

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

REGULAR GOVERNING BOARD
MEETING AGENDA

Wednesday, January 17, 2018

4:45 PM

Gravenstein School, Rm. 13

I. CALL TO ORDER

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

II. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

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 is not required to 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. CLOSED SESSION

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

1. Conference with Labor Negotiator

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

IV. OPEN SESSION

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

V. CONSENT AGENDA

ACTION ITEM

A. Approve agenda order

B. Minutes of regular Board mtg. Dec 13, 2017

C. Warrants/Payroll

D. Donations

a. Thank you to Karyn Pulley for the donation of \$250 to the GUSD Music program, in memory of Rev. John Kienitz.

E. Approve Williams Quarterly Report for the period ending Dec 31, 2017

a. No complaints

Action taken/comments:

Motion _____ Second _____ Vote _____

VI. REPORTS AND ORAL COMMUNICATIONS

A. Gravenstein Union Teachers' Association

B. School Site Council

GRAVENSTEIN UNION SCHOOL DISTRICT
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- C. GSF/MPF
- D. Trustee Reports
- E. Hillcrest Principal Report
- F. Gravenstein Principal Report
- G. Superintendent Report
 - 1. 2017-18 Enrollment report
 - 2. Transportation JPA Update
 - 3. Update on modernization funding with Jack Schreder & Associates
 - 4. Phase II update
 - 5. Shade structure update Installation started Mon., Dec 4, 2017
 - 6. Review Basic Aid Supplemental Funding for GUSD
 - 7. Update on School Counselor hiring process
 - 8. Update on installing window blinds on both campuses
 - 9. Developer Fee Study

VII. GENERAL

- A. Rescind 12/13/2017 Decision to Expand Discovery! to 1st Grade in 2019-20**
The Board will consider whether to rescind action taken at a previous meeting that may have been improperly agendized.

Action taken/comments:

Motion _____ Second _____ Vote _____

- B. Extension of Discovery! Program to 1st Grade in 2019-20**
The Board will consider whether to extend the recently adopted Kindergarten Discovery! program to 1st grade for the 2019-20 school year.

Action taken/comments:

Motion _____ Second _____ Vote _____

- C. Procedures to Develop Programs to Serve All Students**
The Board will consider procedures to study and develop program options in the future that engage, enrich, and support all GUSD students.

Action taken/comments:

Motion _____ Second _____ Vote _____

- D. Options to Evaluate Success of Kindergarten Discovery! Program**
The Board will consider options to evaluate the new Kindergarten Discovery! program, including a Superintendent or Board committee.

Action taken/comments:

Motion _____ Second _____ Vote _____

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E. Consider Approval of Development of STEAM Instructional Model for 6th Grade at Hillcrest for the 2018-19 School Year

In an effort to improve the learning experience for all Sixth grade students; increase enrollment at the middle school; and align to the Common Core and Next Generation Science Standards, the Hillcrest Sixth Grade teaching team and Principal David Fichera recommend the expansion of our current academic offerings to include a STEAM (Science Technology Engineering Arts and Math) instructional model for all Sixth Graders in 2018-19. STEAM represents an approach to learning that is interdisciplinary and emphasizes hands on activities to encourage active learning through inquiry and discovery.

Action taken/comments:

Motion _____ Second _____ Vote _____

F. Update Administrative Regulation AR 5111—Admissions

The Board will review and update Administrative Regulation AR 5111 as needed, including a procedure to establish charter school admissions and lottery deadlines.

Action taken/comments:

Motion _____ Second _____ Vote _____

G. Set Deadlines for Charter School Admissions and Lotteries

The Board will set deadlines for charter school admissions and lotteries.

Action taken/comments:

Motion _____ Second _____ Vote _____

H. Update Board Bylaw BB 9010—Public Communication

The Board will review and update Board Bylaw BB9010—Public Communications, as needed.

Action taken/comments:

Motion _____ Second _____ Vote _____

I. Consider Development of School Gardening Program

The Board will consider the development of a school gardening program at one or both campuses.

Action taken/comments:

Motion _____ Second _____ Vote _____

VIII. BUSINESS & FACILITIES

GRAVENSTEIN UNION SCHOOL DISTRICT
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A. Phase III and Phase IV Update

Architect Doug Hilberman will provide an update on the Phase III project at Gravenstein Elementary School and the Phase IV project at Hillcrest Middle School.

Action taken/comments:

Motion _____ Second _____ Vote _____

B. Approve School Psychologist Contract

The Board will be asked to approve a revised contract with Jack Correia to provide School Psychologist and Counseling services for the 2017-18 school year.

Action taken/comments:

Motion _____ Second _____ Vote _____

C. Approval of Updated Classified Salary Schedule

The Board will be asked to approve a revision to the classified salary schedule that is required due to a minimum wage increase as of Jan 1, 2018.

Action taken/comments:

Motion _____ Second _____ Vote _____

D. Approve School Counselor Job Description

The Board will be asked to approve the job description for the School Counselor position.

Action taken/comments:

Motion _____ Second _____ Vote _____

E. Approval of School Counselor Salary Schedule

The Board will be asked to approve a school counselor salary schedule. After four rounds of interviews we have been unable to hire a school counselor, in part due to salary.

Action taken/comments:

Motion _____ Second _____ Vote _____

F. Review & Accept Annual Facility Inspection Reports

Supt. Schwinn will review the Facility Inspection Report completed by Brian Sposato, Head of Maintenance. Supt. Schwinn will discuss the results of the inspection.

Action taken/comments:

Motion _____ Second _____ Vote _____

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G. Acceptance and Certification of June 30, 2017, Fiscal Year Financial Audit

The Board will be asked to approve the Financial Audit report prepared by Roatch Accountancy:

Action taken/comments:

Motion _____ Second _____ Vote _____

H. Acceptance and Certification of June 30, 2017, Fiscal Year Measure M Bond Performance Audit

The Board will be asked to approve the Measure M Bond Performance Audit report prepared by Roatch Accountancy:

Action taken/comments:

Motion _____ Second _____ Vote _____

I. Acceptance and Certification of June 30, 2017, Fiscal Year Measure M Bond Financial Audit

The Board will be asked to approve the Measure M Bond Financial Audit report prepared by Roatch Accountancy:

Action taken/comments:

Motion _____ Second _____ Vote _____

J. Approve Public Disclosure of Proposed Collective Bargaining Agreement per AB1200

The Board will be asked to approve a public disclosure document regarding its proposed collective bargaining agreement with the Gravenstein Union Teachers Association (GUTA) for the period July 1, 2017, through June 30, 2020.

Action taken/comments:

Motion _____ Second _____ Vote _____

K. Approve GUTA Contract for 2017 - 2020

The Board will be asked to approve a collective bargaining agreement with the Gravenstein Union Teachers Association (GUTA) for the period July 1, 2017, through June 30, 2020.

Action taken/comments:

Motion _____ Second _____ Vote _____

L. Approve Salary Increase for Unrepresented Groups

The Board will be asked to approve, for the 2017-18 school year, a one-time, off-schedule payment of 4% of each employee's base salary to all unrepresented employees who are not GUTA members.

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Action taken/comments:

Motion _____ Second _____ Vote _____

M. Approve Notice of Completion for Silver Creek

The Board will be asked to approve the notice of completion, attesting that the portable buildings they installed as part of Phase 2 have finally been completed according to requirements, and therefore Silver Creek may be paid in full for the contracted amount.

Action taken/comments:

Motion _____ Second _____ Vote _____

N. Approve Contract with Stephen Roatch Accountancy

The Board will be asked to approve year 3 of 3 of the contract with Stephen Roatch Accountancy for annual District audit services.

Action taken/comments:

Motion _____ Second _____ Vote _____

O. Approve Resolution # 180117-1 to Move Resources to Fund 40

The Board will be asked to approve Resolution # 180117-1, to move resources from the unallocated fund balance to Fund 40 to cover costs of Phases 3 & 4 of the District's facility improvement projects.

Action taken/comments:

Motion _____ Second _____ Vote _____

P. Consider Date for February Regular Board Meeting

The regular Board meeting falls on the second Wednesday of each month. In February, the second Wednesday falls on Feb 14, 2018, Valentine's Day. The Board will review whether we would have a quorum for a meeting at its regularly scheduled date and time or consider moving the February meeting to another date.

Action taken/comments:

Motion _____ Second _____ Vote _____

IX. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

X. 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

GRAVENSTEIN UNION SCHOOL DISTRICT
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SEBASTOPOL, CA 95472

- Represented Employees: Gravenstein Union Teachers Assoc.
- 2. Superintendent Evaluation

XI. OPEN SESSION

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

XII. FUTURE BOARD MEETINGS:

Next Regular Board Meeting: Feb 14, 2018 (scheduled)— 5:00 PM

XIII. ADJOURNMENT

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

GRAVENSTEIN UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
MINUTES

December 13, 2017

V B

I. CALL TO ORDER

Pres. Horn called the meeting to order at 5:07 PM. Clerk Beck and Members Koelemeijer, Appling, and Schwartz present.

II. PUBLIC INPUT ON ITEMS NOT ON THE AGENDA

Vy Le-Morse reported that the GSF Family Fire Relief Committee has collected \$15,000 in donations and gift cards. They anticipate raising \$1,300 from t-shirt sales.

Kate Crandall invited the board members to next Wednesday's Kindergarten Nutcracker performance, 5:00 at Gravenstein.

An audience member brought up the idea of having a school garden. She would like the board to consider having a discussion on hiring someone to coordinate these efforts.

An audience member brought up a board conversation from last year about ways to improve the playgrounds. Jennifer Schwinn announced that the feedback from that meeting was incorporated into the site plan.

III. Annual Reorganization Meeting

A. **The Board will elect trustees to fill the following positions:**

i. **Board President**

Member Koelemeijer proposed that Jim Horn remain president and Clerk Beck seconded. 5-0 yes.

ii. **Board Clerk**

President Horn proposed that Clerk Beck remain board clerk and Member Appling seconded. 5-0 yes.

iii. **Voting Representative on the Sonoma County Committee on School District Organization**

President Horn nominated Member Appling as the representative and Member Schwartz as the alternate. Clerk Beck seconded. 5-0 yes.

iv. **Alternative Rep. for So. Co. Committee on School district Organization**

President Horn moved to keep the meetings at 5:00 PM on the second Wednesday of the month at Gravenstein School, Room 13. Member Koelemeijer seconded. 5-0 yes.

IV. APPROVAL OF CONSENT AGENDA

- I. **Approval of Agenda Order**
- II. **Minutes of regular Board meeting Nov. 8 & Special mtg. Nov. 30, 2017**
- III. **Warrants/Payroll**
- IV. **Ratify MOU with Redwood Credit Union to receive \$500 in Visa gift cards to distribute to each GUSD student who lost their home in the recent fires.**
- V. **Donations**
 - A. **Acknowledge and accept a donation of \$309.90 to the District from the Rotary Club of Sebastopol for**

President Horn moved to approve the consent agenda. Member Schwartz seconded. 4-0 yes. (Member Appling had stepped out of the room briefly.)

V. REPORTS/CORRESPONDENCE

A. GUTA Report

Christina Urmini presented.

B. School Site Council

The next meeting will be in January 2018.

C. GSF/MPF

GSF- Elena Ghiradelli shared the success of the pancake breakfast. She thanked Lacey Whaley for her service as GSF treasurer and shared the news of Lacey's resignation. She then welcomed Tim Allen as the new treasurer.

MPF- Vy Le-Morse shared that Tim Allen resigned as treasurer.

D. Trustee Reports

Member Koelemeijer shared that she attended a STEAM symposium and expressed her hope that this approach be embraced by the district.

Member Schwartz shared that he attended the Pancake Breakfast and enjoyed the Hillcrest Jazz Band performance.

Member Appling attended the Gravenstein Winter Concert.

E. Hillcrest Report

As Principal Fichera was unable to attend this meeting, he arranged for Student Eddie Borba and Teacher-in-Charge Allison Rich to speak on his behalf.

Eddie Borba, student council representative/ secretary, gave the presentation on student activities. Hillcrest is currently collecting for a

canned food drive, tomorrow is the Hillcrest Winter concert, and the season has begun for Girls Volleyball.

Allison Rich is the designated Teacher-in-Charge. She reported on curriculum. Hillcrest is piloting the McGrawHill ELA program titled Study Sync. Staff are also working toward implementing NGSS (Next Generation Science Standards) and staff have attended professional development. Principal Fichera attended an administrator's training on NGSS and Teachers Kelly Sporrer and Sergio Blanco are participating in ongoing professional development through SCQE.

F. Gravenstein Principal Report

Principal Keri Pugno reported on K/5 Recess Buddies, canned food drive, and the December theme of Imagination- Pajama Day on Dec 21. Curriculum updates included professional development support for NGSS

G. Superintendent Report

1. 2017-18 Enrollment report

Included in packet

2. Transportation JPA Update

Superintendent Schwinn reported on West County Transportation Agency updates.

3. Update on modernization funding with Jack Schreder & Associates

Staff believes that Schreder has received all necessary information.

4. Phase II update

Wanda has not yet received the sign-off for Silver Creek modulars.

5. Shade Structure update

Construction has begun and the concrete is currently setting.

(Clerk Beck left the meeting at 8:35 PM.)

VI. BUSINESS & Facilities

A. Phase III and Phase IV Update

Doug Hilberman reported on updates on the Phase III project at Gravenstein and Phase IV at Hillcrest. The scope of Phase IV (at Hillcrest) includes photovoltaic solar panels in parking lot, replacing the main electrical switchboard, an ADA- accessible path to the lower fields and lower basketball courts, and Prop 39 lighting

upgrades.

B. Ratify contract with Counterpoint to oversee the Lease-Lease Back process

President Horn moved to ratify the contract. Member Appling seconded. 4-0 yes.

C. Review Phase III Lease-Leaseback Process and Approve Lease-Lease Back Contractor Selection Criteria

President Horn moved that the board authorize the creation of a site committee to oversee the Lease-Leaseback Contractor Selection process and Member Schwartz seconded. 4-0 yes. The committee consists of Superintendent Schwinn, CBO Holden, Facilities Director Sposato, and members Appling and Horn.

D. First Interim Report for 2017-18 School Year (This Item considered out of order, earlier in the meeting)

CBO Holden presented the report and answered questions from the board. The board questioned if the projected spending was mainly due to STRS/PRS increases. Member Koelemeijer requested additional information about the history of the district's deficit spending, a budget that shows the breakdown of the one-time expenditures, and when we began receiving Basic Aid supplement. President Horn moved to approve the First Interim Report with a Positive Certification and Member Schwartz seconded. 5-0 yes.

E. Approve an MOU with Cal State TEACH Re: Student Teacher

Superintendent Schwinn explained that the student teacher would be working in Allison Rich's classroom. Member Koelemeijer moved to approve an MOU with Cal State Teach, pending the clearance of the student teacher's fingerprints. Member Schwartz seconded. 4-0 yes. (Clerk Beck absent)

F. Approve Resolution #171213-1 Accounting of Development Fees

CBO Holden presented and answered questions on the reports. Member Koelemeijer moved to approve the Resolution #171213-1. Member Appling seconded. 4-0 yes

VII. General

A. Review and Approve 17-18 District & Superintendent Goals

Member Koelemeijer proposed a draft of the Board Strategic Goals and Mission Statement. The board reviewed the draft included in the board packet. Corrections were made to the Board Goals draft to more accurately reflect the discussion at the retreat. (Supt Schwinn recorded the changes in her board packet-page 84.) President Horn moved to approve the 17-18 District & Superintendent Goals.

Member Appling seconded. 4-0 yes.

B. Dual Program Stakeholder Committee Report and Possible Approval of Kindergarten Discovery! Pilot Program for 2018-19
(This item considered out of order, earlier in the meeting)

Gravenstein Principal Pugno presented the Kindergarten Discovery! program. Handouts were provided detailing key components of the pilot program and possible advertising materials. Member Appling moved to approve the Kindergarten Discovery! Pilot Program for the 2018-2019 year and approve to go forward with the program with at least a first grade program in 2019-2020 and explore the process for program expansion in 2020-2021. President Horn seconded. 5-0 yes.

