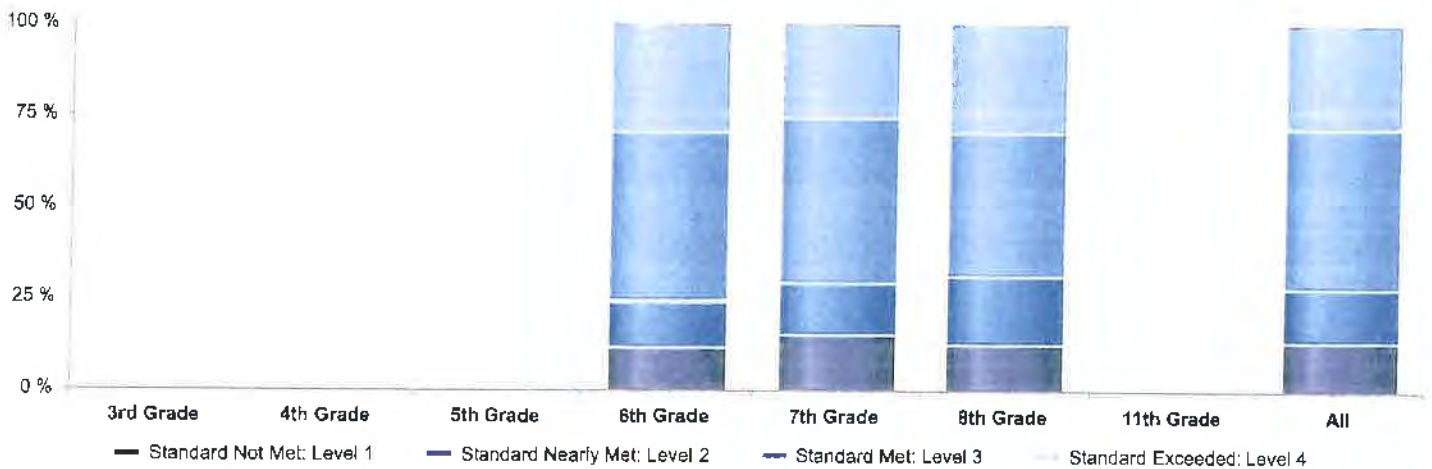
Apply Selections

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

In order to protect student privacy, an asterisk (*) will be displayed instead of a number on test results where 10 or fewer students had tested

Smarter Balanced Results (2018)

Achievement Level Distribution



[English Language Arts/Literacy Achievement Level Descriptors](#)

[Data Detail - All Students \(accessible data\)](#)

Overall Achievement

Achievement Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
# of Students Enrolled [†]	N/A	N/A	N/A	86	93	79	N/A	258
# of Students Tested [†]	N/A	N/A	N/A	84	90	78	N/A	252
# of Students With Scores [†]	N/A	N/A	N/A	84	90	78	N/A	252

43

Achievement Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Mean Scale Score	N/A	N/A	N/A	2575.1	2591.2	2611.4	N/A	N/A
Standard Exceeded: Level 4	N/A	N/A	N/A	29.76 %	25.56 %	29.49 %	N/A	28.17 %
Standard Met: Level 3	N/A	N/A	N/A	46.43 %	45.56 %	39.74 %	N/A	44.05 %
Standard Nearly Met: Level 2	N/A	N/A	N/A	11.90 %	13.33 %	17.95 %	N/A	14.29 %
Standard Not Met: Level 1	N/A	N/A	N/A	11.90 %	15.56 %	12.82 %	N/A	13.49 %

English Language Arts/Literacy Scale Score Ranges

Areas

Area Achievement Level Descriptors provide a more detailed look at students' performance on the overall assessment. The results in these key areas for each subject are reported using the following three indicators: below standard, near standard, and above standard. The sum of the achievement level percentages may not add to 100% due to rounding.

READING: How well do students understand stories and information that they read?

Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	N/A	N/A	N/A	44.05 %	35.56 %	47.44 %	N/A	42.06 %
Near Standard	N/A	N/A	N/A	40.48 %	46.67 %	38.46 %	N/A	42.06 %
Below Standard	N/A	N/A	N/A	15.48 %	17.78 %	14.10 %	N/A	15.87 %

WRITING: How well do students communicate in writing?

Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	N/A	N/A	N/A	45.24 %	47.78 %	37.18 %	N/A	43.65 %
Near Standard	N/A	N/A	N/A	38.10 %	34.44 %	47.44 %	N/A	39.68 %
Below Standard	N/A	N/A	N/A	16.67 %	17.78 %	15.38 %	N/A	16.67 %

LISTENING: How well do students understand spoken information?

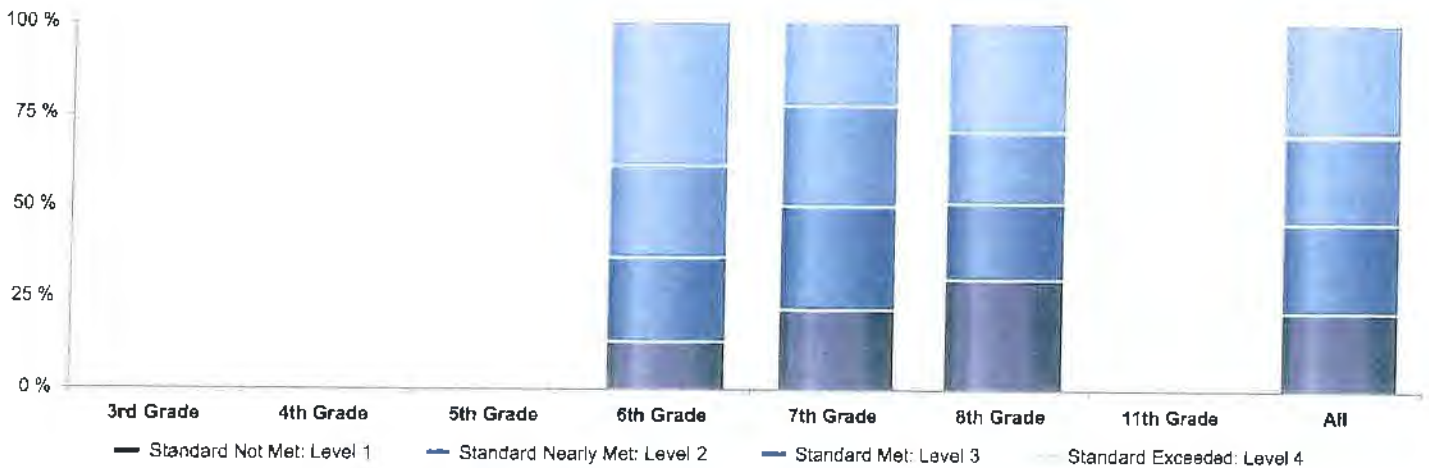
Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	N/A	N/A	N/A	25.00 %	25.56 %	28.21 %	N/A	26.19 %
Near Standard	N/A	N/A	N/A	65.48 %	64.44 %	67.95 %	N/A	65.87 %
Below Standard	N/A	N/A	N/A	9.52 %	10.00 %	3.85 %	N/A	7.94 %

RESEARCH/INQUIRY: How well can students find and present information about a topic?

Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	N/A	N/A	N/A	53.57 %	38.89 %	41.03 %	N/A	44.44 %
Near Standard	N/A	N/A	N/A	32.14 %	53.33 %	46.15 %	N/A	44.05 %
Below Standard	N/A	N/A	N/A	14.29 %	7.78 %	12.82 %	N/A	11.51 %

English Language Arts/Literacy Area Achievement Level Descriptors

Achievement Level Distribution



Mathematics Achievement Level Descriptors

Data Detail - All Students (accessible data)

Overall Achievement

Achievement Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
# of Students Enrolled ^u	N/A	N/A	N/A	85	93	79	N/A	257
# of Students Tested ^u	N/A	N/A	N/A	84	89	78	N/A	251
# of Students With Scores ^u	N/A	N/A	N/A	84	89	78	N/A	251
Mean Scale Score	N/A	N/A	N/A	2575.3	2557.9	2573.5	N/A	N/A
Standard Exceeded: Level 4 ^u	N/A	N/A	N/A	39.29 %	22.47 %	29.49 %	N/A	30.28 %
Standard Met: Level 3 ^u	N/A	N/A	N/A	25.00 %	26.97 %	19.23 %	N/A	23.90 %
Standard Nearly Met: Level 2 ^u	N/A	N/A	N/A	22.62 %	28.09 %	20.51 %	N/A	23.90 %
Standard Not Met: Level 1 ^u	N/A	N/A	N/A	13.10 %	22.47 %	30.77 %	N/A	21.91 %

Mathematics Scale Score Ranges

Areas


Area Achievement Level Descriptors provide a more detailed look at students' performance on the overall assessment. The results in these key areas for each subject are reported using the following three indicators: below standard, near standard, and above standard. The sum of the achievement level percentages may not add to 100% due to rounding.

CONCEPTS & PROCEDURES: How well do students use mathematical rules and ideas?


Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard ^u	N/A	N/A	N/A	45.24 %	31.46 %	37.18 %	N/A	37.35 %
Near Standard ^u	N/A	N/A	N/A	33.33 %	39.33 %	29.49 %	N/A	34.26 %

Below Standard	N/A	N/A	N/A	21.43 %	29.21 %	33.33 %	N/A	27.89 %
----------------	-----	-----	-----	---------	---------	---------	-----	---------

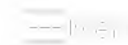
PROBLEM SOLVING AND MODELING & DATA ANALYSIS: How well can students show and apply their problem solving skills?

 Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	N/A	N/A	N/A	36.90 %	26.97 %	32.05 %	N/A	31.87 %
Near Standard	N/A	N/A	N/A	50.00 %	51.69 %	35.90 %	N/A	46.22 %
Below Standard	N/A	N/A	N/A	13.10 %	21.35 %	32.05 %	N/A	21.91 %

COMMUNICATING REASONING: How well can students think logically and express their thoughts in order to solve a problem?

 Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	N/A	N/A	N/A	40.48 %	22.47 %	29.49 %	N/A	30.68 %
Near Standard	N/A	N/A	N/A	42.86 %	58.43 %	42.31 %	N/A	48.21 %
Below Standard	N/A	N/A	N/A	16.67 %	19.10 %	28.21 %	N/A	21.12 %

[Mathematics Area Achievement Level Descriptors](#)



Smarter Balanced Test Result Comparison

Report Options

Select Year:

2018

Select Grade:

All Grades

Select Student Group:

All Students (Default)

Apply Selections

2018 Overall Achievement--All Grades

TABLE

GRAPH

47

Comparing 3 out of 3 Results

SCHOOL #1

Gravenstein Elementary
CDS Code: 49-70714-6051742

• Grades 3-5

View School #1 Full Test Results

[Remove School #1 Selection](#)

SCHOOL #2

Apple Blossom
CDS Code: 49-70961-6093140

• Grades 3-5

View School #2 Full Test Results

[Remove School #2 Selection](#)

SCHOOL #3

Park Side Elementary
CDS Code: 49-70938-6052229

• Grades 3-4

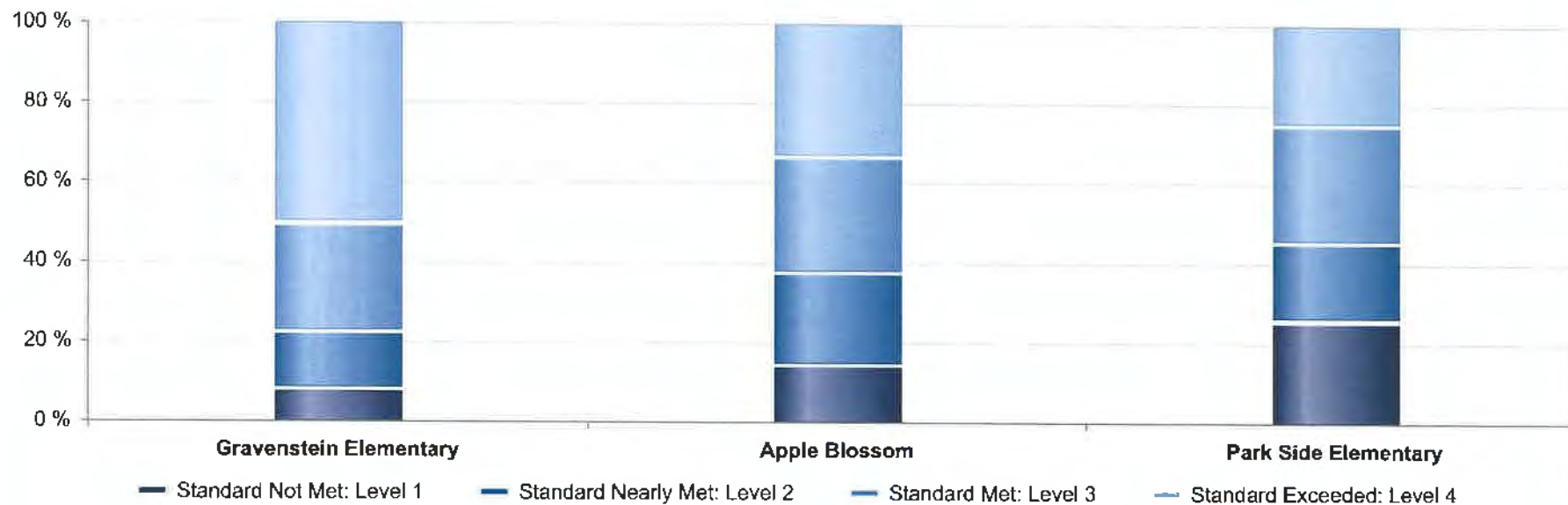
View School #3 Full Test Results

[Remove School #3 Selection](#)

