

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

Board of Education
Regular Meeting Agenda

DATE: Thursday, November 14, 2019
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Multipurpose Room

Steve Schwartz, President
Gregory Appling, Clerk
Alexander Kahn, Trustee
Jennifer Koelemeijer, Trustee
Patrick Lei, Trustee

I. CALL TO ORDER AT 5:00 PM

II. ADOPTION AND APPROVAL OF THE AGENDA

- A. Approval of the agenda for October 10, 2019

III. REPORTS, AND ORAL COMMUNICATIONS

- A. Kincade Fire update
B. (p. 1) Gravenstein Principal/Teachers Report
C. (p. 5) Hillcrest Principal/Teachers Report
D. Gravenstein Union Teachers' Association
E. District Site Council
F. (p. 7) Gravenstein Parent Association, GPA
G. Trustee Reports
H. Climate Committee
I. Facilities Report
 1. (p. 9) Facilities Committee
J. CBO Report
K. Superintendent Report/District Correspondence
 1. CAASPP Scores
 2. Complaint response update

IV. PUBLIC COMMENT

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.

V. CONSENT AGENDA

ACTION ITEM

- A. (p. 10) Approval of Minutes from the Regular Board Meetings of September 10, 2019 and October 10, 2019
- B. (p. 27) Warrants
- C. (p. 34) Payroll

Action taken/comments:

Motion _____ Second _____ Vote _____

VI. GENERAL ACTION ITEMS

- A. (p. 35) Adopt Resolution #191114-01 Supporting the Designation of District Representatives and Authorization to File Applications For the School Facility Program

The Board will consider adoption of Resolution #191114-01 regarding the designation and authorization of staff to file applications for the School Facility Program.

Action taken/comments

Motion _____ Second _____ Vote _____

- B. (p. 41) Adopt Resolution #191114-2 acknowledging five certifications required to submit modernization and new construction funding applications to the Office of Public School Construction

The Board will consider adoption of Resolution #191114-2 regarding the acknowledgement of certifications required to submit modernization and new construction funding applications.

Action taken/comments

Motion _____ Second _____ Vote _____

- C. (p. 43) Approve Individual Service Agreement (ISA) for a Special Education Student at Greenacre Homes

The Board will consider approval of a service agreement for a student attending and receiving services at Greenacre Homes.

Action taken/comments:

Motion _____ Second _____ Vote _____

VII. DISCUSSION/INFORMATION ONLY

A. (p. 44) First Reading for Amended Board Policy 3551, Food Service Operations/Cafeteria Fund

Senate Bill 265 became law as of October 12, 2019, and requires changes in board policy. The Board will consider the amendments to Board Policy 3551, Food Service Operations/Cafeteria Fund.

B. (p. 56) First Reading for Amended Board Policy and Administrative Regulation 3553, Free and Reduced Price Meals

Senate Bill 265 became law as of October 12, 2019, and requires changes in board policy. The Board will consider the amendments to this associated Board Policy and Administrative Regulation 3553, Free and Reduced Price Meals.

VIII. ADJOURN TO STUDY SESSION

A. Multi Tiered System of Supports (MTSS) Presentation

The Board will adjourn to the District Office for the Study Session. In preparation for the Board Retreat discussion of vision, missions, goals, and activities, Superintendent Rose will present the MTSS work plan structure for GUSD.

IX. RECONVENE TO OPEN SESSION

X. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

XI. ADJOURNMENT TO CLOSED SESSION

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

- 1.0 Pending litigation
- 2.0 Administrator Performance Updates
- 3.0 Conference with Negotiations team:
GUTA negotiations update

XII. RECONVENE TO OPEN SESSION (if necessary)

XIII. ACTION ON ITEMS HEARD IN CLOSED SESSION (if necessary)

XIV. PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION (if necessary)

XV. FUTURE BOARD MEETINGS

A. December 12, 2019 at 5pm

B. January 9, 2020 at 5pm

XVII. 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 Dave Rose, District Superintendent, Gravenstein Union School District, 3840 Twig Ave., Sebastopol, CA 95472. Telephone (707) 823-7008.



Gravenstein Elementary School Principal's Report- November 2019

Keri Pugno

2019-2020 Enrollment as of 11/4/19

TK	K	1	2	3	4	5	Total
18*	74	81	76	77	81	86	493

Attendance Report for the Month of:

Average Attendance for "Month 1" (8/12/19 - 9/6/19): 97.66%

Average Attendance for "Month 2" (9/9/19 - 10/4/19): 96.78%

Average Attendance for "Month 3" (10/7/19 - 11/1/19): 96.83%

Grade Level/Department Reports

September: PE/STEM presented by Paul Carey

October: Grade 5 presented by Megan Gorman and Alexis Grimm

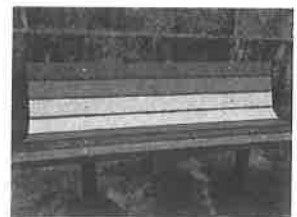
November: report on 2018-2019 CAASPP scores

Mark Your Calendar!

- Grade 2 Turkeys Go On Strike- parent performances on Friday, 11/22, at 9:00am and Monday, 11/25, at 3:45pm
- Grades 4-5 Trimester 1 Assembly (Honor Roll and Character Awards) on Monday, 11/25, at 10:50
- GPA Pancake Breakfast- Saturday, 12/7
- Gravenstein Winter Concert- Monday, 12/16
- TK/K Saturday Open House- 1/25 from 10:00-11:00

Campus Events/Highlights

- Jog-a-thon was a success! Wonderful weather, lots of volunteers, and everyone had a great time!
- Grade 5 Explorer Day was a hit!
- Buddy Benches are installed and grade level assemblies were held to introduce the role of the bench to the students.
- After school weekly GATE class to start the week of 11/11. 34 students identified in grades 3-5. Students qualify using the NNAT-3 test.
- Trimester 2 Enrichment Schedule begins on 11/11. (see the attached Trimester 2 schedule)
- Student Legacy Art Installation to break ground soon! Stay tuned for updates and photos.



Donation/Grant Acknowledgements

- ieSonoma (through SCOE). Mrs. Grimm and Mrs. Urmini (both grade 5) each applied for, and received, a STEM innovation grant to purchase 6 Lego Robotics kits each for their classes to enrich the engineering component of the NGSS. Each grant was for \$2,472.
- ieSonoma (through SCOE). Mrs. Urmini (grade 5) applied for, and received, a STEM innovation grant to purchase 6 Lego Robotics kits for her class to enrich the engineering component of the NGSS. Grant total was for \$2,472.
- Donors Choose funded 3 boxes of 1,000 Lego bricks each (total of 3,000 bricks) to help enrich the engineering component of the NGSS
- GPA:
 - Lego Robotics EV3kit, \$450 (Urmini)
 - Lego Robotics EV3 kit, \$450 (Grimm)
 - Decorative rug for classroom, \$340 (Clement)
 - Music Stands, \$470 (Pulley)
 - 128 GB iPad with wifi, \$470 (Dellosa)

Field Trips

grade	Field trips already attended this year
K	Armstrong Woods
1	Children’s Creativity Museum
2	WasteWater Treatment Plant
3	CalSkate STEM activities, Laguna Learning Center
4	Joe Rodota/Julliard Park 14-mile bike ride, Martin Griffin Preserve (for 2 classes only as it was a reschedule from 2018-2019)
5	Armstrong Woods, Sugarloaf Hike and Observatory overnight, Life on Barbary Coast (Balclutha ship)

Professional Development

- Upcoming: In-house Dibbles training (early identification/screening for reading intervention) for select staff, Reading Support for EL students with Disabilities, STEAM Symposium

Monitoring of Academic Progress

- Teachers continue to gather data on student performance. Unit scores on student performance are submitted to Administration.
- Redesignation of previously identified EL students continues to take place.



TRIMESTER 2, 2019-2020: Gravenstein Enrichment Activities Schedule

Most Trimester 2 enrichment activities begin on Tuesday, November 12 and go through Tuesday, February 25.

	Monday	Tuesday	Wednesday	Thursday	Friday
TK, Tomsky room TK portable	Spanish w/ P.Hurtado 9:50-10:15 PE w/ P.Carey 1:15-2:00	Library 11:30-12:00 Art w/ N.Ricciardi 12:55-1:40	Spanish w/ P.Hurtado 9:50-10:15 Music w/ S.Burrows 10:50-11:35		STEM w/ P.Carey 1:15-2:00
K, Crandall room K	Art w/ N.Ricciardi 10:30-11:15	Library 9:15-9:45 PE w/ C.Paige 10:50-11:35	Spanish w/ K.Hawkins 1:00-1:45	STEM w/ Mr. Science 10:30-11:15	Music w/ N.Pulley 1:30-2:15
K, Redfern room 1	Spanish w/ K.Hawkins 1:00-1:45	Library 9:45-10:15	Art w/ N.Ricciardi 12:55-1:40	STEM w/ Mr. Science 9:30-10:15	PE w/ C.Paige 9:00-9:45 Music w/ N.Pulley 12:45-1:30 (combined)
K, Van Dyke room 2	Art w/ N.Ricciardi 11:15-12:00	Library 10:30-11:00 Spanish w/ K.Hawkins 1:00-1:45	PE w/ Coach Paige 10:45-11:30	STEM w/ Mr. Science 11:15-12:00	Music w/ N.Pulley 12:45-1:30 (combined)
K, Trivunovic room 21	Art w/ N.Ricciardi 12:55-1:40	Library 11:00-11:30 Music w/ N.Pulley 1:30-2:15	PE w/ C.Paige 9:00-9:45	STEM w/ Mr. Science 8:45-9:30	Spanish w/ K.Hawkins 1:00-1:45
1, Candau room 3	Art w/ N. Ricciardi 2:30-3:15	PE w/ Coach Paige 9:45-10:30 Drama w/ N. Preblich 1:15-2:00	Music w/ S.Burrows 9:45-10:30 STEM w/ Mr. Carey 2:20-3:05	Library 11:45-12:15 PE w/ Coach Paige 9:45-10:30	Spanish w/ K.Hawkins 1:45-2:30
1, Lannon room 4	Music w/ S.Burrows 9:45-10:30	PE w/ Coach Paige 11:35-12:20 Art w/ N.Ricciardi 2:30-3:15	Drama w/ N. Preblich 10:45-11:30 Spanish w/ K. Hawkins 1:45-2:30	Library 11:15-11:45 PE w/ Coach Paige 9:00-9:45	STEM w/ Mr. Carey 2:05-2:50
1, Clement room 19	PE w/ Coach Paige 9:00-9:45 Spanish w/ K. Hawkins 1:45-2:30	Art w/ N.Ricciardi 1:45-2:30	Music w/ S. Burrows 8:55-9:40 Drama w/ N. Preblich 1:15-2:00	Library 9:15-9:45 PE w/ Coach Paige 10:50-11:35	STEM w/ Mr. Carey 11:35-12:20
1, Dellosa room 20	Music w/ S. Burrows 8:55-9:40 PE w/ Coach Paige 10:50-11:35	Art w/ N. Ricciardi 9:40-10:25 Spanish w/ K. Hawkins 1:45-2:30	Drama w/ N. Preblich 2:05-2:50	Library 9:45-10:15 PE w/ Coach Paige 11:35-12:20	STEM w/ Mr. Carey 10:45-11:30
2, Sprinkle room 7	PE w/ Coach Paige 9:45-10:30 Music w/ S. Burrows 10:50-11:35	STEM w/ Mr. Carey 11:35-12:20 Drama w/ N. Preblich 2:05-2:50	PE w/ Coach Paige 9:45-10:30 Art w/ C. Cramer 11:35-12:20	Library 10:45-11:15	Spanish w/ K.Hawkins 2:30-3:15
2, Otterson room 22	PE w/ Coach Paige 11:35-12:20	STEM w/ Mr. Carey 10:45-11:30 Spanish w/ K.Hawkins 2:30-3:15	Art w/ C. Cramer 8:55-9:40 Drama w/ N. Preblich 11:40-12:25	Music w/ S.Burrows 8:55-9:40 Library 1:30-2:00	PE w/ Coach Paige 11:35-12:20 Library 1:30-2:00
2, DeBolt room 6	PE w/ Mr. Carey 9:00-9:45	Drama w/ N. Preblich 10:50-11:35 STEM w/Mr. Carey 1:15-2:00	Art w/ C. Cramer 9:45-10:30 Spanish w/ K.Hawkins 2:30-3:15	Music w/ S.Burrows 9:45-10:30	PE w/ Coach Paige 9:45-10:30 Library 2:00-2:30
2, Basque room 9	Spanish w/ K.Hawkins 2:30-3:15	Drama w/ N. Preblich 11:40-12:25 STEM w/Mr. Carey 2:05-2:50	PE w/ Mr. Carey 9:00-9:45 Art w/ C. Cramer 10:50-11:35	Music w/ S.Burrows 10:50-11:35	PE w/ Coach Paige 10:50-11:35 Library 2:30-3:00

