

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

REGULAR GOVERNING BOARD

MEETING AGENDA

Gravenstein School, Rm. 13

Wednesday, February 21, 2018

5:00 PM

I. CALL TO ORDER

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

II. PUBLIC COMMENTS

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

III. REPORTS, AND ORAL COMMUNICATIONS

- A. Gravenstein Union Teachers' Association
- B. District Site Council
- C. GSF/MPF
- D. Trustee Reports
- E. Facilities Report
 - I. Shade structure complete
 - II. Phase 2 complete
 - III. Phase 3 –Gravenstein modernization update
 - 1. Gym & kitchen, Learning Lab, Staff Restrooms
 - 2. Lease-Lease-Back Schedule
 - IV. Phase 4 – Hillcrest modernization update
 - 1. Increment #1: Transformer/electrical system, ADA access to field
 - 2. Increment #2 solar parking shelter
 - V. District solar project
- F. Hillcrest Principal Report
- G. Gravenstein Principal Report
 - I. Update on Garden inquiry
 - II. Gravenstein staff's additional grade level feedback on single program model
- H. CBO Report
 - I. Update on modernization funding with Jack Schreder & Associates
 - II. Update on the Governor's proposed budget
 - III. Dark Fiber update

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

- I. Superintendent Report
 - I. 2017-18 Enrollment
 - II. 2018-19 Enrollment Forecast
 - 1. Advertising: Sonoma Family Life & Press Democrat
 - 2. Open House Events: Sat., Jan 27 & Sat., Feb 3
 - III. Results of staff survey
 - IV. Program offerings forecast for 2018-19: Discovery!, Enrich!, Traditional, and STEAM
 - V. Transportation JPA Update
 - VI. School Counselor update
 - VII. Window covering update

IV. CONSENT AGENDA

ACTION ITEM

- A. Minutes of Regular Meeting Jan 17, 2018
- B. Warrants/Payroll
- C. Budget Updates and Transfers
- D. Correspondence/Publications
 - 1. Admission instructions to parents who indicated interest in the Enrich! program for 2018-19
 - 2. Accept resignation of Cordelia Kritz effective 2/09/18
 - 3. Letter from Shelley Stiles of SCOE Business Department concurring with the District's positive budget certification for the 2017-18 year.
 - 4. Approve Christina Urmini's 2018-19 parenting leave as provided for in the GUTA contract.
 - 5. Accept resignation of Kassidy Fisher, effective 2/15/18
- E. Donations
 - 1. Thank you to Beverly and Pat Smith for their donation of \$250 to support Hillcrest Middle School

V. GENERAL

A. Review & Consider Changes to BB 9322

One Trustee has requested that the Board consider making changes to BB 9322, including changes to the way items are added to the Board agenda.

Action taken/comments:

Motion _____ Second _____ Vote _____

B. Review & Consider Changes to BB 9324 – Board Minutes

One Trustee has requested that the Board consider making changes to BB 9324, including recording of Board meetings.

Action taken/comments:

Motion _____ Second _____ Vote _____

C. Consider Creating Board Committee to Develop Roll-Out of Discovery! Model

One Trustee asks that the Board consider whether to create a standing Board committee in order to provide a regular public forum to generate ideas; discuss and develop a long-term rollout of the single program/Discovery! model at all grades K-8.

Action taken/comments:

Motion _____ Second _____ Vote _____

D. Review & Consider Changes to AR 5111 - Admissions

The Board tabled review of this AR5111 at the January 17 Board meeting. The item is being brought back for consideration of admissions policy, including the admission age for Transitional Kindergarten.

Action taken/comments:

Motion _____ Second _____ Vote _____

E. Review & Consider Changes to BB 9010 - Public Communications

The Board tabled review of this policy at the January 17 Board meeting.

Action taken/comments:

Motion _____ Second _____ Vote _____

F. Review & Approve School Accountability Report Cards for District Schools

The Board will be asked to approve the 2017-18 School Accountability Report Cards (SARCs) for the four District schools, as presented to them. The School Accountability Report Card is mandated as a result of the Williams Lawsuit.

Action taken/comments:

Motion _____ Second _____ Vote _____

G. Review & Approve District Safety Plan

The Board will be asked to approve the District Safety Plan as presented by Superintendent Schwinn. The District Safety Plan was last updated in 2014. This updated plan has been updated using a current template that includes

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

all requirements of **California Education Code** sections 32280-32289. The District Site Council team has reviewed, updated and approved the updated safety plan provided for Board approval.

Action taken/comments:

Motion _____ Second _____ Vote _____

VI. BUSINESS

A. Consider Development of Strategy to Manage & Assign Reserves

One Trustee has requested that the Board develop a strategy to manage and assign the District's reserve funds.

Action taken/comments:

Motion _____ Second _____ Vote _____

B. Revise Educator Effectiveness Plans

The Board will be asked to approve revised Educator Effectiveness Plans for Gravenstein Elementary School and for Hillcrest Middle School. The revised plans include the actual funding received and the updated expenditures budget based on the needs of the school sites.

Action taken/comments:

Motion _____ Second _____ Vote _____

C. Approve Lease-Lease Back Process for HMS Phase 4 Projects

The Board will be asked to approve using the Lease-Lease Back process to contract with a general contracting firm to complete the Phase 4 modernization projects on the Hillcrest campus.

Action taken/comments:

Motion _____ Second _____ Vote _____

D. Approve Miller Pacific Contract to Provide Geo Tech Services

The Board is asked to approve a contract with Miller Pacific to provide a core drilling soil sample at Hillcrest, needed to prepare for Hillcrest Phase 4, planned for summer 2018.

Action taken/comments:

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

Motion _____ Second _____ Vote _____

E. Approve Resolution #180221-3 Selecting GCCI for Phase 3

The Board is asked to approve resolution #180221-3 indicating that the District has determined to go forward with GCCI, following an interview process, to provide the Lease-Leaseback general contracting services to complete Phase 3 projects.

Action taken/comments:

Motion _____ Second _____ Vote _____

F. Review & Consider Contract w/ ARC Alternatives for Prop 39 Project Management

The Board will review and consider a contract with ARC Alternatives to provide continued assistance in procuring Prop 39 funding and project management of Prop 39 funded facility projects.

Action taken/comments:

Motion _____ Second _____ Vote _____

G. Approve Contract w/ Counterpoint to Provide Lease-Leaseback Oversight Services for Hillcrest Phase 4

The Board is asked to approve a contract with Counterpoint Construction Services to provide Lease-Leaseback oversight services for the Hillcrest Phase 4 project.

Action taken/comments:

Motion _____ Second _____ Vote _____

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

VIII. CLOSED SESSION

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

- 1) Conference with Labor Negotiator

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

- District Negotiator: Jennifer Schwinn, Superintendent
Represented Employees: Gravenstein Union Teachers Assoc.
Unrepresented Employees: Two Classified staff
2) Public Employee – Hiring: Teaching Assistant – Kathleen Byrne
3) Public Employee Discipline/Dismissal/Release
 -Resolution #180221-1 Release Temporary Certificated Staff
 -Resolution #180221-2 Non-Reelection of Probationary Certificated
 Employees
4) Superintendent Evaluation

IX. OPEN SESSION

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

X. FUTURE BOARD MEETINGS:

- I. Board needs to set a special Board Meeting prior to March 14, 2018, for Superintendent Evaluation.
II. Next Regular Board Meeting: March 14, 2018—5 p.m.

XI. ADJOURNMENT

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

Grade-Level Discussion on Single-Program Model

Remember:

- Nothing is already determined
- Your knowledge, expertise, input, and ideas are critical
- Dream with me! We want to create the absolute best program possible- what would it look like for your grade? Dream! Imagine! Consider!

<p>Current grade-level projects or events What makes your grade unique: field trips, projects, plays or performances, events, celebrations? Identify program: -T, -E, -T/E</p>	<p>What do you want to see in a program created for <u>all</u> students at your grade level?</p>	<p>Challenges and Obstacles; Fears or Concerns; what could get in the way of success?</p>

What timeline do you feel is best?



Open Court

Do you have all of your materials? Status of Wonders Material?

What are your first impressions?

What additional support are you looking for?

Do you need additional help to roll-over students to have online access?



Gravenstein Garden

- Teacher level of interest in a class/school garden?
- The anticipated level of interest from your students?
- Space for garden- boxes only or expansion required?
- Easily integrated into curriculum? Separate curriculum required?
- What do you see- small group or whole-class? Time available?
- What guidance from coordinator is necessary?

January 18, 2018

Ms. Jennifer Schwinn
District Representative
Gravenstein Union Elementary School District
3840 Twig Avenue
Sebastopol, CA 95472

Dear Ms. Schwinn:

The Office of Public School Construction (OPSC) has received your District's School Facility Program (SFP) application documents for the amendment of your modernization eligibility at the following school(s):

**Gravenstein Elementary
Hillcrest Middle**

This application is subject to the current SFP Regulations approved by the Office of Administrative Law on December 20, 2017.

Please refer to OPSC's Web site at www.opsc.dgs.ca.gov for a copy of the Architect's Submittal Guidelines for the School Facility Program. The guidebook may be located at http://www.documents.dgs.ca.gov/opsc/Publications/Handbooks/Arch_Sub.pdf. OPSC encourages the districts to include these guidelines as a part of their Request for Proposal/Qualifications and/or contract for its project architect.

Should you have any questions concerning this matter, please feel free to contact me at (916) 375-4325.

Sincerely,



LIZ CHEYNE
Application Review Analyst
Office of Public School Construction

LC:lc

cc: Candace Ly, Project Manager
File

III H 3



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

Dark Fiber Update

1 message

Cody Grosskopf <cgrosskopf@scoe.org>

Wed, Jan 31, 2018 at 2:58 PM

To: John Azzizzi <jazzizzi@sebastopolcharter.org>, Rich Parde <rich.parde@bvusd.org>, grider <grider@cinnabar.k12.ca.us>, dhughes@forestvilleusd.org, wholden@grav.k12.ca.us, Michael Smith <msmith@mwusd.org>, Debbie Costello <dcostello@ogusd.org>, jthibeau <jthibeau@pousd.org>, Joseph Pandolfo <jpandolfo@rvusd.org>, lensign@sebusd.org, pnosecchi@twinhillusd.org, "Slender, Carol" <cslender@waughsd.org>, Margaret Skikos <mskikos@wrightesd.org>, dcalvert@scoe.org, lwilliams@oldadobe.org, lvernier@westcountytransportation.org, ginastieb@yahoo.com, asanchez <asanchez@westcountytransportation.org>, Jacob Lopez <jlopez@busd.org>, Rich Parde <richp@bvusd.org>, "Adams, Michael" <madams@cinnabar.k12.ca.us>, cgrosskopf <cgrosskopf@scoe.org>, rschuetz@grav.k12.ca.us, Michael Teegarden <mteegarden@ogusd.org>, Larry Black <lblack@oldadobe.org>, Jon Coutts <jcouts@pousd.org>, Joseph Silveira <jsilveira@rvusd.org>, Dee Khaleck <dkhaleck@roselandsd.org>, "Loveday, Steven" <sloveday@twinhillusd.org>, Lynnette Cowser <lcowser@wscuhsd.k12.ca.us>, Mark Ballard <mballard.ehs@wscuhsd.k12.ca.us>, Jimmy Bui <jbui@wrightesd.org>, "Freese, Sean" <sean.freese@sonomaacademy.org>, ckim@busd.org, "Stieb, Gina" <gstieb@roselandsd.org>

Cc: "Bienkowski, Dan" <dbienkowski@scoe.org>, "Ng, Derek" <dng@scoe.org>, Candy Amos <camos@scoe.org>

I know most of you are very anxious to hear any news on dark fiber. Last year SCOE awarded a contract to Sonic for the installation and maintenance of Dark Fiber to each of your sites. We submitted the request to USAC for funding and as of 1/27/2018 we have been funded for equipment and installation/maintenance.

Even though we didn't have USAC approval, Sonic started working on permits and logistics around October of 2017. Since we have received USAC approval Sonic will now be reaching out to do site visits, in some cases SCOE may accompany Sonic.

As soon as we have a more details we will reach out individually to speak with you regarding the timeline for your District's installation.

Thank you,

—
 Cody Grosskopf
 Sonoma County Office of Education
 5340 Skylane Blvd. Santa Rosa CA 95403

13

Gravenstein Union School District
Enrollment

III I. 1

February 2018		PK	K	1	2	3	4	5	6	7	8	Totals
Teachers												
Tomsky	TK	17										17
Crandall	ENRICH!		16									16
Briggs	ENRICH!		17									17
Redfern		5	14									19
Trivunovic			13									13
Candau	ENRICH!			21								21
Lannon	ENRICH!			21								21
Dellosa				18								18
Clement				18								18
Debolt	ENRICH!				21							21
Basque	ENRICH!				21							21
Otterson					20							20
Sprinkle					19							19
Mattish	ENRICH!					21						21
Nordstrom	ENRICH!					21						21
Barrera						17						17
Haas						22						22
Brown	ENRICH!						26					26
Sully	ENRICH!						26					26
Martinez							19					19
Davis							20					20
Urmini	ENRICH!							26				26
Hansen	ENRICH!							26				26
Grimm								24				24
Helton									18			18
Kinman									16			16
Dexter	ENRICH!								26			26
Rich	ENRICH!								26			26
McDowell										23		23
Sotiras										19		19
Collins	ENRICH!									24		24
Clements	ENRICH!									25		25
Cole											15	15
McDonald											14	14
Jex-Lewis											12	12
Johnson	ENRICH!										16	16
Sporrer	ENRICH!										20	20
Gravenstein Campus		22	60	78	81	81	91	76				489
Hillcrest Campus									86	91	77	254
February 2018		22	60	78	81	81	91	76	86	91	77	743
February 2017		2	97	83	81	82	84	77	80	88	85	759
February 2016		2	96	76	83	72	78	74	88	84	83	736
February 2015		0	94	79	70	70	68	74	70	84	114	723
February 2014		0	101	62	70	65	71	65	72	101	105	712
February 2013		0	81	68	68	61	69	69	85	111	101	713
February 2012		0	80	71	61	66	63	85	90	92	82	690
February 2011		0	66	55	59	51	82	75	84	74	99	645
February 2010		0	56	61	49	76	69	70	66	84	93	624

2017
506
253
759

**Gravenstein Union School District
Projections for 2018-2019 (as of end-of-day, 2/15/18)
Grades TK - 5**

2018-2019	Potential roll-over from current 2017-2018	Intent Forms -Parent indicated leave district	Applications for 2018-2019	Projection (assuming all requests accommodated; all applicants qualify)	Optimal class size	Comments
TK	X	X	19	19	21	
K	(17-18 grade TK) 22	1	54	75	21	
1	(17-18 grade K) T: 27 E: 33	T: 0 E: 0	T: 1 new E: 1 new	T: 28 E: 34	21	
2	(17-18 grade 1) T: 36 E: 42	T: 0 E: 0	T: 2 new E: 0	T: 38 E: 42	21	
3	(17-18 grade 2) T: 39 E: 42	T: 3 E: 1	T: 0 E: 14 (6 new, 8 current second grade Trad)	T: 35 E: 42	21	Wait list/lottery for E: 13
4	(17-18 grade 3) T: 39 E: 42	T: 0 E: 0	T: 0 E: 6 (2 new, 4 current third grade Trad)	T: 35 E: 48	26	
5	(17-18 grade 4) T: 39 E: 52	T: 1 E: 0	T: 1 E: 4 (all new)	T: 39 E: 52	26	Wait list/lottery for E: 4

III I, 1 & 2



Kindergarten Discovery!

A Program at Gravenstein Elementary School



- ✓ Energetic & Compassionate 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, 10 AM, 2018

Gravenstein Elementary School: 3840 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



A small school setting
with BIG opportunities.



With the highest state test
scores in West County, we
cultivate individual talents and
strengths in a caring and
cooperative environment.



Visit Us

725 Bloomfield Road
Sebastopol, CA 95472



Talk To Us

(707) 823-7653

Principal - David Fichera

Secretary - Amy Gloeckner



Apply Now!

Applications for new students are
available in our office or online at:
<http://hcm-grav-ca.schoolloop.com/>

Hillcrest

Middle School



Gravenstein Union School District

Overview

Nestled in the rolling hills of Sebastopol, Hillcrest is a 6th-8th grade public charter school where students thrive academically and socially.

As a school of choice, our students reside in Sebastopol, Cotati, Rohnert Park, Santa Rosa, Petaluma, Forestville and beyond.

Hillcrest graduates are well prepared for high school and attend Andly, Tech High, Credo, ArtQuest, Sonoma Academy, Cardinal Newman and more.

Basics

- Public Charter School
- Grades 6-8
- 260 Students
- 19 Teachers
- Avg. Class Size 24
- 7 period day

Beyond the Bell

Affordable on-site childcare and homework support, opens 7:15 AM, closes 5:15 PM.



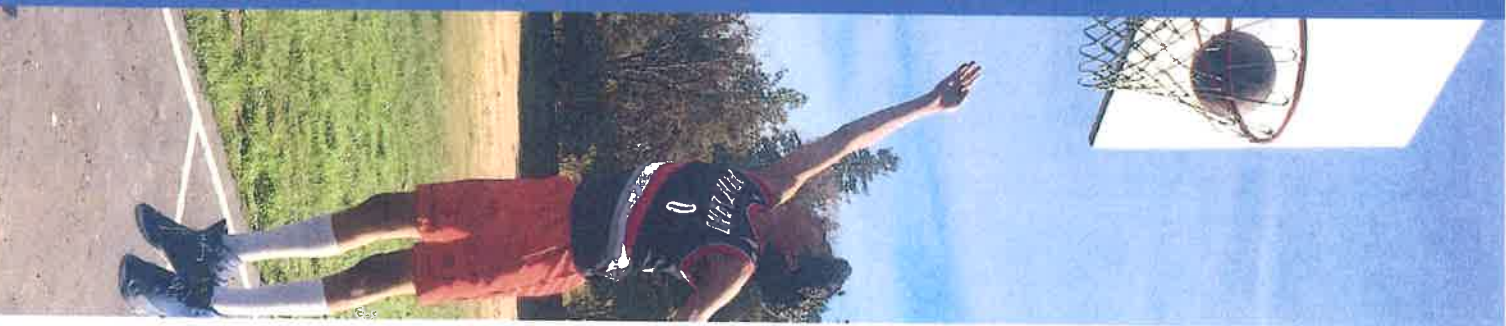
Recent Awards

- 2015 California Gold Ribbon School
- 2013 California Distinguished School
- 2013 Exemplary Arts Program School

Student Life

Hillcrest offers many activities to enhance the student experience beyond the classroom.