ENGLISH LANGUAGE ARTS/LITERACY

2018 Achievement Level Distribution

All Grades



[English Language Arts/Literacy Achievement Level Descriptors](#)

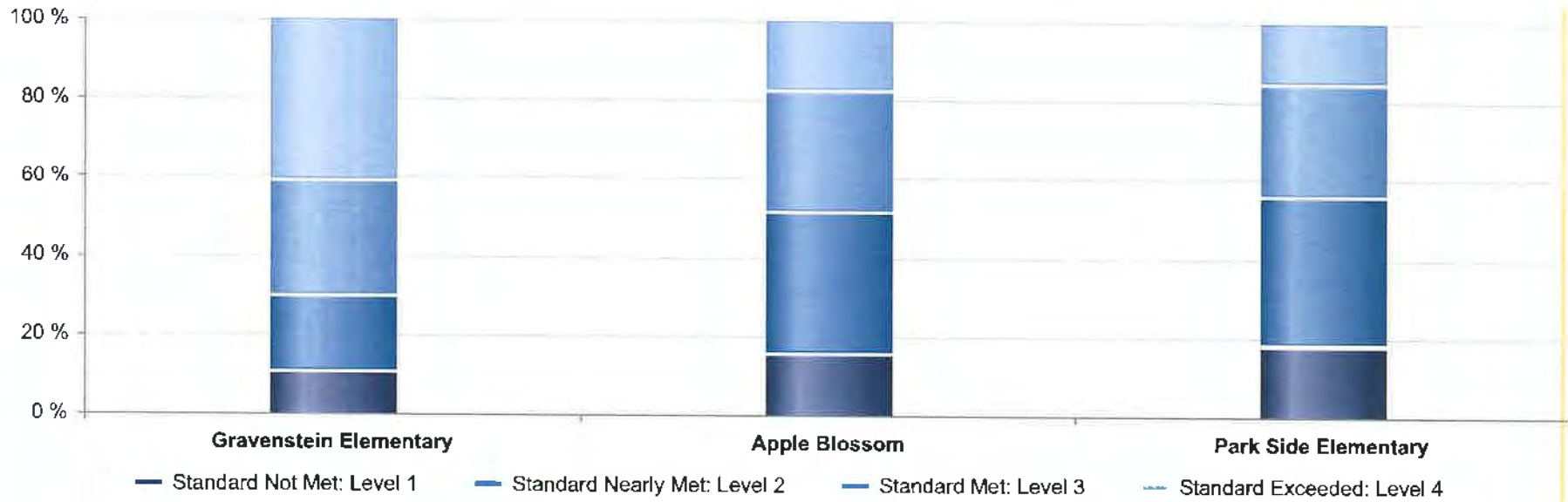
[English Language Arts/Literacy Scale Score Ranges](#)

85

MATHEMATICS

2018 Achievement Level Distribution

All Grades



[Mathematics Achievement Level Descriptors](#)

[Mathematics Scale Score Ranges](#)

49

Smarter Balanced Assessment Test Results for: School: Apple Blossom

CDS Code: 49-70961-6093140

District: Twin Hills Union Elementary

County: Sonoma

[SUMMARY REPORT](#)

[CHANGE OVER TIME](#)

Report Options

Select Year:

Select Student Group:

2018

All Students (Default)

[Apply Selections](#)

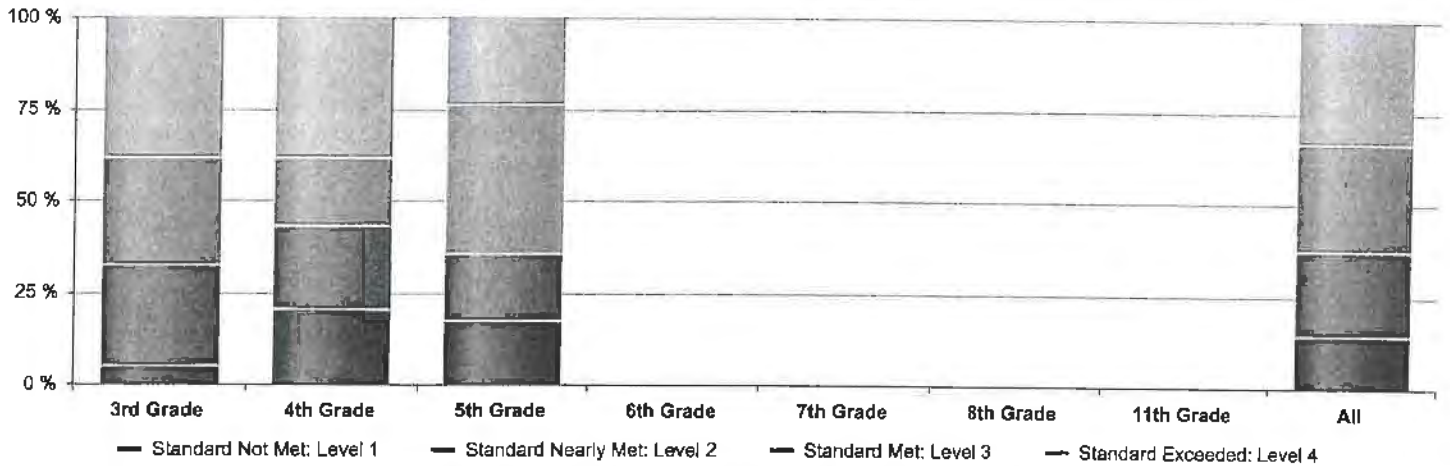
To learn more about the results displayed below, please visit [Understanding Results](#) page.

In order to protect student privacy, an asterisk (*) will be displayed instead of a number on test results where 10 or fewer students had tested.

Smarter Balanced Results (2018)

ENGLISH LANGUAGE ARTS/LITERACY

Achievement Level Distribution



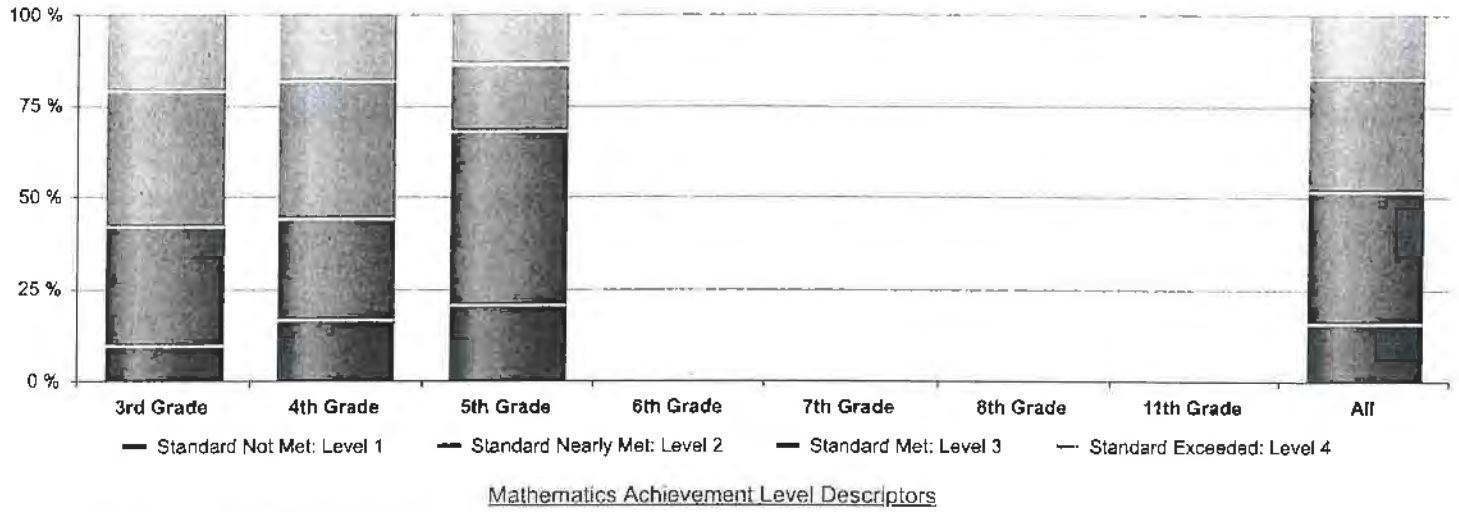
English Language Arts/Literacy Achievement Level Descriptors

41.18% Standard Met

[Data Detail - All Students \(accessible data\)](#)

MATHEMATICS

Achievement Level Distribution



Data Detail - All Students (accessible data)

Smarter Balanced Assessment Test Results for: School: Twin Hills Charter Middle

CDS Code: 49-70961-6052302

District: Twin Hills Union Elementary

County: Sonoma

CHANGE OVER TIME

Report Options

Select Year:

2018

Select Student Group:

All Students (Default)

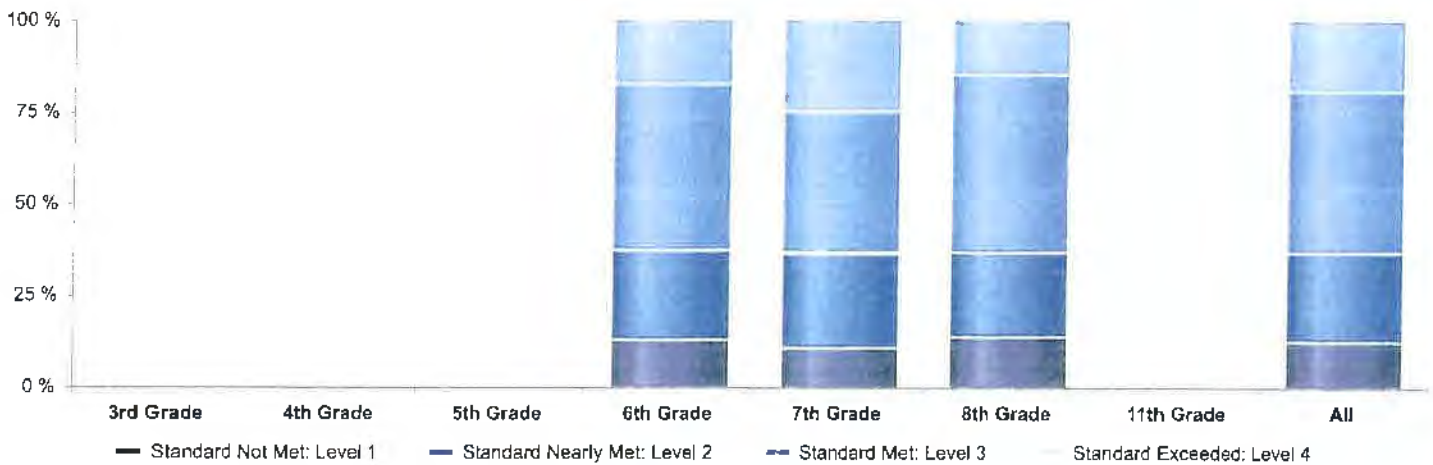
Apply Selections

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

In order to protect student privacy, an asterisk (*) will be displayed instead of a number on test results where 10 or fewer students had tested

Smarter Balanced Results (2018)

Achievement Level Distribution



[English Language Arts/Literacy Achievement Level Descriptors](#)

[Data Detail - All Students \(accessible data\)](#)

Overall Achievement

Achievement Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
# of Students Enrolled ⁶	N/A	N/A	N/A	85	96	83	N/A	264
# of Students Tested ⁶	N/A	N/A	N/A	83	93	79	N/A	255
# of Students With Scores ⁶	N/A	N/A	N/A	83	93	79	N/A	255

52


Achievement Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Mean Scale Score	N/A	N/A	N/A	2548.6	2581.8	2587.7	N/A	N/A
Standard Exceeded: Level 4	N/A	N/A	N/A	16.87 %	24.73 %	13.92 %	N/A	18.82 %
Standard Met: Level 3	N/A	N/A	N/A	45.78 %	38.71 %	49.37 %	N/A	44.31 %
Standard Nearly Met: Level 2	N/A	N/A	N/A	24.10 %	25.81 %	22.78 %	N/A	24.31 %
Standard Not Met: Level 1	N/A	N/A	N/A	13.25 %	10.75 %	13.92 %	N/A	12.55 %

English Language Arts/Literacy Scale Score Ranges


Areas

Area Achievement Level Descriptors provide a more detailed look at students' performance on the overall assessment. The results in these key areas for each subject are reported using the following three indicators: below standard, near standard, and above standard. The sum of the achievement level percentages may not add to 100% due to rounding.


