

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

REGULAR GOVERNING BOARD
MEETING AGENDA
Gravenstein School, Rm. 13

Wednesday, August 8, 2018
5:00 PM

I. CALL TO ORDER

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

II. PUBLIC COMMENTS

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

III. REPORTS, AND ORAL COMMUNICATIONS

- A. Gravenstein Union Teachers' Association
- B. School Site Council
 - I. Seeking Parent reps
- C. GSF/MPF
- D. Trustee Reports
- E. Facilities Report
 - I. Phase 3 –Gravenstein modernization update
 - 1. Gym & kitchen, Learning Lab, Staff Restrooms
 - II. Hillcrest Middle School Improvement Project update
 - 1. Increment #1: Transformer/electrical system, ADA access to field
 - 2. Increment #2 solar parking shelter
 - III. Gravenstein Elementary solar project
 - IV. Summer Projects Report
- F. Gravenstein Principal's report
 - I. Kindergarten Kick-Off
- G. Hillcrest Principal's report
 - I. Meet the New Principal/STREAM Lab event Aug 9 at 3:00pm
- H. CBO Report
 - I. 45-day budget revise
 - II. Analysis of possible breakfast service
- I. Superintendent Report
 - 1. Annual Board Calendar Template
 - 2. Communication update:
 - 1. Meeting with marketing firm

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3. Safety Plan Update
 1. Report on Safety Training 8/3/18 w/ law enforcement
 2. Window covering bids
 1. Trial installation continued – pull-across curtains
 2. Full installation plan
4. Hiring remaining for 2018-19:
 1. Spanish Teacher (7-8th gr & ELD)
 2. -Part-time Music Teacher
 3. Teaching Assistant
6. Enrollment projections for 2018-19

IV. CONSENT AGENDA

ACTION ITEM

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

Action taken/comments:

Motion _____ Second _____ Vote _____

V. BUSINESS & FACILITIES

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

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

Action taken/comments:

Motion _____ Second _____ Vote _____

B. Approve Student ISA with Lattice

The Board is asked to approve the Individual Service Agreement (ISA) with Lattice to provide a necessary program for a Gravenstein student with special needs.

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Action taken/comments:

Motion _____ Second _____ Vote _____

C. Approve Contract with SRCS for Food Service

The Board will be asked to approve the annual contract for food service provided by Santa Rosa City Schools.

Action taken/comments:

Motion _____ Second _____ Vote _____

D. Consider Developer Fee Program

The Board will be asked to review the Developer Fee Program and consider creation of a new plan for the expenditure of the funds that meets the expanding needs of the District and surrounding community. As of the end of the 2017-18 school year, we are estimated to have just over \$122K in the District's Developer fee account.

Action taken/comments:

Motion _____ Second _____ Vote _____

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

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

Action taken/comments:

Motion _____ Second _____ Vote _____

F. Approve GASB 75

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

Action taken/comments:

Motion _____ Second _____ Vote _____

VI. GENERAL

A. Update on New Programmatic Developments

Supt. Schwinn will review the expansion of educational opportunities provided to

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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. Review 2017-18 District Goals and Accomplishments

The Board will be asked to review the list of accomplishments achieved in terms of meeting the 2017-18 District goals, and approve a final document for posting.

Action taken/comments:

Motion _____ Second _____ Vote _____

C. Adopt 2018-19 District Goals

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

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) Hiring:

- Spanish Teacher
- Part-time Music Teacher
- Teaching Assistant
- School Nurse

3) Potential Litigation

4) Superintendent Evaluation

IX. OPEN SESSION

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

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X. FUTURE BOARD MEETINGS:

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

XI. ADJOURNMENT

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

CONTRACT

AGREEMENT FOR VENDED MEAL SERVICES

This AGREEMENT, for the period July 1, 2018 through June 30, 2019, is hereby entered into between City of Santa Rosa High School District of the State of California, hereinafter referred to as "CITY SCHOOLS" and: Gravenstein Union School District, hereinafter referred to as: District.

WHEREAS, CITY SCHOOLS has the capability for providing vended meal services and Reimbursable Lunches to various sites and programs on a cost-reimbursement basis:

NOW THEREFORE: the parties hereto agree as follows:

CITY SCHOOLS SHALL:

(1) Prepare and deliver Reimbursable Lunches, excluding milk, using the Santa Rosa City Schools Choice Menu to:

See Attachment A

By 11:00 a.m.

EACH SCHOOL DAY, including minimum days, in accordance with the number of meals requested for that day. Eating utensils, straws, and napkins will also be provided.

(2) Be responsible for meeting the nutritional standards for Reimbursable Lunches as set forth by the United States Department of Agriculture for the National School Lunch Program, and also for the quality of the lunches at the time of delivery.

(3) Pick up transport baskets from the previous day's delivery at the time of the current day's delivery.

(4) Present itemized invoice the tenth working day of each month for the previous month's deliveries.



Reimbursable breakfasts for elementary and secondary schools will be billed at one dollar and fifty cents (\$1.50) each, NOT including milk.

Reimbursable lunches will be billed at the rate of three dollars (\$3.00) each for elementary, NOT including milk, and three dollars and twenty-five cents (\$3.25) each for secondary, NOT including milk.

Board Agenda Calendar 2018—2019

Gravenstein Union School District

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

<p>January 2019</p>	<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
<p>February 2019</p>	<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
<p>March 2019</p>	<ol style="list-style-type: none"> 1. Employment Lay-off/Non-reelect Notices (if necessary—by 3/15) 2. Staff Contracts for Psychologist, Nurse, Art, Speech Therapist etc. for Upcoming Year 3. Review / Approve 2nd Interim Budget Report for Current Year (by 3/17) 4. Approve Consolidated Application for Upcoming Year 5. Approve Single Plan for Student Achievement (SPSA) 6. Update Enrollment and Staffing Projections for Upcoming Year 7. 5 Year Deferred Maintenance Plan (if applicable) 8. REACH MOU Update for Upcoming Year 9. Approve District Calendar for Upcoming Year
<p>April 2019</p>	<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
<p>May 2019</p>	<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
<p>June 2019</p>	<ol style="list-style-type: none"> 1. Public Hearing and Adoption of LCAP/Budget for Upcoming Year (by 6/30—requires two separate meetings) 2. Adopt Education Protection Account (EPA) Resolution

III I.6

**Gravenstein Elementary School
Enrollment Projections for 2018-2019 (as of 8/2/18)**

grade	Enrollment Status	Comments (bold indicates a full classroom)
TK	20 1 on waitlist	1 class of 20
K	82 students	Class sizes of: 20, 20, 21, 21
1	Traditional: 32 Enrich: 35	2 Traditional classes of 16 each 2 Enrich classes of 17/18 each
2	Traditional: 36 Enrich: 42	2 Traditional classes of 17/19 each 2 Enrich classes of 21 each
3	Traditional: 29 Enrich: 48	2 Traditional classes of 14/15 each 2 Enrich classes of 24 each
4	Traditional: 37 Enrich: 44	2 Traditional classes of 18/19 each 2 Enrich classes of 22 each
5	Traditional: 45 Enrich: 51	2 Traditional classes of 22-23 each 2 Enrich classes of 25/26 each

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TK-20

K- 82

First- 67

Second- 78

Third- 77

Fourth- 81

Fifth- 96

Total Student Enrollment Projected for 2018-2019: 501 students

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IV A.

REGULAR GOVERNING BOARD
MEETING MINUTES
Gravenstein School, Rm. 13

Tuesday, July 10, 2018
5:12 PM

I. CALL TO ORDER – 5:12 PM

Present

Jim Horn, President

Gregory Appling

Steven Schwartz

Jennifer Koelemeijer – (attended remotely from 1756 South St. Anderson, CA 96007--
Conference Room 1)

Absent

Desiree Beck, Clerk

II. PUBLIC COMMENTS ON ITEMS IN CLOSED SESSION:

No input for items in closed session.

III. CLOSED SESSION—5:12 PM

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

1) Hiring:

-Hillcrest Principal

2) Conference with Labor Negotiator

District Negotiator: Jennifer Schwinn, Superintendent

Represented Employees: Gravenstein Union Teachers Assoc.

IV. OPEN SESSION—5:33 PM

A. Board took action to hire the following:

a. William Deeths – Hillcrest Principal

Horn moved/Appling seconded, 4-0 vote.

V. PUBLIC COMMENTS

Teachers requested notification to Hillcrest Staff when power would be off during construction.

VI. REPORTS, AND ORAL COMMUNICATIONS

A. Gravenstein Union Teachers' Association

B. School Site Council

I. Seeking Parent reps

II. LCAPs were approved by GUSD Board and SCOE -- June 2018

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C. GSF/MPF

MPF Board to meet next on July 31st to generate the MOU. Request for increased communication regarding program changes.

D. Trustee Reports

Member Schwartz shared an LCAP summary document for future District communication, and voiced traffic concerns for the coming year.

E. Facilities Report

I. Phase 3 –Gravenstein modernization update

1. Gym & kitchen, Learning Lab, Staff Restrooms

Drew Weigel provided an update on the modernization project.

