

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

REGULAR GOVERNING BOARD
MEETING AGENDA
Gravenstein School, Rm. 13

Wednesday, April 18, 2018
5:00 PM

I. CALL TO ORDER

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

II. PUBLIC COMMENTS

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

III. REPORTS, AND ORAL COMMUNICATIONS

- A. Gravenstein Union Teachers' Association
- B. School Site Council
 - I. Seeking Parent reps
 - II. LCAP underway
- C. GSF/MPF
- D. Trustee Reports
- E. Facilities Report
 - I. Phase 3 –Gravenstein modernization update
 - 1. Gym & kitchen, Learning Lab, Staff Restrooms
 - 2. Lease-Lease-Back Schedule
 - 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. Hillcrest Principal
- G. Gravenstein Principal Report
 - I. Field Trips
- H. CBO Report
 - I. Update on modernization funding with Jack Schreder & Associates
- I.

GRAVENSTEIN UNION SCHOOL DISTRICT
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Superintendent Report

1. 2017-18 Enrollment
2. 2018-19 Enrollment Forecast
3. Transportation JPA Update
4. 2017-18 calendar end-of-year events (April & May)
5. Safety Plan Update
 1. Window covering bids (three bids in the works)
 2. Shelter in Place drill conducted 4-11-18. Next one May 2, 2018
 3. 16 new door locks ordered for classrooms
6. LCAP Stakeholder's input phase:

IV. CONSENT AGENDA

ACTION ITEM

- A. Minutes
 1. Special meeting March 13, 2018, & Regular Meeting March 14, 2018
- B. Warrants/Payroll
- C. Budget Updates and Transfers
- D. Communication
 1. 2018-19 Sunshine letter from GUTA to the GUSD Board
- E. Approve Williams Quarterly Report

Action taken/comments:

Motion _____ Second _____ Vote _____

F. Approve Annual Invoice for Low Cost Internet

The Board will be asked to approve an MOU with SCOE to provide GUSD with low-cost internet services-- Approved 04/12/2017 with Term of July 1, 2016 to June 30, 2019

V. GENERAL

A. 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!)

Action taken/comments:

Motion _____ Second _____ Vote _____

B. Approve 2018-19 GUSD Calendar

The Board will be asked to approve the 2018-19 District calendar, as negotiated between GUTA and GUSD representatives. There was an error in the calendar approved last month, so a corrected calendar is presented for approval.

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Action taken/comments:

Motion _____ Second _____ Vote _____

C. Set Board Meetings for May and June 2018

The Board needs to take action to set the dates for GUSD Board meetings in May and June, as required to approve the 18-19 Budget and LCAP.

Action taken/comments:

Motion _____ Second _____ Vote _____

D. Review Annual Board Calendar Template 2018-19

The Board is asked to review and adopt the proposed Annual Board Calendar Template for 18-19 created by Board President Horn.

Action taken/comments:

Motion _____ Second _____ Vote _____

E. Approve Updated Sexual Harassment Prevention AR/BP #5145.7, 4119.11, 4219.11, 4319.11

The Board is asked to approve the District's Sexual Harassment Prevention Board Policies ##5145.7, 4119.11, 4219.11, 4319.11, based on the latest model policy from CSBA.

Action taken/comments:

Motion _____ Second _____ Vote _____

F. Consider Update of Board Policy Based on Law Changes in 2018

The Board is asked to consider Education Law that changed in 2018, impacting educational policy, and determine which if any GUSD Board Policies should be updated and/or added, using the March 2018 policy update list from GAMUT online/CSBA.

Action taken/comments:

Motion _____ Second _____ Vote _____

VI. BUSINESS & FACILITIES

A. Select Inspector of Record for Gravenstein Phase 3 Projects

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The Board will be asked to select Isaac Kuster as Inspector of Record for the Phase 3 projects to be completed this summer.

Action taken/comments:

Motion _____ Second _____ Vote _____

B. Approve Notice of Completion – Shade Structure

The Board will be asked to approve the Notice of Completion for the Shade Structure, now that the project is done.

Action taken/comments:

Motion _____ Second _____ Vote _____

C. Approve RFP for Acquisition of Solar Energy System

The Board will be asked to approve going out for bids that will allow us to install a solar energy system on Gravenstein campus.

Action taken/comments:

Motion _____ Second _____ Vote _____

D. Consider Proposal for STREAM Lab at Hillcrest

The Board will be asked to review the proposal provided by Principal Fichera, and consider approval of all, part, or phase in of the proposal's acquisitions and facility changes requests.

Action taken/comments:

Motion _____ Second _____ Vote _____

E. Discuss Development of a Reserve Strategy

At the February 21, 2018, meeting the Board voted to establish a sub-committee to investigate development of a strategy to manage the District's reserve funds. The sub-committee will lead a discussion with the Board, and report on progress so far.

Action taken/comments:

Motion _____ Second _____ Vote _____

F. Accept Bond Report

The Board will be asked to accept the required Bond Continuing Disclosure Report as presented by CBO Holden.

Action taken/comments:

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Motion _____ Second _____ Vote _____

G. Approve Beyond the Bell Contract for 2018-19

The Board is asked to approve the 18-19 Beyond the Bell contract.

Action taken/comments:

Motion _____ Second _____ Vote _____

H. Approve Updated Management Salary Schedule

The Board is asked to approve an updated management salary schedule, as presented.

Action taken/comments:

Motion _____ Second _____ Vote _____

I. Approve Updated Classified Confidential Salary Schedule

The Board is asked to approve an updated Classified Confidential salary schedule, as presented.

Action taken/comments:

Motion _____ Second _____ Vote _____

J. Approve Updated Classified Salary Schedule

The Board is asked to approve the updated classified salary schedule, as presented.

Action taken/comments:

Motion _____ Second _____ Vote _____

K. Approve Art Instruction Contracting for 2018-19

The Board is asked to approve contracting with Nanci Ricciardi to serve as artist in residence for the 2018-19 school year.

Action taken/comments:

Motion _____ Second _____ Vote _____

L. Consideration of and Possible Action on Resolution Regarding Reduction/Elimination of Classified Employee Services (5.75 hours/day) Layoff

The Board will consider and take action to eliminate 5.75 hours/day classified special day TA, via the approval of resolution #180418-2. The service will no longer be needed in the 2018-19 school year.

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Action taken/comments:

Motion _____ Second _____ Vote _____

M. Final Action on Resolution and Decision not to Reemploy Certificated Employees for the 2018-19 School Year

The Board is asked to complete the layoff process for 0.57 FTE by approving Resolution No. 180418-1

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) Conference with Labor Negotiator
District Negotiator: Jennifer Schwinn, Superintendent
Represented Employees: Gravenstein Union Teachers Assoc.
- 2) Public Employee – Hiring
Long-term sub for 5th Grade Enrich! – Tara Kellett
- 3) Superintendent Evaluation

IX. OPEN SESSION

A. 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: May 9, 2018—5 p.m.

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.

Wow! What an amazing school!

Gravenstein Master Plan for grade-level specific Field Trips and Projects

This document is a work-in-progress. My goal is to start compiling a list so that we have the information on hand to prevent unnecessary duplications or conflicts. I'd also love to be able to share some of the special projects/events unique to each grade level.

| Grade level | Field Trips (dates are not necessary. If it is a field trip that connects to Science Standards, please add which standard that addresses. Example (grade 5) <ul style="list-style-type: none"> SRJC Planetarium- ESS1 Earth's Place in the Universe | Projects (ie Nutcracker, Wax Museum, State Fair) |
|-------------|---|--|
| K | Armstrong Woods: Social Studies Theme for Community Building Nutcracker Micro-Ballet: Arts & Humanities SF Opera: Arts & Humanities; Genres: Fairy Tales Rohnert Park Gymnastics: Pushes and Pulls PS2-1 Environmental Discovery Center In-Class Visit (NEW): Animal Habitats & Human Impact ESS2-2 Scribbles and Giggles In-Class: Arts & Humanities | <ul style="list-style-type: none"> Winter Performance TBD Mother's Day Lemonade Leprechaun Traps PS2-1 Butterfly Life Cycle Habitat LS1-1 Pumpkin Day PS3-1;LS1-1 Promotion Ceremony 100th Day Kinder End of the Year Dance Read Across America/Dr. Seuss |
| 1 | CA Carnivores: LS1.A Structure and Function Community Building Scavenger Hunt and Picnic: Social Studies | <ul style="list-style-type: none"> Animal Research Projects Authors Fair (T) Community Building Field Trip Weekly STEM projects with homework Leprechaun Traps |

A H G H

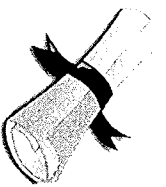
| | | |
|---|--|---|
| | <p>Healthy Earth, Healthy Bodies @ Tolay: LS1.B, LS1.D, LS3-1-Organisms</p> <p>Children's Museum of Sonoma County: PS4.A; PS4.B Light and Sound</p> <p>Rohnert Park Gymnastics: Movement</p> | <ul style="list-style-type: none"> • Cranberry Day • Holidays Around the World • Apple Day • 100th Day of School |
| 2 | <p>Guide Dogs for the Blind: Character traits (kindness and perseverance) Social themes: service to others and services for the disabled</p> <p>Wildlife Rescue Center: 2-L-S4-1 Interdependent Relationships in Ecosystems: Make observations about plants and animals to compare the diversity of life in different habitats</p> <p>Petaluma Wildlife Museum: 2-L-S4-1 Interdependent Relationships in Ecosystems: Make observations about plants and animals to compare the diversity of life in different habitats</p> <p>Wastewater Treatment Plant: 2-ESS2-3 Earth's systems and where water is found on earth Social Studies: Local government and resources</p> <p>Sebastopol Rotary Learn-To-Swim program (8 sessions)</p> | <p>-Heritage Day</p> <p>-Max Museum</p> <p>-Swimming program</p> |
| 3 | <p>Pepperwood Preserve Overnight (Spring?) - SCENIQ</p> <p>3-LS2 Ecosystems: Interactions, Energy, and Dynamics</p> <p>Warm Springs Fish Hatchery/Don Claussen in Geyserville</p> | <p>Endangered Animal Report and Project</p> <p>Steelhead Life Cycle Classroom Aquarium (CAEP)</p> <p>Weather and Travel Project</p> <p>Service Project - Kindness/Seniors</p> |

| | | |
|--|---|--|
| | <p>3-LS1-1 From Molecules to Organisms: Structures and Processes. ...describe that organisms have unique and diverse life cycles but all have in common birth, growth, reproduction, and death.</p> <p>Oakland Zoo</p> <p>3rd Grade - "Habitat is Where the Home Is" - Animal Adaptations & Habitats (3-LS2.C, 3-LS4.C, 3-LS4.D) Why are polar bears white? Why does a camel have a hump? What would happen if the bear moved to the desert and the camel transferred to the tundra?</p> <p>Lawrence Hall of Science (replacing CalAcademy because 3rd NGSS no longer covers Solar System) Linkage Lab Dec/Jan</p> <p>3-PS2 Motion and Stability: Forces and Interactions</p> <p>Learning Laguna</p> <p>The <i>Learning Laguna</i> school program offers school children in the 2nd - 4th grades a chance to learn more about wetlands, the Laguna watershed, and the flora and fauna of Sonoma County. The two-part program is offered each fall in September and October, and in the spring between mid-March and May. The <i>Learning Laguna</i> curriculum covers California State science and language arts standards. 3-LS4-3.</p> <p>Other trips (non science): Green Music Center - music</p> | <p>Field Day</p> <p>Mega Monday Mathernoon</p> <p>Engineering Presentation - Visit from professional to classrooms</p> |
|--|---|--|

| | | |
|---|--|--|
| | <p>Home Run Readers - ELA Bike Ride Joe Rodota trail or Spring Lake - PE (ENRICH 3rd&4th) LBC - tbd dependent on schedule - arts</p> | <ul style="list-style-type: none"> • Gold Rush Day • Fort Ross Wax Museum/Presentations • Service Project-Petaluma Animal Shelter • 4th Grade Movie Night--Wonder |
| 4 | <ul style="list-style-type: none"> • Bike Ride Joe Rodota Trail/Spring Lake-Enrich 3rd and 4th-P.E. • Marin Museum of the American Indian-All 4th-Social Studies • Sonoma Mission and General Vallejo's Home-All 4th-Social Studies • Petaluma Adobe-All 4th-Social Studies • Clem Miller Environmental Education • Overnight-Brown/Peec Overnight-Sully-Science-4-LS1-A and 4-LS1-D and ESS1.C and ESS2.A and ESS2.B and ESS2.E • <i>Old Town Sac Day</i> • <i>Trip-Museums/Schoolhouse/Capitol-4th Traditional</i> • Tour Through Gold Country-Enrich 4th-Social Studies • Fort Ross Overnight-All 4th-Social Studies • Angel Island?-All 4th | |
| 5 | <p>Age of Sail Balclutha Social Studies connection: European Exploration *new possible overnight/cost depending</p> <p>SRJC Planetarium *all 5th grade together -Science standards connection" 5-ESS1 <i>Earth's Place in Universe</i></p> | <ul style="list-style-type: none"> • Personal Timeline: Who am I? • Native American Slides Presentation • Explorer Project • Colonial America Slides Presentation • Heritage Report • Steelhead in the Classroom: 3 out of the 4 5th Grade Classrooms will hatch Steelhead next year. • Energy Reports • State's Research Project and Fair • American Revolution/Founding Fathers |

| | |
|--|--|
| <p>Steelhead: Warm Springs Dam 5-PS3 Energy; 5-LS2 Ecosystem, Interactions, Energy, and Dynamics; 5-ESS3 Earth and Human Activity</p> <p>Llano Water Treatment Plant 5-ESS3 Earth and Human Activity</p> <p>Armstrong Woods -docent-led tour through Stewards of the Redwoods -lunch at picnic grounds and then teacher-led hike back to parking lot *all 5th grade 5-LS1: Molecules to Organism Structures and Process</p> <p>Watershed -docent-led tour through Stewards of the Redwoods -docents come to class for one in-class lesson prior to the field trip *all 5th grade 5-ESS2: Earth's Systems; 5-LS2: Ecosystem Interactions Energy and Dynamics; 5-ESS3: Earth and Human Activity; 5-PS2: Motion and Stability, Forces and Interactions</p> <p>San Francisco Exploratorium *all 5th grade together 5-PS1: Matter and Interactions; 5-PS2: Motion and Stability/Forces and Interactions; 5-ESS1: Earth's Place in the Universe; 3-5 ETS1: Engineering Technology</p> <p>Sonoma Coast/Tidepools *all 5th grade together 5-ESS2: Earth's Systems; 5-LS2: Ecosystem Interactions Energy and Dynamics; 5-ESS3: Earth and Human Activity</p> | <p>Research Project</p> <ul style="list-style-type: none"> ● Science Fair ● Various Novel Studies around similar curricular topics discussed above |
|--|--|

| | | |
|----|--|---|
| | <p>WOLF outdoor education at Camp Caz</p> <p><i>-Science standards connection</i></p> <p><i>-4 days and 3 nights</i></p> <p><i>5-PS3 Energy; 5-LS2 Ecosystem, Interactions, Energy, and Dynamics; 5-ESS3 Earth and Human Activity</i></p> | |
| TK | <p>All in class field trips</p> <p>Classroom Safari</p> <p>Firefighters, Police Officers, Farm Animals, Veterans, Holiday/Cultural Presentations, Dentist</p> | <p>Class parties for Halloween, Thanksgiving, Christmas/Winter, Valentine's Day, Easter/Spring, End of Year</p> <p>Letter of the Week Sharing Day</p> <p>Pet Research Project</p> <p>Secret Valentine</p> <p>Scrapbook Family book</p> <p>Ladybug release on Earth Day</p> <p>Leprechaun Trap STEM (as class)</p> <p>100th Day snack/activities</p> <p>Read Across America/Dr. Seuss's Birthday</p> |



4th and 5th grade Trimester 2 Award Assembly

Tuesday, March 20 at 1:30

I know this may seem last minute, but I am hoping we can pull it off! I want to improve our Trimester Awards Assemblies by making them more personal. I still want to recognize the hard work that students put towards academics, but I feel there is more we can do. I'd like to model some of what I hope to see off of what Hillcrest does with recognizing students based on our monthly themes. I will create a certificate and each student will be given a voucher for a free smoothie at Whole Foods. I put a little write-up after each trait. If I am the one presenting these awards, the words are just ideas I have for what to say. I am definitely open to you editing and adding more if inspiration strikes!

To make this real, I DON'T want each teacher to feel that they have to submit one name for each category. Perhaps no one jumps out for one trait? Perhaps you have two students that both embody a trait? Put forth the names that you feel should be recognized. On one hand, I hope that we honor lots of kids, but at the same time, I really want to ensure that only the kids that truly embody these traits are publicly recognized. If no name comes to mind after reading my brief description, leave it blank! I feel that acknowledging these students only opens up the opportunity for more to be recognized- and nothing is taken away or diminished.

Community- "These students did an incredible job helping our class come together and form a community of respectful, kind, learners. Always welcoming, these students are the first to introduce themselves to a new student and can always be counted on to help in a group situation. They are natural facilitators and encouragers."

Perseverance- "These students have demonstrated a truly remarkable skill. Despite the hardships and challenges they face, they just do not give up! That might be seen in their attitude toward the regular one-mile runs, a particularly difficult math chapter, or their own expectations on an essay. No challenge is too great---these students will conquer it!"

Generosity- "In so many of our classes, we are fortunate to have students willing to help out. They are always offering to share their supplies, lend a hand to clean up a mess, or give their time to help out another student in need."

Imagination- "We have some incredibly imaginative students at our school. Not only does it show up in their art or their writing, but it also can be seen in how they approach a problem or think outside the box or look at something from a different perspective."

Courage- "Throughout the year, we ask students to try new things and push their own boundaries just a little. For some, that may be putting themselves in a position where they may become embarrassed in front of their peers. Seeing a student show courage in working through a challenging situations is powerful and inspiring to us all."

Integrity- "These students stand out because of a truly remarkable trait. In a school full of wonderful, well-behaved, respectful children, these students seem to always make the right choice, regardless of how that may be received by peers or whether or not there is an audience. These students may choose to pick up trash without any prompting, relocate a worm or moth to a safer place without telling anyone, help the substitute understand the class procedures...even if that means less free time."

| | Community | Perseverance | Generosity | Imagination | Courage | Integrity |
|-------------|----------------------------------|-----------------|------------|-----------------|---------|----------------------|
| 4: Davis | | | | | | |
| 4: Martinez | | | | | | |
| 4: Brown | | | | | | |
| 4: Sully | | | | | | |
| 5: Urmini | | | | | | |
| 5: Grimm | | | | | | |
| 5: Hansen | Eleanor Gould Lillian Seidler | Bailey Epperson | | Michela Comfort | | Samantha Richmond |

III I

Gravenstein Union School District

| April 2018 | | TK | K | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Totals |
|---------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Tomsky | | 17 | | | | | | | | | | 17 |
| Crandall | ENRICH! | | 17 | | | | | | | | | 17 |
| Briggs | ENRICH! | | 17 | | | | | | | | | 17 |
| Redfern | | 5 | 14 | | | | | | | | | 14 |
| Trivunovic | | | 13 | | | | | | | | | 13 |
| Parsons (Hillcrest) | | | | 1 | | | | | | | | 1 |
| Candau | ENRICH! | | | 21 | | | | | | | | 21 |
| Lannon | ENRICH! | | | 21 | | | | | | | | 21 |
| Dellosa | | | | 19 | | | | | | | | 19 |
| Clement | | | | 17 | | | | | | | | 17 |
| Debolt | ENRICH! | | | | 21 | | | | | | | 21 |
| Basque | ENRICH! | | | | 21 | | | | | | | 21 |
| Otterson | | | | | 21 | | | | | | | 21 |
| Sprinkle | | | | | 19 | | | | | | | 19 |
| Mattish | ENRICH! | | | | | 21 | | | | | | 21 |
| Nordstrom | ENRICH! | | | | | 21 | | | | | | 21 |
| Barrera | | | | | | 17 | | | | | | 17 |
| Haas | | | | | | 22 | | | | | | 22 |
| Brown | ENRICH! | | | | | | 26 | | | | | 26 |
| Sully | ENRICH! | | | | | | 26 | | | | | 26 |
| Martinez | | | | | | | 21 | | | | | 21 |
| Davis | | | | | | | 20 | | | | | 20 |
| Urmini | ENRICH! | | | | | | | 26 | | | | 26 |
| Hansen | ENRICH! | | | | | | | 26 | | | | 26 |
| Grimm | | | | | | | | 23 | | | | 23 |
| Helton | | | | | | | | | 18 | | | 18 |
| Kinman | | | | | | | | | 16 | | | 16 |
| Dexter | ENRICH! | | | | | | | | 26 | | | 26 |
| Rich | ENRICH! | | | | | | | | 26 | | | 26 |
| McDowell | | | | | | | | | | 24 | | 24 |
| Sotiras | | | | | | | | | | 20 | | 20 |
| Collins | ENRICH! | | | | | | | | | 24 | | 24 |
| Clements | ENRICH! | | | | | | | | | 25 | | 25 |
| Cole | | | | | | | | | | | 16 | 16 |
| McDonald | | | | | | | | | | | 14 | 14 |
| Jex-Lewis | | | | | | | | | | | 12 | 12 |
| Johnson | ENRICH! | | | | | | | | | | 16 | 16 |
| Sporrer | ENRICH! | | | | | | | | | | 20 | 20 |
| Gravenstein Campus | | 22 | 61 | 78 | 82 | 81 | 93 | 75 | | | | 492 |
| Hillcrest Campus | | | | 1 | | | | | 86 | 93 | 78 | 258 |
| April 2018 | 2018 | 22 | 61 | 79 | 82 | 81 | 93 | 75 | 86 | 94 | 78 | 750 |
| April | 2017 | 15 | 75 | 82 | 78 | 79 | 78 | 73 | 79 | 83 | 81 | 741 |
| April | 2016 | 21 | 77 | 78 | 83 | 73 | 78 | 74 | 88 | 83 | 83 | 738 |
| April | 2015 | 20 | 76 | 78 | 71 | 70 | 68 | 74 | 70 | 84 | 115 | 726 |
| April | 2014 | 21 | 79 | 64 | 69 | 65 | 71 | 66 | 73 | 103 | 104 | 715 |
| April | 2013 | | 81 | 68 | 68 | 61 | 69 | 69 | 85 | 107 | 101 | 709 |
| April | 2012 | | 79 | 71 | 61 | 65 | 63 | 85 | 89 | 95 | 79 | 687 |
| April | 2011 | | 67 | 57 | 61 | 51 | 84 | 74 | 84 | 77 | 93 | 648 |
| April | 2010 | | 56 | 60 | 49 | 76 | 70 | 71 | 66 | 84 | 96 | 628 |

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|-------------|
| 2017 |
| 485 |
| 256 |
| 741 |

17

2
H
H

**Gravenstein Union School District
Enrollment Projections for 2018-2019 (as of 4/10/18)
Grades TK-5**

| grade | Optimal class size (Grade level capacity) | Enrollment Status | Comments |
|-------|---|---|--|
| TK | 20 (21) | 20 students accepted | Suggest cap enrollment at 20 to accommodate any in-district late apps |
| K | 21 (84) | 84 students accepted; 2 on waitlist | Lottery on 4/9/18 filled remaining 6 spaces and created a waitlist with 2 names- all notified via email of lottery results on 4/9/18 |
| 1 | 21 (84) | T: 28 students E: 33 students (+1 out-of-area application to still shadow- MM) | |
| 2 | 21 (84) | T: 38 students (possibly +1 if WL student enrolls in T) E: 42 students | Bodhi DC is #1 on waitlist for E |
| 3 | 24 (96) | T: 34 students (possibly +2 if WL students enroll in T) E: 48 students (+1 out-of-area application to still shadow- AM) | Lottery on 4/9/18 filled 8 spaces in 3E and create a waitlist with 2 names |
| 4 | 26 (104) | T: 36 students E: 50 students (assuming all shadows receive positive feedback) (+1 application to still shadow on 4/11- EM) | |
| 5 | 26 (104) | T: 46 students E: 52 students (+1 out-of-area application to still shadow- CMorr) | |

TK-20 K- 84 First- 61 Second- 80 Third- 82 Fourth- 86 Fifth- 98

Total Student Enrollment Projected for 2018-2019: 511 students

6

Hillcrest 18-19

| 2018-2019 | Potential Roll-Over from current 2017-18 | Students leaving | Applications for 2018-19 | Projected Enrollment for 2018-19 | |
|-----------|--|----------------------------|---------------------------------------|---|------------------------------|
| 6th | E!: 52 T: 23 | E!: 2 T: 5 | E!: 5 T: 6 | E!: 52 (2 waitlist) T: 26* (including 2 E! waitlist) | * We expect this to reach 30 |
| 7th | E!: 52 T: 34 | E!: 0 T: 1 (possibly 2) | E!: 7 (6 new, 1 current trad) T: 5 | E!: 52 (7 waitlist) T: 40 (2 E! waitlist new students) | |
| 8th | E!: 49 T: 45 | E!: 1 T: 1 | E!: 3 T: 2 | E!: 51 T: 46 | |

| | |
|--------------|-----|
| 6th Total | 78 |
| 7th Total | 92 |
| 8th Total | 97 |
| School Total | 267 |

Sun
Apr 1

4
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H

| Mon | Tue | Wed | Thu | Fri | Sat |
|--|--|--|---|--|----------------------------|
| 2 Spring Break | 3 | 4 | 5 | 6 | 7 |
| 8 School resumes 11am Public admmiss | 9 7th Grade Hands-Only 10:30am 7th Grade I 3:40pm HMS Staff N | 10 3:30pm Grav Staff n | 11 GSF Jog-a-thon 12:45pm Special Bo | 12 GSF Jogathon at Hillcrest 7pm Hillcrest Dance | 13 Apple Blossom Parade |
| 15 | 16 5pm GUSD Board m | 17 150th school day: 3rd t | 18 Hillcrest Spring Picture | 19 Apple Blossom Parade | 20 |
| 22 3pm Analy Science I 5pm MPF Lagunitas | 23 2:15pm Big Cat Assi 3:45pm Supt's Advik 6pm MPF Meeting | 24 3:40pm District Site 5pm 2nd-3rd Open t | 25 Early Release Day 5pm 4th-5th Open H | 26 9am GSF mtg | 27 |
| 29 | 30 Staff Appreciation Week 5pm TK/K/1 Open H | May 1 3:40pm HMS Staff N | 2 9:30am Analy Math 3:30pm Grav Staff n | 3 5pm Hillcrest Open | 4 5:30pm Skate Night |

22

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-------------------------|--------------------------|------------------------|--------------------------|------------------------|------------------------|
| 29 | 30 | May 1 | 2 | 3 | 4 | 5 |
| | Staff Appreciation Week | | | | | |
| | ● 5pm TK/K/1 Open H | ● 3:40pm HMS Staff M | ● 9:30am Analy Math | ● 5pm Hillcrest Open | ● 5:30pm Skate Night | |
| | | | ● 3:30pm Grav Staff m | | | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| | 7th El to Ashland | | | | | |
| | | | ● 5pm GUSD Board m | Early Release Day | | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | ● 5pm Gravenstein Sp | 6E FT to Marin Headlands | ● 6pm MPF Meeting | | ● 9am GSF mtg | Rose Parade (Hillcrest |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | | ● 3:45pm Supt's Advis | ● 3:40pm District Site | ● 9am Grad Practice t | ● 9am HMS 3rd Tri Av | |
| | | | ● 5pm HMS Spring Co | | ● 1:40pm HMS Talent | |
| | | | | | ● 7pm Hillcrest Dance | |
| 27 | 28 | 29 | 30 | 31 | Jun 1 | 2 |
| | Memorial Day Holiday- | Hillcrest Hall Reserved | Early Release Day | Hillcrest Field Day (Ten | Last Day of School | |
| | | ● 9:30am House rewa | ● 9am HMS Grad Prac | Minimum Day | ● 9am Hillcrest Grad F | |
| | | 5 more | | 2 more | 2 more | |

23

Gravenstein Union School District Window Coverings

Objectives in need for window coverings

- 1) **Safety; block out view to see in event of intruder**
- 2) **Quick action to cover windows in an emergency situation**
- 3) **Blocking sunlight glare for classroom instruction**
- 4) **Insulation qualities for reducing heat entering into classrooms on hot days**

Window Covering Options for Classrooms

Option 1 Hunter Douglas Duette ultraglide commercial ¾" fabric honeycomb opaque fabric blinds. These shades are available as Vertical pull down (Not available as horizontal pull).

Can be up to a 12' span, however not recommended (recommend two sections per window bank) See classroom 13 Gravenstein of typical classroom (rms K-18 @ Grav) Example room 13 would be 4 sections total (2 on each side) based on the objective to limit amount of time to deploy.

Hillcrest (rms 1-12) could be done as an inside mount would have four sections with the four bays of windows being the typical layout for a cleaner look. Additionally, the Hillcrest Classrooms have a large door sidelight with the doors that open up to the hallways the majority of these rooms have these sidelights covered with paper currently (would a recommend a 5th shade for these classrooms).

Modulars have less windows and would be done as one shade per window. Modulars range from having two to four windows in each classroom.

Pros:

Quick action to deploy
 Insulation quality for improved room comfort due to honeycomb design
 Better overall look

Cons:

Cost more expensive than roller shades
 Durability: can have issues if misused

Option 2 Roller shades

Recommended two sections per window side typical classroom at Gravenstein (see classroom 13). Again this option would be 4 sections to best minimize speed to deploy. See above as same size limitations as the duette.

Pros:

Very durable
Lower cost about 1/2 the cost
Easy to clean and maintain

Cons:

Longer time to raise and lower (up to 20 seconds per section)
Not as visually pleasing
Low insulating qualities

Option 3 Drapery

Pros:

Straightforward operation
Quick Action
Less moving parts or parts to potentially fail

Cons:

Cost Most expensive option. Two times the cost of duette
Very Bulky takes up space; more counterspace must be cleared for operation
Cleaning and maintenance dust accumulation allergen considerations
Limited thermal value

Preliminary Quotes Received (Note: at Gravenstein MPR is excluded as it is part of phase III and learning lab windows being changed out final window sizes not determined at time of request for pricing.)

Company: Creative Window Fashions

Product: Hunter Douglas Duette Honeycomb Shade UltraGlide

\$123,546.29 all windows @ Gravenstein (includes contractor volume discount \$15,000.00)
\$62,824.75 all windows @ Hillcrest

Cost breakdown Gravenstein \$110,416.80 product cost plus tax
 \$ 3,330.00 install cost

Cost breakdown Hillcrest \$55,499.20 product plus tax

\$ 2,400.00 install cost

Rollershades @ Gravenstein \$65,000 all windows @ Gravenstein
No breakdown of product or install cost

Rollershades @ Hillcrest \$33,000 all windows @ Hillcrest
No breakdown of product or install cost

Drapery @ Gravenstein \$250,000.00
No breakdown of product or install cost

Drapery @ Hillcrest \$126,000.00
No breakdown of product of install cost

Company: SOCO Shade Co.

Product: Hunter Douglas Duette UltraGlide

Cost \$131,020.27 all windows at Gravenstein
No price for Hillcrest received at this time

Product Hunter Douglas Designer Motorized Roller Shades

Total Cost \$109,587.40 all windows @ Gravenstein excluding MPR and learning lab
Product cost 96,103.95 Install \$5,575.00
No price for Hillcrest received at this time

(The motorized shades require plug in power to operate. not recommended in event of power failure)

Product: Hunter Douglas Somner Vertical Blinds

Cost \$48,635.80 all windows @ Gravenstein
No price for Hillcrest at this time

Drapery: No estimate given

Company: Drapes and More (Gave a sample room cost does not include bulk discounts, install or tax/freight on material)

Product: Hunter Douglas Duette Honeycomb ultraglide shade opaque

Price @ classroom 10 @ Gravenstein \$5,080.00
So roughly x 19 classrooms of same layout \$96,520.00

**Plus costs for modulares and office @ Gravenstein
(see Drapes and More preliminary estimate)**

Hunter Douglas Duette Honeycomb ultraglide shade @ Hillcrest

**Price @ Classroom 5 @ Hillcrest \$1880.00 windows plus door sidelight \$560.00 =\$2440.00
So roughly x 12 classrooms of same layout \$29,280.00 + additional windows @ Hillcrest**

Product Roller Shades @ Classroom 10 Gravenstein \$2840.00

So roughly at 19 rooms of same layout = \$53,960 plus additional areas office and modulares.

Product Vinyl blackout opaque curtain (More info needed on this product)

Classroom 10 @ Gravenstein \$3750.00 Includes curtain and rod.
X 19 Roughly \$71,250.00 for typical classroom layout.

+ Additional areas at Gravenstein

This offer is valid through: 04/13/2018

SOCO Shade CO.

PO BOX 4194
 SANTA ROSA, CA 95402
 Phone: (707) 596-3011
 Fax:
 Email: inquire@socoshadeco.com



| | |
|-------------------|----------|
| Date | Quote |
| 03/22/2018 | 10320660 |
| PO Reference | |
| Schwinn, Jennifer | |
| Salesperson | |
| Janeen Begley | |

| |
|--|
| Sold To: |
| Jennifer Schwinn 3840 TWIG AVE SEBASTOPOL, CA 95472-5750 Sidemark: Schwinn, Jennifer |

| Item | Room Location | Description | Qty | MSRP | Each | Extended |
|------|------------------------|---|-----|-----------|--------|-----------|
| 1 | Long classrooms 1 | Hunter Douglas Designer Roller PowerView MID - Midnight 801 - Powder Dust | 58 | 78,938.00 | 707.72 | 41,047.76 |
| 2 | Long classrooms 1 | Hunter Douglas Designer Roller PowerView MID - Midnight 801 - Powder Dust | 40 | 56,360.00 | 732.68 | 29,307.20 |
| 3 | Long classrooms 1 | Hunter Douglas Designer Roller PowerView MID - Midnight 801 - Powder Dust | 15 | 14,550.00 | 504.40 | 7,566.00 |
| 4 | Long classrooms 1 | Hunter Douglas Designer Roller PowerView MID - Midnight 801 - Powder Dust | 4 | 4,072.00 | 529.36 | 2,117.44 |
| 5 | Small classrooms 1 | Hunter Douglas Designer Roller PowerView MID - Midnight 801 - Powder Dust | 6 | 7,932.00 | 687.44 | 4,124.64 |
| 6 | Small classrooms 1 | Hunter Douglas Designer Roller PowerView MID - Midnight 801 - Powder Dust | 1 | 960.00 | 499.20 | 499.20 |
| 7 | Small classrooms 1 | Hunter Douglas Designer Roller PowerView MID - Midnight 801 - Powder Dust | 4 | 4,492.00 | 583.96 | 2,335.84 |
| 8 | Small classrooms 1 | Hunter Douglas Designer Roller PowerView MID - Midnight 801 - Powder Dust | 9 | 10,422.00 | 602.16 | 5,419.44 |
| 9 | Small classrooms 1 | Hunter Douglas Designer Roller PowerView MID - Midnight 801 - Powder Dust | 1 | 1,409.00 | 732.68 | 732.68 |
| 10 | Small classrooms 1 | Hunter Douglas Designer Roller PowerView MID - Midnight 801 - Powder Dust | 1 | 960.00 | 499.20 | 499.20 |
| 11 | Business office 1 | Hunter Douglas Designer Roller Custom Clutch MID - Midnight 801 - Powder Dust | 1 | 372.00 | 193.44 | 193.44 |
| 12 | Business office 2 | Hunter Douglas Designer Roller Custom Clutch MID - Midnight 801 - Powder Dust | 1 | 372.00 | 193.44 | 193.44 |
| 13 | Superintenden office 1 | Hunter Douglas Designer Screen Roller Custom Clutch UMB1 - Umbria 1% 140 - Quartz | 1 | 624.00 | 386.88 | 386.88 |
| 14 | Superintenden office 2 | Hunter Douglas Designer Screen Roller Custom Clutch UMB1 - Umbria 1% 140 - Quartz | 1 | 433.00 | 268.46 | 268.46 |
| 15 | Superintenden office 3 | Hunter Douglas Designer Screen Roller Custom Clutch UMB1 - Umbria 1% 140 - Quartz | 1 | 433.00 | 268.46 | 268.46 |
| 16 | Superintenden office 4 | Hunter Douglas Designer Screen Roller Custom Clutch UMB1 - Umbria 1% 140 - Quartz | 1 | 433.00 | 268.46 | 268.46 |
| 17 | Principals | Hunter Douglas Designer Screen Roller Custom Clutch UMB1 - Umbria 1% 140 - Quartz | 1 | 333.00 | 206.46 | 206.46 |

29

Client Proposal for Jennifer Schwinn
This offer is valid through: 04/13/2018



SOCO Shade CO.