Member Schwartz requested Wanda to come back with projections and present to the board at the next meeting :

1. If total donations from MPF parent organization decreased 10%
2. If total donations from MPF parent organizations decreased 30%

Superintendent Schwinn will come back to the board with a rough schedule of a timeline on planning for the first grade expansion. The suggestion of this spring for planning was raised by Supt Schwinn.

Member Koelemeijer expressed interest in continuing the Dual-Program Committee when ready to discuss the larger, future expansion.

C. Approve AR 3311.2 Bids

President Horn moved to adopt AR 3311.2. Member Appling seconded. 3-0 yes. (Member Koelemeijer abstained.)

D. Approve Moving Regular January Meeting to January 17

Member Appling moved to approve moving the regular January meeting to January 17 at 5:00 PM. Member Schwartz seconded. 4-0 yes.

The board held a discussion on the timeline of board packet delivery.

Member Appling requested that the charter admittance policy (lottery system) be put on the next board meeting's agenda.

- VIII. **PUBLIC COMMENT ON ITEMS IN CLOSED SESSION** No public comment received.
- IX. **ADJOURN TO CLOSED SESSION** Adjourn to close session at 9:55 PM.
With respect to every item of business to be discussed in closed session pursuant to Section 54957.6
 - A. **Public Employee:**
 - I. Approve hiring of full-time School Counselor
 - B. **Conference with Labor Negotiator**
District Negotiator: Jennifer Schwinn, Superintendent
Represented Employees: Gravenstein Union Teachers Association
 - C. **Public Employee Discipline/Dismissal/Release**
 - D. **Superintendent Evaluation**
- X. **RECONVENE TO OPEN SESSION** No reportable action taken.
- XI. **Future Board Meetings:**
 - A. Next Regular Board Meeting: Jan 17, 2018— 5:00 PM
- XII. **ADJOURNMENT @ 10:28 PM**

V C

Gravenstein Union School District
November Payroll Report

January 17, 2018 Regular Board Meeting

Certificated Salary & Benefits

Regular: \$	445,150.53
Supplemental: \$	10,177.53

Classified Salary & Benefits

Regular: \$	85,288.49
Supplemental: \$	1,375.72

Total Salary & Benefits

\$	541,992.27
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Checks Dated 12/01/2017 through 12/31/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1606080	12/01/2017	Clover-Storretta Farms Inc.	13-4700	Milk Purchases 2017-18		60.00
1606081	12/01/2017	Ximena Moreno Nuna	04-5880	6th Grade Volleyball		10.00
1606082	12/01/2017	Office Depot	01-4359	Instructional Supplies	12.88-	
1606083	12/01/2017	Pacific Gas & Electric	03-4359	Instructional Supplies	56.97	44.09
			01-5520	Light Poles at Grav Elem 2017-18	1.77	
			03-5520	Light Poles at Grav Elem 2017-18	20.35	22.12
1606084	12/01/2017	Sonoma County Office Of Ed.	01-5862	Fingerprinting for staff & volunteers for 2017-18	25.20	
			03-5862	Fingerprinting for Enrich Parent Volunteers	154.70	
				Fingerprinting for staff & volunteers for 2017-18	302.40	
				Fingerprinting for Traditional Parent Volunteers	511.70	
			04-5862	Fingerprinting for Enrich Parent Volunteers	27.30	
				Fingerprinting for staff & volunteers for 2017-18	176.40	
				Fingerprinting for Traditional Parent Volunteers	90.30	1,288.00
1606085	12/01/2017	Verizon	01-5912	Sup't Phone & Tablet Service for 2017-18	4.90	
			03-5912	Sup't Phone & Tablet Service for 2017-18	59.86	
			04-5912	Sup't Phone & Tablet Service for 2017-18	33.37	98.13
1606740	12/06/2017	AXIA	40-6210	Modernization - Hillcrest Middle Improvements	9,549.42	
			40-6215	Gravenstein Modernization, Phase III (Part 2)	220.44	9,769.86
1606741	12/06/2017	Clover-Storretta Farms Inc.	13-4700	Milk Purchases 2017-18		130.50
1606742	12/06/2017	Gopher	04-4310	Hillcrest PE Equipment		993.05
1606743	12/06/2017	Office Depot	01-4350	Classroom and Dist. Office supplies	6.19	
			01-4359	Instructional Supplies	20.03-	
			01-4370	Facial Tissues for all sites	9.09	
			03-4310	Classroom and Dist. Office supplies	34.68	
				Toner for computer lab	313.34	
			03-4350	Classroom and Dist. Office supplies	75.57	
			03-4359	Instructional Supplies	82.91	
			03-4370	Facial Tissues for all sites	110.78	
			03-4390	Classroom and Dist. Office supplies	59.19	
			03-5826	Classroom and Dist. Office supplies	32.64	
			04-4310	Classroom and Dist. Office supplies	15.24	

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 12/01/2017 through 12/31/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1606743	12/06/2017	Office Depot	04-4350	Classroom and Dist. Office supplies	42.12	
			04-4370	Facial Tissues for all sites	61.74	
			04-4440	Projector Screen-McDonald	82.70	906.16
1606744	12/06/2017	Really Good Stuff Inc.	03-4310	Class Supplies-Hansen		37.06
1606745	12/06/2017	Nancy Ricciardi	01-5830	Ricciardi Art Program-Grav/HC 2017-18	104.68	
			03-5830	Ricciardi Art Program-Grav/HC 2017-18	1,390.70	
			04-5830	Ricciardi Art Program-Grav/HC 2017-18	799.62	2,295.00
1606746	12/06/2017	SyTech Solutions	01-5830	Document Management Services 2017-18	12.52	
			03-5830	Document Management Services 2017-18	152.81	
1606747	12/06/2017	West Sonoma County Disposal	04-5830	Document Management Services 2017-18	85.17	250.50
			01-5560	2017-18 West Sonoma County Disposal-Gravenstein	27.17	
			03-5560	2017-18 West Sonoma County Disposal-Gravenstein	360.94	
1608261	12/13/2017	Calif Dept of Parks and Rec	04-5560	2017-18 West Sonoma County Disposal-Hillcrest	216.72	604.83
			03-4310	Petaluma Adobe 4th grade	80.00	
			03-5826	Petaluma Adobe 4th grade	80.00	
1608262	12/13/2017	J. Stanley Correia	01-5830	17-18 Special Ed Psych Services	27.20	160.00
			03-5830	17-18 Special Ed Psych Services	312.80	
			04-5830	17-18 Special Ed Psych Services	340.00	680.00
1608263	12/13/2017	Houghton Mifflin Harcourt	03-4110	Holt McDougal -See Attached- Brown,Davis, Sully		3,117.76
1608264	12/13/2017	Pearson Clinical Assessment	03-4310	Gate Testing Materials		746.25
1608265	12/13/2017	The Critical Thinking Co	04-4310	Critical Thinking Materials		44.47
1608266	12/13/2017	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	423.38	
			04-5631	Copier Lease at schools and DO for 2017-18	246.97	705.63
1608267	12/13/2017	Bernadette R. Prunetti Jones	04-4310	Reimbursement for Classroom Supplies		217.02
1608268	12/13/2017	ACSIG	01-9573	Employee's Dental Plan Coverage 2017-18		7,534.80
1608269	12/13/2017	Ally Technology Consulting LLC	01-5840	IT Consultant 2017-18	248.18	
			03-5840	IT Consultant 2017-18	3,202.50	
1608270	12/13/2017	Clover-Stormetta Farms Inc.	04-5840	IT Consultant 2017-18	1,799.32	5,250.00
1608271	12/13/2017	Kenwood Fence Co. Inc.	13-4700	Milk Purchases 2017-18		94.50
			40-5600	Fence for Shade Area Construction		2,519.00

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

Checks Dated 12/01/2017 through 12/31/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1608272	12/13/2017	Office Depot	01-4359	Instructional Supplies	9.77-	
			03-4359	Instructional Supplies	37.01	27.24
1608273	12/13/2017	Pacific Gas & Electric	01-5520	Electric and Gas for 2017-18 Gravenstein	213.10	
			03-5520	Electric and Gas for 2017-18 Gravenstein	2,452.78	
			04-5520	Electric and Gas for 2017-18 @ Hillcrest	2,874.25	
				Electric and Gas for 2017-18 Gravenstein	28.29	5,568.42
1608274	12/13/2017	Ray Morgan Company	01-4390	Staples for Copiers	126.77	
			03-4390	Staples for Copiers	9.55	136.32
1608275	12/13/2017	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 17-18		1,830.40
1608276	12/13/2017	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2017-18	21.65	
			03-5530	Gravenstein Elem Water Service for 2017-18	249.01	
			04-5530	Hillcrest Water Service for 2017-18	235.08	505.74
1608277	12/13/2017	Michelle A. Sprinkle	03-4310	Science Supplies		81.43
1608278	12/13/2017	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2017-18	20.65	
			03-5911	Gravenstein AT&T CALNET 3 Charges 2017-18	254.64	
			04-5911	Gravenstein AT&T CALNET 3 Charges 2017-18	123.33	
1608279	12/13/2017	AT&T	04-5620	Hillcrest AT&T CALNET 3 Charges 2017-18	61.20	459.82
			01-5862	Maintenance Contract for Hillcrest Phone System	6.40	1,365.12
1608280	12/13/2017	Dept Of Justice, Accdg Office	03-5862	Fingerprinting for staff & volunteers 2017-18	78.08	
			04-5862	Fingerprinting for staff & volunteers 2017-18	43.52	128.00
1608281	12/13/2017	DPR c/o Fort Ross SHP	03-5826	17-18 Fort Ross Trip T Davis	200.00	
			04-5880	17-18 Fort Ross Trip T Martinez	200.00	400.00
1608282	12/13/2017	Tallulan Kuula	03-5202	Ref for Volleyball 12/6/2017		25.00
1608283	12/13/2017	Sonoma County Office Cf Ed.	03-5826	Living 21st Century Science-Nordstrom		225.00
1608284	12/13/2017	Cheryl Wagner	40-5830	Story Teller Budderball the Clown		125.00
1610260	12/20/2017	Brelle & Race Consulting Engin	03-5806	Hillcrest MS Topographic Design Surveys		5,000.00
1610261	12/20/2017	West Sonoma County Union High	01-4390	MOU btwn WSCG & Grav 2017-18 for TM	.66	19,740.33
1610262	12/20/2017	Renee L. Lott	03-4390	Zip Lock Baggies	8.67	9.33

20

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.

020 - Gravenstein Union School District

Generated for Wanda Holden (WLHOLDEN), Jan 12 2018 12:44PM

Checks Dated 12/01/2017 through 12/31/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1610263	12/20/2017	Office Depot	01-4359	Instructional Supplies	138.28	
			03-4359	Instructional Supplies	102.82	
			04-4310	Instructional Supplies	100.83	
			04-4359	Instructional Supplies	1.51	343.44
1611270	12/27/2017	ACSIG	01-9573	Employee's Dental Plan Coverage 2017-18	4,650.00	7,774.00
1611271	12/27/2017	Asbestos Control Cariker	03-5830	Asbestos Abatement Gravenstein	2,150.00	
			04-5830	Asbestos Abatement-Hillcrest	28.29	6,800.00
1611272	12/27/2017	Business Card	01-4362	DISTRICT & SITE MAINT	7.24	
			01-4380	DISTRICT & SITE MAINT	345.10	
			03-4362	DISTRICT & SITE MAINT	96.12	
			03-4380	DISTRICT & SITE MAINT	192.35	
1611273	12/27/2017	California's Valued Trust	04-4380	DISTRICT & SITE MAINT	453.58	1,122.68
			01-9572	Employee's CVT Health Plan Coverage 2017-18		43,985.00
1611274	12/27/2017	Murray Building, Inc.	21-6200	Grav Elem Modernization Phase II	19,994.79	
			40-6200	Grav Elem Modernization Phase II	192,043.21	212,038.00
1611275	12/27/2017	U.S. Bank Corporate Payment	01-4390	Staff Dev	4.00	
			03-4390	Staff Dev	48.76	
			04-4110	FLOCCABULARY	96.00	
			04-4390	Staff Dev	27.18	
1611276	12/27/2017	PG&E CFM/PPC Department	04-5202	STEAM CONF	345.00	520.94
			01-5830	Interconnection Request Fees	10.15	
			03-5830	Interconnection Request Fees	134.85	
			04-5830	Interconnection Request Fees	145.00	290.00
1611277	12/27/2017	Amy Estrada	04-5880	Referee for Volleyball	25.00	
1611278	12/27/2017	Analytical Sciences	03-5830	Water testing for Grav 2017/18	82.00	
1611279	12/27/2017	Clover-Stormeta Farms Inc.	13-4700	Milk Purchases 2017-18	118.50	
1611280	12/27/2017	Counterpoint Construction Services, Inc.	40-6210	Clerical Hours 8.5 Principal 3 hrs.	33.81	1,062.50
1611281	12/27/2017	Epic Sports Inc.	01-4310	Volleyballs and Soccer balls-PE	296.58	
			03-4310	Volleyballs and Soccer balls-PE	24.82	305.57
1611282	12/27/2017	Gopher	03-4310	PE Equipment	69.03	30.29
1611283	12/27/2017	Granger Inc.	01-4380	Maintenance Supplies at Gravenstein	917.06	986.09
1611284	12/27/2017	LACO Associates	40-6230	Special Inspect & Testing @ Grav shade structure	825.00	
1611285	12/27/2017	MCI Comm Service	12-5911	Daycare Phone Line for 2017-18	13.55	

2

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 12/01/2017 through 12/31/2017

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1611286	12/27/2017	Pitney Bowes	01-5950	Postage for Postage Meter	21.05	
			03-5950	Postage for Postage Meter	256.80	
			04-5950	Postage for Postage Meter	143.14	420.99
1611287	12/27/2017	Sateway	12-4390	Daycare Supplies & Snacks for 2017/18		216.04
1611288	12/27/2017	Santa Rosa City Schools	13-4710	Lunch Program for 2017-18		6,834.00
1611289	12/27/2017	Solutions West	01-5830	Board Workshop on Goal Setting	50.00	
			03-5830	Board Workshop on Goal Setting	610.00	
			04-5830	Board Workshop on Goal Setting	340.00	1,000.00
1611290	12/27/2017	Sonoma County Office Of Ed.	01-5830	MOU for Payroll Support Services	20.90	
			03-5830	MOU for Payroll Support Services	254.98	
			04-5830	MOU for Payroll Support Services	142.12	
			04-5880	2017-18 Junior High 7-8 Spelling Bee- Hillcrest	85.00	503.00
1611291	12/27/2017	Stephen Roatch Accountancy	01-5821	2016/17 Bond Audit	190.00	
			01-9510	2016-17 Audit Contract	73.50	
			03-5821	2016/17 Bond Audit	2,318.00	
			03-9510	2016-17 Audit Contract	882.00	
			04-5821	2016/17 Bond Audit	1,292.00	
			04-9510	2016-17 Audit Contract	514.50	
				Total Number of Checks	64	363,772.47

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Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	32	62,619.18
03	Gravenstein Elementary Chartr	40	46,406.15
04	Hillcrest Middle Charter	29	16,090.51
12	Child Development Fund	2	229.59
13	Cafeteria Fund	5	7,237.50
21	Building	1	19,994.79
40	Special Reserve-capital Proj	6	211,219.57
	Total Number of Checks	64	363,797.29
	Less Unpaid Sales Tax Liability		24.82
	Net (Check Amount)		363,772.47

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.