II. Hillcrest Middle School Improvement Project update

1. Increment #1: Transformer/electrical system, ADA access to field

Drew Weigel provided an update on the improvement project.

2. Increment #2 solar parking shelter

Curtis Schmitt provided an update on the solar parking shelter project.

III. Gravenstein Elementary solar project

Drew Weigel and Curtis Schmitt provided an update on the solar project.

Work to begin in Summer of 2019 or possibly over spring break.

IV. Summer Projects Report

F. CBO Report

I. Analysis of possible breakfast service

CBO Holden summarized financial impact to District for providing breakfast program: Additional staffing would be necessary, \$12k projected staffing expense increase, less than 50% participation in current lunch program, challenges for rainy day due to additional space needed in the multipurpose room, waiting for cost estimate from Santa Rosa City Schools for grab and go breakfasts.

II. Expenditure analysis E!/Traditional programming

CBO Holden summarized the analysis for the true up of expenses for the Enrich! program. President Horn recommended Superintendent Schwinn and CBO Holden work with MPF regarding 2017-18 true up expenses.

III. Update on modernization funding with Jack Schreder & Associates

I. Superintendent Report

1. Annual Board Calendar Template – *Reviewed by Superintendent Schwinn*

2. Review District Goals & Accomplishments for 2017-18 - *Reviewed by Superintendent Schwinn*

3. Safety Plan Update - *Reviewed by Superintendent Schwinn*

1. Window covering bids

1. Trial installation continued

2. Full installation planned summer 2018

Member Appling suggested putting a mini thermometer in classrooms to track temperatures throughout the day.

4. Report on 6th grade in 2018-19: - *Reviewed by Superintendent Schwinn*

1. Approximately 23-24 students for two full-time teachers in Traditional

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2. Teacher assignments
5. Hiring anticipated for 2018-19: - *Reviewed by Superintendent Schwinn*
 1. Hillcrest Principal
 2. Hillcrest Secretary
 3. 1 Temporary Teacher (5th grade leave)
 4. Spanish Teacher (7-8th gr & ELD)
 5. School Nurse
 6. Teaching Assistant/Daycare Pool
6. Enrollment projections for 2018-19 - *Reviewed by Superintendent Schwinn*

VII. CONSENT AGENDA

ACTION ITEM

- A. Minutes of regular Board meeting June 13, 2018; special meeting June 20, 2018
- B. Warrants/Payroll
- C. Budget Updates and Transfers
- D. Superintendent's Calendar 18-19
- E. Communication
 1. Advertising from AT&T regarding program called "Access" providing families low-cost internet service in the home.
 2. Letter requesting paternity leave from Ray Dellosa.
- F. Approve paternity leave for Ray Dellosa from Monday, Aug 20, 2018 to Tuesday, Sept. 18, 2018, returning to work on Sept. 19, 2018.
- G. Approve Williams Quarterly Report for quarter ending 6/30/18 -no complaints

Action taken/comments: Approved with changes to 6/13/18 & 6/20/18 minutes

Motion: Appling Second: Schwartz Vote: 4-0

VIII. Public Hearing - GC 4217 – For Installation of Solar Photovoltaic Systems - *Opened hearing at 7:45PM, closed hearing at 7:52PM; public input received.*

IX. BUSINESS & FACILITIES

A. Resolution 180710-1 – Installation of Solar Photovoltaic Systems

The Board was asked to adopt Resolution #180710-1, indicating that the anticipated cost of the energy conservation facility are less than the anticipated marginal cost to the District of standard energy services, as evidenced in the attached exhibits.

Action taken/comments: Approved

Motion: Schwartz Second: Horn Vote: 4-0

B. Approve Energy Service Contract w/Sunworks

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The Board was asked to approve the contract with Sunworks to install the solar power systems on each campus. As part of the Prop 39 energy efficiency projects, the District conducted a process with the help of Arc's Curtis Schmitt, to select a contractor to complete the installation of solar photovoltaic systems at Gravenstein Elementary and Hillcrest Middle School campuses.

Action taken/comments: Approved

Motion: Horn Second: Appling Vote: 4-0

C. Approve Maintenance Agreement for Solar System

The Board was asked to approve an agreement with Sunworks to provide maintenance service, as stipulated in the attached operations and maintenance agreement. Staff recommends the Board approve a (5) five-year agreement for maintenance, with the option to extend to (10) ten years.

Action taken/comments: Approved contract as edited, *subject to final approval of Superintendent after consultation with School and College Legal Services.*

Motion: Horn Second: Appling Vote: 4-0

D. Approve CEQA – Solar Array Project

The Board was asked to consider the filing of a Notice of Exemption (NOE) for the California Environmental Quality Act (CEQA). The Notice of exemption is for both the Gravenstein Elementary School, Phase 3 Multi-Use Modernization and Hillcrest Middle School Improvements, Solar Array Project.

Action taken/comments: Approved

Motion: Horn Second: Appling Vote: 4-0

E. Approve Purchase of Curriculum Materials

The Board was asked to approve the purchase of new ELA, Math and History materials for the 2018-19 school year. The Board approved the adoption of the following McGraw-Hill programs for ELA: Open Court (K-5th gr), and Study Sync (6-8th gr). For Math, the District previously adopted: Go Math (K-8). For History, we are adding the online and other updated resources to the adopted History Alive program (6-8th gr).

Action taken/comments: Approved for \$169,515.33

Motion: Appling Second: Koelemeijer Vote: 4-0

F. Approve 2018 Spring Consolidated Application

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The Board was asked to approve the 2018 Spring Consolidation Application, which allows the District to access categorical funding.

Action taken/comments: Approved

Motion: Horn Second: Appling Vote: 4-0

G. Review and Approve Developer Fee Study

The Board was asked to review and approve the Developer Fee Study. The District contracted with Jack Schrader and Associates to prepare this study for the District.

Action taken/comments: Approved

Motion: Horn Second: Schwartz Vote: 4-0

H. Approve MOU w/ SCOE for BTSA Services

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

Action taken/comments: Approved (Member Schwartz stepped out momentarily)

Motion: Appling Second: Koelemeijer Vote: 3-0

I. Approve Contract w/ Ally Technology for IT Services

The Board was asked to approve the contract with Ally Technology to provide IT services 1 day per week, and on call as needed, for the 2018-19 school year.

Action taken/comments: Approved

Motion: Appling Second: Horn Vote: 4-0

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

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

Action taken/comments: Table to August meeting

Motion: Horn Second: Appling Vote: 4-0

K. Approve GASB 75

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

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Action taken/comments: Table to August meeting

Motion: Horn Second: Appling Vote: 4-0

L. Approve LLB contract for GCCI – Hillcrest Improvements

The Board was asked to approve a Lease-Lease Back contract with GCCI to complete the Hillcrest Improvement Projects planned for summer 2018.

Action taken/comments: Approved Lease-Lease Back Contract with GCCI for \$1,473,778

Motion: Horn Second: Schwartz Vote: 4-0

M. Approve Facility Use Request - Move Over Mozart

The Board will be presented with a Facility Use request from Move over Mozart and determine fees to be assigned as outlined on the Facility Use form and stipulated in Board Policy 1330.

Action taken/comments: No action

Motion _____ Second _____ Vote _____

N. Remove from Inventory – Surplus Textbooks

The Board was asked to approve the removal from inventory of surplus textbooks and other curriculum materials which are no longer used in the District schools. See the attached list of materials:

Action taken/comments: Approved

Motion: Horn Second: Appling Vote: 4-0

X. GENERAL

A. Update on New Programmatic Developments

Supt. Schwinn reviewed the expansion of educational opportunities provided to GUSD students, including plans for the future.

B. Review & Approve Parent/Student Handbook for 2018-19

The Board was asked to review and approve updates to the Parent/Student Handbook for 2018-19.

Action taken/comments: Approved

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Motion: Horn

Second: Koelemeijer Vote: 4-0

XI. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION—No comments received.

XII. CLOSED SESSION—8:18 PM

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

1) Conference with Labor Negotiator

District Negotiator: Jennifer Schwinn, Superintendent

Represented Employees: Gravenstein Union Teachers Assoc.

2) Hiring:

-Spanish Teacher

-Hillcrest Secretary

-Temporary 5th Grade Teacher

-Part-time Music Teacher

-Teaching Assistant

3) Potential Litigation

4) Superintendent Evaluation

XIII. OPEN SESSION—9:13 PM

A. Board took action to hire the following:

a. Jerie Parks – Hillcrest Secretary - 8 hr/day Classified

b. Alexandra Zielke -Temporary 5th Grade Teacher 1.0 FTE

c. Cindi Ewert -Teaching Assistant 8 hr/day Classified

Action taken/comments: Approved

Motion: Horn

Second: Schwartz

Vote: 4-0

XIV. FUTURE BOARD MEETINGS:

I. Next Special Board Meeting: August 2, 2018 — 9:30 AM

II. Next Regular Board Meeting: August 8, 2018 — 5 PM

Future agenda item: Develop a plan to spend Developer Fee funds.