PO BOX 4194
 SANTA ROSA, CA 95402
 Phone: (707) 596-3011
 Fax:
 Email: inquire@socoshadeco.com

| | |
|-------------------|----------|
| Date | Quote |
| 03/22/2018 | 10320660 |
| PO Reference | |
| Schwinn, Jennifer | |
| Salesperson | |
| Janeen Begley | |

| |
|--|
| Sold To: |
| Jennifer Schwinn 3840 TWIG AVE SEBASTOPOL, CA 95472-5750 Sidemark: Schwinn, Jennifer |

| | | | | | | |
|---|----------------------|---|---|--------|--------|--------|
| 8 | Maintenance office 1 | Hunter Douglas Designer Screen Roller Custom Clutch UMB1 - Umbria 1% 140 - Quartz | 1 | 333.00 | 206.46 | 206.46 |
| 9 | Staff room 1 | Hunter Douglas Designer Screen Roller Custom Clutch UMB1 - Umbria 1% 140 - Quartz | 1 | 624.00 | 386.88 | 386.88 |
| 0 | | Hunter Douglas PowerView Accessories | 1 | 90.01 | 75.61 | 75.61 |

| | | | | | | |
|-------------------|-----------------------|----------------------|--------------------|---------------------|----------------|---------------------|
| MSRP Total | Discount Total | Product Total | Tax 8.1250% | Installation | Freight | Client Price |
| 184,142.01 | -88,038.06 | 96,103.95 | 7,808.45 | 5,575.00 | 100.00 | 109,587.40 |

Accepted By: _____
 Date: _____

Creative Window Fashions
 5755 Redwood Drive
 Rohnert Park, CA 94928 US
 (707) 588-8500
 sales@myCWF.com
 myCWF.com

Estimate

ADDRESS

Hillcrest Middle School 8645
 725 Bloomfield Rd
 Sebastopol, CA 95472

SHIP TO

Hillcrest Middle School 8645
 725 Bloomfield Rd
 Sebastopol, CA 95472

| ESTIMATE # | DATE | EXPIRATION DATE |
|------------|------------|-----------------|
| 8645 | 01/05/2018 | 02/04/2018 |

CONTRACT NO.
 8645

ORDER NO.

ACTIVITY

| | QTY | AMOUNT |
|---|-----|------------|
| DUUG 80 Hunter Douglas Duette Honeycomb Shade with UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 Platinum | 1 | 55,499.20T |
| Installations Installation | 80 | 2,400.00 |

Drapery would be 126k - Roll Shades 33k - If you choose one of these products we would need to come out for a second measure - If you have any questions regarding this Estimate please contact Tom Rhodes at 707.889.1118 or via email Tom@MyCWF.com. Thank you

We look forward to doing business with you!

| | |
|--------------|--------------------|
| SUBTOTAL | 57,899.20 |
| TAX (8.875%) | 4,925.55 |
| TOTAL | \$62,824.75 |

Accepted By

Accepted Date

Creative Window Fashions
 5755 Redwood Drive
 Rohnert Park, CA 94928 US
 (707) 588-8500
 sales@myCWF.com
 myCWF.com

Estimate

ADDRESS

Gravenstein Elementary 8639
 3840 Twig Ave
 Sebastopol, CA 95472

SHIP TO

Gravenstein Elementary 8639
 3840 Twig Ave
 Sebastopol, CA 95472

| ESTIMATE # | DATE | EXPIRATION DATE |
|------------|------------|-----------------|
| 8639 | 01/05/2018 | 02/04/2018 |

CONTRACT NO.
 8639

ORDER NO.

| ACTIVITY | QTY | AMOUNT |
|---|-----|-------------|
| DUUG 111 Hunter Douglas Duette Honeycomb Shade with UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 Platinum | 1 | 110,416.80T |
| Installations Installation | 111 | 3,330.00 |

This Rate includes a Contractor Discount of \$15,000

Drapery would be 250k - Roll Shades would be 65k - If you choose one of these products we would need to come out for a second measure - If you have any questions regarding this Estimate please contact Tom Rhodes at 707.889.1118 or via email Tom@MyCWF.com.
 Thank you!

We look forward to doing business with you!

| | |
|--------------|---------------------|
| SUBTOTAL | 113,746.80 |
| TAX (8.875%) | 9,799.49 |
| TOTAL | \$123,546.29 |

Accepted By

Accepted Date

To: Jennifer Schwin
Brian Sposato

FM: Diane & Walter Winsby
Drapes & More Interiors
(707) 578-0849

RE: Gravenstein & Hillcrest Schools

Gravenstein School:

All figures below are for budgetary purposes only and are not a final sales quote; the information does not include sales tax, freight or installation costs which will be determined by final measurements and product choices.

Superintendent's office:

Two shades with LiteRise (hand operated) controls using either a semi-opaque Duette Reception VS a semi-opaque Applause Sunterra shades VS Designer Roller Shade w/Cassette:

| | | |
|--------------|------------|--------------------|
| Duette | \$1,235.00 | Opaque \$ 2,140.00 |
| Applause | 950.00 | Opaque \$ 1,155.00 |
| Roller Shade | | Opaque \$ 1,120.00 |

Classroom #10:

4 Ultragliding operated semi-opaque shades (2 in front and 2 in back)

| | | |
|--------------|------------|--------------------|
| Duette | \$3,400.00 | Opaque \$5,080.00 |
| Applause | \$2,500.00 | Opaque \$ 2,860.00 |
| Roller Shade | | Opaque \$ 2,840.00 |

VERSUS

Fire retardant vinyl, black-out opaque curtain in grey or blue, with one self-tieback and heavy duty aluminum rods will cover as one piece, one in front and 1 in back:

| | | |
|--------|------------|---|
| Drapes | \$2,300.00 | |
| Rods | \$1,450.00 | Total to cover two windows with drape/rod \$ 3,750.00 |

Modular Classrooms:

Both either with Ultragliding or LiteRise operation

| | | |
|--------|--|------------------|
| Duette | Semi-opaque \$360.00 for 72 X 48 size window | Opaque \$ 560.00 |
|--------|--|------------------|

| | | |
|----------|--|------------------|
| | Semi-opaque \$460.00 for 96 X 48 size window | Opaque \$ 725.00 |
| Applause | Semi-opaque \$310.00 for 72 X 48 size window | Opaque \$ 360.00 |
| | Semi-opaque \$380.00 for 96 X 48 size window | Opaque \$ 450.00 |
| Roller | 72 X 48 size window | Opaque \$ 310.00 |
| Shade | 96 X 48 size window | Opaque \$ 380.00 |

Hillcrest school:

Please see comments above regarding sales tax, etc.

Computer Room #5:

| | | | | |
|--------------|------------------|--------------------|----------------|------------------|
| Duette | Exterior Windows | Opaque \$ 1,880.00 | Door Sidelight | Opaque \$ 560.00 |
| Applause | Exterior Windows | Opaque \$ 1,165.00 | Door Sidelight | Opaque \$ 390.00 |
| Roller Shade | Exterior | Opaque \$ 845.00 | Door Sidelight | Opaque \$ 250.00 |

VERSUS

Heavy-duty vinyl drapery and rod – one panel – as noted above (no sidelight):

| | | |
|-------|------------|---|
| Drape | \$1,200.00 | |
| Rod | 624.00 | Total to cover one bank of windows \$1,824.00 |

Library end windows (3):

| | | |
|--------------|--------|-------------|
| Duette | Opaque | \$ 1,770.00 |
| Applause | Opaque | \$ 1,190.00 |
| Roller Shade | Opaque | \$ 795.00 |

As you can see it is very difficult to give you prices because of the variety of products/costs. When you've looked this information over and have made some decisions on products we can come out and measure each room you want to do and give a final price.

This offer is valid through: 02/24/2018



Creative Window Fashions
 5755 REDWOOD DR
 ROHNERT PARK, CA 94928-7015
 Phone: (707) 588-8500
 Fax: (707) 588-8012
 Email: sales@myCWF.com

| | |
|--------------|----------|
| Date | Quote |
| 01/09/2018 | 10140563 |
| PO Reference | |
| 8639 | |
| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Gravenstein ele

| Room Location | Description | Qty | MSRP | Each | Extende | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------|---|-------------------------|------------------------------|------------|----------|------------------|------------|---------------|-----------|--------------------|--------------------|-------------|------------------------------|-------|----------------|------------|--------------|---------------|------|-------------|--------------|--------------------|----|---------------|----|----------|----|-------------------------|----|----------------------|-----------------------------|--|--|--|--|--|
| Preschool 1 | Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum | 1 | 1,170.00 | 936.00 | 936.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <tr> <td>Location</td> <td>Preschool 1</td> <td>Collection</td> <td>Duette</td> </tr> <tr> <td>Operating System</td> <td>UltraGlide</td> <td>Design Option</td> <td>Bottom-Up</td> </tr> <tr> <td>Blinds on Headrail</td> <td>Single Panel Shade</td> <td>Fabric Type</td> <td>D23 - Commercial 3/4" Opaque</td> </tr> <tr> <td>Color</td> <td>682 - Platinum</td> <td>Mount Type</td> <td>Inside Mount</td> </tr> <tr> <td>Cord Position</td> <td>Left</td> <td>Wand Length</td> <td>36 Inch Wand</td> </tr> <tr> <td>Extension Brackets</td> <td>No</td> <td>Spacer Blocks</td> <td>No</td> </tr> <tr> <td>Cut-outs</td> <td>No</td> <td>Hardware Color Override</td> <td>No</td> </tr> <tr> <td>Special Instructions</td> <td>N - No Special Instructions</td> <td></td> <td></td> </tr> </table> | Location | Preschool 1 | Collection | Duette | Operating System | UltraGlide | Design Option | Bottom-Up | Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque | Color | 682 - Platinum | Mount Type | Inside Mount | Cord Position | Left | Wand Length | 36 Inch Wand | Extension Brackets | No | Spacer Blocks | No | Cut-outs | No | Hardware Color Override | No | Special Instructions | N - No Special Instructions | | | | | |
| Location | Preschool 1 | Collection | Duette | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Operating System | UltraGlide | Design Option | Bottom-Up | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Color | 682 - Platinum | Mount Type | Inside Mount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cord Position | Left | Wand Length | 36 Inch Wand | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Extension Brackets | No | Spacer Blocks | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cut-outs | No | Hardware Color Override | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Special Instructions | N - No Special Instructions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Preschool 2 | Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum | 1 | 634.00 | 507.20 | 507.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <tr> <td>Location</td> <td>Preschool 2</td> <td>Collection</td> <td>Duette</td> </tr> <tr> <td>Operating System</td> <td>UltraGlide</td> <td>Design Option</td> <td>Bottom-Up</td> </tr> <tr> <td>Blinds on Headrail</td> <td>Single Panel Shade</td> <td>Fabric Type</td> <td>D23 - Commercial 3/4" Opaque</td> </tr> <tr> <td>Color</td> <td>682 - Platinum</td> <td>Mount Type</td> <td>Inside Mount</td> </tr> <tr> <td>Cord Position</td> <td>Left</td> <td>Wand Length</td> <td>36 Inch Wand</td> </tr> <tr> <td>Extension Brackets</td> <td>No</td> <td>Spacer Blocks</td> <td>No</td> </tr> <tr> <td>Cut-outs</td> <td>No</td> <td>Hardware Color Override</td> <td>No</td> </tr> <tr> <td>Special Instructions</td> <td>N - No Special Instructions</td> <td></td> <td></td> </tr> </table> | Location | Preschool 2 | Collection | Duette | Operating System | UltraGlide | Design Option | Bottom-Up | Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque | Color | 682 - Platinum | Mount Type | Inside Mount | Cord Position | Left | Wand Length | 36 Inch Wand | Extension Brackets | No | Spacer Blocks | No | Cut-outs | No | Hardware Color Override | No | Special Instructions | N - No Special Instructions | | | | | |
| Location | Preschool 2 | Collection | Duette | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Operating System | UltraGlide | Design Option | Bottom-Up | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Color | 682 - Platinum | Mount Type | Inside Mount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cord Position | Left | Wand Length | 36 Inch Wand | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Extension Brackets | No | Spacer Blocks | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cut-outs | No | Hardware Color Override | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Special Instructions | N - No Special Instructions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Preschool 3 | Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum | 1 | 1,170.00 | 936.00 | 936.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <tr> <td>Location</td> <td>Preschool 3</td> <td>Collection</td> <td>Duette</td> </tr> <tr> <td>Operating System</td> <td>UltraGlide</td> <td>Design Option</td> <td>Bottom-Up</td> </tr> <tr> <td>Blinds on Headrail</td> <td>Single Panel Shade</td> <td>Fabric Type</td> <td>D23 - Commercial 3/4" Opaque</td> </tr> <tr> <td>Color</td> <td>682 - Platinum</td> <td>Mount Type</td> <td>Inside Mount</td> </tr> <tr> <td>Cord Position</td> <td>Left</td> <td>Wand Length</td> <td>36 Inch Wand</td> </tr> <tr> <td>Extension Brackets</td> <td>No</td> <td>Spacer Blocks</td> <td>No</td> </tr> <tr> <td>Cut-outs</td> <td>No</td> <td>Hardware Color Override</td> <td>No</td> </tr> <tr> <td>Special Instructions</td> <td>N - No Special Instructions</td> <td></td> <td></td> </tr> </table> | Location | Preschool 3 | Collection | Duette | Operating System | UltraGlide | Design Option | Bottom-Up | Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque | Color | 682 - Platinum | Mount Type | Inside Mount | Cord Position | Left | Wand Length | 36 Inch Wand | Extension Brackets | No | Spacer Blocks | No | Cut-outs | No | Hardware Color Override | No | Special Instructions | N - No Special Instructions | | | | | |
| Location | Preschool 3 | Collection | Duette | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Operating System | UltraGlide | Design Option | Bottom-Up | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Color | 682 - Platinum | Mount Type | Inside Mount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cord Position | Left | Wand Length | 36 Inch Wand | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Extension Brackets | No | Spacer Blocks | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cut-outs | No | Hardware Color Override | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Special Instructions | N - No Special Instructions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Rm K 1 | Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum | 1 | 1,886.00 | 1,508.80 | 1,508.80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| PO Reference | |
| 8639 | |
| Salesperson | |
| Tom Rhodes | |

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| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm K 1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

Rm K 2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm K 2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

Rm K 3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm K 3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

Rm K 4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm K 4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

Rm 1,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

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| PO Reference | |
| 8639 | |
| Salesperson | |
| Tom Rhodes | |

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Sidemark: Gravenstein ele

| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 1,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

Rm 1,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 1,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

Rm 1,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 1,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

Rm 1,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 1,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

Rm 2,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

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| 01/09/2018 | 10140563 |
| PO Reference | |
| 8639 | |
| Salesperson | |
| Tom Rhodes | |

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| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 2,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

3 Rm 2,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 2,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

4 Rm 2,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 2,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

5 Rm 2,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 2,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

6 Rm 3,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

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| PO Reference | |
| 8639 | |
| Salesperson | |
| Tom Rhodes | |

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| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 3,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

7 Rm 3,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 3,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

8 Rm 3,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 3,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

9 Rm 3,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 3,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

0 Rm 4,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

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| PO Reference | |
| 8639 | |
| Salesperson | |
| Tom Rhodes | |

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|-------------------------|---------------------------|----------------------|-------------------------------------|
| Location | Rm 4,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

1 Rm 4,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

| | | | |
|-------------------------|---------------------------|----------------------|-------------------------------------|
| Location | Rm 4,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

2 Rm 4,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|---------------------------|----------------------|-------------------------------------|
| Location | Rm 4,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

3 Rm 4,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|---------------------------|----------------------|-------------------------------------|
| Location | Rm 4,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

4 Rm 20,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,170.00 936.00 936.00

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| Salesperson | |
| Tom Rhodes | |

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|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 20,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

5 Rm 20,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,170.00 936.00 936.00

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 20,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

6 Rm 19,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,170.00 936.00 936.00

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 19,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

7 Rm 19,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,170.00 936.00 936.00

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| 8639 | |
| Salesperson | |
| Tom Rhodes | |

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|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 19,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

8 Rm 9,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 9,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

9 Rm 9,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 9,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

0 Rm 9,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 9,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

1 Rm 9,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

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| PO Reference | |
| 8639 | |
| Salesperson | |
| Tom Rhodes | |

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Sidemark: Gravenstein ele

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|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 9,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

2 Rm 8,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 8,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

3 Rm 8,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 8,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

4 Rm 8,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 8,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

5 Rm 8,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

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| PO Reference | |
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| Salesperson | |
| Tom Rhodes | |

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| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 8,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |
| Override | No | | |

6 Rm 7,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 7,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |
| Override | No | | |

7 Rm 7,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 7,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |
| Override | No | | |

8 Rm 7,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 7,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |
| Override | No | | |

9 Rm 7,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

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| 8639 | |
| Salesperson | |
| Tom Rhodes | |

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| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 7,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

0 Rm 6,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 6,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

1 Rm 6,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 6,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

2 Rm 6,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 6,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

3 Rm 6,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

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| 8639 | |
| Salesperson | |
| Tom Rhodes | |

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| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 6,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

4 Rm 5,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 634.00 507.20 507.20

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 5,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Right | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

5 Rm 5,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 5,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

6 Rm 5,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 5,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

7 Rm 5,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

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| Salesperson | |
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| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 5,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

8 Rm 5,5 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 5,5 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

9 Business office 1 Hunter Douglas Duette UltraGlide Bottom-Up D22 - Commercial 3/4" Semi-Opaque 733 - Patina Gray 1 379.00 303.20 303.20

| | | | |
|----------------------|-----------------------------|-------------------------|-----------------------------------|
| Location | Business office 1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D22 - Commercial 3/4" Semi-Opaque |
| Color | 733 - Patina Gray | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

0 Business office 2 Hunter Douglas Duette UltraGlide Bottom-Up D22 - Commercial 3/4" Semi-Opaque 733 - Patina Gray 1 379.00 303.20 303.20

| | | | |
|----------------------|-----------------------------|-------------------------|-----------------------------------|
| Location | Business office 2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D22 - Commercial 3/4" Semi-Opaque |
| Color | 733 - Patina Gray | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

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| Salesperson | |
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1 Principals office Hunter Douglas Duette UltraGlide Bottom-Up D22 - Commercial 3/4" Semi-Opaque 733 - Patina Gray 1 379.00 303.20 303.20

| | | | |
|----------------------|-----------------------------|-------------------------|-----------------------------------|
| Location | Principals office | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D22 - Commercial 3/4" Semi-Opaque |
| Color | 733 - Patina Gray | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

2 Facilities office Hunter Douglas Duette UltraGlide Bottom-Up D22 - Commercial 3/4" Semi-Opaque 733 - Patina Gray 1 379.00 303.20 303.20

| | | | |
|----------------------|-----------------------------|-------------------------|-----------------------------------|
| Location | Facilities office | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D22 - Commercial 3/4" Semi-Opaque |
| Color | 733 - Patina Gray | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

3 Lounge 1 Hunter Douglas Duette UltraGlide Top-Down/Bottom-Up D22 - Commercial 3/4" Semi-Opaque 733 - Patina Gray 1 630.00 504.00 504.00

| | | | |
|-------------------------|--------------------|----------------------|-----------------------------------|
| Location | Lounge 1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Top-Down/Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D22 - Commercial 3/4" Semi-Opaque |
| Color | 733 - Patina Gray | Mount Type | Outside Mount |
| Cord Position | Both | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Reverse Controls | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

4 Lounge 2 Hunter Douglas Duette UltraGlide Top-Down/Bottom-Up D22 - Commercial 3/4" Semi-Opaque 733 - Patina Gray 1 630.00 504.00 504.00

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| Tom Rhodes | |

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| | | | |
|-------------------------|--------------------|----------------------|-----------------------------------|
| Location | Lounge 2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Top-Down/Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D22 - Commercial 3/4" Semi-Opaque |
| Color | 733 - Patina Gray | Mount Type | Outside Mount |
| Cord Position | Both | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Reverse Controls | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

5 Supers office 1 Hunter Douglas Duette UltraGlide Top-Down/Bottom-Up D22 - Commercial 3/4" Semi-Opaque 733 - Patina Gray 1 630.00 504.00 504.00

| | | | |
|-------------------------|--------------------|----------------------|-----------------------------------|
| Location | Supers office 1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Top-Down/Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D22 - Commercial 3/4" Semi-Opaque |
| Color | 733 - Patina Gray | Mount Type | Outside Mount |
| Cord Position | Both | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Reverse Controls | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

6 Supers office 2 Hunter Douglas Duette UltraGlide Top-Down/Bottom-Up D22 - Commercial 3/4" Semi-Opaque 733 - Patina Gray 1 630.00 504.00 504.00

| | | | |
|-------------------------|--------------------|----------------------|-----------------------------------|
| Location | Supers office 2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Top-Down/Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D22 - Commercial 3/4" Semi-Opaque |
| Color | 733 - Patina Gray | Mount Type | Outside Mount |
| Cord Position | Both | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Reverse Controls | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

7 Supers office 3 Hunter Douglas Duette UltraGlide Top-Down/Bottom-Up D22 - Commercial 3/4" Semi-Opaque 733 - Patina Gray 1 684.00 547.20 547.20

| | | | |
|-------------------------|--------------------|----------------------|-----------------------------------|
| Location | Supers office 3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Top-Down/Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D22 - Commercial 3/4" Semi-Opaque |
| Color | 733 - Patina Gray | Mount Type | Outside Mount |
| Cord Position | Both | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Reverse Controls | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

8 Supers office 4 Hunter Douglas Duette UltraGlide Top-Down/Bottom-Up D22 - Commercial 3/4" Semi-Opaque 733 - Patina Gray 1 630.00 504.00 504.00

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| 8639 | |
| Salesperson | |
| Tom Rhodes | |

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|-------------------------|---------------------------|----------------------|--|
| Location | Supers office 4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Top-Down/Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D22 - Commercial 3/4" Semi-Opaque |
| Color | 733 - Patina Gray | Mount Type | Outside Mount |
| Cord Position | Both | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Reverse Controls | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

9 Supers office 5 Hunter Douglas Duette UltraGlide Top-Down/Bottom-Up D22 - Commercial 3/4" Semi-Opaque 733 - Patina Gray 1 684.00 547.20 547.20

| | | | |
|-------------------------|---------------------------|----------------------|--|
| Location | Supers office 5 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Top-Down/Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D22 - Commercial 3/4" Semi-Opaque |
| Color | 733 - Patina Gray | Mount Type | Outside Mount |
| Cord Position | Both | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Reverse Controls | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

0 Rm 10,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|---------------------------|----------------------|-------------------------------------|
| Location | Rm 10,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

1 Rm 10,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

| | | | |
|-------------------------|---------------------------|----------------------|-------------------------------------|
| Location | Rm 10,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

2 Rm 10,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

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| Salesperson | |
| Tom Rhodes | |

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|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 10,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

3 Rm 10,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 10,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

4 Rm 11,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 11,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

5 Rm 11,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 11,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

6 Rm 11,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

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| Date | Quote |
| 01/09/2018 | 10140563 |
| PO Reference | |
| 8639 | |
| Salesperson | |
| Tom Rhodes | |

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Sidemark: Gravenstein ele

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 11,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

7 Rm 11,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 11,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

8 Rm 12,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 12,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

9 Rm 12,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 12,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

0 Rm 12,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

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| 8639 | |
| Salesperson | |
| Tom Rhodes | |

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Sidemark: Gravenstein ele

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 12,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

1 Rm 12,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 12,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

2 Rm 13,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 13,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

3 Rm 13,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 13,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

4 Rm 13,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

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| Date | Quote |
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| PO Reference | |
| 8639 | |
| Salesperson | |
| Tom Rhodes | |

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Sidemark: Gravenstein ele

| | | | |
|-------------------------|--------------------|----------------------|-----------------------------|
| Location | Rm 13,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

5 Rm 13,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|-----------------------------|
| Location | Rm 13,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

6 Rm 18,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 634.00 507.20 507.20

| | | | |
|-------------------------|--------------------|----------------------|-----------------------------|
| Location | Rm 18,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Right | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

7 Rm 18,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

| | | | |
|-------------------------|--------------------|----------------------|-----------------------------|
| Location | Rm 18,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

8 Rm 18,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

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| Date | Quote |
| 01/09/2018 | 10140563 |
| PO Reference | |
| 8639 | |
| Salesperson | |
| Tom Rhodes | |

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Sidemark: Gravenstein ele

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 18,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

9 Rm 18,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 18,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

0 Rm 18,5 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 18,5 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

1 Rm 17,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 634.00 507.20 507.20

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 17,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Right | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

2 Rm 17,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

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| Date | Quote |
| 01/09/2018 | 10140563 |
| PO Reference | |
| 8639 | |
| Salesperson | |
| Tom Rhodes | |

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Sidemark: Gravenstein ele

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 17,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

3 Rm 17,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 17,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

4 Rm 17,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 17,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

5 Rm 17,5 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 17,5 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

6 Rm 16,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 634.00 507.20 507.20

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| 8639 | |
| Salesperson | |
| Tom Rhodes | |

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|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 16,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Right | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

7 Rm 16,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 16,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

8 Rm 16,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 16,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

9 Rm 16,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|--------------------|--------------------|----------------------|------------------------------|
| Location | Rm 16,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color | No | Special Instructions | N - No Special Instructions |

0 Rm 16,5 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

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| Salesperson | |
| Tom Rhodes | |

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|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 16,5 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

1 Rm 15,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 15,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

2 Rm 15,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 15,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

3 Rm 15,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 15,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

4 Rm 15,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

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| Salesperson | |
| Tom Rhodes | |

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|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 15,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

5 Rm 14,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,273.00 1,018.40 1,018.40

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 14,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

6 Rm 14,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 14,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

7 Rm 14,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 14,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

8 Rm 14,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,886.00 1,508.80 1,508.80

62

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 5755 REDWOOD DR
 ROHNERT PARK, CA 94928-7015
 Phone: (707) 588-8500
 Fax: (707) 588-8012
 Email: sales@myCWF.com

| | |
|--------------|----------|
| Date | Quote |
| 01/09/2018 | 10140563 |
| PO Reference | |
| 8639 | |
| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Gravenstein ele

| | | | |
|-------------------------|--------------------|----------------------|------------------------------|
| Location | Rm 14,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Outside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Hold Down Brackets | No |
| Spacer Blocks | No | Cut-outs | No |
| Hardware Color Override | No | Special Instructions | N - No Special Instructions |

9 Rm 22,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 816.00 652.80 652.80

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 22,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

10 Rm 22,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 816.00 652.80 652.80

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 22,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

11 Rm 21,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 816.00 652.80 652.80

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 21,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | 63 |

This offer is valid through: 02/24/2018



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| | |
|--------------|----------|
| Date | Quote |
| 01/09/2018 | 10140563 |
| PO Reference | |
| 8639 | |
| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Gravenstein ele

12 Rm 21,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 816.00 652.80 652.80

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 21,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

13 Rm 23,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 894.00 715.20 715.20

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 23,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

14 Rm 23,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 894.00 715.20 715.20

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 23,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

15 Rm 23,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 894.00 715.20 715.20

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| Date | Quote |
|--------------|----------|
| 01/09/2018 | 10140563 |
| PO Reference | |
| 8639 | |
| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Gravenstein ele

| | | | |
|----------------------|------------------------------------|-------------------------|-------------------------------------|
| Location | Rm 23,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

16 Rm 24,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 894.00 715.20 715.20

| | | | |
|----------------------|------------------------------------|-------------------------|-------------------------------------|
| Location | Rm 24,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

17 Rm 24,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 894.00 715.20 715.20

| | | | |
|----------------------|------------------------------------|-------------------------|-------------------------------------|
| Location | Rm 24,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

18 Rm 24,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 894.00 715.20 715.20

65

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 Fax: (707) 588-8012
 Email: sales@myCWF.com

| Date | Quote |
|--------------|----------|
| 01/09/2018 | 10140563 |
| PO Reference | |
| 8639 | |
| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Gravenstein ele

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 24,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

99 Rm 25,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 894.00 715.20 715.20

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 25,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

0 Rm 25,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 894.00 715.20 715.20

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 25,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

1 Rm 25,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 894.00 715.20 715.20

66

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Email: sales@myCWF.com

| | |
|---------------------|----------|
| Date | Quote |
| 01/09/2018 | 10140563 |
| PO Reference | |
| 8639 | |
| Salesperson | |
| Tom Rhodes | |

Sold To: _____

Sidemark: Gravenstein ele

| | | | |
|----------------------|------------------------------------|-------------------------|-------------------------------------|
| Location | Rm 25,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

| | | | | | |
|-------------------|-----------------------|----------------------|--------------------|---------------------|---------------------|
| MSRP Total | Discount Total | Product Total | Tax 8.8750% | Installation | Client Price |
| 156,771.00 | -31,354.20 | 125,416.80 | 11,130.74 | 3,330.00 | 139,877.54 |

Accepted By: _____
Date: _____

This offer is valid through: 02/23/2018



Creative Window Fashions

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 Phone: (707) 588-8500
 Fax: (707) 588-8012
 Email: sales@myCWF.com

| | |
|--------------|----------|
| Date | Quote |
| 01/09/2018 | 10139841 |
| PO Reference | |
| 8645 | |
| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| m | Room Location | Description | Qty | MSRP | Each | Extende | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------|-----------------------------|--|------------------------------|-----------------|------------|---------|------------------|------------|---------------|-----------|--------------------|--------------------|-------------|------------------------------|-------|----------------|------------|--------------|---------------|-------|-------------|--------------|--------------------|----|---------------|----|----------|----|-------------------------|----|----------------------|-----------------------------|--|--|--|--|--|
| | Modular Rm 18,1 | Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum | 1 | 1,170.00 | 936.00 | 936.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <table border="1"> <tr> <td>Location</td> <td>Modular Rm 18,1</td> <td>Collection</td> <td>Duette</td> </tr> <tr> <td>Operating System</td> <td>UltraGlide</td> <td>Design Option</td> <td>Bottom-Up</td> </tr> <tr> <td>Blinds on Headrail</td> <td>Single Panel Shade</td> <td>Fabric Type</td> <td>D23 - Commercial 3/4" Opaque</td> </tr> <tr> <td>Color</td> <td>682 - Platinum</td> <td>Mount Type</td> <td>Inside Mount</td> </tr> <tr> <td>Cord Position</td> <td>Left</td> <td>Wand Length</td> <td>36 Inch Wand</td> </tr> <tr> <td>Extension Brackets</td> <td>No</td> <td>Spacer Blocks</td> <td>No</td> </tr> <tr> <td>Cut-outs</td> <td>No</td> <td>Hardware Color Override</td> <td>No</td> </tr> <tr> <td>Special Instructions</td> <td>N - No Special Instructions</td> <td></td> <td></td> </tr> </table> | Location | Modular Rm 18,1 | Collection | Duette | Operating System | UltraGlide | Design Option | Bottom-Up | Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque | Color | 682 - Platinum | Mount Type | Inside Mount | Cord Position | Left | Wand Length | 36 Inch Wand | Extension Brackets | No | Spacer Blocks | No | Cut-outs | No | Hardware Color Override | No | Special Instructions | N - No Special Instructions | | | | | |
| Location | Modular Rm 18,1 | Collection | Duette | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Operating System | UltraGlide | Design Option | Bottom-Up | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Color | 682 - Platinum | Mount Type | Inside Mount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cord Position | Left | Wand Length | 36 Inch Wand | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Extension Brackets | No | Spacer Blocks | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cut-outs | No | Hardware Color Override | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Special Instructions | N - No Special Instructions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Modular Rm 18,2 | Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum | 1 | 1,170.00 | 936.00 | 936.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <table border="1"> <tr> <td>Location</td> <td>Modular Rm 18,2</td> <td>Collection</td> <td>Duette</td> </tr> <tr> <td>Operating System</td> <td>UltraGlide</td> <td>Design Option</td> <td>Bottom-Up</td> </tr> <tr> <td>Blinds on Headrail</td> <td>Single Panel Shade</td> <td>Fabric Type</td> <td>D23 - Commercial 3/4" Opaque</td> </tr> <tr> <td>Color</td> <td>682 - Platinum</td> <td>Mount Type</td> <td>Inside Mount</td> </tr> <tr> <td>Cord Position</td> <td>Left</td> <td>Wand Length</td> <td>36 Inch Wand</td> </tr> <tr> <td>Extension Brackets</td> <td>No</td> <td>Spacer Blocks</td> <td>No</td> </tr> <tr> <td>Cut-outs</td> <td>No</td> <td>Hardware Color Override</td> <td>No</td> </tr> <tr> <td>Special Instructions</td> <td>N - No Special Instructions</td> <td></td> <td></td> </tr> </table> | Location | Modular Rm 18,2 | Collection | Duette | Operating System | UltraGlide | Design Option | Bottom-Up | Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque | Color | 682 - Platinum | Mount Type | Inside Mount | Cord Position | Left | Wand Length | 36 Inch Wand | Extension Brackets | No | Spacer Blocks | No | Cut-outs | No | Hardware Color Override | No | Special Instructions | N - No Special Instructions | | | | | |
| Location | Modular Rm 18,2 | Collection | Duette | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Operating System | UltraGlide | Design Option | Bottom-Up | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Color | 682 - Platinum | Mount Type | Inside Mount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cord Position | Left | Wand Length | 36 Inch Wand | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Extension Brackets | No | Spacer Blocks | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cut-outs | No | Hardware Color Override | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Special Instructions | N - No Special Instructions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Modular Rm 18,3 | Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum | 1 | 1,170.00 | 936.00 | 936.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <table border="1"> <tr> <td>Location</td> <td>Modular Rm 18,3</td> <td>Collection</td> <td>Duette</td> </tr> <tr> <td>Operating System</td> <td>UltraGlide</td> <td>Design Option</td> <td>Bottom-Up</td> </tr> <tr> <td>Blinds on Headrail</td> <td>Single Panel Shade</td> <td>Fabric Type</td> <td>D23 - Commercial 3/4" Opaque</td> </tr> <tr> <td>Color</td> <td>682 - Platinum</td> <td>Mount Type</td> <td>Inside Mount</td> </tr> <tr> <td>Cord Position</td> <td>Right</td> <td>Wand Length</td> <td>36 Inch Wand</td> </tr> <tr> <td>Extension Brackets</td> <td>No</td> <td>Spacer Blocks</td> <td>No</td> </tr> <tr> <td>Cut-outs</td> <td>No</td> <td>Hardware Color Override</td> <td>No</td> </tr> <tr> <td>Special Instructions</td> <td>N - No Special Instructions</td> <td></td> <td></td> </tr> </table> | Location | Modular Rm 18,3 | Collection | Duette | Operating System | UltraGlide | Design Option | Bottom-Up | Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque | Color | 682 - Platinum | Mount Type | Inside Mount | Cord Position | Right | Wand Length | 36 Inch Wand | Extension Brackets | No | Spacer Blocks | No | Cut-outs | No | Hardware Color Override | No | Special Instructions | N - No Special Instructions | | | | | |
| Location | Modular Rm 18,3 | Collection | Duette | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Operating System | UltraGlide | Design Option | Bottom-Up | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Color | 682 - Platinum | Mount Type | Inside Mount | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cord Position | Right | Wand Length | 36 Inch Wand | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Extension Brackets | No | Spacer Blocks | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cut-outs | No | Hardware Color Override | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Special Instructions | N - No Special Instructions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Rm 15 | Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum | 1 | 898.00 | 718.40 | 718.40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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 Fax: (707) 588-8012
 Email: sales@myCWF.com

| | |
|--------------|----------|
| Date | Quote |
| 01/09/2018 | 10139841 |
| PO Reference | |
| 8645 | |
| Salesperson | |
| Tom Rhodes | |

Sold To: _____

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 15 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

Rm 11,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 11,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

Rm 11,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 11,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

Rm 11,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

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| Date | Quote |
| 01/09/2018 | 10139841 |
| PO Reference | |
| 8645 | |
| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 11,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

1 Rm 11,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 11,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

1 Rm 11,5 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 986.00 788.80 788.80

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 11,5 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

0 Rm 12,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 986.00 788.80 788.80

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| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 12,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

1 Rm 12,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 12,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

2 Rm 12,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 12,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

3 Rm 12,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

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| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 12,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