READING: How well do students understand stories and information that they read?

 Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	N/A	N/A	N/A	20.48 %	36.56 %	27.85 %	N/A	28.63 %
Near Standard	N/A	N/A	N/A	60.24 %	50.54 %	53.16 %	N/A	54.51 %
Below Standard	N/A	N/A	N/A	19.28 %	12.90 %	18.99 %	N/A	16.86 %


WRITING: How well do students communicate in writing?

 Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	N/A	N/A	N/A	25.30 %	40.86 %	40.51 %	N/A	35.69 %
Near Standard	N/A	N/A	N/A	57.83 %	45.16 %	48.10 %	N/A	50.20 %
Below Standard	N/A	N/A	N/A	16.87 %	13.98 %	11.39 %	N/A	14.12 %

LISTENING: How well do students understand spoken information?

 Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	N/A	N/A	N/A	24.10 %	12.90 %	22.78 %	N/A	19.61 %
Near Standard	N/A	N/A	N/A	61.45 %	77.42 %	64.56 %	N/A	68.24 %
Below Standard	N/A	N/A	N/A	14.46 %	9.68 %	12.66 %	N/A	12.16 %

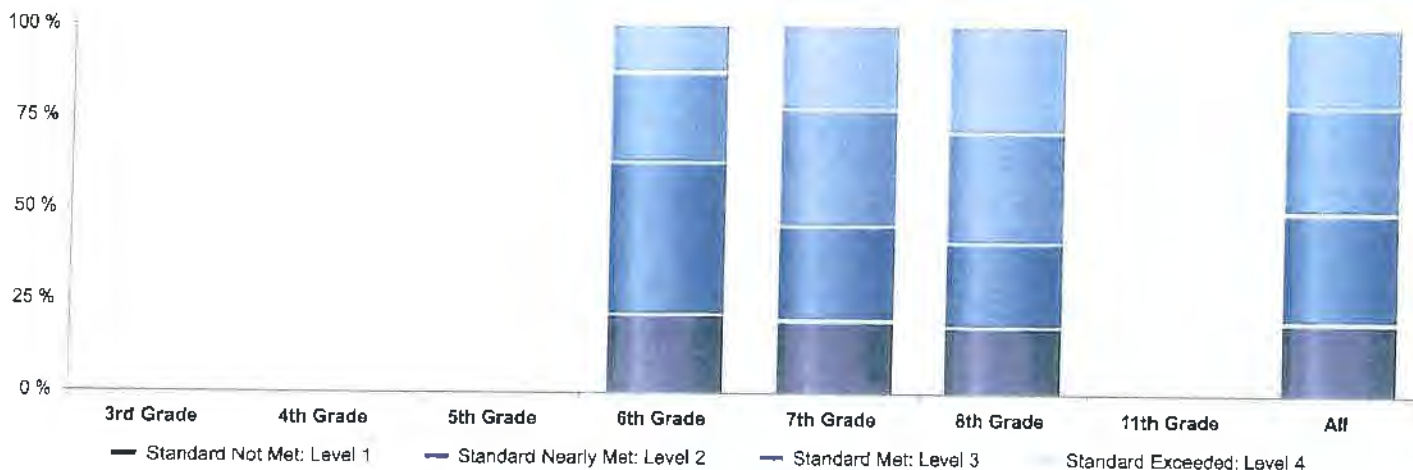
RESEARCH/INQUIRY: How well can students find and present information about a topic?

 Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	N/A	N/A	N/A	22.89 %	31.18 %	26.58 %	N/A	27.06 %
Near Standard	N/A	N/A	N/A	66.27 %	56.99 %	55.70 %	N/A	59.61 %
Below Standard	N/A	N/A	N/A	10.84 %	11.83 %	17.72 %	N/A	13.33 %

53

English Language Arts/Literacy Area Achievement Level Descriptors

Achievement Level Distribution



Mathematics Achievement Level Descriptors

Data Detail - All Students (accessible data)

Overall Achievement

Achievement Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
# of Students Enrolled	N/A	N/A	N/A	85	96	83	N/A	264
# of Students Tested	N/A	N/A	N/A	83	94	80	N/A	257
# of Students With Scores	N/A	N/A	N/A	83	94	80	N/A	257
Mean Scale Score	N/A	N/A	N/A	2528.2	2564.6	2592.3	N/A	N/A
Standard Exceeded: Level 4	N/A	N/A	N/A	12.05 %	22.34 %	28.75 %	N/A	21.01 %
Standard Met: Level 3	N/A	N/A	N/A	24.10 %	31.91 %	30.00 %	N/A	28.79 %
Standard Nearly Met: Level 2	N/A	N/A	N/A	42.17 %	25.53 %	22.50 %	N/A	29.96 %
Standard Not Met: Level 1	N/A	N/A	N/A	21.69 %	20.21 %	18.75 %	N/A	20.23 %

Mathematics Scale Score Ranges

Areas

Area Achievement Level Descriptors provide a more detailed look at students' performance on the overall assessment. The results in these key areas for each subject are reported using the following three indicators: below standard, near standard, and above standard. The sum of the achievement level percentages may not add to 100% due to rounding.

CONCEPTS & PROCEDURES: How well do students use mathematical rules and ideas?

Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	N/A	N/A	N/A	19.28 %	32.98 %	41.25 %	N/A	31.13 %
Near Standard	N/A	N/A	N/A	46.99 %	37.23 %	33.75 %	N/A	39.30 %

54

Below Standard	N/A	N/A	N/A	33.73 %	29.79 %	25.00 %	N/A	29.57 %
----------------	-----	-----	-----	---------	---------	---------	-----	---------

PROBLEM SOLVING AND MODELING & DATA ANALYSIS: How well can students show and apply their problem solving skills?

Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	N/A	N/A	N/A	14.46 %	29.79 %	31.25 %	N/A	25.29 %
Near Standard	N/A	N/A	N/A	49.40 %	47.87 %	51.25 %	N/A	49.42 %
Below Standard	N/A	N/A	N/A	36.14 %	22.34 %	17.50 %	N/A	25.29 %

COMMUNICATING REASONING: How well can students think logically and express their thoughts in order to solve a problem?

Area Performance Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
Above Standard	N/A	N/A	N/A	10.84 %	28.72 %	28.75 %	N/A	22.96 %
Near Standard	N/A	N/A	N/A	60.24 %	55.32 %	53.75 %	N/A	56.42 %
Below Standard	N/A	N/A	N/A	28.92 %	15.96 %	17.50 %	N/A	20.62 %

[Mathematics Area Achievement Level Descriptors](#)

Smarter Balanced Assessment Test Results for: School: Reach

CDS Code: 49-70938-0120121

District: Reach

County: Sonoma

SUMMARY REPORT

CHANGE OVER TIME

Report Options

Select Year: Select Student Group:

Apply Selections

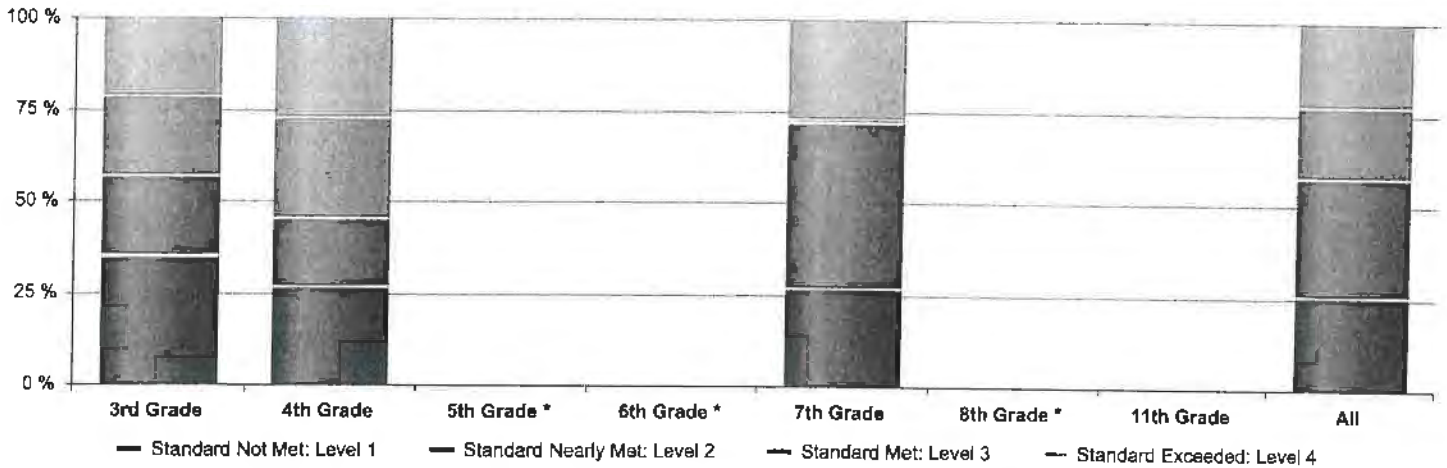
To learn more about the results displayed below, please visit [Understanding Results](#) page.

In order to protect student privacy, an asterisk (*) will be displayed instead of a number on test results where 10 or fewer students had tested.

Smarter Balanced Results (2018)

ENGLISH LANGUAGE ARTS/LITERACY

Achievement Level Distribution



English Language Arts/Literacy Achievement Level Descriptors

[Data Detail - All Students \(accessible data\)](#)

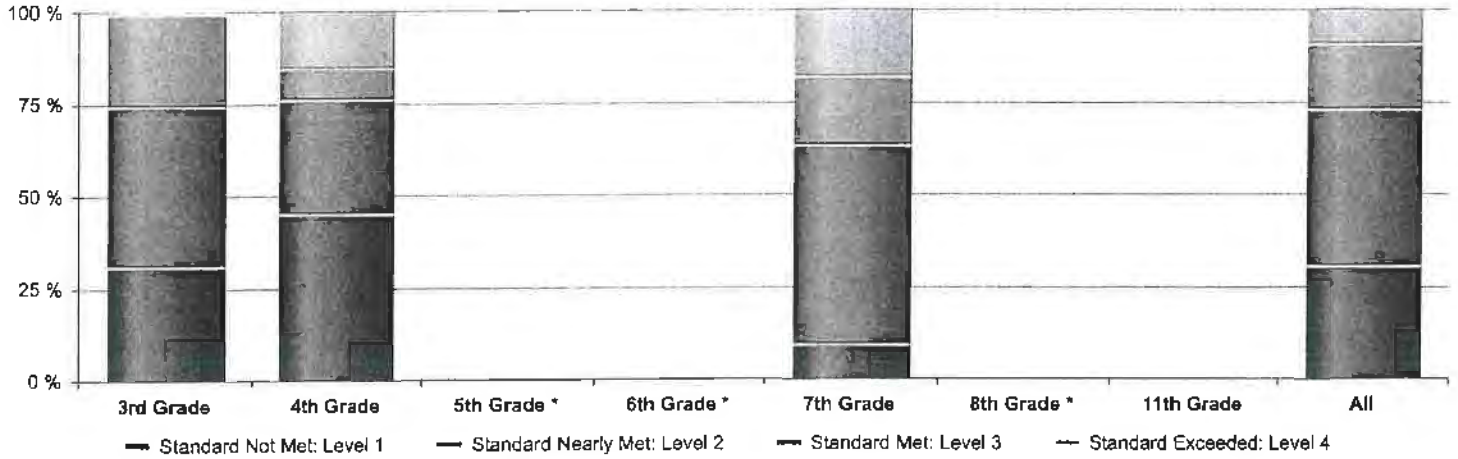
Overall Achievement

Achievement Level	3rd Grade	4th Grade	5th Grade	6th Grade	7th Grade	8th Grade	11th Grade	All
# of Students Enrolled ⁰	16	15	*	*	12	*	N/A	74
# of Students Tested ⁰	14	12	*	*	11	*	N/A	63
# of Students With Scores ⁰	14	11	*	56 *	11	*	N/A	62

English Language Arts/Literacy Area Achievement Level Descriptors

MATHEMATICS

Achievement Level Distribution



Mathematics Achievement Level Descriptors

Data Detail - All Students (accessible data)