XV. ADJOURNMENT – 9:18PM

SPECIAL GOVERNING BOARD
MEETING MINUTES
Superintendent's Office

Thursday, August 2, 2018
9:30AM

I. CALL TO ORDER – Established quorum at 9:43 AM

Jim Horn, President - present
Desiree Beck, Clerk - absent
Gregory Appling – present, left at 11:03am
Steven Schwartz – arrived at 10:03am
Jennifer Koelemeijer – arrived at 9:43am

II. GENERAL

A. Review Performance on 2017-18 Goals & Establish 2018-19 Goals

The Board Members and Superintendent Schwinn met to review and edit the District mission, vision, and goals for 2018-19.

Action taken/comments: None

The Board and Superintendent made progress on a rough draft that will be presented at the August 8, 2018, regular Board meeting for further discussion and possible approval.

III. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

Closed session canceled

IV. FUTURE BOARD MEETINGS:

I. Next Regular Board Meeting: August 8, 2018— 5 PM

V. ADJOURNMENT at 11:33 AM

Gravenstein Union School District
July Payroll Report

August 8, 2018 Regular Board Meeting

Certificated Salary & Benefits

Regular: \$ 26,219.63
Supplemental: \$ -

Classified Salary & Benefits

Regular: \$ 35,834.32
Supplemental: \$ 9,672.02

Total Salary & Benefits

\$ 71,725.97

Checks Dated 07/01/2018 through 07/31/2018

Board Meeting Date Board Meeting on August 8, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1651843	07/06/2018	David C. Fichera	04-5825	Facebook Ads	16.46	
				Instagram Ads	33.54	50.00
1651844	07/06/2018	Eva A. Perez-Atwell	01-4350	Lables for Summer Mailer	3.37	
			03-4350	Lables for Summer Mailer	40.40	
			04-4350	Lables for Summer Mailer	23.57	67.34
1651845	07/06/2018	Analytical Sciences	01-9510	Water testing for Grav 2017/18	32.00	
			04-9510	Water testing @ Hillcrest 2017-18	252.00	284.00
1651846	07/06/2018	California's Valued Trust	01-9510	Employee's CVT Health Plan Coverage 2017-18	6,666.00	
			01-9572	Employee's CVT Health Plan Coverage 2018-19	44,802.00	51,468.00
1651847	07/06/2018	Counterpoint Construction Services, Inc.	40-6200	Consulting Services - Lease Leaseback Oversight	215.00	
			40-9510	Consulting Services - Lease Leaseback Oversight	1,970.00	
				Consulting Services - LLB Phase IV Increment 1	2,575.00	4,760.00
1651848	07/06/2018	Mary Tupa, dba Crown Trophy	04-9510	Updating Office Existing Plates 2018		254.63
1651849	07/06/2018	DGS Div/State Architect	40-9510	DSA filling fee for mod. phase 3-act.vs.est.		163.36
1651850	07/06/2018	Fishman Supply Company	01-9510	District Wide Custodial Supplies	47.19	
			03-9510	District Wide Custodial Supplies	575.73	
			04-9510	District Wide Custodial Supplies	320.90	943.82
1651851	07/06/2018	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2017-18	1.02	
			01-9510	Light Poles at Grav Elem 2017-18	1.68	
			03-9510	Light Poles at Grav Elem 2017-18	19.42	22.12
1651852	07/06/2018	Ray Morgan Company	01-9510	Copier Contract Charges 2017-18		857.87
1651853	07/06/2018	School and College Legal	01-9510	2017-2018 Legal Services Beyond Retainer	52.80	
			03-9510	2017-2018 Legal Services Beyond Retainer	644.16	
			04-9510	2017-2018 Legal Services Beyond Retainer	359.04	1,056.00
1651854	07/06/2018	Schoolwise Inc.	01-5840	Schoolwise & Gradebook 2018-19	361.00	
			03-5840	Schoolwise & Gradebook 2018-19	4,335.00	
			04-5840	Schoolwise & Gradebook 2018-19	2,529.00	7,225.00
1651855	07/06/2018	Signet Testing Laboratories, Inc	40-9510	Special Testing for Hillcrest Improvements		4,224.53
1651856	07/06/2018	Verizon	01-9510	Sup't Phone & Tablet Service for 2017-18	5.06	
			03-9510	Sup't Phone & Tablet Service for 2017-18	61.73	

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.

ESCAPE ONLINE

ReqPay12d

Board Report

Checks Dated 07/01/2018 through 07/31/2018					Board Meeting Date Board Meeting on August 8, 2018	
Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1651856	07/06/2018	Verizon	04-9510	Sup't Phone & Tablet Service for 2017-18	34.40	101.19
1651857	07/06/2018	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2018-19		1,773.20
1651858	07/06/2018	West County Transportation	04-9510	Special Ed Transportation 2017-2018		1,921.50
1651859	07/06/2018	U.S. Bank Corporate Payment	01-4390	Safety Supplies	129.35	
				Staff Development	3.44	
				Summer School	8.71	
			03-4390	Staff Development	42.02	
				Summer School	426.58	
			04-4310	Student Body-Bill	247.31	
			04-4390	Staff Development	23.42	880.83
1652982	07/11/2018	Amy L. Gloeckner	01-5202	Counselor Training	9.10	
			03-5202	Counselor Training	120.90	
			04-5202	Counselor Training	195.00	325.00
1652983	07/11/2018	Advanced Security Systems	01-5830	Fire Alarm Monitoring 2018-19	7.56	
			03-5830	Fire Alarm Monitoring 2018-19	86.94	94.50
1652984	07/11/2018	All-Guard Alarm Systems, Inc	03-9510	Alarms-Hillcrest and Gravenstein17-18	25.72	
				School year		
			04-9510	Alarms-Hillcrest and Gravenstein17-18	19.28	45.00
				School year		
1652985	07/11/2018	American Storage LLC	40-6200	Storage Container 8x20-Const. Phase 3		124.00
1652986	07/11/2018	GCCI INC.	40-9510	Gravenstein Elementary School Phase III	309,632.08	
				Hillcrest Improvements Increment I	279,203.96	
				Pre Construction Services - Hillcrest	1,000.00	589,836.04
				Improvements		
1652987	07/11/2018	Horizon	04-9510	Irrigation Repair Parts for Hillcrest		468.43
1652988	07/11/2018	North Bay Restaurant Services	14-9510	Grease Trap Pumping-Gravenstein		385.00
1652989	07/11/2018	U.S. Bank Equipment Finance	03-9510	Copier Lease at schools and DO for 2017-18	352.82	
			04-9510	Copier Lease at schools and DO for 2017-18	352.81	705.63
1652990	07/11/2018	Weeks Drilling & Pump Co. Inc.	04-9510	Hillcrest Water Service for 2017-18		230.00
1652991	07/11/2018	West Sonoma County Union High	01-9510	MOU btwn WSCC & Grav 2017-18 for TM		19,740.32
1652992	07/11/2018	David C. Fichera	01-4340	Monthly Subscription Adobe	6.00	
			03-4340	Monthly Subscription Adobe	71.96	
			04-4340	Monthly Subscription Adobe	41.98	
			04-4400	Bean Bag Chairs for Hillcrest	194.53	314.47
1653763	07/13/2018	AT&T Calnet 3	01-9510	Gravenstein AT&T CALNET 3 Charges 2017-18	18.46	

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The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

Checks Dated 07/01/2018 through 07/31/2018

Board Meeting Date Board Meeting on August 8, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1653763	07/13/2018	AT&T Calnet 3	03-9510	Gravenstein AT&T CALNET 3 Charges 2017-18	227.54	
			04-5911	Gravenstein AT&T CALNET 3 Charges 2017-18	85.39	
				Hillcrest AT&T CALNET 3 Charges 2017-18	20.40	
			04-9510	Gravenstein AT&T CALNET 3 Charges 2017-18	110.20	
1653764	07/13/2018	AXIA		Hillcrest AT&T CALNET 3 Charges 2017-18	38.62	500.61
			40-9510	Gravenstein Modernization, Phase III (Part 2) Modernization - Hillcrest Middle Improvements	4,664.59 4,572.84	9,237.43
1653765	07/13/2018	CASBO	01-5300	CASBO CBO Dues	12.00	
			03-5300	CASBO CBO Dues	144.00	
			04-5300	CASBO CBO Dues	84.00	240.00
1653766	07/13/2018	Employment Development Dept.	01-9510	Unemployment Taxes for the year 2017-18		609.90
1653767	07/13/2018	Interstate Music Supply	04-9510	Furman PL8C Power Conditioner-Hillcrest		267.69
1653768	07/13/2018	Jack Schreder & Associates, In c.	01-9510	Developer Fee Study June 2018- Activities	3,825.00 3.62	
			03-9510	June 2018- Activities	43.50	
			04-9510	June 2018- Activities	25.38	3,897.50
			01-9510	Electric and Gas for 2017-18 Gravenstein	169.49	
1653769	07/13/2018	Pacific Gas & Electric	03-9510	Electric and Gas for 2017-18 Gravenstein	1,950.82	
			04-9510	Electric and Gas for 2017-18 @ Hillcrest	2,531.73	
				Electric and Gas for 2017-18 Gravenstein	22.50	4,674.54
1653770	07/13/2018	Recology Sonoma Marin	03-9510	Recology-Gravenstein	388.11	
			04-5560	Recology-Hillcrest	73.56	
			04-9510	Recology-Hillcrest	143.16	604.83
1653771	07/13/2018	School Loop, Inc.	01-5840	School Loop Subscription 2018-19	112.50	
			03-5840	School Loop Subscription 2018-19	1,350.00	
			04-5840	School Loop Subscription 2018-19	787.50	2,250.00
1653772	07/13/2018	West County Transportation	04-9510	Special Ed Transportation 2017-2018		838.75
1653773	07/13/2018	Westminster Woods	04-5826	ENRICH! 7th Westminster Woods 9/20/2018		2,644.25
1653774	07/13/2018	Ally Technology Consulting LLC	01-5840	IT Consultant 2018-19	137.50	
			03-5840	IT Consultant 2018-19	1,650.00	
			04-5840	IT Consultant 2018-19	962.50	2,750.00
1653775	07/13/2018	Business Card	01-9510	May -June District Maintenance Expenses	24.29	