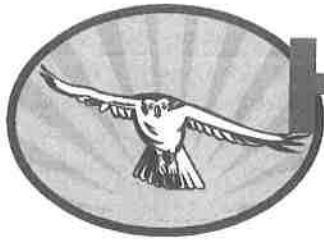


printed 11/7/19

TRIMESTER 2, 2019-2020: Gravenstein Enrichment Activities Schedule

Trimester 2 enrichment activities begin on Tuesday, November 12 and go through Tuesday, February 25

	Monday	Tuesday	Wednesday	Thursday	Friday
3, Barrera room 5	Spanish w/ K.Hawkins 9:00-9:45 PE w/ Mr. Carey 11:35-12:20		Spanish w/ K.Hawkins 9:00-9:45 PE w/ Mr. Carey 11:35-12:20	STEM w/ Mr. Carey 8:50-9:35 Art w/ C. Cramer 11:35-12:20	Library 12:25-12:45 Music w/ N.Pulley 2:15-3:00
3, Haas room 8	Spanish w/ K.Hawkins 9:45-10:30	PE w/ Mr. Carey 9:45-10:30	Spanish w/ K.Hawkins 9:45-10:30 Music w/ N.Pulley 2:15-3:00	STEM w/ Mr. Carey 9:40-10:25 Art w/ C. Cramer 10:50-11:35	PE w/ Mr. Carey 9:45-10:30 Library 10:45-11:05
3, Nordstrom room 12	Spanish w/ K.Hawkins 11:30-12:15	PE w/ Mr. Carey 9:00-9:45 Music w/ N.Pulley 12:00- 12:45	Spanish w/ K.Hawkins 11:30-12:15	Library 8:55-9:15 Art w/ C. Cramer 9:45-10:30 STEM w/ Mr. Carey 11:35-12:20	PE w/ Mr. Carey 9:00-9:45
3, Mattish room 13	Spanish w/ K.Hawkins 10:45-11:30 PE w/ Mr. Carey 2:00-2:45	Music w/ N.Pulley 2:15-3:00	Spanish w/ K.Hawkins 10:45-11:30 PE w/ Mr. Carey 1:30-2:15	Art w/ C. Cramer 8:55-9:40 STEM w/ Mr. Carey 10:45-11:35	Library 9:40-10:00
4, Squires room 10	Art w/ N. Ricciardi 9:40-10:25	Spanish w/ K.Hawkins 9:45-10:30 STEM w/ Mr. Science 11:35-12:20	PE w/ Mr. Carey 10:45-11:30 Band/Chorus 1:30-2:15	Band/Chorus 1:30-2:15 (11:30-12:00 on ERDs)	Spanish w/ K.Hawkins 9:45-10:30 Library 11:05-11:25
4, Martinez room 11	Art w/ N. Ricciardi 1:45-2:30	Spanish w/ K.Hawkins 9:00-9:45 STEM w/ Mr. Science 10:50-11:35	PE w/ Mr. Carey 9:45-10:30 Band/Chorus 1:30-2:15	Band/Chorus 1:30-2:15 (11:30-12:00 on ERDs)	Spanish w/ K.Hawkins 9:00-9:45 Library 11:25-11:45
4, Brown room 17	PE w/ Mr. Carey 10:45-11:30 Band/Chorus 12:00-12:45	STEM w/ Mr. Science 9:40-10:25 Spanish w/ K.Hawkins 10:45-11:30	Art w/ N. Ricciardi 10:50-11:35	Band/Chorus 12:00-12:45 (11:00-11:30 on ERDs)	Library 10:00-10:20 Spanish w/ K.Hawkins 10:45-11:30
4, Sully room 18	PE w/ Mr. Carey 9:45-10:30 Band/Chorus 12:00-12:45	STEM w/ Mr. Science 8:50-9:30 Spanish w/ K.Hawkins 11:30-12:15	Art w/ N. Ricciardi 11:40-12:25	Band/Chorus 12:00-12:45 (11:00-11:30 on ERDs)	Library 9:20-9:40 Spanish w/ K.Hawkins 11:30-12:15
5, Grimm room 24	PE w/ Coach Paige 8:15-9:00 Band/Chorus 2:15-3:00	Spanish w/ P.Hurtado 8:15-9:00 Library 12:25-12:45	Art w/ N. Ricciardi 9:40-10:25	Spanish w/ P.Hurtado 8:15-9:00 (8:15-8:45 on ERDs) Band/Chorus 2:15-3:00 (12:00-12:30 on ERDs)	STEM w/ Mr. Science 10:50-11:35
5, Gorman room 14	Band/Chorus 2:15-3:00	Spanish w/ P.Hurtado 9:00-9:45 Library 12:05-12:25	Art w/ N. Ricciardi 8:50-9:35 PE w/ C.Paige 11:30-12:15	Spanish w/ P.Hurtado 9:00-9:45 (8:45-9:15 on ERDs) Band/Chorus 2:15-3:00 (12:00-12:30 on ERDs)	STEM w/ Mr. Science 11:40-12:25
5, Urmini room 15	Spanish w/ P.Hurtado 8:15-9:00 Band/Chorus 1:30-2:15	PE w/ C.Paige 8:15-9:00 Art w/ N. Ricciardi 10:50-11:35	Spanish w/ P.Hurtado 8:15-9:00 Band/Chorus 12:00-12:45	Library 12:15-12:35	STEM w/ Mr. Science 9:40-10:25
5, Hansen room 16	Spanish w/ P.Hurtado 9:00-9:15 Band/Chorus 1:30-2:15	Library 8:20-8:40 PE w/ Coach Paige 9:00-9:45 Art w/ N. Ricciardi 11:40-12:25	Spanish w/ P.Hurtado 9:00-9:15 Band/Chorus 12:00-12:45		STEM w/ Mr. Science 8:50-9:35



HILLCREST

Middle School

GUSD October Board Report

Enrollment- as of 11/7/2019:

6th	7th	8th	Total
114	79	84	277 (+1)

Attendance- October 2019:

Overall Attendance Rate- 96.33%

Grade Level / Department / Student Reports:

September- 6th Grade trip to Alliance Redwoods

October- Yearbook Class Updates

November- Leadership Class Updates

Field Trips / Events- October 2019

	Analy Band Wagon	Day time
All Grades	Festival	event

Professional Development / Staff Work:

Bell Schedule & Color Day Changes- As this is a year of transition, the Hillcrest Faculty has been meeting regularly to discuss how these changes have been affecting our staff and students in and out of the classroom. After a great deal of discussion, we will be making the following changes to the schedule for the rest of the 2019-2020 school year-

Mondays- Students will attend all 8 classes every Monday

Tuesdays & Thursdays- will always be Blue Days- Block Period Classes 1,3,5 & 7

Wednesday & Fridays- will always be Gold Days- Block Period Classes 2, 4, 6 & 8

Lunch times will also be changing-

Mondays- Lunch will start at 12:54

Tuesdays, Thursdays and Fridays- Lunch will start at 12:52

Wednesdays- Lunch will start at 12:31

Stop It – Hillcrest Middle School is pleased to announce another tool to help to keep our students safe and engaged in school. Stop It is an anonymous anti-bullying app that allows students and parents to report harmful, inappropriate or unsafe behavior that may be happening on campus. Here are the steps-

- 1) Go to the App Store and download the Stop It app to any compatible device**
- 2) Enter the unique code for Hillcrest Middle School- HMSHawks725**
- 3) That's it! You are now ready to report any incident that may occur- your identity will never be known.**



GRAVENSTEIN UNION SCHOOL DISTRICT

Dave Rose, Superintendent
3840 Twig Avenue
Sebastopol, CA 95472
707-823-7008
Email: drose@grav.k12.ca.us

Board of Trustees
Steve Schwartz, Board President
Gregory Appling, Board Clerk
Alexander Kahn, Member
Jennifer Koelemeijer, Member
Patrick Lei, Member

October 11, 2019

Ms. Megan Kaun, President
Gravenstein Parents Association

Dear Megan;

On behalf of the Board of Trustees and staff of the Gravenstein Union School District (GUSD), I want to acknowledge receipt of your letter that outlines the mission and intent of the Gravenstein Parents Association (GPA). As we begin our new journey together working to build and sustain the Enrich! program, fundamental understandings and communication will be essential to our success.

GUSD Board and staff recognize and greatly appreciate the dedication and hard work that you, the other GPA Board Members, and the dozens of parent volunteers perform to support the mission of the GPA and GUSD. We want to acknowledge it is due to your efforts that Enrich! funding is available to support the program and we are delighted to hear that based on the returned pledge forms, GPA will secure enough donations to cover the cost of the independent contractors that are providing Enrich! experiences for our students for the 2019/2020 school year.

As discussed at the Board Meeting on October 10, 2019, collaboration and a willingness to share information are essential in order for both of our organizations to move forward to meet our common goals. As a Board, we have directed staff to analyze and report on the costs associated with the Enrich! program that are above and beyond the funding needed to operate the base programs at Gravenstein Elementary and Hillcrest Middle. This information will be shared with GPA on an ongoing basis to support transparency and GPA's efficient operations. Additionally, we have requested that GPA provide up to date financial reporting including a balance sheet and profit and loss, on a monthly basis. This information sharing will benefit both organizations, as we work to ensure ongoing Enrich! programming for all students.

Based on this year's success, we are optimistic that GPA will meet the stated goals of funding the independent contractors for GUSD Enrich!, as well as maintaining reserve funding levels for the organization. Additionally, if funds above the base threshold are raised, we appreciate GPA's willingness to subsidize GUSD Enrich! material and supply purchases to the degree possible. This action will afford GUSD greater flexibility in our resource allocation plans for the future and help create better learning outcomes for all our students.

I want to take this opportunity to reaffirm to you and to the members of the GPA Board our commitment to sustain the Enrich! program. The GUSD Board has stated that, if necessary, district reserves will be used to

maintain Enrich! Programming for this year and the next four years to come. Unfortunately, the base program funding we receive from the state is not sufficient to cover the costs of Enrich! indefinitely and without GPA's continued success with fundraising, it will be necessary to use reserve funding to maintain Enrich! Programs. This gives us a five year time frame during which, together, we will need to evaluate and secure additional funding to achieve our common goal of Enrich! sustainability.

In closing, we want to thank you for your tireless work and commitment to our children. It can not be said strongly enough that your dedication and hard work, combined with the generous donations of our parent community, benefit our students every day and make Enrich! possible at GUSD.

Please do not hesitate to reach out to myself or the Superintendent if we can assist you with your mission. Thank you!

Sincerely,

Steve Schwartz, President
Gravenstein Union School District Board of Trustees

Facilities Committee Report
Meeting October 18, 2019

Current Members

Dave Rose
Brian Sposato
Wanda Holden
Will Deeths
Keri Pugno
Gregory Appling

Committee received a presentation by Jack Schreder & Associates, Inc. regarding SB 50 Facility Funding and Gravenstein's ability to access the funding. Presentation covered Proposition 51 Bond Funding and the Proposed AB48 funding.

Gravenstein has received it's 90 day notice to receive \$2,681,104 in Modernization Funding.

To become eligible for SAB 50-04 Modernization funding there are several steps to complete including school board resolution authorizing the submittal of funding applications, development of a project manager and/or architect process, and development of a new Facility Master Plan.

Facilities committee decided to continue as an adhoc committee at this time with Dave Rose as head of the committee. The committee will look to the Board to select and additional member to join the committee to assist with developing the Facility Master Plan. The construction committee will continue as a "subset" of this committee depending on which campus has ongoing construction.

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

Board of Education
Regular Meeting Minutes

DATE: Tuesday, September 10, 2019
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Room 13

I. CALL TO ORDER

Steve Schwartz, President
Gregory Appling, Clerk
Alexander Kahn, Trustee
Jennifer Koelemeijer, Trustee
Patrick Lei, Trustee

Meeting called to order at 5:04 pm. All in attendance except Jennifer Koelemeijer

II. PUBLIC COMMENTS

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

Parent (Vee) wished to thank Mr. Pulley for the 0 period music class, Mr. Deeths for being at school early each day to meet the students, The Administration for work with GPA to support Enrich for All, and Ms. Pugno for providing the message during back to school night at Gravenstein.