4 Rm 12,5 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 12,5 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

5 C wing end Rm 1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | C wing end Rm 1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

6 C wing end Rm 2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

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Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | C wing end Rm 2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

7 Rm 10,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 10,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

8 Rm 10,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 10,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

9 Rm 10,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

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| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 10,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

0 Rm 10,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 10,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

1 Rm 10,5 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 986.00 788.80 788.80

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 10,5 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

2 Rm 9,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 986.00 788.80 788.80

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Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 9,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

3 Rm 9,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 9,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

4 Rm 9,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 9,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

5 Rm 9,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

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| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 9,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

6 Rm 9,5 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 9,5 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

7 Rm 7,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 7,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

8 Rm 7,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

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| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 7,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

9 Rm 7,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 7,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

0 Rm 7,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 7,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

1 Rm 7,5 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 986.00 788.80 788.80

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| 8645 | |
| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 7,5 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

2 Rm 8,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 986.00 788.80 788.80

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 8,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

3 Rm 8,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 8,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

4 Rm 8,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

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| 8645 | |
| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 8,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

5 Rm 8,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 8,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

6 Rm 8,5 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 8,5 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

7 D wing end Rm 1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,381.00 1,104.80 1,104.80

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|--------------|----------|
| Date | Quote |
| 01/09/2018 | 10139841 |
| PO Reference | |
| 8645 | |
| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | D wing end Rm 1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

8 D wing end Rm 2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | D wing end Rm 2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

9 D wing end Rm 3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | D wing end Rm 3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

0 D wing end Rm 4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,381.00 1,104.80 1,104.80

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| Date | Quote |
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| 8645 | |
| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | D wing end Rm 4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

1 Rm 4,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 4,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

2 Rm 4,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 4,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

3 Rm 4,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

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| 8645 | |
| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 4,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

4 Rm 4,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 4,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

5 Rm 4,5 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 986.00 788.80 788.80

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 4,5 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

6 Rm 3,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 986.00 788.80 788.80

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| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 3,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

7 Rm 3,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 3,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

8 Rm 3,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 3,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

9 Rm 3,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

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| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 3,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

0 Rm 3,5 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 3,5 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

1 Principals office Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Principals office | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

2 Rm 2,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

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| 8645 | |
| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 2,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

3 Rm 2,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 2,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

4 Rm 2,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 2,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

5 Rm 2,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

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| 8645 | |
| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 2,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

6 Rm 2,5 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 986.00 788.80 788.80

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 2,5 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

7 Rm 1,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 986.00 788.80 788.80

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 1,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

8 Rm 1,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

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| 8645 | |
| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 1,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

9 Rm 1,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 1,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

0 Rm 1,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 1,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

1 Rm 1,5 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

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| 8645 | |
| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 1,5 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

2 Office 1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,381.00 1,104.80 1,104.80

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Office 1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

3 Office 2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Office 2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

4 Office 3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

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| PO Reference | |
| 8645 | |
| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Office 3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

5 Office 4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 1,381.00 1,104.80 1,104.80

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Office 4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

6 Rm 5,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 5,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

7 Rm 5,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

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| 8645 | |
| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 5,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

8 Rm 5,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 5,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

9 Rm 5,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 5,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

0 Rm 5,5 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 986.00 788.80 788.80

91

This offer is valid through: 02/23/2018



Creative Window Fashions

5755 REDWOOD DR
 ROHNERT PARK, CA 94928-7015
 Phone: (707) 588-8500
 Fax: (707) 588-8012
 Email: sales@myCWF.com

| | |
|--------------|----------|
| Date | Quote |
| 01/09/2018 | 10139841 |
| PO Reference | |
| 8645 | |
| Salesperson | |
| Tom Rhodes | |

Sold To: _____

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 5,5 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

1 Rm 6,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 986.00 788.80 788.80

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 6,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

2 Rm 6,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 6,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

3 Rm 6,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

92

This offer is valid through: 02/23/2018



**Creative Window
Fashions**

5755 REDWOOD DR
ROHNERT PARK, CA 94928-7015
Phone: (707) 588-8500
Fax: (707) 588-8012
Email: sales@myCWF.com

| | |
|--------------|----------|
| Date | Quote |
| 01/09/2018 | 10139841 |
| PO Reference | |
| 8645 | |
| Salesperson | |
| Tom Rhodes | |

Sold To:

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 6,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

4 Rm 6,4 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 6,4 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

5 Rm 6,5 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 898.00 718.40 718.40

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Rm 6,5 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 60 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

6 Modular P1,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 894.00 715.20 715.20

93

This offer is valid through: 02/23/2018



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 5755 REDWOOD DR
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 Email: sales@myCWF.com

| | |
|--------------|----------|
| Date | Quote |
| 01/09/2018 | 10139841 |
| PO Reference | |
| 8645 | |
| Salesperson | |
| Tom Rhodes | |

Sold To: _____

Sidemark: Hill crest M.S

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Modular P1,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

7 Modular P1,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 894.00 715.20 715.20

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Modular P1,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

8 Modular P1,3 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 894.00 715.20 715.20

| | | | |
|----------------------|-----------------------------|-------------------------|------------------------------|
| Location | Modular P1,3 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Right | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

9 Modular P2,1 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 894.00 715.20 715.20

94

This offer is valid through: 02/23/2018



Creative Window Fashions

5755 REDWOOD DR
 ROHNERT PARK, CA 94928-7015
 Phone: (707) 588-8500
 Fax: (707) 588-8012
 Email: sales@myCWF.com

| | |
|--------------|----------|
| Date | Quote |
| 01/09/2018 | 10139841 |
| PO Reference | |
| 8645 | |
| Salesperson | |
| Tom Rhodes | |

Sold To: _____

Sidemark: Hill crest M.S

| | | | |
|----------------------|------------------------------------|-------------------------|-------------------------------------|
| Location | Modular P2,1 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

0 Modular P2,2 Hunter Douglas Duette UltraGlide Bottom-Up D23 - Commercial 3/4" Opaque 682 - Platinum 1 894.00 715.20 715.20

| | | | |
|----------------------|------------------------------------|-------------------------|-------------------------------------|
| Location | Modular P2,2 | Collection | Duette |
| Operating System | UltraGlide | Design Option | Bottom-Up |
| Blinds on Headrail | Single Panel Shade | Fabric Type | D23 - Commercial 3/4" Opaque |
| Color | 682 - Platinum | Mount Type | Inside Mount |
| Cord Position | Left | Wand Length | 36 Inch Wand |
| Extension Brackets | No | Spacer Blocks | No |
| Cut-outs | No | Hardware Color Override | No |
| Special Instructions | N - No Special Instructions | | |

| | | | | | |
|-------------------|-----------------------|----------------------|--------------------|---------------------|---------------------|
| MSRP Total | Discount Total | Product Total | Tax 8.8750% | Installation | Client Price |
| 75,624.00 | -15,124.80 | 60,499.20 | 5,369.30 | 2,400.00 | 68,268.50 |

Accepted By: _____

Date: _____

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Manuals

THE PIONEER OF DESIGN AND EFFICIENCY

Duette® Honeycomb Shades are the original cellular shades, specifically engineered to provide beauty and energy efficiency at the window in both cold and warm climates. Their honeycomb construction traps air in distinct pockets, which creates insulation that can help lower your energy consumption and energy bills.

Duette shades are available in an expansive range of pleat sizes, fabrics, colors, opacities and textures. Innovative operating system design options such as Top-Down/Bottom-Up and Duette Duolite™ make these shades a top choice for any window, skylight or even specialty window shapes like arches, sidelights and circles.

Duette shades are available in a single-cell design as well as the industry-leading Duette Architella®, which features a honeycomb within a honeycomb for maximum energy efficiency.

For doors that need extra insulation, the Vertiglide™ operating system is the ideal option. It's designed for vertical applications and uses the same fabrics as your horizontal Duette shades. You can use one shade to cover the entire expanse of a sliding door. Or, cover the door with a split stack Vertiglide shade, with each side of the shade operating independently.

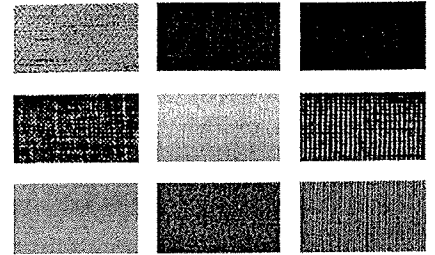
Duette shades are designed and custom-crafted in the U.S. with the highest level of quality. Best of all, every window treatment from Hunter Douglas is covered by our [lifetime limited warranty](#).

[See More](#)

| | |
|-------------|------------------------------|
| Orientation | Horizontal or Vertical |
| Pleat Sizes | 3/8", 3/4", 1 1/4" or 1 1/2" |
| Widths | 12" to 174" |

*Duette Fabric: Architella® India Silk
Color: Arani*

A FEW OF OUR FAVORITE FABRICS



This is just a sampling of our fabric choices. Visit your local Hunter Douglas specialist to see and feel the full array of colors and textures.

[See In Person](#)

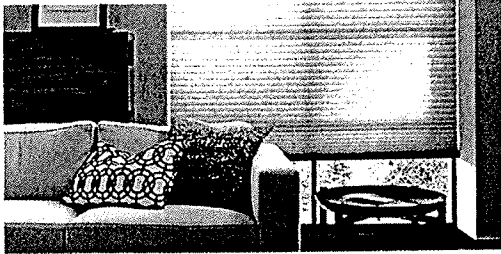
[View More Colors](#)

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Heights

6" to 192"

THE ALUSTRA® COLLECTION OF DUETTE



Created to meet the expectations of leading designers and discerning consumers who seek the best in design, The Alustra® Collection from Hunter Douglas is a thoughtfully curated collection of custom window treatments offering exclusive design-inspired fabrics, textures, colors and hardware finishes.

ABOUT US

- Corporate Responsibility
- California Transparency
- Hunter Douglas Global
- Careers

WHY HUNTER DOUGLAS?

- Innovation
- Child Safety
- Energy Efficiency
- Light Control & Privacy

RESOURCES

TOOLS + INSPIRATION

- PowerView Step-by-Step Guide
- PowerView Motorization App for iOS
- Free Design Brochure

CUSTOMER SUPPORT

- FAQs
- Warranty Registration
- Rebate Status
- Parts Request
- Become a Specialist
- Customer Support

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- Monday-Friday
- 9AM-8PM ET
- Email Us
- Find a Specialist

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Get inspired with design information and promotions.

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California Distinguished Schools!

III I 52

GUSD HOME

Gravenstein Elementary School

Hillcrest Middle School

ENRICH! Creative Arts Program

Music & Performing Arts

Before/After School Care

District Calendar

Board of Trustees

Superintendent/District Office

Gravenstein Schools Foundation (GSF)

Magnet Program Foundation (MPF)

Publication

Sebastopol Resource Guide

[Forward To A Friend](#)

4-11-18

Greetings!

I hope you enjoy receiving the Monday Messages and other emails through Constant Contact from me.

Monday Messages

Below are some highlighted activities planned for the up-coming week(s).

For a complete list of District activities, please go to: <http://www.grav.k12.ca.us/Calendar>

Upcoming Activities

| | | |
|-------------------------|--|--|
| Wed., April 11 | | Shelter in Place Drill -Gravenstein 4/11 at 1:15pm -Hillcrest 4/11 at 2:00pm |
| Thurs., April 12 | | GSF's Jog-A-Thon @ Gravenstein |
| Fri., April 13 | | GSF's Jog-A-Thon @ Hillcrest Spring Pictures (optional) @ Gravenstein |
| Mon., April 23 | | Analy Science Challenge Exam 3:00pm @ HMS |

A Message from the Superintendent:

Hello GUSD Families!

We had a very successful first shelter in place drill today! Everyone did such a great job! Everywhere my team of crackerjack helpers went, they found the doors locked, and everyone was safely inside. I heard some feedback from students who reported the

100

students told me it helped to experience the drill. Now they feel more confident that they know what to do, and they understand why we have shelter in place drills.

We will have one more drill this year, a shelter in place drill when the students are outside to begin. (Wed, May 2, 2018 - Time TBD)

In a shelter in place drill, where the students are outside at recess or PE, we will direct students to go to the nearest adult and follow their directions to enter a building and lock down.

The next drill will be handled in the same calm, matter of fact manner that we used today.

One more thing, in case you were at Gravenstein campus today and wondering why there were sheriff vehicles by the Gravenstein gate for a couple of hours...

It was not related to our drill. They were just investigating a death in a neighboring household. The deputies were aware that we were going to have a drill, but it was just a coincidence that they were nearby. They were not on campus for the drill, and we would not need to have law enforcement at future drills with students.

Of course, I will continue to work with law enforcement and benefit from their wise counsel as we continually work to improve our [Safety Plan](#). I just want to assure parents that the drills we conduct are not meant to simulate the potentially scary conditions of an emergency. We are just teaching students the protocol for the different safety drills.

I hope you have a chance to ask your child how the drill went today. If you have any



email.

Thank you!

Mrs. Schwinn

Jennifer Schwinn
Superintendent
Gravenstein Union School District
Email: jschwinn@grav.k12.ca.us
phone: 707-823-7008

Gravenstein Union School District | | jschwinn@grav.k12.ca.us |

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SAFETY DRILL – APRIL 11

We have been working on updating [District Safety Plan](#). Here is the final draft that Site Council completed and the GUSD Board approved recently.

I am writing today regarding the next step in our District Safety Plan – a "shelter in place drill."

We are going to have our first "shelter in place" drill on April 11 after lunch.

Gravenstein 4/11 at 1:15pm

Hillcrest 4/11 at 2:00pm

The times are staggered so Brian Sposato and I can be on each campus to lead this drill.

I have already met with our teaching staff and reviewed the basic protocol for this drill. You can also refer to the explanation below.

Teachers will review the details below with your students prior to the day of the drill, in terms that are appropriate for the developmental level of your students. We will focus on the concept of "preparation makes us feel safe" (not scared).

There are two types of drills that we need to practice. One type of drill is a "shelter in place" and one is "active danger" drill.

The difference can be described by these examples:

If someone robbed the local AM/PM market, and they haven't been caught yet. The Sheriff Dept. would call us and tell us to "lock down." That is when we do a "shelter in place."

If we are having a "shelter in place" drill or actual necessity to shelter in place, one of the administrators will come on the PA and announce a "shelter in place."

*Staff should make sure all students are inside and lock doors.

*Cover windows.

*Teachers may be allowed to continue instruction.

*Emergency food may be eaten, and running water is available in rooms.

sneet, blanket pinned up in the corner of the room to provide some privacy. (As I like to say, "this is when you find out who really needs to go to the bathroom." ;-)

***Put phones on silent. Staff should check cellphone for One Call text communication.**

***Do not exit for a pulled fire alarm.**

***You do not go outside until released via PA by administration or in person by staff or first responders at the door, using our agreed upon code.**

The other type of drill is "active danger." For example, if an active shooter was on campus, or a dangerous animal. The danger is right on campus.

The codeword to signify "active danger" on campus is "CODE RED." Anyone can call a "CODE RED."

If you hear "CODE RED"...

***Staff should make sure all students are inside and lock doors.**

***Alternatively, staff and students may run from the danger, including leaving campus. (We will teach students where to seek help if they need to leave campus.)**

***Cover windows quickly.**

***Everyone should be still and quiet, hide.**

***Put phones on silent. Staff should check cellphone for One Call text communication.**

***Barricade doors with furniture. Move/tip furniture to create shelter.**

***Do not exit for a pulled fire alarm.**

***You do not go outside until released via PA/speaker by administration or in person by first responders at the door, using our agreed upon code.**

I am informing parents in advance of our drill so you have time to read over the Safety Plan; discuss safety matters with your child; and reach out to your child's teacher or me if you have any questions or concerns about our up-coming drill.

DISTRICT SITE COUNCIL NEEDS YOU!

Site Council is seeking parent representatives. The Committee is made up of five employees and five parents.

This important Committee provides an opportunity for shared leadership over the following:

Gravenstein Union School

District

Business Services
 3840 Twig Avenue
 Sebastopol, CA 95472-5750
 (707) 823-7008 FAX (707) 823-2108

III I 53
PURCHASE ORDER
 NO: P18-00526
 DATE 03/27/2018

SHIP TO:
 DISTRICT OFFICE
 3840 Twig Avenue
 Sebastopol, CA 95472

IMPORTANT INSTRUCTIONS TO VENDOR

1. Itemized INVOICES in Duplicate.
2. Enclose PACKING LIST with ALL shipments.
3. No deviation in PRICE or SUBSTITUTION in kind permitted.
4. All deliveries F.O.B. Destination unless otherwise specified. If freight is to be charged, prepay, and add to invoice.
5. THE LAW REQUIRES MATERIAL SAFETY DATA SHEETS FOR PRODUCTS ON THIS ORDER. PLEASE ENCLOSE WITH INVOICE.
6. Purchase order number must appear on packing slip.


ORDERED FROM: Taylor Security and Lock
FAX: (301) 948-1029

Taylor Security and Lock
 8585 Atas Drive
 Gaithersburg, MD 20877

| ORDER LOCATION | | REQUISITIONER | | | REQUISITION # |
|------------------------|--------|------------------|---|-----------|-------------------|
| 0003 - DISTRICT OFFICE | | Eva Perez-Atwell | | | R18-00562 |
| DATE REQUIRED | F.O.B. | TERMS OF PAYMENT | SHIP VIA | BUYER | RPO # |
| ITEM | QTY | UNIT | DESCRIPTION | UNIT COST | EXTENSION |
| 1 | 16 | EACH | Item AU5422 - AU5422-626-LC, Augusta Lever Corridor Lock -Quote # 050095 | 256.00 | \$4,096.00 |
| Order Sub-Total | | | | | \$4,096.00 |
| Sales Tax | | | | | 332.80 |
| Shipping | | | | | .00 |
| Adjustment | | | | | .00 |
| Order Total | | | | | \$4,428.80 |

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Vendor


 Authorized Signature

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

IV A 1

SPECIAL GOVERNING BOARD
MEETING MINUTES

Tuesday, March 13, 2018
3:30 P.M.
Gravenstein School,
Superintendent's Office

I. CALL TO ORDER

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

All Trustees present

II. BUSINESS

A. Approve PG&E Application for Service

The Board was asked to approve the PG&E Application for Service, which is necessary for Phase IV - Hillcrest Improvements Increment 1.

Action taken/comments:

No action:

The PG&E application was completed online by the District CBO and no action was necessary by the Board.

Motion _____ Second _____ Vote _____

III. PUBLIC COMMENTS ON ITEMS IN CLOSED SESSION

At this time the public may address the Board on any item listed in closed session. Presentations are limited to three minutes per person per topic.

IV. ADJOURN TO CLOSED SESSION 4:00pm

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

A. Superintendent Evaluation

V. RETURN TO OPEN SESSION

A. Announce Reportable Action Taken in Closed Session

No reportable action

VI. ADJOURN 5:30pm

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

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

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.

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GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

REGULAR GOVERNING BOARD
MEETING MINUTES
Gravenstein School, Rm. 13

Wednesday, March 14,
2018—5:00 PM

I. CALL TO ORDER

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

Pres. Horn called the meeting to order at 5:06 PM. Members Appling, Koelmeijer, and Clerk Beck present. Member Schwartz arrived at 5:19 PM.

II. PUBLIC COMMENTS

Parent Rick Brody inquired about the reason for the GUSD Board's Special Meeting on 3/12/18. Parent Geri McNiel read a statement regarding the GUSD TK program.

III. REPORTS, AND ORAL COMMUNICATIONS

A. Gravenstein Union Teachers' Association

GUTA President Christina Urmini shared that GUTA appreciates GUSD Board members meeting with their officers to receive feedback. She introduced the new GUTA Presidents: Beth Trivunovic and Aimee Otterson.

B. School Site Council

I. Single Plan for Student Achievement

This item will be discussed later in the reports.

C. GSF/MPF

GSF is planning jog-a-thons on both campuses. MPF is planning an April 23 fundraiser at Lagunitas. All are welcome and invited to attend.

D. Trustee Reports

Mem. Appling met with GUTA and attended construction projects. He also completed sexual harassment training this month and shared some new regulations with Supt. Schwinn. Mem. Beck attended Guys & Dolls at Hillcrest and was very impressed. She also attended a "Schools for Climate Action" meeting, and shared that other Districts are approving resolutions related to climate change, brought to the Board by students. She suggested that GUSD encourage a student led initiative of this kind.

E. Facilities Report

I. Phase 3 -Gravenstein modernization update

1. *GCCI was approved as the contractor for this project.*

II. Hillcrest Middle School Improvement Project update

1. *The application has been submitted to PG&E. The switchgear is in the design process.*

III. Gravenstein Elementary solar project

The solar array drawings for the Gravenstein campus will be submitted to DSA by the end of this month.

F. Hillcrest Principal Report

Principal Fichera shared about the SCOE-sponsored STEAM Showcase projects. Four teams

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(12 students) went from Hillcrest. He also shared that 4 of the 5-minute film submissions met the theme-criteria and will continue in the submission process. At the Hillcrest ERD, Principal Fichera led a discussion on moving toward a single-program model for 2020-2021. He plans to present that condensed information at the following board meeting.

His research on ADA-requirements regarding live streaming of board meetings was that if we livestream, there would either need to be a person present to immediately translate into ASL or a running transcript. He also mentioned the technology needs that would be necessary.

G. Gravenstein Principal Report

I. CAASPP Testing Update

1. GUSD's testing window April 24-May 18

Principal Keri Pugno shared that Gravenstein students attended Guys and Dolls Jr. at Hillcrest. The focus of the recent Gravenstein ERD was safety. Several classes are taking overnight field trips this month. She applied for an account at Harmony Farm Supply that will enable certain grants to be awarded.

H. CBO Report

I. Update on modernization funding with Jack Schreder & Associates

The application went to CDE, returned to architect who will re-submit to CDE by the end of next week.

II. Dark Fiber update

The end of July is the estimated install date.

I. Superintendent Report

1. 2017-18 Enrollment

A corrected version of the report was presented. The total is still 744, but the form is more accurate.

2. 2018-19 Enrollment Forecast

Gravenstein has strong kindergarten enrollment with a wait list beginning. ENRICH! third grade capacity will be increased to 24 to accommodate more students.

3. Review features of the Enrich! program and application criteria

This information is available on the District website, and is included in the packet for convenience: the criteria for acceptance into the ENRICH! program; FAQs; and a PowerPoint presentation highlighting the differences between the school programs. Mem. Schwartz inquired about the ENRICH! enrollment process. Principal Keri Pugno responded with the process, including a lottery for qualified applicants.

4. Transportation JPA Update

Supt. Schwinn shared the JPA Interim Report with a positive certification. There was an unusually large ending fund balance in 2016-17. The 2017-18 fund balance is more aligned to prior trends. Only four GUSD students are transported out of the District for Special Education services.

5. School Counselor update

1. Amy Gloeckner recommended for School Counselor beginning 8/13/18.

6. Safety Plan Update

1. Window covering bids (three bids in the works)

Clrk. Beck inquired about the possibility of replacing the large classroom windows with drywall and "hopper" windows.

2. Continued staff training at March staff meetings and ERD

Principal Keri Pugno shared the collaborative process that was used at Gravenstein to discuss the lockdown procedure and considerations for an active shooter scenario.

3. Lockdown drill coming soon; parents will be notified in advance

7. LCAP Stakeholder's input phase:

1. Open stakeholder's meeting for parents, staff, board and

community Friday, March 23, 2017@Gravenstein DO

2. Next steps:

- a. Input will be gathered from certificated and classified staff
- b. School Site Council will meet to work on LCAP Wed., March 21 @3:45pm

IV. CONSENT AGENDA

ACTION ITEM

- A. Minutes of Regular Meeting January 17, 2018 (tabled from 2/21/18) & February 21, 2018
- B. Warrants/Payroll
- C. Budget Updates and Transfers
- D. Correspondence/Publications
 1. Accept resignation of David Canfield, effective June 2, 2018.
 2. Accept resignation of Marianne Davis, effective June 2, 2018
 3. Accept resignation of Helen Segal, effective March 2, 2018

Motion to approve: Horn

Second: Appling

Vote: 5-0 yes

V. GENERAL

A. Update on New Programmatic Developments

Supt Schwinn reviewed the changes done within the last year and a half, increasing opportunities for many students while not decreasing activities for any. Principal Fichera further explained the plan to convert room 5 and 6 on the Hillcrest campus to an updated Library/Media Learning Center. Member Schwartz requested information be included about possible staffing needs and hours of availability.

B. Approve Single Plan for Student Achievement (SPSA)

Supt. Schwinn shared that there is culture goal to increase and improve recycling. She recommends moving this forward to the next year because there is still work to be accomplished in this area.

Mem. Appling inquired about progress monitoring. There is a section included in the goal form for progress monitoring that will be completed by teachers throughout the year.

Motion to approve: Appling

Second: Horn

Vote: 5-0

C. Approve 2 018-19 GUSD Calendar

Supt. Schwinn shared that there is a goal of having a common calendar. She pointed out that this calendar differs by taking off 3 days at Thanksgiving, two days before/after Easter, and Rosh Hashanah (instead of a full week at Thanksgiving).

Motion to approve: Horn

Second: Appling

Vote: 5-0

D. Review & Consider Changes to BB 9322

Mem. Appling requested that the Board packet be provided to the Board before Friday evening. Supt. Schwinn responded that moving the process up would be challenging.

Amend language to include the draft agenda be published at 8 AM six days prior to the meeting, with trustees providing feedback before five days prior at 8 AM.

Remove the language calling for an agenda calendar.

Remove "a rotating member of the Board (on a monthly basis)" from the agenda preparation

section.

Under agenda preparation, "Any agenda item not slated for the upcoming meeting shall be listed on the 'future agenda items' section of the agenda."

Pres. Horn will provide a calendar of yearly agenda items, but doesn't feel that this needs to be included in the policy.

Last paragraph on page 122, change the length from 7 days to 10 days.

Page 125, insert language "Whenever possible, the Superintendent or designee shall post the agenda and packet on the District website at least 72 hours before a regular meeting and 24 hours before a special meeting."

Motion to approve w/ revisions: Koelemeijer Second: Schwartz Vote: 4-1
(Koelemeijer dissent)

VI. BUSINESS

A. Resolution Regarding Consideration of Certificated Layoff

The Board considered Resolution# 180314-1 certificated reduction in force (0.57 F.T.E layoff).

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

B. Approval of Second Interim Budget Report

CBO Wanda Holden reviewed the Report and showed that the Recommended certification is positive, deficit spending is projected but reserves are still adequate, and enrollment projections are constant.

Pres. Horn inquired about the historical ADA to enrollment ratio declining.

There will be \$295 per ADA of one time money in 2018-19. In future years, estimated COLA increases are 3% per year.

2015-16 basic aid supplemental (BAS) is being included in the budget to show the ability to fund enrichment programs in 2018-19 & 2019-20 in the event that donations from parent foundations decline. These funds are now being included in the budget to demonstrate the District's ability to ensure program stability with District funds.

Pres. Horn inquired about the end date for the EPA funding. CBO Holden reported that it is not projected to end at this time.

Motion to approve: Schwartz Second: Koelemeijer Vote: 5-0

C. Approval of Consolidated Application

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

D. Ratify Hiring of Coaches

The Board considered the hiring of the following employees for coaching sports at Hillcrest Middle School, for a stipend of \$1,500 per team they coach:

6th Girls' basketball - John Kolsrud
6th Boys' basketball - Evan Clinton
Boys' Volleyball - Matt McDowell

Girls' Flag Football - George Sotiras

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

E. Approve Preconstruction Services w/ GCCI for Phase 3

The Board considered the contract with GCCI to provide preconstruction services, at no cost to the District, for the Gravenstein Phase 3 modernization project.

Architect Doug Hilberman stated that GCCI has been selected as the contractor for this project and has offered these meetings at no cost to the District, prior to the Guaranteed Maximum Price being developed.

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

F. Resolution #180314-2 Selecting GCCI for HMS Improvements

The Board considered resolution #180314-2 indicating that the District has determined to go forward with GCCI, following an interview process, to provide the Lease-Leaseback general contracting services to complete Hillcrest Middle School Improvement Projects, Increment 1.

Architect Doug Hilberman stated that GCCI is able to pass along savings to the District and has a history of completing projects on time or early.

Motion to approve: Appling Second: Koelemeijer Vote: 5-0

G. Preconstruction Services w/ GCCI for HMS Improvements

The Board considered the contract with GCCI to provide preconstruction services, at a cost to the District not to exceed \$1,000, for the Hillcrest Middle School Improvement Projects, Increment 1.

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

H. Approve Notice of Exemption (NOE) Filing

The Board considered filing a Notice of Exemption (NOE) under the California Environmental Quality Act (CEQA) for the parking lot free standing solar array installation projects associated with the Hillcrest Middle School Improvements.

Mem. Schwartz inquired to Architect Doug Hilberman about the possibility of including aesthetic elements into projects. Doug Hilberman responded that some of these elements were suggested in the master planning process, but had been removed for budgetary reasons. He would be eager to revisit these with the site committee.

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

I. Approve Moving April's Regular Board Meeting Date

The Board considered moving the date of the regularly scheduled April Board meeting from April 11, 2018 to a date later in the month, due to the fact that the first week of April is a school holiday.

Motion to change the April regular meeting to 5 PM, April 18, 2018: Horn
Second: Schwartz Vote: 5-0

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION—None

VIII. CLOSED SESSION

Pres. Horn moved to closed session at 9:03 PM

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

1) Conference with Labor Negotiator

District Negotiator: Jennifer Schwinn, Superintendent Represented

Employees: Gravenstein Union Teachers' Association

2) Public Employee Discipline/Release

3) Public Employee –Hiring:

Approve hiring of 1.0 FTE School Counselor for the 2018-19 school year - Amy Gloeckner

Motion to approve: Appling Second: Schwartz Vote: 5-0

Approve hiring of full time 1.0 FTE TA - Chantal Harper

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

4) Superintendent Evaluation

IX. OPEN SESSION

A. Action was taken as noted above.

X. FUTURE BOARD MEETINGS:

Next Regular Board Meeting: April 18, 2018-5 p.m.

XI. ADJOURNMENT at 10:12 PM

115

Gravenstein Union School District
March Payroll Report

April 18, 2018 Regular Board Meeting

Certificated Salary & Benefits

Regular: \$ 449,843.88
Supplemental: \$ 17,675.48

Classified Salary & Benefits

Regular: \$ 86,613.92
Supplemental: \$ 968.24

Total Salary & Benefits

\$ 555,101.52

Checks Dated 03/01/2018 through 03/31/2018

Board Meeting Date Board Meeting on 4/18/2018

| Check Number | Check Date | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|--------------|------------|-----------------------------|-------------|---|-----------------|--------------|
| 1624128 | 03/02/2018 | Business Card | 01-4362 | Maintenance | 5.00 | |
| | | | 01-4380 | Grav Maintenance | 44.65 | |
| | | | 03-4362 | Maintenance | 60.97 | |
| | | | 03-4380 | Grav Maintenance | 563.51 | |
| | | | 04-4362 | Maintenance | 33.98 | |
| | | | 04-4380 | Hill Maintenance | 220.38 | 928.49 |
| | | | 13-4700 | Milk Purchases 2017-18 | | 79.00 |
| | | | 04-4380 | Heater Repair Rm 22 Grav. | | 86.50 |
| 1624129 | 03/02/2018 | Clover-Stornetta Farms Inc. | 01-5520 | Light Poles at Grav Elem 2017-18 | 1.76 | |
| 1624130 | 03/02/2018 | Geary Pacific Corporation | 03-5520 | Light Poles at Grav Elem 2017-18 | 20.24 | 22.00 |
| 1624131 | 03/02/2018 | Pacific Gas & Electric | 04-5880 | Referee- Boys Basketball 2/14/2018 | | 70.00 |
| 1624132 | 03/02/2018 | Mario Pascal | 01-4350 | Bus. Office supplies | 3.50 | |
| 1624133 | 03/02/2018 | Quill Corp | 03-4350 | Bus. Office supplies | 42.31 | |
| | | | 04-4350 | Bus. Office supplies | 23.86 | 69.67 |
| | | | 04-4310 | Espanol - Teachers Discovery | | 30.95 |
| 1624134 | 03/02/2018 | Teacher's Discovery | 01-5200 | Superintendent Professional Dev. | 65.17 | |
| 1624135 | 03/02/2018 | U.S. Bank Corporate Payment | 03-5200 | Superintendent Professional Dev. | 797.12 | |
| | | | 04-5200 | Superintendent Professional Dev. | 443.18 | 1,305.47 |
| 1624136 | 03/02/2018 | David C. Fichera | 03-5825 | Reimbursement for Advertising | 25.00 | |
| | | | 04-4390 | Reimbursement for event supplies | 53.36 | |
| | | | 04-5825 | Reimbursement for Advertising | 25.00 | |
| 1624137 | 03/02/2018 | Jennifer M. Koelmeijer | 01-5200 | CSBA | 17.50 | 103.36 |
| | | | 03-5200 | CSBA | 213.50 | |
| | | | 04-5200 | CSBA | 119.00 | 350.00 |
| 1624138 | 03/02/2018 | Brookhaven School | 04-5828 | 8th Grade Boys Basketball Tournament | | 140.00 |
| 1624139 | 03/02/2018 | California's Valued Trust | 01-9572 | Employee's CVT Health Plan Coverage 2017-18 | | 43,991.00 |
| 1624140 | 03/02/2018 | Clover-Stornetta Farms Inc. | 13-4700 | Milk Purchases 2017-18 | | 68.50 |
| 1624141 | 03/02/2018 | Mark Hoback | 04-5880 | 7 th and 8th Grade Referee Boys Basketball | | 70.00 |
| 1624142 | 03/02/2018 | Office Depot | 01-4350 | District office supplies | 5.41 | |
| | | | 03-4310 | Class/Teacher Supplies | 59.33 | |
| | | | 03-4350 | District office supplies | 65.93 | |
| | | | 04-4350 | District office supplies | 36.75 | 167.42 |
| 1624143 | 03/02/2018 | Recology Sonoma Marin | 03-5560 | Recology-Gravenstein | 500.78 | |
| | | | 04-5560 | Recology-Hillcrest | 279.63 | 780.41 |
| 1624144 | 03/02/2018 | Ron Blair Signs | 03-5830 | Outside Signs for Gravenstein School | | 1,659.76 |
| 1625427 | 03/07/2018 | John Deere Financial | 01-4370 | Tension Spring for Ride on Mower | .98 | |

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

020 - Gravenstein Union School District

Checks Dated 03/01/2018 through 03/31/2018

Board Meeting Date Board Meeting on 4/18/2018

| Check Number | Check Date | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|--------------|------------|--------------------------------|-------------|---|-----------------|--------------|
| 1625427 | 03/07/2018 | John Deere Financial | 03-4370 | Tension Spring for Ride on Mower | 11.96 | |
| 1625428 | 03/07/2018 | Castlino Restaurant & Supply | 04-4370 | Tension Spring for Ride on Mower | 6.66 | 19.60 |
| 1625429 | 03/07/2018 | Clover-Stornetta Farms Inc. | 13-4390 | Probe wipes and Test Strips | | 94.20 |
| 1625430 | 03/07/2018 | Di Rosa Preserve | 13-4700 | Milk Purchases 2017-18 | | 68.00 |
| 1625431 | 03/07/2018 | SyTech Solutions | 04-5826 | Di Rosa Art Exhibit-Clements | | 69.00 |
| | | | 01-5830 | Document Management Services 2017-18 | 13.33 | |
| | | | 03-5830 | Document Management Services 2017-18 | 162.56 | |
| | | | 04-5830 | Document Management Services 2017-18 | 90.61 | 266.50 |
| 1625432 | 03/07/2018 | U.S. Bank Equipment Finance | 01-5631 | Copier Lease at schools and DO for 2017-18 | 35.28 | |
| | | | 03-5631 | Copier Lease at schools and DO for 2017-18 | 423.37 | |
| | | | 04-5631 | Copier Lease at schools and DO for 2017-18 | 246.98 | 705.63 |
| 1625433 | 03/07/2018 | Weeks Drilling & Pump Co. Inc. | 01-5530 | Gravenstein Elem Water Service for 2017-18 | 18.40 | |
| | | | 03-5530 | Gravenstein Elem Water Service for 2017-18 | 211.60 | 230.00 |
| 1625434 | 03/07/2018 | West County Transportation | 03-5826 | Transportation to SRJC -1/25/2018 | 188.66 | |
| 1625435 | 03/07/2018 | Allison T. Rich | 04-5826 | Bus for California Academy of Science | 539.20 | 727.86 |
| 1625436 | 03/07/2018 | Nicholas M. Pulley | 04-4390 | STEM Supplies Reimbursement | | 51.64 |
| 1625437 | 03/07/2018 | Jennifer P. Schwinn | 04-4310 | Batteries for Music Program | | 46.97 |
| | | | | Cancelled Reimbursement Parking | | 4.67 * |
| 1625438 | 03/07/2018 | Ally Technology Consulting LLC | 01-5840 | IT Consultant 2017-18 | 130.00 | |
| | | | 03-5840 | IT Consultant 2017-18 | 1,677.50 | |
| 1625439 | 03/07/2018 | Analytical Sciences | 04-5840 | IT Consultant 2017-18 | 942.50 | 2,750.00 |
| 1625440 | 03/07/2018 | NSP3 | 03-5830 | Water testing for Grav 2017/18 | | 562.00 |
| | | | 40-5830 | Shade Structure Installation Quote #17-2681 | | 21,055.00 |
| 1625441 | 03/07/2018 | Pacific Gas & Electric | 01-5520 | Electric and Gas for 2017-18 Gravenstein | 296.34 | |
| | | | 03-5520 | Electric and Gas for 2017-18 Gravenstein | 3,410.75 | |
| | | | 04-5520 | Electric and Gas for 2017-18 @ Hillcrest | 3,168.12 | |
| | | | | Electric and Gas for 2017-18 Gravenstein | 39.34 | 6,914.55 |
| 1625442 | 03/07/2018 | Procare Software, LLC | 12-4340 | Procare | | 446.00 |
| 1625443 | 03/07/2018 | Recology Sonoma Marin | 03-5560 | Recology-Gravenstein | 388.11 | |
| | | | 04-5560 | Recology-Hillcrest | 216.72 | 604.83 |