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ESCAPE ONLINE

Checks Dated 07/01/2018 through 07/31/2018					Board Meeting Date Board Meeting on August 8, 2018	
Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1653775	07/13/2018	Business Card	03-9510	May -June District Maintenance Expenses	308.13	
			04-9510	May -June District Maintenance Expenses	91.45	423.87
1654422	07/18/2018	Robert Gerhold dba NorBay Consulting	40-6200	Grav. Phase III Mod. - Testing & Consulting		3,022.00
1654423	07/18/2018	Office Depot	01-4350	District office supplies	6.03	
			01-4400	District office supplies	6.05	
			03-4310	Return-Ink Evans	60.24-	
			03-4350	District office supplies	80.14	
			03-4400	District office supplies	87.44	
			04-4310	Instructional Supplies for Hillcrest	1,153.82	
				Return- Tri Pencils	11.88-	
			04-4350	Hillcrest-School Office Supplies	88.77	
			04-4359	Instructional Supplies for Hillcrest	288.45	1,638.58
1654424	07/18/2018	Georgis P. Sotiras	01-9515	Reissue stale check #1588592		447.83
1654425	07/18/2018	Barnes & Noble Booksellers Inc	04-4210	Classroom Books-Dexter/Kinman		531.60
1654426	07/18/2018	Capstone	04-4310	Hillcrest-Library in STREAM Lab		504.20
1654427	07/18/2018	Fishman Supply Company	01-4390	District Safety Whistles and Doorstoppers	109.90-	
			01-9510	District Safety Whistles and Doorstoppers	137.05	27.15
1654428	07/18/2018	Free Spirit Publishing Inc.	04-4310	Steam in a Jar-Free Spirit Publishing - Rich	17.24	
				Unpaid Tax	1.30-	15.94
1654429	07/18/2018	Horizon	04-9510	Irrigation Repair Parts for Hillcrest		55.15
1654430	07/18/2018	Kingsborough Atlas TreeSurgery	14-9510	Tree removal & stump grinding - Quote #9312		5,700.00
1654431	07/18/2018	Mystery Science Inc.	03-4340	Mystery Science School Membership-Grav		499.00
1654432	07/18/2018	Office Depot	01-4350	Office Supplies- Pugno	9.91	
			03-4350	Office Supplies- Pugno	113.92	123.83
1654433	07/18/2018	Sonoma County Office Of Ed.	01-9510	PANS 2018-2019	10.44	
			03-9510	PANS 2018-2019	127.37	
			04-9510	PANS 2018-2019	70.99	208.80
1654434	07/18/2018	Teachers' Curriculum Institute	04-4110	Hlstory Alive! 8th Grade Social Studies-Sporrer		11,133.50
1654435	07/18/2018	Weeks Drilling & Pump Co. Inc.	01-9510	Gravenstein Elem Water Service for 2017-18	18.66	
			03-9510	Gravenstein Elem Water Service for 2017-18	232.81	251.47
1655050	07/20/2018	Dave's Music Workshop	04-5630	HC Musical Instrument Repair for 18-19		1,315.00
1655051	07/20/2018	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First	11.23	

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ESCAPE ONLINE

Checks Dated 07/01/2018 through 07/31/2018

Board Meeting Date Board Meeting on August 8, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1655051	07/20/2018	Office Depot	03-4359	Instructional Supplies for Grav Elem/Grav First	129.23	
			04-4310	Instructional Supplies for Hillcrest	1,237.32	
			04-4359	Instructional Supplies for Hillcrest	309.34	1,687.12
1655052	07/20/2018	Santa Rosa Fire Equipment Inc.	01-5600	Annual Srvc of Fire Extinguishers	82.21	
			03-5600	Annual Srvc of Fire Extinguishers	986.49	
			04-5600	Annual Srvc of Fire Extinguishers	575.45	1,644.15
1655717	07/25/2018	Office Depot	01-4350	Office Supplies- Pugno	2.43	
			01-4359	Instructional Supplies for Grav Elem/Grav First	107.00	
			03-4350	Office Supplies- Pugno	27.97	
			03-4359	Instructional Supplies for Grav Elem/Grav First	1,230.46	
			04-4310	Instructional Supplies for Hillcrest	289.12	
				Johnson-Classroom supplies	71.73	
			04-4350	Hillcrest Secretary Supplies	211.96	
			04-4359	Instructional Supplies for Hillcrest	72.27	2,012.94
1656371	07/27/2018	Houghton Mifflin Harcourt	03-4140	Online Student Edition- Reflections- -Gorman		141.75
1656372	07/27/2018	Sonoma County Office Of Ed.	01-9510	Fingerprinting for staff & volunteers for 2017-18	9.80	
			03-9510	Fingerprinting for staff & volunteers for 2017-18	117.60	
			04-9510	Fingerprinting for staff & volunteers for 2017-18	68.60	196.00
1656373	07/27/2018	Teachers' Curriculum Institute	04-4110	History Alive! 6th Grade Social Studies		10,805.44
1656374	07/27/2018	Westminster Woods	04-5826	All 6th Grade Westminster Woods 9/6/2018-Deposit		1,200.00
1656375	07/27/2018	Zaner-Blosser Inc.	01-4110	Handwriting Books	602.44	
			03-4110	Handwriting Books	1,204.90	1,807.34
1656376	07/27/2018	Demco, Inc.	01-4390	Library Booktruck-Gravenstein	66.21	
			03-4390	Library Booktruck-Gravenstein	879.66	945.87
1656377	07/27/2018	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First	205.32	
			03-4359	Instructional Supplies for Grav Elem/Grav First	2,361.06	2,566.38
1656378	07/27/2018	Oriental Trading Company	03-4310	Classroom Supplies- Crandall	57.57	
				Unpaid Tax	3.57-	54.00
1656379	07/27/2018	Quill Corp	03-4310	Multi Function Printer	130.64	

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ESCAPE ONLINE

Checks Dated 07/01/2018 through 07/31/2018

Board Meeting Date Board Meeting on August 8, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1656379	07/27/2018	Quill Corp	04-4310	Bankers Box Magazine File Holders	264.61	395.25
1656380	07/27/2018	Really Good Stuff Inc.	03-4310	Barrera- Classroom Supplies		38.26
1656381	07/27/2018	Time for Kids	04-4310	"Time for Klds" Subscription-6th Grade	257.40	
			04-4340	"Time for Klds" Subscription-6th Grade	173.25	430.65
1656382	07/27/2018	Office Depot	01-4350	Office Supplies- District	12.39	
			01-4359	Instructional Supplies for Grav Elem/Grav First	242.08	
			03-4350	Office Supplies- District	148.77	
			03-4359	Instructional Supplies for Grav Elem/Grav First	2,783.91	
			04-4350	Office Supplies- District	86.77	3,273.92
Total Number of Checks					71	769,934.27

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	37	81,287.61
03	Gravenstein Elementary Charte	37	24,184.19
04	Hillcrest Middle Charter	44	47,014.98
14	Deferred Maintenance Fund	2	6,085.00
40	Special Reserve-capital Proj	7	611,367.36
Total Number of Checks		71	769,939.14
Less Unpaid Tax Liability			4.87
Net (Check Amount)			769,934.27

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The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

EMPLOYMENT AGREEMENT

Middle School Principal Contract

THIS AGREEMENT is made this 10th day of July, 2018, by and between the Governing Board of the Gravenstein Union School District (“District” or “Board”) and William Deeths (“Principal”). It is understood that the use of the term Principal, as used herein, includes the duties of Principal.

1. Term. District hereby employs Principal for a period of two (2) years, beginning August 1, 2018 and terminating on the 30th of June, 2020, subject to the terms and conditions set forth below.