JK joined the meeting at 5:07pm

Parent (Kristine Zapata) asked if the board has ever considered eminent domain to provide additional access to the school via taking of properties. SS responded that it has not been discussed by the board. DR noted we are currently looking at other options to deal with the traffic issues and that RESIG would be doing a site visit to assist with the issue.

III. REPORTS, AND ORAL COMMUNICATIONS

A. Gravenstein Principal Report

Introduced staff member Mr. Carey PE, athletics, Science and Mandrin. KP introduced Paul Carey regarding PE/STEM. Paul provided a video presentation on the state of PE and STEM at Gravenstein. Paul works in conjunction with Mr Science and Coach Paige.

Requesting track and parkour setup and will provide cost estimates to administration and the board.

B. Hillcrest Principal Report

Introduced staff members Allison Rich and Libby Baird. Presented on the Alliance Redwoods overnight field trip for sixth grade students August 28-30, 2019 (two weeks into school. The science lessons were taught by Alliance Redwood staff. Teachers focused on mixing up the classes to introduce kids to new kids and focus on building new friendships.

C. Gravenstein Union Teachers' Association

Provided a small report as most items are currently listed on the agenda. Back to school nights went very well and teachers are looking forward to the advisory council getting started.

D. District Site Council

Haven't had a meeting yet. Meeting scheduled to be held on 9/18/19.

E. Gravenstein Parent Association, GPA

Two GPA reps were present. Finished Pledge Drive contest and awarded 4 Disney Tickets to Mrs. Sprinkle's Class (52-53% of forms were turned in). GPA is still very focused on increased the pledge participation. New website and communication is going forward and will feature a monthly newsletter that will feature an Enrich teacher each month. GPA is also focused on going green this school year and developing reusable party kits for classrooms. GPA will no longer have bottled water at their events. GPA has a new treasurer who will provide a budget at the next board meeting. Jog-a-thon will be the main focus in October. GPA is looking for a GUSD Trustee to work with their marketing committee.

F. Trustee Reports

JK attended movie night and she said it was really fun and great event. Also wants to say she really appreciates all the work the GPA has been doing this year.

PL introduces himself and wants to talk about meeting he had with DR last Friday. Wasn't able to be as involved last year and so didn't know some things that he has since learned. He feels very lucky to have been chosen as a new board member.

GA was able to attend a back to school night and was very pleased. Also attended a negotiation meeting with GUTA and felt it was a success.

AK echoes what was already said.

SS adds that the vote of confidence with Superintendent is great. Obligated to mention that there is a climate strike coming up and some students will not be at school.

G. (p. 1) Facilities Report

Report was included in the packet. Solar panel installation has been completed at Hillcrest awaiting PG&E for “hookup”. Solar at Gravenstein is still in progress after not passing inspection. New play structure at Gravenstein has been approved by RESIG. Request has been made for water bottle filling stations at Hillcrest.

H. CBO Report

Presentation will happen during “General Actions” Item C

I. Superintendent Report

In the process of producing the LCAP. State is requiring a new format and staff is currently being trained. Focused on supporting our Enrich for all and providing individual support to students when needed. Received a request for independent study for a student that is at a very high athletic level and will work with the board to create a policy to support students at this level now and in the future.

1. (p. 3) Williams Settlement Complaints

A Williams Settlement Complaint was filed due to the high temperatures in class rooms affecting students. The Board and Administration will need to focus on this issue around the causes and solutions needed. Facilities Committee to meet and discussion options. Teachers are keeping track of temperatures in their rooms and the Board is interested in this information.

2. Enrich! Update

Handout from 2018-2019 Smarter Balanced Assessment English Language Arts and Mathematics.

Shows us what levels our students are currently doing. This helps show why enrich is so important.

Knows our program is doing great because we have only had one parent concern.

Mr. Deeths talks about first faculty meeting and how things are going this year with the changes that have been made regarding class schedules. Love that all kids have the same opportunities to electives. Mr. Pulley says 8th grade band sounds fantastic because of how much time he is getting with them at one time. One teacher said “I have done this for a long time and I don’t know who

in my class room came from traditional or enrich". We also have a Wednesday enrichment class which has been a great success.

KP says our enrichment really did continue from last year. What she is hearing from teachers is how grateful they are for the additions of Instructional Aides. Students who were struggling last year are really doing so much better this year.

GA observation about mathematics ask about Cohort analysis. This is a 4 year analysis and shows what is happening between the years are they doing okay going from 5th to 6th. Thinks the Scale Scores by Subgroups are interesting.

SS wonders about students sitting for so long during block schedule. WD says he has only heard minor grumblings, but over all has only heard good things. And absolutely the teachers are making sure they aren't sitting the whole time.

3. (p. 10) Transportation Survey

We are working with West County to see if there is a location where they could pick up a large group of students so that we would just have one bus instead of all the cars. We conducted a survey and when board package was made we had 96 families respond, we have now 130 responses. (The survey results are in a handout that was passed out). We have a sight in mind and now West County needs to do an assessment.

AK applauds the work that is being done.

SS asks about shuttle.

WD says there was a problem 1st week, but now things are running more smoothly and it seems to be working really well.

KP says it is great here as well because kids are getting to play and not waiting in line.

GA says a lot of the services regarding transportation have been great additions.

KP says we have also opened a reading room for children to wait for siblings getting out later.

JK asks if we could put a reminder in the Monday Messages to remind parents of all options.

SS says he is not proud to say that his kids were not always here, but at last school they used to have classroom competitions to get carpools going.

IV. PUBLIC HEARINGS:

None

V. CONSENT AGENDA ACTION ITEM

- A. (p. 12) Approval of Minutes from Special Board Meeting of August 27, 2019, and from the Regular Board Meeting of August 13, 2019**
- B. (p. 20) Warrants**
- C. (p. 26) Payroll**
- D. (p. 27) Approval of Memorandum of Understanding (MOU) with GUTA, Sergio Blanco extra period**
- E. (p. 28) Approval of MOU with Sonoma County Office of Education, Title III funds**
- F. (p. 30) Approval of MOU with GUTA, GATE (Gifted and Talented Education) Coordinator**
- G. (p. 31) Approval of MOU with GUTA, ENRICH! make-up period protocols**
- H. (p. 32) Approval of Salary Schedule for Classified Enrichment Instructional Assistant**
- I. (p. 33) Approve MOU with the Gravenstein Union Teachers Association (GUTA), Sixth Grade Coaches**

Action taken/comments:

GA motions to approve the Consent agenda

Motion GA Second JK Vote 5 - 0

VI. GENERAL ACTION ITEMS

- A. (p. 34) Approve Memorandum of Understanding (MOU) with the Gravenstein Parent Association (GPA)**
The Board will be asked to approve an MOU with GPA addressing the implementation and support of the ENRICH! Program.

Action taken/comments

The spirit of this agreement is GPA wants to support enrich for all program. GPAs want to collect as much money as they can and pay for as much of the program as possible.. GPA and DR spent 45 to 60 minutes trying to reword the MOU.

Board members raised questions regarding the monthly estimates and the amount of the reserve requested in the agreement. After discussion it was determined that the concern is not with the reserve, but the amount of the reserve. Board recognized the effort GPA has put into developing the agreement but are concerned with the wording.

GPA states the reason they came up with that word was that they couldn't necessarily commit to how they were spending the monies without approval from GPA members. GPA is also concerned about not having enough reserves since they are responsible for agreements signed with the subcontractors.

WH asks what if their funds are in excess, GPA notifies the district, and then the district could draw up a grant request. The GPA reps seemed pleased with this change in wording.

GPA invited Board members to next GPAs meeting Tues. 24th at Hillcrest in Streamlab.

GPA will not make changes until they get numbers.

AK Motioned to table and then withdrew motion

AK also wants to thank the GPA members for all their time.

At this point the four month reserve is the only issue for the Board.

JK moves to approve a draft with suggested changes of a two month reserve, the word provided by Wanda, and opening with the mission statement.

AK 2nds

Passes 5 - 0

Motion JK Second AK Vote 5-0

B. (p. 39) Superintendent Evaluation/Board Retreat with Dr. Paul Porter

The Board will be asked to select three dates to propose to Dr. Paul Porter for a meeting to establish superintendent goals and an evaluation process, and whether or not to add team building, District goals, and additional Board training topics.

Action taken/comments

Board discussed pros and cons around holding a three hour or eight hour retreat. DR explains what will happen for the evaluation process. And what can happen at Retreat. Team building exercises...goal setting.

Board suggested ending discussion and working with DR to select a date.
No action taken at this time

Motion _____ Second _____ Vote _____

Adjourn for break until 7:45pm

Call back at 7:47

C. (p.) Approve 2018-19 Unaudited Actuals

The Board will be asked to approve the 2018-19 unaudited actuals as presented by CBO, Wanda Holden.

Action taken/comments:

Presentation provided by WH not included in the packet. If during audit any changes are made those will be brought back to the board for approval.

Slide presentation followed by discussion

SS moves to approve 2018-2019 unaudited actuals.

Motion __SS____ Second __GA____ Vote __5-0____

D. (p. 41) Adopt Resolution #190910, The Gann Limit

The Board is asked to adopt the GANN Limit resolution #190910-1 as presented.

Action taken/comments:

GA moves that we adopt resolution

JK 2nds

SS Y

JK Y

AK Y

PL Y

GA Y

5 Yeses and 0 Nos

PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

Adjourn to close session at 8:20 pm

VII. CLOSED SESSION

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

1.0 (p.) Pending litigation, OCR Complaint resolution, Employee Conference

2.0 Administrator Performance Updates

3.0 Conference with Negotiations team:
GUTA negotiations update

4.0 Board Meeting scheduling

OPEN SESSION

Returned to Open session at 8:34pm

1.0 Report Out from Closed Session

No reportable items

VIII. FUTURE BOARD MEETINGS

A. October 8, 2019 at 5pm

B. November 10, 2019 at 5pm

SS Motion to change board meetings to second Thursday of the month at 5:00pm. Second by AK. Vote 5-0

GA motions to adjourned meeting, Second SS Vote 5-0 8:36pm.

IX. 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 Dave Rose, District Superintendent, Gravenstein Union School District, 3840 Twig Ave., Sebastopol, CA 95472. Telephone (707) 823-7008.

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

Board of Education
Regular Meeting Minutes

DATE: Thursday, October 10, 2019
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Multipurpose Room

Steve Schwartz, President
Gregory Appling, Clerk
Alexander Kahn, Trustee
Jennifer Koelemeijer, Trustee
Patrick Lei, Trustee

All in attendance except Gregory Appling who arrived at 5:30 pm

I. CALL TO ORDER AT 4:45 PM

II. PUBLIC COMMENTS ON CLOSED SESSION ITEM

III. ADJOURNMENT TO CLOSED SESSION

- A. Pursuant to Government Code 54957.6, update on negotiations with the Gravenstein Union Teachers Association, GUTA

IV. RECONVENMENT

Reconvene at 5:05.

V. ADOPTION AND APPROVAL OF THE AGENDA

- A. Approval of the agenda for October 10, 2019

VI. PUBLIC COMMENT

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.

Erin Hanauer, parent, requests change in cell phone policy at the Gravenstein Union School District. Wants it changed to students only using their phones in office, not on campus. First time she picked up her kid at Hillcrest she was surprised at how many kids were on their phones and not interacting with each other, except to show each other a video or some other item. She read a statement. The statement had a lot of

information regarding the impact of students using their cell phones. Really would request a conversation about changing the cell phone policy.

Beth Dawson, parent, also a school psychologist. Here to support the previous comment. She also had a statement about the problems of cell phones and children. Talked about how they distract the kids from learning. Also feels they can hinder their social development. Anxiety and depression have seen a rise and there are experts who say some of it is caused by the phones. Would like to see this issue on the agenda and work at changing the policy.

Angela Follenvaider, parent, also supports this issue. Has a 9 year old. He doesn't know how to walk up to the counter and pay \$10 for an item. Really wants him to engage with friends instead of being on a phone.

Erin Hanauer is filing a complaint against the school, claiming, that her child has been exposed to non age appropriate content on computers/smart phones. She says that DR made false statements at previous board meetings. She read a statement submitted a copy of the complaint.

SS said the board can not discuss items brought up in public comments and not on the agenda. Item will be discussed at the Board Retreat.