Smarter Balanced Assessment Test Results for: School: Park Side Elementary

CDS Code: 49-70938-6052229

District: Sebastopol Union Elementary

County: Sonoma

SUMMARY REPORT CHANGE OVER TIME

Report Options

Select Year: Select Student Group: **Apply Selections**

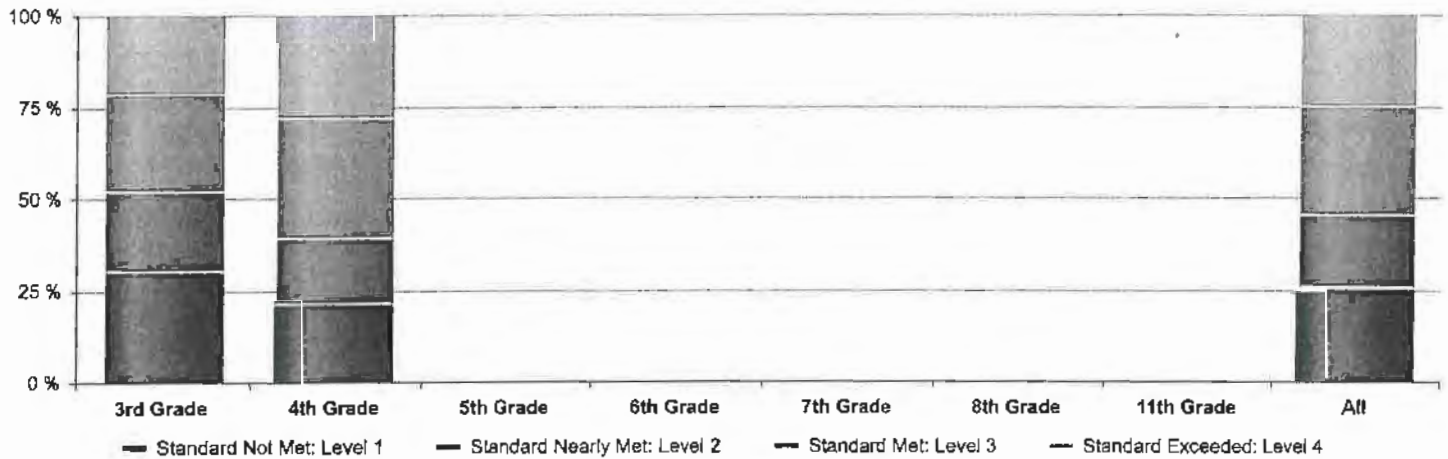
To learn more about the results displayed below, please visit [Understanding Results](#) page.

In order to protect student privacy, an asterisk (*) will be displayed instead of a number on test results where 10 or fewer students had tested.

Smarter Balanced Results (2018)

ENGLISH LANGUAGE ARTS/LITERACY

Achievement Level Distribution

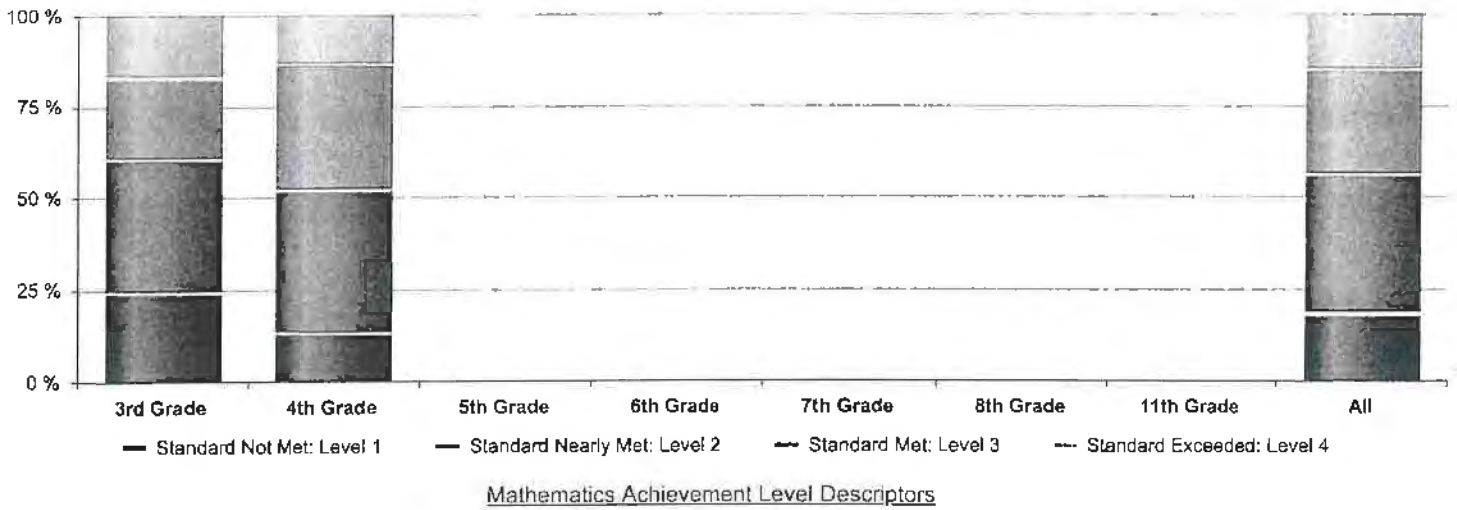


[English Language Arts/Literacy Achievement Level Descriptors](#)

[Data Detail - All Students \(accessible data\)](#)

MATHEMATICS

Achievement Level Distribution



Data Detail - All Students (accessible data)

Smarter Balanced Assessment Test Results for: School: Brook Haven Elementary

CDS Code: 49-70938-6052211

District: Sebastopol Union Elementary

County: Sonoma

SUMMARY REPORT

CHANGE OVER TIME

Report Options

Select Year:

Select Student Group:

2018

All Students (Default)

Apply Selections

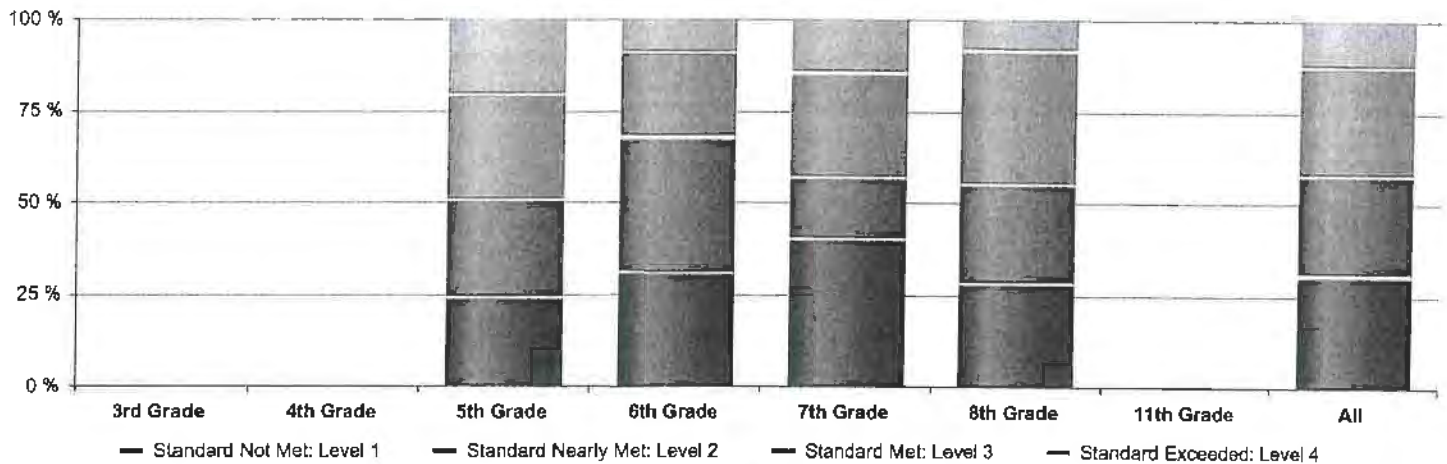
To learn more about the results displayed below, please visit [Understanding Results](#) page.

In order to protect student privacy, an asterisk (*) will be displayed instead of a number on test results where 10 or fewer students had tested.

Smarter Balanced Results (2018)

ENGLISH LANGUAGE ARTS/LITERACY

Achievement Level Distribution

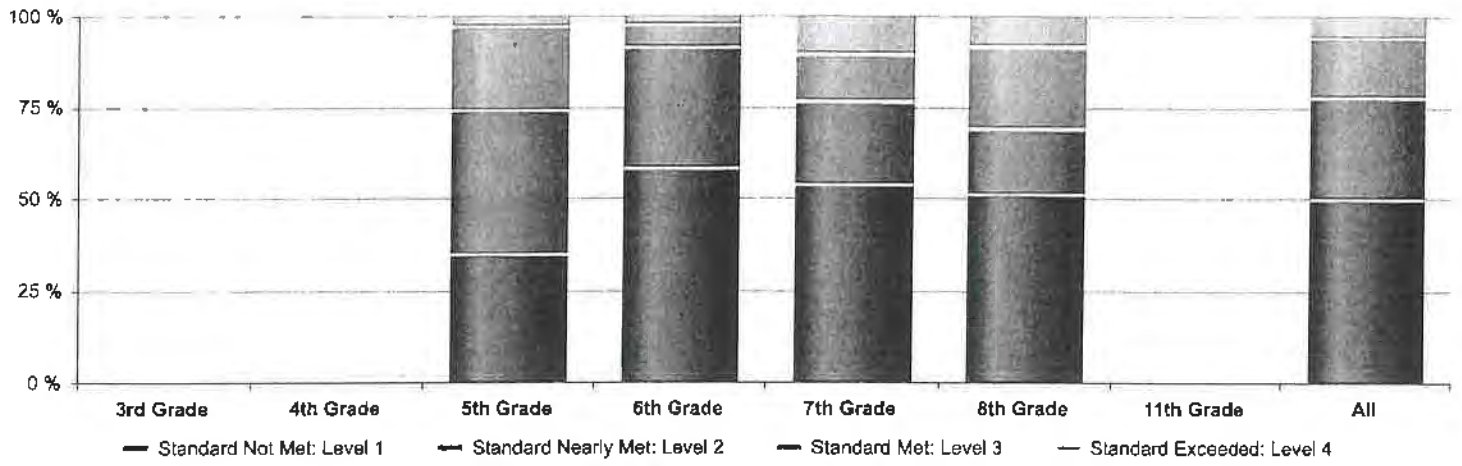


[English Language Arts/Literacy Achievement Level Descriptors](#)

[Data Detail - All Students \(accessible data\)](#)

MATHEMATICS

Achievement Level Distribution



Mathematics Achievement Level Descriptors

Data Detail - All Students (accessible data)

Smarter Balanced Assessment Test Results for: District: Harmony Union Elementary

CDS Code: 49-70730-0000000

District: Harmony Union Elementary

County: Sonoma

REPORT PREVIEW CHANGE OVER TIME

Report Options

Select Year:

2018

Select Student Group:

All Students (Default)

Apply Selections

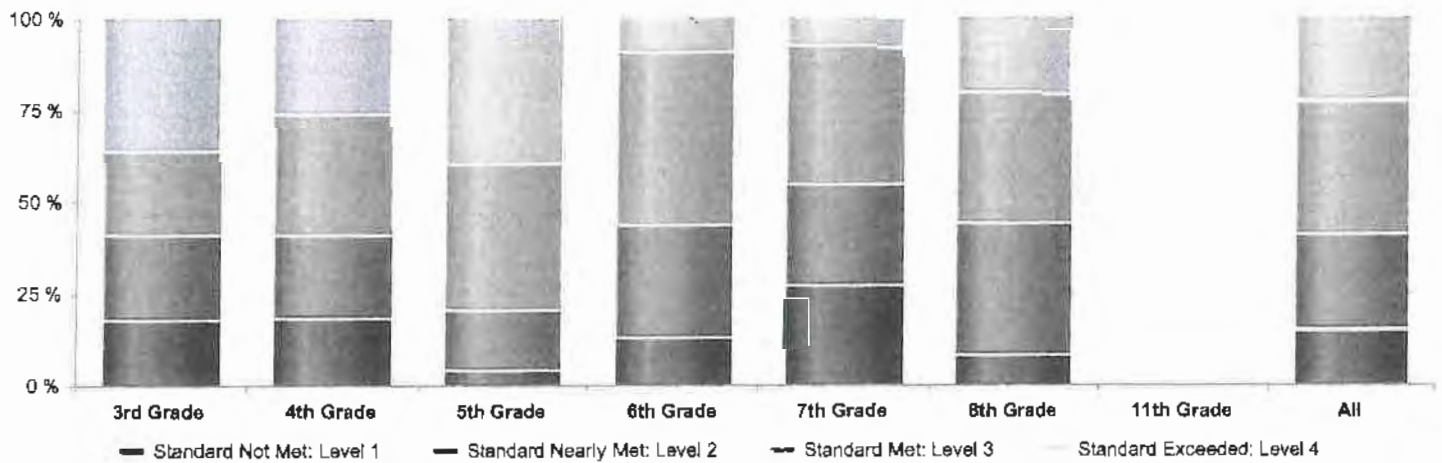
To learn more about the results displayed below, please visit [Understanding Results](#) page.