V D

Dave

Please accept this donation in
memory of Rev. John Kienitz. Please
use it in the music department, \$250.00

Family: Beverly Kienitz
954 Etta Ct
Rohnert Park CA 94928

Happy New Year

Karyn Pulley

LAWRENCE B PULLEY
KARYN DIANE PULLEY
6390 SAN RAFAEL CT (707) 584-8233
ROHNERT PARK, CA 94928

5508

11-35/1210 CA
36000

12-31-17

Date

Pay to the Order of Hillcrest Middle

\$ 250.00

Two hundred fifty

Dollars

Photo
Safe
Deposit
Outside on back

Bank of America

ACH R/T 121000358

For _____

Karyn Pulley

RP

1: [REDACTED]

Refer to Dia

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SCHOOL & COLLEGE LEGAL SERVICES

OF CALIFORNIA

Santa Rosa Office
 5350 Skyplane Blvd., Santa Rosa, CA 95403
 Phone: 707-524-2690
 Fax: 707-578-0517

2017-2018 Workshops
 as of November 15, 2017

Eureka Office
 901 Myrtle Avenue, Eureka, CA 95501
 Phone: 707-441-3997

Sonoma County Office of Education 5340 Skyplane Blvd., Santa Rosa, CA 95403

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
November 16, 2017 10:00 a.m. - 12:00 p.m. \$30	Sexual Harassment Prevention ²	Monica D. Batanero	K-12/CCD Supervisory personnel including District Board Members	Oak Rooms D&E
November 29, 2017 9:00 a.m. - 12:00 p.m. \$45	Common Special Education Mistakes Leading to Litigation ¹	Jennifer E. Nix	K-12 Special Education Staff	Oak Rooms D&E
November 30, 2017 9:00 a.m. - 12:00 p.m. \$45	Special Education Mental Health Issues ¹	Monica D. Batanero & Jennifer E. Nix	K-12 Special Education Staff	Redwood Room C
December 5, 2017 1:00 p.m. - 4:00 p.m. \$45	Layoffs 101 (Classified & Certificated)	Carl D. Corbin	K-12/CCD Staff responsible for layoffs.	Oak Rooms D&E
December 7, 2017 9:00 a.m. - 12:00 p.m. \$45	Bullying, Cyberbullying & Student Free Speech ¹	Loren W. Soukup & Damara L. Moore	K-12/CCD Superintendents, Student Services Directors, and Site Administrators	Oak Rooms D&E
December 8, 2017 9:00 a.m. - 1:00 p.m. \$60	Title IX Part 4: Additional Title IX Challenges for Community Colleges	Mia N. Robertshaw & Ellie R. Austin	CCD Administrators, Title IX Coordinators, Deputy Title IX Coordinators, and Equity and Inclusion Staff	Oak Rooms D&E
December 12, 2017 9:00 a.m. - 10:30 a.m. \$25	Recent Developments in Website Accessibility***	Ellie R. Austin	K-12/CCD District Web Specialists, Technology Coordinators, Equity/Inclusion Staff, & ADA/504 Coordinators	Redwoods Rooms A&B

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
December 13, 2017 9:00 a.m. - 12:00 p.m. \$45	Special Education Hot Topics ¹	Jennifer E. Nix	K-12 Special Education Staff	Oak Rooms D&E
December 15, 2017 9:00 a.m. – 3:00 p.m. \$75	Human Resources – Personnel Academy****	Carl D. Corbin & Mia N. Robertshaw	K-12 Staff responsible for HR matters.	RESIG 5760 Skylane Blvd Suite 100 Windsor, CA San Andreas Room
December 19, 2017 9:00 a.m. – 12:00 p.m. \$45	Comprehensive Review and Practical Guidance on Student Discipline ¹	Monica D. Batanero & Nancy L. Klein	All school site and district administrators who have student discipline responsibilities K-12	Oak Rooms D&E
January 11, 2018 9:00 a.m. - 12:00 p.m. \$45	Section 504 of the Rehabilitation Act of 1973 ¹	Carl D. Corbin	All certificated staff would benefit, especially Administrators and School Psychologists. K-12	Oak Rooms D&E 2
January 17, 2018 9:00 a.m. - 12:00 p.m. \$45	Charter Schools, Special Education and LEA Responsibility ¹	Jennifer E. Nix	District Administrators in Districts that have authorized charter schools, Special Education Administrators, and Charter School Special Education Personnel. K-12	Redwood Rooms A&B
January 31, 2018 1:00 p.m. - 3:00 p.m. \$30	18+ Year Student Issues ¹	Monica D. Batanero & Steven P. Reiner	Teachers, Administrators, and those who interact with students who have reached the age of 18. K-12	Oak Rooms D&E



DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
February 6, 2018 9:00 a.m. - 11:00 a.m. \$30	How to Respond to a Public Records Act Request***	Frank Zotter, Jr.	K-12/CCD Administrators, Deputy/Asst. Administrators, Business Managers, and lower-level administrative staff	Redwood Rooms A&B
February 20, 2018 4:00 p.m. - 7:00 p.m.	Legal Hot Topics for Board Members: Transgender Issues, Social Media, Digital Responsibility and More*	Carl D. Corbin	K-12 Board Members and Superintendents	Redwood Rooms A&B
February 22, 2018 8:00 a.m. - 10:00 a.m.	Review of New Legislation Impacting Education for 2018 – SCASA Breakfast***	Carl D. Corbin	K-12 Board Members and Superintendents	Redwood Rooms A&B
February 27, 2018 9:00 a.m. - 12:00 p.m. \$45	Student Discipline Including Special Education ¹	Carl D. Corbin	K-12 Administrators, school psychologists, and special education teachers	Oak Rooms D&E 29
March 6, 2018 1:00 p.m. - 4:00 p.m. \$45	Campus Security ²	Frank Zotter, Jr. & Erin E. Stagg	K-12/CCD Administrators, Deputy/Asst. Administrators, Business Managers, and lower-level administrative staff	Redwood Room C
March 14, 2018 9:00 a.m. - 12:00 p.m. \$45	School Site Administrators: Advanced Special Education Topics ¹	Jennifer E. Nix	K-12 School Site Administrators	Oak Rooms D&E
March 21, 2018 4:00 p.m. - 7:00 p.m.	Review of New Legislation Impacting Education for 2018 – Board Members***	Carl D. Corbin	K-12 Board Members and Superintendents	Oak Rooms D&E
March 28, 2018 2:00 p.m. - 4:00 p.m. \$30	Sexual Harassment Prevention ²	Monica D. Batanero	K-12/CCD Supervisory personnel including District Board Members	Redwood Rooms A&B



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OF CALIFORNIA

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
April 3, 2018 9:00 a.m. - 12:00 p.m. \$45	Employee Health Leave Rights and Employer Responsibilities ²	Nancy L. Klein	Any administrator or employee responsible for monitoring or approving employee leaves or for providing notices related to health leaves.	Oak Rooms D&E
April 10, 2018 9:00 a.m. - 12:00 p.m. \$45	Public Contracting ²	Loren W. Soukup & Erin E. Stagg	Superintendents, Business Managers, and Facility Directors	Oak Rooms D&E
April 11, 2018 10:00 a.m. - 12:00 p.m. \$30	Workplace Investigations***	Monica D. Batenero	Site administrators, HR Staff, Title IX Coordinators, any others who might conduct investigations.	Oak Rooms D&E 23
★ April 19, 2018 9:00 a.m. - 12:00 p.m. \$45	Brown Act, Ethics, and Conflicts of Interest ²	Frank Zotter, Jr.	Board Members, Administrators, Deputy/Asst. Administrators, and Business Managers	Redwood Rooms A&B
★ May 3, 2018 9:00 a.m. - 12:00 p.m. \$45	Preschool Special Education A-Z ¹	Jennifer E. Nix	School Site Administrators	Redwood Room C
★ May 16, 2018 1:00 p.m. - 3:00 p.m. \$30	Sexual Harassment Prevention ²	Monica D. Batenero	K-12/CCD Supervisory personnel including District Board Members	Redwood Rooms A&B

Workshop dates and times subject to change.

Check <http://www.sclscal.org> for more details regarding the above programs and registration.

* Workshop is sponsored by the Sonoma County Office of Education. Please visit www.scoe.org for registration.

SCLS

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OF CALIFORNIA



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Workshop Attendees and Attendees' Email Addresses field is required.

Review of New Legislation Impacting Education for 2018 (K-12)

Workshop Date/Time:

Feb 20 2018 - 9:00am to 12:00pm

The anticipated audience and the instructional materials are intended for K-12.

Board Members and Superintendents

Review of New Legislation Impacting Education for 2018

February 20, 2018

9:00 a.m. to 12:00 p.m.

Topics:

New legislation

New legal decisions

Miscellaneous issues

Location:

Sonoma County Office of Education
5340 Skylane Boulevard, Santa Rosa, California 95403
Oak Rooms D & E

Presented by:

Carl D. Corbin, General Counsel

products and services Offerings for governance teams, school districts and county offices of education

Product Summary

SHOP (.../CSBASTORE.ASPX)



2018 Institute for New and First Term Board Members (Jan. 26-27, 2018 - Sacramento)

Price: \$325.00

[LOGIN TO CONTINUE](#)

Description

Register now online, or by downloading the **registration form**
(<https://www.csba.org/~/media/CSBA/Files/trainingandevents/regforms/generalregform.ashx>).

Institute for New and First-Term Board Members - Sacramento

The roles and responsibilities of a school board member are diverse, oftentimes complex, and always important. This innovative two-day seminar outlines four major areas of board responsibility and authority to help you determine how you can be effective and make the greatest impact in your district or county office. Areas of focus include effective governance, finance, student learning and human resources.

Superintendents – attend with your new board member(s) and your registration is complimentary. New board members must be registered first, then use the promotional code – SUPERDISCS – to register the Superintendent.

Location: Hyatt Regency Sacramento Hotel, 1209 L Street, Sacramento, CA 95814

Schedule: Registration opens at 8:00 a.m. Conference begins at 8:30 a.m.
Conference ends at 4:30 p.m.

Registration fee: \$325 through January 19, 2018 / Late registration: \$350 (Fee includes materials, lunch both days, and refreshments)

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products and services Offerings for governance teams, school districts and county offices of education

Product Summary

SHOP (../CSBASTORE.ASPX)



2018 The Brown Act (Jan. 26, 2018 - Sacramento)

Price: \$185.00

[LOGIN TO CONTINUE](#)

Description

Register now online, or by downloading the **registration form** (<https://www.csba.org/~media/CSBA/Files/trainingandevents/regforms/generalregform.ashx>).

Brown Act: Sacramento - What You Need to Know

Board members, board presidents, superintendents and executive assistants often have questions about the Brown Act and its guidelines for open meetings. Attend this interactive evening session and find out everything you need to know and more about this complex act including how to apply the law. Don't let this opportunity pass you by.

Location: Hyatt Regency Sacramento Hotel, 1209 L Street, Sacramento, CA 95814

Schedule: Registration opens at 5:00 p.m.; workshop is 5:30 – 8:30 p.m.

Registration fee: \$185 through January 19, 2018 / Late registration: \$210 (Fee includes materials and refreshments)



California County Boards of Education
California Council of School Attorneys
Education Legal Alliance

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- [Golden Bell Awards program](#)
- [Governance Briefs](#)



products and services Offerings for governance teams, school districts and county offices of education

Product Summary

SHOP (../CSBASTORE.ASPX)



2018 Institute for New and First Term Board Members (Mar. 2-3, 2018 - Anaheim)

Price: \$325.00

LOGIN TO CONTINUE

Description

Register now online, or by downloading the [registration form](https://www.csba.org/~media/CSBA/Files/trainingandevents/regforms/generalregform.ashx)
(<https://www.csba.org/~media/CSBA/Files/trainingandevents/regforms/generalregform.ashx>).

Institute for New and First-Term Board Members -Anaheim

The roles and responsibilities of a school board member are diverse, oftentimes complex, and always important. This innovative two-day seminar outlines four major areas of board responsibility and authority to help you determine how you can be effective and make the greatest impact in your district or county office. Areas of focus include effective governance, finance, student learning and human resources.

Superintendents – attend with your new board member(s) and your registration is complimentary. New board members must be registered first, then use the promotional code – SUPERDISCA – to register the Superintendent.

Location: Sheraton Park Hotel at the Anaheim Resort, 1855 S. Harbor Blvd., Anaheim, CA 92802

Schedule: Registration opens at 8:00 a.m./ Workshop is 8:30 a.m. – 4:30 p.m. both days.

Registration fee: \$325 through February 22, 2018 / Late registration: \$350 (Fee includes materials, lunch both days, and refreshments)

34

V E

Williams Settlement Quarterly Uniform Complaint Report - October 1, 2017 - December 31, 2017

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

* Required

Name of District *

Gravenstein Union

Name and Title of Person Reporting *

Renee Lott District/School Secretary

Phone Number *

707-823-5361

Email Address *

rlott@grav.k12.ca.us

INSTRUCTIONAL MATERIALS *

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

TEACHER VACANCY AND/OR MISASSIGNMENT *

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

FACILITIES *

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

36

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

TEACHER VACANCY AND/OR MISASSIGNMENT

Complaint Details

Your answer

FACILITIES

Complaint Details

Your answer

CAHSEE Intensive Instruction and Services

Complaint Details

Your answer

SUBMIT

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Google Forms



Because learning changes ev

VI F

QUOTE PREPARED FOR:

Gravenstein School District
3840 TWIG AVE
SEBASTOPOL, CA 95472
ACCOUNT NUMBER: 247107

SUBSCRIPTION/DIGITAL C

Keri Pugno
kpugno@grav.k12.ca.us
(707) 823-5361

CONTACT:

Keri Pugno
kpugno@grav.k12.ca.us
(707) 823-5361

SALES REP INFORMA

Julie Roberts
julie.roberts@mheducation.c

Section Summary	Value of All Materials	Free Materials
Open Court Reading @ 2016	\$111,283.38	(\$102,010.38)
PRODUCT TOTAL*	\$111,283.38	(\$102,010.38)
ESTIMATED S&H**		
ESTIMATED TAX**		
GRAND TOTAL*		

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.

**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes are not included in the quote to tax charges will be applied at time of order.

Comments:

Approved by Director Amanda Dempsey. This quote is apart of a pilot agreement with items to be backed billed in May of 2018.

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO:

McGraw-Hill Education | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 12/20/2017

ACCOUNT NAME: Gravenstein School District

EXPIRATION DATE:

QUOTE NUMBER: ADEMP-12202017-003

ACCOUNT #: 247107

PAGE #:



Because learning changes ev

QUOTE PREPARED FOR:

Gravenstein School District
3840 TWIG AVE
SEBASTOPOL, CA 95472
ACCOUNT NUMBER: 247107

CONTACT:

Keri Pugno
kpugno@grav.k12.ca.us
(707) 823-5361

Table with 2 columns: Item Description and Amount. Rows include VALUE OF ALL MATERIALS, FREE MATERIALS, PRODUCT TOTAL, ESTIMATED SHIPPING & HANDLING, ESTIMATED TAX, and GRAND TOTAL.

SUBSCRIPTION/DIGITAL CONTACT:

Keri Pugno
kpugno@grav.k12.ca.us
(707) 823-5361

Comments:

Empty rectangular box for comments.

* Price firm for 45 days from quote date. Price quote must be attached to school purchase order to receive the quoted price and free materials.
**Shipping and handling charges shown are only estimates. Actual shipping and handling charges will be applied at time of order. Taxes are not included in the quote to tax charges will be applied at time of order.

Terms of Service:

Placing an order for digital products (the 'Subscribed Materials'), the entity that this price quote has been prepared for ('Subscriber') agrees to be bound by the Terms of Service...

ATTENTION: In our effort to protect our customer's data, we will no longer store credit card data in any manner within in our system. Therefore, as of April 30, 2016 we will no longer accept credit card orders via email, fax, or mail/package delivery.