VII. REPORTS, AND ORAL COMMUNICATIONS

A. (p. 1) Gravenstein Principal/Teachers Report

Mrs. Gorman and Mrs. Grimm, 5th grader teachers, provided a presentation on the 5th grade curriculum, field trips, and enrichments. Slide presentation was provided and will be added to the website.

GA showed up at 5:30pm

Enrichment

Spanish - Maestra Kim

Music - Burrows or Pulley

STEM - with Mr. Carey

Art - Ms. Church and later Ms. Ricciardi

KP included her report in the board packet.

B. (p. 3) Hillcrest Principal/Teachers Report

Heather Johnson and her 7th grade class presented on the Hillcrest yearbook. They talked about what they do as the yearbook staff. They work on marketing of the year book and sending pictures to Mr. Deeths for the facebook page. They also talked about the photography side of their job and how they keep track of the photos and the kind of photos they are taking. They have been using cell phones because they don't have enough cameras. They also have a writing team who conducts necessary interviews. Then there is the editorial team. They

collaborate with the other teams and make sure there are no mistakes in the yearbook. The design team finds themes to use in the yearbook and check all submissions before putting them in the yearbook. They are also looking into selling advertising to reduce the cost of the yearbook and to raise money to buy more equipment.

WD included his report in the board packet.

Board requested comparison of last years enrollment and list of items needed to support the yearbook staff.

C. Gravenstein Union Teachers' Association

GUTA provided a written report. Expressing their sincere gratitude for negotiations working.

D. (p. 5) District Site Council

First meeting was Oct. 2nd. Site council is comprised of Certificated Staff, Classified Staff and Parents. The first meeting was a lot of organization and discussing what the plans are for this year. The safety plan is something they will definitely be working on. Some staff members attended a safety training at SCOE. Russel Lorraine is the new Site Council President and Jessica Rassmussen is new Vice President.

E. (p. 9) Gravenstein Parent Association, GPA

Meggan Kaun provided a memo to Board. New Treasure is Ben Kaun. GPA provided an updated budget and informed the board on the status of pledge forms turned in and their first two events.

GPA feels the current budget is a good start but are in need of more information from the district. The Board agrees and notes they will need to assist GPA where possible.

GA attended last GPA meeting to get some questions answered. He is very impressed with how they are doing.

JK - has full confidence in them. Really appreciates the letter of intention. The only thing that she doesn't see addressed is how they are going to deal with reserve.

Answer: The money GSF has in reserve was raised over about 8 years. They got scared several years ago which made them squirrel away some money over several years. Now they aren't sure what they should have in reserve so for now (though they have not had an official conversation) the reserve are at the 4 month mark and for now her thought is to leave them be so that they are available if needed. Don't want to see programming stop at midyear point.

Any funds raised above the expenses will be granted to GUSD, once requested.

Parent - would like to see communication from board and superintendent about where the monies are coming from. Feels the Board is doing all the work and would really like to see help from School Board and School Staff.

GPA also has requested better numbers so that they could better plan. GA feels this is also some of the conversation the board should have. What should be covered by GPA board and what should be covered by the district.

F. Trustee Reports

PL - A couple of weeks ago got to take tour of Hillcrest. Was very impressed with everything. Appreciates having the tour. Would now like to have one at Gravenstein.

GA - Attended facilities meeting. Had a conference call with architect and solar installer. Attended the 4th grade bike trip and it was great to see how teachers really took safety into consideration above all else.

AK - Also attended 4 grade bike trip and echoes what GA said.

JK - Attended Armstrong and Sugarloaf field trips. Also attending classes with DR.

SS - Will be going to SCOE legislative meeting. Went to Yosemite with 8th graders and learned more about the students and school. Biggest take home was how teachers have to be on top of medications and mental health issues and how they probably aren't trained for that, but they work long hours and have a great time. It was a great event.

G. (p. 17) Facilities Report

There was a written report provided by Brian. No date yet set for PG&E to connect the solar equipment.

Board voiced concerns with numbers in regard to purple air quality provided by SCOE. Would like to see the district develop a plan around this issue.

Board member raised concerns about the development of a new Master Facilities Plan. Subject will be discussed during the retreat.

The next meeting is the 18th...retreat is the 27th. The 18th will only be an education meeting for DR.

1. (p. 22) Facilities Committee

H. CBO Report

1. Update on Modernization Funding

Report provided in packet.

I. Superintendent Report/District Correspondence

1. (p. 26) GPA Letter, Budget Approval, SCOE Reminders

Report provided in packet. Possible independent study for physical education for elite level students to be developed.

2. Enrich! Update

Report included in packet.

3. Traffic Update

We have a site, we have approval, but we don't have a driver at this point. RESIG has come and done a report that DR just received today and hasn't had a chance to look at. With this they can go to County for support.

SS - States he has been to County supervisor and would like to be a part of the discussion.

Jeri, Parent - Wants to make a comment about traffic. The homework club or reading club has been a game changer for them. Some of these ideas are being underutilized because parents don't know how to use them. She really appreciates the work and ingenuity that has been put into place.

Erin, parent - Commented about the bus and problems with how long it takes to get to Hillcrest. She feels that people are no longer using the bus because of waiting half hour till the bus gets there.

WD - Says they will soon be having a homework club for those students and for students waiting for sports practice.

4. (p. 32) Retreat Plans

Thank you to JK for hosting the retreat that will be held at her house on Oct. 27th from 10 am to 3pm.

Discussion was held on the agenda and focus. Meeting is a public meeting so the public may attend but will not be part of the discussion and setting of goals. Parent raised concern around the cellphone issue and wishes to make sure it is discussed by the board.

5. (p. 34) Climate Committee

Adjourn at 7:19pm for 5 minutes
Reconvened at 7:26pm

Climate committee report given by WD. Talked about the kids going to the Climate Strike and the need to think globally and act locally. Would like to teach kids about what is recyclable and compostable. They will be starting a green team on both campuses. Next meeting is November 7th at 3:30pm. Would love to have a board member there. Hoping to

have a student or two from each campus and a teacher or two from each campus. It will also open to the public.

VIII. PUBLIC HEARINGS: SUFFICIENCY/INSUFFICIENCY OF TEXTBOOKS PER E.C. 60119

- A. By the 8th week of school, the Board of Trustees must hold a public hearing to discuss the sufficiency/insufficiency of textbooks in the CORE curricular areas of reading/language arts, mathematics, science, and history-social science. Schools are to have a sufficient number of textbooks (or electronic textbooks) and instructional materials for every student in these four areas, and textbooks must be from the *current* State Adopted Textbook list.

Public Hearing was opened at 7:33 p.m.

GUTA raised questions around social studies as the current curriculum they have is lack luster. KP states Kinders have is appropriate

Closed Public hearing at 7:36 p.m.

IX. CONSENT AGENDA ACTION
ITEM

- A. (p. 36) Approval of Minutes from the Regular Board Meeting of September 10, 2019
B. (p. 49) Warrants
C. (p. 57) Payroll
D. (p. 58) Approve Increasing Secretary position at Hillcrest from .25 FTE to .375 FTE
E. (p. 60) Federal LCAP Addendum

Action taken/comments:

GA minutes be pulled brought back at the next meeting. Item A was removed.

GA motions to approve consent agenda

Motion GA Second SS Vote 5-0

X. GENERAL ACTION ITEMS

- A. (p. 71) Approve Williams Settlement Quarterly Report

The Board will be asked to approve the Williams Settlement Quarterly Report.

Action taken/comments

We had two Williams complaints this quarter so this was added as a general action item instead of a consent agenda item. The complaints have been addressed.

Board raised question: Do we need to make more changes or is what we have done enough? DR at this point yes related to the complaints but we will need to work on a longer term solution.

SS makes motion to approve

Motion SS Second GA Vote 5-0

B. (p. 88) Adopt Resolution #191010-1 Sufficiency of Instructional Materials

The Board will consider adoption of Resolution #191010-1, regarding the sufficiency of textbooks and instructional materials in the four core academic areas. The resolution will reflect information obtained during the Public Hearing.

Action taken/comments:

SS makes motion to adopt Resolution #191010-1

GA asks if each vote needs to be recordered

Answer no

Passes 5 - 0

Motion SS Second AK Vote 5-0

C. Certification of Compliance with Standards-Aligned Instructional Materials

Staff will review the District's Selection and Evaluation of Instructional Materials process. The Board will be asked to certify compliance with Education Code Section 60422(a) and California Code of Regulation (CCR), Title 5, Section 9531(a) stating that all textbooks that have been purchased using LCFF funds were from the State Adopted list, aligned to the standards.

Action taken/comments:

PL moves to approve

Motion PL Second GA Vote 5-0

D. (p. 91) Approve revisions/updates to contract with the Gravenstein Union Teachers Association

The Board will be asked to approve revisions and updates to the existing contract that includes a new salary schedule as well as edits to selected articles and MOU's.

Action taken/comments:

GA moves to approve the revised/updated contract with GUTA with additional edits provided by GUTA

GUTA asks when can they let Members know that the updated contract will be posted
WH says she can make changes and update website tomorrow.

Motion GA Second SS Vote 5-0

XI. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

No comments

Adjourn to close session at 7:51pm

XII. ADJOURNMENT TO CLOSED SESSION

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

- 1.0 Expelled students status
- 2.0 Pending litigation
- 3.0 Administrator Performance Updates
- 4.0 Conference with Negotiations team:
GUTA negotiations update

XIII. RECONVENE TO OPEN SESSION (if necessary)

Returned to open session at 8:18pm

XIV. ACTION ON ITEMS HEARD IN CLOSED SESSION (if necessary)

No actions taken during closed session.

XV. PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION (if necessary)

Nothing to report out of closed session.

XVI. FUTURE BOARD MEETINGS

A. November 14, 2019 at 5pm

B. December 12, 2019 at 5pm

XVII. ADJOURNMENT

Motion to adjourn by SS second by GA vote 5-0. Adjourned at 8:20pm

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

Checks Dated 10/01/2019 through 10/31/2019

Board Meeting Date November 14, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1745002	10/02/2019	Gopher Sport, Play With a Purpose	01-4310 PE Equipment		4.15	
			04-4310 Hillcrest PE Equipment		107.59	
				Hillcrest PE Equipment-Tax on Shipping	378.69	
			12-4390 Beyond the Bell game supplies-See attached		11.30	501.73
1745003	10/02/2019	Interstate Music Supply	04-4310 Supplies for Music Program			75.88
1745004	10/02/2019	IXL Learning	04-5200 IXL Learning Conference			225.00
1745005	10/02/2019	Office Depot	01-4350 School Secretary Supplies- Grav		6.98	
			01-4359 Instructional Supplies for Grav Elem/Grav First		111.19	
			03-4350 School Secretary Supplies- Grav		80.24	
			03-4359 Food Service and Urmini Supplies		23.99	
			13-4390 Food Service and Urmini Supplies		33.75	256.15
1745006	10/02/2019	ParknPool	04-4400 Picnic Tables and Benches-Hillcrest			9,584.15
1745733	10/04/2019	Clements, Colleen M	04-4310 Reimb Art Supplies			39.97
1745734	10/04/2019	Young, Meggan R	12-4390 Reimb.BTB snacks			72.67
1745735	10/04/2019	Advanced Security Systems	01-5800 Fire Alarm Monitoring 2019-20		7.56	
			03-5800 Fire Alarm Monitoring 2019-20		86.94	94.50
1745736	10/04/2019	AXIA	40-6210 Gravenstein Modernization, Phase III (Part 2)		4,431.23	2
			Modernization - Hillcrest Middle Improvements		1,490.47	5,921.70
1745737	10/04/2019	California Mathematics Council	04-5200 CMC Math Conference-Wittenberg			190.00
1745738	10/04/2019	CASBO	01-5200 CASBO-Payroll Boot Camp		59.25	
			03-5200 CASBO-Payroll Boot Camp		711.00	
			04-5200 CASBO-Payroll Boot Camp		414.75	1,185.00
1745739	10/04/2019	Oakland Zoo Reservation Associate Ed Dept.	03-5826 3rd Grade Field Trip Oakland Zoo			1,548.00
1745740	10/04/2019	Office Depot	01-4359 Instructional Supplies for Grav Elem/Grav First			91.73
1745741	10/04/2019	Perma Bound Books	04-4310 "F and U" Illuminated Adventures- Prunetti			57.76
1745742	10/04/2019	Sonoma County Office Of Ed.	01-5812 Addressed Envelopes		206.22	
			03-5812 Addressed Envelopes		120.30	
			04-5812 Addressed Envelopes		17.17	343.69
1745743	10/04/2019	Clements, Colleen M	04-4310 Art Supplies		59.42	
			Reimb -Passport stickers/books		42.38	101.80
1745744	10/04/2019	Ally Technology Consulting LLC	01-5840 IT Consultant 2019-20		162.50	
			03-5840 IT Consultant 2019-20		1,950.00	