2. Salary. For the first year of this Agreement the Principal’s salary shall be at the annual rate of \$111,337 payable in twelve (12) monthly payments (based on the Board approved Elementary Principal Salary Schedule for 1.0 FTE at step 10 and prorated in the first year to reflect the start date of August 1st, 2018. After twelve (12) months of this Agreement the Superintendent will evaluate Principal using an evaluation method form that is developed and mutually agreed upon by the Superintendent and the Principal. If at the end of the first year of service, the Principal’s overall performance is rated by the Superintendent as meeting or exceeding the job requirements, an increase will be made not exceeding the cost of living increase granted to the certificated employees of the Gravenstein Union School District and move to the next step on the Board approved Elementary Principal Salary Schedule.

The Board reserves the right to change the Principal’s salary for any year of this contract with the mutual written consent of the Principal and the Board. A change in salary shall not constitute the creation of a new contract nor extend the termination date of this Agreement.

3. Principal's Duties. The Principal is employed as Principal and shall perform the duties of School Principal as prescribed by the laws of the State of California and the District's job description for the Principal, if any.

4. Evaluation. The Superintendent may evaluate and discuss the performance of the Principal at any time during the term of this Agreement. If the Superintendent determines that the performance of the Principal is unsatisfactory, the Superintendent shall communicate his/her evaluation to the Principal. If the Superintendent evaluates the Principal in writing, the written evaluation shall be delivered to the Principal and a copy of the evaluation shall be placed in the Principal's personnel file. The Principal shall then have ten (10) days from receipt of the evaluation to respond in writing to the evaluation. The Principal's written comments shall be filed with the evaluation in a sealed envelope in the Principal's personnel file and marked "Confidential to be Opened by Authorized Personnel Only."

The Superintendent shall, if requested by the Principal, meet and discuss the contents of the evaluation with the Principal within a reasonable time after the Principal has heard or received the evaluation. Evaluation of the Principal shall only be discussed with the Board in closed session.

Adjustments of the Principal's compensation package shall be based on appropriate cost-of-living adjustment and may include merit adjustment after annual review of performance.

5. Termination of Contract.

a. Mutual Consent. This Agreement may be mutually changed with the consent of the District and the Principal.

b. Nonrenewal of Agreement by the District. The Governing Board may elect not to renew this Agreement at the completion of the Agreement for any reason or no

reason by providing written notice to the Principal prior to March 15 of the final year of service. The Superintendent shall inform each member of the Board of this notice requirement not later than February 1.

c. Termination of Status as a Certificated Employee. The Principal's status as a permanent or probationary certificated employee of the District may be terminated in accordance with the applicable provisions of law.

d. Termination as Principal for Cause. The Principal's status as Principal and all of the Principal's rights under this Agreement may be terminated by the Board at any time for, but not limited to, breach of contract; and grounds enumerated in the Education Code; or the Principal's failure to perform his/her responsibilities as set forth in this Agreement, as defined by law, or as specified in the Principal's job description, if any. The Board shall not terminate this Agreement pursuant to this paragraph (d) until a written statement of the grounds for termination has first been served upon the Principal. The Principal shall then be entitled to a conference with the Board and Superintendent at which time the Principal shall be given a reasonable opportunity to address the Board's concerns. The Principal shall have the right to have a representative of his or her choice at the conference with the Board. The conference with the Board shall be the Principal's exclusive right to any hearing otherwise required by law.

e. Termination as Principal Without Cause. The Principal's status as Principal and all of the Principal's rights under this Agreement may be terminated by the Board, by a vote of at least four board members, at any time during the first two (2) years of the contract.

6. Medical Exam. In light of the unique nature of the professional duties of Principal, Principal agrees to have a periodic physical examination as requested by the Board, at District

expense. The examination shall be conducted by a licensed physician selected by Principal. The physician shall provide the Board with a written statement limited solely to the physician's determination of the continued fitness of Principal to perform the duties required under the Agreement, with or without reasonable accommodations. The statement shall otherwise be confidential. Nothing in this provision precludes Board from directing Principal to submit to a fitness for duty exam at any time, or as otherwise permitted by law.

7. Fringe Benefits. The Principal shall be entitled to receive the same District-paid health, dental, and vision benefits as provided to other employees of the District. The District will pay for dental and vision benefits for the Principal and qualified dependents up to the same monthly caps in place for other District employees. The District will pay for health benefits for the Principal and qualified dependents with a monthly cap in place of \$1,100 for employee only, \$1,200 for employee plus one, and \$1,300 for employee plus family. An additional \$200 District contribution will be credited toward health benefits each month for forty hours (5 days) of additional work during the year. The Principal shall pay any monthly premium that exceeds the District's contribution (by payroll deduction unless requested otherwise).

8. Expense and Mileage. The Principal is required to have a vehicle available at all times to exercise the powers and to perform the duties of the position. In order to reimburse the Principal for this vehicle requirement, the Principal shall be entitled to an amount equal to IRS limit for reasonable transportation expenses incurred for travel required by the Principal's employment. It is understood that no reimbursement shall be made for commuting to and from the Principal's residence and the District work site.

9. Sick Leave. The Principal shall be allocated twelve (12) days of sick leave annually. It is understood that Principal may transfer accumulated sick leave from his or her former certificated employment as authorized by Education Code 44982.

10. Work Year. The Principal shall be required to render 210 days of full and regular service to the District during each annual period covered by this Agreement.

11. Professional Meetings and Membership. The Principal is expected to attend appropriate professional meetings at local, state and national levels and to periodically report to the Board his appraisal of such meetings. Prior approval of the Superintendent shall be obtained when the Principal attends a function outside of the District. The District shall pay for Principal's membership in the Association of California School Administrators (ACSA).

12. General Provisions.

a. Governing Law and Venue. This Agreement, and the rights and obligations of the parties, shall be governed by and construed in accordance with the laws of the State of California. The parties also agree that, in the event of litigation, venue shall be the proper state or federal court located in Sonoma County, California.

b. Entire Agreement. This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.

c. No Assignment. The Principal may not assign or transfer any rights granted or obligations assumed under this Agreement.

d. Seniority. The Principal shall be considered a school site administrator for the purpose of Education Code Section 44956.5.

e. Modification. This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both of the parties.

f. Severability. If any provision of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall continue in full force and effect.

To the extent applicable, this Agreement is subject to the provisions of Government Code sections 53243-53243.4 which requires reimbursement under the circumstances stated therein.

President of the Board of Trustees

ACCEPTANCE OF OFFER

I accept the above offer of employment and the terms and conditions thereof and will report for duty as directed above.

I have not entered into a contract of employment with the governing board of another school district or any other employer that will in any way conflict with the terms of this Employment Agreement.

I hold legal and valid administrative and teaching credentials each of which is or will be recorded in the Office of the Superintendent of Schools of Sonoma County before receipt of my first payroll warrant and I agree to maintain valid and appropriate credentials to act as Principal throughout the life of this Agreement. I further certify that I meet the qualifications of Education Code Section 35028 and that I have read the entire offer of employment.

Dated: 8-1-18

By: 

V A



www.counterpointcs.com

Gravenstein Union School District
Gravenstein Elementary School, Phase 3 Multi-Use Modernization
Construction Manager's Monthly Report
Period Ending - July 31, 2018

Approved Change Orders:

PCO 001	COST FOR RE-ROUTING OF GAS LINE PER RFI 006	\$ 1,506.00
PCO 003	WOOD DOORS AND FRAMES PER RFP 004	\$ 1,770.00

Total approved PCO's to date (thru July 31, 2018): \$3,276.00 / 1.63% Contingency used.



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Gravenstein Union School District
Hillcrest Middle School, Site Improvements
Construction Manager's Monthly Report
Period Ending - July 31, 2018

Overall Project Schedule:

Approved Potential Change Orders:

PCO 001	CREDIT FOR SWITCHGEAR PURCHASED BY THE DISTRICT	\$ -36,433.00
PCO 002	COST FOR RELOCATED CONDUIT AND WIRIGN AT NEW RAMPS	\$ 12,675.00
PCO 003	NET CREDIT FOR ADDITIONAL WORK AT STREAM CLASSROOM	\$ -4,990.00
PCO 004	RELOCATION OF SWITCHGEAR	\$ 64,113.00

Total approved PCO's to date (thru June 30, 2018): \$40,256.00 / 20.01% Contingency used.

V B

EXHIBIT B: Individual Service Agreement (ISA)

Nonpublic School: **Lattice Educational Services** Local Education Agency: **Gravenstein Union School District**

Pupil's Name: [REDACTED] Sex: M F Birthdate: [REDACTED] Grade: **7** Primary Disability: **ID/OI**

Residential Setting: HOME FOSTER LCI Parent/Guardian's Name: [REDACTED]

Pupil's Address: [REDACTED] LCI/FFH Lic. Number: _____

All terms and conditions of the current Sonoma County Special Education Local Planning Area Master Contract for Nonpublic, Nonsectarian School/Agency Service (NPS/NPA), hereinafter referred to as the "Contract," are incorporated herein by this reference. Contractor will implement the pupil's Individualized Education Program (IEP) in accordance with this Individual Service Agreement (ISA) and the Contract. Invoices shall be submitted based on actual service provided and attendance standards in the Contract.