School Purchase Order Number: P18-60351

Signature of Keri Pugno
Name of School Official (Please Print) Keri Pugno principal

Signature of School Official

PLEASE INCLUDE THIS PROPOSAL WITH YOUR PURCHASE ORDER

SEND ORDER TO: McGraw-Hill Education | PO Box 182605 | Columbus, OH 43218-2605
Email: orders_mhe@mheducation.com | Phone: 1-800-338-3987 | Fax: 1-800-953-8691

QUOTE DATE: 12/20/2017 ACCOUNT NAME: Gravenstein School District EXPIRATION DATE:
QUOTE NUMBER: ADEMP-12202017-003 ACCOUNT #: 247107 PAGE #:

GRAVENSTEIN UNION SCHOOL DISTRICT

VI G 1

January	2018											Totals
Teachers		TK	K	1	2	3	4	5	6	7	8	
Tomsky	TK	17										17
Redfern		5	14									19
Trivunovic			13									13
Crandall	ENRICH!		16									16
Briggs	ENRICH!		17									17
Candau	ENRICH!			21								21
Lannon	ENRICH!			20								20
Delloso				18								18
Clement				19								19
Debolt	ENRICH!				21							21
Basque	ENRICH!				21							21
Otterson				20								20
Sprinkle				18								18
Mattish	ENRICH!					21						21
Nordstrom	ENRICH!					21						21
Barrera						18						18
Haas						22						22
Brown	ENRICH!						26					26
Sully	ENRICH!						25					25
Martinez							19					19
Davis							20					20
Urmini	ENRICH!							25				25
Hansen	ENRICH!							26				26
Grimm								24				24
Helton									18			18
Kinman									15			15
Dexter	ENRICH!								26			26
Rich	ENRICH!								26			26
Collins	ENRICH!									24		24
Clements	ENRICH!									23		23
McDowell										21		21
Sotiras										20		20
Cole											15	15
Johnson	ENRICH!										15	15
Sporrer	ENRICH!										22	22
McDonald											13	13
Jex-Lewis											12	12
Gravenstein Campus		22	60	78	80	82	90	75				487
Hillcrest Campus									85	88	77	250
January	2018	22	60	78	80	82	90	75	85	88	77	737
January	2017	16	79	82	81	82	69	78	79	88	84	738
January	2016	4	96	76	84	71	78	76	89	84	77	735
January	2015		94	79	68	69	68	74	71	84	84	691
January	2014		100	61	70	64	69	64	74	101	108	711
January	2013		75	68	69	61	68	69	85	111	101	707
January	2012		80	71	61	68	64	86	90	92	78	690
January	2011		67	54	62	52	83	73	83	75	91	640
January	2010		56	61	48	76	69	69	65	84	92	620

2017
487
251
738

42

P-1 ADA Percent of Attendance Comparison to Prior Year		
---	--	--

	2016-17	2017-18	Change
Grav 1st	94.10%	94.08%	-0.02%
Grav Elem	95.80%	95.80%	0.00%
Hillcrest	95.63%	95.66%	0.03%
	Total		0.01%

	2016-17	2017-18
Average	95.18%	95.18%

P-1 ADA Comparison to Prior Year

District

2016-17	2017-18	
36.86	35.81	-1.05

Gravenstein

2016-17	2017-18	
425.31	424.3	-1.01

Hillcrest

2016-17	2017-18	
234.53	241.78	<u>7.25</u>

5.19

**WEST COUNTY TRANSPORTATION AGENCY
AGENDA ITEM BACKGROUND**

ITEM NUMBER: 5.1: Executive Director's Report

DATE OF BOARD MEETING: 1/10/18

School Bus Driver Recruitment

- Job fair schedule for end of January 2018 and May 2018
- Bus Driver class in February 2018
- No reduction of drivers due to retirement/resignation/dismissal since last board meeting
- 4 Drivers promoted from Class C to Bus Driver
- 5 Driver Trainees driving Class C

Routing and Scheduling

We received several update and new request just prior to and during the break for start a date of January 8th. Due to vacations and illnesses our routing team was behind schedule with implementing the large number of January 8th start date.

School Bus Camera Systems

Installation of camera systems started in November and has been very slow over the Holiday break. Approximately 35 buses have had installation completed.

GPS

Retrofit upgrade with our existing vendor is going well. It is anticipated that installations will be complete by January 10, 2018. Upon completion we will begin to phase in the new features of the hardware and software.

Basic Aid Supplement Funding (Charter School)

The School District Basic Aid Supplement Funding (BA Supplement Funding) exhibit calculates Basic Aid Supplement funding for eligible school districts pursuant to *Education Code (EC) Section 47663(c)*. School Districts that are basic aid (excess tax) before charter school in-lieu of taxes transfers are eligible to receive supplemental funding for pupils attending the district's charter school(s) that reside in and are eligible to attend a school that is outside of the school district's boundaries.

Basic Aid Supplement Funding is limited to the amount of reimbursement provided due to the loss of local revenue from non-resident (out of district) pupils attending the school district's charter schools. (PRINCIPAL APPORTIONMENT EXHIBIT REFERENCE GUIDES FISCAL YEAR 2016-17, February 2017)

Basic Aid Supplemental (BAS) Funding:

- In-lieu tax transfers are made which provide tax revenue to the charter schools based on the LCFE calculator formulas.
- The in-lieu tax transfer means that there is a loss of local revenue for the District schools (Gravenstein First & Gravenstein Community Day).
- The Basic Aid Supplemental Funding makes up for the District's loss of local revenue by providing the District with up to 70% of the State Aid funding that the district of residence would have received for the students from outside the District who are attending the charter schools in the District.
- If the District of Residence is or becomes Basic Aid, then it does not receive State Aid and GUSD does not receive the 70%.

This is One-Time Money:

- There are currently no plans to change the law which provides the Basic Aid Supplemental Funding. This is the good news.
- On the other hand, the reason why SCOE advises that districts use these funds as one-time money, is because the funding formula includes variables which districts have no control over.
 - District local tax revenue can be volatile
 - District of residence tax revenue – also volatile
 - District and district of residence enrollment and ADA
- Due to these variables, the amount of funding received may fluctuate too greatly to be counted on for ongoing district expenditures.
- The funding formula is currently calculated at 70% however this percentage can change.

How Can Districts Use One-Time Money?

- One-time money means that even though the funds are received throughout the year based on the Principal Apportionment Reporting of the Average Daily Attendance (ADA) for students who reside outside of the district, the funds should not be budgeted in the current year or for ongoing expenses.
- It is alright to budget a portion of the projected funds in the current year as long as there is a contingency plan for a loss of revenue and as long as the funds are not used for ongoing expenses. The Board of Trustees can approve a conservative percentage to budget.

How Can Districts Use One-Time Money from Prior Years?

Prior year Basic Aid Supplemental Funding

- May be assigned by the District Superintendent to be used for specific priorities
- May be committed by the Board of Trustees to fund District priorities such as construction, facilities maintenance, funding Other Post Employment Benefits (OPEB) which are currently unfunded liabilities, or for projected increases to STRS & PERS
- Should still not be budgeted for ongoing expenses such as salaries and benefits but can be budgeted for one-time expenditures such as:
 - Contractors/Consultants
 - Field Trips
 - Educational Supplies
- If the Multi Year Projection expense budgets utilizes BAS funding in subsequent years, the District should develop an actionable contingency plan for expenditure reductions as well as a committed reserve.
 - Separate additional programmatic expenses from those that are for the core program

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Summary of Fund Balance as of First Interim

Components of Ending Fund Balance	2017-18	2018-19	2019-20
Revolving Cash (Non-spendable)	\$ 1,000	\$ 1,000	\$ 1,000
Restricted Reserve	\$ 378,359	\$ 354,627	\$ 322,723
Other Assignments (Object 9780)			
2015/16 Basic Aid Supplemental	\$ 1,068,391	\$ 1,068,391	\$ 1,068,391
2015/16 Mandated Cost 1X Dollars	\$ 362,851	\$ 362,851	\$ 362,851
2016/17 Textbook Carryover	\$ 128,000	\$ 128,000	\$ 128,000
2016/17 Basic Aid Supplemental	\$ 1,673,613	\$ 1,673,613	\$ 1,673,613
2016/17 Mandated Cost 1X Dollars	\$ 150,775	\$ 150,775	\$ 150,775
Reserve for Economic Uncertainty	\$ 292,427	\$ 299,175	\$ 306,417
Unassigned/Unappropriated 9790	\$ 3,781,200	\$ 3,518,306	\$ 3,248,312
Ending Fund Balance	\$ 7,836,615	\$ 7,556,738	\$ 7,262,083

Assume transfer to Fund 40 from Unassigned/Unappropriated of \$2,012,719

Assume increased expense for one-time current year certificated salary increase \$153,018

Assume "me too" increase for all unrepresented staff \$50,988

Projected new Unassigned/Unappropriated ending fund balance = \$1,564,475

Projected new total ending fund balance for 2017-18 = \$5,619,890

Blind Options Classrooms

Option 1 Hunter Douglas Duette commercial ¾" fabric honey comb fabric blinds

Can be up to a 12' span, however not recommended (recommend two window span) Vertical pull down (Not available as horizontal pull)

Pros:

Quicker action to pull down/
Insulation quality for room comfort
Better overall look

Cons:

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

Option 2 Roller shades

Pros:

Very durable
Lower cost about ½ the cost

Cons:

Longer time to raise and lower (about 20 seconds per section)
Not as visually pleasing
No thermal value

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.	ORDER NO.
8645	

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

57

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

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**PROPOSAL/AGREEMENT TO PREPARE
DEVELOPER FEE JUSTIFICATION STUDY
for
GRAVENSTEIN UNION SCHOOL DISTRICT**

Prepared by:

Jack Schreder & Associates, Inc.
2230 K Street
Sacramento, California 95816
(916) 441-0986

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PURPOSE OF PROJECT

The objective of this project is to determine if a reasonable relationship exists between new residential, commercial, and industrial development and the need for new and/or reconstructed school facilities in the Gravenstein Union School District. The study will be documented to provide the District with the justification necessary to levy developer fees as authorized by Education Code Section 17620. The report will comply with any new legislative requirements to date, including SB 1693 and AB 3081 requirements.

PROJECT METHODOLOGY

The project that Jack Schreder & Associates, Inc. is proposing will be comprised of the following separate components:

- Component A:** Projection of the residential, commercial, and industrial development.
- Component B:** Identification of student yield factors for residential, commercial, and industrial development.
- Component C:** Generation of enrollment projections based on natural growth and new residential development.
- Component D:** Identification of existing facility capacity, facility needs, and facility costs based on enrollment projections. Class size reduction implementation may affect District capacity.
- Component E:** Preparation of documentation in compliance with current developer fee law.

COMPONENT A

In order to identify the projected student impact of residential, commercial, and industrial development, it is necessary to assess the impact of development. This component of the study will identify the level of future residential, commercial, and industrial development anticipated to occur in the District.

As required to justify developer fees, the specific steps in this component are:

- Identify approved and tentative development projects on file with the county and city planning departments where applicable.
- Identify development potential for vacant and under-developed land.
- Identify city building densities, current zoning, and master plan designations to establish build-out potentials.
- Provide development projections for single family residential and multiple family residential development. Provide projections of commercial and industrial development by category.
- Determine the development impact on the District when pre-existing dwelling units are demolished and replaced by reconstructed dwelling units as it occurs within the District boundaries.
- Project fee revenues for residential, commercial and industrial based on the current maximum fee.

District responsibility: Provide information regarding current and future projected residential development known to the District.

COMPONENT B

State default student yields will be utilized or student generation rates (SGR's) will be calculated to project the student impact of future development. The commercial/industrial SGR's will address employee generation factors, as provided by the San Diego Traffic Generation documentation (17621(e)(1)(B)).

COMPONENT C

Enrollment projections for the District will be provided which are based on the levels of new residential development identified in Component A and the SGR's identified in Component B. The enrollment projections will utilize a cohort survival methodology and proposed residential development where applicable.

District responsibility: Provide demographic information, including CBEDS enrollment for the current school year. Enrollments must be provided by grade level.

COMPONENT D

Once the enrollment projections are established, the District's ability to house future enrollments will be analyzed. The capacity of the District facility will be identified and future enrollments will be "loaded" into the facilities to determine if, and when, the capacity at each grade level organization will be exceeded. The effects of class size reduction program implementation will be determined. Costs for providing new facilities will be provided on a per dwelling unit, per student, and per square foot basis.

In addition to establishing the District's future facility needs and costs, the available facility funding sources will be identified.

District responsibility: Provide a schematic fire drill map or SP1A of each District site, including any closed or unused sites. The schematic should include current class use, District loading policy, and any limitation to housing additional students (classroom use or school site size.) Portable classrooms must be identified for each site, including use, and ownership; if they are leased, terms of lease must be provided.

COMPONENT E

The information and conclusions identified in Components A through D will be included in a report to be delivered to the District upon completion of the project. The report will comply with the requirements of Education Code Section 17620.

CONSULTING FEES

Jack Schreder & Associates, Inc. will provide analysis in the form of a final report for the district. One (1) draft copy of the report will be made available for review to the district. After district review, ten (10) copies of the final report will be provided to the district. Jack Schreder & Associates, Inc. will provide step-by-step instructions to implement the fees. Model resolutions and Board policies for the public hearing process and the establishment of developer fees will also be provided.

<u>Gravenstein Union School District</u>	<u>Price</u>
Developer Fee Justification Study	\$3,825

Note: Education Code Section 17620(a)(5) provides that developer fee revenues may be used to pay for the cost of preparing developer fee justification documentation.

As a courtesy at **no cost to the District**, Jack Schreder & Associates, Inc. will provide a template for your District's 5-year plan as required by Government Code Sections 66006 and 66001. This plan is updated each year and must be available for public review by December 26th (180 days after close of previous fiscal year).

Upon the District's request, Jack Schreder & Associates, Inc. will assist the District with completing the plan. The cost for such assistance is \$165/hour, not to exceed 16 hours.


Additional Considerations

- The quoted price does not include attendance at the Board meeting when the report is presented; this is an additional optional cost for the District.
- Visitations to the district following the completion of the draft will be reimbursed to the Consultant in the amount of \$165 an hour including travel time.
- Reproduction costs of the draft and final reports will be reimbursed to the Consultant. At the District's request, a "camera-ready" copy can be provided.
- Express mail expenses will be documented and reimbursed to the Consultant.

TIME SCHEDULE

The draft report which will include baseline data regarding District capacity, student yield information, classroom loading policies and class size reduction will be determined within 60 days of a signed agreement and receipt of requested information. The final report will be completed 15 days after receipt of the final draft from the District.

This agreement is between the Gravenstein Union School District and Jack Schreder & Associates, Inc.



Jennifer Schwinn
Superintendent
Gravenstein Union School
District

1/5/18
Date



Jack Schreder
Jack Schreder & Associates, Inc.

December 26, 2017
Date

VII B



Kindergarten Discovery! Announcement

Gravenstein Union School District <mail@notify.onecallnow.com>

Mon, Jan 1, 2018 at 2:18 PM

Reply-To: jschwinn@grav.k12.ca.us

To: "Schwinn, Jennifer" <jschwinn@grav.k12.ca.us>

Notification from: Gravenstein Union School District

Announcing Our New Kindergarten Discovery! Pilot Program for the 2018-19 School Year

Kindergarten Open House on Saturday, January 27, 2018, at 10 AM

On January 1, 2018, we'll begin accepting enrollment applications for our new Kindergarten Discovery! program for the 2018-19 school year. All kindergarten age students are eligible to enroll.

Registration packets are available on our website [here](#), or in the school office.

This exciting new Kindergarten Discovery! program will replace our current Traditional and Enrich! programs for kindergarten only. All students will experience a different enrichment activity each day, along with a range of local field trips, special guests and presentations throughout the school year. The kindergarten day will be the same length for all students.

We'll hold a Kindergarten Open House at Gravenstein Elementary School on Saturday, January 27 at 10:00AM. Our kindergarten teaching staff and administration will introduce the features of this exciting new unified program for all kindergarten students. We encourage all parents of kindergarten-aged students to attend!

Check out the flyer to learn more!

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Kindergarten Discovery!

A Program at Gravenstein Elementary School



- ✓ Energetic & passionate teachers!
- ✓ Beautiful, rural school setting!
- ✓ Engaging curriculum to address all abilities!
- ✓ Bathrooms in each Kinder classroom.
- ✓ Age appropriate exposure to technology.
- ✓ Separate lunch/recess schedule.
- ✓ Affordable before/after school care.

ALL Kindergarten students receive weekly activity lessons in: Art, Music, Spanish, PE, Dance, Drama, Garden, and Hands-On Science.



Contact Principal Keri Pugno for more info or to book a tour:
(707) 823-5361 | kpugno@grav.k12.ca.us

Kinder & TK Open House

January 27, 2018, 10:00-11:00 AM

Gravenstein Elementary School: 3940 Twig Avenue, Sebastopol, CA 95472



Priority Registration

January 1 - February 15, 2018

Paperwork available at www.grav.k12.ca.us or in the school office



What's New About Kindergarten Discovery!

Discovery! will be an extended day program for all kindergarteners, with added emphasis on creative arts, just

like the current kindergarten Enrich! program. But our teachers felt that the current 45-minute daily enrichment period is a bit too long for our kindergarteners, so we're shortening it to 30 minutes.

As with the current Enrich! program, all Discovery! students will receive weekly activity lessons in art, music, Spanish, PE, dance, drama, library and hands-on science.

How We Got Here

Last spring, the District created a stakeholder committee to review the concept of a unified, arts-enriched kindergarten for all students. This committee, including teachers, foundation members, District board members and administrators, developed a parent survey and explored the ability of the District and our foundations to financially sustain the higher level of activities and field trips of a unified kindergarten program.