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Checks Dated 03/01/2018 through 03/31/2018

Board Meeting Date Board Meeting on 4/18/2018

| Check Number | Check Date | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|--------------|------------|--|-------------|--|-----------------|--------------|
| 1625444 | 03/07/2018 | Ane Carla Rovetta | 03-5826 | Story Teller for Clem Millier ED Center-Brown | | 225.00 |
| 1625445 | 03/07/2018 | Sonoma County Office Of Ed. | 01-5202 | Springing into a Speechacular Event | 2.00 | |
| | | | 03-5202 | Springing into a Speechacular Event | 24.40 | |
| | | | 04-5202 | Springing into a Speechacular Event | 13.60 | 40.00 |
| 1625446 | 03/07/2018 | Verizon | 01-5912 | Sup't Phone & Tablet Service for 2017-18 | 5.15 | |
| | | | 03-5912 | Sup't Phone & Tablet Service for 2017-18 | 62.94 | |
| | | | 04-5912 | Sup't Phone & Tablet Service for 2017-18 | 35.08 | |
| 1626174 | 03/09/2018 | AXIA | 40-6210 | Gravenstein Modernization, Phase III (Part 2) Modernization - Hillcrest Middle Improvements | 1,747.59 | 103.17 |
| | | | 40-6215 | Gravenstein Modernization, Phase III (Part 2) | 87.83- | 57,835.35 |
| 1626175 | 03/09/2018 | Counterpoint Construction Services, Inc. | 40-6200 | Consulting Services - Lease Leaseback Oversight | 3,480.00 | |
| | | | | Consulting Services - LLB Phase IV Increment 1 | 2,500.00 | |
| 1626176 | 03/09/2018 | LACO Associates | 40-6230 | Lunch Shade Structure #08027.05 | 3,200.00 | 9,180.00 |
| 1626177 | 03/09/2018 | Keri Pugno | 01-5200 | Administrator Induction Program -Cohort 3 | 140.00 | 270.00 |
| | | | 03-5200 | Administrator Induction Program -Cohort 3 | 1,860.00 | 2,000.00 |
| 1626178 | 03/09/2018 | Redwood Pediatric Therapy Asso | 03-5811 | OT/PT Svcs for Students | | 193.16 |
| 1626179 | 03/09/2018 | Roberts Mechanical & Elec. Inc | 03-5830 | Heater Repair Rm16-Gravenstein | 893.55 | |
| | | | | Repair gas leak-Gravenstein- Labor | 1,376.22 | 2,269.77 |
| 1626180 | 03/09/2018 | Randy Theiller | 04-5880 | Basketball Referee 2/23/2018 | 1,471.63 | 40.00 |
| 1626181 | 03/09/2018 | West County Transportation | 03-5804 | Special Ed Transportation 2017-2018 | 1,471.62 | 2,943.25 |
| 1626182 | 03/09/2018 | David C. Fichera | 04-4390 | Reimbursement | | 18.99 |
| 1626183 | 03/09/2018 | Fishman Supply Company | 01-4351 | Copy/Printer Paper | 32.82 | |
| | | | 03-4351 | Copy/Printer Paper | 400.35 | |
| | | | 04-4351 | Copy/Printer Paper | 223.15 | 656.32 |
| 1626184 | 03/09/2018 | Randy Merian | 04-5880 | Boys and Girls Basketball 2/22/2018 | | 70.00 |
| 1626185 | 03/09/2018 | Vision Service Plan | 01-9574 | Employee's Vision Plan Coverage 17-18 | | 1,573.00 |
| 1627078 | 03/14/2018 | Calloway House | 01-4310 | Young Authors Hardcover Blank Books | 168.73 | 158.92 |
| 1627079 | 03/14/2018 | Office Depot | 03-4310 | Class Supplies Sully/Mattish/Redfern | | |
| | | | 03-4359 | Instructional Supplies | 2.57 | |
| | | | 04-4440 | Projector Lamp- Infocus 114 | 193.65 | 364.95 |

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ESCAPE ONLINE Page 3 of 8

Checks Dated 03/01/2018 through 03/31/2018

Board Meeting Date Board Meeting on 4/18/2018

| Check Number | Check Date | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|--------------|------------|--------------------------------|-------------|---|-----------------|--------------|
| 1627080 | 03/14/2018 | School Nurse Supply, Inc | 04-4390 | Health Supplies- Hillcrest | | |
| 1627081 | 03/14/2018 | Stephen Roatch Accountancy | 01-5821 | 2016-17 Audit Contract Final Billing | 56.00 | 55.21 |
| 1627082 | 03/14/2018 | Weeks Drilling & Pump Co. Inc. | 03-5821 | 2016-17 Audit Contract Final Billing | 873.00 | |
| 1627843 | 03/16/2018 | Sergio Blanco Navarro | 04-5821 | 2016-17 Audit Contract Final Billing | 501.00 | 1,430.00 |
| 1627844 | 03/16/2018 | AT&T Cabinet 3 | 04-5530 | Hillcrest Water Service for 2017-18 | | 240.22 |
| | | | 04-5826 | Reimbursement for food -Monterey | | 211.49 |
| | | | 01-5911 | Gravenstein AT&T CALNET 3 Charges 2017-18 | 23.22 | |
| | | | 03-5911 | Gravenstein AT&T CALNET 3 Charges 2017-18 | 286.22 | |
| | | | 04-5911 | Gravenstein AT&T CALNET 3 Charges 2017-18 | 138.64 | |
| | | | | Hillcrest AT&T CALNET 3 Charges 2017-18 | 58.95 | 507.03 |
| 1627845 | 03/16/2018 | Clover-Stornetta Farms Inc. | 13-4700 | Milk Purchases 2017-18 | 79.00 | 79.00 |
| 1627846 | 03/16/2018 | Dept Of Justice, Acctg Office | 03-5862 | Fingerprinting for staff & volunteers 2017-18 | | 544.00 |
| 1627847 | 03/16/2018 | Luther Burbank Ctr Fr The Arts | 04-5826 | 8E1 "The Giver" Luther Burbank Center | 1.90 | 426.00 |
| 1627848 | 03/16/2018 | Office Depot | 01-4350 | District office supplies | 23.17 | |
| | | | 03-4350 | District office supplies | 12.91 | |
| | | | 04-4350 | District office supplies | 131.94 | 169.92 |
| 1627849 | 03/16/2018 | Pitney Bowes | 01-5950 | Postage for Postage Meter | 41.05 | |
| | | | 03-5950 | Postage for Postage Meter | 500.80 | |
| 1627850 | 03/16/2018 | Sonoma County Office Of Ed. | 04-5950 | Postage for Postage Meter | 279.14 | 820.99 |
| | | | 01-5200 | Workshop-Review of New Legislation 2018 | 2.25 | |
| | | | 03-5200 | Workshop-Review of New Legislation 2018 | 27.45 | |
| | | | 04-5200 | Workshop-Review of New Legislation 2018 | 15.30 | 45.00 |
| 1627851 | 03/16/2018 | Sonoma Media Investments, LLC | 04-5825 | Hillcrest Advertising February 2018 | 70.00 | 287.00 |
| 1627852 | 03/16/2018 | Randy Theiller | 04-5880 | Basketball Referee 1/24/2018 | 70.00 | |
| | | | | Basketball Referee 2/2/2018 | 247.89 | 140.00 |
| 1627853 | 03/16/2018 | U.S. Bank Corporate Payment | 01-4310 | Cal Card Misc. | 4.43 | |
| | | | 01-5200 | Cal Card Misc. | 627.57 | |
| | | | 03-4310 | Cal Card Misc. | 15.98 | |
| | | | 03-4341 | Cal Card Misc. | 54.10 | |
| | | | 03-5200 | Cal Card Misc. | | |

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Checks Dated 03/01/2018 through 03/31/2018

Board Meeting Date Board Meeting on 4/18/2018

| Check Number | Check Date | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|--------------|------------|--------------------------------|-------------|--|-----------------|--------------|
| 1627853 | 03/16/2018 | U.S. Bank Corporate Payment | 04-5200 | Cal Card Misc. | 30.15 | |
| 1627854 | 03/16/2018 | Misty Black | 04-5202 | Cal Card Misc. | 150.00 | 1,130.12 |
| 1627855 | 03/16/2018 | Shannon M. DeBolt | 03-5826 | Clem Miller Food | | 1,141.67 |
| 1627856 | 03/16/2018 | Allison N. Brown | 03-4310 | Classroom Supplies | | 150.32 |
| 1627857 | 03/16/2018 | ACSIG | 03-5826 | Clem Miller Art Supplies | | 41.58 |
| 1627858 | 03/16/2018 | Cimpress USA Incorporated | 01-9573 | Employee's Dental Plan Coverage 2017-18 | | 15,670.06 |
| 1627859 | 03/16/2018 | Clover-Stonetta Farms Inc. | 03-4310 | Teacher Supplies/Urnini | | 63.72 |
| 1627860 | 03/16/2018 | Fishman Supply Company | 13-4700 | Milk Purchases:2017-18 | | 82.00 |
| 1627861 | 03/16/2018 | Quill Corp | 01-4370 | District Wide Custodial Supplies | 63.21 | |
| | | | 03-4370 | District Wide Custodial Supplies | 769.58 | |
| | | | 04-4370 | District Wide Custodial Supplies | 428.88 | 1,261.67 |
| | | | 01-4350 | Bus. Office supplies | 3.16 | |
| | | | 03-4350 | Bus. Office supplies | 38.56 | |
| | | | 03-4359 | Instructional supplies | 55.74 | |
| | | | 04-4350 | Bus. Office supplies | 21.50 | |
| 1627862 | 03/16/2018 | School and College Legal | 01-5823 | 2017-2018 Legal Services Beyond Retainer | 66.00 | 118.96 |
| | | | 03-5823 | 2017-2018 Legal Services Beyond Retainer | 805.20 | |
| | | | 04-5823 | 2017-2018 Legal Services Beyond Retainer | 448.80 | 1,320.00 |
| 1628632 | 03/21/2018 | Analytical Sciences | 03-5830 | Water testing for Grav 2017/18 | | 82.00 |
| 1628633 | 03/21/2018 | Luther Burbank Ctr Fr The Arts | 04-5202 | Prof.Dev.-Moving Through Science* | | 90.00 |
| 1628634 | 03/21/2018 | Pacific Gas & Electric | 40-5830 | Engineering Advance for Hillcrest Improvements | | 2,500.00 |
| 1628635 | 03/21/2018 | Sonoma Media Investments, LLC | 21-6215 | Ad for Bids Hillcrest Improvements Phase IV | | 306.00 |
| 1628636 | 03/21/2018 | Georgia Churchill | 03-5826 | Storyteller Grade 4 Ms. Martinez-Georgia Churchill | | 260.00 |
| 1629211 | 03/23/2018 | Christine Bartl | 13-4390 | Reimbursement Thermometer- Bartl | | 18.50 |
| 1629212 | 03/23/2018 | Clem Miller Envn. Ed Center | 03-5826 | Clem Miller 4th Grade Ei | | 2,720.00 |
| 1629213 | 03/23/2018 | Onel Lopez | 04-5880 | 8th and 7th Grade Basketball 02/21/2018 | | 70.00 |
| 1629214 | 03/23/2018 | MCI Comm Service | 12-5911 | Daycare Phone Line for 2017-18 | | 13.68 |
| 1629215 | 03/23/2018 | Nearpod Inc. | 04-4310 | Virtual reality lessons and field trips-Sporrer | | 120.00 |
| 1629216 | 03/23/2018 | Office Depot | 01-4350 | District office supplies | 1.35 | |
| | | | | Supplies for Gravenstein | 10.45 | |
| | | | | 03-4310 Supplies for Gravenstein | 66.05 | |

122

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 5 of 8

Checks Dated 03/01/2018 through 03/31/2018

Board Meeting Date Board Meeting on 4/18/2018

| Check Number | Check Date | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|--------------|------------|-------------------------------------|-------------|---|-----------------|--------------|
| 1629216 | 03/23/2018 | Office Depot | 03-4350 | District office supplies | 16.48 | |
| | | | | Supplies for Gravenstein | 115.37 | |
| | | | 04-4350 | District office supplies | 9.19 | |
| | | | | Supplies for Gravenstein | 64.31 | 283.20 |
| 1629217 | 03/23/2018 | Sacramento History Museum | 03-5826 | Historic Old Sac Field Trip- Tour 4/20/2018 | | 278.00 |
| 1629218 | 03/23/2018 | Santa Rosa City Schools | 13-4710 | Lunch Program for 2017-18 | | 6,588.00 |
| 1629219 | 03/23/2018 | Sonoma County Office Of Ed. | 04-5202 | ReMake Education Summit 2018-E Krimman | | 350.00 |
| 1629220 | 03/23/2018 | Allison N. Brown | 03-5826 | Food -Clem Miller | | 74.63 |
| 1629221 | 03/23/2018 | Marianne M. Davis | 03-5826 | Art Supplies/Fort Ross | 160.03 | |
| | | | | Food/Fort Ross | 567.99 | 728.02 |
| 1629222 | 03/23/2018 | Analytical Sciences | 04-5830 | Water testing @ Hillcrest 2017-18 | | 151.00 |
| 1629223 | 03/23/2018 | Business Card | 01-4362 | Maint.Supplies | 4.21 | |
| | | | 01-4370 | Maint.Supplies | 5.96 | |
| | | | 01-4380 | Maint.Supplies | 24.99 | |
| | | | 01-5869 | Finance Charge | 62.47 | |
| | | | 03-4341 | Maint.Supplies | 31.96 | |
| | | | 03-4362 | Maint.Supplies | 52.72 | |
| | | | 03-4370 | Maint.Supplies | 72.82 | |
| | | | 03-4380 | Maint.Supplies | 315.48 | |
| | | | 04-4362 | Maint.Supplies | 19.81 | |
| | | | 04-4370 | Maint.Supplies | 40.59 | |
| | | | 04-4380 | Maint.Supplies | 367.97 | |
| | | | 13-4390 | Maint.Supplies | 8.43 | 1,007.41 |
| 1629224 | 03/23/2018 | Safeway | 12-4390 | Daycare Supplies & Snacks for 2017/18 | | 220.43 |
| 1630486 | 03/28/2018 | Carson Kirby | 03-5826 | Reim. Food- Pepperwood | | 127.40 |
| 1630487 | 03/28/2018 | Carson Kirby | 03-5826 | Reim. Food- Pepperwood | | 73.16 |
| 1630488 | 03/28/2018 | Allison N. Brown | 03-5826 | Reim-Bear River Campground | | 155.00 |
| 1630489 | 03/28/2018 | Heather L. Johnson | 04-5202 | Reim-Mindful Schools | | 550.00 |
| 1630490 | 03/28/2018 | Ernesto Aubin | 04-5880 | Referee 6th Grade Girls Basketball | | 70.00 |
| 1630491 | 03/28/2018 | California Municipal Statistics Inc | 01-5830 | Services for Continuing Disclosure | 18.75 | |
| | | | | 2017-18 | 225.00 | |
| | | | 03-5830 | Services for Continuing Disclosure | | |
| | | | | 2017-18 | 131.25 | 375.00 |
| 1630492 | 03/28/2018 | Clover-Stormetta Farms Inc. | 04-5830 | Services for Continuing Disclosure | | |
| 1630493 | 03/28/2018 | Jones School Supply Co., Inc. | 13-4700 | Milk Purchases 2017-18 | | 56.50 |
| | | | 04-4350 | HC Attendance and Student of the Month Medals | | 438.64 |

123

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

020 - Gravenstein Union School District

Generated for Wanda Holden (WLHOLDEN), Apr 12 2018 3:08PM

Checks Dated 03/01/2018 through 03/31/2018

Board Meeting Date Board Meeting on 4/18/2018

| Check Number | Check Date | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|-------------------------------|------------|---------------------------------|-------------|---|-----------------|-------------------|
| 1630494 | 03/28/2018 | Pacific Gas & Electric | 01-5520 | Light Poles at Grav Elem 2017-18 | 1.77 | |
| | | | 03-5520 | Light Poles at Grav Elem 2017-18 | 20.33 | 22.10 |
| 1630495 | 03/28/2018 | Quill Corp | 01-4310 | Classroom supplies | 3.79 | |
| | | | 01-4350 | Bus Office supplies | 3.16 | |
| | | | 03-4310 | Classroom supplies | 106.03 | |
| | | | 03-4350 | Bus Office supplies | 38.56 | |
| | | | 04-4350 | Bus Office supplies | 21.50 | 173.04 |
| 1630496 | 03/28/2018 | Ray Morgan Company | 01-4390 | Staples for Copiers at Grav | 8.94 | |
| | | | 01-5633 | Copier Contract Charges 2017-18 | 2,778.44 | |
| | | | 03-4390 | Staples for Copiers at Grav | 118.65 | 2,906.03 |
| 1630497 | 03/28/2018 | Sacramento Old Schoolhouse | 03-5826 | Old Sacramento Schoolhouse - Tour | | 30.00 |
| 1630498 | 03/28/2018 | Kim Ramos | 03-5826 | Reim. - Food for Pepperwood-Nordstrom | | 62.63 |
| 1630499 | 03/28/2018 | Kelly A. Sporrer | 04-5826 | Reim. SF Parking Childrens Muesum | | 45.00 |
| 1630500 | 03/28/2018 | Heather L. Johnson | 04-4310 | Reim-Class books | | 105.11 |
| 1630501 | 03/28/2018 | Ernesto Aubin | 04-5880 | Referee 6th Grade Girls Basketball | | 40.00 |
| 1630502 | 03/28/2018 | California's Valued Trust | 01-9572 | Employee's CVT Health Plan Coverage 2017-18 | | 43,951.00 |
| 1630503 | 03/28/2018 | Clover-Stormeta Farms Inc. | 13-4700 | Milk Purchases 2017-18 | | 56.50 |
| 1630504 | 03/28/2018 | John Imschweller | 04-5880 | Basketball Referee 3/15/2018 | | 70.00 |
| 1630505 | 03/28/2018 | Pacific Environmental Ed Center | 03-5826 | 4th Enrichl Field Trip Sully 3/14-16/18 | | 405.00 |
| 1630506 | 03/28/2018 | Vision Service Plan | 01-9574 | Employee's Vision Plan Coverage 17-18 | | 1,801.80 |
| Total Number of Checks | | | | | 114 | 255,801.60 |

Fund Recap

| Fund | Description | Check Count | Expensed Amount |
|------|-------------------------------|-------------|-----------------|
| 01 | General Fund | 37 | 111,396.46 |
| 03 | Gravenstein Elementary Chartr | 59 | 29,927.46 |
| 04 | Hillcrest Middle Charter | 61 | 15,447.92 |
| 12 | Child Development Fund | 3 | 680.11 |
| 13 | Cafeteria Fund | 11 | 7,198.63 |
| 21 | Building | 1 | 306.00 |
| 40 | Special Reserve-capital Proj | 5 | 90,840.35 |

| Cancel | Count | Amount |
|-----------|-------|------------|
| | 1 | 4.67 |
| Net Issue | | 255,796.93 |

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

020 - Gravenstein Union School District

Generated for Wanda Holden (WLHOLDEN), Apr 12 2018 3:08PM

ReqPay12d

Board Report

Checks Dated 03/01/2018 through 03/31/2018

Board Meeting Date Board Meeting on 4/18/2018

| Check Number | Check Date | Pay to the Order of | Fund-Object | Comment | Expensed Amount | Check Amount |
|--------------|------------|---------------------|-------------|---------|-----------------|--------------|
| | | | 113 | | 255,796.93 | |
| | | | | | .00 | |
| | | | | | 255,796.93 | |

Includes checks for only Bank Account COUNTY

Total Number of Checks
 Less Unpaid Tax Liability
 Net (Check Amount)

521

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 8 of 8

020 - Gravenstein Union School District

Generated for Wanda Holden (WLHOLDEN), Apr 12 2018 3:08PM

Gravenstein **U**nion **T**eachers **A**ssociation

IV D1

March 29, 2018

Superintendent Jennifer Schwinn
GUSD School Board
3840 Twig Avenue
Sebastopol, CA 95472

Dear GUSD School Board members and Superintendent Schwin:

This letter serves as the Gravenstein Union Teachers Association's notice of its intent to negotiate the following contractual provisions of its Collective Bargaining Agreement with the District for the 2018-2019 school year.

Article XI – Leaves

Article XII – Salary

Article XIII– Health and Welfare Benefits

Respectfully submitted,

Linda Helton
GUTA Bargaining Chair

cc: Bob Keeble, CTA

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Williams Settlement Quarterly Uniform Complaint Report - January 1, 2018 - March 31, 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

Name and Title of Person Reporting *

Renee Lott District Secretary

Phone Number *

7078237653

Email Address *

rlott@grav.k12.ca.us



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INSTRUCTIONAL MATERIALS

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

TEACHER VACANCY AND/OR MISASSIGNMENT *

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

FACILITIES *

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

CAHSEE Intensive Instruction and Services *

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

INSTRUCTIONAL MATERIALS

Complaint Details

Your answer

130

TEACHER VACANCY AND/OR MISASSIGNMENT

Complaint Details

Your answer

FACILITIES

Complaint Details

Your answer

CAHSEE Intensive Instruction and Services

Complaint Details

Your answer

SUBMIT

Never submit passwords through Google Forms.

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

Sonoma County

131

IV F.

Sonoma County Office of Education

Information Technology
5340 Skylane Blvd
Santa Rosa, CA 95403
(707)524-8324

Direct any questions to the Information Technology at (707)524-8324

CUSTOMER INVOICE

Gravenstein Union SD
3840 Twig Avenue
Sebastopol, CA 95472

Invoice # **IN18-02689**
Invoice Date 04/10/2018
Due Date 05/10/2018
Customer # 000454
Contract/Reference #

Schools Connect Fees 2017-18

| Description | Qty | Unit | Unit Price | Amount |
|------------------------------|------|------------------------|------------|--------------------|
| Financial System Service Fee | 1.00 | | 3,630.00 | 3,630.00 |
| District Internet Connection | 1.00 | | 1,200.00 | 1,200.00 |
| Schools Connect Consortium | 1.00 | | 3,630.00 | 3,630.00 |
| CIPA Filtering | 1.00 | | 465.00 | 465.00 |
| VPN Connection | 1.00 | | 36.00 | 36.00 |
| Hosted Virtual Services | 1.00 | | | |
| Aeries System Hosting | 1.00 | | | |
| Circuit Costs | 1.00 | | 27,167.00 | 27,167.00 |
| E-Rate and CTF Discounts | 1.00 | | 20,384.00- | 20,384.00- |
| | | Taxable Total | | .00 |
| | | Non-Taxable Total | 15,744.00 | |
| | | Sales Tax (8.13%) | | .00 |
| | | Less Payments Received | | .00 |
| | | BALANCE DUE | | \$15,744.00 |

-----Detach this portion or make a copy of the invoice and mail it with the payment-----

| District Account Number | | Account Amount |
|--|------|----------------|
| 08- 9018- 0- 8657- 7757- 8677- 524- 0000 | 2018 | 3,630.00 |
| 08- 9007- 0- 8656- 7759- 8677- 561- 0000 | 2018 | 5,331.00 |
| 08- 9007- 0- 8656- 7759- 8677- 562- 0000 | 2018 | 6,783.00 |

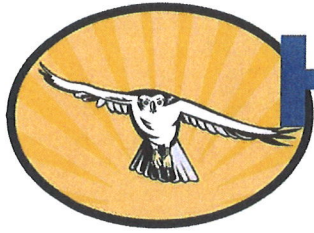
Please make checks payable to: **Sonoma County Office of Education/Information Technology**

Mail to:
Sonoma County Office of Education
Information Technology
5340 Skylane Blvd
Santa Rosa, CA 95403

Invoice # **IN18-02689**
Amount Due **\$15,744.00**
Customer # **000454**

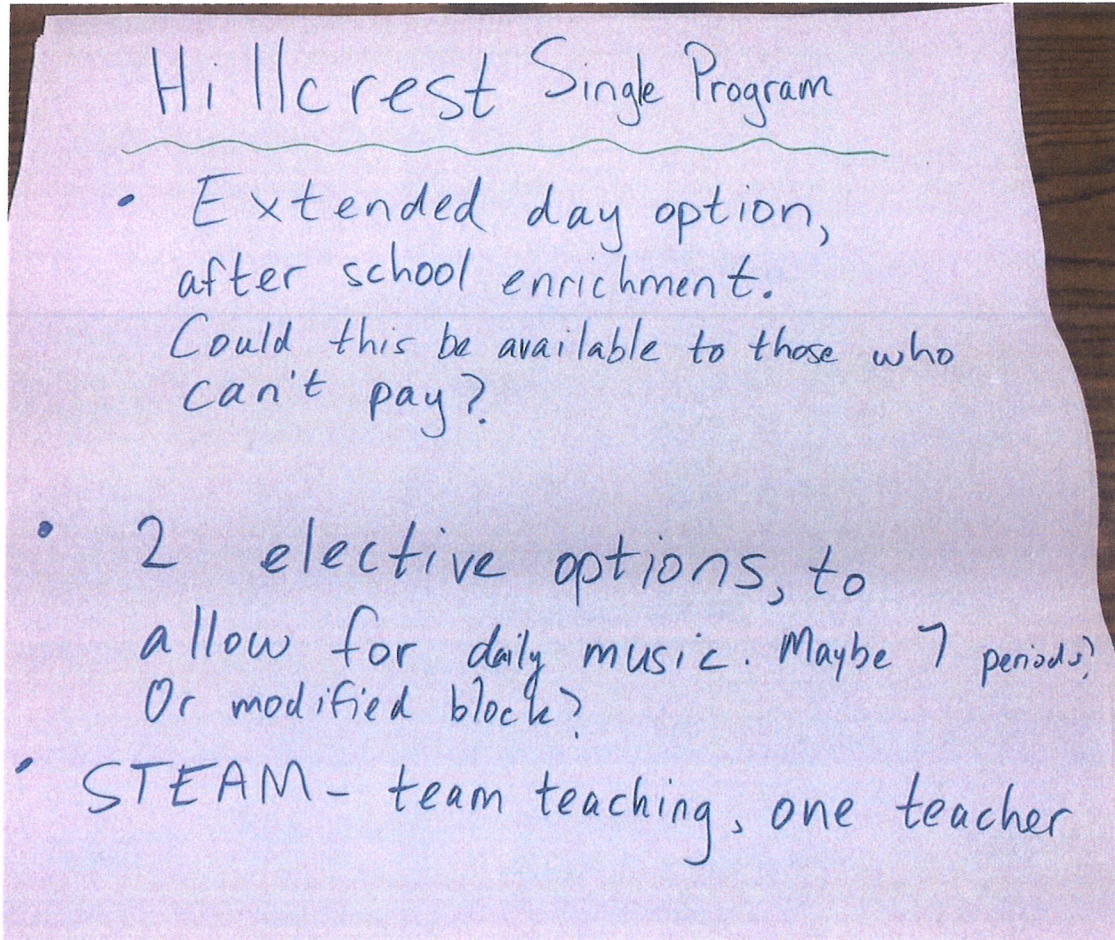
Customer Copy

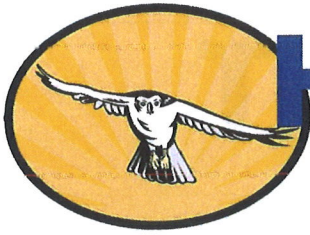
133



Single Program Implementation Concept

March 8, 2018 Meeting with Hillcrest Teachers



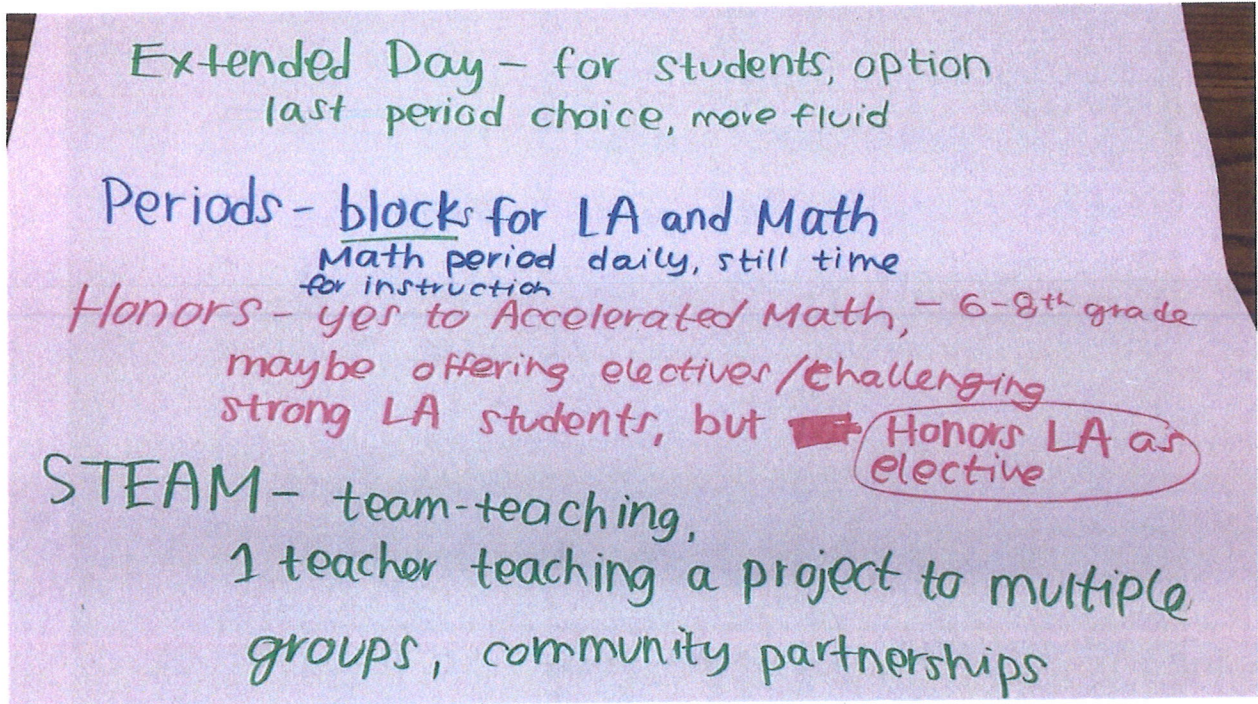


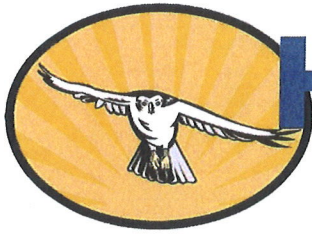
HILLCREST

Middle School

Single Program Implementation Concept

March 8, 2018 Meeting with Hillcrest Teachers





HILLCREST

Middle School

Single Program Implementation Concept

March 8, 2018 Meeting with Hillcrest Teachers

Yes? Optional - for a fee -
- mandatory to pay -
with scholarships available.

* How to pay teachers for
extended day?

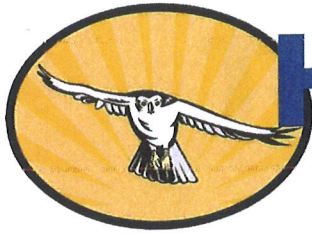
Seven 50 minute periods
"Modified" block?

Rotating week?

Week-long field trips - Keep

STEAM

* Required electives, then..



HILLCREST

Middle School

Single Program Implementation Concept

March 8, 2018 Meeting with Hillcrest Teachers

6th Grade Team

Extended Day Option - YES

Periods Per Day - 6 periods

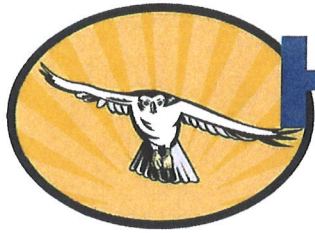
Go to STEAM

Traditional or Block - undecided but interested in Block concept

Beyond LA, Math, SS, PE & Science - ~~minutes~~ - Elective wheel - All 6th graders have 6 week (or trimester) schedule for 6th graders only

Honors programs - ~~to be joined to~~ Gate/Honors offered in extended day

Grouping Math levels - ~~no~~ - no - go for it. But need something for higher students



HILLCREST

Middle School

Single Program Implementation Concept

March 8, 2018 Meeting with Hillcrest Teachers

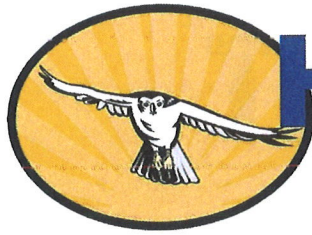
approach in education. STEAM is "in style" now, but what happens if the pendulum swings away from STEAM learning?

Single Program Discussion Guiding Questions

Teachers was asked to discuss these questions and record their thoughts on charter paper.

- Should there be an extended day or extended day option?
- How many periods should be in one day?
- Should we proceed with the STEAM model or consider other options such as ENRICH! for All...or?
- Should there be a traditional or block schedule?
- What courses beyond Language Arts, Social Studies, Science, Math, & PE should be required of all students?
- Should we offer honors classes beyond accelerated math?
- Should we group students based on math level?

The actual notes from the meeting are included on the subsequent pages.



HILLCREST

Middle School

Single Program Implementation Concept

March 8, 2018 Meeting with Hillcrest Teachers

Principal David Fichera presented the following proposal for moving to one program by 2020-21.