A. Daily Tuition Estimate: Pupil shall be enrolled at NPS commencing on **8/16/18**, and ending on **05/31/2019** unless earlier terminated by notice from LEA upon pupil's change of residence, change of placement or termination of the Master Contract.

Number of Regular School Year Days	180	Rate Per Day	\$208.69	Total Regular School Year Basic Education Costs		\$37,564.20
Number of ESY Days		Rate Per Day	\$208.69	Total ESY Basic Education Costs		\$0.00
<i>K-8th Partial Day Student - Number of Regular School Year Days</i>		<i>K-8th/13+ Rate Per Minute</i>	<i>\$0.66</i>	<i>Number of minutes per day</i>	<i>Partial Day Student - Total Regular School Year Basic Education Costs</i>	<i>\$0.00</i>
<i>9th-12th Partial Day Student Number of Regular School Year Days</i>		<i>9th-12th Rate Per Minute</i>	<i>\$0.58</i>	<i>Number of minutes per day</i>	<i>Partial Day Student - Total Regular School Year Basic Education Costs</i>	<i>\$0.00</i>
<i>Partial Day Student - Number of ESY Days</i>		<i>K-8th/13+ Rate Per Minute (ESY)</i>	<i>\$0.66</i>	<i>Number of minutes per day</i>	<i>Partial Day Student - Total ESY Basic Education Costs</i>	<i>\$0.00</i>
Total Instructional Days	180	Total Basic Education Costs -Adjusted Annually			\$37,564.20	

B. Nonpublic Agency Services and/or Designated Instruction & Related Services Estimate:

SERVICE	SERVICE START DATE	MASTER CONTRACT RATE	DURATION - MINUTES PER SESSION	FREQUENCY Times per Week or Month	WEEK MONTH OR YEAR	ESTIMATED ISA SERVICE SESSIONS	OR	HOURS PER YEAR	ESTIMATED TOTAL = Cost per hour x estimated service hours or sessions
1. District of Residence Transportation Home to School		\$0.00			N/A	180			\$0.00
2. Individual Speech	8/16	\$99.19	120	MO	N/A			20.00	\$1,983.80
3. Speech		\$99.19			N/A				\$0.00
4. Group Speech		\$49.59			N/A				\$0.00
5. Temporary Support Assistant - TSA		\$22.31			N/A				\$0.00
6. Lunch Reimbursement Expense Per Day		\$3.95			N/A				\$0.00
7. Occupational Therapy - OT	8/16	\$99.20	300	YEAR	N/A			5.00	\$496.00
8. Occupational Therapy - OT		\$99.20			N/A				\$0.00
9. Speech Asses/IEP	8/16	\$99.19	60	YEAR	N/A			8.00	\$793.52
10. OT Assess/IEP	8/16	\$99.20	60	YEAR	N/A	8.00		8.00	\$793.60
11.					N/A				\$0.00
Maximum NPA Services and/or Designated Instruction & Related Services Cost - Estimate									\$4,066.92
Estimate Per DIEM	\$231.28	Maximum Total Basic Education & DIS/Related Services Cost - Estimate						\$41,631.12	

C. Individual Pupil Specifications: _____

The parties hereto agree to comply with the terms of the Master Contract & hereby execute this ISA by and through their duly authorized agents or representatives.

Nonpublic School: **Lattice Educational Services**

Local Educational Agency: _____

[Signature]
 (Authorized Signature) _____
 3273 Airway Drive Suite A
 Santa Rosa, CA 95403
 Phone (707) 571-1234 Fax (707) 571-1230

[Signature]
 (Authorized Signature) _____
 Gravenstein Union School District
 3840 Twig Ave.
 Phone 707-823-7008 Fax 707-823-2108

V.C.



SANTA ROSA CITY SCHOOLS

Excellence is our Common Ground

Kenneth A. Bunn
Director,
Child Nutrition Services

July 1, 2018

Child Nutrition Services

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

Denise Scott
Production Operations
Supervisor

Dear Ms. Schwinn,

Devin Twieg
Field Operations Supervisor

Thank you for choosing Santa Rosa City Schools Child Nutrition Services as your meal provider and being a valued customer. SRCS Child Nutrition is committed to providing nutritious meals designed to be both healthy and well-received by students. Our meals meet all state and federal requirements, such as less than 30% of calories from fat, less than 10% from saturated fat and within sodium and calorie guidelines.

Elleen Logan
Culinary Coordinator

Our school meals have gone through many changes over the years to increase their nutritional value. We use many local produce growers such as Gabriel Farms and Walker Ranch. Coastline Produce Company, Tofu Yu from Berkeley and Clover Stornetta are some of the local premium food products used in our kitchen.

Valerie Mentjox
Assistant Food Service
Transportation Manager

There is no Trans-fat in any of our food. On request we offer sack lunches and a nutrient analysis of our menus. There are several entrée choices including a vegetarian choice every day. No peanuts are offered in any of our meals.

Leslie Koehler
Purchasing Assistant

Enclosed you will find the 2018-2019 Contract for vended Meal Services from Santa Rosa City Schools, Child Nutrition Services. Please complete the following and return as soon as possible.

Maria Ochoa Duenas
Account Clerk

1. Sign and return original to us, along with a copy of your 2018-2019 calendar.
2. Make a copy for your records.

Kylie Minto
Senior Secretary

The contract is not valid until these items are received. May I take this opportunity to thank you for business, and we look forward to serving you this upcoming school year.

Sincerely,


Kenneth A. Bunn, CEC, CFM, CHA
Director, Child Nutrition

211 Ridgeway Ave
Santa Rosa, CA 95401
707.528.5359
Fax: 707.528.5104

Every Student. Every Possibility. No Matter What

45

CONTRACT

AGREEMENT FOR VENDED MEAL SERVICES

This AGREEMENT, for the period July 1, 2018 through June 30, 2019, is hereby entered into between City of Santa Rosa High School District of the State of California, hereinafter referred to as "CITY SCHOOLS" and: Gravenstein Union School District, hereinafter referred to as: District.

WHEREAS, CITY SCHOOLS has the capability for providing vended meal services and Reimbursable Lunches to various sites and programs on a cost-reimbursement basis:

NOW THEREFORE: the parties hereto agree as follows:

CITY SCHOOLS SHALL:

(1) Prepare and deliver Reimbursable Lunches, excluding milk, using the Santa Rosa City Schools Choice Menu to:

See Attachment A

By 11:00 a.m.

EACH SCHOOL DAY, including minimum days, in accordance with the number of meals requested for that day. Eating utensils, straws, and napkins will also be provided.

(2) Be responsible for meeting the nutritional standards for Reimbursable Lunches as set forth by the United States Department of Agriculture for the National School Lunch Program, and also for the quality of the lunches at the time of delivery.

(3) Pick up transport baskets from the previous day's delivery at the time of the current day's delivery.

(4) Present itemized invoice the tenth working day of each month for the previous month's deliveries.

Reimbursable breakfasts for elementary and secondary schools will be billed at one dollar and fifty cents (\$1.50) each, NOT including milk.

Reimbursable lunches will be billed at the rate of three dollars (\$3.00) each for elementary, NOT including milk, and three dollars and twenty-five cents (\$3.25) each for secondary, NOT including milk.

(5) Assume all liability for proper use and protection of surplus commodities assigned to District. Commodities will only be used for the preparation of lunch meals and may not be sent to sites for snacks.

(6) Provide District with a monthly menu one week prior to the beginning of the month covered by said menu.

(7) Maintain all necessary records on the nutritional components of the lunches and the number of lunches delivered to and make said records available for inspection by the State and Federal authorities upon request.

(8) Shelf stable meals will be provided in the event your District is open on a scheduled CITY SCHOOLS holiday.

(9) CITY SCHOOLS shall charge for a minimum of fifteen (15) lunches at any given site. Fewer lunches may be received, but CITY SCHOOLS will not charge less for a regularly scheduled stop.

(10) Sack lunches can be provided for field trips with ten (10) working days' notice to the site providing lunches.

District SHALL:

(1) A. **Orders must be placed by 9:30 AM two days in advance** to ensure we will have the number of lunch choices available and for the efficient operation of our services. Shelf stable meals are available to purchase as a back-up supply, should you ever need additional meals.

B. Ensure that adequate storage shall be provided for the lunches from time of delivery until served to the student in accordance with Health and Safety Codes.

C. Ensure that lunches are heated to 165 degrees in accordance with Health and Safety Code #27601.

D. Ensure that an employee is available at sites each school day to verify quality and quantity of said lunches. Errors in count called in shall be the responsibility of District.

E. Ensure that lunches are delivered and served at sites approved on the District National School Lunch Agreement.

Failure to comply shall constitute sufficient reason for CITY SCHOOLS to immediately cease providing lunches under this AGREEMENT.

(2) Provide CITY SCHOOLS with school calendars. Each site shall give notice to CITY SCHOOLS Central Kitchen Manager of calendar changes. Also, notice must be given for minimum day meal requirements and any holidays not clearly indicated on the calendar. **THIS NOTICE MUST BE GIVEN TWO (2) WORKING DAYS PRIOR TO SAID SCHEDULE CHANGE.**

(3) Provide personnel to serve lunches, clean the serving and eating areas, assemble and deliver transport baskets by Santa Rosa City Schools delivery the next day.