- After-school athletics, part of West County League (flag football, volleyball, basketball)
- Overnight field trips
- After-school musical theater program
- Monthly activities and assemblies focused on life skills (eg. empathy, courage, imagination...)
- Lunchtime intramural competitions (house games)
- Student Council
- Spirit Days
- Dances
- Service Projects
- More....



We Offer

Rigorous Academics

- Accelerated math options
- Laboratory science classes
- Standards-based instruction with current textbooks and curricular materials
- Spanish language instruction for all

STEAM (6th grade)

NEW in 2018-19, all 6th grade students will participate in weekly STEAM activities. STEAM stands for Science, Technology, Engineering, Arts and Mathematics and represents an approach to learning that is interdisciplinary and hands-on.

6th grade students will have one core teacher for Language Arts and History, and one core teacher for Math, Science, and STEAM, to promote integration and project-based learning.

ENRICH! Creative Arts Magnet

ENRICH! offers an extended school day to include additional enrichment opportunities and field trips.

Technology

With one Chromebook for every student, Hillcrest is a Google Apps for Education school. Technology classes include coding, digital video, robotics and more.

Music Program

All Hillcrest students can participate in our award winning music program offering a string ensemble, concert, marching, and jazz bands.

St. Luke Preschool

Now Enrolling

2.9 years-Pre-K
Full time (5 days)
7:30am-4:30pm
\$585 a month

For more information call
707-545-6772


St. Luke Preschool

905 Mendocino Ave. • Santa Rosa • www.stluke-lcms.org

We Grow Them REDWOOD STRONG!

Classes for all ages
Birthday Parties!

CHECK OUT OUR NEW CLASSES FOR 2018

 reg since 1978

Redwood Empire Gymnastics

www.regymnastics.com 707.763.5010

2018-2019

Gravenstein Elementary School

Kindergarten Discovery! Program

Registration begins January 1, 2018. All paperwork available in the office or online, www.grav.k12.ca.us

TK and Kindergarten Open House-
Saturday, January 27 10:00-11:00

- Energetic and compassionate teachers!
- Beautiful, rural school setting!
- Engaging curriculum to address all abilities!
- All Kindergarten students receive weekly Activity lessons: Art, Music, Spanish, PE, Dance, Drama, Library, Garden, and Hands-on Science.
- Bathrooms in each TK/Kindergarten classroom
- Separate recess/lunch schedule
- Age-appropriate exposure to technology
- Before/after school care
- Full-day program

Contact Kerl Pugno, Principal (707) 823-5361 or kpugno@grav.k12.ca.us
Gravenstein Elementary School 3840 Twig Avenue Sebastopol, CA 95472

the  **SAFE SWIMMERS START HERE**

FOR YOUTH DEVELOPMENT*
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

REGISTER NOW FOR SWIM LESSONS



SONOMA COUNTY FAMILY YMCA

707-545-9622 x 3138
www.scfymca.org

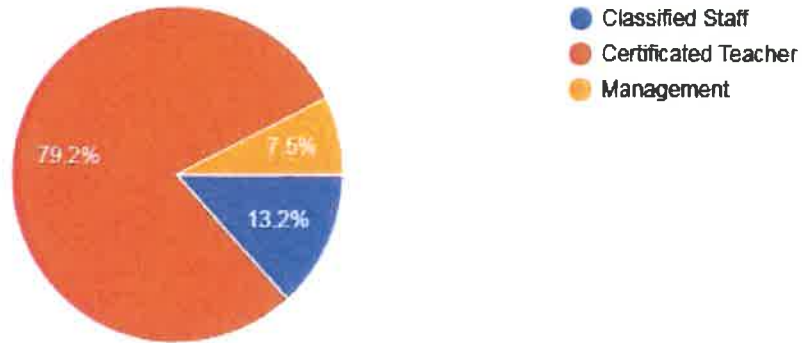
Sonoma County Family YMCA 1111 College Ave. Santa Rosa, CA 95404 • 707-545-9622 • F 707-544-7805
The Y is a non-profit Community Organization. Financial Assistance is available.

GUSD Staff Survey Results 2018

III I 3

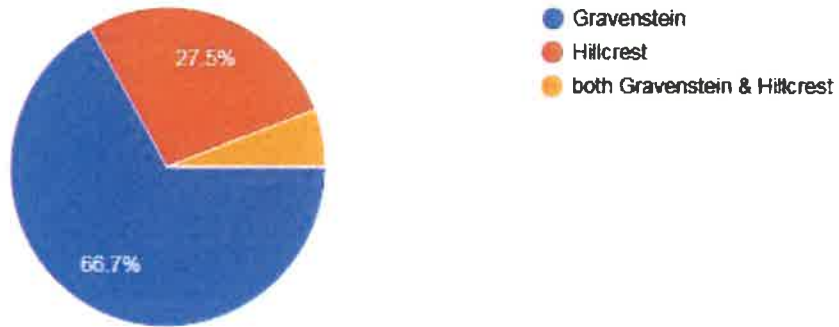
What is your role in GUSD?

53 responses



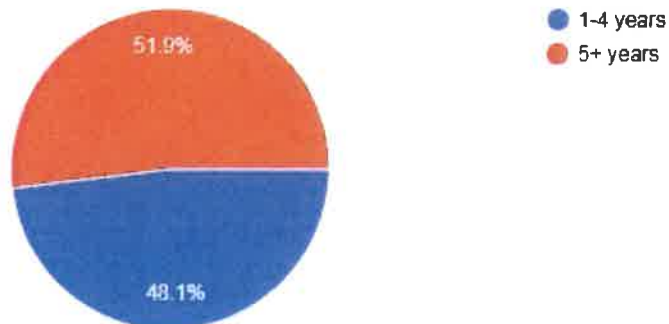
What campus do you work on?

51 responses



How many years have you worked for GUSD?

52 responses

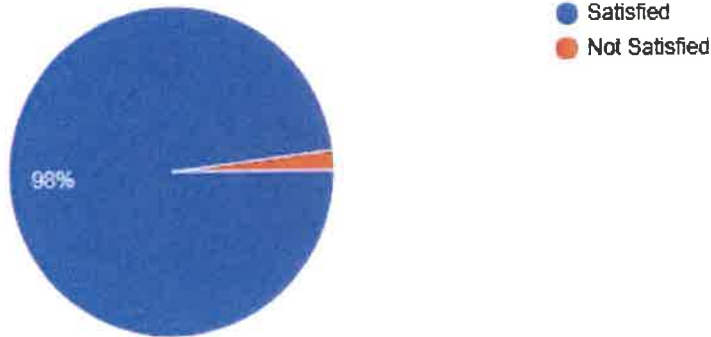


24

GUSD Staff Survey Results 2018

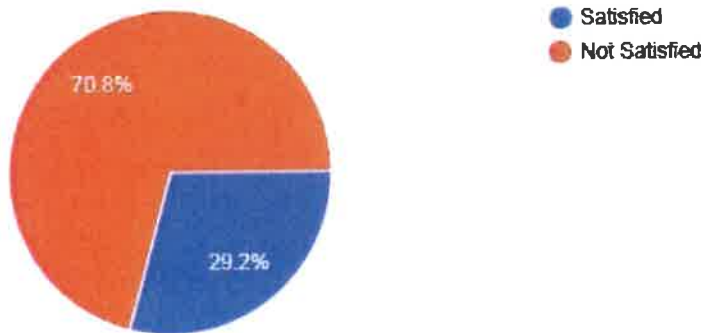
How satisfied are you working within the Gravenstein District overall?

51 responses



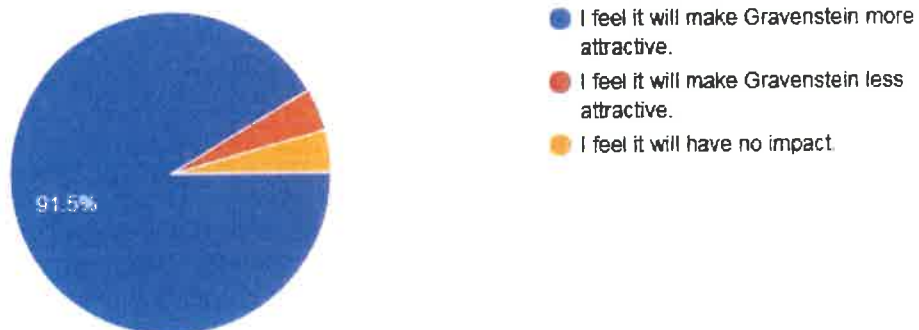
How satisfied are you with GUSD having a dual program system (Traditional and ENRICH! programs)?

48 responses



For the 2018-2019 school year, Gravenstein will be piloting a Kindergarten Discovery! program, where all students...you feel this will impact Gravenstein?

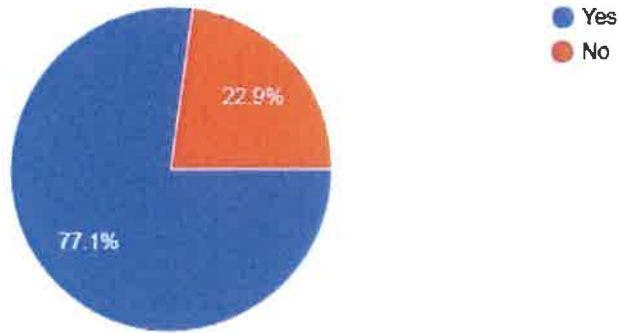
47 responses



GUSD Staff Survey Results 2018

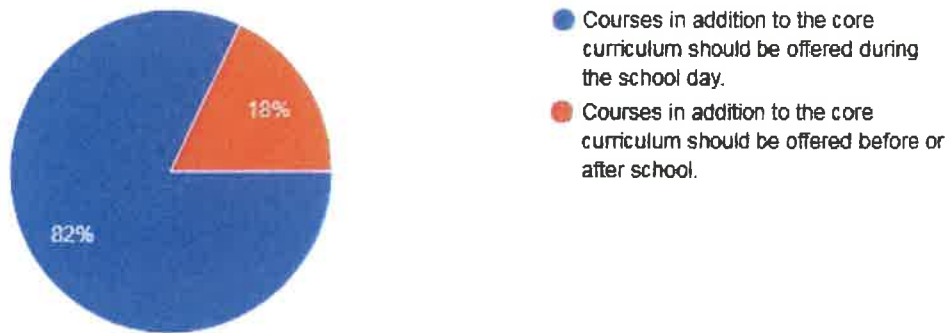
Would you prefer that the Gravenstein District offer ONE program for all students, with daily courses (eg. art, ... curriculum) rather than two programs?

48 responses



Choose one of the following options:

50 responses

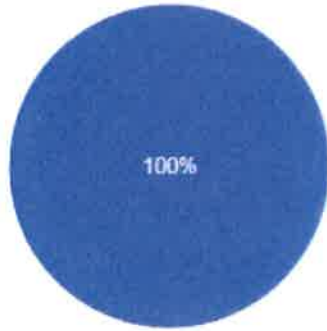


GUSD Staff Survey Results 2018

If GUSD were to transition away from the dual-program model to offer ONE program with daily courses (eg art, music) would you be to continue working in GUSD?

50 responses

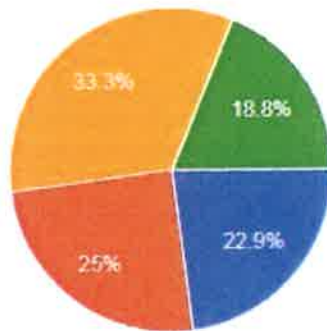
How likely would



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

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

48 responses

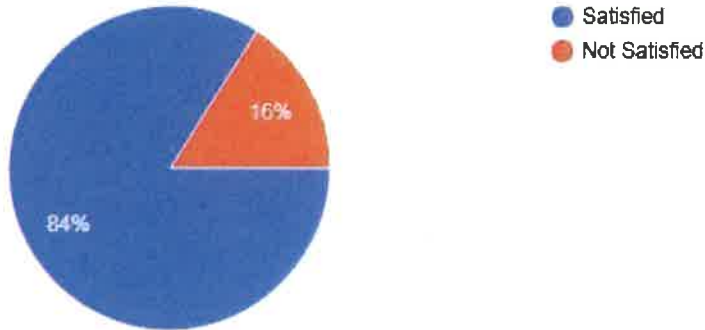


- primarily ENRICH!
- primarily Traditional
- ENRICH! and Traditional; serve all students
- decline to state

GUSD Staff Survey Results 2018

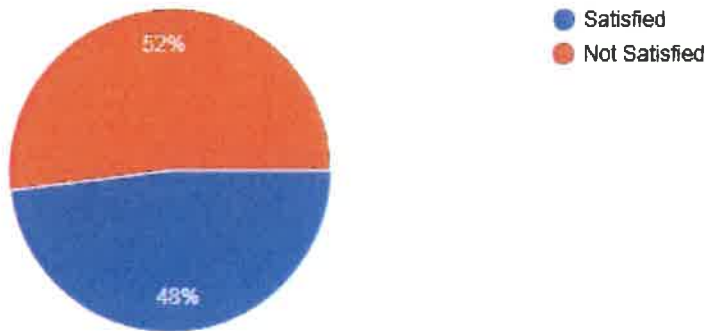
How satisfied are you with what the ENRICH! program currently offers students?

50 responses



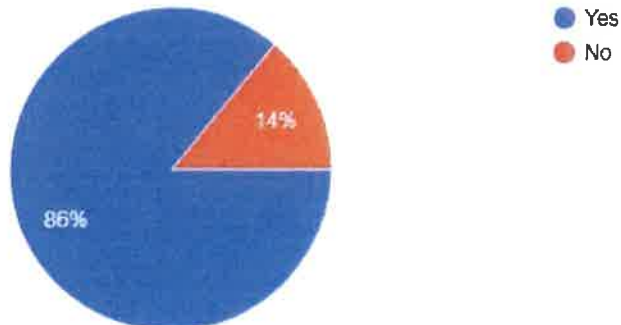
How satisfied are you with what the Traditional program currently offers students?

50 responses



The current ENRICH program extends the core day by 45 minutes to allow for the additional 45 minutes of instruction. *action, how willing would you be* to work in an extended day program?

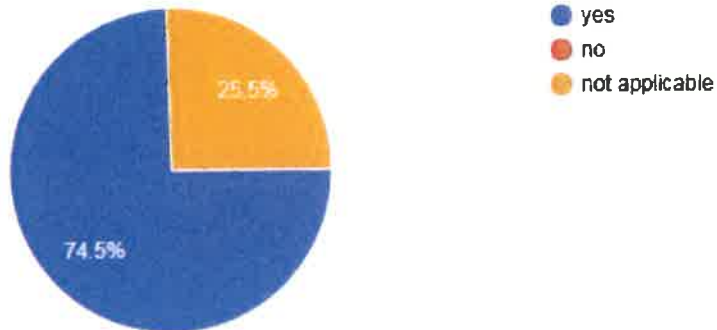
50 responses



GUSD Staff Survey Results 2018

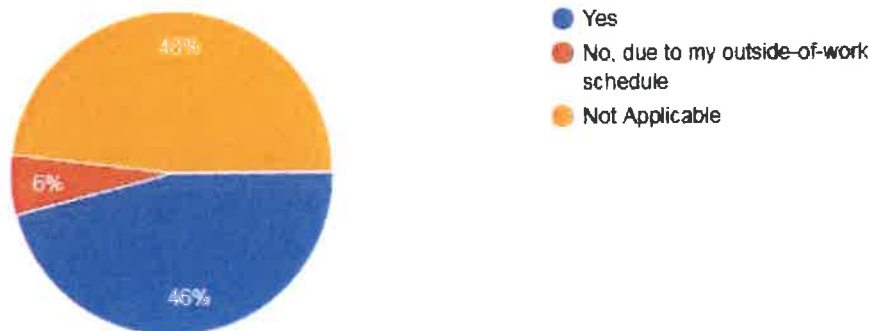
Are you willing to take your students on regular, local day field trips?

51 responses



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

50 responses



WEST COUNTY TRANSPORTATION AGENCY AGENDA ITEM BACKGROUND

ITEM NUMBER: 5.1: Executive Director's Report

DATE OF BOARD MEETING: 2/14/18

School Bus Driver Recruitment

- Job fair schedule for end of May 2018
- Bus Driver class in end February 2018

Routes & Driving Staff

Type of Route	Anticipated Number of Routes	Number of Routes	Number of Drivers	Number of Drivers Out On Long-term	Driver Positions Uncovered	Anticipated Drivers Needed
Regular Education	43	42	38	1	4	2
Vans - Special Education Class C Driver	15	16	14	0	2	2
Contracted ALC - Special Education	0	1	1	0	0	1
Special Education - 16 Wheelchair - 54 Ambulatory	73	70	66	2	4	5
Stand-by Drivers - 20 (subs)	20	20	13	1	7	7
Totals	151	149	131	4	17	17
December 2017	151	147	127	4	21	22
Difference	0	+2	+4	0	-4	-5
Notes:	We have several routes that have no additional room/time to add students or reduce ride times below 75 minute ride.					

School Bus Camera Systems

Installation of camera systems started in November and is approximately 50% complete.