In order to protect student privacy, an asterisk (*) will be displayed instead of a number on test results where 10 or fewer students had tested

Smarter Balanced Results (2018)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Achievement Level Distribution

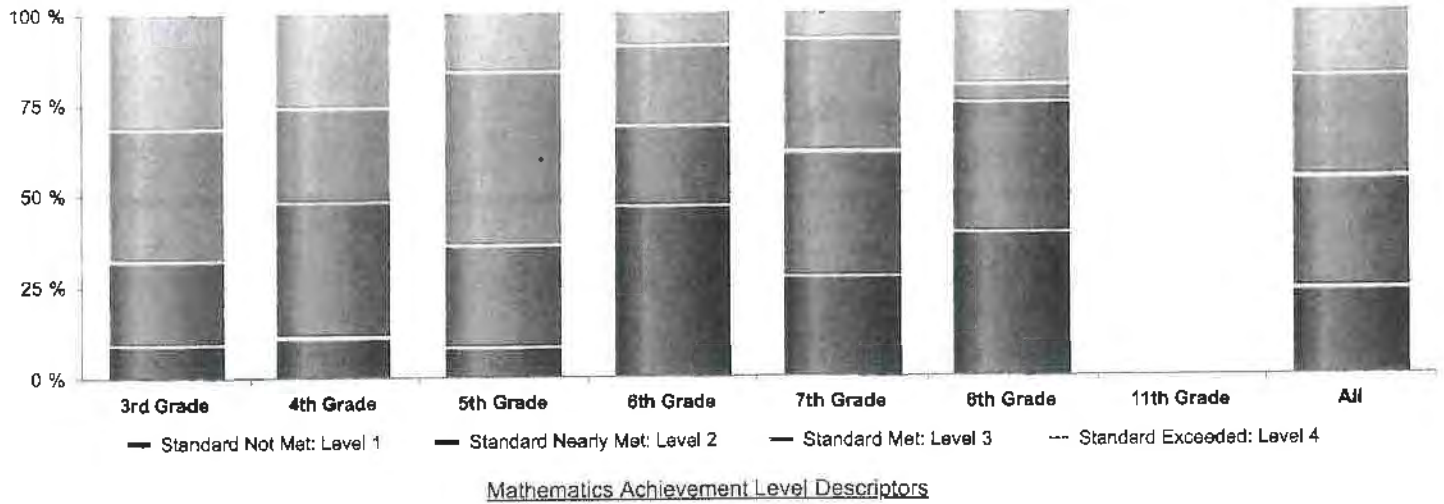


[English Language Arts/Literacy Achievement Level Descriptors](#)

[Data Detail - All Students \(accessible data\)](#)

Achievement Level Distribution

62



Data Detail - All Students (accessible data)

Smarter Balanced Assessment Test Results for: School: Oak Grove Elementary/Willowside Middle

CDS Code: 49-70839-6051890

District: Oak Grove Union Elementary

County: Sonoma

[SUMMARY REPORT](#)

[CHANGE OVER TIME](#)

Report Options

Select Year:

2018

Select Student Group:

All Students (Default)

Apply Selections

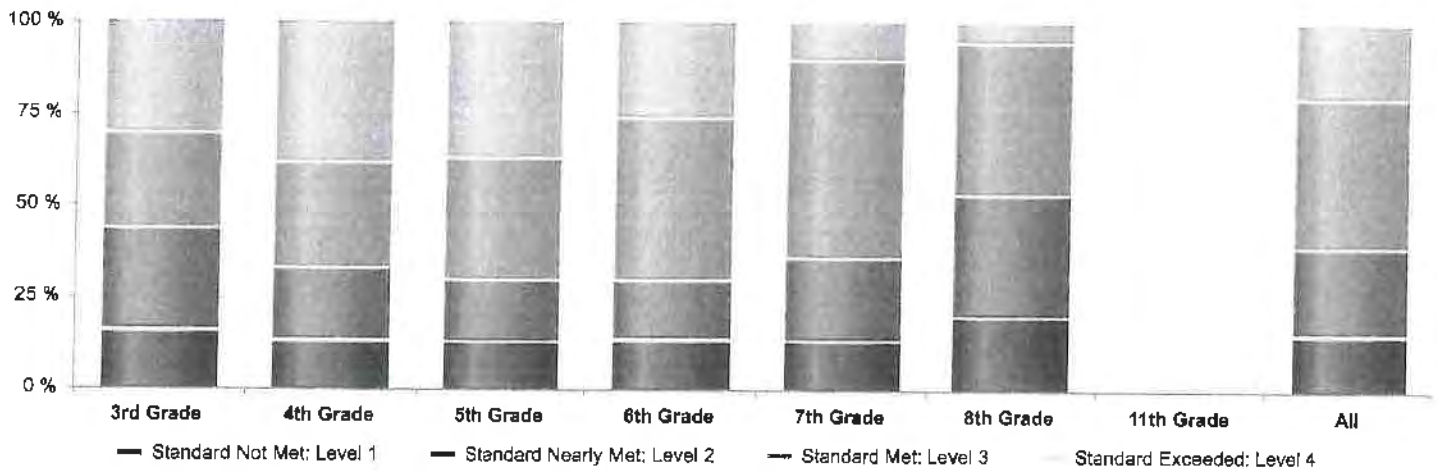
To learn more about the results displayed below, please visit [Understanding Results](#) page.

In order to protect student privacy, an asterisk (*) will be displayed instead of a number on test results where 10 or fewer students had tested.

Smarter Balanced Results (2018)

English Language Arts/Literacy Achievement Level Descriptors

Achievement Level Distribution

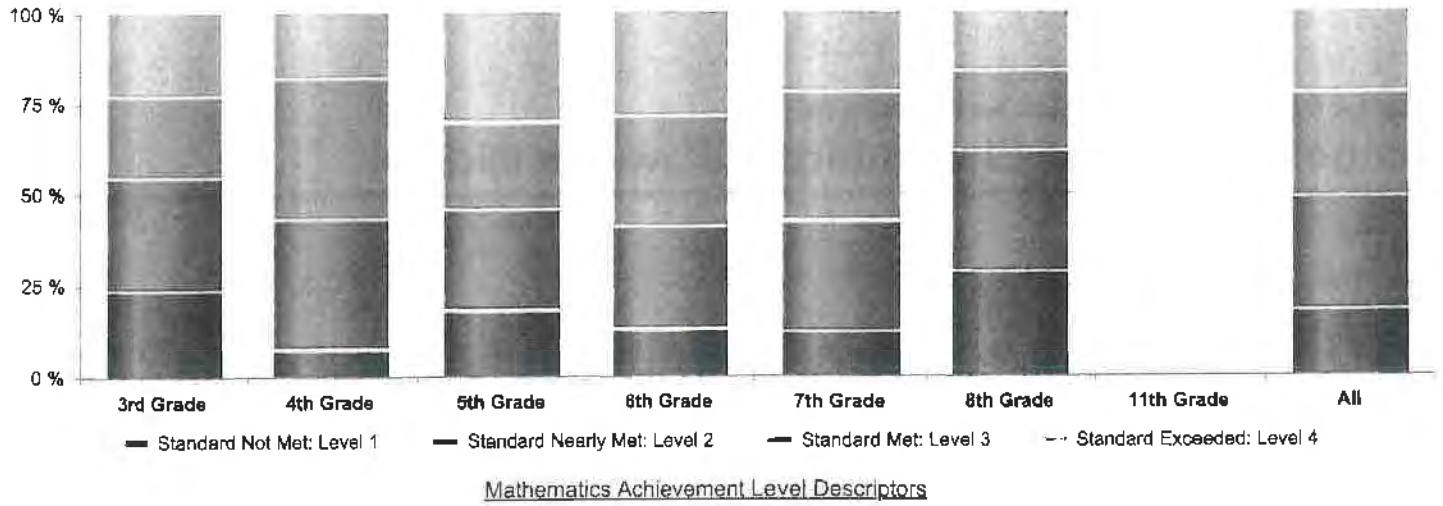


[English Language Arts/Literacy Achievement Level Descriptors](#)

[Data Detail - All Students \(accessible data\)](#)

Achievement Level Distribution

64



Data Detail - All Students (accessible data)



Gravenstein Elementary Faculty Meeting Agenda Wednesday, October 3, 2018

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

- STEAM focus for next week's MM (photo and a caption)
- Second Step for following week's MM

Community Guest Speaker

Adriel from the Sebastopol Branch of the Sonoma County Library, 823-7691. She will share the features connected to the Educator's Library Card. Bring your current library card to help expedite the process.



Calendar ***Please remember...if you go on a field trip, try to switch enrichment times with another class. Without advance notice from you, the contractor does NOT need to make up the class.

- A. 10/5, Friday- Parent/Teacher Conferences
- B. 10/9, Tuesday- Gorman to Armstrong Woods, 8:45-2:00
- C. 10/10, Wednesday
 1. Hansen to Armstrong Woods, 8:45-2:00
 2. All 1st grade to RP Gymnastics, 8:30-12:00
 3. Fire truck to visit all TK/K, ~10:00-11:00
- D. 10/11, Thursday- ERD
- E. 10/12, Friday- Jog-a-thon
- F. 10/16, Tuesday- Squires to Armstrong Woods, 8:45-2:00
- G. 10/17, Wednesday
 1. Grimm to Armstrong Woods, 8:45-2:00
 2. Haas/Barrera to Laguna Learning Center, 9:00-12:15
- H. 10/18, Thursday- Mattish to Laguna Learning Center, 9:00-12:15
- I. 10/19, Friday
 1. Nordstrom to Laguna Learning Center, 9:00-12:15
 2. Sprinkle to Guide Dogs for the Blind, 9:00-12:00
- J. 10/23, Tuesday- DeBolt to Guide Dogs for the Blind, 9:00-12:00
- K. 10/24, Wednesday- Basque to Guide Dogs for the Blind, 9:00-12:00
- L. 10/25, Thursday- ERD
- M. 10/26, Friday- 5th grade Explorer Day (sign up to visit the classrooms!)
- N. 10/31, Wednesday- Halloween Parade, 9:00
- O. 11/7, Wednesday
 1. November Staff Meeting, 3:30
 2. Clement/Lannon to Children's Museum, 8:45-12:15
- P. 11/4, Wednesday- Candau/Dellosa to Children's Museum, 8:45-12:15

Updates/Announcements/Reminders (Business)

1. School Nurse- **Rebecca Sonchek** (Ms. Sonchek to kids) is here! She is on campus Tuesday AMs, so if you are in the office and see her, make sure to introduce yourself and welcome her to our team.
2. Office Reminders
 - a. On copy machine, please use paper crimper (versus stapler) for <5 pages. Tell your parent volunteers!
3. GSF Classroom accounts- balances ready
 - a. GSF discussion regarding rolling balance over versus decreasing amount next year
4. Construction and Window coverings (anticipate roller shade in room 15 in 2-3 weeks)
 - a. Maria will start serving lunches from MPR Kitchen on Monday!
 - i. Fence moved so path from MPR to tables (bulk of inside MPR blocked off)
 - ii. TK/K enter/exit door by tables
 - iii. Grades 1-5 enter courtyard door, exit table-side door
 - iv. No salad bar yet
 - v. Once flooring installation process begins, Maria will serve from outside location
5. After school GATE program- Allie and Suzi
6. Yearbook- Lynn Martinez
7. Jog-a-thon
 - a. Any cool tips on how to encourage sponsors? Any teacher challenges?
 - b. Process
 - collect forms, place in envelope, and bring up to track at JAT
 - Before you leave classroom, help students put on bracelets
 - Run, jog, walk, skip, etc! (laps marked on bracelet)
 - When time is up, walk students to lunch tables- be seated
 - Volunteer will help provide snacks and record lap total on sheet
 - GSF will return sheets to send home to collect donations
8. Tours are Starting!
 - a. Tuesday AMs, starting at 9:00. I do not always have advanced notice of which grades are of interest, so always be prepared for me to enter with a group of parents
9. Counselor- Amy Gloeckner- see schedule and students
10. Speech Referral Process- Tracy



Discussion/Action Items

Breakfast program-

1. Temporary plan- String cheese and small apples available in AM to those individuals previously identified as IN REGULAR NEED. I'll have individual conferences with those students to tell them of the option.