2018-19 -- Year 1

- 6th grade STEAM instructional model pilot
- STEAM professional development for all staff
 - Bi-monthly in cooperation with SCOE and other resources
- Weekly release time for 6th grade STEAM teachers to plan
- No alteration to dual program system
- Rename "Traditional" to "Core" program
- Move "Core" program to 8:30 AM start, 2:50 PM release
- Phase I of STREAM Lab

2019-20 -- Year 2

- 6th grade STEAM Academy pilot (single program)
- 7th/8th grade STEAM instructional model pilot
- Weekly release time for 6th grade STEAM teachers to plan (as needed)
- Weekly release time for 7/8 STEAM teachers to plan
- STEAM professional development for all staff
- Dual program remains in grades 7-8
- Phase II of STREAM Lab

2020-21 -- Year 3

- 6th grade STEAM Academy year 2 (single program)
- 7th/8th grade STEAM Academy pilot (single program)
- Weekly release time for 6th grade STEAM teachers to plan (as needed)
- Weekly release time for 7/8 STEAM teachers to plan (as needed)
- STEAM professional development for all staff
- Phase III of STREAM Lab

Teachers were overall in favor of this approach and expressed an interest in maintaining current level of rigor. Some teachers expressed concern over emphasizing STEAM because at first glance it does not include the humanities, and it may not always be the preferred



Board Approved: March 14, 2018

| Month Year | S | M | T | W | Th | F | S | <input type="checkbox"/> End of Progress Report Period <input type="checkbox"/> Reports Sent Home <input type="checkbox"/> End of Trimester Report Period | | Days of Instr | Certificated Employee Workdays |
|------------|----|----|----|----|----|----|----|---|---|---------------|--------------------------------|
| | | | | | | | | | | | |
| JUL 2018 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | July 4 | Independence Day Holiday | | |
| | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | | | |
| | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | | | |
| | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | | | |
| | 29 | 30 | 31 | | | | | | | | |
| AUG | 5 | 6 | 7 | 1 | 2 | 3 | 4 | Aug. 13 Aug. 14 Aug. 15 | Teacher work day Teacher work day First Day of School | 13 | 15 |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | | |
| | 26 | 27 | 28 | 29 | 30 | 31 | | | | | |
| | | | | | | | | | | | |
| SEPT | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Sept. 3 Sept. 10 Sept. 13 Sept. 27 | Labor Day Holiday - No School Local Holiday (Rosh Hashanah) - No School Early Release Day Early Release Day/ day 30 | 18 | 18 |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | |
| | 30 | | | | | | | | | | |
| OCT | 7 | 8 | 9 | 10 | 11 | 12 | 13 | Oct. 8 Oct. 11 Oct. 25 | No School for Students - Parent Conferences Progress Reports Given at Conference Early Release Day Early Release Day | 22 | 23 |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | |
| | 28 | 29 | 30 | 31 | | | | | | | |
| | | | | | | | | | | | |
| NOV | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Nov. 9 Nov. 12 Nov. 21-23 Nov. 26 | 60th day of school - End of 1st Trimester Veterans' Day Holiday - No School Thanksgiving Break - No School 1st Trimester Report Cards Sent Home | 18 | 18 |
| | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | | | |
| | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | |
| | 25 | 26 | 27 | 28 | 29 | 30 | | | | | |
| | | | | | | | | | | | |
| DEC | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Dec. 13 Dec. 24 - Jan. 4 | Early Release Day Winter Break - No School | 15 | 15 |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | |
| | 30 | 31 | | | | | | | | | |
| JAN 2019 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Jan. 7 Jan. 10 Jan. 10 Jan. 21 Jan. 22 Jan. 24 | School Resumes 90th day of school - 2nd Trimester Progress Early Release Day Martin Luther King Holiday - No School Progress Reports Sent Home Early Release Day | 18 | 18 |
| | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | | | |
| | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | |
| | 27 | 28 | 29 | 30 | 31 | | | | | | |
| | | | | | | | | | | | |
| FEB | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Feb. 7 Feb. 11 Feb. 18 Feb. 21 Feb. 26 | Early Release Day Lincoln's Day Observed - No School President's Day Observed - No School Early Release Day Day 120 & End of 2nd Trimester | 18 | 18 |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | |
| | 24 | 25 | 26 | 27 | 28 | | | | | | |
| | | | | | | | | | | | |
| MAR | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Mar. 7 Mar. 7 Mar. 18-22 | Early Release Day 2nd Trimester Report Cards Sent Home Spring Break - No School | 16 | 16 |
| | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | | | |
| | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | | | |
| | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | | |
| | 31 | | | | | | | | | | |
| APR | 7 | 8 | 9 | 10 | 11 | 12 | 13 | Apr. 11 Apr. 16 Apr. 19 & 22 Apr. 25 Apr. 29 | Early Release Day 150th day of school - 3rd Trimester Progress Local Holiday (Easter) - No School Early Release Day Progress Reports Sent Home | 20 | 20 |
| | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | |
| | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | |
| | 28 | 29 | 30 | | | | | | | | |
| | | | | | | | | | | | |
| MAY | 5 | 6 | 7 | 8 | 9 | 10 | 11 | May 9 May 27 May 29 May 30 May 31 | Early Release Day Memorial Day Holiday - No School Early Release Day Minimum Day Minimum Day Last day of school 3rd Trimester Report Cards Sent Home | 22 | 22 |
| | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | | | |
| | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | | | |
| | 26 | 27 | 28 | 29 | 30 | 31 | | | | | |
| | | | | | | | | | | | |
| JUNE | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | 0 | 0 |
| | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | | |
| | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | | |
| | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | | |
| | 30 | | | | | | | | | | |

SCOEBIZ

Business Services

Bulletin No. 18-13

March 22, 2018

To: District and Charter School Business Personnel
From: Shelley Stiles, Director External Fiscal Services
Subject: Notice of Public Hearings on Proposed Budget and Local Control and Accountability Plan (LCAP)

- 1. Please complete the following information for your LEA, "Notice of Public Hearings on 2018-19 Proposed Budget and LCAP." The form is due to SCOE no later than 17 days prior to the public hearings (10 days to meet the law and 7 days to provide newspaper notice).
Please note: Since the LCAP and Proposed Budget public hearings must be held at the same meeting, SCOE recommends the LCAP public hearing be mentioned in the Proposed Budget public hearing newspaper notice.
2. Return this form (scan and e-mail or fax a copy) to your SCOE External Accountant. SCOE will e-mail you the publication date once it is known. Please examine the newspaper on that day to assure the district's notice has been published.
3. DO NOT ISSUE A PURCHASE ORDER to SCOE. SCOE will issue payment to the newspaper on your behalf. After the actual charge is known, SCOE will complete a cash transfer in 2018-19 to charge all districts and charters using the following account: General Fund-0-0000-0000-7200-5825-000-0000.
4. You will receive a copy of this transfer at which time you may journal to a more specific account code for your LEA.

2018-19 Proposed Budget and LCAP

Gravenstein Union School District &/or Charter School

Proposed Budget (Ed Code 42103) & Proposed LCAP: (Ed Code 52062) - see attached Ed code & examples

Available for Public Inspection

Location: Gravenstein Union School District Office

Street Address: 3840 Twig Avenue, Sebastopol CA 95472

Date: From June 7, 2018 to June 13, 2018
(Must be at least 5 working days)

Time: From 8:00 a.m. to 4:30 p.m.

Public Hearing

Location: Gravenstein Union School District, Room 13

Street Address: 3840 Twig Ave., Sebastopol, CA 92472

Date: June 13, 2018

Time: 5:00 p.m.

Date of Board Meeting for Public Adoption of Proposed Budget & LCAP: June 20, 2018

NEWSPAPER

Number of Times to be published

Authorized signature

Print Name

e-mail address

Date

144

V D

Board Agenda Calendar 2018—2019

Gravenstein Union School District

| | |
|-----------------------|---|
| July 2018 | <ol style="list-style-type: none">1. Williams Report for Previous Quarter2. Attendance Projections for Current Year3. Approve Spring Consolidated Application4. Review and Approve Parent Handbook for Current Year5. Review Goals & Accomplishments for Previous Year6. Begin Superintendent Evaluation for Previous Year7. Update Mandatory Board Policies8. Summer School Update (if applicable)9. Approve hiring of staff |
| August 2018 | <ol style="list-style-type: none">1. Begin Development of Goals and Objectives for Current Year2. Complete Superintendent Evaluation for Previous Year3. Review and Approve Field Trips for Current Year4. Approve hiring of staff5. Attendance Projections for Current Year |
| September 2018 | <ol style="list-style-type: none">1. Review and Approve Unaudited Actuals for Prior Year (by 9/15)2. Adopt Gann Limit (by 9/30)3. Budget Update6. Report on School Opening and Attendance7. Approve Site Plan if appropriate8. State Testing Report9. Complete Goals & Objectives for Current Year (if necessary)10. Review and Affirm Conflict of Interest Policy |
| October 2018 | <ol style="list-style-type: none">1. Williams Report for Previous Quarter2. Budget Update3. Public Hearing and Approve Resolution on Sufficiency of Instructional Materials4. Certification of Compliance with Standards-Aligned Instructional Materials5. Continue to review Board Policy |
| November 2018 | <ol style="list-style-type: none">1. Approve Resolution on Accounting of Developer Fees |

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| | <ol style="list-style-type: none"> 2. Continue to Review Board Policies 3. Approve Single Plan for Student Achievement (SPSA) |
| 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. Update Enrollment and Staffing Projections for Upcoming Year 6. 5 Year Deferred Maintenance Plan (if applicable) 7. REACH MOU Update for Upcoming Year 8. 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 6. Approve hiring of staff |

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| 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. Adoption of Site Plan3. Approve hiring of staff4. Adopt Education Protection Account (EPA) Resolution |
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Gravenstein Union School District

Administrative Regulation

Sexual Harassment

AR 5145.7

Students

***Note: For purposes of suspension and expulsion, Education Code 48900.2 defines sexual harassment as conduct, when considered from the perspective of a reasonable person of the same gender as the victim, that is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. See AR 5144.1 - Suspension and Expulsion/Due Process. ***

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex and under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

***Note: The following list contains common examples of sexual harassment from the U.S. Department of Education's Office for Civil Rights' (OCR) April 2011 Dear Colleague Letter: Sexual Violence, its January 2001 publication Revised Sexual Harassment Guidance, and definitions specified in 5 CCR 4916. ***

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

School-Level Complaint Process/Grievance Procedure

***Note: In its April 2011 Dear Colleague Letter: Sexual Violence and January 2001 Revised Sexual Harassment Guidance, OCR acknowledges that procedures adopted by districts to address student harassment complaints will vary considerably depending on a number of factors, including the size of the district. Items #1-8 below reflect the factors relied on by OCR to ensure that a district's procedures are "prompt and equitable" and are effective in remedying sexual harassment and preventing recurrence. ***

***Note: While OCR requires prompt resolution of complaints, neither the law nor OCR delineates specific time frames. OCR also recommends that the district's procedure include designated and reasonably prompt timelines for the major stages of the complaint process. The timelines suggested below will normally be sufficient to comply with OCR's Guidance; however, OCR acknowledges that whether a complaint is considered "prompt" may vary depending on the seriousness and complexity of the circumstances. ***

***Note: Pursuant to 34 CFR 106.8, the district is required to designate a person(s) responsible for the overall implementation of the requirements of Title IX, including the receipt of complaints. For language designating a district Coordinator for Nondiscrimination, see BP 5145.3 - Nondiscrimination/Harassment.

Depending on the size and structure of the district, sexual harassment complaints may be investigated either by the Coordinator or principal at the applicable school site, in which case the Coordinator would be responsible for overall coordination and oversight to ensure consistency across the district. The following section should be revised to reflect the title of the position responsible for investigation of sexual harassment complaints. ***

***Note: The following optional grievance procedure, including any applicable timelines, is based on OCR recommendations and may be revised to reflect district practice. ***

Complaints of sexual harassment, or any behavior prohibited by the district's Nondiscrimination/Harassment policy - BP 5145.3, shall be handled in accordance with the following procedure:

1. Notice and Receipt of Complaint: Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the district Coordinator for Nondiscrimination/Principal. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Coordinator/Principal, whether or not the victim files a complaint.

In any case of sexual harassment involving the Coordinator/Principal to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall instead report to the Superintendent or designee.

***Note: In its April 2011 Dear Colleague Letter: Sexual Violence, OCR cautions that districts may have an obligation to respond to student-on-student sexual harassment which occurs off school grounds or outside school-sponsored or school-related programs or activities, since the sexual harassment may still create a hostile environment for the victim at school. ***

2. Initiation of Investigation: The Coordinator/Principal shall initiate an impartial investigation of an allegation of sexual harassment within five school days of receiving notice of the harassing behavior, regardless of whether a formal complaint has been filed. The district shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to harassment, the student's parent/guardian, an employee who received a complaint from a student, or any employee or student who witnessed the behavior.

***Note: According to the OCR's Guidance, while the nature and extent of the district's investigation may be limited if the student wishes to remain anonymous or decides to not file a complaint, the district must still take all feasible steps to respond to harassment of which it has notice. ***

If the Coordinator/Principal receives an anonymous complaint or media report about alleged sexual harassment, he/she shall determine whether it is reasonable to pursue an investigation considering the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment.

3. Initial Interview with Student: When a student or parent/guardian has complained or provided information about sexual harassment, the Coordinator/Principal shall describe the district's grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the incident, identify witnesses who may have relevant information, provide other evidence of the harassment, and put his/her complaint in writing. If the student requests confidentiality, he/she shall be informed that such a request may limit the district's ability to investigate.
4. Investigation Process: The Coordinator/Principal shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

The Coordinator/Principal shall interview individuals who are relevant to the investigation, including, but not limited to, the student who is complaining, the person accused of harassment, anyone who witnessed the reported harassment, and anyone mentioned as having relevant information. The Coordinator/Principal may take other steps such as reviewing any records, notes, or statements related to the harassment or visiting the location where the harassment is alleged to have taken place.

When necessary to carry out his/her investigation or to protect student safety, the Coordinator/Principal also may discuss the complaint with the Superintendent or designee, the parent/guardian of the student who complained, the parent/guardian of the alleged harasser if the alleged harasser is a student, a teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth, law enforcement and/or child protective services, and district legal counsel or the district's risk manager.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

5. Interim Measures: The Coordinator/Principal shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.
6. Optional Mediation: In cases of student-on-student harassment, when the student who complained and the alleged harasser so agree, the Coordinator/Principal may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree, and he/she shall be advised of the right to end the informal process at any time.

(cf. 5138 - Conflict Resolution)

7. Factors in Reaching a Determination: In reaching a decision about the complaint, the

Coordinator/Principal may take into account:

- a. Statements made by the persons identified above
- b. The details and consistency of each person's account
- c. Evidence of how the complaining student reacted to the incident
- d. Evidence of any past instances of harassment by the alleged harasser
- e. Evidence of any past harassment complaints that were found to be untrue

To judge the severity of the harassment, the Coordinator/Principal may take into consideration:

- a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The identity, age, and sex of the harasser and the student who complained, and the relationship between them
 - d. The number of persons engaged in the harassing conduct and at whom the harassment was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different students
8. Written Report on Findings and Follow-Up: No more than 30 days after receiving the complaint, the Coordinator/Principal shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Coordinator/Principal shall notify the student who complained and explain the reasons for the extension.

***Note: In its September 2008 publication, *Sexual Harassment: It's Not Academic*, OCR states that the appropriate steps and responsive measures to remedy a violation should be tailored to the specific situation. Examples of appropriate measures might include the development of new policies, counseling, training, separating the victim and the harasser, or providing services to the student who was harassed, such as tutoring or grade adjustment. ***

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If it is determined that harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. This report shall be presented to the student who complained, the person accused, the parents/guardians of the student who complained and the student who was accused, and the Superintendent or

designee.

In addition, the Coordinator/Principal shall ensure that the harassed student and his/her parent/guardian are informed of the procedures for reporting any subsequent problems. The Coordinator/Principal shall make follow-up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism and Graffiti)

***Note: Government Code 12950.1 requires any district with 50 or more employees to provide two hours of sexual harassment training and education to supervisory employees once every two years. See AR 4119.11/4219.11/4319.11 - Sexual Harassment. In addition, in its April 2011 Dear Colleague Letter: Sexual Violence, OCR underlies the importance of training in preventing and responding to sexual harassment and encourages districts to provide training to all segments of the school community. ***

2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

3. Disseminating and/or summarizing the district's policy and regulation regarding sexual harassment

4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community

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

(cf. 5125 - Student Records)

5. Taking appropriate disciplinary action

In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Notifications

***Note: In its January 2001 Revised Sexual Harassment Guidance, OCR states that a procedure for sexual harassment complaints cannot be prompt or equitable unless it is widely disseminated and written in language appropriate to the age of the school's students so that students understand how it works. Examples include having copies of the procedures available throughout the school, publishing the procedures in the student handbook, and identifying individuals who can explain how the procedure works. ***

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

(cf. 5145.6 - Parental Notifications)

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including school web sites (Education Code 231.5)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)

***Note: Items #5 and #6 below are optional. ***

5. Be referenced in the student handbook
6. Be provided to employees and employee organizations

(11/01 3/09) 3/12

**Adopted: May 10, 2006
February 12, 2014**

**GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, CA**

Gravenstein Union School District

Board Policy

Sexual Harassment

BP 5145.7

Students

***Note: Education Code 231.5 and 34 CFR 106.9 mandate the district to have written policies on sexual harassment. The following policy addresses harassment by and/or of students; for policy addressing the sexual harassment by and/or of employees, see BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment. ***

***Note: A district can be held liable for student-on-student or employee-on-student sexual harassment pursuant to Title IX (20 USC 1681-1688) and/or Education Code 220, if the district is found to have been "deliberately indifferent" in its response to known sexual harassment. In Davis v. Monroe County Board of Education, the Supreme Court held that a district would be deliberately indifferent if (1) the harasser and the context in which the sexual harassment occurred were within the district's control; (2) the harassment was so severe, pervasive, and objectively offensive that it deprived the victim of access to educational opportunities or benefits provided by the district; (3) the district had actual knowledge of the harassment; and (4) the district's conduct was unreasonable considering the surrounding circumstances. This standard was applied by an appellate court in Donovan v. Poway Unified School District based on Education Code 220. ***

***Note: In addition to filing a private civil lawsuit, a victim of sexual harassment may file a complaint with the California Department of Education and/or the U.S. Department of Education's Office for Civil Rights (OCR). In April 2011, OCR issued its Dear Colleague Letter: Sexual Violence to supplement its January 2001 Revised Sexual Harassment Guidance on federal Title IX requirements as they pertain to sexual harassment. In the letter, OCR clarifies that sexual violence, including rape, sexual assault, sexual battery, and sexual coercion, is a form of sexual harassment that must be addressed by districts in the same way as other forms of sexual harassment, such as unwelcome sexual advances. ***

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in district complaint processes.

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

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Instruction/Information

***Note: In its April 2011 Dear Colleague Letter: Sexual Violence, OCR restates the requirement that a district's procedure for investigating sexual harassment complaints must be widely disseminated and be written in language appropriate to the age of the school's students so that students understand how it works. Examples include having copies of the procedure available throughout the school, publishing the procedure in the student handbook, and identifying individuals who can explain how the procedure works. The following optional section is based on OCR recommendations and may be revised to better accommodate student needs and district practice. ***

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence

***Note: In its April 2011 Dear Colleague Letter: Sexual Violence, OCR acknowledges that possible rule violations by victims or other students may affect their willingness to report sexual harassment or violence. For example, a victim who is sexually harassed while he/she is away from school without permission may be reluctant to file a complaint if he/she believes that he/she may be disciplined for the violation. Thus, OCR suggests that, in communicating items #2 and #3 below, districts should emphasize that student safety is the primary concern and that any other rule violation will be addressed separately from the sexual harassment or violence issue. ***

2. A clear message that students do not have to endure sexual harassment
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained
4. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable

Complaint Process

***Note: Pursuant to Education Code 231.5, the district's policy must contain information on where to obtain a specific procedure for reporting charges of sexual harassment and pursuing available remedies. In addition, 34 CFR 106.8 requires a district to adopt and publish a grievance procedure providing for a prompt and equitable resolution of student complaints alleging sexual harassment. Because courts have held that a district may be liable for student-on-student harassment if an employee with authority to take corrective action has actual knowledge of the harassment, it is recommended that the district's instruction to its students include examples of employees who may have such authority (e.g., principals, teachers, and coaches). In addition, even if the matter has been referred to law enforcement for investigation, a district

still has a responsibility to investigate the complaint as a matter of sex discrimination. ***

***Note: The accompanying administrative regulation details a site-level complaint procedure, including timelines, conduct of the investigation, and remedies. However, districts may instead consider using the uniform complaint procedures, pursuant to 5 CCR 4600-4687, to resolve such complaints; see BP/AR 1312.3 - Uniform Complaint Procedures. ***

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report it in accordance with administrative regulation.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

The Superintendent or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with administrative regulation. When the Superintendent or designee has determined that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

Disciplinary Actions

***Note: Pursuant to Education Code 48900.2, a student in grades 4-12 may be suspended and/or expelled from school for sexual harassment. However, districts should note that Education Code 48915(c) requires the Superintendent or designee to recommend expulsion for any student, irrespective of grade, who commits sexual assault or battery as defined in the Penal Code. See AR 5144.1 - Suspension and Expulsion/Due Process. ***

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Confidentiality and Record-Keeping

***Note: Pursuant to 5 CCR 4964, districts are required to keep complaints and allegations of sexual harassment confidential, except when disclosure is necessary to further the investigation, other needed remedial action, or ongoing monitoring. In its April 2011 Dear Colleague Letter: Sexual Violence, OCR counsels districts to respond to sexual harassment that comes to their attention even when a victim requests anonymity. ***

All complaints and allegations of sexual harassment shall be kept confidential except as

necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

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

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in the schools.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011
Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Sexual Violence, April 4, 2011

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance, January 2001

WEB SITES

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

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

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

(11/01 3/09) 3/12

Adopted: June 10, 2009
February 12, 2014

GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, CA

CSBA Sample | BP 5145.7 Students

Sexual Harassment

Note: Education Code 231.5 mandates the district to have written policies on sexual harassment. The following policy addresses harassment by and of students in the school setting.

Note: Title IX of the Education Amendments of 1972 (20 USC 1681-1688) prohibits discrimination based on sex by recipients of federal financial assistance. School districts are responsible under Title IX and the regulations for the issuance of a policy against sex discrimination (34 CFR 106.8). Sexual harassment is a form of sex discrimination under Title IX and can deny or limit a student's ability to participate in or receive education benefits, services, or opportunities on the basis of that student's sex.

Note: A district can be held liable for civil damages for the sexual harassment of students pursuant to Title IX and/or Education Code 220, if the district is found to have been "deliberately indifferent" in its response to known sexual harassment. In *Davis v. Monroe County Board of Education*, the U.S. Supreme Court held that a district would be deliberately indifferent if (1) the harasser and the context in which the sexual harassment occurred were within the district's control; (2) the harassment was so severe, pervasive, and objectively offensive that it deprived a student of access to educational opportunities or benefits provided by the district; (3) the district had actual knowledge of the harassment; and (4) the district's conduct was unreasonable considering the surrounding circumstances. This standard was applied by an appellate court in *Donovan v. Poway Unified School District* based on Education Code 220.

Note: In addition to filing a private civil lawsuit, an alleged victim of sexual harassment may file a complaint with the California Department of Education (CDE) and/or the U.S. Department of Education's Office for Civil Rights (OCR), the federal agency responsible for administrative enforcement of federal laws and regulations that prohibit discrimination in programs and activities that receive federal financial assistance from the U.S. Department of Education. OCR applies a different standard than the "deliberate indifference" standard when addressing complaints against a district. Under OCR's enforcement standards, a district may be held to be in violation when a student is subjected to harassing conduct by another student, an employee, or a third party, and (1) the district knows or should know about the harassment, (2) the harassment is sufficiently serious as to create a hostile educational environment for the student, and (3) the district failed to take appropriate responsive actions. In other words, while a district is not responsible for the conduct of the other student or the third party, it may be liable for failing to respond adequately once it has notice. However, if a student is sexually harassed by an employee who was acting in the context of his/her job responsibilities, the district may be in violation of Title IX whether or not it has notice.

Note: CSBA staff met with representatives from CDE and OCR to discuss this policy and the accompanying regulation as they relate to the uniform complaint procedure (UCP) requirements. As a result, the sample policy and regulation have been drafted to go beyond the minimal requirements under California's UCP laws and regulations in an attempt to address issues and concerns raised by CDE and OCR. While CDE and OCR have not approved or signed off on them, CSBA believes that the additional details provided herein may help school districts and

county offices of education during any compliance check by CDE or in the event that a CDE or OCR investigation occurs.

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

Note: OCR's January 2001 Revised Sexual Harassment Guidance notes that, regardless of whether a harassed student, his/her parent/guardian, or a third party files a complaint under the district procedures or otherwise requests action on the student's behalf, a school that knows, or reasonably should know, about possible harassment must promptly take action to determine what occurred and then take appropriate steps to resolve the situation. Even where a parent/guardian or student does not wish to disclose the student's identity, there are steps a school can take to limit the effects of alleged harassment and prevent its recurrence without initiating formal action. Such steps may include limited investigative activities and actions to protect the complainant and the school community and prevent recurrence while keeping the identity of the complainant confidential. These actions may include providing services to the complainant, such as counseling services; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; providing training and education materials for students and employees; or changing and publicizing the school's policies on sexual violence. OCR has indicated that the principles in its Revised Sexual Harassment Guidance also apply to harassment based on race, color, national origin, disability, or age.

Note: It is also important to note that a referral to law enforcement does not relieve a school district of its responsibility to investigate the complaint as a matter of sex discrimination.

The district strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity by another student or an adult, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer. Once notified, the principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

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

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Note: Government Code 12950.1 requires any district with 50 or more employees to provide two hours of sexual harassment training and education to supervisory employees once every two years. See AR 4119.11/4219.11/4319.11 - Sexual Harassment.

The Superintendent or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

Instruction/Information

The Superintendent or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained

Note: Where sexual harassment or violence occurs in the context of other possible rule violations, students may be reluctant to report sexual harassment or violence. For example, a student who is sexually harassed while he/she is away from school without permission may be reluctant to file a complaint if he/she believes that he/she may be disciplined for the violation. As such, item #4 below clarifies that any other rule violation will be addressed separately from the sexual harassment complaint in order to encourage students to report the harassment.

4. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved
5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school

environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

Complaint Process and Disciplinary Actions

Note: Pursuant to Education Code 231.5, the district's policy must contain information on where to obtain a specific procedure for reporting incidents of sexual harassment and pursuing available remedies. In addition, 34 CFR 106.8 requires a district to adopt and publish a complaint procedure providing for a prompt and equitable resolution of student complaints alleging sexual harassment. To avoid confusion that may arise from having a multiplicity of complaint processes for resolving a variety of student complaints, it is recommended that districts use the UCP to investigate and resolve sexual harassment complaints involving students. See AR 1312.3 - Uniform Complaint Procedures for details of these procedures.

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Note: Pursuant to Education Code 48900.2, a student in grades 4-12 may be suspended and/or expelled from school for sexual harassment. Education Code 48900.2 also requires the sexual harassment, when considered from the perspective of a reasonable person of the same gender as the alleged victim, to be sufficiently severe or pervasive as to have a negative impact upon the alleged victim's academic performance or to create an intimidating, hostile, or offensive educational environment for the alleged victim. Under OCR's 2001 Revised Sexual Harassment Guidance interpreting Title IX, a hostile environment is created when the conduct is sufficiently serious that it denies or limits a student's ability to participate in or benefit from the school's program based on sex. OCR considers the conduct from both the subjective perspective of the individual who was harassed and from the perspective of a reasonable person with the same characteristics as the alleged victim. Districts should also note that Education Code 48915(c) requires the Superintendent or designee to recommend expulsion for any student, irrespective of grade, who commits sexual assault or battery as defined in the Penal Code. See AR 5144.1 - Suspension and Expulsion/Due Process.

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

(cf. 4117.7/4317.7 - Employment Status Report)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

Record-Keeping

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

GOVERNMENT CODE

12950.1 Sexual harassment training

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

Management Resources:

CSBA PUBLICATIONS

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Q&A on Campus Sexual Misconduct, September 2017

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Sexual Harassment: It's Not Academic, September 2008

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

WEB SITES

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

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

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

(3/12 10/14) 9/16

Administrative Regulation

Sexual Harassment

AR 4119.11 4219.11,4319.11

Personnel

Definitions

Note: In *Oncale v. Sundowner Offshore Services, Inc.*, the Supreme Court held that same-sex sexual harassment could be actionable under Title VII of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17).

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; 5 CCR 4916)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of such conduct by the individual is used as the basis for an employment decision affecting him/her.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work or has the purpose or effect of creating an intimidating, hostile, or offensive work environment. The conduct is sufficiently severe, persistent, pervasive, or objectively offensive so as to create a hostile or abusive working environment or to limit the individual's ability to participate in or benefit from an education program or activity.
4. Submission to or rejection of the conduct by the other individual is used as the basis for any decision affecting him/her regarding benefits, services, honors, programs, or activities available at or through the district.

Note: Pursuant to Government Code 12940, an employer may be held liable for sexual harassment committed against employees by clients, customers, or other third parties if the employer knew, or should have known, of the harassment and failed to take immediate and appropriate corrective action to stop the harassment. The following paragraph clarifies that sexual harassment may include acts by supervisors, co-workers, or other parties and should be modified to reflect district practice.

Other examples of actions that might constitute sexual harassment, whether committed by a supervisor, a co-worker, or a non-employee, in the work or educational setting, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Prohibited sexual harassment may also include any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Training

Note: Government Code 12950.1 requires any district with 50 or more employees to provide two hours of sexual harassment training and education to supervisory employees once every two years. All newly hired supervisors or employees promoted to a supervisory position must receive the training within six months of their hire or assumption of the supervisory position. Compliance with this law does not insulate the district from any liability for harassment.

Note: Pursuant to 2 CCR 7288.0, as added by Register 2007, No. 29, the definition of "supervisor" in Government Code 12926 is applicable to this training requirement. Government Code 12926 defines "supervisor" broadly as any individual having the authority to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees or to effectively recommend that action if the exercise of that authority is not merely routine or clerical in nature. Governing Board members, as elected officials, are not usually considered "supervisors"; however, since Board members have the authority to hire, reward, or discipline the Superintendent and other employees, Board members may also be required to receive sexual harassment training. Districts should consult with legal counsel to ensure that the appropriate individuals receive training.

Note: The following section is for use by districts with 50 or more employees. Although the law does not require districts with fewer than 50 employees to provide sexual harassment training to supervisors, court decisions have held that providing training may help mitigate damages in sexual harassment suits. Districts with fewer than 50 employees may delete or modify the following section to reflect district practice.

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All newly hired or promoted supervisory employees shall receive training within six months of their assumption of the supervisory position. (Government Code 12950.1)

Note: Government Code 12950.1 and 2 CCR 7288.0, as added by Register 2007, No. 29, require that the training contain specified components and be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. Pursuant to 2 CCR 7288.0, employers may offer computer-based training, but such training must be interactive and provide a link as to how to contact a trainer who shall be able to answer any questions within two business days.

The district's training and education program for supervisory employees shall include information and practical guidance regarding the federal and state laws on the prohibition against and the prevention and correction of sexual harassment, and the remedies available to the victims of sexual harassment in employment. The training shall also include all of the content specified in 2 CCR 7288.0 and practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation. (Government Code 12950.1; 2 CCR 7288.0)

Note: Although the law does not require districts with 50 or more employees to provide training to non-supervisory employees or districts with less than 50 employees to train any employee, it is recommended that all districts provide training to each employee because court decisions have held that providing training may help mitigate damages in sexual harassment lawsuits. In Department of Health Services v. Superior Court (McGinnis), the California Supreme Court held that employers that have taken reasonable steps to prevent and correct workplace sexual harassment may be able to reduce damages in the event of a lawsuit. Such steps may include establishing antiharassment policies and communicating those policies to employees. The following optional paragraph is consistent with the court's guidance and should be modified to reflect district practice.

In addition, the Superintendent or designee shall ensure that all employees receive periodic training regarding the district's sexual harassment policy, particularly the procedures for filing complaints and employees' duty to use the district's complaint procedures.

Notifications

Note: Education Code 231.5 requires that the district provide copies of its policy on sexual harassment to staff, as specified below. In addition, 2 CCR 7288.0, as added by Register 2007, No. 29, requires that supervisory employees undergoing mandatory training receive a copy of the district's policy and acknowledge receipt of the policy.

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to each faculty member, all members of the administrative staff, and all members of the support staff at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

Note: Government Code 12950 requires the Department of Fair Employment and Housing (DFEH) to develop posters and information sheets on employment discrimination and the illegality of sexual harassment. These documents are available on DFEH's web site.

All employees shall receive either a copy of information sheets prepared by the California Department of Fair Employment and Housing (DFEH) or a copy of district information sheets that contain, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee

(cf. 4031 - Complaints Concerning Discrimination in Employment)

5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 7287.8 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

In addition, the district shall post, in a prominent and accessible location, DFEH's poster on discrimination in employment and the illegality of sexual harassment. (Government Code 12950)

(3/04 7/05) 3/08

Adopted: July 9, 2008
Reviewed: April 10, 2013

Gravenstein Union School District
Sebastopol, California

Board Policy

Personnel

BP 4119.11, 4219.11, 4319.11

Sexual Harassment

Note: Education Code 231.5 mandates the district to have a written policy on sexual harassment. As part of this mandate, the district also should adopt a sexual harassment policy related to students; see BP/AR 5145.7 - Sexual Harassment.

Note: Generally, courts recognize two types of conduct as constituting sexual harassment. "Quid Pro Quo" ("this for that") sexual harassment is considered to have occurred when a person in a position of authority makes another individual's educational or employment benefits conditional upon that other person's willingness to engage in unwanted sexual behavior (e.g., promising a promotion for sex). "Hostile environment" sexual harassment, on the other hand, is conduct by the perpetrator that is so severe, persistent, or pervasive that it creates a hostile, intimidating, or abusive educational or professional environment for another. Sexual harassment also covers retaliatory behavior against a complainant, witness, or other participant in the complaint process.

Note: Sexual harassment may be a violation of Title VII of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17) and/or Title IX of the Education Amendments of 1972 (42 USC 2000h-2-2000h-6), as well as the California Fair Employment and Housing Act, Government Code 12900-12996.

Note: Government Code 12940 and 34 CFR 106.9 extend protection against sexual harassment to job applicants. In addition, pursuant to Government Code 12940, employers may be held liable for sexual harassment committed against their workers by clients, customers, or other third parties if they knew or should have known of the harassment and failed to take immediate and appropriate corrective action to stop the harassment.

The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation.

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

(cf. 4030 - Nondiscrimination in Employment)

***Note: Federal and state courts have provided guidance that may help employers avoid liability or mitigate damages in sexual harassment cases. In Department of Health Service v. Superior Court (McGinnis), the California Supreme Court outlined ways in which employers may be able to reduce damages including establishing anti-harassment policies, communicating those policies to employees, consistently enforcing their policies, preserving the confidentiality of employees who report harassment, and preventing retaliation against reporting employees. The United States Supreme Court has held, in Burlington Industries v. Ellerth, that, for certain claims under federal law, an employer may defend against sexual harassment claims by proving that: (1) reasonable care was exercised to prevent and promptly correct any sexually harassing behavior, and (2) the employee (victim) failed to take advantage of the preventive and corrective opportunities provided by the employer. ***

***Note: Pursuant to Government Code 12950.1, as added by AB 1825 (Ch. 933, Statutes of 2004), employers with 50 or more employees are required to provide two hours of sexual harassment training to supervisory employees. See the accompanying administrative regulation for timelines and training requirements. ***

Note: Items #1-4 below reflect the courts' guidance and Government Code 12950.1 and should be modified to reflect district practice.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to staff

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (5 CCR 4964)

Any district employee or job applicant who feels that he/she has been sexually harassed or who has knowledge of any incident of sexual harassment by or against another employee, a job applicant or a student, should immediately report the incident to his/her supervisor, the principal, district administrator or Superintendent.

A supervisor, principal or other district administrator who receives a harassment complaint shall promptly notify the Superintendent or designee.

***Note: In Faragher v. City of Boca Raton, one of the factors relied on by the court in finding liability for harassment by a supervisor was the failure of the policy to provide an assurance to its employees that harassing supervisors may be bypassed in registering complaints. ***

Complaints of sexual harassment shall be filed in accordance with AR 4031 - Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment against a district employee, job applicant, or student is in violation of this policy and is subject to disciplinary action, up to and including dismissal.

(cf. 4117.4 - Dismissal)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Note: In addition to district sanction against employees who engage in sexual harassment, Government Code 12940 provides that such employees may be held personally liable in a court of law for any damage to the victim(s).

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

7287.8 Retaliation

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

CODE OF FEDERAL REGULATIONS, TITLE 34

106.9 Dissemination of policy

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

OFFICE OF CIVIL RIGHTS AND NATIONAL ASSOCIATION OF ATTORNEYS
GENERAL

Protecting Students from Harassment and Hate Crime, January, 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/offices/OCR>

(11/01 3/04) 7/05

ADOPTED: April 12, 2006

**GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, CA**

184

CSBA Sample | BP 4119.11, 4219.11, 4319.11 Personnel

Sexual Harassment

Note: Education Code 231.5 mandates the district to have a written policy on sexual harassment. As part of this mandate, the district also should adopt a sexual harassment policy related to students; see BP/AR 5145.7 - Sexual Harassment.