Progress of Lease Property on 959 Sebastopol Rd. Santa Rosa

After receiving a nonrenewal notification from one of our Landlords and with the Boards approval, we entered into a 3 year lease of a large parking and office facility. We received the property "as is" after approximately 18 months of non-occupancy. As you can imagine, there was/is a great deal of clean-up and preparation, from striping to network access, needed to accommodate the number of buses and staff being house at this location. This property has room to consolidate two lease yards with paved parking (no more dirt lots) 88 buses, 52 passenger car parking spaces, drivers breakroom(s), 5 single stall bathrooms (no more porta-potty), 2 ½ mechanic bays, and supervisors office. Operations from this facility are anticipated to begin the first part of March.

Introductions and Recognitions

- Student rider cards in use now for reg. ed.
 - Students not yet required to have card to ride. Coming soon...
 - Later, if card is forgotten, parent will get 5 day notice to obtain a new card, if lost
- Currently, if student "missing" parent or school staff can call dispatch & find out if/when student got on & off.
- Special education students in Special Day Classes not yet using card system. (Working out bugs)
Expected start in 18-19 for small SDC buses.
- Zonar, Parent app, still to come.

952
Students
transported
to SDCs

GRAVENSTEIN UNION SCHOOL DISTRICT
REGULAR BOARD MEETING
MINUTES

IV A

January 17, 2018

I. CALL TO ORDER

Pres. Horn called the meeting to order at 4:52 PM. Clerk Beck and Members Koelemeijer, Appling, and Schwartz present.

I. PUBLIC INPUT ON ITEMS IN CLOSED SESSION

No public comment was received

II. CLOSED SESSION

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

No action to report.

- i. Conference with Labor Negotiator District Negotiator: Jennifer Schwinn, Superintendent Represented Employees: Gravenstein Union Teachers Assoc.

III. OPEN SESSION

The Board returned to open session at 5:01 PM

IV. PUBLIC INPUT ON ITEMS NOT ON THE AGENDA

The Board received public comment.

V. APPROVAL OF CONSENT AGENDA

President Horn moved to approve the Consent Agenda and Clerk Beck seconded. 5-0 yes.

- I. **Approval of Agenda Order**
- II. **Minutes of regular Board mtg. Dec 13, 2017**

- III. **Warrants/Payroll**
- IV. **Donations**

Donation was recognized and accepted.

- A. **Thank you to Karyn Pulley for the donation of \$250 to the GUSD Music program, in memory of Rev. John Kienitz.**
- B. **Approve Williams Quarterly Report for the period ending Dec 31, 2017**
 - 1. **No complaints**

VI. REPORTS/CORRESPONDENCE

VI.

- A. GUTA Report** The GUTA report was received.
- B. School Site Council** No report
- C. GSF/MPF** GSF and MPF reports were received.
- D. Trustee Reports** Clerk Beck reported on her attendance at the Kindergarten Nutcracker performance.
- Superintendent Schwinn shared potential professional growth opportunities for Board members.
- President Horn shared information on the upcoming training on the Brown Act.
- E. Hillcrest Report** Principal Fichera shared information on the upcoming Open House on February 3. He also thanked the Hillcrest staff for their efforts toward the new monthly character trait assemblies.
- F. Gravenstein Principal Report** Principal Keri Pugno shared some of the work that is being done at Gravenstein in support of their monthly character traits. She also shared upcoming events including the TK/Kindergarten Open House on January 27, and the Spelling Bee. Mr. Pulley will now be instructing all elementary students in general music. The upper grades will be piloting Open Court for English Language Arts with lower grades continuing with the Wonders curriculum.
- G. Superintendent Report**
1. **2017-18 Enrollment report** Enrollment has remained steady in the month of January.
 2. **Transportation JPA Update** The JPA is continuing to search for new bus drivers and is offering a program with on-the-job training.
 3. **Update on modernization funding with Jack Schreder & Associates** Update on Modernization Funding report presented by CBO Holden (handout provided). The funding could result in approximately 1.4 million dollars.
 4. **Phase II update** Phase II modernization at the Gravenstein campus has been completed.
 5. **Shade Structure update** Installation of the shade structure is complete, but Supt Schwinn has a few, small cosmetic items for the

Contractor to address.

6. Review Basic Aid Supplemental Funding for GUSD

CBO Wanda Holden explained Basic Aid Supplemental Funding.

Supt. Schwinn reported that she continues to search for full-time counselor for the District, but it has been difficult to attract qualified candidates.

7. Update on installing window blinds on both campuses

Supt. Schwinn and Head of Maintenance Brian Sposato are working on blackout shades being installed at Hillcrest to assist in keeping classrooms cool on hot days in the absence of air conditioning. This would also increase school safety in the event of a lockdown.

8. Developer Fee Study

CBO Holden shared that we are hiring Jack Schreder to do the developer study on our behalf. This will allow the district to validate why we collect fees.

VII. General

A. Rescind 12/13/2017 Board Decision to Expand Discovery! to 1st Grade in 2019-20

Pres. Horn moved to rescind, Mem. Schwartz seconded, 4-0 yes, 1 abstained (Mem. Appling).

B. Extension of Discovery! Program to 1st Grade in 2019-20

Pres. Horn moved to direct the Supt. to assemble a stakeholder committee to develop a first grade Discovery! program and return to the March meeting with a report/proposal, Mem. Beck seconded:

2-3 No, (Members Horn and Beck voted yes; Appling, Schwartz, Koelemeijer voted no).

Mem. Appling moved that the Board direct the supt. to begin the development of the Discovery! program for First grade in 2019-2020 and return to the Board at the February meeting with a plan for community engagement in the development of the plan. Mem. Schwartz seconded the motion. The motion subsequently was withdrawn.

Mem. Appling moved that the board direct administration to explore development of a first grade Discovery! program to begin in 2019-2020 Mem. Schwartz seconded. 5-0 yes.

C. Procedures to Develop Programs to Serve All Students

Pres. Horn moved to direct the Supt. to consult with staff and return with a plan to implement a single program to

begin the 2020-2021 school year. Mem. Appling seconded. 5-0 yes.

Options to Evaluate Success of Kindergarten Discovery! Program

Pres. Horn moved to direct the Supt. to present monthly reports on the Kindergarten Discovery! Program. Mem. Koelemeijer seconded the motion. 5-0 yes.

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

Principal Fichera shared his presentation about bringing STEAM curriculum (science, technology, engineering, arts, mathematics) to Hillcrest 6th grade. In summary, Mr. Fichera is proposing a scheduling shift, asking for funds for resources (anticipated amount of \$3000), and he is asking for funds for professional development (anticipated amount of \$5,000).

(At 9:30 PM, Clerk Beck left.)

Pres. Horn moved to approve the development of a STEAM Instructional Model for 6th grade along with the proposed expenses. Mem. Appling seconded. 4-0 yes.

E. Update Administrative Regulation AR 5111—Admissions

Pres. Horn moved to Table Item F to the February meeting. Member Koelemeijer seconded. 4-0 yes.

F. Set Deadlines for Charter School Admissions and Lotteries

Mem. Appling moved to set deadlines as listed by administration (entered below). Pres. Horn seconded. 4-0 yes.

Registration priority deadlines:

First period: Jan 1-Feb 15

Second period: Feb 16- April 15

Third period: April 16- June 15

G. Update Board Bylaw BB 9010—Public Communication

Pres. Horn moved to table Item H. Mem. Schwartz seconded. 4-0 yes.

H. Consider Development of School Gardening Program

Pres. Horn directed Principal Pugno to meet with a master gardener to gather information about developing the garden program at Gravenstein.

VIII. Business & Facilities

- A. Phase III and Phase IV Update** Pres. Horn updated the board on the status of Phase III and Phase IV.
- A.**
- B. Approve School Psychologist Contract** Supt Schwinn asked the board to increase the hourly rate to \$125/hour, not to exceed \$13,500 for the year. Mem. Appling moved to approve the school psychologist contract. Pres. Horn seconded. 4-0 yes.
- C. Approval of Updated Classified Salary Schedule** Supt. Schwinn reported that the minimum wage is gradually increasing, and there were some steps on the schedule that were below minimum wage.
- Mem. Appling moved to approve the Updated Classified Salary Schedule to be in compliance. Mem. Koelemeijer seconded. 4-0 yes.
- D. Approve School Counselor Job Description** Pres. Horn moved to approve the School Counselor Job Description. Mem. Appling seconded. 4-0 yes.
- E. Approval of School Counselor Salary Schedule** Mem Schwartz moved to approve the School Counselor Salary Schedule. Mem. Koelemeijer seconded. 4-0 yes.
- F. Review & Accept Annual Facility Inspection Reports** Pres Horn moved to Review and Accept the Annual Facility Inspection Reports. Mem. Appling seconded. 3-0-1 yes; Mem. Schwartz abstained .
- G. Acceptance and Certification of June 30, 2017, Fiscal Year Financial Audit** CBO Holden reported that there were no findings in the audit. The District's financial position increased by 16.5% over the year. Pres. Horn moved to accept and certify the 2017 Fiscal Year Financial Audit. Mem. Koelemeijer seconded. 3-0-1 yes; Schwartz abstained.
- H. Acceptance and Certification of June 30, 2017, Fiscal Year Measure M Bond Performance Audit** Pres. Horn moved to accept and certify the 2017 Fiscal Year Measure M Bond Performance Audit. Member Koelemeijer seconded. 3-0-1 yes; Mem. Schwartz abstained.
- I. Acceptance and Certification of June 30, 2017, Fiscal Year Measure M Bond Financial Audit** Mem. Appling made a motion to accept and certify the 2017 Fiscal Year Measure M Bond Financial Audit. Pres. Horn seconded. 3-0-1 yes; Mem. Schwartz abstained.

- J. Approve Public Disclosure of Proposed Collective Bargaining Agreement per AB1200**
- Pres. Horn suggested corrections:
 -page 147, item 12: "there is not change" should be "there is no change"
 -page 145 : the date of CBO's signature shows 2019
 -page 145: 2017-2018 years should be reflected rather than 2016-2017
 -On name of bargaining unit, Gravenstein was misspelled.
- Pres Horn moved to approve with corrections. Member Schwartz seconded. 4-0 yes
- K. Approve GUTA Contract for 2017 - 2020**
- Mem. Appling moved to approve. Mem. Schwartz seconded. 4-0 yes.
- L. Approve Salary Increase for Unrepresented Groups**
- Mem. Schwartz expressed that he wants this salary increase to be merit based and not automatic. He inquired about performance evaluations of non-represented groups.
- Pres. Horn moved to approve a one-time, off-schedule payment of 4% for unrepresented groups, Mem. Appling seconded, 3-1 yes; Schwartz opposed.
- M. Approve Notice of Completion for Silver Creek**
- Pres. Horn moved to approve the Notice of Completion for Silver Creek. Mem. Appling seconded. 4-0 yes.
- N. Approve Contract with Stephen Roatch Accountancy**
- Pres. Horn moved to approve the contract with Stephen Roatch Accountancy for \$14,700 for the general audit and \$2,750 for the Measure M audits for the 2017-18 fiscal year. Mem. Appling seconded, 4-0 yes.
- O. Approve Resolution # 180117-1 to Move Resources to Fund 40**
- Pres. Horn moved to approve Resolution #180117-1 to Move \$2,012,719 to Fund 40. Mem. Appling seconded. 4-0 yes.
- (Mem. Schwartz left at 11:23 PM)**
- P. Consider Date for February Regular Board Meeting**
- Pres. Horn moved to change the February meeting Member to Wednesday, February 21. Mem. Appling seconded. 3-0 yes.

IX. PUBLIC COMMENT ON ITEMS IN

No comment

CLOSED SESSION

X. ADJOURN TO CLOSED SESSION
**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

XI. RECONVENE TO OPEN SESSION

No reportable action was taken

XII. Future Board Meetings:

- A. Next Regular Board Meeting:
Jan 17, 2018— 5:00 PM

Trustees requested that the following items be added to
the agenda for the next regular meeting:

- Develop a fiscal reserve strategy for the District
- Schedule a formal superintendent evaluation

XIII. ADJOURNMENT

Pres. Horn adjourned the meeting at 11:29 PM.

Gravenstein Union School District
January Payroll Report

February 21, 2018 Regular Board Meeting

Certificated Salary & Benefits

Regular: \$ 452,240.81
Supplemental: \$ 166,170.31

Classified Salary & Benefits

Regular: \$ 86,723.08
Supplemental: \$ 36,049.88

Total Salary & Benefits

\$ 741,184.08

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

Board Meeting Date February 21, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1612150	01/03/2018	Matthew M. McDowell	04-4310	Reimb VGA Cable (4)	1.71	27.96
1612151	01/03/2018	Advanced Security Systems	40-6200	Fire Alarm Programming & Monitoring	129.24	94.50
1612152	01/03/2018	Sharon A Gowen	03-5825	Advertising Family Life	7.41	615.00
1612153	01/03/2018	Gopher	12-4390	Beyond the Bell game supplies-See attached		112.20
1612154	01/03/2018	Office Depot	01-4350	District Office & Nurse Supplies		
			01-4359	Instructional Supplies		
			01-4390	District Office & Nurse Supplies		
			03-4310	Teacher Materials		
			03-4350	District Office & Nurse Supplies		
			03-4390	District Office & Nurse Supplies		
				Teacher Materials		
			04-4310	Instructional Supplies		
			04-4350	District Office & Nurse Supplies		
			04-4359	Instructional Supplies		
			04-4390	District Office & Nurse Supplies		
1612155	01/03/2018	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2017-18	49.67	441.17
			03-5520	Light Poles at Grav Elem 2017-18	1.77	
1612156	01/03/2018	Ray Morgan Company	01-5633	Copier Contract Charges 2017-18	20.37	22.14
1612659	01/05/2018	Classroom Direct	12-4390	Daycare/ Homework Club Supplies		1,274.76
1612660	01/05/2018	Fishman Supply Company	01-4370	District Wide Custodial Supplies	144.35	202.31
			03-4370	District Wide Custodial Supplies	1,761.15	
			04-4370	District Wide Custodial Supplies	981.63	
			04-4440	Projector Screen-Sporrer		
1612661	01/05/2018	Office Depot	01-5520	Electric and Gas for 2017-18 Gravenstein	243.73	2,887.13
1612662	01/05/2018	Pacific Gas & Electric	03-5520	Electric and Gas for 2017-18 Gravenstein	2,805.10	
			04-5520	Electric and Gas for 2017-18 @ Hillcrest	2,952.41	
				Electric and Gas for 2017-18 Gravenstein	32.35	6,033.59
1612663	01/05/2018	School and College Legal	04-5200	Bullying, Cyberbullying Workshop	4.91	45.00
1612664	01/05/2018	Verizon	01-5912	Sup't Phone & Tablet Service for 2017-18	59.86	
			03-5912	Sup't Phone & Tablet Service for 2017-18	33.36	
			04-5912	Sup't Phone & Tablet Service for 2017-18	22.30	98.13
1613280	01/10/2018	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2017-18	275.04	
			04-5911	Gravenstein AT&T CALNET 3 Charges 2017-18	133.21	

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

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

Board Meeting Date February 21, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1613280	01/10/2018	AT&T Cabinet 3	Hillcrest AT&T CALNET 3 Charges 2017-18		60.14	490.69
1613281	01/10/2018	AXIA	21-6210 Gravenstein Modernization, Job #940		486.75	
			40-6210 Modernization - Hillcrest Middle Improvements		19,224.84	19,711.59
1613282	01/10/2018	Joe Lunardi Electric, Inc.	01-4440 District Server-Data Cabinet		53.75	
			03-4440 District Server-Data Cabinet		655.75	
1613283	01/10/2018	Monterey Bay Aquarium	04-4440 District Server-Data Cabinet		365.50	1,075.00
1613284	01/10/2018	Pacific Environmental Ed Center	04-5826 7th Grade Monterey Field Trip			7,125.00
1613285	01/10/2018	Point Reyes National Seashore Assoc.	03-5826 4th Enrich! Field Trip Sully 3/14-16/18			3,690.00
			03-6698 Science at the Seashore-Limnartour Beach			300.00
1613286	01/10/2018	Redwood Pediatric Therapy Asso	03-5811 OT/PT Svcs for Students			241.45
1613287	01/10/2018	School and College Legal	04-5200 Recent Developments in Website Accessibility			25.00
1613288	01/10/2018	U.S. Bank Equipment Finance	01-5631 Copier Lease at schools and DO for 2017-18		35.28	
			03-5631 Copier Lease at schools and DO for 2017-18		423.38	
			04-5631 Copier Lease at schools and DO for 2017-18		246.97	705.63
1613289	01/10/2018	Weeks Drilling & Pump Co. Inc.	01-5530 Gravenstein Elem Water Service for 2017-18		18.40	
			03-5530 Gravenstein Elem Water Service for 2017-18		211.60	
			04-5530 Hillcrest Water Service for 2017-18		240.16	470.16
1613290	01/10/2018	West Sonoma County Disposal	01-5560 2017-18 West Sonoma County Disposal-Gravenstein		19.28	
			03-5560 2017-18 West Sonoma County Disposal-Gravenstein		256.16	
			04-5560 2017-18 West Sonoma County Disposal-Hillcrest		153.82	429.26
1613291	01/10/2018	NSP3	40-5830 Shade Structure Installation Quote #17-3927		2,509.52	
			40-6170 Shade Structure Quote #17-1848		40,812.20	43,321.72
1615317	01/19/2018	ARC Alternatives	01-5830 Prop 39 Energy Master Planning Services (Part 2)		360.00	
			03-5830 Prop 39 Energy Master Planning Services (Part 2)		360.00	