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

Checks Dated 10/01/2019 through 10/31/2019

Board Meeting Date November 14, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1745744	10/04/2019	Ally Technology Consulting LLC	04-5840	IT Consultant 2019-20		
1745745	10/04/2019	Brookhaven School	04-5828	8th Gr. Girls BB Tournament 10/14-18/19	1,137.50	3,250.00
1745746	10/04/2019	CASBO	01-5200	CASBO - Organizational Subscription 2019-20	37.50	140.00
			03-5200	CASBO - Organizational Subscription 2019-20	450.00	
			04-5200	CASBO - Organizational Subscription 2019-20	262.50	750.00
1745747	10/04/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2019-20		217.95
1745748	10/04/2019	J. Stanley Correia	01-5830	2019-20 Special Ed Psych Services	3.94	
			03-5830	2019-20 Special Ed Psych Services	1,093.50	
			04-5830	2019-20 Special Ed Psych Services	1,152.56	2,250.00
1745749	10/04/2019	Hardware Tech Inc.	04-4380	Replace door closers- HMS		622.44
1745750	10/04/2019	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First		16.23
1745751	10/04/2019	Perma Bound Books	04-4210	Perma Bound-"I am Malala"		142.71
1745752	10/04/2019	Safeway	12-4390	Daycare Supplies & Snacks for 2019-20		489.06
1745753	10/04/2019	Senor Wooly LLC	04-4310	Senor Wooly -1 yr Subscription		85.00
1745754	10/04/2019	Sonoma County Office Of Ed.	01-5202	SCOE Workshop-CSS Training	6.25	8
			03-5202	SCOE Workshop-CSS Training	75.00	2
			04-5202	SCOE Workshop-CSS Training	43.75	125.00
1745755	10/04/2019	Sonoma Design Apparel & Promo	04-4390	Cross Crounty Shirts-Hillcrest		778.39
1745756	10/04/2019	Randy Theiller	04-5880	Basketball Referee 9/23/2019		40.00
1745757	10/04/2019	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2019-20		2,145.00
1745758	10/04/2019	U.S. Bank Corporate Payment	01-4390	Science Supplies Grav	42.74	
			01-5869	Finance Charge	2.00	
			03-4390	Science Supplies Grav	491.55	
			04-4390	Flags for HMS Office	15.45	
			04-4440	Technology Supplies	651.84	
			04-5950	Postage for books-return	216.31	1,419.89
1746510	10/09/2019	Sharon Strom	13-8634	Refund Cafeteria Pmt		114.50
1746511	10/09/2019	Johnson, Heather L	04-4310	Reimb.Yearbook and Art		92.99
1746512	10/09/2019	ACSIG	01-9573	Employee's Dental Plan Coverage 2019-20		9,252.00
1746513	10/09/2019	Calif Dept of Parks and Rec	03-5826	Sonoma Mission/General Vallejo Home		200.00
1746514	10/09/2019	CalPERS Cash & Payment Processing Unit	01-9572	Employee's CalPERS Health Plan Coverage 2019-20		32,579.49
1746515	10/09/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2019-20		73.50
1746516	10/09/2019	Onel Lopez	04-5880	Flag Football 10/2/2019	70.00	

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

Checks Dated 10/01/2019 through 10/31/2019

Board Meeting Date November 14, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1746516	10/09/2019	Onel Lopez		Flag Football 9/13/2019	40.00	
				Flag Football 9/30/2019	40.00	150.00
1746517	10/09/2019	Don Madronich	04-5880	Girls Basketball 9/26/2019		40.00
1746518	10/09/2019	Museum of the American Indian	03-5826	Museum of the American Indian		740.00
1746519	10/09/2019	Pacific Gas & Electric	01-5520	Electric and Gas for 2019-20 Gravenstein	204.45	
			03-5520	Electric and Gas for 2019-20 Gravenstein	2,351.12	
			04-5520	Electric and Gas for 2019-20 @ Hillcrest	3,620.07	6,175.64
1746520	10/09/2019	Pasta King	01-4390	Staff Development Lunch	17.23	
			03-4390	Staff Development Lunch	206.66	
			04-4390	Staff Development Lunch	120.55	344.44
1746521	10/09/2019	Ronald Lynn Ruiz	04-5880	Flag Football Referee 9/11/2019		70.00
1746522	10/09/2019	Sacramento History Museum	03-5826	Historic Old Sac Field Trip- Tour 4/16/2020	280.00	
				Historic Old Sac Field Trip- Tour 4/23/2020	280.00	560.00
1746523	10/09/2019	Randy Theiller	04-5880	Basketball Referee 10/1/2019		40.00
1747345	10/11/2019	Sporrer, Kelly A	04-4310	Reimb.Film and Literature		79.99
1747346	10/11/2019	ARC Alternatives	40-5830	Board Approved Prop 39 Consulting		1,470.00
1747347	10/11/2019	AT&T Calnet 3	04-5911	Hillcrest AT&T CALNET 3 Charges 2019-20		60.90
1747348	10/11/2019	Center for the Collaborative Classroom	03-5202	Reading Intervention Program-Training		200.00
1747349	10/11/2019	Bear Communications Inc.	01-4400	Walkie Talkie System for Gravenstein School	555.23	2
			03-4400	Walkie Talkie System for Gravenstein School	6,024.45	6,579.68
1747350	10/11/2019	Employment Development Dept.	01-9555	Unemployment Taxes for the year 2019-20		543.92
1747351	10/11/2019	McGraw-Hill School Education	04-4110	Study Sync- 6th, 7th and 8th Grade Language Arts		16,574.04
1747352	10/11/2019	Ray Morgan Company	01-5633	Copier Contract Charges 2019-20		1,701.91
1747353	10/11/2019	SyTech Solutions	01-5830	Document Management Services 2019-20	12.52	
			03-5830	Document Management Services 2019-20	150.30	
			04-5830	Document Management Services 2019-20	87.68	250.50
1747354	10/11/2019	U.S. Bank Equipment Finance	01-5631	Copier Lease for Schools and DO for 2019-20	35.28	
			03-5631	Copier Lease for Schools and DO for 2019-20	423.37	
			04-5631	Copier Lease for Schools and DO for 2019-20	246.98	705.63
1747919	10/16/2019	AED Authority	01-4400	AED Concierge Service for GUSD	19.60	
			03-4400	AED Concierge Service for GUSD	225.40	
			04-4400	AED Concierge Service for GUSD	195.00	440.00

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ESCAPE ONLINE

Checks Dated 10/01/2019 through 10/31/2019

Board Meeting Date November 14, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1747920	10/16/2019	Ernesto Aubin	04-5880	Referee Basketball 10/7/2019		70.00
1747921	10/16/2019	Center for the Collaborative Classroom	03-4310	SIPPS Fluency Library		1,523.96
1747922	10/16/2019	Dept Of Justice, Acctg Office	01-5862	Fingerprinting for staff 2019-20	1.60	
				Fingerprinting for volunteers 2019-20	8.00	
			03-5862	Fingerprinting for staff 2019-20	19.20	
				Fingerprinting for volunteers 2019-20	96.00	
			04-5862	Fingerprinting for staff 2019-20	11.20	
				Fingerprinting for volunteers 2019-20	56.00	192.00
1747923	10/16/2019	Grainger Inc.	01-4400	Portable A/C units for Hillcrest/Grav	184.60	
			03-4400	Portable A/C units for Hillcrest/Grav	2,118.02	
			04-4400	Portable A/C units for Hillcrest/Grav	1,235.51	3,538.13
1747924	10/16/2019	Mark Hoback	04-5880	8th Grade Girls Basketball 10-2-2019		40.00
1747925	10/16/2019	Pitney Bowes	01-5950	Postage for Postage Meter	2.00	
			03-5950	Postage for Postage Meter	24.38	
			04-5950	Postage for Postage Meter	13.60	39.98
1747926	10/16/2019	Sonoma County Office Of Ed.	01-5200	SCOE Workshop-"Sp. Ed. for Gen. Ed. Admin"	2.00	
			03-5200	SCOE Workshop-"Sp. Ed. for Gen. Ed. Admin"	24.00	30
			04-5200	SCOE Workshop-"Sp. Ed. for Gen. Ed. Admin"	14.00	40.00
1747927	10/16/2019	Haas, Elsbeth B	03-4310	Reimb. Class Incentives		21.34
1747928	10/16/2019	Baird, Elizabeth A	04-4310	Reimb. Leadership Class		289.00
1747929	10/16/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2019-20		73.50
1747930	10/16/2019	Gravenstein Revolving Fund	01-5202	Reimb. Revolving	17.70	
			03-5202	Reimb. Revolving	212.40	
			04-5202	Reimb. Revolving	123.90	354.00
1747931	10/16/2019	Houghton Mifflin Harcourt	03-4110	Getting ready for SBAC	252.82	
			04-4110	Go Math! Accelerated 7 - Hillcrest	569.53	822.35
1747932	10/16/2019	Lakeshore Learning Materials	01-4310	Classroom Supplies-Dellosa		92.41
1747933	10/16/2019	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First		71.51
1747934	10/16/2019	Recology Sonoma Marin	01-5560	Recology-Gravenstein	31.05	
			03-5560	Recology-Gravenstein	357.06	
			04-5560	Recology-Hillcrest	216.72	604.83
1747935	10/16/2019	Robertson Industries, Inc.	14-5830	Seal & Repair Grav Primary Playground 19-27001	2,761.00	
				Surfacing TK Yard Pro # 19-26914	39,745.54	42,506.54

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Checks Dated 10/01/2019 through 10/31/2019

Board Meeting Date November 14, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1747936	10/16/2019	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2019-20	39.88	
			03-5530	Gravenstein Elem Water Service for 2019-20	458.63	
1749439	10/23/2019	Cole, David M	04-5530	Hillcrest Water Service for 2019-20	480.84	979.35
1749440	10/23/2019	All-Guard Alarm Systems, Inc	04-5826	Reimb.Mileage Yose		273.76
			03-5800	Alarms-Hillcrest & Gravenstein 2019-20 SY	949.65	
1749441	10/23/2019	Calif Dept of Parks and Rec	04-5800	Alarms-Hillcrest & Gravenstein 2019-20 SY	650.85	1,600.50
1749442	10/23/2019	Fishman Supply Company	03-5826	Petaluma Adobe 4th grade		160.00
			01-4370	District Wide Custodial Supplies	26.26	
			03-4370	District Wide Custodial Supplies	315.08	
1749443	10/23/2019	Lakeshore Learning Materials	04-4370	District Wide Custodial Supplies	183.80	525.14
1749444	10/23/2019	Onel Lopez	03-4310	Classroom Supplies- Tomsky		31.88
1749445	10/23/2019	Luther Burbank Ctr Fr The Arts	04-5880	Flag Football 10/3/2019		40.00
1749446	10/23/2019	Office Depot	04-5202	Prof.Dev.- "Traveling to the Past"		45.00
1749447	10/23/2019	Santa Rosa City Schools	03-4310	Class Supplies - Basque/Barrera		64.47
1749448	10/23/2019	United Forest Products Inc.	13-4710	Lunch Program for 2019-20		7,935.00
			01-4370	Playground bark and top soil -Gravenstein	87.55	
1749449	10/23/2019	Pugno, Kerilee C	03-4370	Playground bark and top soil -Gravenstein	1,006.86	1,094.00
			01-4390	Reimb.staff appre.	2.95	
			03-4390	Reimb.Staff Materials-PT Conference	33.95	36.90
1749450	10/23/2019	Urmini, Christina	03-5826	Sugarloaf Reimb. Food		71.80
1749451	10/23/2019	Johnson, Heather L	04-4310	Reimb. Dist Elect E!		82.23
1749452	10/23/2019	Carey, Paul R	03-4310	Reimb. STEM Supplies		169.37
1749453	10/23/2019	Alpha Analytical Laboratories,	01-5830	Water testing for Gravenstein	2.56	
			03-5830	Water testing for Gravenstein	29.44	
			04-5830	Water testing for Hillcrest	32.00	64.00
1749454	10/23/2019	Coggins Fence and Supply Inc.	04-5830	Repair of Fence at Hillcrest		2,118.81
1749455	10/23/2019	J. Stanley Correia	01-5830	2019-20 Special Ed Psych Services	11.81	
			03-5830	2019-20 Special Ed Psych Services	3,280.50	
			04-5830	2019-20 Special Ed Psych Services	3,457.69	6,750.00
1749456	10/23/2019	Lakeshore Learning Materials	03-4310	Classroom Supplies- Tomsky		279.76
1749457	10/23/2019	MCI Comm Service	12-5911	Daycare Phone Line for 2019-20		14.25
1749458	10/23/2019	Office Depot	01-4310	Class Supplies - Clement/Jones	5.31	
			01-4350	District Office Supplies- Open PO for 2019-20	10.16	
			03-4310	Class Supplies - Basque & Food Service Supplies	53.73	