Note: Generally, courts recognize two types of conduct as constituting sexual harassment. "Quid Pro Quo" ("this for that") sexual harassment is considered to have occurred when a person in a position of authority makes another individual's educational or employment benefits conditional upon that other person's willingness to engage in unwanted sexual behavior (e.g., promising a promotion for sex). "Hostile environment" sexual harassment, on the other hand, is conduct by the perpetrator that is so severe, persistent, or pervasive that it creates a hostile, intimidating, or abusive educational or professional environment for another. Sexual harassment also covers retaliatory behavior against a complainant, witness, or other participant in the complaint process. Pursuant to Government Code 12940 and 2 CCR 11009, interns, volunteers, and job applicants are entitled to the same protection against sexual harassment as applicable to employees.

Note: Sexual harassment is prohibited pursuant to Title VII of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17) and/or Title IX of the Education Amendments of 1972 (20 USC 1681-1688), as well as the California Fair Employment and Housing Act (Government Code 12900-12996).

Note: Pursuant to Government Code 12940, employers may be held liable for sexual harassment committed against their workers by clients, customers, or other third parties if they knew or should have known of the harassment and failed to take immediate and appropriate corrective action to stop the harassment.

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the gender, gender identity, gender expression, or sexual orientation of the victim.

This policy shall apply to all district employees and to other persons on district property or with some employment relationship with the district, such as interns, volunteers, contractors, and job applicants.

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

(cf. 4030 - Nondiscrimination in Employment)

Note: In addition to district discipline imposed on employees who engage in sexual harassment, Government Code 12940 provides that such employees may be held personally liable in a court of law for any damage to the victim(s).

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

(cf. 4117.7/4317.7 - Employment Status Reports)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Note: Federal and state courts have provided guidance that may help employers avoid liability or mitigate damages in sexual harassment cases. In *Department of Health Services v. Superior Court (McGinnis)*, the California Supreme Court outlined measures that may constitute mitigating factors in the assessment of damages, including establishing anti-harassment policies, communicating those policies to employees, consistently enforcing the policies, preserving the confidentiality of employees who report harassment, and preventing retaliation against reporting employees. The U.S. Supreme Court in *Burlington Industries v. Ellerth* held that, for certain claims under federal law, an employer may defend against sexual harassment claims by proving that (1) reasonable care was exercised to prevent and promptly correct any sexually harassing behavior, and (2) the employee (victim) failed to take advantage of the preventive and corrective opportunities provided by the employer.

Note: Pursuant to Government Code 12950.1, employers with 50 or more employees are required to provide two hours of sexual harassment training to supervisory employees. See the accompanying administrative regulation for timelines and training requirements.

Note: Items #1-4 below reflect the courts' guidance and Government Code 12950.1, and should be modified to reflect district practice.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Ensuring prompt, thorough, and fair investigation of complaints
4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

Note: The following optional paragraph reflects a recommendation of the U.S. Equal Employment Opportunity Commission's informal guidance *Promising Practices for Preventing Harassment* and may be revised to reflect district practice.

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to

prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

Sexual Harassment Reports and Complaints

Note: Pursuant to 2 CCR 11034, the district may be liable for sexual harassment committed by a supervisor, coworker, or a third party. In addition, as part of its affirmative duty to prevent sexual harassment, the district is required pursuant to 2 CCR 11023 to instruct supervisors to report complaints.

Any district employee who feels that he/she has been sexually harassed in the performance of his/her district responsibilities or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her direct supervisor, another supervisor, the district's coordinator for nondiscrimination, the Superintendent, or, if available, a complaint hotline or an ombudsman. A supervisor or administrator who receives a harassment complaint shall promptly notify the coordinator.

Note: In Faragher v. City of Boca Raton, one of the factors relied on by the U.S. Supreme Court in finding liability for harassment by a supervisor was the failure of the policy to provide an assurance to its employees that harassing supervisors may be bypassed in registering complaints.

Complaints of sexual harassment shall be filed and investigated in accordance with the complaint procedure specified in AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

GOVERNMENT CODE

12900-12996 Fair Employment and Housing Act, especially:

12940 Prohibited discrimination

12950 Sexual harassment; distribution of information

12950.1 Sexual harassment training

LABOR CODE

1101 Political activities of employees

1102.1 Discrimination: sexual orientation

CODE OF REGULATIONS, TITLE 2

11009 Employment discrimination

11021 Retaliation

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11034 Terms, conditions, and privileges of employment

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

UNITED STATES CODE, TITLE 20

1681-1688 Title IX prohibition against discrimination

UNITED STATES CODE, TITLE 42

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.9 Nondiscrimination on the basis of sex in education programs or activities

106.51-106.61 Nondiscrimination on the basis of sex in employment in education program or activities

COURT DECISIONS

Department of Health Services v. Superior Court of California, (2003) 31 Cal.4th 1026

Faragher v. City of Boca Raton, (1998) 118 S.Ct. 2275

Burlington Industries v. Ellreth, (1998) 118 S.Ct. 2257

Gebser v. Lago Vista Independent School District, (1998) 118 S.Ct. 1989

Oncale v. Sundowner Offshore Serv. Inc., (1998) 118 S.Ct. 998

Meritor Savings Bank, FSB v. Vinson et al., (1986) 447 U.S. 57

Management Resources:

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Promising Practices for Preventing Harassment, November 2017

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/index.html>

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CSBA Sample | AR 4119.11, 4219.11, 4319.11 Personnel

Sexual Harassment

Note: The following administrative regulation is mandated pursuant to Education Code 231.5 and includes reasonable steps for preventing the occurrence of discrimination and harassment as required pursuant to Government Code 12940 (California Fair Employment and Housing Act). The focus of this administrative regulation is on sexual harassment by and of employees. Pursuant to Government Code 12940 and 2 CCR 11009, interns, volunteers, and job applicants are entitled to the same protection against sexual harassment as applicable to employees.

Note: For information related to sexual harassment involving students, see BP/AR 5145.7 - Sexual Harassment.

This administrative regulation shall apply to all allegations of sexual harassment involving employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by or against a student.

Definitions

Note: In *Oncale v. Sundowner Offshore Services, Inc.*, the U.S. Supreme Court held that same-sex sexual harassment could be actionable under Title VII of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17).

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; Government Code 12940; 2 CCR 11034)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual.
3. Submission to or rejection of the conduct is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district.

Note: Pursuant to Government Code 12940, conduct may meet the definition of sexual harassment regardless of whether or not the alleged harasser is motivated by sexual desire for the victim.

Prohibited sexual harassment also includes conduct which, regardless of whether or not it is motivated by sexual desire, is so severe or pervasive as to unreasonably interfere with the victim's work performance or create an intimidating, hostile, or offensive work environment.

Note: Pursuant to Government Code 12940, the district may be held liable for sexual harassment committed against employees by clients, customers, or other third parties if the district knew, or should have known, of the harassment and failed to take immediate and appropriate corrective

action to stop the harassment. The following paragraph clarifies that sexual harassment may include acts by supervisors, co-workers, or other parties and should be modified to reflect district practice.

Examples of actions that might constitute sexual harassment in the work or educational setting, whether committed by a supervisor, a co-worker, or a non-employee, include, but are not limited to:

1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
2. Unwelcome visual conduct such as drawings, pictures, graffiti, or gestures; sexually explicit emails; displaying sexually suggestive objects
3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Training

Note: The following paragraph is consistent with a district's affirmative duty to protect its employees from sex discrimination, including sexual harassment, pursuant to 2 CCR 11023. In its informal guidance, Promising Practices for Preventing Harassment, the U.S. Equal Employment Opportunity Commission recommends that employers provide sexual harassment training to all employees, not just supervisors and managers. In addition, since BP/AR 5145.7 - Sexual Harassment requires employees to report sexual harassment against students, training employees to recognize and address sexual harassment incidents furthers the district's interest in protecting both employees and students against prohibited conduct. Thus, it is strongly recommended that districts periodically provide sexual harassment training or information to all their employees, especially those who work at school sites.

Note: Provision of periodic training to all district employees could also help foster a positive work environment and mitigate damages against a district in the event of sexual harassment litigation. In *Department of Health Services v. Superior Court (McGinnis)*, the California Supreme Court held that employers that have taken reasonable steps to prevent and correct workplace sexual harassment may be able to reduce damages in the event of a lawsuit. Such steps may include establishing anti-harassment policies and communicating those policies to employees.

The Superintendent or designee shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. The training shall include how to recognize prohibited or harassing conduct, the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee. The training shall also include information about processes for employees to informally share or obtain information about harassment without filing a complaint.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 5145.7 - Sexual Harassment)

Note: Government Code 12950.1 requires districts with 50 or more employees to provide two hours of sexual harassment training and education once every two years to every supervisory employee, defined as any employee with the authority to take employment action, including hiring, transferring, suspending, and disciplining other employees, or recommend such action if the exercise of that authority is not merely routine or clerical in nature. All newly hired supervisors or employees promoted to a supervisory position must receive the training within six months of their hire or assumption of the supervisory position. Compliance with this law does not insulate the district from any liability for harassment.

Note: Governing Board members, as elected officials, are not usually considered "supervisors"; however, since Board members have the authority to hire, reward, or discipline the Superintendent and other employees, Board members may also be required to receive sexual harassment training. Districts should consult with legal counsel to ensure that the appropriate individuals receive training.

Note: Although the law does not require districts with fewer than 50 employees to provide sexual harassment training to supervisors, court decisions have held that providing training may help mitigate damages in sexual harassment lawsuits. The provision of supervisor training may also be a factor in determining whether a district has taken reasonable steps to prevent discrimination and harassment pursuant to Government Code 12940. Therefore, it is recommended that all districts, regardless of the number of employees, provide sexual harassment training. Districts with fewer than 50 employees that do not provide sexual harassment training may revise the remainder of this section to reflect district practice.

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All such newly hired or promoted employees shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

A supervisory employee is any employee having the authority, in the interest of the district, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 12926)

(cf. 4300 - Administrative and Supervisory Personnel)

Note: Government Code 12950.1 and 2 CCR 11024 require that the training for supervisory employees contain specified components and be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

The district's sexual harassment training and education program for supervisory employees shall be aimed at

assisting them in preventing and effectively responding to incidents of sexual harassment, as well as implementing mechanisms to promptly address and correct wrongful behavior. The training shall include, but is not limited to, the following: (Government Code 12950.1; 2 CCR 11024)

1. Information and practical guidance regarding federal and state laws on the prohibition, prevention, and correction of sexual harassment, the remedies available to sexual harassment victims in civil actions, and potential district and/or individual exposure or liability
2. The types of conduct that constitute sexual harassment and practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources
3. A supervisor's obligation to report sexual harassment, discrimination, and retaliation of which he/she becomes aware and what to do if the supervisor himself/herself is personally accused of harassment
4. Strategies for preventing harassment, discrimination, and retaliation and appropriate steps to ensure that remedial measures are taken to correct harassing behavior, including an effective process for investigation of a complaint
5. The essential elements of the district's anti-harassment policy, including the limited confidentiality of the complaint process and resources for victims of unlawful sexual harassment, such as to whom they should report any alleged sexual harassment, and how to use the policy if a harassment complaint is filed
6. A copy of the district's sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received
7. The definition and prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance

Note: Item #8 below is required pursuant to Government Code 12950.1, as amended by SB 396 (Ch. 858, Statutes of 2017).

8. Practical examples of harassment based on gender identity, gender expression, and sexual orientation

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11024)

Notifications

Note: Education Code 231.5 requires that the district provide copies of its policy on sexual harassment to staff, as specified below. In addition, 2 CCR 11024 requires that supervisory employees undergoing mandatory training receive a copy of the district's policy and acknowledge receipt of the policy; see item #6 in the section "Training" above.

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

Note: Government Code 12950 requires the Department of Fair Employment and Housing (DFEH) to develop an information sheet on employment discrimination and the illegality of sexual harassment. This document is available on DFEH's web site.

All employees shall receive a copy of an information sheet prepared by the California Department of Fair Employment and Housing (DFEH) or the district that contains, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

Note: Government Code 12950, as amended by SB 396 (Ch. 858, Statutes of 2017), requires districts to post, in a prominent and accessible location, a poster developed by DFEH regarding transgender rights. This poster is available on DFEH's web site.

In addition, the district shall post, in a prominent and accessible location, the DFEH poster on discrimination in employment and the illegality of sexual harassment and the DFEH poster regarding transgender rights. (Government Code 12950)

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CSBA Sample | BP 4219.11, 4119.11, 4319.11 Personnel

Sexual Harassment

Note: Education Code 231.5 mandates the district to have a written policy on sexual harassment. As part of this mandate, the district also should adopt a sexual harassment policy related to students; see BP/AR 5145.7 - Sexual Harassment.

Note: Generally, courts recognize two types of conduct as constituting sexual harassment. "Quid Pro Quo" ("this for that") sexual harassment is considered to have occurred when a person in a position of authority makes another individual's educational or employment benefits conditional upon that other person's willingness to engage in unwanted sexual behavior (e.g., promising a promotion for sex). "Hostile environment" sexual harassment, on the other hand, is conduct by the perpetrator that is so severe, persistent, or pervasive that it creates a hostile, intimidating, or abusive educational or professional environment for another. Sexual harassment also covers retaliatory behavior against a complainant, witness, or other participant in the complaint process. Pursuant to Government Code 12940 and 2 CCR 11009, interns, volunteers, and job applicants are entitled to the same protection against sexual harassment as applicable to employees.

Note: Sexual harassment is prohibited pursuant to Title VII of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17) and/or Title IX of the Education Amendments of 1972 (20 USC 1681-1688), as well as the California Fair Employment and Housing Act (Government Code 12900-12996).

Note: Pursuant to Government Code 12940, employers may be held liable for sexual harassment committed against their workers by clients, customers, or other third parties if they knew or should have known of the harassment and failed to take immediate and appropriate corrective action to stop the harassment.

The Governing Board is committed to providing a safe work environment that is free of harassment and intimidation. The Board prohibits sexual harassment against district employees and retaliatory behavior or action against any person who complains, testifies, or otherwise participates in the complaint process established for the purpose of this policy.

Sexual harassment includes, but is not limited to, harassment that is based on the gender, gender identity, gender expression, or sexual orientation of the victim.

This policy shall apply to all district employees and to other persons on district property or with some employment relationship with the district, such as interns, volunteers, contractors, and job applicants.

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

(cf. 4030 - Nondiscrimination in Employment)

Note: In addition to district discipline imposed on employees who engage in sexual harassment, Government Code 12940 provides that such employees may be held personally liable in a court of law for any damage to the victim(s).

Any district employee who engages or participates in sexual harassment or who aids, abets, incites, compels, or coerces another to commit sexual harassment in violation of this policy is subject to disciplinary action, up to and including dismissal.

(cf. 4117.7/4317.7 - Employment Status Reports)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Note: Federal and state courts have provided guidance that may help employers avoid liability or mitigate damages in sexual harassment cases. In *Department of Health Services v. Superior Court (McGinnis)*, the California Supreme Court outlined measures that may constitute mitigating factors in the assessment of damages, including establishing anti-harassment policies, communicating those policies to employees, consistently enforcing the policies, preserving the confidentiality of employees who report harassment, and preventing retaliation against reporting employees. The U.S. Supreme Court in *Burlington Industries v. Ellerth* held that, for certain claims under federal law, an employer may defend against sexual harassment claims by proving that (1) reasonable care was exercised to prevent and promptly correct any sexually harassing behavior, and (2) the employee (victim) failed to take advantage of the preventive and corrective opportunities provided by the employer.

Note: Pursuant to Government Code 12950.1, employers with 50 or more employees are required to provide two hours of sexual harassment training to supervisory employees. See the accompanying administrative regulation for timelines and training requirements.

Note: Items #1-4 below reflect the courts' guidance and Government Code 12950.1, and should be modified to reflect district practice.

The Superintendent or designee shall take all actions necessary to ensure the prevention, investigation, and correction of sexual harassment, including but not limited to:

1. Providing training to employees in accordance with law and administrative regulation
 2. Publicizing and disseminating the district's sexual harassment policy to employees and others to whom the policy may apply
- (cf. 4112.9/4212.9/4312.9 - Employee Notifications)
3. Ensuring prompt, thorough, and fair investigation of complaints
 4. Taking timely and appropriate corrective/remedial action(s), which may require interim separation of the complainant and the alleged harasser and subsequent monitoring of developments

Note: The following optional paragraph reflects a recommendation of the U.S. Equal Employment Opportunity Commission's informal guidance *Promising Practices for Preventing Harassment* and may be revised to reflect district practice.

The Superintendent or designee shall periodically evaluate the effectiveness of the district's strategies to

prevent and address harassment. Such evaluation may involve conducting regular anonymous employee surveys to assess whether harassment is occurring or is perceived to be tolerated, partnering with researchers or other agencies with the needed expertise to evaluate the district's prevention strategies, and using any other effective tool for receiving feedback on systems and/or processes. As necessary, changes shall be made to the harassment policy, complaint procedures, or training.

Sexual Harassment Reports and Complaints

Note: Pursuant to 2 CCR 11034, the district may be liable for sexual harassment committed by a supervisor, coworker, or a third party. In addition, as part of its affirmative duty to prevent sexual harassment, the district is required pursuant to 2 CCR 11023 to instruct supervisors to report complaints.

Any district employee who feels that he/she has been sexually harassed in the performance of his/her district responsibilities or who has knowledge of any incident of sexual harassment by or against another employee shall immediately report the incident to his/her direct supervisor, another supervisor, the district's coordinator for nondiscrimination, the Superintendent, or, if available, a complaint hotline or an ombudsman. A supervisor or administrator who receives a harassment complaint shall promptly notify the coordinator.

Note: In Faragher v. City of Boca Raton, one of the factors relied on by the U.S. Supreme Court in finding liability for harassment by a supervisor was the failure of the policy to provide an assurance to its employees that harassing supervisors may be bypassed in registering complaints.

Complaints of sexual harassment shall be filed and investigated in accordance with the complaint procedure specified in AR 4030 - Nondiscrimination in Employment. An employee may bypass his/her supervisor in filing a complaint where the supervisor is the subject of the complaint.

All complaints and allegations of sexual harassment shall be kept confidential to the extent necessary to carry out the investigation or to take other subsequent necessary actions. (2 CCR 11023)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

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CODE OF REGULATIONS, TITLE 2

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11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

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CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

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1681-1688 Title IX prohibition against discrimination

UNITED STATES CODE, TITLE 42

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

CODE OF FEDERAL REGULATIONS, TITLE 34

106.1-106.9 Nondiscrimination on the basis of sex in education programs or activities

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WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/about/offices/list/ocr/index.html>

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CSBA Sample | AR 4219.11, 4119.11, 4319.11 Personnel

Sexual Harassment

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Note: For information related to sexual harassment involving students, see BP/AR 5145.7 - Sexual Harassment.

This administrative regulation shall apply to all allegations of sexual harassment involving employees, interns, volunteers, and job applicants, but shall not be used to resolve any complaint by or against a student.

Definitions

Note: In *Oncale v. Sundowner Offshore Services, Inc.*, the U.S. Supreme Court held that same-sex sexual harassment could be actionable under Title VII of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17).

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the work or educational setting when: (Education Code 212.5; Government Code 12940; 2 CCR 11034)

1. Submission to the conduct is made explicitly or implicitly a term or condition of the individual's employment.
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual.
3. Submission to or rejection of the conduct is used as the basis for any decision affecting the individual regarding benefits, services, honors, programs, or activities available at or through the district.

Note: Pursuant to Government Code 12940, conduct may meet the definition of sexual harassment regardless of whether or not the alleged harasser is motivated by sexual desire for the victim.

Prohibited sexual harassment also includes conduct which, regardless of whether or not it is motivated by sexual desire, is so severe or pervasive as to unreasonably interfere with the victim's work performance or create an intimidating, hostile, or offensive work environment.

Note: Pursuant to Government Code 12940, the district may be held liable for sexual harassment committed against employees by clients, customers, or other third parties if the district knew, or should have known, of the harassment and failed to take immediate and appropriate corrective

action to stop the harassment. The following paragraph clarifies that sexual harassment may include acts by supervisors, co-workers, or other parties and should be modified to reflect district practice.

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1. Unwelcome verbal conduct such as sexual flirtations or propositions; graphic comments about an individual's body; overly personal conversations or pressure for sexual activity; sexual jokes or stories; unwelcome sexual slurs, epithets, threats, innuendoes, derogatory comments, sexually degrading descriptions, or the spreading of sexual rumors
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3. Unwelcome physical conduct such as massaging, grabbing, fondling, stroking, or brushing the body; touching an individual's body or clothes in a sexual way; cornering, blocking, leaning over, or impeding normal movements

Training

Note: The following paragraph is consistent with a district's affirmative duty to protect its employees from sex discrimination, including sexual harassment, pursuant to 2 CCR 11023. In its informal guidance, Promising Practices for Preventing Harassment, the U.S. Equal Employment Opportunity Commission recommends that employers provide sexual harassment training to all employees, not just supervisors and managers. In addition, since BP/AR 5145.7 - Sexual Harassment requires employees to report sexual harassment against students, training employees to recognize and address sexual harassment incidents furthers the district's interest in protecting both employees and students against prohibited conduct. Thus, it is strongly recommended that districts periodically provide sexual harassment training or information to all their employees, especially those who work at school sites.

Note: Provision of periodic training to all district employees could also help foster a positive work environment and mitigate damages against a district in the event of sexual harassment litigation. In Department of Health Services v. Superior Court (McGinnis), the California Supreme Court held that employers that have taken reasonable steps to prevent and correct workplace sexual harassment may be able to reduce damages in the event of a lawsuit. Such steps may include establishing anti-harassment policies and communicating those policies to employees.

The Superintendent or designee shall ensure that all employees receive training regarding the district's sexual harassment policies when hired and periodically thereafter. The training shall include how to recognize prohibited or harassing conduct, the procedures for reporting and/or filing complaints involving an employee, employees' duty to use the district's complaint procedures, and employee obligations when a sexual harassment report involving a student is made to the employee. The training shall also include information about processes for employees to informally share or obtain information about harassment without filing a complaint.

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 4030 - Nondiscrimination in Employment)

(cf. 5145.7 - Sexual Harassment)

Note: Government Code 12950.1 requires districts with 50 or more employees to provide two hours of sexual harassment training and education once every two years to every supervisory employee, defined as any employee with the authority to take employment action, including hiring, transferring, suspending, and disciplining other employees, or recommend such action if the exercise of that authority is not merely routine or clerical in nature. All newly hired supervisors or employees promoted to a supervisory position must receive the training within six months of their hire or assumption of the supervisory position. Compliance with this law does not insulate the district from any liability for harassment.

Note: Governing Board members, as elected officials, are not usually considered "supervisors"; however, since Board members have the authority to hire, reward, or discipline the Superintendent and other employees, Board members may also be required to receive sexual harassment training. Districts should consult with legal counsel to ensure that the appropriate individuals receive training.

Note: Although the law does not require districts with fewer than 50 employees to provide sexual harassment training to supervisors, court decisions have held that providing training may help mitigate damages in sexual harassment lawsuits. The provision of supervisor training may also be a factor in determining whether a district has taken reasonable steps to prevent discrimination and harassment pursuant to Government Code 12940. Therefore, it is recommended that all districts, regardless of the number of employees, provide sexual harassment training. Districts with fewer than 50 employees that do not provide sexual harassment training may revise the remainder of this section to reflect district practice.

Every two years, the Superintendent or designee shall ensure that supervisory employees receive at least two hours of classroom or other effective interactive training and education regarding sexual harassment. All such newly hired or promoted employees shall receive training within six months of their assumption of the new position. (Government Code 12950.1)

A supervisory employee is any employee having the authority, in the interest of the district, to hire, transfer, suspend, lay off, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, adjust their grievances, or effectively recommend such action, when the exercise of the authority is not of a merely routine or clerical nature, but requires the use of independent judgment. (Government Code 12926)

(cf. 4300 - Administrative and Supervisory Personnel)

Note: Government Code 12950.1 and 2 CCR 11024 require that the training for supervisory employees contain specified components and be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

The district's sexual harassment training and education program for supervisory employees shall be aimed at

assisting them in preventing and effectively responding to incidents of sexual harassment, as well as implementing mechanisms to promptly address and correct wrongful behavior. The training shall include, but is not limited to, the following: (Government Code 12950.1; 2 CCR 11024)

1. Information and practical guidance regarding federal and state laws on the prohibition, prevention, and correction of sexual harassment, the remedies available to sexual harassment victims in civil actions, and potential district and/or individual exposure or liability
2. The types of conduct that constitute sexual harassment and practical examples which illustrate sexual harassment, discrimination, and retaliation using training modalities such as role plays, case studies, and group discussions, based on factual scenarios taken from case law, news and media accounts, and hypotheticals based on workplace situations and other sources
3. A supervisor's obligation to report sexual harassment, discrimination, and retaliation of which he/she becomes aware and what to do if the supervisor himself/herself is personally accused of harassment
4. Strategies for preventing harassment, discrimination, and retaliation and appropriate steps to ensure that remedial measures are taken to correct harassing behavior, including an effective process for investigation of a complaint
5. The essential elements of the district's anti-harassment policy, including the limited confidentiality of the complaint process and resources for victims of unlawful sexual harassment, such as to whom they should report any alleged sexual harassment, and how to use the policy if a harassment complaint is filed
6. A copy of the district's sexual harassment policy and administrative regulation, which each participant shall acknowledge in writing that he/she has received
7. The definition and prevention of abusive conduct that addresses the use of derogatory remarks, insults, or epithets, other verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, and the gratuitous sabotage or undermining of a person's work performance

Note: Item #8 below is required pursuant to Government Code 12950.1, as amended by SB 396 (Ch. 858, Statutes of 2017).

8. Practical examples of harassment based on gender identity, gender expression, and sexual orientation

The Superintendent or designee shall retain for at least two years the records of any training provided to supervisory employees. Such records shall include the names of trained employees, date of the training, the type of training, and the name of the training provider. (2 CCR 11024)

Notifications

Note: Education Code 231.5 requires that the district provide copies of its policy on sexual harassment to staff, as specified below. In addition, 2 CCR 11024 requires that supervisory employees undergoing mandatory training receive a copy of the district's policy and acknowledge receipt of the policy; see item #6 in the section "Training" above.

A copy of the Board policy and this administrative regulation shall: (Education Code 231.5)

1. Be displayed in a prominent location in the main administrative building, district office, or other area of the school where notices of district rules, regulations, procedures, and standards of conduct are posted
2. Be provided to every district employee at the beginning of the first quarter or semester of the school year or whenever a new employee is hired

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

3. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct

Note: Government Code 12950 requires the Department of Fair Employment and Housing (DFEH) to develop an information sheet on employment discrimination and the illegality of sexual harassment. This document is available on DFEH's web site.

All employees shall receive a copy of an information sheet prepared by the California Department of Fair Employment and Housing (DFEH) or the district that contains, at a minimum, components on: (Government Code 12950)

1. The illegality of sexual harassment
2. The definition of sexual harassment under applicable state and federal law
3. A description of sexual harassment, with examples
4. The district's complaint process available to the employee
5. The legal remedies and complaint process available through DFEH and the Equal Employment Opportunity Commission (EEOC)
6. Directions on how to contact DFEH and the EEOC
7. The protection against retaliation provided by 2 CCR 11021 for opposing harassment prohibited by law or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by DFEH and the EEOC

Note: Government Code 12950, as amended by SB 396 (Ch. 858, Statutes of 2017), requires districts to post, in a prominent and accessible location, a poster developed by DFEH regarding transgender rights. This poster is available on DFEH's web site.

In addition, the district shall post, in a prominent and accessible location, the DFEH poster on discrimination in employment and the illegality of sexual harassment and the DFEH poster regarding transgender rights. (Government Code 12950)

(12/16 3/16) 3/18

Update Guidesheets

March 2018 Update Guidesheet

27.50

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

Uniform Complaint Procedures

(BP/AR revised) Policy updated to list all state and federal programs subject to the uniform complaint procedures (UCP) as specified in the Federal Program Monitoring instrument, reflect NEW LAW (AB 699) which includes immigration status as a prohibited basis for discrimination, and reflect NEW LAW (AB 365) which authorizes the use of UCP for alleged noncompliance with certain educational rights of children of military families. Policy also revised to clarify that, although complaints of employment discrimination are not subject to UCP, the district has an obligation to investigate such complaints using other district procedures. Regulation updated to reflect a requirement in AB 365 that the annual UCP notice include the educational rights of children of military families. Regulation also clarifies that any individual, public agency, or organization may file a complaint alleging violation of law regarding applicable state or federal programs, and deletes references to Office of Civil Rights resources on sexual violence which have been withdrawn.

See BP 1312.3

See AR 1312.3

Federal Grant Funds

(AR revised) Regulation updated to clarify that any federal formula or discretionary grant funds awarded to the district, including a federally funded child nutrition program according to NEW LAW (SB 544), must comply with the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Regulation also reflects NEW FEDERAL REGULATION (82 Fed. Reg. 22609) which delays, until July 1, 2018, the date by which districts must comply with the procurement standards in the Uniform Guidance.

See AR 3230

Integrated Pest Management

(AR revised) Regulation updated to clarify the applicability of integrated pest management requirements to child care facilities, delete an outdated date by which the annual training requirement became effective, and add requirement for pesticide-specific training. Regulation also reflects NEW STATE REGULATION (Register 2017, No. 45) which prohibits growers from making certain agricultural pesticide applications within one-quarter mile of a school site between 6:00 a.m. and 6:00 p.m. on weekdays and requires such growers to annually notify the principal regarding pesticides it expects to use during the year.
See AR 3514.2

Food Service Operations/Cafeteria Fund

(BP/AR revised) Policy updated to reflect NEW LAW (SB 250) which requires districts to make their meal charge policy public and ensure that students with unpaid meal fees are not shamed or treated differently than other students. Section on "Procurement of Foods, Equipment, and Supplies" reflects NEW LAW (SB 730) which requires the California Department of Education (CDE) to provide information about the Buy American provision, NEW LAW (AB 822) which requires a preference for California-grown agricultural products with specified exceptions, and NEW LAW (SB 544) which clarifies that procurements in federally funded nutrition programs are subject to the procurement standards of the federal Uniform Guidance. Regulation updated to reflect provisions of SB 250 which require districts to notify parents/guardians within 10 days of a negative balance in their child's school meal account and to exhaust all options to enroll the student in the free and reduced-price meal program if he/she is eligible. Regulation also adds new section reflecting NEW LAW (SB 557) which authorizes donation of unused, unopened foods to a food bank or other nonprofit charitable organization.
See BP 3551
See AR 3551

Free and Reduced Price Meals

(BP/AR revised) Policy updated to reflect NEW LAW (SB 138) which requires districts to apply by September 1, 2018, for a federal universal meal service for "very high poverty schools," as defined, for the purpose of providing breakfast and/or lunch free of charge to all students enrolled at the school. An exception

exists for districts whose board adopts a resolution stating the district is unable to comply due to fiscal hardship. Regulation updated to reflect a provision of SB 138 which requires direct certification of students' eligibility for free or reduced-price meals based on their Medi-Cal participation. In both BP and AR, section related to confidentiality and allowable purposes for sharing students' free and reduced-price meal eligibility information revised to reflect the elimination of Title I program improvement.

See BP 3553

See AR 3553

Recruitment and Selection

(BP revised) Policy updated to expand discussion of possible recruitment incentives, including subsidized housing programs for teachers and other employees and NEW LAW (AB 99) which establishes the California Educator Development grant program to assist districts with attracting and supporting the preparation and continued learning of teachers, principals, and other school leaders. Policy also reflects NEW LAW (AB 168) which prohibits districts from seeking salary history information about an applicant and from relying on salary history information as a factor in determining whether to offer employment or the salary to offer an applicant, unless the salary information is disclosable under state or federal law or the applicant voluntarily discloses the information without prompting.

See BP 4111/4211/4311

Sexual Harassment

(BP/AR revised) Policy updated to provide a strong statement of the board's commitment to provide a safe work environment that is free of sexual harassment and intimidation and to align the process for filing complaints of sexual harassment with AR 4030 - Nondiscrimination in Employment. Regulation updated to reflect NEW LAW (SB 396) which requires districts to post a Department of Fair Employment and Housing poster on transgender rights and, if the district has 50 or more employees, to provide training to supervisors regarding harassment based on gender identity, gender expression, and sexual orientation.

See BP 4119.11/4219.11/4319.11

See AR 4119.11/4219.11/4319.11

Personal Illness/Injury Leave

(AR revised) Regulation updated to reflect NEW LAW (SB 63) which extends the requirement to grant parental leave to an eligible employee for the purpose of bonding with a child after the birth, adoption, or foster care placement of the child to any district that employs 20-49 employees within 75 miles of the worksite where the employee requesting the leave is employed. Regulation also updated to reflect NEW LAW (SB 731) which entitles an employee who is a military veteran or current member of the California National Guard or federal reserve component to 10 days of additional sick leave for the purpose of undergoing medical treatment for a qualifying military service-connected disability, effective on either the date the U.S. Department of Veterans Affairs rates the employee's disability or on the first day the employee begins or returns to employment after active duty, whichever is later.
See AR 4161.1/4361.1

Family Care and Medical Leave

(AR revised) Regulation updated to reflect NEW LAW (AB 1556) which deletes gender-specific references with regard to pregnancy disability leave and clarifies that all employees are protected against pregnancy discrimination regardless of their gender identity. Regulation also reflects NEW LAW (SB 63) which extends the requirement to grant parental leave to any district that employs 20-49 employees within 75 miles of the worksite where the employee requesting the leave is employed.
See AR 4161.8/4261.8/4361.8

Personal Illness/Injury Leave

(AR revised) Regulation updated to reflect NEW LAW (SB 63) which extends the requirement to grant parental leave to any district that employs 20-49 employees within 75 miles of the worksite where the employee requesting the leave is employed. Regulation also updated to reflect NEW LAW (SB 731) which entitles an employee who is a military veteran or current member of the California National Guard or federal reserve component to 12 days of additional sick leave for the purpose of undergoing medical treatment for a qualifying military service-connected disability, effective on either the date the U.S. Department of Veterans Affairs rates the employee's disability or on the first day the employee begins or returns to employment after active duty, whichever is later.
See AR 4261.1

Student and Family Privacy Rights

(BP/AR revised) Policy updated to add options formerly in AR regarding the disclosure of students' personal information for marketing purposes. Policy also reflects state law which prohibits the collection of social security numbers or the last four digits of social security numbers for such purposes and NEW LAW (AB 699) which prohibits the collection of information regarding the citizenship or immigration status of students or their families. Regulation reflects NEW LAW (AB 677) which prohibits the removal of questions pertaining to sexual orientation and/or gender identity from a voluntary survey that already contains such questions.

See BP 5022

See AR 5022

Parental Notifications

(BP/E revised) Policy updated to reflect federal law applicable to districts participating in certain federal programs which requires that parental notifications be presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand. Policy also revised to reflect state law requiring that parental notifications be written in the primary language, in addition to English, whenever 15 percent or more of the students enrolled in a school speak a single primary language other than English. Exhibit updated to reflect notices required by NEW LAW, including notices related to students' right to a free public education regardless of immigration status or religious beliefs (AB 699), the employee code of conduct related to employee interactions with students (AB 500), the district's meal payment policy (USDA Memorandum SP-23-2017), a student's identification as a long-term English learner (AB 81), a negative balance in a student's meal account (SB 250), educational rights of children of military families (AB 365), and any excessive level of lead found in drinking water (AB 746). Two legal cites renumbered pursuant to federal law and regulations.

See BP 5145.6

See E 5145.6

Student Assessment

(BP revised) Policy updated to reflect NEW LAW (AB 1035) which addresses the use and purpose of interim and formative assessments that are part of the California Assessment of Student Performance and Progress, prohibits their use for high-stakes purposes as defined, and requires that teachers who administer the assessments have access to all pertinent functions and information.

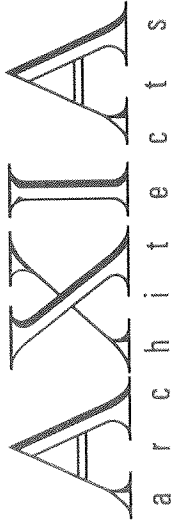
See BP 6162.5

Title I Programs

(BP revised) Policy updated to address (1) the requirement to use federal Title I funds to supplement, not supplant, funds available from state and local sources; (2) use of the district's local control and accountability plan to fulfill requirements for the Title I local educational agency plan; and (3) methods for demonstrating the comparability of services between Title I and non-Title I schools. Regulation updated to reflect amendments by the Every Student Succeeds Act related to schoolwide programs, targeted assistance programs, and participation by private school students.