45

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

ReqPay12d

Board Report

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

Board Meeting Date February 21, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1615317	01/19/2018	ARC Alternatives	04-5830	Prop 39 Energy Master Planning Services (Part 2)	360.00	1,080.00
1615318	01/19/2018	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2017-18		174.50
1615319	01/19/2018	Epic Sports Inc.	12-4390	Beyond the Bell equipment		93.92
1615320	01/19/2018	DPR c/o Fort Ross SHP	03-5826	17-18 Fort Ross Trip T Davis	1,000.00	1,000.00
1615321	01/19/2018	LACO Associates	40-6230	17-18 Fort Ross Trip T Martinez Special Inspect & Testing @ Grav shade structure	1,000.00	2,000.00
1615322	01/19/2018	Stanroy Music Center Inc.	04-4400	Instrument repair and supplies 2017-18		273.43
1615323	01/19/2018	SyTech Solutions	01-5830	Document Management Services 2017-18	12.53	
1615324	01/19/2018	All-Guard Alarm Systems, Inc	03-5830	Document Management Services 2017-18	152.80	
1615325	01/19/2018	David Fichera	04-5800	Alarms-Hillcrest and Gravenstein 17-18 School year	85.17	250.50
1615326	01/19/2018	DPR c/o Fort Ross SHP	03-5800	Alarms-Hillcrest and Gravenstein 17-18 School year	860.25	
1615327	01/19/2018	Tallulan Kuula	04-5800	Alarms-Hillcrest and Gravenstein 17-18 School year	598.50	1,458.75
1615328	01/19/2018	Office Depot	04-5202	Rebursment for STEAM symposium parking	42.00	42.00
1615329	01/19/2018	Sabrina Stephens	03-8698	Balance for 17-18 Fort Ross Trip El 4-Sully	1,160.00	
1615330	01/19/2018	Silver Creek Industries Inc	03-9330	Balance for 17-18 Fort Ross Trip El 4 Brown	910.00	2,070.00
1615331	01/19/2018	Sonoma Media Investments, LLC	04-5880	Referee for Volleyball 12/21/2017	61.92	
1615332	01/19/2018	SWRCB Accounting Office Drinking Water Program Fees	01-4359	Instructional Supplies	43.41	
1615333	01/19/2018	United States Postal Service	04-4359	Instructional Supplies	65	105.98
1616138	01/24/2018	Clover-Stornetta Farms Inc.	04-5880	Volleyball Games 12/13/2017		25.00
1616139	01/24/2018	J. Stanley Correia	21-9510	Grav Modular Buildings	16,474.73	
			21-6200	Ad for Bids Grav Phase III	55.72	581.00
			01-5530	Gravenstein Water Sys Fees 17-18	740.28	
			04-5530	Hillcrest Water Sys Fees 17-18	578.00	1,374.00
			01-5950	Bulk mail permit 2017-18	12.50	
			03-5950	Bulk mail permit 2017-18	152.50	
			04-5950	Bulk mail permit 2017-18	85.00	250.00
			13-4700	Milk Purchases 2017-18		79.50
			01-5830	17-18 Special Ed Psych Services	94.40	
			03-5830	17-18 Special Ed Psych Services	1,085.60	

94

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

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

Board Meeting Date February 21, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1616139	01/24/2018	J. Stanley Correia	04-5830 17-18	Special Ed Psych Services	1,180.00	2,360.00
1616140	01/24/2018	Child Parenting Institute	01-5830 MOU for Short-Term Counseling Services		80.65	
			03-5830 MOU for Short-Term Counseling Services		1,265.75	
1616141	01/24/2018	Gopher	04-5830 MOU for Short-Term Counseling Services		2,679.60	4,026.00
			12-4390 Beyond the Bell game supplies-See attached		8.79	8.79
1616142	01/24/2018	Houghton Mifflin Harcourt	03-4110 Holt McDougal -See Attached - Brown,Davis, Sully		253.32	253.32
1616143	01/24/2018	LAZEL, Inc.	03-4310 1 year subscriptions RAZ-Kids &Headsprout		309.90	309.90
1616144	01/24/2018	MCI Comm Service	12-5911 Daycare Phone Line for 2017-18		626.67	1362
1616145	01/24/2018	Office Depot	03-4310 Toner for computer lab		86.37	
			04-4310 Instructional Supplies		1.30	714.34
			04-4359 Instructional Supplies		2.85	
1616146	01/24/2018	Pitney Bowes Inc.	01-5950 Sealing Solution for Postage Meter		31.92	
			03-5950 Sealing Solution for Postage Meter		17.58	52.35
1616147	01/24/2018	Safeway	04-5950 Sealing Solution for Postage Meter		8.86	
			01-4390 Staff Development Supplies for 2017/18		108.03	304.27
			03-4390 Staff Development Supplies for 2017/18		60.21	5,967.00
			12-4390 Daycare Supplies & Snacks for 2017/18		127.17	
			13-4710 Lunch Program for 2017-18		130.00	
1616148	01/24/2018	Santa Rosa City Schools	01-5840 IT Consultant 2017-18		1,677.50	
1616149	01/24/2018	Ally Technology Consulting LLC	03-5840 IT Consultant 2017-18		942.50	2,750.00
1616150	01/24/2018	California's Valued Trust	04-5840 IT Consultant 2017-18		44,031.00	
			01-9572 Employee's CVT Health Plan Coverage 2017-18		4.80	
1616151	01/24/2018	Dept Of Justice, Acctg Office	01-5862 Fingerprinting for staff & volunteers 2017-18		58.56	
			03-5862 Fingerprinting for staff & volunteers 2017-18		32.64	96.00
			04-5862 Fingerprinting for staff & volunteers 2017-18		1,170.00	
1616152	01/24/2018	Isaac Kuster dba L.A. Kuster Const. Insp.	40-6230 DSA Class I Inspector Grav ES Shade Structure		83.30	25.00
1616153	01/24/2018	Tallulan Kuula	04-5880 Referee for Volleyball 1/11/2018		14.70	98.00
1616154	01/24/2018	Sonoma County Office Of Ed.	03-5862 Fingerprinting for Enrich! Parent Volunteers			
			04-5862 Fingerprinting for Enrich! Parent Volunteers			

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

020 - Gravenstein Union School District

Generated for Wanda Holden (WLHOLDEN), Feb 13 2018 1:25PM

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

Board Meeting Date February 21, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1616155	01/24/2018	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 17-18		1,773.20
1616156	01/24/2018	West County Transportation	03-5804	Special Ed Transportation 2017-2018	884.50	
			04-5804	Special Ed Transportation 2017-2018	884.50	1,769.00
1616157	01/24/2018	Sonoma County Office Of Ed.	01-5830	MOU for Payroll Support Services	24.75	
			03-5830	MOU for Payroll Support Services	301.95	
1616158	01/24/2018	U.S. Bank Corporate Payment	04-5830	MOU for Payroll Support Services	168.30	495.00
			01-4350	Utility Cart for Office	4.96	
			03-4350	Utility Cart for Office	65.89	
1617338	01/26/2018	Brookhaven School	04-4310	Grant Funds-Sporrer-headsets		356.63
1617339	01/26/2018	Business Card	04-5828	8th Gr. Girls VB Tournament thru 1/29 - 2/2 2018		75.00
			01-4362	Maintenance	2.87	
			01-4380	Maintenance	10.51	
			01-5630	Maintenance	29.05	
			01-5800	Maintenance	17.85	
			03-4362	Maintenance	35.04	
			03-4380	Maintenance	139.69	
			03-5630	Maintenance	386.00	
			03-5800	Maintenance	217.77	
			04-4362	Maintenance	181.43	
			04-5800	Maintenance	121.38	
1617340	01/26/2018	Employment Development Dept.	01-9555	Unemployment Taxes for the year 2017-18		1,141.59
1617341	01/26/2018	Gopher	04-4310	Hillcrest PE Equipment-Tax on Shipping		609.66
1617342	01/26/2018	Gravenstein Revolving Fund	01-4390	Epipen Purchase	11.00	10.97
			03-4390	Epipen Purchase	139.19	
1617343	01/26/2018	Pacific Gas & Electric	04-4390	Epipen Purchase	69.80	219.99
			01-5520	Light Poles at Grav Elem 2017-18	1.77	
			03-5520	Light Poles at Grav Elem 2017-18	20.33	22.10
1617344	01/26/2018	Sebastopol Lock Shop	03-4370	Key Copies/Padlocks for Gravenstein School	59.88	
1617345	01/26/2018	The Walt Disney Family Museum	04-5826	8th EI Field Trip on 2/1/2018 to SF	3.03-	56.85
				8th EI Field Trip on 2/15/2018 to SF	234.00	
					306.00	540.00
				Total Number of Checks	71	187,272.62

Fund Recap

Fund Description Check Count Expensed Amount

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

020 - Gravenstein Union School District

Generated for Wanda Holden (WLHOLDEN), Feb 13 2018 1:25PM

85

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

Board Meeting Date February 21, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
--------------	------------	---------------------	-------------	---------	-----------------	--------------

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	30	49,297.74
03	Gravenstein Elementary Chartr	38	25,583.82
04	Hillcrest Middle Charter	41	22,114.04
12	Child Development Fund	6	558.01
13	Cafeteria Fund	3	6,221.00
21	Building	3	17,542.48
40	Special Reserve-capital Proj	5	65,958.56
	Total Number of Checks	71	187,275.65
	Less Unpaid Tax Liability		3.03
	Net (Check Amount)		187,272.62

Includes checks for only Bank Account COUNTY

49

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



Dear Gravenstein Parent/Guardian,

Thank you for returning your child's Intent to Return Form for the 2018-2019 school year. We appreciate your timely response as it helps us with our planning for the upcoming school year. On your child's form, you indicated interest in switching from the Traditional to the ENRICH program. I am sending this email to ensure that you are aware of the application process.

1. All students applying for the ENRICH program must have a completed application on file. This is not the same as district enrollment paperwork. The application can be found either on the district website or accessed through this direct link, [ENRICH application](#).
2. All students who submit completed applications by February 15, 2018 will be in the first group of applicants to be considered.
3. After February 15, I will contact families and schedule a shadow date for your child. The shadow day will be split between the two ENRICH classrooms of your child's current grade.
4. After the application has been reviewed, and students have shadowed, families will be notified whether or not the student has met the criteria for admission.
5. If the number of applicants who meet the criteria for admission to the ENRICH program exceed the program's capacity, we will follow the district procedures for a Public Random Drawing. If this is necessary, preference for admission in the lottery will be given in the following order:
 - a. Students currently attending Gravenstein Elementary School
 - b. Siblings of existing students
 - c. Children of school employees
 - d. Students who reside outside the district

I know there have been many questions about this process. I hope that my email reduces any confusion. If you have any more questions, please do not hesitate to ask.

Thank you,

Keri Pugno
Gravenstein Principal

IV D2

Wed January 17, 2018
Tuesday, January 16, 2018

To Whom it may Concern,

I would like to give my one-month notice of resignation. I intend to make Friday Febraury 9th my last day. Thank you for your support and for the opportunity of working at this school.

Sincerely,

Cordelia Kritz





accept letter of resignation

Jennifer Schwinn <jschwinn@grav.k12.ca.us>
To: Cordelia Kritz <ckritz@grav.k12.ca.us>
Cc: Wanda Holden <wholden@grav.k12.ca.us>

Fri, Jan 19, 2018 at 5:30 PM

Dear Cordelia,

On behalf of the Board of Trustees I am accepting your letter of resignation, effective at the end of day on February 9, 2018. Although I am so sorry to see you go, it sounds like you have exciting education and career plans that you intend to pursue. So the change will be very positive for you.

I hope you will keep us posted on your progress towards becoming a speech teacher. Best of luck!

Thank you,

Jennifer Schwinn
Superintendent

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

REVISED January 18, 2018
January 12, 2018

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

Dear Ms. Schwinn,

In accordance with Education Code Section 42131, a review of the Gravenstein Union School District's (District) First Interim Report for fiscal year 2017-18 has been completed by the Sonoma County Office of Education (County). Based upon the multi-year projection and assumptions provided by the District, it appears that the District will meet its financial obligations for the current and two subsequent years. We therefore concur with the District's positive certification. This letter addresses various concerns of the County as well as standard reminders.

State Budget

The 2017-18 enacted State Budget provides approximately \$1.362 billion in additional funds for LCFF and closes the remaining gap funding by over 43 percent. It is estimated that the LCFF Target rates will be almost 97 percent funded. One-time discretionary funding of \$876.6 million was included and will be apportioned in 2017-18. In June, Governor Brown continued to emphasize that general fund revenue growth in the current and budget years, if it occurs, will be increasingly dependent upon volatile capital gains collections. As always, with the volatility of State revenue, future STRS and PERS contribution rates, and economic risks on the horizon, it is important to embrace best business practice and budget to live within your means.

First Interim and Multi-Year Projection (MYP)

The First Interim Report MYP, which includes two conversion charters, indicates unrestricted deficit spending of -\$196,569 in 2017-18, -\$256,146 in 2018-19, and -\$262,751 in 2019-20, with the State minimum reserve for economic uncertainty of 4% met in all years. Even though the District meets minimum reserve requirements, the County Office remains concerned about on-going deficit spending. We urge the District to review and monitor revenues, expenditures, and fund balances of all funds.

The Sonoma County Office of Education recognizes the difficulty many District's faced during the October 2017 Firestorm and how these challenges intertwined with the First Interim Budgets; including potential loss of ADA, additional operational costs and the impact on cash flow. We continue to offer our support to Sonoma County LEA's as we move through this period of recovery.

Collective Bargaining

Based upon the Criteria and Standards, negotiations with all bargaining units in the current year are not settled. Before considering salary, benefit, or other expenditure increases for 2017-18, the District should ensure that the future increased operational costs can be supported by ongoing revenue to avoid creating or exacerbating structural deficits. Of note, per Government Code Section 3547.5 and the California Code of Regulations Title V Section 15449, before the District's Governing Board takes any action on a proposed collective bargaining agreement, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the District under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting.

We appreciate the timely submittal of your interim report and the accompanying budget assumptions and/or narratives. A technical review will be communicated to the business office. If there are any questions regarding this letter, please call me at 524-2635.

Sincerely,



Shelley Stiles
Director External Fiscal Services

c: Dr. Steven Herrington Mary Downey Wanda Holden Linda Daugherty

CHRISTINA I. URMINI

February 1, 2018

Mrs. Jennifer Schwinn
Superintendent/Principal
Gravenstein Union School District
3840 Twig Avenue
Sebastopol, CA 95472

Dear Mrs. Schwinn,

This letter is to inform you and the District that due to the fact that I am expecting at the end of April. I have decided to go out on Maternity Leave/FMLA starting Monday, April 9th, 2018. I anticipate my physician to concur with my decision to not return to work at this point (38 weeks into my pregnancy). I will submit a letter from my physician as the date draws near.

When I deliver, I will submit a letter with the accurate date for my Family and Medical Leave Act (FMLA)/California Family Rights Act (CFRA) based on my physicians orders.

I am also informing the district that I will continue my FMLA/CFRA leave for the 2018-2019 school year, until the days are exhausted. From them I plan to take advantage of my Child Rearing Leave as describe in our GUTA contract (11.3.5). I plan to return for the 2019-2020 school year.

Thank you and best regards,



Mrs. Christina I. Urmini

Superintendent Schwinn & Gravenstein School Board Members,

As of today, February 15th, 2018, I am resigning from my position as Special Education teacher at Hillcrest Middle School for the upcoming school year. This comes after careful consideration as I have loved being part of this wonderful school community for the past 8 years. I do hope to be considered again for the position if one is available in the future. For now, I will be taking a “mommy sabbatical” and staying home to raise my young children. Thank you for your time and for your support over the years.

With sincere appreciation,

Kassidy Fisher



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

Accept letter of resignation

1 message

Jennifer Schwinn <jschwinn@grav.k12.ca.us>
To: Cassidy Fisher <kpoet@grav.k12.ca.us>
Cc: Wanda Holden <wholden@grav.k12.ca.us>

Fri, Feb 16, 2018 at 3:01 PM

Hi Cassidy,

On behalf of the GUSD Board I accept your letter of resignation, effective immediately. I cannot think of a more important job than to be a full time mom to your two small children. I support your decision completely. When your mommy sabbatical is done, I hope you will come back one day in the future. It has been such a pleasure to work with you!

After you left yesterday, I realized that you had not signed your resignation letter, and we really do need a signed copy. Could you stop by Gravenstein and see Wanda Holden in the Business Office to sign your letter? I would appreciate it if you can sign the letter before Wednesday, Feb 21, so I can bring the signed letter to the Board meeting that night.

Thanks,

Jennifer Schwinn
Superintendent

Gravenstein Union School District
3840 Twig Ave.
Sebastopol, CA 95472
[\(707\) 823-7008](tel:(707)823-7008)

63



IV E

The Smith Family Charitable Fund

MB 01 000465 81554 H 3 B
GRAVENSTEIN UNION SCHOOL DISTRICT
GIFT PROCESSING
725 BLOOMFIELD RD.
SEBASTOPOL, CA 95472



February 2, 2018

GRANT ENCLOSED We are pleased to present Gravenstein Union School District with the enclosed grant in the amount of \$250.00 made on behalf of The Smith Family Charitable Fund at Schwab Charitable™.

Grant Amount	\$250.00
Acknowledgment	Beverly and Pat Smith
Address	You may acknowledge the donor(s) at: 1028 McNear Avenue Petaluma, CA 94952-5215
Grant Designation	This grant is for Hillcrest Middle School.

000465 1/1

If you have any questions regarding this grant, please visit www.schwabcharitable.org/charities. We wish you success with your charitable goals.

All grants and special account names are recommendations of the donor and do not reflect the views of Schwab Charitable, Charles Schwab & Co. Inc. or any of its affiliates. By accepting this grant, your organization certifies to Schwab Charitable Fund that no donor or individual related to the donor will receive any goods, services or other private benefits, such as benefit tickets, school tuition, membership fees or goods purchased at an auction. Also, this grant may not be used to fulfill a pre-existing pledge. Your organization should not provide a tax receipt for this grant; this gift was made from a donor-advised fund account, and Schwab Charitable Fund has already provided the donor with a tax receipt for the donation. Please do not send thank you notes or marketing materials to Schwab Charitable Fund.