After reviewing the survey and committee recommendations, the District Board voted at its December 13 meeting to approve the Kindergarten Discovery! pilot program for the 2018-19 school year.

At the same meeting, the Board also voted to extend the Discovery! program to first grade in 2019-20 and continue exploring options for a unified program in all grades going forward. In taking the additional action, the Board wanted to reassure incoming kindergarten parents that their students would continue to receive a rigorous, extended-day program beyond kindergarten. However, our legal counsel has determined that the actions concerning first grade and above exceeded the scope of the posted public agenda item and therefore would require reconsideration at a future, properly-agendized meeting.

Next steps:

The new Discovery! is a pilot program. We want to study how the program works for all of our students, parents and staff in the 2018-19 school year.

At our next District Board meeting on January 17, 2018, we will discuss and possibly take action on steps to continue the Discovery! model for all students entering the 1st grade for the 2019-20 school year. The Board may also discuss student access to enrichments and field trips District-wide for higher grade levels. As always, all are invited to this public Board meeting. We will post the meeting agenda on the District website by the end of day January 12, 2018.

To ensure that you continue to receive these emails, please add mail@notify.onecallnow.com to your Email Address Book.

To unsubscribe to notifications from Gravenstein Union School District, please [click here](#).

Message delivered to you by One Call Now. If you have any questions or are interested in the notification services provided by One Call Now for schools, employers, property managers, religious groups, sports teams, and businesses, please visit our web site www.onecallnow.com or contact our friendly **Client Services Folks** at 1-877-698-3262.

View our [privacy policy](#).

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Jennifer Schwinn <jschwinn@grav.k12.ca.us>

Wed, Jan 3, 2018 at 9:36 PM

To: Desiree Beck <dbeck@grav.k12.ca.us>, Gregory Appling <gappling@grav.k12.ca.us>, Jim Horn <jhorn@grav.k12.ca.us>, Steve Schwartz <sschwartz@grav.k12.ca.us>, Jennifer Koelemeijer <jkoелеmeijer@grav.k12.ca.us>

[Quoted text hidden]

Jennifer Schwinn
Superintendent

Gravenstein Union School District
3840 Twig Ave.
Sebastopol, CA 95472
(707) 823-7008

Jennifer Schwinn <jschwinn@grav.k12.ca.us>

Wed, Jan 3, 2018 at 9:38 PM

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Expanded Enrich! Scenarios

Based on MPF 2017-18 Budget

Expenditures Budget	2017-18	Enrich! for All Estimate	Cost to District for					
			50/50	60/40	70/30	80/20	90/10	
Payroll	\$ 213,000.00	\$ 426,000.00	\$ 213,000.00	\$ 255,600.00	\$ 298,200.00	\$ 340,800.00	\$ 383,400.00	
Field trips	\$ 90,000.00	\$ 180,000.00	\$ 90,000.00	\$ 108,000.00	\$ 126,000.00	\$ 144,000.00	\$ 162,000.00	
Total	\$ 303,000.00	\$ 606,000.00	\$ 303,000.00	\$ 363,600.00	\$ 424,200.00	\$ 484,800.00	\$ 545,400.00	

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GUSD Staff Survey

Thank you for taking the time to complete this survey. We want to hear from all of you! This survey is anonymous and asks for your input on many topics: curriculum materials, program satisfaction, activity classes, and more. We understand that not everyone has been able to attend meetings in which these topics may have been discussed or perhaps not everyone feels confident enough to express their own opinion. We hope that this anonymous survey allows all staff members a platform to share their opinions and raise questions or concerns that may not have been previously addressed. Your feedback is greatly appreciated.

1. What is your role in GUSD?

Mark only one oval.

- Classified Staff
 Certificated Teacher
 Management

2. What campus do you work on?

Mark only one oval.

- Gravenstein
 Hillcrest
 both Gravenstein & Hillcrest

3. How many years have you worked for GUSD?

Mark only one oval.

- 1-4 years
 5+ years

4. To help us organize data regarding field trips and curriculum, we are asking teachers/staff to identify themselves by grade level group.

Mark only one oval.

- TK-2
 3-5
 6-8
 My assignment is spread between grade levels.
 Other:

5. Why did you apply to work in the Gravenstein District?

Choose all that apply
Check all that apply.

- One of many Districts applied to
- Location
- Recommendation of colleague(s)
- ENRICH! Program
- Traditional Program
- Academic Reputation
- Music Program
- Athletics Program
- Curriculum
- Small School Setting
- Field Trips
- Diversity
- School Culture/Reputation
- My own children attend this district
- Salary and Benefits
- Other:

6. How satisfied are you working within the Gravenstein District overall?

Mark only one oval.

- Satisfied
- Not Satisfied

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7. In what areas do you feel that GUSD needs significant improvement?

Check all that apply
Check all that apply.

- No Significant Improvement Needed
- Superintendent
- GUSD Board of Trustees
- Principals
- Core Curriculum
- Dual Program System (Traditional & ENRICH! Programs)
- Beyond the Bell (Daycare)
- Lunch Program
- Field Trips
- Student Access to Technology
- Facilities
- Adopted Curriculum materials
- Parent engagement
- Internal Communication
- External Marketing
- GSF Parent Foundation
- MPF Parent Foundation
- Salary and/or Benefits
- School Safety
- Other:

8. Please rank your satisfaction with the piloted Language Arts curriculum (TK using World of Wonders, K using Wonders, 1-5 using Open Court, and 6-8 using Study Sync).

Mark only one oval.

1 2 3 4 5

extremely unsatisfied extremely satisfied

9. Please rank your satisfaction with the adopted Math curriculum?

Mark only one oval.

1 2 3 4 5

extremely unsatisfied extremely satisfied

10. How satisfied are you with GUSD having a dual program system (Traditional and ENRICH! programs)?

Mark only one oval.

Satisfied

Not Satisfied

75

11. For the 2018-2019 school year, Gravenstein will be piloting a Kindergarten Discovery! program, where all students are integrated into one program, with daily courses (eg. art, music, hands-on science...) and field trips in addition to the core curriculum. How do you feel this will impact Gravenstein?

Mark only one oval.

- I feel it will make Gravenstein more attractive.
- I feel it will make Gravenstein less attractive.
- I feel it will have no impact.

12. To allow each individual an opportunity to share their opinion, please complete the sentence with your own word(s). I THINK THE KINDERGARTEN DISCOVERY! PILOT FOR THE 2018-2019 YEAR IS A/AN _____ IDEA.

13. Would you prefer that the Gravenstein District offer ONE program for all students, with daily courses (eg. art, music, hands-on science...) and field trips, in addition to the core curriculum, rather than two programs?

Mark only one oval.

- Yes
- No

14. Choose one of the following options:

Mark only one oval.

- Courses in addition to the core curriculum should be offered during the school day.
- Courses in addition to the core curriculum should be offered before or after school.
- Other:

15. If GUSD were to transition away from the dual-program model to offer ONE program with daily courses (eg art, music, hands-on science...) and regular field trips, in addition to the core curriculum, how likely would you be to continue working in GUSD?

Mark only one oval.

- I would continue.
- I would look for other employment.

16. Please rate the following subjects to be offered to elementary school students beyond the core curriculum:

The following subjects should not be associated with a particular instructor or existing offering.
 Mark only one oval per row.

	Low Priority	High Priority	Extremely High Priority
Visual Art	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Music	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drama	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Athletics/Movement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spanish	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hands-On Science	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Agriculture/School Garden	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Project Make (3D Printing, Inventing)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Robotics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Poetry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
other Foreign Language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

17. Please rate the following subjects to be offered to middle school students beyond the core curriculum:

The following subjects should not be associated with a particular instructor or existing offering.
 Mark only one oval per row.

	Low Priority	Some Priority	High Priority	Extremely High Priority
Visual Art	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instrumental Music	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chorus	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Music Production (eg digital music)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Drama	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Set Design/Stage Craft	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Team Athletics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Coding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engineering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hands-On Science	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Career Exploration	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Culinary Arts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spanish	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Poetry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Video Production	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Agriculture/School Garden	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Project Make (3D Printing, Inventing)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Robotics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wood Working	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Yearbook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Foreign Language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ceramics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Career Exploration (eg CSI, Law)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

18. Please select the program(s) that you work in:

Mark only one oval.

- primarily ENRICH!
- primarily Traditional
- ENRICH! and Traditional; serve all students
- decline to state

19. If GUSD were to create ONE program for all, please share with us the priority that you feel should be placed on each of the following components.

Mark only one oval per row.

	Low Priority	Some Priority	High Priority	Extremely High Priority
Daily Enrichment Activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Field Trips (local day trips)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Field Trips (overnights)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advanced Academics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class Size	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Extended School Day	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Arts Integrated Curriculum	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shadow process for applying students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

20. How satisfied are you with the ENRICH! program?

Mark only one oval.

- Satisfied
- Not Satisfied

21. How satisfied are you with the Traditional program?

Mark only one oval.

- Satisfied
- Not Satisfied

22. The current ENRICH program extends the core day by 45 minutes to allow for the additional 45 minutes of instruction provided by enrichment instructors. Would you be willing to work in an extended day program?

Mark only one oval.

- Yes
- No

23. Are you willing to take your students on regular, local day field trips?

Mark only one oval.

- yes
- no
- not applicable

24. Are you willing to take your 3rd-8th grade students on overnight field trips?

Mark only one oval.

- Yes
- No, due to my outside-of-work schedule
- Not Applicable

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25. Do you have any additional comments or feedback? Please share your opinion. We want to ensure that the voice of each staff member is represented. If you have questions or concerns, please let us know.

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Powered by
 Google Forms



6th Grade STEAM Instructional Model Proposal for 2018-19

STEAM Background & Overview

STEAM is an educational approach to learning that uses Science, Technology, Engineering, the Arts and Mathematics as access points for guiding student inquiry, dialogue, and critical thinking. The end results are students who take thoughtful risks, engage in experiential learning, persist in problem-solving, embrace collaboration, and work through the creative process. These are the innovators, educators, leaders, and learners of the 21st century!

- Susan Riley
Arts Integration Specialist, Leading STEAM author

STEAM is:

- Interdisciplinary
 - The intentional integration of standards from at least two STEAM subjects, both in instruction and assessment.
- Project-Based
 - Students learn through **hands-on activities** that promote inquiry, choice and discovery.

STEAM project example:

- Architecture Project
 - Students conceive, design and draft a living space, with 2D and 3D drawings that are to scale
 -
 - Integrates standards from math, art, and technology
 - Math Concepts
 - Perimeter, area, angles, proportional relationships
 - Art Concepts
 - Three dimensional perspective
 - Technology Concepts
 - Drawing software
 - CAD software
 - 3D modeling software

Why STEAM?

- The STEAM model can improve the learning experience and outcomes for students
 - Hillcrest CAASPP Math scores are consistently lower than Language Arts scores. STEAM instruction can help improve math performance by deepening and improving understanding, and increasing student engagement in math concepts.

6th Grade STEAM Instructional Model Proposal for 2018-19

- STEAM supports a variety of learning styles, in support of Howard Gardner's highly regarded and research supported theory on multiple intelligences.
- STEAM projects can easily be differentiated and tailored to meet the needs of all learners, from those that need support to the most advanced students.
- STEAM supports 21st century learning as called for in the Common Core Standards
 - Technology integration
 - Development of the Four C's
 - Critical Thinking
 - Collaboration
 - Communication
 - Creativity
- STEAM aligns with and supports implementation of the Next Generation Science Standards
 - In 2018-19, schools will be held accountable to the new state science assessment (in grades 5 and 8) that align to the Next Generation Science Standards
 - STEAM is aligned with NGSS because the new science standards call for elements found in STEAM:
 - Engineering principles throughout the curriculum
 - Hands-on activities that promote student inquiry
 - Integration between science and other subjects
 - Creative "storytelling" to express scientific principles
- The STEAM model may attract students and increase enrollment at Hillcrest.
 - Though there are several STEAM Magnet schools and programs in Southern California, there is not one in Sonoma County. Parents have anecdotally expressed an interest in a program of this kind.
- STEAM education encourages students to select careers in STEAM, where there are projected shortages of qualified future employees
 - Many US leaders and policy makers feel that students prepared for STEAM careers are essential to the US continuing to be a leader in innovation.
 - According to US News, there were 30,835 additional STEM graduates and 230,246 additional STEM jobs from 2014-2015.

Implementing the STEAM Instructional Model Pilot in Sixth Grade at Hillcrest in 2018-19

The Hillcrest Principal, David Fichera, and the sixth grade team have identified the following requirements to implement a STEAM instructional model pilot at Hillcrest in the 2018-19 school year:

- Adjust the schedule to create time for STEAM instruction and activities
- Adjust teacher schedules to support STEAM instruction
- Provide weekly meeting time for STEAM teachers in 2018-19



6th Grade STEAM Instructional Model Proposal for 2018-19

- Provide STEAM professional development
- Provide supplies and resources to support STEAM learning
- Develop a process to measure the success of the STEAM pilot

Schedule Adjustments to Create Time for STEAM Instruction and Activities

Currently, Hillcrest sixth graders receive two periods per day, or ten periods per week of English Language Arts instruction. This is the only core subject that includes more than five periods per week of instruction. Other core subjects such as Math, Science, and Social Studies are currently taught five periods per week.

To create time for STEAM, the total number of Language Arts periods will be reduced to eight periods per week, to make space to create two STEAM periods per week. Below is a sample student schedule, representing this change.

Student Schedule					
Period	Monday	Tuesday	Wednesday	Thursday	Friday
One	Language Arts	Language Arts	Language Arts	Language Arts	Language Arts
Two	Language Arts	Social Studies	Language Arts	Social Studies	Language Arts
Break	Break	Break	Break	Break	Break
Three	Social Studies	Math	Social Studies	Math	Social Studies
Four	Math	Science	Math	Science	Math
Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
Five	Science	STEAM	Science	STEAM	Science
Six	PE	Spanish	PE	Spanish	PE
Seven	Elective	Elective	Elective	Elective	Elective



6th Grade STEAM Instructional Model Proposal for 2018-19

This change does not impact any of the current offerings, other than two periods of Language Arts. Note that ENRICH! students have an eight period schedule due to one additional enrichment each day, that is not reflected here; this would remain unchanged.

Adjust Teacher Schedules to Support STEAM and NGSS Instruction

Current 6th Grade Teacher Schedules

Currently, sixth grade teachers at Hillcrest teach a modified self-contained schedule, with some variation between the ENRICH! and Traditional programs. There are two 6th grade core teachers in each program respectively; below they will be referred to as teacher A & B.

Current Traditional 6th Grade Teacher Schedule A					
Language Arts	Language Arts	Math	Social Studies	Social Studies	Elective/Directed Studies

Current Traditional 6th Grade Teacher Schedule B					
Language Arts	Language Arts	Math	Science	Science	Elective/Directed Studies

Note: Students have their homeroom teacher for Language Arts and Science or Social Studies. Students are split into two groups for math depending on level and may or may not have their homeroom teacher for math. All students see both teachers for at least one period each day.

Current ENRICH! 6th Grade Teacher Schedule A/B					
Language Arts	Language Arts	Math	Science	Social Studies	Enrichment

Note: Students have their homeroom teacher for all core classes except math, they swap classrooms for that subject. All students see both teachers, but only their non-homeroom teacher for one period.

Proposed 6th Grade Teacher Schedules

Both STEAM instruction and the NGSS call for integration between math, science and other subjects, so teacher schedules will be adjusted to enable one teacher from each program to teach math, science and STEAM, with one teacher from each program teaching Language Arts and Social Studies. This is moving away from a modified self-contained model to a core teacher model. The teachers will be able to



6th Grade STEAM Instructional Model Proposal for 2018-19

further specialize in their subject areas and provide even more depth and rigor to our students. Students will receive instruction from each teacher in their respective programs almost equally.

It is optimal for integration to have one teacher responsible for the subjects being integrated; for example, math and science standards can be woven together in one two period block of instruction and activity, as opposed to attempting to integrate those standards across two classes taught by separate teachers. STEAM periods would be scheduled in sequence with math and science, taught by the same teacher, allowing for maximum integration, time for direct instruction and projects.