See BP 6171

See AR 6171



707 542 4652
axiaarchitects.com

250 D Street
Suite 210
Santa Rosa
CA 95404

INFORMAL IOR RFP ANALYSIS

PROJECT: Gravenstein ES Phase 3 Multi-Use Modernization JOB NO: 988
 RFP DUE DATE: March, 26th, 2018 RFP DUE TIME: 2:00pm
 LOCATION: Electronic Response

| CONTRACTOR: | Proposal Requirements: | Wilkin Tom Approval | RFP PROPOSALS: | | |
|--|--|---|----------------|-------------------------|---------------------------------|
| | | | HOURLY RATE | TIME FRAME AS INDICATED | FEE AS INDICATED IN PROPOSAL |
| Armando Franco F and G Design and Drafting Services 145 Keller Street Petaluma, CA 94952 | <input checked="" type="checkbox"/> Contact Info <input checked="" type="checkbox"/> License <input checked="" type="checkbox"/> Inspector Class <input checked="" type="checkbox"/> Hourly Rate <input checked="" type="checkbox"/> Insurance <input checked="" type="checkbox"/> Review of Drawings | <input checked="" type="checkbox"/> TBD | \$110/hour | ~16 Weeks ~340 Hours | Estimated \$37,000 |
| I.A. Kuster Construction Inspection P.O. Box 4600 Santa Rosa, CA 95402 | <input checked="" type="checkbox"/> Contact Info <input checked="" type="checkbox"/> License <input checked="" type="checkbox"/> Inspector Class <input checked="" type="checkbox"/> Hourly Rate <input checked="" type="checkbox"/> Insurance <input checked="" type="checkbox"/> Review of Drawings | <input checked="" type="checkbox"/> TBD | \$90/hour | ~16 Weeks ~260 Hours | Total Not-To-Exceed \$23,400 |

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VI A

**RESPONSE TO GRAVENSTEIN UNION SCHOOL
DISTRICT RFP –REQUEST FOR STATEMENT OF
QUALIFICATIONS AND PROPOSAL FOR INSPECTOR
OF RECORD (IOR) SERVICES**

I.A. KUSTER CONSTRUCTION INSPECTION

P.O. BOX 4600

SANTA ROSA, CA 95402

(707) 322-8138

dsa.inspector@gmail.com

**Attn: Jennifer Schwinn, Superintendent
Gravenstein Union School District
3840 Twig Ave
Sebastopol, CA 95472**

PROJECT PROPOSAL

Based on the construction plans, specifications and project schedule provided by AXIA Architects for the Phase 3 Multipurpose Room Modernization project, I.A Kuster (IOR) proposes the following to Gravenstein Union School District (GUSD):

DSA Project inspection services as set forth in DSA IR A-8 and RFP from AXIA Architects at a maximum of 15 hours per week for the duration of the project and on an as-needed basis for completion of the project if the time for completion should extend past the scheduled date of August 15th, 2018.

Each required site visit for inspections, meetings and/or coordination with the lab of record or other GUSD consultants will be a 3-hour minimum charge. IOR's fee structure is attached on the following page.

The project schedule provided calls for the project to begin May 1st and be substantially complete by August 15th (16 weeks). 15 hours per week at 16 weeks is 240 hours. IOR proposes an additional 20 hours for project closeout in the likely event that finalization of the project will extend past August 15th.

260 hours at specified rate of \$90 per hour equals a not-to-exceed maximum of \$23,400.

FEES

Hourly rates for DSA inspection services are listed below based on inspector class and project class. Please note that specific project fee amounts for individual projects will be based on the number of hours per week required by DSA for the duration of the project. DSA always has final say on the minimum number of hours required for each project. Also listed below are fee structures for additional time required on weekends, holidays, time outside of normal working hours and time required when projects continue past the number of allotted calendar days for project completion.

Class 1 inspector on a class 1 project: \$100 per hour

Class 1, 2, 3 or 4 inspector on a class 2, 3 or 4 project: \$90 per hour

For individual projects, IOR presumes that contractors will perform work based on a 40-hour work week consisting of 8-hours per day, Monday through Friday, between the hours of 6:00am and 5:00pm with federally recognized government holidays excepted. If IOR is directed by GUSD or otherwise required to work outside of normal working days/hours as listed above, the following rate schedule will apply:

Weekend days or federal Holidays:

Class 1 inspector on a class 1 project: \$150 per hour with a 4-hour minimum

Class 1, 2, 3 or 4 inspector on a class 2, 3 or 4 project: \$135 per hour with a 4-hour minimum

Weekdays outside of 6:00am to 5:00pm or any hours exceeding 8-hours per day:

Class 1 inspector on a class 1 project: \$150 per hour

Class 1, 2, 3 or 4 inspector on a class 2, 3 or 4 project: \$135 per hour

Site visits required beyond the number of calendar days given to contractor for completion:

Class 1 inspector on a class 1 project: \$100 per hour with a 3-hour minimum

Class 1, 2, 3 or 4 inspector on a class 2, 3 or 4 project: \$90 per hour with a 3-hour minimum

Additional hours as specified above will be added to the original contract sum. The one exception would be when the additional hours are pre-scheduled to take place in lieu of normal working hours by prior arrangement with GUSD.



145 KELLER ST.
PETALUMA, CA 94952
(707) 763-3270
(707) 939-4560
FGDRAFTING@SBCGLOBAL.NET

TRANSMITTAL SHEET

TO: Jennifer Schwinn,
Superintendent
Gravenstein Union School District
3840 Twig Ave.
Sebastopol, CA 95472

DATE: March 23, 2018

PROJECT: Gravenstein Unified School District request for IOR Proposal

APPLICATION No.: N/A

COPIES: 1

REMARKS:

Dear Ms. Schwinn,

This letter is in response to the Gravenstein Unified School District's request for proposals to provide Inspection Services for the Multi-Use Room Modernization, Phase 3 at the Gravenstein Elementary School in Sebastopol CA.

145 KELLER ST.
PETALUMA, CA 94952
(707) 763-3270
(707) 939-4560
FGDRAFTING@SBCGLOBAL.NET

GENERAL INFORMATION

Armando Franco,
F&G Design/Drafting Services,
145 Keller Street
Petaluma, CA 94952
o. 707 763-3270
c. 707 478-1919
fgdrafting@sbcglobal.net

I am the sole proprietor of F&G Design/Drafting Services, established in 2004, which provides Residential Architectural Design/Drafting Services, mainly in Sonoma & Marin counties.

I am also a Certified DSA Class 2 Inspector since 2006 and provide independent inspection services to several school districts in Marin & Sonoma Counties as well (currently applying for the DSA Class 1 Inspector's exam). My DSA Class 2 Certificate is due to expire on December 7, 2021

If awarded any projects by the School District, I personally will be in charge of providing the inspection services.

In the 10+ years that I have been providing inspection services for DSA projects, I have been fortunate enough to never been involved in any kind of arbitration or litigation nor I have had to settle a legal matter on any of projects I have been the IOR and will try to keep it like that in the years to come.

As for the Insurance requirements as described in the Agreement for Inspection Services, General Provisions, 6: In talking with insurance companies in the Bay Area, I have found difficult to get insurance for professional liability as the various insurance companies I talked to, don't have a category for Construction Inspectors and insurance companies try to include this category along with architects and engineers' liability insurance making it, in some cases, extremely expensive, in comparison with some small project's inspector's contract fees. I currently carry Automobile Liability Insurance, which could be upgraded to satisfy the District's insurance requirements.

PROPOSED FEE

Our current rate for DSA projects is \$110.00/hr.

Based on the on-line review of the construction documents and the estimated construction dates for the project, our estimated fee to provide Inspection Services for the subject project is \$37,000.00

Our billing system consists of providing a monthly "progress billing" reflecting a percentage of construction progress.

224

145 KELLER ST.
PETALUMA, CA 94952
(707) 763-3270
(707) 939-4560
FGDRAFTING@SBCGLOBAL.NET

Approval of the project inspector by the DSA Regional Office (Wilkin Tom) will be subject to the submittal of the DSA-5PI form once the inspector has been selected by the District to provide the inspection services.

Please give me a call at your earliest convenience should you have any questions or require additional information.

Thank you very much.

Respectfully submitted,

Armando Franco.

Armando Franco
DSA Class 2 Certified Inspector, Certificate No. 5338

DISTRIBUTION:

W / ENCLOSURES

VI B

RECORDING REQUESTED BY:

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

NOTICE OF COMPLETION

NOTICE is hereby given that we, the undersigned, Board of Trustees of the Gravenstein Union School District did on this 1st day of May 2017, entered into a contract with NSP3 1555 Tahoe Court, Redding, CA 96003 for the Gravenstein Modernization Phase III Gravenstein Shade Structures –DSA Application no. 01-116818- Architect Project No. 988.00 on the site of Gravenstein Elementary School located at 3840 Twig Ave, Sebastopol, CA 95472, in strict conformity with the Contract Documents, including addenda and alternates thereto, all is adopted by the Owner.

That on this 18th day of April 2018, the said contract or work of improvement as a whole was completed by the said Silver Creek Industries, Inc. and

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

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

Board of Trustees
Gravenstein Union School District
Owners

By: _____
agent

State of California
County of Sonoma

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

Subscribed and sworn to before me

This _____ day of _____ 2018 by _____

Hillcrest Middle School

VI D.

STREAM Lab Proposal

Spring 2018

Introduction

The Hillcrest principal and staff propose that the current computer lab in room 5 be reimaged into a 21st century learning environment called the STREAM Lab. STREAM is an acronym that stands for Science, Technology, Reading, Engineering, Arts and Mathematics. The STREAM Lab is influenced by the "Maker Movement," where students have opportunities to construct knowledge and develop understanding through hands-on activities that allow for true inquiry. The scope and physical footprint of the current computer lab will be increased to support 21st century learning experiences and the implementation of a STEAM model at Hillcrest. The STREAM Lab will include a book lending library and reading area, digital fabrication equipment, a digital media studio, space dedicated to hands-on activities, and a combination of desktop, laptop and tablet computing devices.

Why a STREAM Lab?

There are three main factors that justify the need for Hillcrest to develop a STREAM Lab:

1. Hillcrest has not offered a central book lending library with a dedicated reading space for over 10 years, and the STREAM Lab would include this element. Contemporary libraries have moved toward providing young people with opportunities to interact with information in a wide variety of ways. Youth sections in public libraries in San Francisco, Chicago, and even Sebastopol are not only offering books, periodicals and digital reference subscriptions, they are including MakerSpaces, digital media equipment, and more. At local schools, the Sonoma State Information Center recently opened a dedicated MakerSpace, and the library at Kenilworth Junior High has include a MakerSpace for three years. At Union School District in Silicon Valley, where a STEAM program has been implemented K-8, all libraries have been converted into spaces like the proposed STREAM Lab. In developing a STREAM Lab, Hillcrest will be on the cutting edge of libraries and 21st century learning spaces.
2. Hillcrest offers a one-to-one Chromebook program, where students have access to Chromebooks in their classrooms. A traditional computer lab, consisting only of desktop computers, offers very little beyond the Chromebooks available in classrooms. The STREAM Lab would include computers, and new technological devices that would provide students opportunities beyond what is available on their Chromebooks. Digital fabrication equipment would be available, so that students can learn to create and prototype 2D and 3D objects through computer controlled 3D printing and a 2D laser cutting. Hardware to support learning in the area of

computer programming, like micro:bits and Arduinos, will be available in the STREAM Lab. Lastly, digital media equipment such as a video studio, including cameras, lighting, green screen and digital video editing stations will also be included in the lab. These more robust learning opportunities in the area of technology will further establish Hillcrest as a 21st century learning environment.

3. In 2018-19, Hillcrest 6th grade will be piloting a STEAM instructional model with weekly hands-on activities that integrate Science, Technology, Arts and Mathematics. The STREAM Lab will provide a dedicated space for these activities, and specialized equipment that will allow these activities more depth and complexity. These hands-on activities won't always be facilitated in the STREAM Lab, but this space will certainly be an asset to the STEAM instructional model.

How will the STREAM Lab be used?

The STREAM Lab will be used in the following ways:

- The Hillcrest technology teacher, and possibly others, will teach elective and enrichment classes in the STREAM Lab.
- Teachers will be able to sign-up to bring their students to the STREAM Lab to work on projects or check out books.
- The STREAM Lab will be open for students during some lunches and some days after-school, so that they can work on projects, read, or check out books.
- The Hillcrest TV show will be produced in the STREAM Lab.

How will the STREAM Lab be staffed?

The Hillcrest technology teacher will be the lead steward of the STREAM lab and will not only teach classes in the lab, but the teacher's schedule will be designed to provide support/guidance in the lab to teachers and students during particular class, lunch and after-school periods.

Current Hillcrest classified staff will be utilized to help maintain the book lending library, and may also work in the library section to check books in and out.

Additional staffing is not anticipated at this point.

STREAM Lab Concept Development

The following activities have supported the development of the STREAM Lab concept:

- Hillcrest principal and technology teacher visited MakerSpaces at Sonoma State, Analy High School, and SCOE.
- SCOE 21st Century Learning Specialists visited Hillcrest to provide guidance on the concept.

- SCOE Library Specialist visited Hillcrest to provide guidance and assess current book collection.
- Hillcrest principal and teacher-in-charge attended California STEAM Symposium sessions on establishing learning spaces to support STEAM learning.
- Hillcrest staff attended a hands-on learning session at the SCOE MakerSpace.

Overview

It is proposed that the conversion of the current Hillcrest computer lab into the STREAM Lab occur over three phases, beginning in Summer 2018. Here is a general overview of items to be included in each phase:

Phase I

- Increase physical footprint of the lab by combining rooms 5 and 6
- Relocate electrical/data conduit from wall to ceiling drop points
- Establish book lending library and reading space
- Acquire and install 5, 3D printers
- Acquire and install computer controlled laser cutter (1)
- Set up digital media studio (with Innovations Grant equipment)
- Refresh 15 desktop computers with a combination of desktop, laptop and tablet computing devices
- Acquire class set of micro bit devices (computer programming hardware)
- Add casters to half of the existing tables
- Install table(s) suited for hands-on activities
- Acquire supplies for hands-on engineering, science, math and art activities
- Acquire storage containers to store hands-on supplies, using in existing shelving

Phase 2

- Acquire additional books for lending library
- Refresh 15 remaining desktop computers with a combination of 15 desktop, laptop and tablet computing devices
- Acquire and install 5 additional 3D printers
- Acquire class set of robotics equipment (15 kits)
- Acquire supplies for hands-on engineering, science, math and art activities
- Replace carpet with tile
- Replace current chairs with updated seating that is more modular
- Acquire additional cameras and audio equipment for media studio
- Acquire hardware for music production

Phase 3

- Acquire additional books for lending library
- Acquire and install computer controlled vinyl cutter
- Acquire and install heat press (used to create shirts with vinyl cutter)
- Acquire supplies for hands-on engineering, science, math and art activities
- Acquire equipment for live broadcasting
- Replace furniture as needed



Example of a STREAM Lab at another school, note 3D printer to the left, hands-on space center, and books on the right.

Phase I Details

It is proposed that Phase I occur during the summer of 2018, so that the STREAM Lab can be open to students in the fall of 2018. Each item listed for Phase I in the overview will be explained in detail below, with estimated associated costs.

Increase physical footprint of the lab by combining rooms 5 and 6

It is proposed that rooms 5 and 6 be combined, so that the STREAM lab will be the size of two standard classrooms. Room 5 at Hillcrest is currently a traditional computer lab with 32 HP desktop computers. Room 6 is a standard classroom next door to room 5. The two rooms are separated by one modular wall that was originally built with hinges to open and close. During modernizations over the past 15 years, HVAC ventilation was installed close to the wall, and electrical/data conduit was installed on the wall, preventing it from being opened and closed freely.

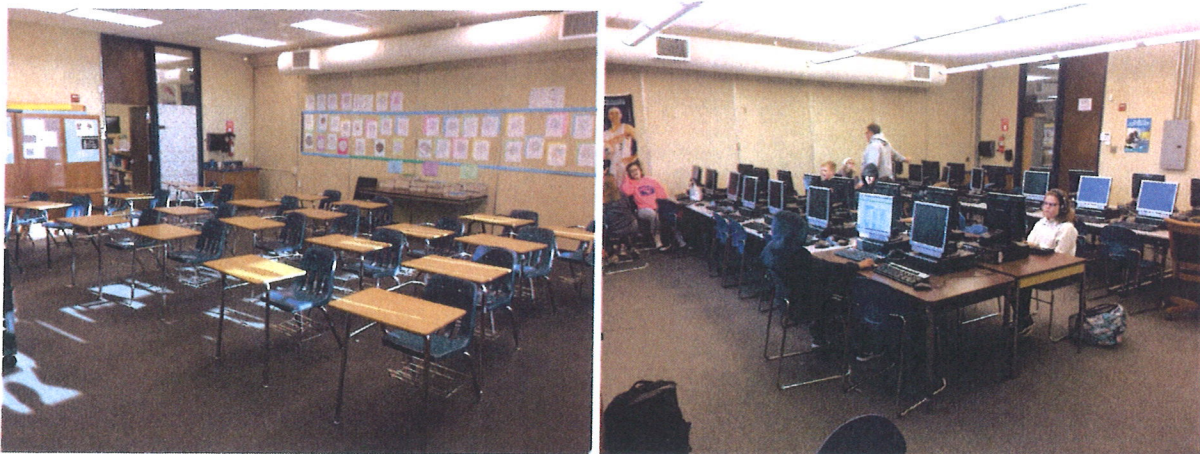
After the addition of new science and performing arts classrooms to Hillcrest in 2016, Hillcrest currently has one more classroom than needed, allowing for room 6 to be combined with room 5, without impacting the school's use schedule. Even with future

enrollment projected to grow, this additional classroom is not needed. A footprint larger than a typical classroom is needed for the STREAM Lab in order to have ample space for a book lending library and reading area, digital fabrication equipment, a digital media studio, space dedicated to hands-on activities, and a combination of desktop, laptop and tablet computing devices. Consultants from SCOE, specializing in 21st century learning and libraries, visited the classrooms and agreed that combining the two classrooms would provide an optimal size for the lab.

The wall between the two rooms can be removed by the GUSD maintenance department at no cost. The wall removal will not impact the HVAC ventilation, but will require relocating the electrical/data conduit. The wall is divided into panels, and the two outer panels would remain in order to define spaces within the lab.

Total Cost: \$0

Work to be completed by: GUSD Maintenance



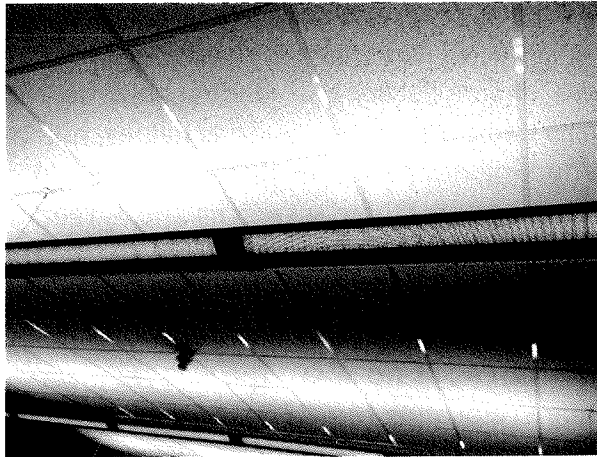
Room 6

Wall to Remove

Room 5

Relocate electrical/data conduit from wall to ceiling drop points

It is proposed that the electrical and data wiring currently located within the conduit on the wall to be removed, be relocated to ceiling drop points throughout the lab. Model labs located at SCOE, Analy High School, and Union School District (Silicon Valley) have implemented this approach, and it has proven successful. Retractable electrical and data connections descending from ceiling drops, allow for versatility and flexibility in the use of the lab. GUSD head of maintenance, Brian Sposato, recommends this approach and estimates the cost would not exceed \$8,000, when completed by an electrician.



Wiring in wall conduit to be relocated. Tile ceiling, suitable for drops without retrofitting

Total Estimated Cost: Not to exceed \$8,000

Work to be completed by: Electrical Contractor

Establish book lending library and reading space

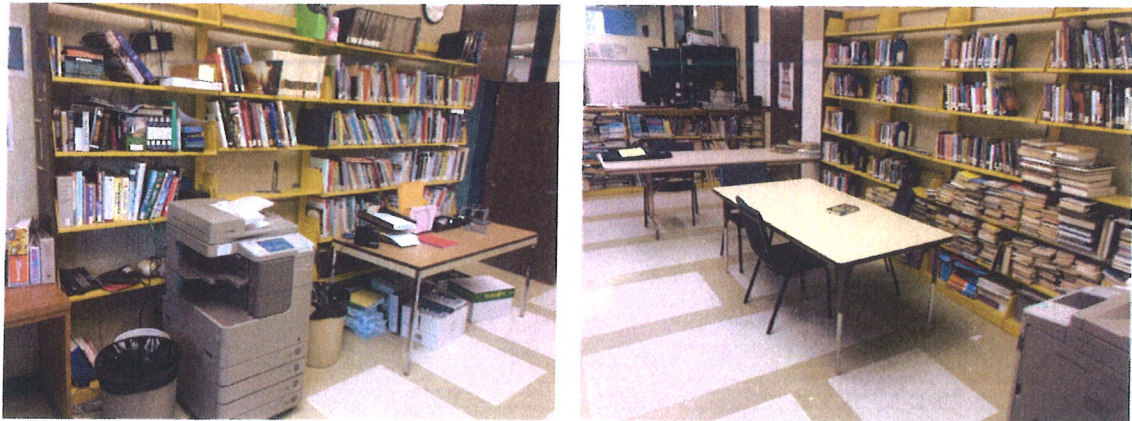
It is proposed that the STREAM Lab offer a book lending library and a designated space for students to read. Hillcrest has not offered a central book lending library, or a designated place where students can read for over ten years. There is a book collection housed in the teacher work area behind the front office, but the collection has not been updated for as many years, and there is not a database of the collection, or system for students to check the books out. A central book lending library and reading space not only promotes literacy, but it encourages reading for pleasure and a lifelong love of learning.

In consultation with the library specialist from SCOE, the following steps have been identified to establish a book lending library and reading area at Hillcrest, putting the R into the STREAM lab:

1. Acquire and move necessary furniture into room 6. The existing shelving that houses the outdated book collection from the teacher work room is in excellent condition and can be moved into room 6 to house the updated collection. The shelving can be moved and installed by Hillcrest maintenance at no cost. For the reading area, new seating furniture is needed and estimated to cost no more than \$2,000.
2. Evaluate which books in the current collection should be kept, and move them into the STREAM Lab. The evaluation will be done with support from the SCOE library specialist. The SCOE library specialist anticipates that approximately 200 titles will be moved into the STREAM Lab.

3. Purchase the first phase of new books for the library. The SCOE library specialist recommends that a school the size of Hillcrest maintain a book collection of approximately 1,500 titles. With only 200 titles being kept from the current collection, that would result in 1,300 new titles. The average cost of shelf-ready processed books is approximately \$40, so 1,300 titles would cost \$52,000. It seems prudent to acquire new book titles incrementally, so it is proposed that 300 new titles be acquired in Phase I, with an estimated cost of \$12,000. These titles would be selected in consultation with Hillcrest staff and the SCOE library specialist.

4. Establish a database and system for checking out the books. According to the SCOE library specialist, the startup cost for a cloud-based database (excluding hardware) is approximately \$1,500, with an annual ongoing subscription cost of approximately \$800. The local hardware required is a barcode scanner and desktop computer, with an estimated total cost of \$800.



Current shelving (to be moved), and books.

| Item | Cost |
|-------------------------------|----------|
| Library seating | \$2,000 |
| 300 new titles | \$12,000 |
| Library Database Startup Cost | \$1,500 |
| Database Annual Subscription | \$800 |
| Total | \$16,300 |

Total Estimated Cost: \$16,300

Work to be completed by: SCOE Library Support, GUSD Maintenance, Hillcrest Staff

Acquire and install 5, 3D printers

It is proposed that 5, 3D printers be included in Phase I of the STREAM Lab. 3D printing technology allows students to create plastic objects that they have designed using 3D modeling software. 3D printers are common in MakerSpaces, and are present in the model labs that Hillcrest staff visited at SCOE, Analy, and Sonoma State. 3D printers take several hours to print an object, so it is recommended to have multiple printers in order to give multiple students access to printing each day. The printers use a plastic filament to print objects and only require two square feet of counter space. There is no exhaust from 3D printers, and they do not heat up significantly while printing. 3D printing technology can be used to support engineering, science, art, and math activities.

A variety of open source design and printing softwares are compatible with the proposed printer, and the printer can be controlled by standard Windows or Apple computers. There are a range of 3D printers available, but the SCOE Maker specialists recommend a model that costs \$350 (including tax and shipping). The plastic filament used for printing is relatively inexpensive; \$300 worth of filament should last for one year. The printers can be set up and installed by the Hillcrest technology instructor.

| Item | Cost |
|--|---------|
| 5, Maker Select 3D Printers, \$350 each | \$1,750 |
| 13 reems of plastic filament (includes tax and shipping) | \$300 |
| Total | \$2,050 |

Total Estimated Cost: \$2,050

Work to be completed by: Hillcrest Staff

Acquire and install computer controlled laser cutter (1)

It is proposed that one computer controlled laser cutter be included in Phase I of the STREAM Lab. A computer controlled laser cutter will cut or etch two dimensional designs into/through, wood, cardboard, or glass. The device reads digital design (vector graphics) files that can be created through open source or proprietary (Adobe) software. The laser cutter does emit exhaust and would be placed on a counter near the window, so that the exhaust can be routed out the window. Laser cutters were present in the model labs visited by Hillcrest staff, where there were no windows available, and the exhaust was trapped by an exhaust system. The Hillcrest STREAM Lab has the benefit of ample counter space near windows, eliminating the need for an exhaust system. Flammable objects being cut/etched by the laser do have the potential of catching fire, so it is essential to have adult supervision when operating the laser cutter and to take all necessary safety precautions.

These devices have been used widely in other schools without incident, and come recommended by the SCOE Maker specialists. Unlike 3D printers, the laser cutter works fairly quickly, so items can be created within a class period. A key feature of the proposed laser cutter is a scanning feature, allowing objects to be created from hand-drawn designs. Laser cut objects can be used as components in 3D designs, as standalone objects, and support projects in engineering, science, art and math. The laser cutter can be set up and installed by Hillcrest staff.

Total Estimated Cost: \$7,900 (including tax and shipping)

Work to be completed by: Hillcrest Staff

Set up digital media studio (with Innovations Grant equipment)

Hillcrest was the recipient of an Innovations grant for \$2,400 through Innovate/Educate Sonoma, which funded the first phase of the digital media studio. The equipment has been purchased and is currently being utilized in the existing computer lab. This equipment includes a new iMac computer, DSLR camera, camcorder, microphones, green screen studio, and other accessories. Students will be producing a Hillcrest TV show in the spring of 2018 to share on the Hillcrest YouTube Channel.

Total Estimated Cost: \$0 [\$2,400 received from Innovations grant]

Work to be completed by: Hillcrest Staff

Refresh 15 desktop computers with a combination of desktop and laptop computing devices

It is proposed that 15 of the computers in the STREAM Lab be refreshed in Phase I. The Hillcrest computer lab currently contains 32 HP desktop computers running the Windows operating system. These computers were purchased in 2015, and at 3 years old, they are beginning to fail should and be refreshed over the next year or two. Furthermore, a traditional computer lab configuration of 32 desktop computers, side-by-side, limits the ability for student collaboration, an essential aspect of 21st century learning. By refreshing 15 of these desktop computers with mostly laptops, the technology portion of the STREAM lab will have more available space for collaboration and hands-on activities, *and* improved computing devices. The three proposed desktop computers are iMacs, similar to the computer acquired for the digital media studio, to increase opportunities for digital video and audio projects through the iLife software suite. Because the 2D and 3D applications for printing and laser cutting function on Chromebooks, and to align with the other devices on the Hillcrest campus, the remaining computers in this phase will be Chromebooks, to be stored in a charging cart. These new computing devices can be installed and maintained by the Hillcrest technology teacher.

| Item | Cost |
|--|---------|
| 3 iMac computers at \$1,300 each (includes tax, shipping, AppleCare) | \$3,900 |
| 12 HP Chromebooks at \$400 each | \$4,800 |
| 1 laptop charging cart | \$1,000 |
| Total | \$9,700 |

Total Estimated Cost: \$9,700

Work to be completed by: Hillcrest Staff

Acquire class set of micro:bit devices (computer programming hardware)

It is proposed that a full class set of “micro:bits” be included in Phase I of the STREAM Lab. A micro:bit is a hardware item that connects to a Chromebook, PC, or Apple computer, and can be programmed with object oriented or code-based programming languages. This technology was explored by Hillcrest staff at a recent visit to the SCOE Lab and has an easy entry point, but can also accommodate complex applications. Paired with low voltage test leads, students can learn software and hardware programming in a fun and accessible format.

| Item | Cost |
|---|-------|
| 32 Micro:Bit Bundles at \$16.50 each, plus tax and shipping | \$570 |
| 32 Low Voltage Test Leads at 3.99 each, plus tax and shipping | \$150 |
| Total | \$720 |

Total Estimated Cost: \$720.00

Work to be completed by: Hillcrest Staff

Add casters to half of the existing tables

For optimal versatility, some tables in the STREAM lab will be retrofitted to have locking casters. The tables in the current computer lab already have threaded holes in their legs, so casters can be installed easily. This can be accomplished by GUSD Maintenance or Hillcrest staff.

Total Estimated Cost: \$300

Work to be completed by: GUSD Maintenance or Hillcrest Staff

Install table(s) suited for hands-on activities

Some of the tables that were used in the former science classroom at Hillcrest will be moved from room 7 into the STREAM Lab because they provide a large work space, suitable for a variety of hands-on activities. There is no cost for this item.

Acquire supplies for hands-on engineering, science, math and art activities

Start-up supplies included but not limited to the following materials:

| Material | Approximate Cost |
|---|------------------|
| Tape (duct, painters, transparent, conductive copper tape) | \$60 |
| Batteries (various types) | \$100 |
| LEDs | \$32 |
| Fishing line / String / Yarn | \$30 |
| Adhesives (white glue, glue sticks, super glue, Gorilla glue, spray adhesive) | \$50 |
| Acrylic Paint | \$50 |
| Craft sticks / toothpicks / balsa wood | \$35 |
| Plastic drinking straws | \$10 |
| Cardboard cutters -pack of 20 (student safe) | \$90 |
| Glue guns (10) | \$100 |
| Total | \$562 |

Acquire storage containers to store hands-on supplies, using in existing shelving

| Plastic Containers | Approximate Cost |
|---------------------------|-------------------------|
| Small (12) | \$25 |
| Medium (12) | \$40 |
| Large (8) | \$120 |
| Total | \$200 |

Technology Equipment Installation and Setup

It is estimated that the technology equipment can be set up and installed by the Hillcrest technology teacher over the course of four, 8-hour work days. These days would be prior to the start of school and outside of his regular teaching contract.

Total Estimated Cost: \$1,600

Professional Development

Professional development for Hillcrest teachers on the specialized equipment in the STREAM Lab will be provided by the Hillcrest technology teacher. The Hillcrest technology teacher will attend monthly sessions at the SCOE MakerSpace, to better understand the equipment in the lab. This cost for this item is included in the previously approved STEAM instructional model pilot proposal.

Total General Cost Estimate for Phase I

| General Item | Cost |
|---|-----------------|
| Relocate electrical and data to ceiling drops | \$8,000 |
| Book Library and Reading Space | \$16,300 |
| 3D Printers | \$2,050 |
| Laser Cutter | \$7,900 |
| 15 New Computers | \$9,700 |
| "Micro:Bit" Hardware (programming) | \$720 |
| Casters for existing tables | \$300 |
| Materials for Hands-on Activities | \$562 |
| Storage Bins | \$200 |
| Technology Equipment Setup | \$1,600 |
| Total | \$47,332 |

Cost estimates and details for Phases 2 and 3 will be developed during Phase I, as the reality of the STREAM Lab will help to define the actual needs for those phases.



GRAVENSTEIN UNION SCHOOL DISTRICT

Jennifer Schwinn, Superintendent

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707-823-2108 (f)
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Board of Trustees

Jim Horn, Board President
Desiree Beck, Board Clerk
Gregory Appling, Member
Jennifer Koelemeijer, Member
Steve Schwartz, Member

Measure M Bond
\$3,000,000
Issued
May 2013

And

Measure M Bond
\$3,000,000
Issued May 2015

Continuing Disclosure Annual Report

Fiscal Year ended
June 30, 2017

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I. Introduction

The Gravenstein Union School District (“District”) hereby provides its continuing disclosure annual report pursuant to the Continuing Disclosure Agreements in connection with the following financing for the fiscal year ended June 30, 2017 (“Annual Report”):

| Exhibit 1 Financings Gravenstein Union School District | |
|---|--|
| Base CUSIP | Financing |
| 389062 | General Obligation Bonds, Election of 2012, Series A |
| | General Obligation Bonds, Election of 2012, Series B |

II. Audited Financial Statements

The District’s audited financial statements for the fiscal year ended June 30, 2017 have been submitted separately to EMMA (Electronic Municipal Market Access).

III. Adopted Budget

The District’s adopted budget for fiscal year 2017-18 has been submitted separately to EMMA (Electronic Municipal Market Access).

IV. Average Daily Attendance

The following exhibit displays Average Daily Attendance for the District.

| Exhibit 2 Average Daily Attendance Gravenstein Union School District | |
|---|---------------------------------|
| Fiscal Year | Average Daily Attendance |
| 2016-17 | 690.16 |

⁽¹⁾ Second Period Report, does not include the County supplement
 Source: Gravenstein Union School District, Audited Financial Statement dated June 30, 2017

V. Pension Plan Contributions

See the District’s audited financial statements for fiscal year ended June 30, 2017, which have been submitted separately to EMMA, for information regarding pension plan contributions to California State Teachers’ Retirement System (CalSTRS) and California Public Employees’ Retirement System (CalPERS) for the preceding fiscal year.

VI. Short-Term Borrowing

During the year ended June 30, 2017, the District did not have any short term borrowing.

Source: Gravenstein Union School District Audited Financial Statements dated June 30, 2017.

VII. Lease Obligations

The District has entered into various operating leases for copiers with lease terms in excess of one year. None of these agreements contain purchase options. All agreements contain a termination clause providing for cancellation after a specified number of days written notice to lessors, but it is unlikely that the District will cancel any of the agreements prior to the expiration dates.

Source: Gravenstein Union School District Audited Financial Statements dated June 30, 2017.

VIII. Long-Term Obligations

Changes in Long-Term Debt

The following is a summary of changes in long-term debt:

| Exhibit 5 | | | | | |
|-----------------------------------|----------------------------------|--------------------|-------------------|-----------------------------------|------------------------------------|
| Changes in Long Term Debt | | | | | |
| Gravenstein Union School | | | | | |
| | Balances July 1, 2016 | Additions | Deductions | Balances June 30, 2017 | Due within One Year |
| General Obligation Bonds | \$6,618,000 | | \$ 196,000 | \$ 6,422,000 | \$ 170,000 |
| Bond Premium | 262,129 | | 10,049 | 252,080 | 10,050 |
| Compensated Absences | 0 | 13,325 | | 13,325 | 13,325 |
| Other Post Employment Benefits | 484,690 | 265,642 | 35,026 | 715,306 | |
| Net Pension Liability-CalSTRS | 3,469,120 | 2,036,173 | | 5,505,293 | |
| Net Pension Liability – CalPERS | <u>792,281</u> | <u>150,763</u> | | <u>943,044</u> | |
| Totals | <u>\$11,626,220</u> | <u>\$2,465,903</u> | <u>\$241,075</u> | <u>\$13,851,048</u> | <u>\$ 193,375</u> |

Source: Gravenstein Union School District Audited Financial Statement dated June 30, 2017, Note 10, page 52.