If grantee is a government entity, by accepting this grant, grantee acknowledges that the grant funds can be used solely for public purposes as that term is used in Section 170(c)(1) of the Internal Revenue Code.

Schwab Charitable Fund is recognized as a tax-exempt public charity as defined in Internal Revenue Code ("IRC") Sections 501(c)(3), 509(a)(1), and 170(b)(1)(A)(vi).

Schwab Charitable is the name used for the combined programs and services of Schwab Charitable Fund, an independent nonprofit organization. Schwab Charitable Fund has entered into service agreements with certain affiliates of The Charles Schwab Corporation.

Current GUSD version

Bylaws of the Board

BB 9322(a)

AGENDA/MEETING MATERIALS

Note: Government Code 54954.2 requires Board meeting agendas to briefly describe each item to be discussed, including closed session items, and states that a brief general description of an item generally need not exceed 20 words.

Governing Board meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)
(cf. 9321- Closed Session Purposes and Agendas)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5, Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

Agenda Preparation

Note: Education Code 35145.5 mandates the Board to adopt reasonable regulations which ensure that members of the public can place matters directly related to school district business on the agenda of Board meetings. The regulation may also contain a procedure to insure the proper functioning of the Board meeting; see BB 9323 - Meeting Conduct.

The following procedure, including the timelines, may be revised to reflect district practice. Districts are free to establish their own timelines for placing an item on the agenda, taking into account staff time and resources, as long as the established timeline is a reasonable one.

The Superintendent, as Secretary to the Board, in consultation with the Board president, shall prepare the agenda for each regular and special meeting.

(cf. 9121 - President)
(cf. 9122 - Secretary)

AGENDA/MEETING MATERIALS (continued)

Any member of the public or any Board member may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request must be in writing and be submitted to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

The Board president and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, informational item or consent item.

When an item properly posted for a regular meeting is continued to a subsequent meeting, it may not be on the agenda of the subsequent meeting if the subsequent meeting occurs within five days. The Board shall publicly identify the item before discussing it. (Government Code 54954.2)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1340 - Access to District Records)

(cf. 3320 - Claims and Actions Against the District)

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

AGENDA/MEETING MATERIALS (continued)

Consent Items

Note: If a consent agenda is used, the Board may establish a bylaw which clarifies its use and purpose. The following two paragraphs are **optional**.

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.

In accordance with law, the public has a right to comment on any consent item. At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

Agenda Dissemination

Note: The following paragraphs are **optional** and should be modified to reflect district practice.

A copy of the agenda shall be forwarded to each Board member at least three days before each regular meeting, together with the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, citizens and others; and other available documents pertinent to the meeting.

When special meetings are called, the Superintendent and president shall make every effort to distribute the agenda and support materials to Board members as soon as possible.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to request additional information on agenda items.

Note: Pursuant to Government Code 54954.1, as amended by SB 138 (Ch. 253, Statutes of 1997), any person may request that the district mail him/her a copy of the agenda or agenda packet. The request must be in writing and must be renewed annually.

The Superintendent or designee shall mail a copy of the agenda, or a copy of all the documents constituting the agenda packet, to any person who

AGENDA/MEETING MATERIALS (continued)

requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Note: The following optional paragraph is for use by districts that charge a fee for mailing the agenda or agenda packet pursuant to Government Code 54954.1. The fee shall not exceed the cost of providing the service.

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee as determined by the Superintendent or designee.

Legal Reference:

EDUCATION CODE

35144 *Special meetings*

35145 *Public meetings*

35145.5 *Right of public to place matters on agenda*

GOVERNMENT CODE

53635.7 *Separate item of business*

54954.1 *Mailed agenda of meeting*

54954.2 *Agenda posting requirements; board actions*

54954.3 *Opportunity for public to address legislative body*

54954.5 *Closed session item descriptions*

54956.5 *Emergency meetings*

54957.5 *Public records*

Adopted: March 11, 2004

GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, California

CSBA Sample Board Bylaw Agenda/Meeting Materials

BB 9322

Board Bylaws

Agenda Content

Note: Government Code 54954.2 requires Governing Board meeting agendas to briefly describe each item to be discussed, including closed session items, and states that a brief general description of an item generally need not exceed 20 words. For information regarding the different types of meetings and meeting location requirements, see BB 9320 - Meetings and Notices. For agenda requirements regarding closed session agenda items, see BB 9321 - Closed Session Purposes and Agendas.

Governing Board meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)
(cf. 9321- Closed Session Purposes and Agendas)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

Note: Pursuant to Government Code 54957.5, when agenda materials are distributed to the Board less than 72 hours before a meeting, the agenda must include the address of the location where the public can inspect those agenda materials. Also see section below entitled "Agenda Dissemination to Members of the Public."

Each meeting agenda shall list the address designated by the Superintendent or designee for public inspection of agenda documents that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

***Note: Government Code 54954.2 requires that the agenda include information

regarding how, when, and to whom a request for a disability-related accommodation or modification may be made. See BB 9320 - Meetings and Notices. The following paragraph should be modified to reflect district practice as to when and to whom such a request should be made.***

The agenda shall specify that an individual should contact the Superintendent or designee if he/she requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting. (Government Code 54954.2)

Agenda Preparation

Note: Education Code 35145.5 mandates that the Board adopt reasonable regulations to ensure that members of the public can place matters directly related to school district business on Board meeting agendas. In *Mooney v. Garcia*, a California appeals court reaffirmed boards' discretion in determining what agenda items are related to school district matters.

Note: The following section, including the timelines, should be revised to reflect district practice. Districts are free to establish their own timelines for placing an item on the agenda, taking into account staff time and resources, as long as the established timeline is a reasonable one. In *Caldwell v. Roseville Joint Union High School District*, a federal district court upheld a district bylaw requiring members of the public to submit a written request in order to place items on a meeting agenda. The plaintiff had alleged that his First Amendment rights were violated when the district did not place his item on the agenda in response to his oral request because the district disagreed with his religious beliefs. However, the court held that the district's bylaw requiring that requests first be made in writing was content-neutral and thus a reasonable restriction.

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting. Each agenda shall reflect the district's vision and goals and the Board's focus on student learning.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 9121 - President)
(cf. 9122 - Secretary)

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation.

The Board president and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote, an information item that does not require immediate action, or a consent item that is routine in nature and for which no discussion is anticipated.

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3320 - Claims and Actions Against the District)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Consent Agenda/Calendar

Note: The following optional section is for boards that use the consent agenda or calendar to take action on matters of a routine nature for which discussion may not be necessary. It is important for such boards to limit the use of the consent agenda to noncontroversial matters and to establish rules that help ensure that any use of the consent agenda does not reduce transparency in the board's conduct of district business or result in violation of the open meeting laws. In addition, boards should be aware that, by law, certain items may not be placed on the consent agenda. For example, pursuant to Government Code 54960.2, as added by SB 1003 (Ch. 732, Statutes of 2012), a board's decision to approve or rescind its unconditional commitment to refrain from taking certain actions in violation of the Brown Act must be made as a separate item and not on the consent agenda. See BB 9323.2 - Actions by the Board.

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent

agenda. Consent agenda items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval.

When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. However, the agenda need not provide an opportunity for public comment when the consent agenda item has previously been considered at an open meeting of a committee comprised exclusively of all the Board members provided that members of the public were afforded an opportunity to comment on the item at that meeting, unless the item has been substantially changed since the committee considered it. (Government Code 54954.3)

Agenda Dissemination to Board Members

Note: The following section is optional and should be modified to reflect district practice. Pursuant to Government Code 6252.7, when the Board, in the conduct of its duties, is authorized by law to access any writing of the district, including agenda and supporting documents, the district is prohibited from discriminating between or among Board members as to when and which records will be made available.

Note: CSBA's Agenda Online, an electronic board meeting agenda service for use by districts and county offices of education, allows development of and access to Board meeting agendas, supporting documents, and minutes from any computer that has Internet access. Further information can be found on CSBA's web site.

At least three days before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, citizens, and others; and other available documents pertinent to the meeting.

When special meetings are called, the Superintendent or designee shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible before the meeting.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the

subject matter jurisdiction of the Board.

(cf. 9012 - Board Member Electronic Communications)

Agenda Dissemination to Members of the Public

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

Note: Government Code 54957.5 requires that when agenda materials are distributed to the Board less than 72 hours before a regular meeting, the district must also make the documents available for public inspection, as specified below. However, only those documents that are "public records" under the Public Records Act and which relate to an agenda item scheduled for the open session portion of a regular meeting need to be made available for inspection.

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board, provided the document is a public record under the Public Records Act. The Superintendent or designee may also post the document on the district's web site in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code 54957.5)

(cf. 1113 - District and School Web Sites)

(cf. 1340 - Access to District Records)

Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)

Note: Pursuant to Government Code 54954.1, upon request, the agenda and supporting documentation must be made available in appropriate alternative formats to persons with a disability, as required under the Americans with Disabilities Act (42 USC 12132). Examples of alternative formats, also referred to as "auxiliary aids and services," are listed in 28 CFR 36.303 and include audio recordings or Braille materials.

Upon request, the Superintendent or designee shall make the agenda, agenda

packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Note: The following optional paragraph is for use by districts that charge a fee for mailing the agenda or agenda packet. Government Code 54954.1 authorizes districts to charge a fee for mailing the agenda or agenda packet as long as the fee does not exceed the cost of providing the service. Pursuant to Government Code 54957.5, a surcharge may not be imposed for providing the agenda and other public record documents in alternative formats to persons with disabilities.

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Legal Reference:

EDUCATION CODE

35144 Special meetings

35145 Public meetings

35145.5 Right of public to place matters on agenda

GOVERNMENT CODE

6250-6270 Public Records Act

53635.7 Separate item of business

54954.1 Mailed agenda of meeting

54954.2 Agenda posting requirements; board actions

54954.3 Opportunity for public to address legislative body

54954.5 Closed session item descriptions

54956.5 Emergency meetings

54957.5 Public records

54960.2 Challenging board actions; cease and desist

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

COURT DECISIONS

Mooney v. Garcia, (2012) 207 Cal.App.4th 229

Caldwell v. Roseville Joint Union High School District, 2007 U.S. Dist. LEXIS 66318

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, rev. 2003

WEB SITES

CSBA, Agenda Online: <http://www.csba.org>

California Attorney General's Office: <http://www.oag.ca.gov>

(11/02 3/08) 11/12

Trustee Suggested revisions to Bylaws of the Board Meeting Agenda/ Meeting Materials

1. District staff and members of the public may request matters directly related to the school District business be placed on the Board agenda. Requests may be submitted to Superintendent (or Superintendent's Secretary) Superat least 8 days prior to the scheduled meeting.
2. Trustees may submit agenda items to the Superintendent or (Superintendent's Secretary) at least 7 days prior to the scheduled meeting.
3. Superintendent prepares the agenda and the Agenda is reviewed by the Superintendent with the Board President and one other Board Trustees on a rotating basis - no later than 7 days prior to the scheduled meeting. Review will include assessment of whether items falls within the subject matter jurisdiction of the District, whether it is appropriate for open or closed session, and whether it is an action item, consent agenda item or closed session.
4. Agenda is provided as a draft to Board Members 6 days prior to actual meeting and the final agenda is provided on the Friday prior to the scheduled meeting.
5. Superintendent informs Trustees of the status of requested agenda items. Any agenda item not slated for upcoming meeting is listed on an Board Agenda Calendar for future consideration and meetings.
6. Trustees are expected to review the agenda before the meeting and are encouraged to meet or communicate with the Superintendent for an agenda review
7. Final draft of Agenda to be provided to Board Members with the Board Packet.

BB 9924 Minutes

Please clarify the current process for minutes revision and drafting.

Request that a sound recording of the meeting be made at each meeting and posted on website to provide public access for at least 30 days until official minutes can be posted.

Current GUSD version

Bylaws of the Board

BB 9324(a)

MINUTES AND RECORDINGS

The secretary of the Governing Board shall keep minutes and record all official Board actions. (Education Code 35145, 35163)

(cf. 9323.2 - Actions by the Board)

Note: Although Government Code 54957.2 permits keeping minutes of closed sessions, districts should consult with their legal counsel before making it a practice to do so. Government Code 54960 as amended by SB 36 (Ch. 1137, Statutes of 1993) allows the court to remedy certain violations of the Brown Act by compelling the Board to tape record its closed sessions. See 9323.2 - Actions by the Board.

Copies of the minutes of each regular or special meeting shall be distributed to all Board members with the agenda for the next regular meeting.

Any minutes or recordings kept for Board meetings held in closed session shall be kept separate from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

(cf. 1340 - Access to District Records)
 (cf. 9321.1 - Closed Session Actions and Reports)

Official Board minutes and recordings shall be stored in a fire-proof location.

Recording of Votes

Motions or resolutions shall be recorded as having passed or failed. Individual votes shall be recorded unless the action was unanimous. All motions and Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

Video or Audio Recording

A video or audio tape recording may be made at any Board meeting. The presiding officer shall announce that a recording is being made at the beginning of the meeting, and the recorder shall be placed in plain view of all persons present, insofar as possible.

MINUTES AND RECORDINGS (continued)

Note: As amended by SB 36 (Ch. 1137, Statutes of 1993), Government Code 54953.5 clarifies that any tape or film record of an open meeting made by the district is a public record which may not be destroyed for 30 days and must be made available for public inspection on a district recorder without charge.

Recordings made during regular or special Board meetings are public records. They shall be kept for at least 30 days and upon request shall be made available for inspection by members of the public on a district recorder without charge. (Government Code 54953.5)

Legal Reference:

EDUCATION CODE

35145 *Public meetings*

35163 *Official actions, minutes and journals*

35164 *Vote requirements*

PENAL CODE

632 *Unlawful to intentionally record a confidential communication without consent of all parties to the communication*

GOVERNMENT CODE

54957.2 *Closed sessions; clerk; minute book*

54960 *Violations and remedies*

Adopted: March 11, 2004

GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, California

CSBA Sample

Board Bylaw

Minutes And Recordings

BB 9324

Board Bylaws

***Note: The following optional bylaw should be modified to reflect district practice. ***

The Governing Board recognizes that maintaining accurate minutes of Board meetings provides a record of Board actions for use by district staff and the public and helps foster public trust in Board governance.

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9323 - Meeting Conduct)

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

(cf. 1340 - Access to District Records)
(cf. 9122 - Secretary)
(cf. 9323.2 - Actions by the Board)

***Note: Pursuant to Government Code 54952.2, a majority of the Governing Board must be present at a meeting in order to hear, discuss, or deliberate on any matter within the subject matter jurisdiction of the Board. Thus, the minutes should reflect any occasion on which a member is not present for the entire meeting in order to document that a majority of the Board remained in attendance throughout the meeting. ***

The minutes shall reflect which members are present and whether a member is not present for part of the meeting due to late arrival and/or early departure.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

In order to ensure that the minutes are focused on Board action, the minutes shall include only a brief summary of the Board's discussion, but shall not include a verbatim record of the Board's discussion on each agenda topic or the names of Board members who made specific points during the discussion.

The minutes shall include the specific language of each motion and the names of

the Board members who made and seconded the motion.

***Note: Pursuant to Government Code 54953, as amended by SB 751 (Ch. 257, Statutes of 2013), in addition to publicly reporting any action taken, the minutes must note the vote or abstention of each member present for the action. ***

The minutes shall also report any action taken and the vote or abstention on that action of each member present. (Government Code 54953)

The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

***Note: The following optional paragraph is for use by districts which have their approved minutes signed by a Board officer or designee and should be modified to reflect the appropriate position. ***

Upon approval by the Board, the minutes shall be signed by

_____.

***Note: Pursuant to 5 CCR 16023, minutes and official actions of the Board must be classified and retained in accordance with 5 CCR 16022. See BP/AR 3580 - District Records. ***

****Note: CSBA's Agenda Online, an electronic board meeting agenda service, allows for the development, storage, and access to Board meeting agendas, supporting documents, and minutes from any computer with Internet access. Further information can be found on CSBA's web site. ***

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

(cf. 3580 - District Records)

***Note: Although Government Code 54957.2 permits keeping of minutes for closed sessions, districts should consult with legal counsel before making it a practice to do so. Should a court determine that a district has violated the Brown Act, Government Code 54960 allows the court to compel the Board to record its closed sessions. See BB 9323.2 - Actions by the Board. ***

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special

meetings. Minutes or recordings of closed sessions are not public records.
(Government Code 54957.2)

(cf. 9321.1 - Closed Session Actions and Reports)

Recording or Broadcasting of Meetings

***Note: The following optional section addresses the recording or broadcasting of meetings made by or directed by the district. ***

****Note: Pursuant to Government Code 54953.5 and 54953.6, any person attending an open meeting may record or broadcast the meeting, unless the Board makes a reasonable finding that the recording or broadcast cannot continue without noise, illumination, or obstruction of view which would persistently disrupt the meeting. See BB 9323 - Meeting Conduct for language regarding recording by the public. ***

The district may tape, film, or broadcast any open Board meeting. The Board president shall announce that a recording or broadcasting is being made at the direction of the Board at the beginning of the meeting and, as practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on district equipment without charge. (Government Code 54953.5)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

GOVERNMENT CODE

54952.2 Meeting defined

54953 Meetings

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent

CODE OF REGULATIONS, TITLE 5

16020-16027 Classification and retention of records

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

Guide to Effective Meetings, rev. 2007

WEB SITES

CSBA, Agenda Online: <http://www.csba.org>

(2/94 7/08) 4/14

V D

Current GUSD version

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**

Current GUSD version

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**

CSBA Sample Administrative Regulation Admission

AR 5111

Students

***Note: The following optional administrative regulation is for use by districts offering grades K-1. ***

Age of Admittance to Kindergarten and First Grade

***Note: Pursuant to Education Code 48200, a parent/guardian's obligation to enroll his/her child in school begins with the child's eligibility to be enrolled in first grade once he/she has his/her sixth birthday, as specified in Education Code 48010. However, a district that offers kindergarten is obligated to enroll a child in kindergarten at the beginning of the school year in which the child will have his/her fifth birthday, if his/her birthday is on or before September 1, pursuant to Education Code 48000. ***

At the beginning of each school year, the Superintendent or designee shall enroll any otherwise eligible child who will have his/her fifth or sixth birthday on or before September 1 of that year into kindergarten or first grade, as applicable. (Education Code 48000, 48010)

***Note: Pursuant to Education Code 48000, a district that offers kindergarten must, each year, offer transitional kindergarten (TK) to children who will have their fifth birthday between September 2 and December 2. See BP 6170.1 - Transitional Kindergarten for details of the program. ***

Any child who will have his/her fifth birthday from September 2 through December 2 of the school year shall be offered a transitional kindergarten (TK) program in accordance with law and Board policy. (Education Code 48000)

(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6170.1 - Transitional Kindergarten)

***Note: The following paragraph is optional. Education Code 48000 authorizes the district, at its discretion, to allow enrollment into kindergarten during the school year on a case-by-case basis, under the conditions described below. According to the "Transitional Kindergarten FAQs" issued by the California Department of Education (CDE), enrollment into TK during the school year is also permitted on a case-by-case basis and under the same conditions. CDE information on "Kindergarten in California," available on its web site, cautions that

any district utilizing this option must ensure that the child has turned age five or else may jeopardize its apportionments as auditors may impose fiscal sanctions. The CDE also cautions that the district may risk being challenged by parents/guardians if it bases early admission on test results, maturity of the child, or preschool records. The district might consider establishing a process for parents/guardians to challenge denial of early entry. ***

On a case-by-case basis, a child who will turn five years old in a given school year may be enrolled in kindergarten or TK at any time during that school year with the approval of the child's parent/guardian, provided that: (Education Code 48000)

***Note: Education Code 48000 requires the Governing Board to make a determination that the admittance is in the best interests of the child. ***

1. The Governing Board determines that the admittance is in the best interests of the child.
2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

(cf. 5145.6 - Parental Notifications)

***Note: The following optional paragraph may be revised to reflect district practice. ***

The Superintendent or designee shall make a recommendation to the Board regarding whether a child should be granted early entry to kindergarten. In doing so, the Superintendent or designee shall consider various factors including the availability of classroom space and any negotiated maximum class size.