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Checks Dated 10/01/2019 through 10/31/2019

Board Meeting Date November 14, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1749458	10/23/2019	Office Depot	03-4350	District Office Supplies- Open PO for 2019-20	121.91	
			04-4350	District Office Supplies- Open PO for 2019-20	71.12	
			13-4390	Class Supplies - Basque & Food Service Supplies	122.25	
				Class Supplies - Clement/Jones	100.27	484.75
1749459	10/23/2019	Robertson Industries, Inc.	14-5830	Surfacing TK Yard Pro # 19-26914		794.90
1749460	10/23/2019	AT&T Calnet 3	04-5911	Hillcrest AT&T CALNET 3 Charges 2019-20		61.01
1749461	10/23/2019	Dept Of Justice, Acctg Office	01-5862	Fingerprinting for staff 2019-20	6.40	
				Fingerprinting for volunteers 2019-20	8.00	
			03-5862	Fingerprinting for staff 2019-20	76.80	
				Fingerprinting for volunteers 2019-20	96.00	
			04-5862	Fingerprinting for staff 2019-20	44.80	
				Fingerprinting for volunteers 2019-20	56.00	288.00
1749462	10/23/2019	Gopher Sport, Play With a Purpose	04-4310	Hillcrest PE Equipment		107.59
1749463	10/23/2019	Office Depot	01-4350	District Office Supplies- Open PO for 2019-20	5.29	
			01-4359	Instructional Supplies for Grav Elem/Grav First	425.45	32
			01-4390	Ergonomic Mouse and Document Holder	55.19	
			03-4350	District Office Supplies- Open PO for 2019-20	63.43	
			04-4350	District Office Supplies- Open PO for 2019-20	37.00	586.36
1749464	10/23/2019	Pitney Bowes Global Financial	01-5600	Postage Machine Lease Rental 2019-20	7.99	
			03-5600	Postage Machine Lease Rental 2019-20	87.86	
			04-5600	Postage Machine Lease Rental 2019-20	63.90	159.75
1750649	10/25/2019	Holden, Wanda L	01-5202	Reimb. Mileage/Travel- Payroll Boot Camp	16.24	
			03-5202	Reimb. Mileage/Travel- Payroll Boot Camp	194.93	
			04-5202	Reimb. Mileage/Travel- Payroll Boot Camp	113.72	324.89
1750650	10/25/2019	Business Card	01-4362	Dist. Fuel	7.18	
			01-4380	Dist. Maint. Supplies	61.42	
			03-4362	Dist. Fuel;	86.12	
			03-4380	Dist. Maint. Supplies	721.02	
			03-4400	Grav. Furniture	432.99	
			03-5830	Monkey Survey	37.00	
			04-4362	Dist. Fuel	50.23	

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ESCAPE ONLINE

Checks Dated 10/01/2019 through 10/31/2019

Board Meeting Date November 14, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1750650	10/25/2019	Business Card	04-4380	Dist. Maint.	205.05	
			13-4390	Kitchen Supplies	60.16	1,661.17
1750651	10/25/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2019-20		98.00
1750652	10/25/2019	Kelly-Moore Paint Co. Inc.	04-4380	Paint for Hillcrest		276.39
1750653	10/25/2019	LEGO Education	04-4440	EV3 Core Sets-HMS		4,459.36
1750654	10/25/2019	CalPERS Cash & Payment Processing Unit	01-9572	Employee's CalPERS Health Plan Coverage 2019-20		48,657.97
Total Number of Checks					105	242,376.85

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	44	97,673.35
03	Gravenstein Elementary Charte	48	31,184.18
04	Hillcrest Middle Charter	64	53,410.02
12	Child Development Fund	4	587.28
13	Cafeteria Fund	9	8,828.88
14	Deferred Maintenance Fund	2	43,301.44
40	Special Reserve-capital Proj	2	7,391.70
Total Number of Checks		105	242,376.85
Less Unpaid Tax Liability			.00
Net (Check Amount)			242,376.85

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

Gravenstein Union School District
October Payroll Report

November 14, 2019 Regular Board Meeting

Certificated Salary & Benefits

Regular: \$	493,685.56
Supplemental: \$	16,445.15

Classified Salary & Benefits

Regular: \$	152,032.18
Supplemental: \$	12,221.61

Total Salary & Benefits

\$	674,384.50
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GRAVENSTEIN UNION ELEMENTARY SCHOOL DISTRICT

SUBJECT: ADOPT RESOLUTION #191114-01, SUPPORTING THE DESIGNATION OF DISTRICT REPRESENTATIVES AND AUTHORIZATION TO FILE APPLICATIONS FOR THE SCHOOL FACILITY PROGRAM

RECOMMENDATION:

That the Board of Trustees adopt Resolution #191114-01, supporting the designation of District Representatives and authorizing the filing of applications to determine School Facility Program new construction eligibility and modernization eligibility and, if eligible, applications for new construction and modernization funding with the State Allocation Board.

BACKGROUND:

The New Construction Program provides State funds on a 50/50 state and local sharing basis for public school capital facility projects in accordance with statute. Eligibility for State funding is based on a district's need to house pupils and is determined by criteria set in School Facility Program legislation (SB50).

Education Code Section 17072.10 establishes the "new construction grant" per unhoused pupil for new construction projects. The State Allocation Board approved the annual adjustment to the grant on January 23, 2019. The adjusted grants are as follows: \$12,197 for each elementary school pupil, \$12,901 for each middle school pupil (include 6th grade, if part of a 6-8 school), and \$16,415 for each high school pupil.

This "new construction grant" amount is intended to provide the State's share for all necessary project costs that include, but are not limited to, funding for design, the construction of the building, general-site development, education technology, unconventional energy, tests, inspections and furniture/equipment. Site acquisition, utilities, off-site and service-site development are approved for funding based on review and approval of required documentation and funded on a 50/50 state and local sharing basis. The per pupil grant amounts are adjusted annually for inflation based on the change in the Class B Construction Cost Index as approved by the SAB each January.

The Modernization Program provides State funds on a 60/40 basis for improvements to educationally enhance school facilities. Projects eligible under this Program include such modifications as air conditioning, plumbing, lighting, and electrical systems. Site acquisition may not be included in modernization applications. Education Code Section 17074.10 establishes the "modernization grant" for each eligible pupil. The State Allocation Board approved the annual adjustment to the grant on January 23, 2019. The adjusted grants are as follows: \$4,644 for each elementary school pupil, \$4,912 for each middle school pupil and, \$6,431 for each high school pupil.

The "modernization grant" amount is intended to provide the State's share for all necessary project costs. The necessary project costs include, but are not limited to, funding for design, the modernization of the building, education technology, unconventional energy, tests, inspections and furniture/equipment.

Funds for the School Facility Program may be from any funding source made available to the State Allocation Board. This includes the State General Fund and proceeds from the sale of State General Obligation Bonds. In addition, districts are required to provide a portion of the cost of a project from funds available to the school district. This may include, among other sources, local general obligation bonds, developer fees, general fund, etc.

In order to apply for approval of School Facility Program eligibility and potential funding, the District must approve a resolution designating the District Representatives and authorizing the filing of the applications.

Resolution No. 191114-01

BOARD OF TRUSTEES OF THE GRAVENSTEIN UNION ELEMENTARY SCHOOL DISTRICT

Designation of District Representative and
Authorization to file Application(s) for School Facility Grant

WHEREAS, the Gravenstein Union Elementary School District is applying to the State Allocation Board for approval of state facilities program projects pursuant to Chapter 12.5, Part 10, Division 1, commencing with Section 17010.10, et. seq., of the Education Code, for needed new construction and modernization of school facilities;

NOW, THEREFORE, BE IT RESOLVED, by the Gravenstein Union Elementary School District Board of Trustees as follows:

1. That David Rose, Superintendent, and Wanda Holden, Chief Business Officer are designated as District Representative and Alternate Representative, respectively and are hereby authorized and directed to file, on behalf of the District, such applications with the State Allocation Board under Chapter 12.5 of the Education Code; and,
2. That the District will establish a "Restricted Maintenance Account" for exclusive purpose of providing ongoing and major maintenance of school buildings and has developed an ongoing and major maintenance plan that complies with the provisions of Education Code Section 17070.75 and 17070.77 (Regulation Sections 1859.100 through 1859.102); and,
3. That the District will consider the feasibility of the joint use of land and facilities with other governmental agencies in order to minimize school facility costs; and,
4. That the District understands if the funding request is for the modernization of portable classrooms eligible for an additional apportionment pursuant to Education Code Section 17073.15, the District will be required to certify that the state modernization funds will be used to replace the portable classrooms and permanently remove the displaced portables from classroom use within six months of the filing of the Notice of Completion for the project; or, it has provided documentation to the Office of Public School Construction which indicates that modernizing the portable classrooms eligible for an additional apportionment is better use of public resources than the replacement of these facilities; and,
5. That the facilities to be rehabilitated under the Charter School Facility Program previously funded with School Facility Program State funds meet the requirements of Regulation Section 1859.163.6; and,
6. That the District will engage in a competitive process that is consistent with the requirements of Chapter 10 (commencing with Section 4245) of Division 5, of Title 1, of the Government Code for all contracts entered on or after November 4, 1998, for the services of any architect, structural engineer, or other design professional services for any work under the project(s); and,

7. That the District understands if this request is for new construction funding, the District has received approval of the site and the plans from the California Department of Education (CDE). Plan approval is not required if request is for separate design apportionment; and,
8. That the District understands that if this request is for modernization or Charter School Facility Program Rehabilitation funding, the District has received approval of the plans for the project from the California Department of Education (CDE). Plan approval is not required if request is for separate design apportionment; and,
9. That the District will comply with the Public Contract Code regarding all laws governing the use of force account labor; and,
10. That the District will comply with Education Code Section 17076.11 regarding at least a 3 percent expenditure goal for disabled veteran business enterprises; and,
11. That the Districts matching funds required pursuant to Regulation Sections 1859.77.1 or 1859.79 has either been expended by the District, deposited in the County School Facility Fund or will be expended by the District prior to the notice of completion for the project; and,
12. That the District will receive written approval of the plans and specifications for the project(s) from the Division of the State Architect unless the request is for a separate site and/or design apportionment; and,
13. That if the District is requesting site acquisition funds as part of its application, the District has complied with Regulation Sections 1859.74 through 1859.75.1; and,
14. That the District understands that with the exception of an apportionment made pursuant to Section 1859.75.1, the lack of substantial progress toward increasing the pupil capacity or renovation of its facilities within 18 months of receipt of any funding shall be cause for the rescission of the unexpended funds (reference Regulation Section 1859.105); and,
15. That the District understands that if the apportionment for this project was made pursuant to Regulation Section 1859.75.1, the lack of substantial progress toward increasing the pupil capacity or renovation of its facilities within 12 months of receipt of any funds shall be cause for the rescission of the unexpended funds (refer to Regulation Section 1859.105.1); and,
16. That the District understands that funds not released within 18 months of apportionment shall be rescinded and the application shall be denied (reference Regulation Section 1859.90); and,
17. That the statements set forth in the application(s) and supporting documents are true and correct to the best of my knowledge and belief; and,
18. That all school facilities purchased or newly constructed under the project(s) for use by pupils who are individuals with exceptional needs, defined in Education Code Section

56026, shall be designed and located on the school site so as to maximize interaction between those individuals with exceptional needs and other pupils as appropriate to the needs of both; and,