Bonded Debt

The outstanding general obligation bonded debt is as follows:

| Exhibit 6 Bonded Debt Gravenstein Union School District | | | | | | | |
|--|------------------------|----------------------|---------------------------|---------------------------------|-------------------------------|---------------------------------|----------------------------------|
| Issue Date | Interest Rate % | Maturity Date | Amount of Original | Outstanding July 1, 2016 | Issued in Current Year | Redeemed in Current Year | Outstanding June 30, 2017 |
| 2012 | 3.20 | 2024 | 1,105,000 | 823,000 | 0 | 91,000 | 732,000 |
| 2013 | 2.00-4.00 | 2044 | 3,000,000 | 3,795,000 | 0 | 105,000 | 2,690,000 |
| 2015 | 2.00-5.00 | 2043 | 3,000,000 | <u>3,000,000</u> | <u>0</u> | <u>0</u> | <u>3,000,000</u> |
| Totals | | | <u>\$7,105,000</u> | <u>\$6,618,000</u> | <u>\$ 0</u> | <u>\$ 196,000</u> | <u>\$6,422,000</u> |

Source: Gravenstein Union School District Audited Financial Statement dated June 30, 2017, Note 6, page 38.

IX. General Fund Revenues and Expenditures from Audited Financial Statements

Exhibit 7
General Fund Revenues and Expenditures
from FY 2016-17 Audited Financial Statements
Gravenstein Union School District

| | <u>Actual</u> |
|--|----------------------------|
| REVENUES | |
| LCFF Sources | |
| State Apportionment | \$ 4,706,082 |
| Local Sources | <u>2,831,836</u> |
| Total LCFF Sources | 7,537,918 |
| Federal Source | 177,605 |
| Other State Sources | 561,107 |
| Other Local Sources | <u>537,292</u> |
| Total Revenues | <u>8,813,922</u> |
| EXPENDITURES | |
| Certificated Salaries | 3,457,313 |
| Classified Salaries | 560,940 |
| Employee Benefits | 1,417,421 |
| Books and Supplies | 302,466 |
| Services and Other Operating Expenditures | 845,104 |
| Capital Outlay | |
| Other Outgo | <u>18,950</u> |
| Total Expenditures | <u>6,602,194</u> |
| Excess (Deficiency) of Revenues Over (Under) Expenditures | 2,211,728 |
| Net Financing Sources (Uses) | <u>(2,861,354)</u> |
| Net Increase (Decrease) in Fund Balance | (649,626) |
| Fund Balance – Beginning | 9,992,152 |
| Fund Balance – Ending | <u>\$ 9,342,526</u> |

Source: Gravenstein Union School District Audited Financial Statement dated June 30, 2017, page 57

X. General Fund Revenues and Expenditures from Adopted Budget

**Exhibit 8
FY 2017-18 General Fund Adopted Budget
Gravenstein Union School District**

| | Adopted Budget |
|--|----------------------------|
| REVENUES | |
| LCFF Sources | \$ 5,893,888 |
| Federal Source | 170,179 |
| Other State Sources | 354,453 |
| Other Local Sources | <u>463,134</u> |
| Total Revenues | <u>6,881,654</u> |
| EXPENDITURES | |
| Certificated Salaries | 3,631,666 |
| Classified Salaries | 609,226 |
| Employee Benefits | 1,470,081 |
| Books and Supplies | 279,787 |
| Services and Other Operating Expenditures | 994,149 |
| Capital Outlay | 25,000 |
| Other Outgo | <u>16,500</u> |
| Total Expenditures | <u>7,026,409</u> |
| Excess (Deficiency) of Revenues Over (Under) Expenditures | (144,755) |
| Net Financing Sources (Uses) | <u>(74,937)</u> |
| Net Increase (Decrease) in Fund Balance | (219,692) |
| Fund Balance – Beginning | <u>5,893,182</u> |
| Fund Balance – Ending | <u>\$ 5,673,490</u> |

Source: Gravenstein Union School District 2017-18 Adopted Budget

XI. Secured Tax Charges and Delinquencies

Sonoma County does not report secured tax charges and delinquencies for individual districts. The County operates a Teeter Plan and it has not changed.

XII. Assessed Valuation

The exhibit below shows the assessed valuation of taxable properties in the District.

| Exhibit 11 | | | |
|--|----------------------|------------------|---------------|
| Assessed Valuations | | | |
| Gravenstein Union School District | | | |
| Fiscal Year | Local Secured | Unsecured | Total |
| 2017-18 | \$879,931,068 | \$10,375,224 | \$890,306,292 |

Source: California Municipal Statistics, Inc.

| Exhibit 12 | | | |
|--|-------------------------|---------------------------|-----------------------|
| Largest 2017-18 Local Secured Taxpayers | | | |
| Gravenstein Union School District | | | |
| Property Owner | Primary Land Use | Assessed Valuation | % of Total (1) |
| 1. Hall Sonoma Vineyard, LP | Vineyard | \$ 8,543,326 | 0.97% |
| 2. Vidinsky Gravenstein LLC | Warehouse | \$ 5,885,245 | 0.67 |
| 3. Pinot Hill LLC | Vineyards | \$ 3,848,716 | 0.44 |
| 4. Edward A. & Jessica Green | Residence | \$ 2,999,000 | 0.34 |
| 5. William D. Grasse, Trust | Residence | \$ 2,699,976 | 0.31 |
| 6. Michael W. & Linda Sutliff | Residence | \$ 2,426,460 | 0.28 |
| 7. Guggiana Family Partnership | Vineyards | \$ 2,191,703 | 0.25 |
| 8. Steven T. and Helen C. Mosiman Trust | Residence | \$ 2,185,877 | 0.25 |
| 9. Kate R. Schaffner, Trust | Residence | \$ 2,144,160 | 0.24 |
| 10. Susan Jean & William Louis Wenks, Jr., Trust | Residence | \$ 2,140,547 | 0.24 |
| 11. Carol Ann Molln | Residence | \$2,100,000 | 0.24 |
| 12. Dara Rip Trust | Residence | \$2,056,165 | 0.23 |
| 13. Hunter Wade | Residence | \$1,900,000 | 0.22 |
| 14. Giel & Marie Witt | Residence | \$1,889,788 | .21 |
| 15. Grow Gardens LLC | Residence | \$1,798,123 | .20 |
| 16. Gus R. & Tina L. Golobe | Residence | \$1,975,255 | .20 |
| 17. Barbara Anne Buck, Trust | Residence | \$1,782,380 | .20 |
| 18. Steven O. Sidener | Residence | \$1,731,607 | .20 |

| | | | |
|-------------------------------------|-----------|-------------|-----|
| 19. Ronald & Teri Lynn Witek, Trust | Residence | \$1,618,084 | .18 |
| 20. Louie I. Mughannam, Trust | Residence | \$1,613,243 | .18 |

(1) 2016-17 Local Secured Assessed Valuation: \$830,066,517

Source: California Municipal Statistics, Inc.

Gravenstein and Hillcrest Middle School
“Beyond the Bell”
Program
2018-2019



Parent Handbook
Fee Schedule
Contract

Gravenstein Union School District
Beyond the Bell Program

Gravenstein Elementary School
Daycare (707)823-1552 School Office (707)823-5361 District Office (707)823-7008

Hillcrest Middle School
(707) 823-7653

Welcome

The Beyond the Bell Program (before and after school care) is available at both campuses. TK/Kindergarten through 5th grade at Gravenstein and 6th through 8th grade at Hillcrest. We provide nutritious snacks, campus arts and crafts at Gravenstein and homework time and assistance at both campuses, outdoor sports /recreation as well as self-directed play.

Program Hours:

The Beyond the Bell Program operates on the school calendar and is not open during school holidays.

Gravenstein Beyond the Bell Program Regular Hours

| | | |
|---------------|-----------------------|----------------------|
| Before School | Monday through Friday | 7:00 am until 8:45am |
| After School | Monday through Friday | 2:00 pm until 5:30pm |

Hillcrest Beyond the Bell Program Regular Hours:

| | | |
|---------------|-----------------------|----------------------|
| Before School | Monday through Friday | 7:15 am until 8:45am |
| After School | Monday through Friday | 3:05 pm until 5:15pm |

Early release or Minimum Day-Open from school release until 5:30 pm at Gravenstein and 5:15 pm at Hillcrest.

Registration and Enrollment

To reserve a space for your child, a nonrefundable check of **\$50.00** is due prior to the first day of requested attendance. A monthly contract must be completed to secure the days and times needed during the school year.

Prepaid Monthly Contracts for 2018-2019

The contracts remain in effect throughout the school year. With a minimum of two (2) weeks written notice, changes may be approved by the Beyond the Bell Program Director to begin the following month. There are no refunds or make up days for absences. This includes days that the school may close for reasons such as power outages, floods etc. We do not charge extra on minimum release days or charge less during months with vacation days.

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Payment Policies

Once your Procure account has been set up you can make your payment at [https://www.myprocare.com/](https://www.myprocure.com/) Swipe your Visa/Debit card at either site or you can make checks out to Gravenstein USD. There will be a \$12.00 service charge on returned checks and the check will need to be replaced with cash or money order. We will not re-deposit checks. We reserve the right to discontinue service when payment is not made by the 10th of the month. If payment is late continuously we will terminate the contract and your child will not be allowed to attend Beyond the Bell. We send a courtesy invoice, but expect regularly monthly payments regardless of when invoice is received.

Late Pick-Up Policy

Please allow time to collect belongings, sign out, and say goodbye. The late fee is **\$5.00** per minute. After 3 occurrences of picking up after **3:30/ 5:30 pm (according to your signed contract)** at Gravenstein and **5:15 pm** at Hillcrest, we reserve the right to discontinue service.

Arrival/Departures

State law requires parents/authorized persons to accompany children into the building to personally sign in and out daily. Only authorized individuals over the age of 18 may check students out.

Absentees

There are no refunds or make up days for absences of any kind.

Illness

Children in our care exhibiting signs of contagious illness such as an extremely runny nose, fever, diarrhea, vomiting etc., will require a parent or guardian to pick up the child as soon as possible.

Medications

The school office can only administer prescription medications in the original containers. The district provides an authorization form, which must accompany any over-the-counter or prescription medications and be accompanied by a signed physician's note indicating dates times and dosages needed.

Snacks

A light nutritious afternoon snack is served a short time after arrival from school. **Please consider sending your child with a second snack in case they are still hungry after the provided snack.**

Behavior Policies

Beyond the Bell Program is a privilege; misbehavior will not be tolerated. The same behavior rules in the school apply to Beyond the Bell. Parents /Guardians will receive written notification of misconduct. Three infractions could result in removal from the program.

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Gravenstein Elementary

All days selected are fixed days

| | | | |
|-------------|---------------------------------|---------------------------------|-------------|
| 7:00-8:45am | TK & Kinder only 2:00-3:30pm | TK & Kinder only 2:00-5:30pm | 2:45-5:30pm |
| M T W TH F | M T W TH F | M T W TH F | M T W TH F |

| | | | |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| 7:00-8:45am | 2:00-3:30pm | 2:00-5:30pm | 2:45-5:30pm |
| \$125 month / 5 days a week | \$110 month / 5 days a week | \$250 month / 5 days a week | \$235 month / 5 days a week |
| \$75 month / 3 days a week | \$65 month / 3 days a week | \$150 month / 3 days a week | \$140 month / 3 days a week |

Hillcrest Middle School

All days selected are fixed days

| | |
|----------------------------|----------------------------|
| 7:15-8:45 am M T W TH F | 3:05-5:15 pm M T W TH F |
|----------------------------|----------------------------|

| | |
|--|---|
| 7:15-8:45 am \$110 month / 5 days a week \$65 month / 3 days a week | 3:05-5:15 pm \$160 month / 5 days a week \$95 month / 3 days a week |
|--|---|

The drop in rate is **\$20.00 per hour** (days outside your contract) for contracted Beyond the Bell students only.

No other drop-ins can be accommodated. The late pickup fee is **\$5.00 per minute**.

The \$5.00 a minute late fee starts the minute after your contracted end time

After 3 occurrences of picking up after **5:30 pm Gravenstein Elementary or 5:15 Hillcrest middle school** we reserve the right to terminate service.

Please complete and return the attached contract for either the Gravenstein or Hillcrest "Beyond the Bell" Program to register your child(ren).

Gravenstein School "Beyond the Bell" Program 2018-2019

Student (Please fill out one form per child)

Child's Name _____ Age _____ Birthdate _____
 Grade _____ Teacher _____

Parent/Guardian
 Name _____
 Home Phone _____ Cellphone _____ Work Phone _____
 Email address _____

Parent/Guardian
 Name _____
 Home Phone _____ Cell phone _____ Work Phone _____
 Email address _____

Schedule (Please circle the time slots and days of the week needed if choosing the 3 day option.)

All days selected are fixed days

| | | | |
|-------------|---------------------------------|---------------------------------|-------------|
| 7:00-8:45am | TK & Kinder only 2:00-3:30pm | TK & Kinder only 2:00-5:30pm | 2:45-5:30pm |
| M T W T H F | M T W T H F | M T W T H F | M T W T H F |

| | | | |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| 7:00-8:45am | 2:00-3:30pm | 2:00-5:30pm | 2:45-5:30pm |
| \$125 month / 5 days a week | \$110 month / 5 days a week | \$250 month / 5 days a week | \$235 month / 5 days a week |
| \$75 month / 3 days a week | \$65 month / 3 days a week | \$150 month / 3 days a week | \$140 month / 3 days a week |

The drop in rate is **\$20.00 per hour (days outside your contract)** for contracted Beyond the Bell students only. No other drop-ins can be accommodated. The late pickup fee is **\$5.00 per minute**. After 3 occurrences of picking up after **3:30/5:30 pm (according to your signed contract)**, we reserve the right to terminate service.

I have received and read the Gravenstein Union School District Beyond the Bell Program Parent Handbook. I fully understand and agree to follow all rules and procedures, including those regarding fees. I agree to pay the monthly fee. I agree to pay the monthly fees regardless of absences or holidays. I agree to give a minimum of two weeks' written notice when requesting changes to this contract, including contract termination.

I have paid the nonrefundable processing fee of \$50.00 check # _____ to reserve my child's place.

Parent /Guardian Signature _____ Date _____

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Hillcrest Middle School "Beyond the Bell Program" 2018-2019 Contract

Student (Please fill out one form per child)

Child's Name _____ Age _____ Birthdate _____

Grade _____ Teacher _____

Parents/Guardians

Name _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email address _____

Parents/Guardians

Name _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email address _____

Schedule (Please circle the time slots and days of the week needed if choosing the 3 day option.)

All days selected are fixed days

| | |
|-----------------------------------|-----------------------------------|
| 7:15-8:45 am M T W TH F | 3:05-5:15 pm M T W TH F |
|-----------------------------------|-----------------------------------|

| | |
|--|--|
| 7:15-8:45 am \$110 month / 5 days a week \$65 month / 3 days a week | 3:05-5:15 pm \$160 month / 5 days a week \$95 month / 3 days a week |
|--|--|

The drop-in rate is **\$20.00 per hour** for contracted Beyond the Bell students only. No other drop-ins can be accommodated. The late pick-up fee is **\$5.00 per minute**. After 3 occurrences of picking up after **5:15 pm**, we reserve the right to discontinue service.

I have received and read the Gravenstein Union School District *Beyond the Bell Program Parent Handbook*. I fully understand and agree to follow all policies and procedures, including those regarding fees. I agree to pay monthly fees regardless of absences or holidays. I agree to give a minimum of two weeks' written notice when requesting changes to this contract, including contract termination.

I have paid the nonrefundable fee of \$50.00. Check # _____ to reserve my child's place.

Parent/ Guardian Signature _____ Date _____

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VI H.



**Gravenstein Union School District
Management Salary Schedule
2017-18**

| | CBO | School Counselor | Elementary Principal | Superintendent |
|------|----------|---------------------|-------------------------|----------------|
| Step | 260 Days | 183 Days | 210 Days | 225 Days |
| 1 | 99,120 | 62,635 | 89,150 | 129,063 |
| 2 | 101,598 | 63,593 | 91,379 | 132,290 |
| 3 | 104,138 | 64,566 | 93,664 | |
| 4 | 106,742 | 65,554 | 96,005 | |
| 5 | 110,443 | 66,557 | 98,405 | |
| 6 | | 67,575 | 100,866 | |
| 7 | | 68,609 | 103,387 | |
| 8 | | 69,659 | 105,972 | |
| 9 | | 70,725 | 108,621 | |
| 10 | | 71,807 | 111,337 | |
| 11 | | | 114,120 | |



VI I

**Gravenstein Union School District
Classified Confidential Salary Schedule
2017-18**

| | Account Clerk | District/School Secretary |
|------|---------------|---------------------------|
| | 260 Days | 222 Days |
| Step | Hourly | Hourly |
| 1 | 21.10 | 21.10 |
| 2 | 21.62 | 21.62 |
| 3 | 22.16 | 22.16 |
| 4 | 22.84 | 22.84 |
| 5 | 23.54 | 23.54 |
| 6 | 24.26 | 24.26 |
| 7 | 25.00 | 25.00 |
| 8 | 25.76 | 25.76 |
| 9 | 26.55 | 26.55 |
| 10 | 27.36 | 27.36 |
| 11 | 28.19 | 28.19 |
| 12 | 29.06 | 29.06 |



GRAVENSTEIN UNION ELEMENTARY SCHOOL DISTRICT
 CLASSIFIED SALARY SCHEDULE July 1, 2018

VI J

DRAFT

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

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

Board approved:

Effective:

.0243 increase

GRAVENSTEIN UNION ELEMENTARY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE July 1, 2018

per 5 step

DRAFT

| Step | Instructional Aide | Library Aide | Noon/Yard Duty Aide | Day Care Aide | Custodian | IA with 48 Units of College Credit | School Secretary | Custodian | Day Care Director | Head of Maintenance |
|------|--------------------|--------------|---------------------|---------------|-----------|------------------------------------|------------------|-----------|-------------------|---------------------|
| 1 | 15.00 | 15.00 | 15-15.76 | 15-16.17 | 16.89 | 16.99 | 19.69 | 17.28 | 17.28 | 22.84 |
| 2 | 15.37 | 15.37 | 16.15 | 16.58 | 17.42 | 17.86 | 20.18 | 20.66 | 20.66 | 23.41 |
| 3 | 15.76 | 15.76 | 16.55 | 16.99 | 17.85 | 18.31 | 20.69 | 21.18 | 21.18 | 24.00 |
| 4 | 16.15 | 16.15 | 16.97 | 17.42 | 18.30 | 18.76 | 21.21 | 21.71 | 21.71 | 24.60 |
| 5 | 16.55 | 16.55 | 17.39 | 17.85 | 18.76 | 19.23 | 21.74 | 22.25 | 22.25 | 25.21 |
| 6 | 16.97 | 16.97 | 17.83 | 18.30 | 19.23 | 19.71 | 22.28 | 22.81 | 22.81 | 25.85 |
| 7 | 17.39 | 17.39 | 18.27 | 18.76 | 19.71 | 20.21 | 22.84 | 23.38 | 23.38 | 26.49 |
| 8 | 17.83 | 17.83 | 18.73 | 19.22 | 20.20 | 20.71 | 23.41 | 23.96 | 23.96 | 27.15 |
| 9 | 18.27 | 18.27 | 19.20 | 19.71 | 20.71 | 21.23 | 23.99 | 24.56 | 24.56 | 27.83 |
| 10 | 18.73 | 18.73 | 19.68 | 20.20 | 21.22 | 21.76 | 24.59 | 25.17 | 25.17 | 28.53 |
| 11 | 19.20 | 19.20 | 20.17 | 20.70 | 21.75 | 22.30 | 25.21 | 25.80 | 25.80 | 29.24 |
| 12 | 19.68 | 19.68 | 20.67 | 21.22 | 22.30 | 22.86 | 25.84 | 26.45 | 26.45 | 29.97 |
| 13 | 20.17 | 20.17 | 21.19 | 21.75 | 22.86 | 23.43 | 26.48 | 27.11 | 27.11 | 30.72 |
| 14 | 20.67 | 20.67 | 21.72 | 22.29 | 23.43 | 24.02 | 27.15 | 27.79 | 27.79 | 31.49 |
| 15 | 21.19 | 21.19 | 22.26 | 22.85 | 24.01 | 24.62 | 27.82 | 28.48 | 28.48 | 32.28 |
| 16 | 21.72 | 21.72 | 22.82 | 23.42 | 24.61 | 25.23 | 28.52 | 29.19 | 29.19 | 33.08 |
| 17 | 22.26 | 22.26 | 23.39 | 24.01 | 25.23 | 25.87 | 29.23 | 29.92 | 29.92 | 33.91 |
| 18 | 22.82 | 22.82 | 23.97 | 24.61 | 25.86 | 26.51 | 29.96 | 30.67 | 30.67 | 34.76 |
| 19 | 23.39 | 23.39 | 24.57 | 25.22 | 26.51 | 27.18 | 30.71 | 31.44 | 31.44 | 35.63 |
| 20 | 23.97 | 23.97 | 25.19 | 25.86 | 27.17 | 27.85 | 31.48 | 32.23 | 32.23 | 36.52 |

Temp. Summer

20.06
18.63

29.40
31.66

GRAVENSTEIN UNION ELEMENTARY SCHOOL DISTRICT

OLD Format

CLASSIFIED SALARY SCHEDULE July 1, 2018

| | | | |
|----------|----------|----------|----------|
| 1/1/2019 | 1/1/2020 | 1/1/2021 | 1/1/2022 |
| Step 1 | | Step 2 | |

Step 3

Step 4

Step 5

| Range | Monthly | Hourly | Monthly | Hourly | Monthly | Hourly | Monthly | Hourly | Monthly | Hourly | |
|--|---------|--------|---------|--------|---------|--------|---------|--------|---------|--------|-------|
| Instructional Aide | 1 | | | | | | | | 1922 | 11.09 | |
| | 2 | | | | | | | | 1972 | 11.38 | |
| | 3 | | | | | | | 1922 | 11.09 | 2019 | 11.65 |
| | 4 | | | | | | | 1972 | 11.38 | 2066 | 11.92 |
| | 5 | | | | | 1922 | 11.09 | 2021 | 11.66 | 2120 | 12.23 |
| | 6 | | | | | 1972 | 11.38 | 2068 | 11.93 | 2175 | 12.55 |
| | 7 | | | | | 2019 | 11.65 | 2123 | 12.25 | 2226 | 12.84 |
| | 8 | | | 1931 | 11.14 | 2066 | 11.92 | 2175 | 12.55 | 2283 | 13.17 |
| | 9 | 1929 | 11.13 | 1974 | 11.39 | 2120 | 12.23 | 2226 | 12.84 | 2345 | 13.53 |
| | 10 | 1972 | 11.38 | 2023 | 11.67 | 2174 | 12.54 | 2283 | 13.17 | 2401 | 13.85 |
| | 11 | 2019 | 11.65 | 2120 | 12.23 | 2226 | 12.84 | 2345 | 13.53 | 2463 | 14.21 |
| | 12 | 2068 | 11.93 | 2174 | 12.54 | 2281 | 13.16 | 2399 | 13.84 | 2522 | 14.55 |
| Library Aide | 13 | 2120 | 12.23 | 2226 | 12.84 | 2342 | 13.51 | 2463 | 14.21 | 2581 | 14.89 |
| | 14 | 2177 | 12.56 | 2283 | 13.17 | 2401 | 13.85 | 2524 | 14.56 | 2647 | 15.27 |
| Noon/Yard Duty Aide | 15 | 2227 | 12.85 | 2342 | 13.51 | 2461 | 14.2 | 2581 | 14.89 | 2714 | 15.66 |
| Daycare Aide | 16 | 2286 | 13.19 | 2401 | 13.85 | 2520 | 14.54 | 2643 | 15.25 | 2784 | 16.06 |
| | 17 | 2342 | 13.51 | 2461 | 14.2 | 2581 | 14.89 | 2716 | 15.67 | 2850 | 16.44 |
| Summer Cust. | 18 | 2402 | 13.86 | 2522 | 14.55 | 2647 | 15.27 | 2784 | 16.06 | 2922 | 16.86 |
| Preschool Teacher & IA with 48 units of college credit | 19 | 2463 | 14.21 | 2581 | 14.89 | 2714 | 15.66 | 2850 | 16.44 | 2997 | 17.29 |
| | 20 | 2522 | 14.55 | 2647 | 15.27 | 2782 | 16.05 | 2922 | 16.86 | 3070 | 17.71 |
| | 21 | 2584 | 14.91 | 2714 | 15.66 | 2848 | 16.43 | 2997 | 17.29 | 3148 | 18.16 |
| | 22 | 2648 | 15.28 | 2784 | 16.06 | 2922 | 16.86 | 3070 | 17.71 | 3227 | 18.62 |
| | 23 | 2716 | 15.67 | 2848 | 16.43 | 2995 | 17.28 | 3148 | 18.16 | 3305 | 19.07 |
| School Secretary | 24 | 2784 | 16.06 | 2922 | 16.86 | 3070 | 17.71 | 3227 | 18.62 | 3392 | 19.57 |
| Principal, or Preschool/Daycare Dir | 25 | 2850 | 16.44 | 2995 | 17.28 | 3148 | 18.16 | 3305 | 19.07 | 3475 | 20.05 |
| | 26 | 2924 | 16.87 | 3070 | 17.71 | 3226 | 18.61 | 3392 | 19.57 | 3562 | 20.55 |
| Acct. Clerk/Dist Sect. (Moved to the Confidential Salary Schedule) | 27 | 3000 | 17.31 | 3148 | 18.16 | 3304 | 19.06 | 3477 | 20.06 | 3652 | 21.07 |
| | 28 | 3073 | 17.73 | 3226 | 18.61 | 3390 | 19.56 | 3562 | 20.55 | 3740 | 21.58 |
| | 29 | 3151 | 18.18 | 3305 | 19.07 | 3475 | 20.05 | 3652 | 21.07 | 3836 | 22.13 |
| Head Cust. | 30 | 3229 | 18.63 | 3390 | 19.56 | 3560 | 20.54 | 3744 | 21.6 | 3929 | 22.67 |
| | 31 | 3305 | 19.07 | 3477 | 20.06 | 3647 | 21.04 | 3838 | 22.14 | 4028 | 23.24 |
| | 32 | 3392 | 19.57 | 3562 | 20.55 | 3740 | 21.58 | 3929 | 22.67 | 4129 | 23.82 |
| | 33 | 3477 | 20.06 | 3652 | 21.07 | 3836 | 22.13 | 4028 | 23.24 | 4233 | 24.42 |
| | 34 | 3564 | 20.56 | 3740 | 21.58 | 3929 | 22.67 | 4130 | 23.83 | 4342 | 25.05 |
| | 35 | 3652 | 21.07 | 3838 | 22.14 | 4025 | 23.22 | 4228 | 24.39 | 4451 | 25.68 |

J.P.

J.P.

C.B., K.H., C.T.



**GRAVENSTEIN UNION ELEMENTARY SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE January 17, 2017**

| Range | Step 1 | | Step 2 | | Step 3 | | Step 4 | | Step 5 | | |
|--|---------|--------|---------|--------|---------|--------|---------|--------|---------|--------|-------|
| | Monthly | Hourly | Monthly | Hourly | Monthly | Hourly | Monthly | Hourly | Monthly | Hourly | |
| 1 | | | | | | | | | 1,922 | 11.09 | |
| 2 | | | | | | | | | 1,972 | 11.38 | |
| 3 | | | | | | | 1,922 | 11.09 | 2,019 | 11.65 | |
| 4 | | | | | | | 1,972 | 11.38 | 2,066 | 11.92 | |
| 5 | | | | | 1,922 | 11.09 | 2,021 | 11.66 | 2,120 | 12.23 | |
| 6 | | | | | 1,972 | 11.38 | 2,068 | 11.93 | 2,175 | 12.55 | |
| 7 | | | | | 2,019 | 11.65 | 2,123 | 12.25 | 2,226 | 12.84 | |
| 8 | | | 1,931 | 11.14 | 2,066 | 11.92 | 2,175 | 12.55 | 2,283 | 13.17 | |
| 9 | 1,929 | 11.13 | 1,974 | 11.39 | 2,120 | 12.23 | 2,226 | 12.84 | 2,345 | 13.53 | |
| 10 | 1,972 | 11.38 | 2,023 | 11.67 | 2,174 | 12.54 | 2,283 | 13.17 | 2,401 | 13.85 | |
| 11 | 2,019 | 11.65 | 2,120 | 12.23 | 2,226 | 12.84 | 2,345 | 13.53 | 2,463 | 14.21 | |
| Instructional Aide | 12 | 2,068 | 11.93 | 2,174 | 12.54 | 2,281 | 13.16 | 2,399 | 13.84 | 2,522 | 14.55 |
| Library Aide | 13 | 2,120 | 12.23 | 2,226 | 12.84 | 2,342 | 13.51 | 2,463 | 14.21 | 2,581 | 14.89 |
| Noon/Yard Duty Aide | 14 | 2,177 | 12.56 | 2,283 | 13.17 | 2,401 | 13.85 | 2,524 | 14.56 | 2,647 | 15.27 |
| Daycare Aide | 15 | 2,227 | 12.85 | 2,342 | 13.51 | 2,461 | 14.20 | 2,581 | 14.89 | 2,714 | 15.66 |
| Summer Cust. | 16 | 2,286 | 13.19 | 2,401 | 13.85 | 2,520 | 14.54 | 2,643 | 15.25 | 2,784 | 16.06 |
| Preschool Teacher & IA with 48 units of college credit | 17 | 2,342 | 13.51 | 2,461 | 14.20 | 2,581 | 14.89 | 2,716 | 15.67 | 2,850 | 16.44 |
| | 18 | 2,402 | 13.86 | 2,522 | 14.55 | 2,647 | 15.27 | 2,784 | 16.06 | 2,922 | 16.86 |
| | 19 | 2,463 | 14.21 | 2,581 | 14.89 | 2,714 | 15.66 | 2,850 | 16.44 | 2,997 | 17.29 |
| | 20 | 2,522 | 14.55 | 2,647 | 15.27 | 2,782 | 16.05 | 2,922 | 16.86 | 3,070 | 17.71 |
| | 21 | 2,584 | 14.91 | 2,714 | 15.66 | 2,848 | 16.43 | 2,997 | 17.29 | 3,148 | 18.16 |
| | 22 | 2,648 | 15.28 | 2,784 | 16.06 | 2,922 | 16.86 | 3,070 | 17.71 | 3,227 | 18.62 |
| | 23 | 2,716 | 15.67 | 2,848 | 16.43 | 2,995 | 17.28 | 3,148 | 18.16 | 3,305 | 19.07 |
| School Secretary | 24 | 2,784 | 16.06 | 2,922 | 16.86 | 3,070 | 17.71 | 3,227 | 18.62 | 3,392 | 19.57 |
| Custodian, or Preschool/Daycare | 25 | 2,850 | 16.44 | 2,995 | 17.28 | 3,148 | 18.16 | 3,305 | 19.07 | 3,475 | 20.05 |
| Directors | 26 | 2,924 | 16.87 | 3,070 | 17.71 | 3,226 | 18.61 | 3,392 | 19.57 | 3,562 | 20.55 |
| | 27 | 3,000 | 17.31 | 3,148 | 18.16 | 3,304 | 19.06 | 3,477 | 20.06 | 3,652 | 21.07 |
| | 28 | 3,073 | 17.73 | 3,226 | 18.61 | 3,390 | 19.56 | 3,562 | 20.55 | 3,740 | 21.58 |
| Acct. Clerk/Dist Sect. | 29 | 3,151 | 18.18 | 3,305 | 19.07 | 3,475 | 20.05 | 3,652 | 21.07 | 3,836 | 22.13 |
| | 30 | 3,229 | 18.63 | 3,390 | 19.56 | 3,560 | 20.54 | 3,744 | 21.60 | 3,929 | 22.67 |
| | 31 | 3,305 | 19.07 | 3,477 | 20.06 | 3,647 | 21.04 | 3,838 | 22.14 | 4,028 | 23.24 |
| | 32 | 3,392 | 19.57 | 3,562 | 20.55 | 3,740 | 21.58 | 3,929 | 22.67 | 4,129 | 23.82 |
| Head Cust. | 33 | 3,477 | 20.06 | 3,652 | 21.07 | 3,836 | 22.13 | 4,028 | 23.24 | 4,233 | 24.42 |
| | 34 | 3,564 | 20.56 | 3,740 | 21.58 | 3,929 | 22.67 | 4,130 | 23.83 | 4,342 | 25.05 |
| | 35 | 3,652 | 21.07 | 3,838 | 22.14 | 4,025 | 23.22 | 4,228 | 24.39 | 4,451 | 25.68 |

- NOTES: 1. Substitutes are paid at Step 1 of appropriate schedule. *keep*
 2. Schedule based on 8 hour day ~~or 173.33 hours/month.~~
 3. ~~Employees with 10 or more years service will be advanced one (1) range placement.~~
 4. ~~Employees with 15 or more years service will be advanced two (2) range placements.~~
 5. ~~Minimum wage \$10.50/hr starting Jan 1, 2017~~

Board approved: January 17, 2018

3) Employees in good standing will progress 1 step per year in their job class. Effective January 1, 2018
 266

**BEFORE THE BOARD OF TRUSTEES OF THE
GRAVENSTEIN UNION SCHOOL DISTRICT
SONOMA COUNTY, CALIFORNIA**

In the Matter of the Elimination)
of Certain Positions in the Classified) **RESOLUTION NO. 180418-2**
Service and Directing Notification of)
Classified Employees)

WHEREAS, Gravenstein Union School District (“District”) maintains the following positions within the classified / management service:

1. Special Day Class Teachers Assistant

WHEREAS, due to lack of work and/or lack of funds, the Board of Trustees of the District hereby finds that it will be necessary to eliminate certain services to the following extent:

1. Special Day Class Teachers Assistant – eliminate one (1) 5.75 hour/day position

NOW, THEREFORE, BE IT RESOLVED that, effective April 18, 2018, or 60 days after service of notice, whichever is later, the classified positions of the District shall be eliminated to the extent hereinabove set forth; and

BE IT FURTHER RESOLVED that the Superintendent, or designee, of this District is hereby authorized and directed to give notice of the elimination of the foregoing services to the appropriate classified employees of the District in accordance with applicable law; and

BE IT FURTHER RESOLVED that the Superintendent, or designee, is hereby authorized and directed to inform each such employee of his/her displacement rights, if any, and his/her rehire rights.

The foregoing Resolution was passed and adopted by the Board of Trustees of the Gravenstein Union School District on _____, 2018, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

President, Board of Trustees

I, _____, Secretary/Clerk of the Board of Trustees, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees of the District at its meeting on _____, 2018.

Clerk/Secretary, Board of Trustees

**BEFORE THE GOVERNING BOARD
OF THE
GRAVENSTEIN UNION SCHOOL DISTRICT
SONOMA COUNTY, CALIFORNIA**

Resolution and Decision Not to)
Reemploy Certificated Employee) **RESOLUTION NO. 180418-1**

WHEREAS, the Governing Board of the GRAVENSTEIN UNION SCHOOL DISTRICT (“District”) adopted a Resolution in the Matter of the Reduction or Discontinuance of Certain Particular Kinds of Services (“Resolution”) on or before March 15, 2018, authorizing and directing the Superintendent or Superintendent’s designee to initiate and pursue procedures necessary not to reemploy the equivalent of .57 (F.T.E.) certificated employees of this District pursuant to Education Code sections 44949 and 44955 because of a reduction and/or discontinuance of particular kinds of services; and

WHEREAS, the Superintendent, or Superintendent’s designee, duly and properly served a Notice of Reduction or Discontinuance of Particular Kinds of Services (“Notice”) on April McDonald (“Employee”) on or before March 15, 2018, indicating that the Governing Board did not intend to reemploy Employee to the extent indicated in the Resolution and Notice for the 2018-2019 school year; and

WHEREAS, Employee was informed of her right to request a hearing and that failure to do so in writing by the date specified in the aforementioned Notice would constitute a waiver of the right to a hearing; and

WHEREAS, Employee either did not submit a timely request for hearing, or submitted a timely request and then rescinded the request.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that considering the certificated staff requirements of the District for the 2018-2019 school year, as well as the seniority and qualifications of each of the certificated employees of the District, the services of Employee will not be required for the ensuing school year to the extent indicated in the Resolution and related Notice to Employee;

BE IT FURTHER RESOLVED that the Superintendent, or Superintendent's designee, is authorized and directed to give Final Notice to Employee that Employee's services will not be required by this District for the 2018-2019 school year. Said notice shall be given by serving upon Employee a true copy of this Resolution and Decision Not to Reemploy Certificated Employees.

BE IT FURTHER RESOLVED that this decision is effective immediately.

Duly and regularly adopted this ___ day of _____, 2018, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

President, Governing Board

I, _____, Clerk of the Governing Board of the _____ SCHOOL DISTRICT, do hereby certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting held on _____, 2018.

Clerk, Governing Board