(cf. 6151 - Class Size)
(cf. 7111 - Evaluating Existing Buildings)

Documentation of Age/Grade

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

***Note: Education Code 48002 specifies that the method of proof of age, when admitting children to grades K-1, may include any appropriate means prescribed by the Board. The following items reflect examples in Education Code 48002 and may be revised to reflect district practice. ***

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
2. A duly attested baptism certificate
3. A passport

When none of the foregoing is obtainable, the parent/guardian may provide any other appropriate means of proving the age of the child. (Education Code 48002)

(12/91 11/11) 4/15

CSBA Sample

Board Policy

Admission

BP 5111

Students

Note: Pursuant to Education Code 48200, all children ages 6-18 years are subject to compulsory full-time education, unless specifically exempted. See BP/AR 5112.1 - Exemptions from Attendance for further information about such exemptions.

The Governing Board encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of children entering a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

Note: Admission requirements include age criteria for grades K-1; see the accompanying administrative regulation. Other admission requirements are addressed in AR 5111.1 - District Residency, BP/AR 5141.31 - Immunizations, and AR 5141.32 - Health Screening for School Entry.

Before enrolling any child in a district school, the Superintendent or designee shall verify the child's age, residency, immunization, and other applicable eligibility criteria specified in law, the accompanying administrative regulation, or other applicable Board policy or administrative regulation.

(cf. 5111.1 - District Residency)
(cf. 5125 - Student Records)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)

Note: State and federal law require the immediate enrollment of homeless youth (Education Code 48850, 48852.7; 42 USC 11432) and foster youth (Education Code 48853.5), regardless of their ability to provide the school with records normally required for enrollment; see BP/AR 6173 - Education for Homeless Children and AR 6173.1 - Education for Foster Youth. In addition, Education Code 49701 requires the district to facilitate the enrollment of children of military families and to ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements; see BP/AR 6173.2 - Education of Children of Military Families.

The Superintendent or designee shall ensure that the enrollment of a homeless or foster child or a child of a military family is not delayed because of outstanding fees or fines owed to the child's last school or for his/her inability to produce previous academic, medical, or other records normally required for enrollment.

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

Note: Education Code 48645.5 prohibits the district from denying enrollment to a child solely for reason of his/her contact with the juvenile justice system as specified in the following paragraph. Also see AR 6173.3 - Education for Juvenile Court School Students. Pursuant to Education Code 48647, districts are strongly encouraged to work together with other agencies, including, but not limited to, the county office of education and the county probation department, to facilitate smooth transition of children from the juvenile court schools into regular schools.

In addition, no child shall be denied enrollment in a district school solely on the basis of his/her arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile court school, or other contact with the juvenile justice system.

(Education Code 48645.5)

(cf. 5119 - Students Expelled from Other Districts)

(cf. 6173.3 - Education for Juvenile Court School Students)

Note: In Plyler v. Doe, the U.S. Supreme Court ruled that, under the Fourteenth Amendment of the U.S. Constitution, students cannot be denied a free public education on the basis of their citizenship or immigration status, including their status as undocumented children. As discussed in a Dear Colleague Letter and fact sheet, Information on the Rights of All Children to Enroll in School, jointly issued by the U.S. Department of Justice's Civil Rights Division and U.S. Department of Education's Office for Civil Rights, it may be a violation of federal law for districts to adopt a policy or procedure that prohibits or discourages children from enrolling in school because they or their parents/guardians are not United States citizens or are undocumented.

Note: Undocumented children in California not only have a right to attend school, but are mandated to do so under state compulsory education laws (Education Code 48200). Furthermore, every student has a right to attend school free from discrimination, harassment, violence, intimidation, and bullying; see BP 0410 - Nondiscrimination in District Programs and Activities and BP/AR 5145.3 - Nondiscrimination/Harassment.

***Note: Although districts may require proof of residency within the district (e.g., utility or phone bill, property tax payment receipt, rental property lease

agreement, etc.), they should not request visas, passports, or other documentation that would discourage undocumented children from enrolling in school; see BP/AR 5111.1 - District Residency.***

Note: If the district becomes aware of the citizenship or immigration status of any student, it is prohibited from disclosing such information to U.S. Immigration and Customs Enforcement, as such disclosure is not among the limited exceptions specified in law for which student records may be released without parental consent or a lawful judicial order.

Note: For further discussion of these issues, see CSBA's Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status. The legal guidance also includes a sample board resolution that may be used to inform students, parents/guardians, and the community of students' rights under current law to attend a district school regardless of their citizenship or immigration status.

The Superintendent or designee shall not inquire into or request documentation of a student's citizenship or immigration status, and shall not deny a student enrollment in a district school on the basis of the citizenship or immigration status of the student or his/her parents/guardians. Any information obtained about a student's or parent/guardian's citizenship or immigration status shall not be shared without parent/guardian consent or a lawful judicial order, in accordance with laws pertaining to the confidentiality of student records.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)

Note: The following optional paragraph is for use by districts that request the social security number of a student or his/her parent/guardian for enrollment purposes. 5 USC 552a Note provides that a district may not deny enrollment to a student if he/she or his/her parent/guardian chooses not to provide a social security number. Thus, while CSBA's Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status recommends against requesting social security numbers, a district that chooses to do so must inform the enrolling student or parent/guardian that the disclosure is voluntary.

A student shall not be denied enrollment based on the parent/guardian's refusal to provide the student's or parent/guardian's social security number. During the enrollment process, students and parents/guardians shall be informed that disclosure of their social security number is voluntary. (5 USC 552a Note)

***Note: The following optional paragraph may be revised to reflect district practice. Education Code 48354 requires the district to give priority for enrollment to students residing in the district, including students applying for intradistrict open enrollment, over students transferring from a school identified under the Open Enrollment Act (Education Code 48350-48361). Thus, the district needs to

align the application windows for various attendance options in a manner that will allow the district to meet legal requirements pertaining to admissions priorities. See BP/AR 5116.1 - Intradistrict Open Enrollment and BP/AR 5118 - Open Enrollment Act Transfers for application windows applicable to those options.***

When enrolling in any district school, including a school in their attendance area, children whose parents/guardians reside within district boundaries shall be subject to the timelines established by the Board for open enrollment. Children whose parents/guardians do not reside within the district or who are not otherwise eligible for enrollment in the district may apply for interdistrict attendance in accordance with the timelines specified in applicable Board policies and administrative regulations.

(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5117 - Interdistrict Attendance)
(cf. 5118 - Open Enrollment Act Transfers)

Note: Education Code 49452.9, as amended by AB 2308 (Ch. 570, Statutes of 2016), extends beyond the 2017-18 school year the requirement that district enrollment forms include an informational item about affordable health care options and available enrollment assistance. Pursuant to Education Code 49452.9, the district could accomplish this by developing an informational item or amending its existing forms, or by using a template or attaching a fact sheet to be developed by the California Department of Education.

The district's enrollment application shall include information about the health care options and enrollment assistance available to families within the district. The district shall not discriminate against any child for not having health care coverage and shall not use any information relating to a child's health care coverage or his/her interest in learning about health care coverage in any manner that would harm the child or his/her family. (Education Code 49452.9)

Legal Reference:

EDUCATION CODE

46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

46600 Agreements for admission of students 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)

48350-48361 Open Enrollment Act

48850-48859 Educational placement of homeless and foster youth
48645.5 Enrollment of former juvenile court school students
49076 Access to records by persons without written consent or under judicial order
49408 Information of use in emergencies
49452.9 Health care coverage options and enrollment assistance
49700-49704 Education of children of military families
HEALTH AND SAFETY CODE
120325-120380 Education and child care facility immunization requirements
121475-121520 Tuberculosis tests for students
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 5
552a Note Refusal to disclose social security number
UNITED STATES CODE, TITLE 42
11431-11435 McKinney-Vento Homeless Assistance Act
COURT DECISIONS
Plyler v. Doe, 457 U.S. 202 (1982)

Management Resources:

CSBA PUBLICATIONS

Legal Guidance on Providing All Children Equal Access to Education, Regardless of Immigration Status, February 2017

U.S. DEPARTMENT OF JUSTICE CIVIL RIGHTS DIVISION AND U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS JOINT PUBLICATIONS

Fact Sheet: Information on the Rights of All Children to Enroll in School

Dear Colleague Letter: School Enrollment Procedures, May 8, 2014

WEB SITES

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

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/about/offices/list/ocr>

U.S. Department of Justice: <http://www.justice.gov>

(11/11 4/15) 3/17

100

Current GUSD Version

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 prevent 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

CSBA Sample

Board Bylaw

Public Statements

BB 9010

Board Bylaws

Note: Pursuant to Government Code 54960, the district attorney or any interested person can sue the Governing Board in order to stop or prevent 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 responsibility of Board members in their role as community leaders to participate in public discourse on matters of civic or community interest, including those involving the district, and their right to freely express their personal views. However, to ensure communication of a consistent, unified message regarding district issues, Board members are expected to respect the authority of the Board to choose its representatives to communicate its positions and to abide by established protocols.

Note: Many districts designate the Board president and/or Superintendent to communicate with the public on behalf of the district. Any district that has designated another position for this responsibility may revise the following paragraph to reflect district practice.

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. 2110 - Superintendent Responsibilities and Duties)

(cf. 9121 - President)

(cf. 9200 - Limits of Board Member Authority)

When speaking for the district, the Board encourages its spokespersons to exercise restraint and tact and to communicate the message in a manner that promotes public confidence in the Board's leadership.

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the Board. (Government Code 54963)

(cf. 9005 - Governance Standards)

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

When speaking to community groups, members of the public, or the media, 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.

(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)

In addition, the Board encourages members who participate on social networking sites, blogs, or other discussion or informational sites to conduct themselves in a respectful, courteous, and professional manner and to model good behavior for district students and the community. Such electronic communications are subject to the same standards and protocols established for other forms of communication, and the disclosure requirements of the California Public Records Act may likewise apply to them.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 1340 - Access to District Records)
(cf. 9012 - Board Member Electronic Communications)

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

GOVERNMENT CODE

6250-6270 California Public Records Act

54960 Actions to stop or prevent violation of meeting provisions

54963 Confidential information in closed session

Management Resources:

WEB SITES

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

(9/90 6/94) 8/13

**Gravenstein Elementary School
School Accountability Report Card
Reported Using Data from the 2016-17 School Year
Published During 2017-18**

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF Web page at <http://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

About This School

Contact Information (School Year 2017-18)

School Contact Information	
School Name	Gravenstein Elementary School
Street	3840 Twig Ave.
City, State, Zip	Sebastopol, Ca, 95472-5750
Phone Number	707-823-5361
Principal	Keri Pugno, Principal
E-mail Address	kpugno@grav.k12.ca.us
Web Site	http://www.grav.k12.ca.us
CDS Code	49707146051742

District Contact Information	
District Name	Gravenstein Union Elementary School District
Phone Number	(707) 823-7008
Superintendent	Jennifer Schwinn
E-mail Address	jschwinn@grav.k12.ca.us
Web Site	http://www.grav.k12.ca.us

School Description and Mission Statement (School Year 2017-18)

School Profiles

Gravenstein Union School District is a Kindergarten through 8th grade school district with an enrollment of approximately 725 students, most of who come from English speaking homes with a variety of socio-economic backgrounds. The district is located in the western rural section of Sebastopol in Western Sonoma County. The District serves a primarily rural population in an area of limited growth. Approximately ninety four percent of the property located within the school district boundaries is zoned "rural residential" in the Sonoma County General Plan. This zoning classification also affects the number of students living within the district.

There are four schools in the district. Gravenstein School is a K-5 charter school with the exception of some first grade classes (called Gravenstein First School). Hillcrest Middle School is a 6th - 8th grade middle school which is a charter school, and the district also has a Community Day School. The District has a K-8 Magnet/GATE Program at both campuses (ENRICH!).

The sites reflect the rural nature of the community. The relatively low teacher:student ratio at each site, excellent staff, and very involved parents have worked together to establish a student body that has achieved some of the highest standardized test scores in Sonoma County for the last 15 years.

All classes K-6 are self-contained. Primary classes (K-3) have an approximate ratio of 20-1 and middle grades average an approximate ratio of 25-1. Instructional and temporary support assistants, paid by categorical monies, are utilized in Grades K-8 according to need in the classroom. Instructional assistants work in conjunction with the Special Education Teachers to instruct in Learning Labs at both campuses. The Learning Labs are operated through combining categorical funding to serve students who need intervention or tutoring. Students are provided service according to their need – regardless of whether they qualify for special education or not. This setting provides additional services in the areas of Reading/Language Arts and Math to identified and/or below-grade-level students. Other services available to Gravenstein Union School District students (on both campuses) include the Speech and Language Program and a school psychologist. The same services are available at the middle school campus.

Students in grades K through 5 receive music instruction one day per week and additional band time by the district’s music specialist. Visual art is also part of the Gravenstein School program. Classroom teachers and an art specialist provide this program. Hillcrest Middle School has a variety of scheduled music, art and drama programs. Our Grade K-8 Magnet/GATE Program does include additional field trips and visual and enrichment classes.

The school district utilizes a social emotional learning program (SEL) entitled Second Step. Empathy, Emotion Management, Impulse Control, Problem Solving and Anger Management are some of the topics covered.

Thank you for your interest in our schools.

Jennifer Schwinn, Superintendent

There are four schools within Gravenstein Union School District. They are: Gravenstein Elementary, Gravenstein First, Hillcrest Middle School and Gravenstein Community Day School.

School Description:

There are four schools within Gravenstein Union School District. They are: Gravenstein Elementary, Gravenstein First, Hillcrest Middle School and Gravenstein Community Day School.

District Vision:

We are convinced that all students can learn and that our mission is to ensure that each child masters the knowledge and develops the attitudes and skills necessary to become a contributing and productive citizen. We believe the education of our children is a cooperative effort of home, school and community. We provide a comprehensive program of education for grades K-8 and are grateful for our very supportive and caring parents.

Mission Statement

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

Student Enrollment by Grade Level (School Year 2016-17)

Grade Level	Number of Students
Kindergarten	90
Grade 1	41
Grade 2	77
Grade 3	82
Grade 4	78
Grade 5	73
Total Enrollment	441

Student Enrollment by Group (School Year 2016-17)

Student Group	Percent of Total Enrollment
Black or African American	0.2
American Indian or Alaska Native	0.5
Asian	3.9
Filipino	0.9
Hispanic or Latino	20.6
Native Hawaiian or Pacific Islander	0.5
White	63
Two or More Races	10.2
Socioeconomically Disadvantaged	17
English Learners	7.7
Students with Disabilities	6.6
Foster Youth	0

A. Conditions of Learning

State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

Teacher Credentials

Teachers	School			District
	2015-16	2016-17	2017-18	2017-18
With Full Credential	27	29	25.04	43.67
Without Full Credential	0	0	0	0
Teaching Outside Subject Area of Competence (with full credential)	0	0	0	0

108

Teacher Misassignments and Vacant Teacher Positions

Indicator	2015-16	2016-17	2017-18
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments *	0	0	0
Vacant Teacher Positions	0	0	0

Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

* Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2017-18)

Year and month in which data were collected: January 2017

Subject	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	Imagine It - Kindergarten through Grade 5 The special education program uses Language! Live in ELA IXL adopted in 2016-17, as a supplemental ELA curriculum which is CCSS aligned Pilots in 2017-18 include: <ul style="list-style-type: none"> World of Wonders (TK), Wonders (K-5) by McGraw-Hill Open Court (1st-5th gr) by McGraw-Hill 	Yes	0
Mathematics	All grade levels/classes are using Houghton Mifflin/Harcourt Go Math - 2015 series. Piloted in the 2015-16 school year, and adopted in 2016-17. This textbook series is State Board approved and Common Core aligned. IXL adopted in 2016-17, as a supplemental math curriculum which is CCSS aligned	Yes	0
Science	Glencoe-McGraw Hill (K-5)	Yes	0
History-Social Science	Harcourt (K-5)	Yes	0
Foreign Language	Wright Group (K-5) Spanish	Yes	0

School Facility Conditions and Planned Improvements (Most Recent Year)

This school has 28 classrooms, a multipurpose room, a library, and an administration building - which includes the district office. With two campuses, the district employs three full-time custodial and maintenance professionals. The district works proactively to provide safe, clean, and adequate facilities. Deferred Maintenance projects are continually planned and executed (such as replacement of student restroom stalls, toilets, and tile as needed on both campuses).