(4) Establish collection procedures which are in accordance with State and Federal regulations relating to the overt identification of needy students, and keep accurate records of the number of free, reduced price, paid, and adult lunches served daily.

(5) Prepare all claims for reimbursement under its own agreement number, receive and approve all free and reduced price meal applications, and maintain all necessary records to substantiate the above items.

(6) Assign to CITY SCHOOLS one hundred percent (100%) of the commodities to which District is entitled and the responsibility for proper use of such commodities. If there is a short-fall of commodities, cash-in-lieu of commodities shall be given to CITY SCHOOLS. Commodities may not be sent to school sites except as they appear on the listed menu.

(7) Pay CITY SCHOOLS within 60 days of invoice or a fee of 1% will be charged on the balance due.

(8) Order, provide, and pay for all milk served with the reimbursable lunches.

TERM

This AGREEMENT becomes effective this day July 1, 2018, and will continue until June 30, 2019. This AGREEMENT may be renegotiated and renewed as revised and agreed upon by both parties. This AGREEMENT is valid through June 30, 2019.

TERMINATION/INDEMNIFICATION

Termination

CITY SCHOOLS may terminate this AGREEMENT, with or without cause, upon 30 days' written notice to DISTRICT.

Indemnification

To the fullest extent permitted by law, each party shall defend, indemnify, and hold the other party, its Governing Board, officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this AGREEMENT but only in proportion to and to the extent such liability, loss, expense, or claims for injury or damages are caused by or result from the willful or intentional misconduct or negligent acts or omissions of the indemnified party, its officers, employees, volunteers, or agents.

Each party to this agreement understands and is aware that the School and College Legal Services, Sonoma County Office of Education, provides legal advice and services to each of the parties on this and other matters. Each party has no objections to the representation of the other parties by the same legal counsel.

APPROVED BY

By _____	_____
Signature	Title
_____	_____
School District/Agency	Date

APPROVED BY

CITY OF SANTA ROSA HIGH SCHOOL DISTRICT

By <u><i>Rick Ed</i></u>	<u>7/16/18</u>
Assistant Superintendent-Business Services	Date

Board Approved:

_____	_____
Legal Counsel	Date

ATTACHMENT A

GRAVENSTEIN UNION SCHOOL DISTRICT

Gravenstein Elementary School
3840 Twieg Avenue
Sebastopol, CA 95472

Hillcrest Middle School
725 Bloomfield Road
Sebastopol, CA 95472

V D

EXHIBIT B

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

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

- A. With respect to only that portion of the Fund remaining unexpended at the end of the 2016-2017 Fiscal Year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to reduce overcrowding caused by the development on which the fees were levied, which facilities are more specifically identified as follows: Gravenstein Elementary School, Gravenstein First, Hillcrest Middle School
- B. With respect to that portion of the Fund remaining unexpended at the end of the 2016-2017 Fiscal Year, there is a reasonable relationship between the fee and the purpose for which it is charged, including:
- a. There is an ongoing need for the Fund to complete construction or reconstruction to reduce overcrowding caused by the development.
 - b. The status of improvements identified when the fee was established are as follows: See attachment 2
 - c. The following has been done since the fee was imposed: See attachment 2
 - d. Future plans include: Not determined
- C. With respect to only that portion of the Fund remaining unexpended at the end of the 2016-2017 Fiscal Year, the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified in paragraph A above are as follows: Not yet determined
- D. With respect to only that portion of the Fund remaining unexpended at the end of the 2016-2017 Fiscal Year, the following are the approximate dates on which the funding referred to in paragraph C above is expected to be deposited into the appropriate account or fund: Not yet determined

SECTION II: BACKGROUND OF DEVELOPER FEE LEGISLATION

Initially, the allowable developer fee was limited by Government Code Section 65995 to \$1.50 per square foot of covered or enclosed space for residential development and \$.25 per square foot of covered or enclosed space of commercial or industrial development. The Level 1 fee that can be levied is adjusted every two years, according to the inflation rate as listed by the state-wide index for Class B construction set by the State Allocation Board. In January of 2018, the State Allocation Board changed the Level I fee to \$3.79 per square foot of residential construction and \$0.61 per square foot of commercial and industrial construction.

The fees collected are to be used by the school district for the construction or modernization of school facilities and may be used by the district to pay bonds, notes, loans, leases or other installment agreements for temporary as well as permanent facilities.

Assembly Bill 3228 (Chapter 1602/Statutes of 1990) added Government Code Section 66016 requiring districts adopting or increasing any fee to first hold a public hearing as part of a regularly scheduled meeting and publish notice of this meeting twice, with the first notice published at least ten days prior to the meeting.

Assembly Bill 3980 (Chapter 418/Statutes of 1988) added Government Code Section 66006 to require segregation of school facilities fees into a separate capital facilities account or fund and specifies that those fees and the interest earned on those fees can only be expended for the purposes for which they were collected.

Senate Bill 519 (Chapter 1346/Statutes of 1987) added Section 17625 to the Education Code. It provides that a school district can charge a fee on manufactured or mobile homes only in compliance with all of the following:

1. The fee, charge, dedication, or other form of requirement is applied to the initial location, installation, or occupancy of the manufactured home or mobile home within the school district.

Level I Developer Fee Studies

STEP-BY-STEP PROCEDURES FOR ESTABLISHING DEVELOPER FEES

The following section of this manual provides checklists, sample forms and resolutions for the adoption and collection of fees. Since each district is unique, there may need to be some adjustment of the forms. The forms should be reprinted on district letterhead.

PROCEDURE CHECKLIST

Prior to the Hearing Date:

1. Fourteen days prior to the hearing date, mail the 14-day notice if any written requests for a notice have been filed. The public hearing must be held during a regularly scheduled board meeting. In addition, we recommend that this letter be sent to the city council, the board of supervisors, the city and county building department officials who issue building permits in the district, and to other school districts within the district's boundaries.
2. We suggest that the person who mails out the notice sign a proof of service. File the proof of service with the agenda minutes of the next board meeting.
3. Ten days prior to the hearing, have the Developer Fee Justification Study available to the public.
4. We suggest that a secretary sign a declaration identifying the documents available for inspection.
5. On or before a date 10 days prior to the hearing, publish a newspaper notice in a newspaper regularly published in the district once a week or more.
6. Seven days after the first newspaper publication, publish the notice a second time.
7. Obtain proof of publication from the newspaper and file this proof of publication with the agenda or the minutes of the meeting.
8. Three days before meeting, post the agenda notice pursuant to the Brown Act. We suggest that the person who posts the agenda notice sign a declaration of posting and file the declaration with the agenda or minutes.
9. On the hearing date, present oral and written justification for increasing fees to the board. Request the board adopt the resolution.
10. Established/increased fees take effect 60 days after adoption of resolution to establish/increase fees.

After the Hearing Date:

1. Send resolution(s), justification study, and a map of the district to the city council(s), board of supervisors, and the local planning department(s) officials in charge of issuing building permits in the district.
2. Maintain accounting procedures and record retention policies so that the district can account for post January 1, 1989 fees separately, in accordance with the provisions of AB 1600. Be prepared to retain all documents for at least five years.
3. Prepare a report detailing fee activity for each separate account within 180 days from the close of each fiscal year. Schedule item regarding report at a regularly scheduled board meeting not less than 15 days after the report is made available for public review. Fifteen day notices must be mailed to interested parties.

2017-18 ACCOMPLISHMENTS
2017-18 GUSD Goals (adopted 12/13/17)

1. Develop an academically excellent rigorous program for all students.

a. Fully implement common core, continue adopting curriculum

- ELA adoption process conducted from 16-17 to 17-18 with Hillcrest staff.
- ELA adoption process was conducted during 17-18 with Gravenstein staff.
- The ELA adoption process was facilitated by a SCOE ELA Specialist
- GUSD staff was provided professional development from the publishers during the pilot process

- Study Sync was selected and adopted in 17-18
- Wonders and Open Court were piloted
- Open Court was adopted in 17-18 for K-5
- World of Wonder was adopted in 17-18 for TK

• Additional supplementary computer based programs were provided by the District, to support learning in ELA, Math, and Science: e.g. IXL; Flocabulary; and Pear Deck.