"Be Courageous"

2. October is Compassion- third grade
 - a) Spirit day/activity challenge?
 - b) Assembly entertainment?
 - c) Grade level project suggestions, hang in display cases?

Soon to Come...

- Library Schedule
- Halloween Activities clarification
- Trimester 2 Activities Schedule

Breakfast Program Analysis

Estimated Revenue:	\$	32,198
Estimated Expenses:		
Food	\$	24,102
Custodian 3.25 hrs per day	\$	14,228
Food Service 6.5 hrs per day	\$	26,826
	\$	<u>65,156</u>

Annual Estimated Additional Cost to District: \$ 32,958

*Estimates are based on actual 2017-18 NSLP program participation, current Santa Rosa City Schools contract, current breakfast reimbursement rates provided by CDE, and estimated additional staffing using 2018-19 mandatory expenses.

*Additional 40 hours per year for CBO for monthly claims, annual reporting and audit

Board Agenda Calendar 2018—2019

Gravenstein Union School District

July 2018	<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)
August 2018	<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
September 2018	<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)
October 2018	<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
November 2018	<ol style="list-style-type: none"> 1. Approve Resolution on Accounting of Developer Fees 2. Continue to Review Board Policies
December 2018	<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. Review of Site Plan 2. Adopt Education Protection Account (EPA) Resolution

V D

**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.
- MPF will provide most recent financial reporting at monthly GUSD Board meetings.
- 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

Version 1

J S 9/12/18 8:17 PM
Formatted: Font Times New Roman

J S 9/12/18 8:16 PM
Formatted: Bullets and Numbering

J S 9/12/18 8:16 PM
Formatted: Indent Left: 0.25"

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.

J S 9/12/20 8:36 PM

Deleted: For

1. 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 affect the total expenditure the District will notify MPF of the changes promptly and a solution will be negotiated.

J S 9/12/18 8:24 PM

Deleted: c

- 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.
- By Sept 15, the District will provide a final invoice to the MPF for all outstanding expenses from the Enrich! program for the previous 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.

J S 9/12/18 8:24 PM

Deleted: Within 30 days after the books close on a fiscal year.

J S 9/12/18 8:29 PM

Deleted: at

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 advise the MPF Board of Directors in writing, within five business days, 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.

J S 9/17/18 2:38 PM
Deleted: immediately

Dated: _____

_____ Jim Horn, President GUSD Board of Trustees

_____ Elizabeth Craven, President, MPF Board of Directors

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

**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. ,
- To aid in District planning, the MPF agrees to provide the Superintendent and GUSD Board with the most recent financial reporting upon request.
- 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

Version 2

J S 10/5/18 4:38 PM
Formatted: Bullets and Numbering

Unknown
Deleted:

J S 10/5/18 4:38 PM
Formatted: indent: Left: 0.06", Hanging: 0.19", Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

J S 10/5/18 4:38 PM
Formatted: Font: (Default) Times New Roman

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. ,

J.S. 9/12/18 9:33 PM
Deleted: For

1 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 affect the total expenditure the District will notify MPF of the changes promptly and a solution will be negotiated.

J S 9/12/18 8:24 PM

Deleted: e

- 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.
- By Sept 15, the District will provide a final invoice to the MPF for all outstanding expenses from the Enrich! program for the previous 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.

J S 9/12/18 8:24 PM

Deleted: Within 30 days after the books close on a fiscal year.

J S 9/12/18 8:29 PM

Deleted: at

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 advise the MPF Board of Directors in writing, within five business days, 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.

J.S. 9/12/18 8:36 PM
Deleted: immediately

Dated: _____

_____ Jim Horn, President GUSD Board of Trustees

_____ Elizabeth Craven, President, MPF Board of Directors

MPF Board Approved: __--18_____

GUSD Board Approved:

CSBA Sample

Board Policy

School-Connected Organizations

BP 1230

Community Relations

Note: The following optional policy should be revised to reflect district practice.

Note: For purposes of this Board policy, the term "school-connected organization" includes booster clubs, parent-teacher associations aligned with the California State PTA, or other parent-teacher organizations. These organizations generally raise funds for classroom activities or activities at specific schools. For policy regarding educational foundations, see BP 1260 - Educational Foundation. For policy regarding associated student body organizations, see BP 3452 - Student Activity Funds.

Note: In some districts, there may be legal or equity concerns that result from the benefit provided to a particular school while other schools in the district do not receive the benefit from the additional resources. For example, pursuant to state and federal law (Education Code 200-262.4; 5 CCR 4900-4965; 20 USC 1681-1688), the Governing Board is responsible for ensuring that the district's athletic program provides equivalent opportunities for both males and females. Booster club activities must be included in the district's analysis of the equivalent opportunities provided by each school. See BP/AR 6145.2 - Athletic Competition. Because school-connected organizations are generally separate legal entities, if a concern arises regarding the equitable distribution of funds, the Superintendent or designee should consult with the leadership of such organizations and district legal counsel. For language regarding acceptance of gifts and grants, see BP 3290 - Gifts, Grants, and Bequests.

The Governing Board recognizes that parents/guardians and community members may wish to organize parent organizations and/or booster clubs for the purpose of supporting the district's educational and extracurricular programs. The Board appreciates the contributions made by such organizations toward the Board's vision for student learning and for providing all district students with high-quality educational opportunities.

(cf. 0200 - Goals for the School District)
(cf. 6020 - Parent Involvement)

***Note: The following optional paragraph may be revised to reflect district practice. See the accompanying administrative regulation for details regarding

the types of information that the district might require to be included in a school-connected organization's request to operate within the district or school.***

Persons proposing to establish a school-connected organization shall submit a request to the Board for authorization to operate within the district or at a district school.

Note: Generally, booster and parent clubs are separate legal entities from the district and thus are not under the control or the responsibility of district personnel. The district should consult legal counsel if it has any questions about its appropriate relationship with school-connected organizations.

Note: Certain tax-exempt organizations may be required to register with the state Attorney General's Registry of Charitable Trusts. As part of this registration, the organization may also be required to file copies of the organization's articles of incorporation and other documents governing its operations.

A school-connected organization, including a booster club, parent-teacher association or organization, or other organization that does not include an associated student body or other student organization, shall be established and maintained as a separate entity from the school or district. Each school-connected organization shall be subject to its own bylaws and operational procedures or to the rules or bylaws of its affiliated state or national organization, as applicable.

Note: School-connected organizations are required to comply with applicable laws. For example, food sales by outside organizations must not compete with the district's school nutrition program and must comply with state and/or federal nutritional standards (Education Code 49431-49431.7; 5 CCR 15500-15501, 15575-15578; 7 CFR 210.11, 220.12). See BP/AR 3554 - Other Food Sales.

In addition, activities by school-connected organizations shall be conducted in accordance with law, Board policies, administrative regulations, and any rules of the sponsoring school.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

***Note: The following optional paragraph may be revised to reflect district practice. The Fiscal Crisis and Management Assistance Team (FCMAT), in its 2015 ASB Accounting Manual, Fraud Prevention Guide and Desk Reference, suggests rules governing the relationship between the district and booster clubs and other school-connected organizations. For examples of such rules, see the

accompanying administrative regulation.***

The Superintendent or designee shall establish appropriate rules for the relationship between school-connected organizations and the district.

Note: Education Code 51521 requires that any fundraising activity designed to raise money to benefit a school or its students receive approval from the Board or the Board's designee. The following paragraph delegates this authority to the Superintendent or designee and may be revised to reflect district practice.

A school-connected organization shall obtain the written approval of the Superintendent or designee prior to soliciting funds upon the representation that the funds will be used wholly or in part for the benefit of a district school or the students at that school. (Education Code 51521)

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 1330 - Use of School Facilities)

(cf. 3452 - Student Activity Funds)

A school-connected organization may consult with the principal to determine school needs and priorities.

Note: Pursuant to Education Code 49011, the district is permitted to solicit voluntary donations, participate in fundraising activities, or provide prizes or other recognition for participants in fundraising activities. However, the district must not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student and shall not remove, or threaten to remove, from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student. See BP 3260 - Fees and Charges.

Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary. (Education Code 49011)

(cf. 3260 - Fees and Charges)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

35160 Authority of governing boards

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

48931 Authorization for sale of food by student organization

48932 Authorization for fund-raising activities by student organization
49011 Student fees
49431-49431.7 Nutritional standards
51520 Prohibited solicitation on school premises
51521 Fund-raising project
BUSINESS AND PROFESSIONS CODE
17510-17510.95 Solicitations for charitable purposes
25608 Alcohol on school property; use in connection with instruction
GOVERNMENT CODE
12580-12599.7 Fundraisers for Charitable Purposes Act
PENAL CODE
319-329 Lottery, raffle
CODE OF REGULATIONS, TITLE 5
4900-4965 Nondiscrimination in elementary and secondary education programs
15500 Food sales in elementary schools
15501 Food sales in high schools and junior high schools
15575-15578 Requirements for foods and beverages outside the federal meals program
CODE OF REGULATIONS, TITLE 11
300-312.1 Fundraising for charitable purposes
UNITED STATES CODE, TITLE 20
1681-1688 Discrimination based on sex or blindness, Title IX
CODE OF FEDERAL REGULATIONS, TITLE 7
210.11 Competitive food services
220.12 Competitive food services
COURT DECISIONS
Serrano v. Priest, (1976) 18 Cal. 3d 728

Management Resources:

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS
2015 ASB Accounting Manual, Fraud Prevention Guide and Desk Reference
WEB SITES

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

California Office of the Attorney General, charitable trust registry: <http://caag.state.ca.us/charities>

California State PTA: <http://www.capta.org>

Fiscal Crisis and Management Assistance Team (FCMAT); <http://www.fcmat.org>

(12/90 7/07) 5/16

CSBA Sample

Administrative Regulation

School-Connected Organizations

AR 1230

Community Relations

Note: The following optional administrative regulation should be modified to reflect district practice.

Note: Although school-connected organizations are generally separate legal entities and in some cases may be subject to the financial policies and bylaws of a state or national organization, districts have the authority to approve the ability of a school-connected organization to operate within the district or a district school. The Fiscal Crisis and Management Assistance Team (FCMAT), in its 2015 ASB Accounting Manual, Fraud Prevention Guide and Desk Reference, recommends that persons be required to complete an application, containing at least the information reflected in items #1-10 below, in order to form a school-connected organization. A sample application form is available in the FCMAT manual.

A school-connected organization's request for authorization to operate within the district or at a district school shall contain, as appropriate:

1. The name and purpose of the organization
2. The date of application
3. Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination

(cf. 0410 - Nondiscrimination in District Programs and Activities)

4. The names, addresses, and phone numbers of all officers
5. A list of specific objectives
6. An agreement to grant the district the right to audit the group's financial records, either by district personnel or a certified public accountant, whenever any concern is raised regarding the use of the funds
7. The name of the bank where the organization's account will be located and

the names of those authorized to withdraw funds

8. The signature of the principal of the supporting school
9. Planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future

Note: Education Code 38134 requires school-connected organizations to insure against any liability resulting from the organization's negligence during an organization-sponsored event on school facilities. See BP/AR 1330 - Use of School Facilities.

10. An agreement to provide evidence of liability and/or directors and officers insurance when and in the manner required by law

(cf. 1330 - Use of School Facilities)

Note: The following optional paragraph requires an organization to request renewal of the authorization from the Superintendent or designee on an annual basis. Districts that allow for an automatic renewal or that require approval from the Governing Board should modify the following paragraph accordingly.

Requests for subsequent authorization shall be annually submitted to the Superintendent or designee, along with a financial statement showing all income and expenditures from fundraisers. If the Superintendent or designee proposes to deny the request for reauthorization, he/she shall present his/her recommendation to the Governing Board for approval.

When deemed necessary by the Board or the Superintendent or designee, the authorization for a school-connected organization to conduct activities in the district may be revoked at any time.

Note: Items #1-5 below reflect recommendations in FCMAT's 2015 ASB Accounting Manual, Fraud Prevention Guide and Desk Reference and may be revised to reflect district practice.

Each school-connected organization shall abide by the following rules:

1. The organization shall not act as an agent of the district or school.
2. The organization shall not use the district's tax-exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.
3. The organization shall use a separate name and logo. Any use of a name or logo affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee.

4. Funds of the school-connected organization shall not be co-mingled with district funds, including associated student body funds.