19. That the District will certify that all forms submitted are exact duplicates (verbatim) of the forms provided by the OPSC. In the event a conflict should exist, the language in the OPSC form will prevail; and,
20. That the District understands that some or all of the State funding for the project may be returned to the State as a result of an audit pursuant to Section 1859.105, 1859.105.1, 1859.106; and,
21. That the District will comply with the provisions of Section 1859.76 and 1859.79.2 and that the portion of the project funded by the State does not contain work specifically prohibited in those Sections; and,
22. That the District understands if the SFP grants are used for the construction or modernization of school facilities on leased land, the District has entered into a lease agreement for the leased property that meets the requirements of Regulation Section 1859.22; and,
23. That the District understands if the application contains a "Use of New Construction Grant" request, the District will adopt a school board resolution and housing plan at a public hearing at a regularly scheduled meeting of the governing board as specified in Sections 1859.77.2, or 1859.77.3, as appropriate; and,
24. That the District understands if requesting additional funding for fire code requirements pursuant to Regulation Section 1859.71.2 or 1859.78.4, the District will include the automatic fire detection/alarm system and/or automatic sprinkler system in the project prior to completion of the project; and,
25. That the District has consulted with the career technical advisory committee established pursuant to Education Code Section 8070 and it has considered the need for vocational and career technical facilities to adequately meet its program needs in accordance with Education Code Section 51224, 51225.3(b), 51228(b) and 52336.1; and,
26. That the District understands if requesting an Additional Grant for Energy Efficiency pursuant to Sections 1859.71.3 or 1859.78.5, the increased costs for the energy efficiency components in the project exceeds the amount of funding otherwise available to the District; and,
27. That the District understands that if this application is submitted after January 1, 2004 for modernization funding the district has considered the potential for the presence of lead-containing materials in the modernization project and will follow all relevant federal, state and local standards for the management of any identified lead; and,

28. That the District has or will initiate and enforce a Labor Compliance Program that has been approved by the Department of Industrial Relations, pursuant to Labor Code Section 1771.7, if the project is funded from Proposition 47 or 55 and the Notice to Proceed for the construction phase of the project is issued on or after April 1, 2003 and before January 1, 2012; and,
29. That the District has or will contract with the Department of Industrial Relations (DIR) for prevailing wage monitoring and enforcement pursuant to Labor Code Section 1771.3(a), in effect January 1, 2012 through June 19, 2014, if the contract was awarded on January 1, 2012 through June 19, 2014 and the District has not obtained a waiver for the requirement, pursuant to Labor Code Section 1771.3(b) in effect on January 1, 2012 through June 19, 2014. The District understands that if it fails to meet this requirement, it will be required to repay all State bond funds received including interest; and,
30. That the District understands that beginning with the 2005/06 fiscal year, the District will comply with Educational Code Section 17070.75(e) by establishing a facilities inspection system to ensure that each of its schools is maintained in good repair; and,
31. That the District understands that if this application is submitted pursuant to Section 1859.180, the District certifies that within six months of occupancy of the permanent classrooms, it will remove the replaced portables for the eligible school site and K-12 grade classroom use with the exception of schools described in Education Code Section 17079.30(c); and,
32. That the District has considered the feasibility of using designs and materials for the new construction or modernization project that promote the efficient use of energy and water, maximum use of natural light and indoor air quality, the use of recycled materials and materials that emit a minimum of toxic substances, the use of acoustic conductive to teaching and learning, and the other characteristics of high performance schools; and,
33. The District understands if requesting an additional grant for high performance incentive funding, the school district governing board will have a resolution on file that demonstrates support for the high performance incentive grant request and the intent to incorporate high performance features in future facilities projects; and,
34. The District understands that if the application is submitted when there is insufficient Bond Authority, the District has adopted a school board resolution pursuant to Section 1859.95.1.
35. The District will comply with all laws pertaining to the construction or modernization of its school buildings.

PASSED AND ADOPTED by the Board of Trustees of the Gravenstein Union Elementary School District, Sonoma County, State of California, this 14th day of November, 2019, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Superintendent and
Secretary to the Board

GRAVENSTEIN UNION ELEMENTARY SCHOOL DISTRICT

SUBJECT: ADOPT RESOLUTION #191114-2, acknowledging five certifications required to submit modernization and new construction funding applications to the Office of Public School Construction.

RECOMMENDATION:

That the Board of Trustees adopt Resolution #191114-2, acknowledging five certifications required to submit modernization and new construction funding applications to the Office of Public School Construction.

BACKGROUND:

The Office of Administrative Law approved emergency regulations on November 1, 2012 that impact how the Office of Public School Construction (OPSC) processes applications received after existing bond authority is no longer available for New Construction and Modernization applications. These regulations establish a State Allocation Board (SAB) acknowledged list for projects that are received by OPSC after bond authority is exhausted. The list is called the "Applications Received Beyond Bond Authority List." Applications placed on this list only undergo an intake review to ensure all of the required documents have been submitted, but are not to be fully processed by OPSC nor presented to SAB for approval.

All New Construction applications received on or after September 12, 2018 are subject to the new regulations and processing procedures as outlined below. All Modernization applications received on or after February 28, 2019 are subject to the new regulations and processing procedures as outlined below.

A new construction application package received on or after September 12, 2018 and a modernization application package received on or after February 28, 2019 must include a school board resolution that includes several acknowledgements, as specified in regulation section 1859.95.1. The required school board resolution which includes the following certifications:

1. The Board acknowledges that the remaining School Facility Program bond authority is currently exhausted for the funds being requested on this (these) application(s).
2. The Board acknowledges that the State of California is not expected nor obligated to provide funding for the project(s) and the acceptance of the application(s) does not provide a guarantee of future State funding.
3. The Board acknowledges that any potential future State bond measures for the School Facility Program may not provide funds for the application being submitted.
4. The Board acknowledges that criteria (including, but not limited to, funding, qualifications, and eligibility) under a future State school facilities program may be substantially different than the current School Facility Program. The district's Approved Application(s) may be returned.
5. The Board acknowledges that they are electing to commence any pre- construction or construction activities at the district's discretion and that the State is not responsible for any pre-construction or construction activities.

RESOLUTION NO. 191114-2

RESOLUTION OF THE BOARD OF EDUCATION OF THE GRAVENSTEIN UNION
ELEMENTARY
SCHOOL DISTRICT ON NOVEMBER 14, 2019,

WHEREAS, the Board of Education (“School Board”) has determined that school facilities within the Gravenstein Union Elementary School District (the “District”), within Sonoma County need to be modernized and/or constructed; and

WHEREAS, the State Allocation Board (SAB) has established an “Applications Received Beyond Bond Authority List” for projects that have been received.

Pursuant to title 2, Code of California Regulations section 1859.95.1, the School Board of the Gravenstein Union Elementary School District hereby acknowledges the following:

- (1) The Board acknowledges that the remaining School Facility Program bond authority is currently exhausted for the funds being requested on this (these) application(s).
- (2) The Board acknowledges that the State of California is not expected nor obligated to provide funding for the project(s) and the acceptance of the application(s) does not provide a guarantee of future State funding.
- (3) The Board acknowledges that any potential future State bond measures for the School Facility Program may not provide funds for the application being submitted.
- (4) The Board acknowledges that criteria (including, but not limited to, funding, qualifications, and eligibility) under a future State school facilities program may be substantially different than the current School Facility Program. The district’s Approved Application(s) may be returned.
- (5) The Board acknowledges that they are electing to commence any pre- construction or construction activities at the district’s discretion and that the State is not responsible for any pre-construction or construction activities.

ADOPTED, SIGNED, AND APPROVED this 14th day of November, 2019.
BOARD OF EDUCATION OF THE GRAVENSTEIN UNION ELEMENTARY SCHOOL
DISTRICT

By: _____

Steven Schwartz, President

Attest: _____

Gregory Appling, Clerk

EXHIBIT B: Individual Service Agreement (ISA)

Nonpublic School: **Greenacre Homes - Bundled** Local Education Agency: **Gravenstein Union School District**

Pupil's Name: [Redacted] Sex: M F Birthdate: [Redacted] Grade: [Redacted] Primary Disability: [Redacted]

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

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

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

A. Daily Tuition Estimate: Pupil shall be enrolled at NPS commencing on 8/15/19 and ending on 7/16/20 unless earlier terminated by notice from LEA upon pupil's change of residence, change of placement or termination of the Master Contract.

Number of Regular School Year Days	180	Rate Per Day	\$232.00	Total Regular School Year Basic Education Costs	\$41,760.00	
Number of ESY Days	20	Rate Per Day	\$232.00	Total ESY Basic Education Costs	\$4,640.00	
Partial Day Student - Number of Regular School Year Days		Rate Per Minute	\$0.64	Number of minutes per day	Partial Day Student - Total Regular School Year Basic Education Costs	\$0.00
Partial Day Student - Number of ESY Days		Rate Per Minute	\$0.64	Number of minutes per day	Partial Day Student - Total ESY Basic Education Costs	\$0.00
Total Instructional Days	200	Total Basic Education Costs - Adjusted Annually			\$46,400.00	

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

SERVICE	SERVICE START DATE	MASTER CONTRACT RATE	DURATION - MINUTES PER SESSION	FREQUENCY Times per Week or Month	WEEK MONTH OR YEAR	ESTIMATED ISA SERVICE SESSIONS	or	HOURS PER YEAR	ESTIMATED TOTAL - Cost per hour x estimated service hours or sessions
1. Greenacre Transportation LCI Home to School	08/15/19	Service included in Daily Tuition Rate		5	WEEK	200			\$0.00
2. Greenacre PE Transportation		Service included in Daily Tuition Rate			N/A				\$0.00
3. Individual Speech		Service included in Daily Tuition Rate			N/A				\$0.00
5. Group Speech		Service included in Daily Tuition Rate			N/A				\$0.00
6. Speech Consult		Service included in Daily Tuition Rate			N/A				\$0.00
7. Temporary Support Assistant - TSA		Service included in Daily Tuition Rate			N/A				\$0.00
8. Individual Counseling 60 minutes per week	08/15/19	Service included in Daily Tuition Rate	60	1	N/A	41.00			\$0.00
9. Individual Counseling Additional Services		\$78.76			N/A				\$0.00
10. Group Counseling 60 minutes per week	08/15/19	Service included in Daily Tuition Rate	60	1	N/A	41.00			\$0.00
11. Group Counseling Additional Services		\$39.38			N/A				\$0.00
12. Family Counseling 60 minutes per week		Service included in Daily Tuition Rate			N/A				\$0.00
13. Family Counseling Additional Services		\$78.76			N/A				\$0.00
14. Vocational Education		Service included in Daily Tuition Rate			N/A				\$0.00
15. Occupational Therapy - OT	08/15/19	\$94.01	180		MONTH			33.00	\$3,102.33
16. Occupational Therapy OT	08/15/19	\$94.01	240		YEAR			4.00	\$376.04
17. Parent Counseling		\$78.76			N/A				\$0.00
Maximum NPA Services and/or Designated Instruction & Related Services Cost - Estimate									\$3,478.37
Estimate Per DIEM	\$249.39	Maximum Total Basic Education & DIS/Related Services Cost - Estimate							\$49,878.37

C. Individual Pupil Specifications: _____

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

Nonpublic School: **Greenacre Homes - bundled**
 [Signature] 11/6/19
 (Authorized Signature) (Date)
 438 Eddie Lane

Local Educational Agency: **Gravenstein Union School District**
 [Signature]
 (Authorized Signature) (Date)
 3840 Twig Ave.



Senate Bill 250 and Senate Bill 265

Nutrition Program Sponsor Guidance for CA Senate Bill 265.

Nutrition Services Division Management Bulletin

Purpose: Policy, Beneficial Information

To: School Nutrition Program Sponsors

Number: SNP-22-2019

Attention: Superintendents, Chief Business Officers, and Food Services Directors

Date: October 2019

Reference: Senate Bill 250 (Hertzberg) and U.S. Department of Agriculture Food and Nutrition Service Policy Memorandum SP 46-2016

Supersedes: Management Bulletin SNP 05-2018: Senate Bill 250: USDA Meal Charge Policy

Subject: Senate Bill 265: Pupil Meals: Child Hunger Prevention and Fair Treatment Act of 2017 and USDA Meal Charge Policy Requirements

This management bulletin (MB) provides updated guidance related to Senate Bills 250 and 265 (Hertzberg) Pupil Meals: Child Hunger Prevention and Fair Treatment Act of 2017 (Chapter 785, Statutes of 2019) and to the U.S. Department of Agriculture (USDA) unpaid meal charge policies. SB 265 was signed into law on October 12, 2019, and went into effect immediately due to the urgency statute in the act. SB 265 supersedes SB 250 and can be found on the California Legislative Information web page at http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200SB265. The USDA Policy Memorandum SP 46-2016: Unpaid Meal Charges: Local Meal Charge Policies can be found on the USDA Food and Nutrition Service Unpaid Meal Charges web page at <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

Purpose of the law

SB 250 Pupil Meals: Child Hunger Prevention and Fair Treatment Act of 2017 (also known as the No Shaming Act), became law on January 1, 2018, and was superseded by SB 265 which became law effective October 12, 2019. The purpose of the law is to prevent the shaming of children who do not have the money to pay for a meal or whose family has unpaid meal debt. All public school districts, county offices of education (COE), and charter schools that participate in the National School Lunch Program (NSLP) or School Breakfast Program (SBP) must comply with this law.