The same teacher schedule model would be used in both programs.

Proposed 6th Grade Humanities Teachers Schedule					
Language Arts	Language Arts	Social Studies	Social Studies	Language Arts	Elective/Enrichment

Proposed 6th Grade Math/Science/STEAM Teachers Schedule					
Math	Science	STEAM	Math	Science	Elective/Enrichment/ STEAM Meeting

Weekly Meeting Time for STEAM Teachers

It is proposed that the two STEAM teachers (one from each program) be given two periods per week to meet in order to plan and develop the STEAM model. These teachers would be expected to meet together during both of these periods, for the express purpose of implementing the STEAM model.

Professional Development in STEAM

Professional development will be an essential ingredient to support the development of a STEAM instructional model. The sixth grade team and Principal David Fichera foresee the need for the following STEAM professional development:

- On-site presentations by STEAM experts and authorities
 - One in Spring 2018, up to four in 2018-19 school year
- Attendance of STEAM oriented conferences
- Visiting models of STEAM programs, schools, or related venues (MakerSpaces etc.)

The projected cost for STEAM professional development is \$5,000 for 2018-19.



6th Grade STEAM Instructional Model Proposal for 2018-19

Supplies and Resources to Support STEAM Learning

A variety of supplies and resources will be needed to support STEAM lessons and activities. Some lessons will require regular items available at local stores at a minimal cost, while other projects might rely on prepackaged STEAM kits that could be most costly.

There are a variety of pieces of equipment and technological devices that can be used to support STEAM instruction that are not being included in this proposal, such as 3D printers, fabrication tools and more. These items may be included in an upcoming request to retrofit a classroom at Hillcrest into a 21st century learning hub.

The projected cost for STEAM supplies and resources for the 2018-19 pilot is \$3,000.

Process to Measure Success of the STEAM Instructional Model Pilot

The following measurements will be used to measure the success of the STEAM instructional pilot in the 2018-19 school year:

- Enrollment data
- Student & parent satisfaction
- Teacher satisfaction
- Administrative evaluation of the program
- Local and state assessment data

If the pilot is deemed successful, Hillcrest administration will return to the GUSD Board of Trustees in the 2018-19 to propose a continuation and potential expansion of the model.

Summary

Hillcrest Principal David Fichera, and the sixth grade team propose a STEAM instructional model pilot for all Hillcrest sixth grade students in the 2018-19 school year. This model is being proposed because it will improve learning for students, align to state standards, potentially increase enrollment, and better prepare students for 21st century careers. The pilot will require the following elements:

- Adjust the schedule to create time for STEAM instruction and activities
- Adjust teacher schedules to support STEAM and
- Provide weekly meeting time for STEAM teachers in 2018-19
- Provide STEAM professional development (projected cost of \$5,000)
- Provide supplies and resources to support STEAM learning (projected cost of \$3,000)
- Develop the process to measure success of the STEAM implementation



6th Grade STEAM Instructional Model Proposal for 2018-19

The STEAM pilot would not change the current dual program system, and would have a projected cost of \$8,000 for 2018-19.

Administrative Regulation

AR 5111
Students

Admission

Age of Admission

Note: Education Code 48002 specifies that the method of proof of age, when admitting children to kindergarten or first grade, shall be prescribed by the Board and may include any appropriate means prescribed by the Board. The following paragraph may be revised as desired.

Proof of age shall be required of all enrolling students. The legal evidences of age, in order of desirability, are a birth certificate, baptismal certificate, passport, immigration certificate, Bible record, or affidavit from the parent/guardian.

***Note: AB 1324 (Ch. 381, Statutes of 1991) amended Education Code 48000 to provide that a child who will be five years old on or before December 2 of a school year shall be admitted to kindergarten at the beginning of the school year or at any later time in the same year. ***

A child who will reach the age of five on or before December 2 of the school year shall be eligible for enrollment in kindergarten at the beginning of that school year or at any later time in the same year. (Education Code 48000)

Note: The following optional paragraph is provided for those districts operating a prekindergarten summer program as authorized by Education Code 48000.

A child who will reach the age of five on or before December 2 of the school year shall be eligible for enrollment in the district pre-kindergarten summer program. (Education Code 48000)

A child who will have reached the age of six years on or before December 2 of the current school year shall be eligible for enrollment in the first grade. (Education Code 48010)

Early Entry to Kindergarten

*****Note:** The following optional section is for use by districts that choose to admit to kindergarten at any time during the school year a child who has attained the age of five years. AB 1324 (Ch. 381, Statutes of 1991) amended Education Code 48000 to require that such admittance be determined on a case-by-case basis in the best interests of the child. As in the past, the district must inform parents/guardians as to the effects, advantages and disadvantages of early admittance and must obtain parental approval. ***

A child who becomes five years old after December 2 may be admitted into kindergarten, with parental approval, at any time after his/her fifth birthday during the school year when the Superintendent or designee determines on a case-by-case basis that such admittance is in the child's best interests.

The Superintendent or designee shall provide parents/guardians with information as to the effects, advantages and disadvantages of early entry into kindergarten. (Education Code 48000)

Classroom space must be available, and the class size cap specified in certificated negotiated agreements may not be exceeded.

(cf. 5123 - Promotion/Acceleration/Retention)

Adopted: June 11, 2008

**Gravenstein Union School District
Sebastopol, California**

Board Policy

BP 5111 Students

Admission

The Governing Board believes that all children should have the opportunity to receive educational services. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The Superintendent or designee shall maintain procedures which provide for the verification of all entrance requirements specified in law and in Board policies and regulations.

- (cf. 5111.1 - District Residency)
- (cf. 5111.12 - Residency Based on Parent/Guardian Employment)
- (cf. 5111.13 - Residency for Homeless Children)
- (cf. 5119 - Students Expelled from Other Districts)
- (cf. 5141.22 - Infectious Diseases)
- (cf. 5141.3 - Health Examinations)
- (cf. 5141.31 - Immunizations)

Note: The following optional paragraph is offered for use by high school districts.

The Superintendent or designee may admit to the ninth grade only those students who have graduated from eighth grade or who are recommended in writing by their eighth grade principal as capable of profiting from high school instruction.

Legal Reference:

EDUCATION CODE

- 46600 Agreements for admission of pupils desiring interdistrict attendance
- 48000 Minimum age of admission (kindergarten)
- 48002 Evidence of minimum age required to enter kindergarten or first grade
- 48010 Minimum age of admission (first grade)
- 48011 Admission from kindergarten or other school; minimum age
- 48050-48053 Nonresidents
- 48200 Children between ages of 6 and 18 years (compulsory full-time education)
- 49076 Access to records by persons without written consent or under judicial order
- 49408 Information of use in emergencies

HEALTH AND SAFETY CODE

120325-120380 Immunization against communicable disease
121475-121520 Tuberculosis tests for pupils
CODE OF REGULATIONS, TITLE 5
200 Promotion from kindergarten to first grade
201 Admission to high school
CODE OF REGULATIONS, TITLE 17
6000-6075 School attendance immunization requirements
UNITED STATES CODE, TITLE 42
11431-11435 McKinney Homeless Assistance Act

Management Resources:

CDE MANAGEMENT ADVISORIES

0900.09 Changes in law concerning eligibility for admission to kindergarten

Adopted: June 11, 2008

**Gravenstein Union School District
Sebastopol, California**

Bylaws of the Board

BB 9010

PUBLIC STATEMENTS

Note: Pursuant to Government Code 54960 as amended by SB 752 (Ch. 32. Statutes 1994) the district attorney or any Interested person can sue the Board in order to stop or prevents violations of the Brown Act or to determine whether any Board rule or action which penalizes or otherwise discourages the expression of one or more of its members is valid or invalid under law. The following optional bylaw may be modified as appropriate.

The Governing Board recognizes the rights of Board members to freely express their views and encourages open decision of issues during the Board meeting. The Board believes that effective Board members have a responsibility to express themselves, whether in agreement or disagreement with the Board majority, in ways that promote the Board's ability to govern the district/

When speaking to community groups, the media or other members of the public, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.

All public statements authorized to be made on behalf of the Board shall be made by the Board president or if appropriate, by the Superintendent or other designated representative. .

(cf. 9011 - Disclosure of Confidential/Privileged Information)

(cf. 9200 - Members)

Legal Reference:

Education Code

35010 Control of district, prescription and enforcement of rules

Government Code

54960 Actions to stop or prevent violation of meeting provisions

Adopted: March 11, 2004

GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, California

AGREEMENT WITH AN INDEPENDENT CONTRACTOR

THIS AGREEMENT, entered this 17th day of January, 2018 by and between the GRAVENSTEIN UNION SCHOOL DISTRICT, a political subdivision of the State of California. Hereinafter-called "District", and JACK CORREIA hereinafter-called "Contractor".

WITNESSETH:

WHEREAS, pursuant to Section 39844 of the Education Code and Section 53060 of the Government Code, District is authorized to engage independent contractors to perform sundry services for the District; and

WHEREAS, it is necessary and desirable that Contractor be employed by District for the purpose of performing services hereinafter described:

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

1. Services to be performed by contractor: School Psychologist Services: Assessment, consultation with teachers and parents, counseling, participation in IEP development and IEP meetings. Not to exceed \$13,500.00 total. (\$125/hr) Additional hours may be added with mutual agreement. Contractor will provide District with a current Certificate of Insurance liability to be kept on file.
2. Payments: in consideration of the services set forth, the District shall pay to Contractor a sum of money not to exceed, during the term of this agreement the hourly rate of \$ 125.00. Payment of the aforesaid sum shall be made in the following manner: Payments shall be made monthly pending a detailed invoice received for hours worked tracked by student.
3. Relationship of the parties. It is understood that this is an agreement by and between Independent Contractor(s), and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture of association or any other relationship whatsoever other than that of Independent Contractor.
4. Indemnification and Insurance. Contractor agrees to hold District harmless from any damage or injuries, which may occur to persons or property as a result of Contractor's activities pursuant to this agreement.
5. Non-assignability. Contractor shall not assign this agreement or any portion thereof to a third party without the prior written consent of the District, and any attempted assignment without such prior written consent in violation of this Section automatically shall terminate this agreement.
6. Contact terms. This agreement shall be in effect from January 17, 2018 until June 1, 2018, provided, however, that either party may terminate this agreement by giving written notice to the other party at least thirty (30) days in advance of the effective date of such termination.

IN WITNESS WHEREOF the parties hereto have affixed their hands on the day and year first above written.

Jack Correia
 Contractor's Name
1418 Range Ave. #204, Santa Rosa, CA 95401
 Address
Jscorreia@aol.com

 Contractor's Signature

 Date
201-491-7141
 Telephone

Jennifer Schwinn, Superintendent – Signature

Date

Please fill-out, sign and return contract with attached W-9 to facilitate payment. A copy of the contract will be mailed to you. At end of each month please invoice: Gravenstein Union School District, 3840 Twig Avenue, Sebastopol, CA 95472. 823-7008

Invoice #	Req #	Payment Status	Scheduled	Issued	Check #	Invoice Amount	Unpaid Tax	Check Amount
Vendor 010544 J. Stanley Correia								
045	R18-00210	Paid	10/03/2017			1,360.00		
46	R18-00210	Paid	10/23/2017	10/04/2017	1593962	1,680.00		1,360.00
047	R18-00331	Paid	11/20/2017	10/25/2017	1598417	960.00		1,680.00
048	R18-00331	Paid	12/05/2017	11/22/2017	1604685	680.00		960.00
				12/13/2017	1608262	680.00		680.00
								<u>4,680.00</u>

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New VIII C
GRAVENSTEIN UNION ELEMENTARY SCHOOL DISTRICT
2017-2018 CLASSIFIED SALARY SCHEDULE

Range	Step 1		Step 2		Step 3		Step 4		Step 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
1									1,924	11.10
2									1,976	11.40
3							1,924	11.10	2,023	11.67
4							1,976	11.40	2,070	11.94
5					1,924	11.10	2,024	11.68	2,123	12.25
6					1,974	11.39	2,071	11.95	2,179	12.57
7					2,023	11.67	2,127	12.27	2,231	12.87
8			1,934	11.16	2,070	11.94	2,179	12.57	2,286	13.19
9	1,933	11.15	1,978	11.41	2,123	12.25	2,231	12.87	2,349	13.55
10	1,976	11.40	2,026	11.69	2,177	12.56	2,286	13.19	2,404	13.87
11	2,023	11.67	2,123	12.25	2,231	12.87	2,349	13.55	2,466	14.23
Instructional Aide	2,071	11.95	2,177	12.56	2,284	13.18	2,402	13.86	2,525	14.57
	2,123	12.25	2,231	12.87	2,345	13.53	2,466	14.23	2,584	14.91
Library Aide	2,180	12.58	2,286	13.19	2,404	13.87	2,527	14.58	2,652	15.30
Noon/Yard Duty Aide	2,232	12.88	2,345	13.53	2,465	14.22	2,584	14.91	2,718	15.68
	2,290	13.21	2,404	13.87	2,524	14.56	2,648	15.28	2,789	16.09
Daycare Aide	2,345	13.53	2,465	14.22	2,584	14.91	2,720	15.69	2,855	16.47
Summer Cust.	2,406	13.88	2,525	14.57	2,652	15.30	2,789	16.09	2,928	16.89
	2,466	14.23	2,584	14.91	2,718	15.68	2,855	16.47	3,002	17.32
	2,525	14.57	2,652	15.30	2,787	16.08	2,928	16.89	3,075	17.74
	2,588	14.93	2,718	15.68	2,853	16.46	3,002	17.32	3,153	18.19
	2,654	15.31	2,789	16.09	2,928	16.89	3,075	17.74	3,233	18.65
Preschool Teacher & IA with 48 units of college credit	2,720	15.69	2,853	16.46	3,000	17.31	3,153	18.19	3,312	19.11
School Secretary	2,789	16.09	2,928	16.89	3,075	17.74	3,233	18.65	3,397	19.60
	2,855	16.47	3,000	17.31	3,153	18.19	3,312	19.11	3,482	20.09
Custodian, or Preschool/Daycare	2,929	16.90	3,075	17.74	3,231	18.64	3,397	19.60	3,567	20.58
Directors										
	3,006	17.34	3,153	18.19	3,311	19.10	3,484	20.10	3,657	21.10
	3,078	17.76	3,231	18.64	3,396	19.59	3,567	20.58	3,747	21.62
Acct. Clerk/Dist Sect.	3,156	18.21	3,312	19.11	3,482	20.09	3,657	21.10	3,841	22.16
	3,234	18.66	3,396	19.59	3,565	20.57	3,751	21.64	3,936	22.71
	3,312	19.11	3,484	20.10	3,654	21.08	3,843	22.17	4,035	23.28
	3,397	19.60	3,567	20.58	3,747	21.62	3,936	22.71	4,136	23.86
	3,484	20.10	3,657	21.10	3,841	22.16	4,035	23.28	4,238	24.45
	3,569	20.59	3,747	21.62	3,936	22.71	4,139	23.88	4,349	25.09
Head Cust.	3,657	21.10	3,843	22.17	4,032	23.26	4,234	24.43	4,456	25.71

- NOTES:
1. Substitutes are paid at Step 1 of appropriate schedule.
 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 \$11.00/hr starting Jan 1, 2018

Board approved:

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Effective January 1, 2018

Current

GRAVENSTEIN UNION ELEMENTARY SCHOOL DISTRICT
2017-2018 CLASSIFIED SALARY SCHEDULE



Range	Step 1		Step 2		Step 3		Step 4		Step 5	
	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly	Monthly	Hourly
1									1,924	11.10
2							1,881	10.85	1,976	11.40
3							1,924	11.10	2,023	11.67
4					1,881	10.85	1,976	11.40	2,070	11.94
5					1,924	11.10	2,024	11.68	2,123	12.25
6					1,974	11.39	2,071	11.95	2,179	12.57
7			1,882	10.86	2,023	11.67	2,127	12.27	2,231	12.87
8	1,881	10.85	1,934	11.16	2,070	11.94	2,179	12.57	2,286	13.19
9	1,933	11.15	1,978	11.41	2,123	12.25	2,231	12.87	2,349	13.55
10	1,976	11.40	2,026	11.69	2,177	12.56	2,286	13.19	2,404	13.87
11	2,023	11.67	2,123	12.25	2,231	12.87	2,349	13.55	2,466	14.23
Instructional Aide	2,071	11.95	2,177	12.56	2,284	13.18	2,402	13.86	2,525	14.57
	2,123	12.25	2,231	12.87	2,345	13.53	2,466	14.23	2,584	14.91
Library Aide	2,180	12.58	2,286	13.19	2,404	13.87	2,527	14.58	2,652	15.30
Noon/Yard Duty Aide	2,232	12.88	2,345	13.53	2,465	14.22	2,584	14.91	2,718	15.68
	2,290	13.21	2,404	13.87	2,524	14.56	2,648	15.28	2,789	16.09
Daycare Aide	2,345	13.53	2,465	14.22	2,584	14.91	2,720	15.69	2,855	16.47
Summer Cust.	2,406	13.88	2,525	14.57	2,652	15.30	2,789	16.09	2,928	16.89
	2,466	14.23	2,584	14.91	2,718	15.68	2,855	16.47	3,002	17.32
	2,525	14.57	2,652	15.30	2,787	16.08	2,928	16.89	3,075	17.74
	2,588	14.93	2,718	15.68	2,853	16.46	3,002	17.32	3,153	18.19
	2,654	15.31	2,789	16.09	2,928	16.89	3,075	17.74	3,233	18.65
Preschool Teacher & IA with 48 units of college credit	2,720	15.69	2,853	16.46	3,000	17.31	3,153	18.19	3,312	19.11
School Secretary	2,789	16.09	2,928	16.89	3,075	17.74	3,233	18.65	3,397	19.60
	2,855	16.47	3,000	17.31	3,153	18.19	3,312	19.11	3,482	20.09
Custodian, or Preschool/Daycare	2,929	16.90	3,075	17.74	3,231	18.64	3,397	19.60	3,567	20.58
Directors										
	3,006	17.34	3,153	18.19	3,311	19.10	3,484	20.10	3,657	21.10
	3,078	17.76	3,231	18.64	3,396	19.59	3,567	20.58	3,747	21.62
Acct. Clerk/Dist Sect.	3,156	18.21	3,312	19.11	3,482	20.09	3,657	21.10	3,841	22.16
	3,234	18.66	3,396	19.59	3,565	20.57	3,751	21.64	3,936	22.71
	3,312	19.11	3,484	20.10	3,654	21.08	3,843	22.17	4,035	23.28
	3,397	19.60	3,567	20.58	3,747	21.62	3,936	22.71	4,136	23.86
	3,484	20.10	3,657	21.10	3,841	22.16	4,035	23.28	4,238	24.45
	3,569	20.59	3,747	21.62	3,936	22.71	4,139	23.88	4,349	25.09
Head Cust.	3,657	21.10	3,843	22.17	4,032	23.26	4,234	24.43	4,456	25.71

- NOTES:
1. Substitutes are paid at Step 1 of appropriate schedule.
 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

California's \$15 Per Hour Minimum Wage Schedule

The California minimum wage will increase to \$10.50 per hour on January 1, 2017 for businesses with 26 or more employees, and then increase each year until reaching \$15 per hour in 2022.

Once the minimum wage reaches \$15 per hour for all businesses, wages could then be increased each year up to 3.5 percent (rounded to the nearest 10 cents) for inflation as measured by the national Consumer Price Index.

Rate (Jan. 1)	26 Employees or More	25 Employees or Less
2017	\$10.50	\$10.00
2018	\$11.00	\$10.50
2019	\$12.00	\$11.00
2020	\$13.00	\$12.00
2021	\$14.00	\$13.00
2022	\$15.00	\$14.00
2023	\$15.00	\$15.00

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Certificated Management Position

Description:

School Counselor

The School Counselor is directly responsible to the Superintendent. The School Counselor will assume responsibility for a comprehensive counseling program for students in grades kindergarten through eighth at all school sites. School Counselor will provide services to meet the needs of assigned students by consulting with teachers, staff and parents.

Job Functions:

Essential:

- Participate in, coordinate and conduct activities that contribute to the effective operation of counseling program and school
- Responsible for managing transcripts, request process and input data into Schoolwise
- Evaluate transcripts
- Assist with registration process
- Attend staff meetings
- Act as liaison with high schools, local businesses and community organizations
- Guide individuals and groups of students through the development of educational and career plans
- Collaborate with parents, teachers, and administration regarding the developmental needs of students
- Refer students to appropriate program specialist or community agencies as needed
- Participate in Student Support Teams SST's, 504s and Individual Education Plan (IEPs) upon request
- Maintain knowledge of enrollment process, student policies, instructional and Board policies
- Collaborate with the Principals and Teachers to maintain thorough knowledge of school curriculum

- Work collaboratively with Administration on assessment, test data and response to intervention
- Meet with 8th grade students matriculating into 9th grade
- Develop a college and career culture for grades 6-8
- Plan and deliver classroom lessons to support students' social and emotional development
- Participate on 8th grade graduation committee
- Provide Suicide Prevention planning and instruction for 7th and 8th graders
- Assist with school assemblies related to school climate, character development, and anti-bully instruction

Other:

- Other duties as assigned
- Pursue continuous professional growth



Gravenstein Union School District
ificated Management Counselor Salary Schedule
2017-18
183 Days

Step	BA + 75
1	62,635
2	63,593
3	64,566
4	65,554
5	66,557
6	67,575
7	68,609
8	69,659
9	70,725
10	71,807

Masters Degree: \$1,000

Board approved:

SCHOOL DISTRICT/COUNTY OFFICE OF EDUCATION		COUNTY	Sonoma
SCHOOL SITE		SCHOOL TYPE (GRADE LEVELS)	Tk-5th grade
Gravenstein Union School District		NUMBER OF CLASSROOMS ON SITE	27
Gravenstein Elementary		NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE)	
INSPECTOR'S NAME		Facilities Manager	
INSPECTOR'S NAME		Brian Sposato	
TIME OF INSPECTION		WEATHER CONDITION AT TIME OF INSPECTION	
10am		overcast 45 degrees	

PART III: CATEGORY TOTALS AND RANKING (round all calculations to two decimal places)

TOTAL NUMBER OF AREAS EVALUATED	CATEGORY TOTALS	A. SYSTEMS			B. INTERIOR SURFACES	C. CLEANLINESS		D. ELECTRICAL	E. RESTROOMS/QUIET AREAS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL	
		GAS LEAKS	MECH/ELEC	SEWER		OVERALL CLEANLINESS	RESTROOM RESTRICTION		ELECTRICAL	RESTROOMS	SINKS/FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/SCHOOL GROUNDS
34	Number of 'A's:	32	31	32	31	34	34	32	11	34	34	34	34	30	34	33
	Number of 'B's:	0	1	0	1	0	0	0	0	0	0	0	0	2	0	1
	Number of 'C's:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Number of 'D's:	2	2	2	2	0	0	2	23	0	0	0	2	2	0	0
Percent of System in Good Repair Number of 'A's' divided by (Total Areas - "N/A's")		100.00%	96.88%	100.00%	96.88%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	93.75%	100.00%	97.06%
Total Percent per Category (average of above)*		98.96%			96.88%	100.00%		100.00%	100.00%		100.00%	96.88%		98.53%		
Rank (Circle one) GOOD = 90%-100% FAIR = 75%-89.99% POOR = 0%-74.99%		GOOD			GOOD	GOOD		GOOD	GOOD		GOOD	GOOD		GOOD		

*Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

OVERALL RATING:

DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE: SCHOOL RATING**

**For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

COMMENTS AND RATING EXPLANATION:

Much of the campus received a modernization in 2016. This is noted as Phase 2 and includes new HVAC systems, new lightning, remodeled restrooms, new fire alarm and accessibility improvements. Phase III modernization is anticipated in the summer 2020 which will include removal of the work such as new rooming, lightning, HVAC, windows, kitchen remodel. The remaining tasks are scheduled to receive site improvements. Additionally there are also plans to include solar array over buildings A and B, to do along with Bond 39 funding, and to further update classrooms with LED

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PART II: EVALUATION DETAIL Date of Inspection: 01/05/18

School Name: Gravenstein Elementary

Room TK	CATEGORY	Date of Inspection: 01/05/18														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SPACES	OVERALL CLEANLINESS	PEST/BEHIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
Room TK	COMMENTS:	Part of modernization in 2016. New restroom, Lighting, hvac, restained casework, Fire Alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Rm 1	COMMENTS:	Part of modernization in 2016. New restroom, Lighting, hvac, restained casework, Fire Alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Rm 2	COMMENTS:	Part of modernization in 2016. New restroom, Lighting, hvac, restained casework, Fire Alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Rm 3	COMMENTS:	Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 4	COMMENTS:	Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 5	COMMENTS:	Received new fire alarm for modernization														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 6	COMMENTS:	Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 7	COMMENTS:	Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 8	COMMENTS:	Part of modernization in 2016. LED Lighting, hvac, new sink, refinished cabinets, fire alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 9	COMMENTS:	Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 10	COMMENTS:	Part of modernization in 2016. LED Lighting, hvac, new sink, refinished cabinets, fire alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 11	COMMENTS:	Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 12	COMMENTS:	Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓

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PART II: EVALUATION DETAIL

Date of Inspection: 01/05/18

School Name: Gravenstein Elementary

AREA	CATEGORY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		GASLENS	MERCHAND	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/TERMIN INSESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOVS/ DOORS/ GATES/FENCES
Rm 13	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm														
Rm 14	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Received new fire alarm for modernization. Last modernized in 2007. New carpet installed summer 2017.														
Rm 15	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Received new fire alarm for modernization. Last modernized in 2007. Received carpet in 2016														
Rm 16	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Received new fire alarm for modernization. Last modernized in 2007. Received carpet in 2016														
Rm 17	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Received new fire alarm for modernization. Last modernized in 2007. Received new carpet in 2016														
Rm 18	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Received new fire alarm for modernization. Last modernized in 2007. New carpet installed summer 2017.														
Rm 19	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modular dated 2011. Received new fire alarm for modernization in 2016.														
Rm 20	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modular dated 2011. Received new fire alarm for modernization in 2016.														
Rm 21	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modular dated 2013. Received new fire alarm for modernization in 2016.														
Rm 22	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modular dated 2013. Received new fire alarm for modernization in 2016.														
Rm 23	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	New modular built in 2016.														
Rm 24	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	New modular built in 2016.														
Rm 25	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	New modular built in 2016.														

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PART II: EVALUATION DETAIL		Date of Inspection: 07/05/18													School Name: Gravenstein Elementary	
CATEGORY	AREA	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		GAS/LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATEWAYS
Primary Restrooms	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Restrooms completely remodeled in 2016 with new fixtures, tile, partitions, lighting, paint														
Intermediate Restrooms	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Restrooms completely remodeled in 2016 with new fixtures, tile, partitions, lighting, paint														
MPR/Kitchen	✓	D	✓	✓	D	✓	✓	✓	✓	✓	✓	✓	✓	D	✓	✓
	COMMENTS:	Scheduled for stage 3 modernization. Includes roof, and reconfigure of kitchen. Summer 2018														
Admin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Admin Building Remodel completed in 2017. New lighting, HVAC, Windows, Fire Alarm, Flooring, Paint.														
Learning Lab	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	D	✓	✓
	COMMENTS:	Scheduled for stage 3 modernization in summer 2018. Will include new lighting, flooring, hvac remodel of two staff restrooms.														
Primary Playground	NA	NA	NA	NA	NA	✓	✓	NA	NA	✓	✓	✓	✓	NA	✓	✓
	COMMENTS:															
Intermediate Playground	NA	NA	NA	NA	NA	✓	✓	NA	NA	✓	✓	✓	✓	NA	✓	✓
	COMMENTS:															
Rm K	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Part of modernization in 2016. Lighting, new sink, new hvac, fire alarm, remodeled restroom.														

Marks: ✓ = Good Repair, D = Deficiency, X = Extreme Deficiency, NA = Not Applicable
 Use additional Area Lines as necessary.

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SCHOOL DISTRICT/COUNTY OFFICE OF EDUCATION
 Gravenstein Union School District

SCHOOL SITE
 Gravenstein 1st

COUNTY
 Sonoma

SCHOOL TYPE (GRADE LEVELS)
 K-5th grade

NUMBER OF CLASSROOMS ON SITE
 27

INSPECTOR'S NAME
 Brian Spasato

INSPECTOR'S TITLE
 Facilities Manager

NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE)

TIME OF INSPECTION
 10am

WEATHER CONDITION AT TIME OF INSPECTION
 Overcast 45 degrees

PART III: CATEGORY TOTALS AND RANKING (round all calculations to two decimal places)

TOTAL NUMBER OF AREAS EVALUATED	CATEGORY TOTALS	A. SYSTEMS			B. INTERIOR		C. CLEANLINESS		D. ELECTRICAL	E. RESTROOMS/FOUNTAINS	F. SAFETY		G. STRUCTURAL	H. EXTERNAL		
		PLUMBING	MECHANICAL	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOMS	SINKS/FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/SCHOOL GROUNDS	WINDOWS/DOORS/GATES/FENCES
34	Number of V's:	32	31	32	31	34	34	32	11	34	34	34	30	34	33	
	Number of D's:	0	1	0	1	0	0	0	0	0	0	0	2	0	1	
	Number of X's:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Percent of System in Good Repair Number of V's divided by (Total Areas - N/A's) ¹		100.00%	96.88%	100.00%	96.88%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	93.75%	100.00%	97.06%	
Total Percent per Category (average of above) ¹		98.96%			96.88%		100.00%		100.00%		100.00%		96.88%		98.53%	
Rank (Circle one) GOOD = 90%-100% FAIR = 75%-89.99% POOR = 0%-74.99%		GOOD			GOOD		GOOD		GOOD		GOOD		GOOD		GOOD	

*Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

OVERALL RATING: DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE

**For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

98.91% SCHOOL RATING** GOOD

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75%-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

COMMENTS AND RATING EXPLANATION:

Much of the campus received a modernization in 2016. This is noted as Phase 2 and includes new HVAC systems, new lighting, remodeled restrooms, new fire alarm and accessibility improvements. Phase III modernization is anticipated in the summer of 2018 which will include removal of the MPK such as new rooming, lightning, HVAC, windows, kitchen removal. The remaining 2018 also scheduled to receive site improvements. Additional plans include solar array over buildings A and B, to go along with Proj. 39 funding and to further update classrooms with LED.

PART II: EVALUATION DETAIL Date of Inspection: 07/05/18 School Name: Gravenstein 1st

AREA	CATEGORY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		GLASSING	MECHANICAL	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/SCHOOL GROUNDS	WINDOWS/DOORS/GATEWAYS
Room TK	COMMENTS:	Part of modernization in 2016. New restroom, Lighting, hvac, restained casework, Fire Alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Rm 1	COMMENTS:	Part of modernization in 2016. New restroom, Lighting, hvac, restained casework, Fire Alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Rm 2	COMMENTS:	Part of modernization in 2016. New restroom, Lighting, hvac, restained casework, Fire Alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Rm 3	COMMENTS:	Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 4	COMMENTS:	Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 5	COMMENTS:	Received new fire alarm for modernization														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 6	COMMENTS:	Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 7	COMMENTS:	Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 8	COMMENTS:	Part of modernization in 2016. LED Lighting, hvac, new sink, refinished cabinets, fire alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 9	COMMENTS:	Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	D
Rm 10	COMMENTS:	Part of modernization in 2013. LED Lighting, hvac, new sink, refinished cabinets, fire alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 11	COMMENTS:	Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 12	COMMENTS:	Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓

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PART II: EVALUATION DETAIL Date of Inspection: 01/05/18 School Name: Gravenstein 1st Page 5 of 6

AREA	CATEGORY	Date of Inspection: 01/05/18														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
Rm 13	COMMENTS:	Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 14	COMMENTS:	Received new fire alarm for modernization. Last modernized in 2007. New carpet installed summer 2017.														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 15	COMMENTS:	Received new fire alarm for modernization. Last modernized in 2007. Received carpet in 2016														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 16	COMMENTS:	Received new fire alarm for modernization. Last modernized in 2007. Received carpet in 2016														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 17	COMMENTS:	Received new fire alarm for modernization. Last modernized in 2007. Received new carpet in 2016														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 18	COMMENTS:	Received new fire alarm for modernization. Last modernized in 2007. New carpet installed summer 2017.														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 19	COMMENTS:	Modular dated 2011. Received new fire alarm for modernization in 2016.														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 20	COMMENTS:	Modular dated 2011. Received new fire alarm for modernization in 2016.														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 21	COMMENTS:	Modular dated 2013. Received new fire alarm for modernization in 2016.														
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Rm 22	COMMENTS:	Modular dated 2013. Received new fire alarm for modernization in 2016.														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 23	COMMENTS:	New modular built in 2016.														
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Rm 24	COMMENTS:	New modular built in 2016.														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
Rm 25	COMMENTS:	New modular built in 2016.														
	✓	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓

CATEGORY	Date of Inspection: 01/05/18 School Name: Gravenstein 1st														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
AREA	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
Primary Restrooms	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Restrooms completely remodeled in 2016 with new fixtures, tile, partitions, lighting, paint														
Intermediate Restrooms	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Restrooms completely remodeled in 2016 with new fixtures, tile, partitions, lighting, paint														
MPR/Kitchen	✓	D	✓	D	✓	✓	✓	✓	✓	✓	✓	✓	D	✓	✓
	Scheduled for stage 3 modernization. Includes roof, and reconfigure of kitchen. Summer 2018														
Admin	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Admin Building Renodel completed in 2017. New lighting, HVAC, Windows, Fire Alarm, Flooring, Paint.														
Learning Lab	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	D	✓	✓
	Scheduled for stage 3 modernization in summer 2018. Will include new lighting, flooring, hvac remodel of two staff restrooms.														
Primary Playground	NA	NA	NA	NA	✓	✓	NA	NA	✓	✓	✓	✓	NA	✓	✓
	COMMENTS:														
Intermediate Playground	NA	NA	NA	NA	✓	✓	NA	NA	✓	✓	✓	✓	NA	✓	✓
	COMMENTS:														
Rm K	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Part of modernization in 2016. Lighting, new sink, new hvac, fire alarm, remodeled restroom.														