Classroom carpet replacement, painting, blacktop and striping of parking lots are just a few of the other ongoing projects.

We have had a modernization or new building project (to remove and replace old modular units) at one of the campuses every summer for the last several years. In 2012 the district passed a General Obligation Bond for a new building project at the Hillcrest Middle School campus and modernization project at Gravenstein Elementary. The Gravenstein Elementary School modernization project is in process. Phase 1, which was completed in August of 2015, included new roofing, sidewalks, and ADA compliance construction. Phase 2 of the modernization began in June of 2016. This part of the modernization includes a complete renovation of the student restrooms, heating and lighting in most classrooms, and changes to the district and school offices. Phase 2 was completed at the start of the 2017-18 year. Phase 3 is scheduled to begin in the summer of 2018, and includes remodeling the multi-purpose room, staff bathrooms, and learning lab classroom with new flooring, lighting, and heating system.

School Facility Good Repair Status (Most Recent Year)

Using the **most recently collected** FIT data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The overall rating

School Facility Good Repair Status (Most Recent Year)				
Year and month of the most recent FIT report: 01/05/2018				
System Inspected	Repair Status			Repair Needed and Action Taken or Planned
	Good	Fair	Poor	
Systems: Gas Leaks, Mechanical/HVAC, Sewer	X			MPR/Kitchen: Scheduled for stage 3 modernization. Includes roof, and reconfigure of kitchen. All classrooms received new HVAC system in Phase 2 remodel 2016-17
Interior: Interior Surfaces	X			
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	X			
Electrical: Electrical	X			MPR/Kitchen: Scheduled for stage 3 modernization. Includes roof, and reconfigure of kitchen. Rm 8: Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm
Restrooms/Fountains: Restrooms, Sinks/ Fountains	X			All Gravenstein School student restrooms were renovated the summer of 2016.
Safety: Fire Safety, Hazardous Materials	X			
Structural: Structural Damage, Roofs	X			MPR/Kitchen: Scheduled for stage 3 modernization. Includes roof, and reconfigure of kitchen. New administrative building in 2016-17.
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	X			

Overall Facility Rating (Most Recent Year)

Year and month of the most recent FIT report: 01/05/2018				
Overall Rating	Exemplary	Good	Fair	Poor
			X	

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

CAASPP Test Results in English Language Arts/Literacy (ELA) and Mathematics for All Students

Grades Three through Eight and Grade Eleven

Subject	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)					
	School		District		State	
	2015-16	2016-17	2015-16	2016-17	2015-16	2016-17
English Language Arts/Literacy (grades 3-8 and 11)	76	73	74	73	48	48
Mathematics (grades 3-8 and 11)	67	68	63	64	36	37

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

CAASPP Test Results in ELA by Student Group

Grades Three through Eight and Grade Eleven (School Year 2016-17)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	232	230	99.14	73.48
Male	111	110	99.1	70.91
Female	121	120	99.17	75.83
Black or African American	--	--	--	--
Asian	--	--	--	--
Filipino	--	--	--	--
Hispanic or Latino	50	50	100	62
White	150	148	98.67	72.97
Two or More Races	21	21	100	90.48
Socioeconomically Disadvantaged	40	40	100	45
English Learners	22	22	100	54.55
Students with Disabilities	17	16	94.12	25

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

**CAASPP Test Results in Mathematics by Student Group
Grades Three through Eight and Grade Eleven (School Year 2016-17)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	233	231	99.14	67.97
Male	111	110	99.1	68.18
Female	122	121	99.18	67.77
Black or African American	--	--	--	--
Asian	--	--	--	--
Filipino	--	--	--	--
Hispanic or Latino	50	50	100	48
White	151	149	98.68	71.81
Two or More Races	21	21	100	80.95
Socioeconomically Disadvantaged	40	40	100	45
English Learners	22	22	100	54.55
Students with Disabilities	17	16	94.12	37.5

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

**CAASPP Test Results in Science for All Students
Grades Five, Eight, and Ten**

Subject	Percent of Students Scoring at Proficient or Advanced					
	School		District		State	
	2014-15	2015-16	2014-15	2015-16	2014-15	2015-16
Science (grades 5, 8, and 10)	80	85	83	86	56	54

Note: Science test results include California Standards Tests (CSTs), California Modified Assessment (CMA), and California Alternate Performance Assessment (CAPA) in grades five, eight, and ten.

Note: Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The 2016-17 data are not available. The California Department of Education is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The new California Science Test (CAST) was piloted in spring 2017. The CST and CMA for Science will no longer be administered.

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject areas of physical education.

California Physical Fitness Test Results (School Year 2016-17)

Grade Level	Percent of Students Meeting Fitness Standards		
	Four of Six Standards	Five of Six Standards	Six of Six Standards
5	6.7	16	38.7

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each schoolsite.

Opportunities for Parental Involvement (School Year 2017-18)

The Gravenstein Schools Foundation (GSF), Magnet Parent Foundation (MPF), School Site Council, volunteering in classrooms, and field trips are some of the opportunities available for parental involvement. Fundraising through the foundations and helping teachers in class are not the only methods used in volunteering. Many parents share their own talents as a doctor, dentist, chef/cook, scientist, artist, poet, foreign language specialist, physical fitness instructor, and more with classroom students.

During the 2016-17 school year the Board of Trustees, Site Council/LCAP Committee, Leadership, and all teachers were included in the process to update the LCAP throughout the fall. The LCAP was revised and adopted by the board for 2017-18, 2018-19, and 2019-20.

The Trustees and the Superintendent attended county office workshops regarding LCFF and LCAP. Input on the LCAP was solicited via Monday Messages to the Superintendent and a series of meetings. It was decided to include individual responses to questions to include people who could not attend meetings. Parent, staff, Board, student, and administrative LCAP meetings held 5-6 times throughout the year.

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety.

Suspensions and Expulsions

Rate	School			District			State		
	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17
Suspensions	0.2	0.0	1.5	0.8	0.4	1.9	3.8	3.7	3.6
Expulsions	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.1	0.1

School Safety Plan (School Year 2017-18)

The Comprehensive School Safety Plan includes a written plan comprised of all mandatory components, a physical tour of the campus to include some staff, a review of the fire alarm system, and workshops attended by some of the district’s safety committee.

The safety plan is reviewed by the Site Council and approved by the school board every year prior to March 1. It was reviewed and edited by the District Site Council in October 2017, and the final draft was approved by Site Council on January 31. The school board will approve the updated Safety Plan at the February 21, 2018 board meeting.

The safety plan is reviewed in its entirety with the staff during staff development days each August before the start of school. This review includes sections covering child abuse, disaster and crisis response, new policies, such as Suspension and Expulsion, the Temporary Removal and Removal of students, sexual harassment of students and personnel, hate crime, and more. Fire and Disaster Response, Hazardous Materials, and more was covered with the assistance of a local Fire Battalion Chief and the local Sebastopol Chief of Police, in consultation with the Sebastopol Police Department’s school shooter task force.

Safety goals identified for 2017-18 include: purchase of emergency supply backpacks for every classroom in the District; the addition of window coverings District-wide; and to communicate with parents first and then practice a lock-down in place procedure with students.

New fire alarm system was installed at Gravenstein during the 2016-17 year, including the installation of a large water tank on the Gravenstein Elementary campus.

D. Other SARC Information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Federal Intervention Program (School Year 2017-18)

Indicator	School	District
Program Improvement Status	Not in PI	Not In PI
First Year of Program Improvement		
Year in Program Improvement*		
Number of Schools Currently in Program Improvement	N/A	0
Percent of Schools Currently in Program Improvement	N/A	0

Note: Cells with N/A values do not require data.

Average Class Size and Class Size Distribution (Elementary)

Grade Level	2014-15				2015-16				2016-17			
	Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes		
		1-20	21-32	33+		1-20	21-32	33+		1-20	21-32	33+
K	18	4	1		19	4	1		15	6		
1	21	1	1		21	1	1		21	1	1	
2	16	2	1		21	1	3		19	4		
3	17	2	2		17	3	1		20	3	1	
4	22		3		25		3		25	1	3	1
5	19	1	3		19	1	3		29	2	2	1
Other	18	1										

Number of classes indicates how many classes fall into each size category (a range of total students per class).

Academic Counselors and Other Support Staff (School Year 2016-17)

Title	Number of FTE Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor	0	
Counselor (Social/Behavioral or Career Development)		N/A
Library Media Teacher (Librarian)		N/A
Library Media Services Staff (Paraprofessional)	.23	N/A
Psychologist	.06	N/A
Social Worker		N/A
Nurse	.1116	N/A
Speech/Language/Hearing Specialist	.54	N/A
Resource Specialist	.75	N/A
Other		N/A

Note: Cells with N/A values do not require data.

*One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2015-16)

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Supplemental/ Restricted	Basic/ Unrestricted	
School Site	\$7,634	\$883	\$6,751	\$64,681
District	N/A	N/A	\$8,601	\$63,362
Percent Difference: School Site and District	N/A	N/A	-24.1	2.1
State	N/A	N/A	\$6,574	\$61,939
Percent Difference: School Site and State	N/A	N/A	2.7	4.3

Note: Cells with N/A values do not require data.

Types of Services Funded (Fiscal Year 2016-17)

Gravenstein Elementary School is NOT in Program Improvement status. Regardless, Federal and State funding is utilized to pay for Learning Labs (LL) and Teaching Assistants (TAs) at both campuses. The TAs spend the majority of their time working with low performing students. State adopted Intervention Programs (Language!) for English Language Arts and (Fast Forward) for Math were utilized for students who are achieving two grade levels or more below their grade level during the 2016-17 school year.

Teacher and Administrative Salaries (Fiscal Year 2015-16)

Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary		\$42,598
Mid-Range Teacher Salary		\$62,232
Highest Teacher Salary		\$80,964
Average Principal Salary (Elementary)		\$102,366
Average Principal Salary (Middle)		\$104,982
Average Principal Salary (High)		
Superintendent Salary		\$117,868
Percent of Budget for Teacher Salaries	46%	32%
Percent of Budget for Administrative Salaries	5%	7%

For detailed information on salaries, see the CDE Certificated Salaries & Benefits Web page at <http://www.cde.ca.gov/ds/fd/cs/>.

Professional Development (Most Recent Three Years)

There are 16 professional development days during a school year. Two of the days are full days at the beginning of the year. The other days are spread monthly throughout the year as Early Release Days for students. Teachers meet as grade level groups for planning or they have professional development brought to them on a school campus.

During the 2015-16 school year, the teachers piloted a different math textbook. They continue to utilize the early release days to discuss this math program by grade levels.

During the 2016-17 school year, teachers met to select and train in ELA pilot materials; CPR training for all certificated & office staff; student achievement data analysis and goal setting; and dual-program system inquiry.

During the 2017-18 school year, teacher met to select and train in ELA pilot materials; train in new Frontline sub system; plan pro-social focus for each month as part of a focus on "Choose Kindness" theme for the year; student achievement data analysis and goal setting; and dual-program system inquiry.

The teachers are also encouraged to attend trainings outside of the district in the areas of GATE education (CAG conferences); Special Education trainings; STEAM conference; NGSS implementation; CUE conference; additional Common Core and Leadership training, etc.

New teachers also attend BTSA training with district mentor teachers.

Additional professional development is provided at staff meetings with teachers teaching teachers through demonstration lessons. Teachers on cycle for evaluation in the 17-18 school year met with their site administrator and set professional development goals, and were offered opportunities to attend professional development workshops tied to their chosen goals. Teachers were successful in fulfilling their professional development goals for 2017-18, which ranged from the following examples: developing a Google classroom; offering a science program aligned with the NGSS; and integrating a mindfulness program into their classroom culture.

Gravenstein First Elementary School School Accountability Report Card Reported Using Data from the 2016-17 School Year Published During 2017-18

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF Web page at <http://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

About This School

Contact Information (School Year 2017-18)

School Contact Information	
School Name	Gravenstein First Elementary School
Street	3840 Twig Ave.
City, State, Zip	Sebastopol, Ca, 95472-5750
Phone Number	707-823-5361
Principal	Jennifer Schwinn, Principal
E-mail Address	kpugno@grav.k12.ca.us
Web Site	http://www.grav.k12.ca.us
CDS Code	49707146051742

District Contact Information	
District Name	Gravenstein Union School District
Phone Number	707-823-7008
Superintendent	
E-mail Address	jschwinn@grav.k12.ca.us
Web Site	http://www.grav.k12.ca.us

School Description and Mission Statement (School Year 2017-18)

School Profiles

Gravenstein Union School District is a Kindergarten through 8th grade school district with an enrollment of approximately 750 students, most of who come from English speaking homes. The district is located in the western rural section of Sebastopol in Western Sonoma County. The district serves a primarily rural population in an area of limited growth. Approximately ninety four percent of the property located within the school district boundaries is zoned "rural residential" in the Sonoma County General Plan. This zoning classification affects the number of students living within the district. Approximately 65% of the students attending our schools live outside of the original district boundaries.

There are four schools in the district. Gravenstein School is a K-5 charter school with the exception of some first grade classes (called Gravenstein First School).

Hillcrest Middle School is a 6th - 8th grade middle school which is a charter school, and the district also has a Community Day School. The district has a K-8 Magnet/GATE Program at both campuses (ENRICH!).

The sites reflect the rural nature of the community. The relatively small enrollment at each site, excellent staff and very involved parents have worked together to establish a student body that has achieved some of the highest API and testing scores in Sonoma County for the last 15 years.

All classes K-6 are self-contained. Primary classes (K-3) have an approximate ratio of 20-1 and middle grades average an approximate ratio of 25-1. Instructional and temporary support assistants, paid by categorical monies, are utilized in Grades K-8 according to need in the classroom. Instructional assistants work in conjunction with the Special Education Teachers to instruct in Learning Labs at both campuses. The Learning Labs are operated through state and federal funding to serve students who need intervention or tutoring. This setting provides additional services in the areas of Reading/Language Arts and Math to identified and/or below -grade-level students. Other services available to Gravenstein Union School District students (on both campuses) include the Speech and Language Program and a school psychologist. The same services are available at the middle school campus.

Students in grades K through 5 receive music instruction one day per week and additional band time by the district's music specialist. Visual art is also part of the Gravenstein School program. Classroom teachers and an art specialist provide this program. Hillcrest Middle School has a variety of scheduled music, art and drama programs. Our Grade K-8 Magnet/GATE Program does include additional field trips and visual and enrichment classes. The school district utilizes a social emotional learning program (SEL) entitled Second Step. Empathy, Emotion Management, Impulse Control, Problem Solving and Anger Management are some of the topics covered.

Thank you for your interest in our schools.

Jennifer Schwinn, Superintendent

There are four schools within Gravenstein Union School District. They are: Gravenstein Elementary, Gravenstein First, Hillcrest Middle School and Gravenstein Community Day School.

District Vision

We are convinced that all students can learn and that our mission is to ensure that each child masters the knowledge and develops the attitudes and skills necessary to become a contributing and productive citizen. We believe the education of our children is a cooperative effort of home, school and community. We provide a comprehensive program of education for grades K-8 and are grateful for our very supportive and caring parents.

Mission Statement

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

Student Enrollment by Grade Level (School Year 2016-17)

Grade Level	Number of Students
Grade 1	39
Total Enrollment	39

Student Enrollment by Group (School Year 2016-17)

Student Group	Percent of Total Enrollment
Black or African American	0
American Indian or Alaska Native	5.1
Asian	0
Filipino	0
Hispanic or Latino	20.5
Native Hawaiian or Pacific Islander	0
White	61.5
Two or More Races	10.3
Socioeconomically Disadvantaged	25.6
English Learners	10.3
Students with Disabilities	5.1
Foster Youth	0

A. Conditions of Learning

State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

Teacher Credentials

Teachers	School			District
	2015-16	2016-17	2017-18	2017-18
With Full Credential	2	2	2	
Without Full Credential	0	0	0	0
Teaching Outside Subject Area of Competence (with full credential)	0	0	0	0

Teacher Misassignments and Vacant Teacher Positions

Indicator	2015-16	2016-17	2017-18
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments *	0	0	0
Vacant Teacher Positions	0	0	0

Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

* Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2017-18)

Year and month in which data were collected:

Gravenstein First consist of two first grade classrooms. Students in Gravenstein First use the same textbooks and materials as students in Gravenstein Elementary School.

Subject	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	Imagine It - Kindergarten through Grade 5 The special education program uses Language! Live in ELA IXL adopted in 2016-17, as a supplemental ELA curriculum which is CCSS aligned Pilots in 2017-18 include: <ul style="list-style-type: none"> • World of Wonders (TK), Wonders (K-5) by McGraw-Hill • Open Court (1st-5th gr) by McGraw-Hill 	Yes	0
Mathematics	All grade levels/classes are using Houghton Mifflin/Harcourt Go Math - 2015 series. Piloted in the 2015-16 school year, and adopted in 2016-17. This textbook series is State Board approved and Common Core aligned. IXL adopted in 2016-17, as a supplemental math curriculum which is CCSS aligned	Yes	0
Science	Glencoe-McGraw Hill (K-5)	Yes	0
History-Social Science	Harcourt (K-5)	Yes	0
Foreign Language	Wright Group (K-5) Spanish	Yes	0

School Facility Conditions and Planned Improvements (Most Recent Year)

Gravenstein First is located on the Gravenstein Elementary campus. This school has 28 classrooms, a multipurpose room, a library, and an administration building - which includes the district office. With two campuses, the district employs three full-time custodial and maintenance professionals. The district works proactively to provide safe, clean, and adequate facilities. Deferred Maintenance projects are continually planned and executed (such as replacement of student restroom stalls, toilets, and tile as needed on both campuses.