5. The organization shall not hire or directly pay any district employee. If a school-connected organization wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district's personnel department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for school-connected organizations during nonworking hours.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

(12/90 7/07) 5/16

Board Policy

Community Relations

BP 1230

School-Connected Organizations

The Governing Board recognizes that parents/guardians may wish to organize school connected organizations for the purpose of supporting the educational program and/or extracurricular programs such as athletic teams, debate teams, and musical groups. The Board supports such activities and welcomes parental interest and participation. Parent/guardian clubs shall be especially careful not to seek advantages for the activities they support if those advantages might be detrimental to the entire school program.

The Board requires parent/guardian clubs to have a written statement of purpose and bylaws. The Board recognizes that these organizations are independent of the school or district. In order to protect the district and students, the Superintendent or designee shall establish appropriate controls for the relationship between such organizations and the district.

(cf. 1321 - Solicitation of Funds)
(cf. 3290 - Gifts, Grants and Bequests)

Groups desiring to be recognized as school-connected organizations shall request authorization from the Board in accordance with conditions established in administrative regulations.

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

38131 Use of civic center by public

38134 Groups which may use school facilities without charge

Management Resources:

CDE LEGAL ADVISORIES

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

(6/87 9/89) 12/90

ADOPTED: 8-16-2006

**GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, CA 95472**

Administrative Regulation

Community Relations

AR 1230

School-Connected Organizations

Requests for authorization as a school-connected organization shall contain:

1. The name of the organization.
2. The date of application.
3. Membership quotas or qualifications.
4. The names, addresses and phone numbers of all officers.
5. A brief description of the organization's purpose.
6. A list of specific annual objectives.
7. Evidence of liability insurance as required by law.
8. A copy of current bylaws.

(cf. 1330 - Use of School Facilities)

Note: Education Code 38134 requires school-connected organizations to insure against any liability resulting from the organization's negligence during an organization-sponsored event on school facilities. Districts may not require the organization to name the district as an additional insured on the organization's policy. See BP 1330. See also the CDE advisory LO:4-89.

Authorizations shall be automatically renewed each year. The Superintendent may recommend that authorizations be revoked by the Board if considered necessary.

Any program, fund-raiser or other activity sponsored by school-connected organizations shall be authorized and conducted according to Board policy, administrative regulations and school rules. Publications, websites and other communications, whether written or electronic, shall state clearly that they are authored by the organization and not by the school or district.

Announcements of events and related parent/guardian permission slips shall clearly indicate that the activity or event is sponsored by the school connected organization, not by the school or district. The superintendent or designee may require advance approval of such disclaimers before distribution of publications.

(cf. 3541.1 - Transportation for School-Related Trips)

School-connected organizations shall not hire district employees without prior approval from the

Superintendent or designee.

School-connected organizations shall not give a district employee gratuities, gifts or favors whose total exceeds \$200 in any calendar year or that might impair or appear to influence the employee's professional decisions or action.

12/90

ADOPTED: 8-16-2006

**GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, CA 95472**

No current
GUSD version of BP1260

CSBA Sample

Board Policy

Educational Foundation

BP 1260

Community Relations

***Note: The following policy is optional and should be revised to reflect district practice. See BP 1230 -School-Connected Organizations for language regarding school-connected organizations, such as booster clubs and parent-teacher organizations. ***

The Governing Board recognizes the importance of community support of district programs, including voluntary financial contributions, to assist the district in achieving its goals for student learning.

(cf. 0200 - Goals for the School District)
(cf. 1230 - School-Connected Organizations)
(cf. 5030 - Student Wellness)
(cf. 6020 - Parent Involvement)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

Note: An educational foundation is a separate legal entity from the district and thus its activities are not under the control of the district. Certain tax-exempt organizations may be required to register with the state Attorney General's Registry of Charitable Trusts. As part of this registration, organizations may be required to file copies of the organization's articles of incorporation and other documents governing its operations. These documents should also define the Board's relationship with the foundation and specify how foundation directors will be chosen. The California Consortium of Education Foundations provides information on its web site regarding the creation of foundations.

Note: Educational foundations may be created to benefit the entire district, a specific school, or to support or sustain a variety of purposes, such as the arts, music, and/or computer programs; to provide graduating students with scholarships and/or loans; and to develop programs which meet new educational needs. It is strongly recommended that the Board and foundation work cooperatively to identify specific needs and to develop guidelines as to how resources will be used. For language regarding the acceptance of gifts and grants, see BP 3290 - Gifts, Grants and Bequests.

The Board desires to work cooperatively with the educational foundation in determining the purposes for which funds may be used to meet the changing needs of the district and its students. The Board recognizes that an educational foundation is a separate legal entity, independent of the district. However, the foundation is encouraged to provide regular reports to the Board on the status of its work and to communicate ways that the district can help support the foundation's

activities.

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 9140 - Board Representatives)

With the consent of the Superintendent or designee, the educational foundation, as appropriate, may use the district's name, a school's name, a school team's name, or any logo attributable to a school or the district.

Note: In some districts, there may be concerns in the community about the equity of some schools benefiting from the money raised by a foundation while other schools in the district may not have access to the same resources. The following optional paragraph reflects the Board's goal that all of the schools within the district share in the benefits provided by the foundation's work.

The Board supports foundation allocations that serve all district schools equitably.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Legal Reference:

EDUCATION CODE

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

BUSINESS AND PROFESSIONS CODE

12580-12599.7 Fundraisers for Charitable Purposes Act

17510-17510.95 Solicitations for charitable purposes

25608 Alcohol on school property; use in connection with instruction

PENAL CODE

319-329 Lottery, raffle

CODE OF REGULATIONS, TITLE 11

300-312.1 Fundraising for charitable purposes

COURT DECISIONS

Serrano v. Priest, (1976) 18 Cal. 3d 728

Management Resources:

WEB SITES

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

California Consortium of Education Foundations: <http://www.cceflink.org>

California Office of the Attorney General, charitable trust registry:

<http://caag.state.ca.us/charities>

(9/91) 7/07

Proposed **VIA**
change

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

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

Type of Event _____ Date(s) of Event _____
 Hours of Facility Use: _____ Facility Requested _____
 Total Hours: _____ User Group Name _____
 Authorized Contact Name _____ Address _____
 Telephone _____ City _____ Zip _____
 Primary purpose of the organization _____ Non-Profit _____ For Profit _____
 Do you plan to charge admission or collect contributions or fees? Yes No
 What are the proceeds to be used for? _____ Do you plan to serve food? Yes No

The applicant agrees that to the best of his/her knowledge, the organization on whose behalf she/he is making application for use of school facilities upholds the state and federal constitutions and does not intend to use the school premises to commit unlawful acts.
 The undersigned party fully understands that the Gravenstein Union School District does not provide, nor does it have available, any health or accident insurance for users of the school district's facilities and that events such as sports/athletics, performances, assemblies, etc. must produce a certificate of insurance with the district named as additionally insured, and be attached to the Facility Use Application, in the following amounts: Provide a copy of co-insured, One-half million dollars for a single event and 1 to 2 million dollars for a sequence of events.
 Include **Your Insurance Agent's Name and Telephone #** at time of application: _____
 The applicant agrees that at all times the school facilities remain under the control of the agents of the Governing Board of the Gravenstein Union School District.
 The undersigned states that, to the best of his/her knowledge, the school property for the use of which application is hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime.
 I accept responsibility for meeting the requirements stated herein:
 Signature of Applicant _____ Date _____

References, Names and Numbers

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

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

Location	For profit rates	Rates for non-profit groups from end of school day until 8PM (During normal Custodial hours)	Rates for non-profit groups on weekends and after 8PM. (Outside of normal Custodial hours)	Rates for non-profit groups for the primary benefit of GUSD students
	Cost/Hour	Cost/Hour	Cost/Hour	Cost/Hour
Gymnasium/Multi-Purpose Room with Kitchen	\$ 60.00 \$ 100.00	\$10 \$10	\$30 (first hour) \$10 each additional hour \$30 (first hour) \$10 each additional hour	No Charge No Charge
Performing Arts Theater in Hillcrest Hall	\$ 200.00	\$10	\$30 (first hour) \$10 each additional hour	No Charge
Classroom	\$ 40.00	\$10	\$30 (first hour) \$10 each additional hour	No Charge
Field/Baseball Diamond	\$ 60.00	\$10	\$30 (first hour) \$10 each additional hour	No Charge
Custodian (2 hr Minimum) - for repair/maintenance when necessary	\$ 120.00	\$60	\$60	\$60

Subtotal \$ _____ Fees are for use only.
 *Custodial time for set-up, open and close, overtime hourly wages and benefits will be additionally charged (see below).
 Fees charged for use of facilities are payable 15 days in advance, unless other arrangements are made with the District Superintendent.
These agreements are subject to change or cancellation when buildings/facilities are needed for school functions.

FOR OFFICE USE ONLY: Cleaning deposit collected No fee charged Proof of Insurance on file No services required
 Total Rental Fee for Facility \$ _____ Date billed: _____
 Application received by: _____ Date _____ Approved _____ Denied _____

100

**GASB Statements 74 and 75
– A New Approach to Accounting for Public Employer OPEB Plans**

Objective

New accounting Standards to replace GASB 43 and 45 for OPEB plans such as retiree medical and retiree life insurance. The key results will be a *much larger liability on the balance sheet and more volatile annual OPEB expense.*

Key Concepts

- *Place the Net OPEB Liability (Unfunded Actuarial Liability) on the employer's balance sheet.* (Very different from current GASB 45 which only puts the contribution deficiencies relative to the Annual OPEB cost on the balance).
- The **Net OPEB Liability** is the Actuarial Liability under the pay-related *Entry Age Normal* method less market value of assets (adjusted for deferred inflows and deferred outflows).
- *Potentially two discount rates* – one for the funded (pre depletion date) benefits and a lower discount rate for benefits not covered by projected assets. In practice the actuary is asked to develop a single equivalent rate. May be different for different plans or different years for the same plan.

OPEB Expense is

Service Cost (pay-related entry age normal), plus

Interest on the Total OPEB Liability (or TOL)

Less **expected return** on adjusted Market Value of assets

Plus **amortization** over varying periods:

Immediately for

- The Net OPEB Liability on the implementation date
- Plan amendments (the entire change in Net OPEB Liability is recognized immediately)

Over the weighted average work life of active and nonactive participants (approximately 5-7 years) for

- Assumption changes
- Experience gains/losses

Over 5 years for investment gains or losses relative to the actuarial discount rate

The Schedule

May 2014	Exposure Draft published
June 2015	Final Standard published
2016-17 (#74)	Effective dates
2017-18 (#75)	

DEAN ACTUARIES, LLC
6440 N CENTRAL EXPWY, SUITE 200
DALLAS, TX 75206
214-891-0990

GASB Statements 74 and 75 add new requirements for public employer OPEB plans

The new actuarial requirements starting for plan years beginning after June 15, 2016 (GASB 74– for funded plans) and fiscal years beginning after June 15, 2017 (GASB 75) include:

- The Total OPEB Liability (TOL) must be shown as of the measurement date (which cannot be earlier than the end of the prior fiscal year).
- The actuary may roll forward the TOL from a valuation date not older than 30 months from the end of the current fiscal year. Actuarial valuations must be made biennially and annual valuations are encouraged.
- The actuarial valuation must use a pure pay-related version of entry age normal cost method (individual entry age normal for all plan benefits).
 - *Most OPEB plans have used the Projected Unit Credit Cost method for GASB 45 actuarial valuations. The new Entry Age cost method mandated by GASB 74/75 will result in a higher measured Net OPEB Liability which will appear on the City's balance sheet.*
- Multiple amortization schedules must be maintained for the investment gains or losses arising over each fiscal year and for the experience gains and losses
 - *Multiple amortization schedules must be maintained. GASB 75 OPEB expense will be more volatile than expense under GASB 45 due to the much shorter amortization periods and the immediate recognition of plan changes.*
- The Total OPEB Liability must be calculated at three interest rates: the valuation rate and that rate plus one percent and minus one percent
 - *Additional valuation runs are needed*
- The Total OPEB Liability must be calculated using benchmark healthcare trend and plus 1% trend and minus 1% trend
 - *Additional valuation runs are needed*
- The discount rate to be used is a blended rate based on the long term anticipated rate under the plan's asset allocation policy and a municipal bond index rate (MBI). The MBI rate is only needed if the current contributions will not be sufficient on a closed group basis.
 - *This can be a very significant requirement if the plan cannot demonstrate that the current contribution levels will be sufficient to provide all benefits for the current participant group based on a **closed group projection**. Contributions, benefit payments and assets are projected for the current participant group to determine a date as of which the fund would be depleted. The long term assumed return is used to discount benefit payments before the depletion date and the municipal bond yield is used to discount benefit payments after that date.*

GASB allows and encourages the early adoption of GASB 74/75.

For more information on this topic contact Chuck Dean, FSA or Sean Sullivan, FSA (214-891-0990 ext 14 and 15 respectively).