Marks: ✓ = Good Repair, D = Deficiency, X = Extreme Deficiency, NA = Not Applicable
 Use additional Area Lines as necessary.

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SCHOOL DISTRICT/COUNTY OFFICE OF EDUCATION _____ COUNTY **Sonoma**

SCHOOL SITE **Hillcrest Middle Charter** SCHOOL TYPE (GRADE LEVELS) **6-8th** NUMBER OF CLASSROOMS ON SITE **18**

INSPECTOR'S NAME **Brian Sposato** INSPECTOR'S TITLE **Facilities Manager** NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE) _____

TIME OF INSPECTION **1/5/2018** WEATHER CONDITION AT TIME OF INSPECTION **overcast 50 degrees**

PART III: CATEGORY TOTALS AND RANKING (round all calculations to two decimal places)

TOTAL NUMBER OF AREAS EVALUATED	CATEGORY TOTALS	A. SYSTEMS			B. INTERIOR SURFACES	C. CLEANLINESS		D. ELECTRICAL	E. RESTROOMS/FOUNTAINS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL	
		Gas Leaks	Mechanical	Sealer		Overall Cleanliness	Restroom Inspection		Electrical	Restrooms	Sinks/Fountains	Fire Safety	Hazardous Materials	Structural Damage	Roofs	Playground/School Grounds
27	Number of '✓' s:	27	25	26	25	27	27	26	3	26	27	27	27	24	24	27
	Number of '0' s:	0	1	0	1	0	0	0	0	0	0	0	0	2	3	0
	Number of 'X' s:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Number of N/A's:	0	1	1	1	0	0	1	24	1	0	0	1	0	0	0
Percent of System in Good Repair (Number of '✓' s divided by (Total Areas - 'N/A' s)*)		100.00%	96.15%	100.00%	96.15%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	92.31%	88.89%	100.00%
Total Percent per Category (average of above)*		98.72%			96.15%	100.00%		100.00%	100.00%		100.00%	96.16%		94.45%		
Rank (Circle one) GOOD = 90%-100% FAIR = 75%-89.99% POOR = 0%-74.99%		GOOD			GOOD	GOOD		GOOD	GOOD		GOOD	GOOD		GOOD		

*Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

OVERALL RATING: DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE → **98.18%** SCHOOL RATING** → **GOOD**

**For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75 %-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

COMMENTS AND RATING EXPLANATION:

Upcoming improvements are upgrading new main switchgear, accessibility improvements to soccerfield. Also, prop 39 improvements with a solar array and led lighting in classrooms.

Much of the campus received a modernization in 2007, which included new windows, heaters, sinks and casework. Fire alarm upgraded in 2015 in conjunction with the construction of the science and performing arts building.

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PART II: EVALUATION DETAIL Date of Inspection: 01/05/18 School Name: Hillcrest Middle Charter

AREA	CATEGORY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		GAS LEAKS	MECH/VAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/TERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ ENTRANCES
Room 1		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modernized in 2007.														
Room 2		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	D	✓	✓
	COMMENTS:	Modernized in 2007.														
Room 3		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modernized in 2007.														
Room 4		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modernized in 2007.														
Room 5		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modernized in 2007.														
Room 6		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modernized in 2007.														
Room 7		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modernized in 2007.														
Room 8		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modernized in 2007.														
Room 9		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modernized in 2007.														
Room 10		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	D	✓
	COMMENTS:	Modernized in 2007.														
Room 11		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modernized in 2007.														
Room 12		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modernized in 2007. T8 lighting added														
Room 15		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:															

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PART II: EVALUATION DETAIL Date of Inspection: 01/05/18 School Name: Hillcrest Middle Charter Page 5 of 6

AREA	CATEGORY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		GAS LEAKS	MECHANICALS	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
A-wing Library		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:															
B-wing hallway		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:															
C-wing hallway		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:															
Principal's Office		✓	D	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:															
Gym		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Gym constructed in 2000.														
Kitchen		✓	✓	✓	D	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Kitchen constructed in 2000.														
P1		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modular 2012.														
P2		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modular 2012.														
Room 16		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	D	✓
	COMMENTS:	Built in 2015. Storm drain drains slowly.														
Room 17		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	D	✓
	COMMENTS:	Built in 2015. Storm drain drains slowly.														
Portable Classroom Rm 18		✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	D	✓	✓
	COMMENTS:	Built in 1997.														
A building restrooms		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modernized in 2007.														
B building restrooms		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:	Modernized in 2007.														

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PART II: EVALUATION DETAIL		Date of Inspection: 01/05/18		School Name: Hillcrest Middle Charter												
AREA	CATEGORY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		SYSTEMS	MECHANICAL	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
Playground		✓	NA	NA	NA	✓	✓	NA	NA	NA	✓	✓	✓	NA	✓	✓
	COMMENTS:															

Marks: ✓ = Good Repair; D = Deficiency; X = Extreme Deficiency; NA = Not Applicable
 Use additional Area Lines as necessary.

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SCHOOL DISTRICT/COUNTY OFFICE OF EDUCATION

SCHOOL SITE

Gravenstein Union School District Community Day School at Hillcrest

INSPECTOR'S NAME

Brian Sposato

INSPECTOR'S TITLE

Facilities Manager

TIME OF INSPECTION

1/5/2018

WEATHER CONDITION AT TIME OF INSPECTION

overcast 50 degrees

COUNTY

Sonoma

SCHOOL TYPE (GRADE LEVELS)

6-8th

NUMBER OF CLASSROOMS ON SITE

18

NAME OF DISTRICT REPRESENTATIVE ACCOMPANYING THE INSPECTOR(S) (IF APPLICABLE)

PART III: CATEGORY TOTALS AND RANKING (round all calculations to two decimal places)

TOTAL NUMBER OF AREAS EVALUATED	CATEGORY TOTALS	A. SYSTEMS			B. INTERIOR INTERIOR SURFACES	C. CLEANLINESS		D. ELECTRICAL ELECTRICAL	E. RESTROOMS/FOUNTAINS		F. SAFETY		G. STRUCTURAL		H. EXTERNAL		
		GAS LEAKS	MECHANICAL	SEWER		OVERALL CLEANLINESS	RESTROOM INFESTATION		RESTROOMS	FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROCKS	PLAYGROUND/SCHOOL GROUNDS	WINDOW/SOORS/GUTTERENCES	
27	Number of '✓': 27 Number of 'D's': 0 Number of 'X's': 0 Number of 'N/A's': 0	27	25	26	25	27	27	26	3	26	27	27	27	24	24	27	
		0	1	0	1	0	0	0	0	0	0	0	0	0	2	3	0
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Percent of Systems in Good Repair Number of '✓'s divided by (Total Areas - 'N/A's')		100.00%	96.15%	100.00%	96.15%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	92.31%	88.89%	100.00%	
Total Percent per Category (average of above)*		98.72%			96.15%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	96.16%	94.45%	GOOD			
Rank (Circle one) GOOD - 90%-100% FAIR = 75%-89.99% POOR = 0%-74.99%		GOOD															

*Note: An extreme deficiency in any area automatically results in a "poor" ranking for that category and a zero for "Total Percent per Category".

OVERALL RATING:

DETERMINE AVERAGE PERCENTAGE OF 8 CATEGORIES ABOVE → 98.18% SCHOOL RATING → GOOD

**For School Rating, apply the Percentage Range below to the average percentage determined above, taking into account the rating Description below.

PERCENTAGE	DESCRIPTION	RATING
99%-100%	The school meets most or all standards of good repair. Deficiencies noted, if any, are not significant and/or impact a very small area of the school.	EXEMPLARY
90%-98.99%	The school is maintained in good repair with a number of non-critical deficiencies noted. These deficiencies are isolated, and/or resulting from minor wear and tear, and/or in the process of being mitigated.	GOOD
75 %-89.99%	The school is not in good repair. Some deficiencies noted are critical and/or widespread. Repairs and/or additional maintenance are necessary in several areas of the school site.	FAIR
0%-74.99%	The school facilities are in poor condition. Deficiencies of various degrees have been noted throughout the site. Major repairs and maintenance are necessary throughout the campus.	POOR

COMMENTS AND RATING EXPLANATION:

Much of the campus received a modernization in 2007, which included new windows, heaters, sinks and casework. Fire alarm upgraded in 2015 in conjunction with the construction of the science and performing arts building.

Upcoming improvements are upgrading new main switchgear, accessibility improvements to soccerfield. Also, Prop 39 improvements with a solar array and led lighting in classrooms.

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PART II: EVALUATION DETAIL Date of Inspection: 01/05/18 School Name: Gravenstein Union School District Community Day School

CATEGORY	Date of Inspection: 01/05/18														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
AREA	GAS LEAKS	MECH/HVAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/TERMITE INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
Room 1	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS: Modernized in 2007.														
Room 2	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	D	✓	✓
	COMMENTS: Modernized in 2007.														
Room 3	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS: Modernized in 2007.														
Room 4	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS: Modernized in 2007.														
Room 5	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS: Modernized in 2007.														
Room 6	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS: Modernized in 2007.														
Room 7	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS: Modernized in 2007.														
Room 8	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS: Modernized in 2007.														
Room 9	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS: Modernized in 2007.														
Room 10	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	D	✓
	COMMENTS: Modernized in 2007.														
Room 11	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS: Modernized in 2007.														
Room 12	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS: Modernized in 2007. T8 lighting added														
Room 15	✓	✓	✓	✓	✓	✓	✓	NA	✓	✓	✓	✓	✓	✓	✓
	COMMENTS:														

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PART II: EVALUATION DETAIL Date of Inspection: 01/05/18 School Name: Gravenstein Union School District Community Day School Page 5 of 6

AREA	CATEGORY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		GASLENS	MECHAN/VAC	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/VERMIN INFESTATION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATES/FENCES
A-wing Library	COMMENTS:								NA							
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
B-wing hallway	COMMENTS:								NA							
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C-wing hallway	COMMENTS:								NA							
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Principal's Office	COMMENTS:								NA							
	✓	D	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Gym	COMMENTS:								✓							
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Kitchen	COMMENTS:								NA							
	✓	✓	✓	D	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P1	COMMENTS:								NA							
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
P2	COMMENTS:								NA							
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Room 16	COMMENTS:								NA							
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	D	✓
Room 17	COMMENTS:								NA						D	
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Portable Classroom Rm 18	COMMENTS:								NA					D		
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
A building restrooms	COMMENTS:								✓					✓		
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
B building restrooms	COMMENTS:								✓					✓		
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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PART II: EVALUATION DETAIL Date of Inspection: 01/05/18 School Name: Gravenstein Union School District Community Day School

CATEGORY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	GAS/LEAKS	MECHANICAL	SEWER	INTERIOR SURFACES	OVERALL CLEANLINESS	PEST/TERMIN INFECTION	ELECTRICAL	RESTROOM	SINKS/ FOUNTAINS	FIRE SAFETY	HAZARDOUS MATERIALS	STRUCTURAL DAMAGE	ROOFS	PLAYGROUND/ SCHOOL GROUNDS	WINDOWS/ DOORS/ GATEWAYS
Playground	✓	NA	NA	NA	✓	✓	NA	NA	NA	✓	✓	✓	NA	✓	✓
COMMENTS:															

Marks: ✓ = Good Repair; D = Deficiency; X = Extreme Deficiency; NA = Not Applicable
 Use additional Area Lines as necessary.

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VIII G.

STEPHEN ROATCH ACCOUNTANCY CORPORATION

Certified Public Accountants

Stephen Roatch - President
Habbas Nassar - Vice President

December 8, 2017

To the Governing Board
Gravenstein Union School District
Sebastopol, California

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Gravenstein Union School District for the year ended June 30, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you in our annual engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Gravenstein Union School District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the 2016-17 fiscal year. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has been notified of all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

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To the Governing Board
Gravenstein Union School District
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Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 8, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis, the budgetary comparison information, schedule of funding progress, schedules of the proportionate share of the net pension liabilities, and schedules of contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

To the Governing Board
Gravenstein Union School District
Page three of three

Restriction on Use

This information is intended solely for the information and use of the Governing Board and management of Gravenstein Union School District and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

STEPHEN ROATCH ACCOUNTANCY CORPORATION

Stephen Roatch

Stephen Roatch, Certified Public Accountant
President

STEPHEN ROATCH ACCOUNTANCY CORPORATION

Certified Public Accountants

VIII H.

Stephen Roatch - President
Habbas Nassar - Vice President

January 4, 2018

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

We are pleased to confirm our understanding of the services we are to provide Gravenstein Union School District for the fiscal year ending June 30, 2018. We will perform the required annual financial audit of the proceeds from the sale of the bonds and the required performance audit to ensure that the Measure M - Building Fund bond proceeds have been expended only on the specific projects listed in the ballot measure, in accordance with the compliance requirements of Section 1 of Article XIII A of the California Constitution.

Financial Audit

We will audit the financial statements of the Measure M - Building Fund of the Gravenstein Union School District as of and for the year ending June 30, 2018. The financial statements will present only the Measure M - Building Fund and will not purport to, and will not be intended to present fairly the financial position of the Gravenstein Union School District, as of June 30, 2018, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Audit Objectives

The objective of our audit is the expression of an opinion as to whether the Measure M - Building Fund financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Gravenstein Union School District and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the financial statements is other than unmodified, we will fully discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose.

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Audit Objectives (Concluded)

If during our audit we become aware that Gravenstein Union School District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions, as applicable. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform test of Gravenstein Union School District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Performance Audit

We will prepare a performance audit of the Measure M - Building Fund bond proceeds of Gravenstein Union School District for the year ending June 30, 2018.

Objectives

The purpose of the performance audit is to meet the Proposition 39 requirements for the Measure M - Building Fund bond proceeds to ensure compliance with Article XIII A Section 1 (b)(3)(a) and (b)(3)(C) of the California Constitution. This includes review of expenditures made from the bond proceeds to determine if the expenditures charged to the Measure M - Building Fund are documented, that bond funds were used only for the purposes of the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities, review of expenditures made from the bond proceeds to determine if any of the bond funds were used to pay for teacher or administrative salaries, or any other school operating expenditures, and review of expenditures made from the bond proceeds to determine if the bond funds were spent only on projects identified in the ballot measure, that any discrepancies or weaknesses in internal controls are noted and recommendations for improvement are provided, and that the District's Governing Board and Citizen's Oversight Committee are provided with performance and financial audit reports as required under the requirements of the California Constitution and Proposition 39. The performance audit will be conducted in accordance with *Government Auditing Standards*.