Classroom carpet replacement, painting, blacktop and striping of parking lots are just a few of the other ongoing projects.

We have had a modernization or new building project (to remove and replace old modular units) at one of the campuses every summer for the last several years. In 2012 the district passed a General Obligation Bond for a new building project at the Hillcrest Middle School campus and modernization project at Gravenstein Elementary. The Gravenstein Elementary School modernization project is in process. Phase 1, which was completed in August of 2015, included new roofing, sidewalks, and ADA compliance construction. Phase 2 of the modernization began in June of 2016. This part of the modernization includes a complete renovation of the student restrooms, heating and lighting in most classrooms, and changes to the district and school offices. Phase 2 was completed at the start of the 2017-18 year. Phase 3 is scheduled to begin in the summer of 2018, and includes remodeling the multi-purpose room, staff bathrooms, and learning lab classroom with new flooring, lighting, and heating system.

School Facility Good Repair Status (Most Recent Year)

Using the **most recently collected** FIT data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The overall rating

School Facility Good Repair Status (Most Recent Year)				
Year and month of the most recent FIT report: 12/9/2016				
System Inspected	Repair Status			Repair Needed and Action Taken or Planned
	Good	Fair	Poor	
Systems: Gas Leaks, Mechanical/HVAC, Sewer	X			MPR/Kitchen: Scheduled for stage 3 modernization. Includes roof, and reconfigure of kitchen. Rm 16: Received new fire alarm for modernization. Last modernized in 2007. Received carpet in 2016 Rm 22: Modular dated 2013. Received new fire alarm for modern
Interior: Interior Surfaces	X			
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	X			
Electrical: Electrical	X			MPR/Kitchen: Scheduled for stage 3 modernization. Includes roof, and reconfigure of kitchen. Rm 8: Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm
Restrooms/Fountains: Restrooms, Sinks/ Fountains	X			
Safety: Fire Safety, Hazardous Materials	X			
Structural: Structural Damage, Roofs	X			MPR/Kitchen: Scheduled for stage 3 modernization. Includes roof, and reconfigure of kitchen.
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	X			

Overall Facility Rating (Most Recent Year)

Year and month of the most recent FIT report: 12/9/2016				
Overall Rating	Exemplary	Good	Fair	Poor
			X	

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

CAASPP Test Results in English Language Arts/Literacy (ELA) and Mathematics for All Students

Grades Three through Eight and Grade Eleven

Subject	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)					
	School		District		State	
	2015-16	2016-17	2015-16	2016-17	2015-16	2016-17
English Language Arts/Literacy (grades 3-8 and 11)						
Mathematics (grades 3-8 and 11)						

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

CAASPP Test Results in ELA by Student Group

Grades Three through Eight and Grade Eleven (School Year 2016-17)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students				

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

**CAASPP Test Results in Mathematics by Student Group
Grades Three through Eight and Grade Eleven (School Year 2016-17)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students				

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

**CAASPP Test Results in Science for All Students
Grades Five, Eight, and Ten**

Subject	Percent of Students Scoring at Proficient or Advanced					
	School		District		State	
	2014-15	2015-16	2014-15	2015-16	2014-15	2015-16
Science (grades 5, 8, and 10)						

Note: Science test results include California Standards Tests (CSTs), California Modified Assessment (CMA), and California Alternate Performance Assessment (CAPA) in grades five, eight, and ten.

Note: Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The 2016-17 data are not available. The California Department of Education is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The new California Science Test (CAST) was piloted in spring 2017. The CST and CMA for Science will no longer be administered.

C. Engagement

State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each schoolsite.

Opportunities for Parental Involvement (School Year 2017-18)

The Gravenstein Schools Foundation (GSF), Magnet Parent Foundation (MPF), School Site Council, volunteering in classrooms, and field trips are some of the opportunities available for parental involvement. Fundraising through the foundations and helping teachers in class are not the only methods used in volunteering. Many parents share their own talents as a doctor, dentist, chef/cook, scientist, artist, poet, foreign language specialist, physical fitness instructor, and more with classroom students.

During the 2016-17 school year the Board of Trustees, Site Council/LCAP Committee, Leadership, and all teachers were included in the process to update the LCAP throughout the fall. The LCAP was revised and adopted by the board for 2017-18, 2018-19, and 2019-20.

The Trustees and the Superintendent attended county office workshops regarding LCFF and LCAP. Input on the LCAP was solicited via Monday Messages to the Superintendent and a series of meetings. It was decided to include individual responses to questions to include people who could not attend meetings. Parent, staff, Board, student, and administrative LCAP meetings held 5-6 times throughout the year.

State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety.

Suspensions and Expulsions

Rate	School			District			State		
	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17	2014-15	2015-16	2016-17
Suspensions	0.0	0.0	2.4	0.8	0.4	1.9	3.8	3.7	3.6
Expulsions	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.1	0.1

School Safety Plan (School Year 2017-18)

The Comprehensive School Safety Plan includes a written plan comprised of all mandatory components, a physical tour of the campus to include some staff, a review of the fire alarm system, and workshops attended by some of the district's safety committee.

The safety plan is reviewed by the Site Council and approved by the school board every year prior to March 1. It was reviewed and edited by the District Site Council in October 2017, and the final draft was approved by Site Council on January 31. The school board will approve the updated Safety Plan at the February 21, 2018 board meeting.

The safety plan is reviewed in its entirety with the staff during staff development days each August before the start of school. This review includes sections covering child abuse, disaster and crisis response, new policies, such as Suspension and Expulsion, the Temporary Removal and Removal of students, sexual harassment of students and personnel, hate crime, and more. Fire and Disaster Response, Hazardous Materials, and more was covered with the assistance of a local Fire Battalion Chief and the local Sebastopol Chief of Police, in consultation with the Sebastopol Police Department's school shooter task force.

Safety goals identified for 2017-18 include: purchase of emergency supply backpacks for every classroom in the District; the addition of window coverings District-wide; and to communicate with parents first and then practice a lock-down in place procedure with students.

New fire alarm system was installed at Gravenstein during the 2016-17 year, including the installation of a large water tank on the Gravenstein Elementary campus.

D. Other SARC Information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Federal Intervention Program (School Year 2017-18)

Indicator	School	District
Program Improvement Status	Not in PI	Not In PI
First Year of Program Improvement		
Year in Program Improvement*		
Number of Schools Currently in Program Improvement	N/A	0
Percent of Schools Currently in Program Improvement	N/A	0

Note: Cells with N/A values do not require data.

Average Class Size and Class Size Distribution (Elementary)

Grade Level	2014-15			2015-16			2016-17					
	Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes		
		1-20	21-32	33+		1-20	21-32	33+		1-20	21-32	33+
1	18	2			19	2			19	2		

Number of classes indicates how many classes fall into each size category (a range of total students per class).

Academic Counselors and Other Support Staff (School Year 2016-17)

Title	Number of FTE Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor	0	
Counselor (Social/Behavioral or Career Development)		N/A
Library Media Teacher (Librarian)		N/A
Library Media Services Staff (Paraprofessional)	.02	N/A
Psychologist	0.02	N/A
Social Worker	0	N/A
Nurse	.0086	N/A
Speech/Language/Hearing Specialist	0.05	N/A
Resource Specialist	.25	N/A
Other	0	N/A

Note: Cells with N/A values do not require data.

*One Full Time Equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2015-16)

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Supplemental/ Restricted	Basic/ Unrestricted	
School Site	\$6,008	\$290	\$5,718	\$52,420
District	N/A	N/A	\$8,601	\$63,362
Percent Difference: School Site and District	N/A	N/A	-40.3	-18.9
State	N/A	N/A	\$6,574	\$61,939
Percent Difference: School Site and State	N/A	N/A	-13.9	-16.6

Note: Cells with N/A values do not require data.

Types of Services Funded (Fiscal Year 2016-17)

Gravenstein Elementary School is NOT in Program Improvement status. Regardless, Federal and State funding is utilized to pay for Learning Labs (LL) and Teaching Assistants (TAs) at both campuses. The TAs spend the majority of their time working with low performing students. State adopted Intervention Programs (Language!) for English Language Arts and (Fast Forward) for Math were utilized for students who are achieving two grade levels or more below their grade level during the 2016-17 school year.

Teacher and Administrative Salaries (Fiscal Year 2015-16)

Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary		\$42,598
Mid-Range Teacher Salary		\$62,232
Highest Teacher Salary		\$80,964
Average Principal Salary (Elementary)		\$102,366
Average Principal Salary (Middle)		\$104,982
Average Principal Salary (High)		
Superintendent Salary		\$117,868
Percent of Budget for Teacher Salaries	46%	32%
Percent of Budget for Administrative Salaries	5%	7%

For detailed information on salaries, see the CDE Certificated Salaries & Benefits Web page at <http://www.cde.ca.gov/ds/fd/cs/>.

Professional Development (Most Recent Three Years)

There are 16 professional development days during a school year. Two of the days are full days at the beginning of the year. The other days are spread monthly throughout the year as Early Release Days for students. Teachers meet as grade level groups for planning or they have professional development brought to them on a school campus.

During the 2015-16 school year, the teachers piloted a different math textbook. They continue to utilize the early release days to discuss this math program by grade levels.

During the 2016-17 school year, teachers met to select and train in ELA pilot materials; CPR training for all certificated & office staff; student achievement data analysis and goal setting; and dual-program system inquiry.

During the 2017-18 school year, teacher met to select and train in ELA pilot materials; train in new Frontline sub system; plan pro-social focus for each month as part of a focus on "Choose Kindness" theme for the year; student achievement data analysis and goal setting; and dual-program system inquiry.

The teachers are also encouraged to attend trainings outside of the district in the areas of GATE education (CAG conferences); Special Education trainings; STEAM conference; NGSS implementation; CUE conference; additional Common Core and Leadership training, etc.

New teachers also attend BTSA training with district mentor teachers.

Additional professional development is provided at staff meetings with teachers teaching teachers through demonstration lessons. Teachers on cycle for evaluation in the 17-18 school year met with their site administrator and set professional development goals, and were offered opportunities to attend professional development workshops tied to their chosen goals. Teachers were successful in fulfilling their professional development goals for 2017-18, which ranged from the following examples: developing a Google classroom; offering a science program aligned with the NGSS; and integrating a mindfulness program into their classroom culture.

Hillcrest Middle School Accountability Report Card Reported Using Data from the 2016-17 School Year Published During 2017-18

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC Web page at <http://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF Web page at <http://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

DataQuest

DataQuest is an online data tool located on the CDE DataQuest Web page at <http://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

About This School

Contact Information (School Year 2017-18)

School Contact Information	
School Name	Hillcrest Middle
Street	725 Bloomfield Rd
City, State, Zip	Sebastopol, CA, 95472-5153
Phone Number	707-823-7653
Principal	David Fichera
E-mail Address	dfichera@grav.k12.ca.us
Web Site	https://hcm-grav-ca.schoolloop.com
CDS Code	49707146051759

District Contact Information	
District Name	Gravenstein Union Elementary School District
Phone Number	(707)823-7008
Superintendent	Jennifer Schwinn
E-mail Address	jschwinn@grav.k12.ca.us
Web Site	http://www.grav.k12.ca.us

School Description and Mission Statement (School Year 2017-18)

There are four schools within Gravenstein Union School District. They are: Gravenstein Elementary, Gravenstein First, Hillcrest Middle School and Gravenstein Community Day School.

District Vision

We are convinced that all students can learn and that our mission is to ensure that each child masters the knowledge and develops the attitudes and skills necessary to become a contributing and productive citizen. We believe the education of our children is a cooperative effort of home, school and community. We provide a comprehensive program of education for grades K-8 and are grateful for our very supportive and caring parents.

Mission Statement

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

School Description

Hillcrest is a small, award winning middle school where students thrive in a safe and nurturing environment. With an emphasis on 21st century learning, we offer advanced mathematics courses, strong performing arts and athletics programs, and Spanish language instruction for all students. Our high levels of student achievement are a testament to our dedicated staff, and supportive community.

Student Enrollment by Grade Level (School Year 2016-17)

Grade Level	Number of Students
Grade 6	77
Grade 7	87
Grade 8	82
Total Enrollment	246

Student Enrollment by Group (School Year 2016-17)

Student Group	Percent of Total Enrollment
Black or African American	0.4
American Indian or Alaska Native	0
Asian	4.5
Filipino	0.8
Hispanic or Latino	15.4
Native Hawaiian or Pacific Islander	0
White	70.7
Two or More Races	8.1
Socioeconomically Disadvantaged	16.3
English Learners	4.9
Students with Disabilities	8.9
Foster Youth	0

A. Conditions of Learning

State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair.

Teacher Credentials

Teachers	School			District
	2015-16	2016-17	2017-18	2017-18
With Full Credential	19	18	16.13	43.67
Without Full Credential	0	1	0	0
Teaching Outside Subject Area of Competence (with full credential)	0	0	0	0

Teacher Misassignments and Vacant Teacher Positions

Indicator	2015-16	2016-17	2017-18
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments *	0	0	0
Vacant Teacher Positions	0	0	0

Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

* Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2017-18)

Year and month in which data were collected: January 2016

Subject	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	McDougal Littel is the current adopted curriculum Piloting McGraw-Hill's "StudySync" in 2016-17, and a second year pilot in 2017-18 IXL is being used as a supplemental curriculum beginning 16-17 and continuing in 17-18 Novels are used in literature groups at each grade level 6-8	Yes	0
Mathematics	Houghton /Harcourt Go Math 2015 -Piloted during the 2015-16 school year. Go Math was adopted at the middle school level in 2016-17. IXL is being used as a supplemental curriculum beginning 16-17	Yes	0
Science	Glencoe Science -grades 6-8	No	0
History-Social Science	History Alive (6-8)	Yes	0
Foreign Language	Glance Spanish (6-8)	Yes	0
Health	Teen Health by McGraw-Hill (6-8)		

School Facility Conditions and Planned Improvements (Most Recent Year)

This school has 16 classrooms, a performing arts/gymnasium, and an administration building. Within two campuses, the district employs three full-time custodial and maintenance professionals. The district works proactively to provide safe, clean, and adequate facilities. Deferred Maintenance projects are continually planned and executed (such as replacement of student restroom stalls, toilets, and tile as needed on both campuses. Classroom carpet replacement, painting, blacktop and striping of parking lots are just a few of the other ongoing projects.

We have had a modernization or new building project (to remove and replace old modular units) at one of the campuses every summer for the last several years. In 2012 the district passed a General Obligation Bond for a new building project at the Hillcrest Middle School campus and modernization project at Gravenstein Elementary. The new building project at Hillcrest was completed during the summer of 2015. Phase 1, which was completed in August of 2015, included new roofing, sidewalks, and ADA compliance construction. Phase 2 of the modernization began in June of 2016. This part of the modernization includes a complete renovation of the student restrooms, heating and lighting in most classrooms, and changes to the district and school offices. Phase 2 was completed at the start of the 2017-18 year. Phase 3 on the Gravenstein Elementary campus is scheduled to begin in the summer of 2018, and includes remodeling the multi-purpose room, staff bathrooms, and learning lab classroom with new flooring, lighting, and heating system. Phase 4 is scheduled to begin on Hillcrest campus the summer of 2018, and includes the following: new energy efficient lighting; parking lot cover with solar array; ADA access to the lower field, and a new switch gear and transformer.

School Facility Good Repair Status (Most Recent Year)

Using the **most recently collected** FIT data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The overall rating

School Facility Good Repair Status (Most Recent Year)				
Year and month of the most recent FIT report: 12/2/16				
System Inspected	Repair Status			Repair Needed and Action Taken or Planned
	Good	Fair	Poor	
Systems: Gas Leaks, Mechanical/HVAC, Sewer	X			Principal's Office: Heater needs repair
Interior: Interior Surfaces	X			Room 10: Modernized in 2007, T8 lighting added
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	X			Room 16: Built in 2015. Has clutter in science prep room. Storm drain drains slowly.
Electrical: Electrical	X			
Restrooms/Fountains: Restrooms, Sinks/Fountains	X			
Safety: Fire Safety, Hazardous Materials	X			
Structural: Structural Damage, Roofs	X			Room 10: Modernized in 2007, T8 lighting added
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	X			Room 11: Modernized in 2007. T8 lighting added Room 16: Built in 2015. Has clutter in science prep room. Storm drain drains slowly.

Overall Facility Rating (Most Recent Year)

Year and month of the most recent FIT report: 12/2/16				
Overall Rating	Exemplary	Good	Fair	Poor
			X	

B. Pupil Outcomes

State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

CAASPP Test Results in English Language Arts/Literacy (ELA) and Mathematics for All Students

Grades Three through Eight and Grade Eleven

Subject	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)					
	School		District		State	
	2015-16	2016-17	2015-16	2016-17	2015-16	2016-17
English Language Arts/Literacy (grades 3-8 and 11)	72	72	74	73	48	48
Mathematics (grades 3-8 and 11)	60	59	63	64	36	37

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

CAASPP Test Results in ELA by Student Group

Grades Three through Eight and Grade Eleven (School Year 2016-17)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	247	235	95.14	72.34
Male	121	117	96.69	64.1
Female	126	118	93.65	80.51
Black or African American	--	--	--	--
Asian	--	--	--	--
Filipino	--	--	--	--
Hispanic or Latino	36	33	91.67	60.61
White	178	171	96.07	73.1
Two or More Races	21	19	90.48	73.68
Socioeconomically Disadvantaged	40	39	97.5	43.59
English Learners	15	15	100	53.33
Students with Disabilities	25	24	96	20.83

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.