DEAN ACTUARIES, LLC

104

Item	Current Funding	GASB 43, 45 and 57	GASB 74 and 75
Plan liability	AAL - Actuarial Accrued Liability	OPEB Liability	TOL - Total OPEB Liability
Unfunded liability	UAAL - Unfunded Actuarial Accrued Liability	Net OPEB Liability	NOL - Net OPEB Liability
Actuarial Cost Method	Choice of methods (Entry Age Normal is the most common)	Same as funding	Pure Entry Age Normal
Current service	Normal Cost	Same	now called Service Cost
Discount rate	Expected return on assets	Same	A blended rate of expected return and the return on municipal bond index (20 years, AA or better). Requires a Depletion Date Asset and Liability projection
Asset Value	Market value or smoothed (Actuarial) value	Market Value	Market Value now called Plan Net Fiduciary Position
Amortization of Unfunded Obligation at implementation	Usually 30 years or less	Same	Immediate for implementation date NPL. Immediate for subsequent plan amendments.
Amortization of investment Gain or Loss	Usually 30 years or less	Same, but best practice is shorter amortization	5 years, applied separately for each measurement period
Amortization of Experience Gain or Loss	Usually 30 years or less	Same, but best practice is shorter amortization	Spread over average work life counting both active employees and nonactives (retirees). Typically 5 to 7 years.
Amortization of benefit changes (plan amendments)	Usually 30 years or less	Same, but best practice is shorter amortization	Fully recognized in current year
What is put on the balance sheet	NA	Cumulative deficiency, if any, of employer contributions relative to funding policy	Entire NOL (i.e., the Unfunded Actuarial Liability)

**AGREEMENT FOR SERVICES FOR
SONOMA COUNTY COOPERATIVE SCHOOL DISTRICTS
JULY 1, 2018 TO JUNE 30, 2019**

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

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

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

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

A. Planning and Program Assistance

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

B. Administration and Fiscal Services

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

C. Professional Development

1. Consultation of the School Site Council's role and responsibilities as a result of AB825, provide suggested materials for the orientation for new School Site members, and copies of the School Site Council Handbook.
 2. Personalized in-service and orientation for all administrators new to categorical programs.
 3. Yearly training on SPSA/LEA Plan development, as needed.
- II. Member Districts agree to provide the following:
- A. Timely information to be given to Co-op office as needed for the submission of, and certification of Consolidated Application.
 - B. Provide evaluation feedback to Co-op office as needed at conclusion of contract.
 - C. Notify the Co-op office by March 1 of 2019 of the district's intent to leave the Co-op for the following year.
- III. The fee for centralized services will be based on the **prior year totals** of all Con App programs.
- Flat Fee: (all members)
 - i. District with Title I: \$750
 - ii. Districts without Title I: \$500
 - Pro-rated Fee: (all members - in addition to Flat Fee) Based upon Total Allocations of Consolidated Application Programs:
 - i. \$600,000 or greater: .5% of all programs
 - ii. \$400,000 - \$599,999: .75% of all programs
 - iii. \$100,000 - \$399,999: 1% of all programs
 - iv. \$99,999 and less: 2% of all programs

SONOMA COUNTY OFFICE OF EDUCATION

Signature: _____

By: Jennie Snyder
Co-op Co-Director

Date: _____

FOR THE GOVERNING BOARD:

School: Gravenstein USD

By: [Signature]
Authorized School Official

Date: 8-16-2018



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

2018-19 Co-op Agreement:

Belinda Soto <bsoto@scoe.org>
To: Wanda Holden <wholden@grav.k12.ca.us>

Thu, Aug 16, 2018 at 1:46 PM

Thank you.

Here are your program fees and Co-op Fee. I'll send an invoice your way in a couple of days.

Gravenstein Union Elementary	Title I- \$39,926	Title II Part A \$7,244	Title III EL \$4,953	Total \$52,123.00	X 2.00%	+ \$750.00	Co-op Fee \$1,792.46
------------------------------	----------------------	----------------------------	-------------------------	----------------------	------------	---------------	-------------------------

Thanks,
Belinda

Belinda Soto
Sonoma County Office of Education
Educational Support Services & Mosaic
5340 Skylane Boulevard
Santa Rosa, CA 95403
Phone: (707) 522-3287
Email: bsoto@scoe.org

Find us online!
Web: www.scoe.org
Twitter: @SCOEmosaic | @bSOTOs
Facebook: www.facebook.com/SCOESonoma

"Strong Today, Stronger Tomorrow, Strongest Together, we are Sonoma County Strong"

[Quoted text hidden]

GRAVENSTEIN UNION SCHOOL DISTRICT

INDEPENDENT CONTRACTOR AGREEMENT

This AGREEMENT is hereby entered into between the Governing Board of the Gravenstein Union School District, hereinafter referred to as "DISTRICT," OR "BOARD" and Mark Bradski, hereinafter referred to as "CONTRACTOR."

1. Services. CONTRACTOR provide the following services: _____
Science/STEM Classes

2. Term. CONTRACTOR shall commence providing services under this AGREEMENT on August 21, 2018, and will continue through _____, subject to revision and renewal with BOARD approval in subsequent years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed \$17,200 Dollars (\$). DISTRICT shall pay CONTRACTOR according to the following terms and conditions:

Payments shall be made monthly based on approved contractor monthly invoice

4. Expenses. DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

5. Independent Contractor. CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits, Paid Vacation, Retirement Program Participation, or any other employee benefits.

CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her

employees or agents as they relate to the services to be provided under this AGREEMENT. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR and CONTRACTOR'S employees.

6. Materials. CONTRACTOR shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT. CONTRACTOR'S services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

7. Taxes. Federal Internal Services regulations require that school districts report all payments to individuals for CONTRACTOR services. CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this AGREEMENT. In the event DISTRICT is audited for compliance regarding any applicable taxes, CONTRACTOR agrees to furnish DISTRICT with proof of payment of taxes on these earnings.

8. Indemnification:

(a) CONTRACTOR shall indemnify, defend with counsel acceptable to DISTRICT, and hold harmless to the full extent permitted by law, DISTRICT and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with CONTRACTOR'S performance or failure to perform its obligations under this AGREEMENT, except such Liability caused by the active negligence, sole negligence or willful misconduct of the DISTRICT. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for CONTRACTOR or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.

b) CONTRACTOR shall be liable to DISTRICT for any loss or damage to DISTRICT property arising from or in connection with CONTRACTOR'S performance hereunder.

9. Insurance: With respect to the performance of work under this AGREEMENT, CONTRACTOR shall maintain and shall require all of its subcontractors, if any, to maintain insurance as indicated below:

(a) *Required* / *Not Required*: Worker's compensation insurance with statutory limits as required by the Labor Code or the State of California. The policy shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the DISTRICT."

(b) *Required* / *Not Required*: Commercial or Comprehensive General Liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than \$1,000,000 per occurrence, \$2,000,000 aggregate. Such insurance shall include, but not be limited to: premises and operations liability, independent CONTRACTOR's liability, and personal injury liability.

(c) *Required* / *Not Required*: Automobile liability insurance covering bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence. Such insurance shall include coverage for owned, hired, and nonowned vehicles.

(d) Each such comprehensive or commercial general liability and automobile liability insurance policy shall be endorsed with the following specific language:

(1) DISTRICT, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this AGREEMENT.

(2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

(3) The insurance provided herein is primary coverage to DISTRICT with respect to any insurance or self-insurance programs maintained by DISTRICT and no insurance held or owned by DISTRICT shall be called upon to contribute to a loss.

(4) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT.

(e) Required / Not Required: Professional Liability (Errors and Omissions) Insurance for all activities of the CONTRACTOR arising out of or in connection with this AGREEMENT is an amount no less than \$1,000,000 combined single limit for each occurrence endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT."

(f) Documentation: The following documentation shall be submitted to the DISTRICT:

(1) Properly executed certificates of insurance clearly evidencing all coverages, limits, and endorsements required above. The certificates shall be submitted prior to commencement of services under this AGREEMENT.

(2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this AGREEMENT.

(3) Upon DISTRICT'S written request, certified copies of insurance policies. Such policy copies shall be submitted within thirty (30) days of DISTRICT'S request.

(g) Policy Obligations: CONTRACTOR'S indemnity and other obligations shall not be limited by the foregoing insurance requirements.

(h) Material Breach: If CONTRACTOR, for any reason, fails to maintain insurance coverage which is required pursuant to this AGREEMENT, the same shall be deemed a material breach of contract. DISTRICT, at its sole option, may terminate this AGREEMENT and obtain damages from the CONTRACTOR resulting from the breach. Alternatively, DISTRICT may purchase such required insurance coverage, and without further notice to CONTRACTOR, County may deduct from sums due to CONTRACTOR any premium costs advanced by DISTRICT for such insurance. These remedies shall be in addition to any other remedies available to DISTRICT.

10. Termination:

(a) DISTRICT or CONTRACTOR may terminate this AGREEMENT by giving thirty (30) calendar days written notice to CONTRACTOR. In the event DISTRICT elects to terminate the AGREEMENT without cause, it shall pay CONTRACTOR for services rendered to such date.

(b) If either party fails to perform any of its obligations hereunder, within the time and in the manner hereunder provided or otherwise violates any of the terms of the AGREEMENT, either party may terminate this AGREEMENT by giving written notice of such termination, stating the reason for such termination. In such event, CONTRACTOR shall be entitled to receive payment for all services satisfactorily rendered provided, however, that there shall be deducted from such amount the amount of liquidated damages, if any, sustained by DISTRICT by virtue of any breach of the AGREEMENT by CONTRACTOR.

11. Fingerprints. The DISTRICT has considered the totality of the services to be provided under this AGREEMENT and has determined that CONTRACTOR and CONTRACTOR'S employees [X] are subject] [are not subject] to the fingerprinting requirements of Education Code section 45125.1. CONTRACTOR shall submit fingerprints for review by the Department of Justice and authorize DISTRICT to receive subsequent arrest and conviction notifications.

12. Assignment. The obligations of the CONTRACTOR pursuant to this AGREEMENT shall be performed solely by CONTRACTOR and shall not be assigned or transferred by the CONTRACTOR to any third party or employee/agent of CONTRACTOR without the DISTRICT'S prior written consent.

13. Compliance with Applicable Laws. The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection to secure the satisfactory completion thereof. CONTRACTOR 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 CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this AGREEMENT or accruing out of the performance of such operations.

14. Permits/Licenses. CONTRACTOR shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

15. Entire AGREEMENT/Amendment. This AGREEMENT 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.

16. Notice. All notices or demands to be given under this AGREEMENT 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 AGREEMENT, the addresses of the parties are as follows:

DISTRICT:

CONTRACTOR:

Gravenstein Union School District

Mark Bradski
535 Graymont Drive
Santa Rosa, CA 95409

17. Severability. If any term, condition or provision of this AGREEMENT 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.

18. Governing Law. The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Sonoma County, California.

THIS AGREEMENT IS ENTERED INTO THIS 21st DAY OF August, 2018.

DISTRICT

CONTRACTOR

By: _____

By: Mark Bradski

Signature

Signature

Mark Bradski

Typed Name

Typed Name

Contractor

Title

Title

Social Security or Taxpayer
Identification Number

Mark Bradski - Science Enrichment
--

Rate Per 44/45 Minute Session: \$ 100.00

Tuesday	Start Date	Start	End	Minutes	Pay Rate
at Gravenstein	21-Aug	8:35	9:20	45	\$ 100.00
		9:25	10:10	45	\$ 100.00
		10:35	11:20	45	\$ 100.00
		11:40	12:25	45	\$ 100.00
		1:15	2:00	45	\$ 100.00
Tuesday Total					\$ 500.00

Thursday	Start Date	Start	End	Minutes	Pay Rate
at Hillcrest	23-Aug	8:35	9:20	45	\$ 100.00
		9:25	10:10	45	\$ 100.00
		10:35	11:20	45	\$ 100.00
		11:25	12:10	45	\$ 100.00
		2:02	2:46	45	\$ 100.00
		2:46	3:30	44	\$ 100.00
Thursday Total					\$ 600.00

Friday	Start Date	Start	End	Minutes	Pay Rate
at Gravenstein	24-Aug	8:35	9:20	45	\$ 100.00
		9:25	10:10	45	\$ 100.00
		10:35	11:20	45	\$ 100.00
		11:25	12:10	45	\$ 100.00
Friday Total					\$ 400.00

Trimester 1

Tuesdays	12	X	\$ 500.00	=	\$ 6,000.00
Thursdays	12	X	\$ 600.00	=	\$ 7,200.00
Friday	10	X	\$ 400.00	=	\$ 4,000.00
					\$ 17,200.00

Not to exceed: \$ 17,200.00