• Because textbook companies have not yet published materials based on the new Next Generation of Science Standards (NGSS) teachers in grade-level teams (K-8) worked together on Early Release Days in 17-18 to procure and develop supplemental Science resources based on the Next Generation of Science Standards (NGSS).

b. Explore summer school (remediation, marketing for enrollment)

• Launched Kindergarten Discovery! with a two-day Kindergarten Kick-Off camp the summer of 2018

• Provided a 1st – 3rd grade “school readiness camp” summer of 2018

c. Incorporate LCAP Goals

- Successfully completed the LCAP goals in terms of curriculum; professional development; facility improvements; providing extra services for students in the following sub-groups: EL, low SES; and foster youth. (See LCAP docs for more details.)

d. Explore expansion to incorporate STEAM programming

- Planned roll out of STEAM program in 17-18 for launch in the 2018-19 year at Hillcrest for all 6th graders.
- Staff and Administration attended STEAM professional development.
- Installed STREAM Lab at Hillcrest summer 2018

e. Align enrichment offerings to the District's core programming philosophy

- The District offered a variety of enrichments to support our Arts magnet and STREAM programming such as the following: Music, Fine Arts, Dance, Drama, Mr. Science, Lego Robotics, and Physical Education.

f. Review and improve Spanish program

- GUSD continued to offer Spanish language instruction for Enrich! students K-8, and all 6-8th grade students.
- The elementary program is strong. We are looking for a new 7-8th grade Spanish teacher for 2018-19.
- Our Spanish Teacher attended professional development in Spanish instruction.
- Considered redesigning the Middle School master schedule to allow students to specialize more in areas of interest. So a student who likes Spanish can take it more times per week, and a student with no interest in Spanish does not have to take it. They can take more music, for example. Or a student below grade level proficiency could be offered Directed Studies in lieu of another academic enrichment like Spanish.

- More work can be done in the area of foreign language. The latest surveys showed that providing Spanish instruction was a low priority for parents and staff. Consider other languages?

2. Maintain fiscal responsibility and solvency

- a. Maintain optimal enrollment in alignment with facility capacity and academic goals

- Enrollment has maintained or increased in the last two years.
- Kindergarten enrollment is full for 2018-19 (in a year when kindergarten numbers are down County-wide).

- b. Active marketing program

- Developed Hillcrest website and trained staff to provide web master services
- Provided weekly, informative “Monday Message” newsletter, with photos to highlight District events and accomplishments.
- Created new advertising brochures and flyers
- Advertized Gravenstein & Kinder Discovery! and Hillcrest & STEAM in the following places: Press Democrat; Sonoma Family Life Magazine and Online Fun Blast; Facebook ads

- c. Develop reserve strategy

- A Board Ad hoc committee was formed at the 2/21/18 Board meeting to allow two Board members to work directly with the District CBO to develop a reserve strategy.
- The Board implemented a reserve strategy designed to set aside funds for the following: facilities, program stability & expansion, and a “rainy day” fund.

- d. Update district Technology Plan

- Technology in the District has been upgraded in the following ways: expanded computer technology to TK-2 grade classrooms; installed Meraki switches to increase speed; and expand IT infra-system;
- Hired a successful IT service provider, and maintained consistently reliable technology access in the classrooms.
- New copiers installed in both school offices.
- The District websites were updated to meet new ADA accessibility requirements.
- The written Technology Plan will be updated in 18-19 to reflect all the IT improvements in the District.

e. Revise and update the facility master plan

- Facility master plan was reviewed and updated in 17-18.
- The District completed the following facility projects: Gravenstein Phase 2; the Shade Structure; the Prop 39 study and plan; and began Phase 3-Gravenstein gym; and Phase 4 -Hillcrest Improvements in June 2018.

3. Recruit, prepare, and retain excellent staff

a. Retain quality staff at the same rate to other districts

- Assessed and supported new staff members during their probationary period

b. Foster a culture of professional growth among staff to develop a community of learners

- All staff members were encouraged to take professional development opportunities that are directly tied to the work they do and their professional development goals.

- Staff attended training in a wide variety of subjects including the following: NGSS; Engineering/Maker; writers' workshop; Restorative Justice; BTSA; STEM; mindfulness; APY; Escape; ACES, and more.

c. Individual and District-wide staff development plan, including regular evaluation and feedback

- Principals completed school site staff evaluations, and the Superintendent completed evaluations of District staff.

- Staff are given the opportunity to meet with their supervisor to identify and develop annual professional development goals.

- Staff were encouraged to attend professional development in their personal goal areas of focus.

4. Promote a unified and collaborative district, community, & staff

a. Develop communication plan that informs and engages staff and parents, minimizes misinformation, and promotes the District mission and accomplishments.

- Provided weekly, informative "Monday Message" newsletter, with photos to highlight District events and accomplishments. Monday Message is posted on the District website too.

- Developed District LEA Plans (e.g. Safety Plan; Single Plan for Student Achievement; School Accountability Report Card SARC; Local Control Accountability Plan LCAP) in collaboration with District stakeholders.

- Posted District LEA Plans on the website.

- Added a communication broadcast system to the District system, to more effectively reach out to parents and staff.

- Partnered with MPF and GSF to inform the school community regarding District events and programs.

- Provided reports at monthly meetings with stakeholders to ensure clear communication and promote the District mission.

- Opportunities for stakeholder to provide input included: GUSD Board meetings, GSF Board meeting; MPF Board meeting; Superintendent Advisory; Site Council/LCAP Advisory; Traffic Committee; Dual Program Town Hall; Leadership Team (dual program inquiry); and Kindergarten Discovery! stakeholder committee.

- Added computer software and equipment to the Beyond the Bell program, to facilitate ability for parents to check students in and out and pay for childcare using a credit card.

- b. Staff works in grade level teams to plan and deliver equitable learning opportunities for all students in a given grade level.

- Accomplishments made on this goal in the areas of grade level field trips and the new pilot programs in Kindergarten Discovery! and 6th grade STEAM.

- c. Encourage District foundations to develop joint activities for community building

- GSF and MPF collaborated on the Family Fire Relief Fund and Staff Appreciation Week in 17-18.

5. Support social emotional growth of student in positive healthy environment

- a. Investigate new social emotional curriculum K-8

- Purchased updated Second Step curriculum

- b. Investigate offering school counseling services

- Temporary services were arranged via CPI and our District School Psych. New Counselor, Amy Gloeckner starts in 18-19.

- c. Reduce number of behavioral referrals

- Behavior referrals have been reduced as I have worked with Student Study Teams, including the School Psychologist who can create

Behavior Support Plans that can reduce behavior triggers and redirect students successfully.

d. Continue to encourage pro-social characteristics

- The new “Choose Kindness” theme selected District-wide, provided a platform to discuss pro-social characteristics each month and support the lessons with assemblies, student recognition awards, and memorable activities (e.g. Henry One lands at Gravenstein for “courage” month).

Gravenstein USD Board & Superintendent Goals 2017-18

1. Continue to provide a rigorous academic program that supports all students in achieving their full potential.

- a. Fully implement common core, continue adopting curriculum
- b. Expand summer school offerings (remediation, marketing for enrollment)
- c. Incorporate LCAP Goals
- d. Explore expansion of STEAM programming
- e. Align enrichment offerings to the District's core programming philosophy
- f. Review and improve Spanish program
- g. Adopt NGSS materials as they become available
- h. Evaluate the success of current programming, including the Kindergarten Discovery! pilot, and plan next steps for expansion of opportunities for all students.

2. Maintain fiscal responsibility and solvency

- a. Maintain optimal enrollment in alignment with facility capacity and academic goals
- b. Develop and implement active marketing program
- c. Review reserve strategy annually
- d. Update district Technology Plan
- e. Revise and update the facility master plan

3. Recruit, prepare, and retain excellent staff

- a. Provide a positive District culture that helps recruit and retain staff.
- b. Foster a culture of professional growth among staff to develop a community of learners
- c. Provide individual and District-wide staff development plan, including regular evaluation and feedback

4. Promote a unified and collaborative district, community, & staff

- a. Develop communication plan that informs and engages staff and parents, minimizes misinformation, and promotes the District mission and accomplishments.
- b. Staff works in grade level teams to plan and deliver equitable learning opportunities for all students in a given grade level.
- c. Facilitate District foundations in developing joint activities for community building
- d. Work collaboratively with staff to meet the needs of District students.

- e. Provide stakeholders with opportunities to give the District feedback.

5. **Support social emotional growth of student in positive healthy environment**

- a. School Counselor supports implementation of social emotional curriculum, K-8
- b. Provide support to students with behavioral needs
- c. Continue to implement pro-social characteristics via annual and monthly themes, assemblies and events.

Gravenstein USD Board & Superintendent Goals 2017-18

1. Continue to provide a rigorous academic program that supports all students in achieving their full potential.

- a. Fully implement common core, continue adopting curriculum
- b. Expand summer school offerings (remediation, marketing for enrollment)
- c. Incorporate LCAP Goals
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4. Promote a unified and collaborative district, community, & staff

- a. Develop communication plan that informs and engages staff and parents, minimizes misinformation, and promotes the District mission and accomplishments.
- b. Staff works in grade level teams to plan and deliver equitable learning opportunities for all students in a given grade level.
- c. Facilitate District foundations in developing joint activities for community building
- d. Work collaboratively with staff to meet the needs of District students.

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e. Provide stakeholders with opportunities to give the District feedback.

5. Support social emotional growth of student in positive healthy environment

a. School Counselor supports implementation of social emotional curriculum, K-8

b. Provide support to students with behavioral needs

c. Continue to **implement** pro-social characteristics **via annual and monthly themes, assemblies and events.**

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