What does this law mean?

SB 265 amended Section 49557.5(b)(1) of the California *Education Code (EC)* stating that a pupil whose parent or guardian has unpaid meal charges is not to be shamed, treated differently, or **denied a reimbursable meal of the pupils choice because of the fact that the pupil's parent or guardian has unpaid meal fees, and shall ensure that the pupil is not shamed or treated differently from other pupils.** Schools participating in the Community Eligibility Provision or Provision 2 are not affected by this law, as all students receive their meals at no cost; therefore, there is no unpaid meal debt.

A child who has unpaid meal charges, is to be served a reimbursable meal of their choice throughout the school year regardless of the level of debt incurred by the household.

LEAs with a current meal charge policy that allows for alternate meals or debt limits, are out of compliance with the law as of October 12, 2019, and must immediately revise their local meal charge policies and provide written communication to households.

EC 49557.5(b)(2) emphasizes that all LEAs participating in the NSLP and/or SBP must have an approved federal meal charge policy in place, per the USDA, as of July 1, 2017, and that policy must be communicated in writing to families at the start of the school year and families transferring to the school midyear.

EC 49557.5(c) prohibits school personnel from denying or delaying a school meal as a way to punish a child for any reason. Therefore, school personnel and volunteers cannot deny or delay students from receiving meals based on **any** disciplinary action.

EC 49557.5(d) states that the LEA **may not** take any action directed at a pupil to collect unpaid meal debt, but must direct these efforts to the parent or guardian of the child. The section states that an LEA cannot use a debt collector, as defined in Section 803 of the federal Consumer Credit Protection Act (Title 15, *U.S. Code* [15 *U.S.C.*], Section 1692a), which is stricter than USDA guidance.

EC 49557.5(e) requires the LEA to conduct a direct certification match and encourages the household to submit a household application no later than 10 days after the pupil's school meal account has reached a negative balance. While USDA regulations require LEAs to conduct direct certification at least three times per year, the California Department of Education (CDE) highly recommends conducting the direct certification match on a monthly basis. All LEAs affected by this law have access to the direct certification results (CalFresh, CalWORKs, and Medi-Cal [free and reduced-price]) on the CDE's California Longitudinal Pupil Achievement Data System (CALPADS).

Before sending the notification to parents or guardians regarding debt balances, the LEA must attempt to directly certify the student for free or reduced-price (F/RP) meals. If the LEA cannot directly certify the student—or find their names on a homeless, migrant, runaway, foster, or Head Start list from the liaison, or the foster list available on CALPADS—then the LEA shall provide the household with a paper or electronic application. Please note that the LEA cannot mandate that a household complete and return the application.

The new law has an urgency statute is effective on October 12, 2019.

Federal and State Requirements

Federal Meal Charge Policy Requirements

A meal charge policy is still required by federal regulations, and you must also consider the legal requirements of the California law when developing the policy.

- **Reimbursable meals for children qualifying for free meals:** Children who qualify for free meals may never be denied a meal, even if they have accrued a negative balance from other purchases. Note: School food authorities (SFA) may prohibit a child from charging a la carte meals or “extra items” if the account is negative, but may not deny the child a reimbursable meal.
- **Local meal charge policies:** Effective July 1, 2017, all SFAs must have a policy in place for children who are participating at the reduced-price and paid rate, but either do not have the money in their account or on hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.
- **Policy communication:** SFAs must ensure the policy is provided in writing to all families at the start of each school year and to families transferring to the school midyear. SFAs must provide the unpaid meal charge policy to all school or district-level staff responsible for policy enforcement. This includes school food service professionals responsible for collecting payment of meals at the point of service, staff involved in notifying families of low or negative balances, and staff involved in enforcing any other aspect of the policy. School social workers, school nurses, liaisons for homeless, migrant, and/or runaway students, and other staff members assisting children in need should also be informed of the policy.
- **Delinquent meal charge debt:** Also known as unrecovered debt, delinquent debt refers to meal charges that have not been paid by the student(s) or parent(s) during the fiscal year. SFAs must include policies regarding the collection of delinquent or unrecovered debt in the written meal charge policy and communicate the policy to households. After an SFA has taken all reasonable steps to recover the unrecovered or delinquent debt, and if the SFA is unsuccessful in collecting the debt by the end of the fiscal year, then the CDE considers the debt as bad debt.
- **Recordkeeping:** Once delinquent debts are converted to bad debts, records relating to those charges must be in accordance with the record retention requirements outlined in Title 7, *Code of Federal Regulations (7 CFR)*, sections 210.9(b)(17) and 210.15(b).
- **Bad debt must be covered by nonfederal funding sources**

(e.g., Parent–Teachers Association or district general fund) to repay the nonprofit school food service account for the total amount: Title 2, *Code of Federal Regulations*, Section 200.426: Bad debts are an unallowable cost to federal programs. According to federal guidance, unpaid meal charges are designated as unrecovered or delinquent debt until it is deemed uncollectable, at which time it becomes bad debt. Additionally, the district bad debt and collection policy must be included as part of the LEA's Unpaid Meal Charge Policy requirement per the Policy Communication section above. The state requirements regarding federal bad debt are different; please review the Bad Debt section under the State Meal Charge Policy Requirements below.

- **Federal meal charge policy must be available for the CDE and USDA review:** All LEAs participating in the NSLP and/or SBP must have a meal charge policy in place per the USDA, as of July 1, 2017, and that policy must be communicated in writing to families at the start of the school year and to families transferring to the school midyear.

State Meal Charge Policy Requirements

- **LEAs affected by the state law:** This law applies to schools, school districts, COEs, and charter schools participating in the federal NSLP and/or SBP.
- **Students shall not be shamed:** A pupil whose parent or guardian has unpaid meal charges shall not be shamed, treated differently, or served a meal that differs from what a pupil receives whose parent or

guardian does not have unpaid meal fees. Pupils must be able to select a reimbursable meal of choice regardless of unpaid meal status.

- **LEAs may not take action against students for unpaid meal debt or use a debt collector:** The LEA may not take any action directed at a pupil to collect unpaid meal debt, but must direct these efforts to the parent or guardian of the child. The LEA cannot use a debt collector, as defined in Section 803 of the federal Consumer Credit Protection Act (15 U.S.C. Section 1692a), which conflicts with USDA guidance.
- **Meals cannot be delayed or denied to students:** School personnel and volunteers cannot deny or delay students from receiving meals based on any disciplinary action. For example, a teacher cannot hold students back from going to lunch as a discipline action.
- **LEAs are required to conduct direct certification matches and encourage households to submit household meal applications:** The law requires LEAs to review direct certification match lists and encourage the household to submit a household application no later than 10 days after the pupil's school meal account has reached a negative balance. Before sending the notification, the LEA must attempt to directly certify the student for F/RP meals. If the LEA cannot directly certify the student—or find their names on a homeless, migrant, runaway, foster, or Head Start list from the liaison, or the foster list available on CALPADS—then the LEA shall provide the household with a paper or electronic application. **Please note that the LEA cannot mandate that a household complete and return the meal application.**
- **Reimburse school meal fees paid during the time the students would have been determined eligible:** To the extent of federal regulations, LEAs shall reimburse school meal fees paid by parents or guardians during the time that the student would have been determined eligible for F/RP meals. For example, if the parent or guardian submitted a household meal application on September 1, and the LEA informed the household that the student qualifies for F/RP meals on September 8, the LEA would return any meal fees collected between September 1 and September 8.
- **Bad debt:** Is defined as unrecovered or delinquent debt that, after all reasonable steps have been taken, has not been recovered by or before the end of the fiscal year in which the debt was incurred. Although USDA Policy Memo SP 47-2016 states that unpaid meal charges may be carried over to the next fiscal year, the policy memo also states that, "SFAs [are] to rely on state and local policies for such determinations [emphasis added]."

Federal and State Guidance related to Unpaid Meal Charges

All SFAs operating the NSLP and/or SBP must have a written unpaid meal charge policy in place by July 1, 2017, and must immediately comply with the California law. The SFA must communicate the policy to all families with children within the SFA and all school or district-level staff members responsible for the policy's enforcement.

On July 8, 2016, the USDA distributed Policy Memo 46-2016: Unpaid Meal Charges: Local Meal Charge Policies on the USDA Food and Nutrition Service Unpaid Meal Charges web page at <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

In April 2017, the CDE provided additional guidance in MB SNP-03-2017: Unpaid Meal Charges and Excess Account Balances on the CDE School Nutrition Programs MB web page at <https://www.cde.ca.gov/ls/nu/sn/mb.asp>.

The USDA developed the guidance manual *Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools* on the USDA Food and Nutrition Service web page at <https://www.fns.usda.gov/school-meals/2017-edition-overcoming-unpaid-meal-challenge-proven-strategies-our-nations-schools>. This guidance offers many best practice tips.

Gravenstein Union school District

Board Policy

Food Service Operations/Cafeteria Fund

BP 3551

Business and Noninstructional Operations

~~***Note: The following policy may be revised to reflect district practice. Pursuant to U.S. Department of Agriculture (USDA) Memorandum SP 46-2016, districts participating in the National School Lunch and/or Breakfast Program (42 USC 1751-1769j, 1773) are mandated to adopt policy addressing delinquent meal charges; see the section "Meal Sales" below and the accompanying administrative regulation.***~~

~~***Note: Pursuant to 7 CFR 210.9, 210.14, and 220.7, districts participating in the National School Lunch and/or Breakfast program must maintain a nonprofit school food service program. Revenues received through the program may be used for the operation or improvement of the food service program, but not to construct buildings. Revenues also may not be used to purchase land or buildings, unless otherwise approved by the USDA. Authorized expenditures are specified in Education Code 38101 and defined in the California Department of Education's (CDE) California School Accounting Manual.***~~

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

(cf. 3311 - Bids)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

~~***Note: The following paragraph is for use by districts that participate in the National School Lunch and/or Breakfast Program and may be adapted for use by other districts. Pursuant to 42 USC 1776 and 7 CFR 210.30, as amended by 84 Fed. Reg. 8247, USDA has established minimum professional standards for food service directors and granted CDE the authority to adopt more flexible standards for districts with average daily attendance of less than 2,500. See CDE's Nutrition Services Division Management Bulletin 10-2019 for information about state hiring standards.***~~

The Superintendent or designee shall ensure that food service director(s) possess the qualifications required by 7 CFR 210.30 and California Department of Education (CDE) standards.

(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

~~***Note: The following paragraph is for use by districts participating in the National School Lunch and/or Breakfast Program. Pursuant to 42 USC 1776, such districts must ensure that food service personnel and other appropriate personnel who conduct or oversee administrative procedures receive training on administrative practices (i.e., training in application, certification, verification, meal counting, and meal claiming procedures) at least once each year. In addition, all food service personnel are required to receive annual training that (1) is designed to improve the accuracy of approvals for free and reduced-price meals and the identification of reimbursable meals at the point of service and (2) includes modules on nutrition, health and food safety standards and methodologies, and any other appropriate topics as determined by the U.S. Secretary of Agriculture. The CDE provides online training that meets these requirements; see CDE's web site.***~~

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the CDE. (42 USC 1776)

Meal Sales

~~***Note: The following section may be revised by districts that have one or more high poverty schools that operate under the federal universal meal service provision (42 USC 1759a), which provides breakfast and/or lunch free of charge to all students at the school. For further information, see BP 3553 Free and Reduced Price Meals.***~~

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

~~***Note: Pursuant to Education Code 38082, the Governing Board may adopt a resolution to authorize serving meals to additional persons other than those listed above. CDE's Nutrition Services Division Management Bulletin 00-111 states that the Board's policy or resolution must specify the means for serving those persons and indicates that using funds from the National School Lunch or Breakfast Program to serve any nonstudent would be contrary to program goals. The following optional paragraph is for districts that have adopted such a resolution and should be revised to reflect district practice.***~~

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

~~***Note: Pursuant to Education Code 38084, the district may determine meal prices consistent with the goal of paying the costs of maintaining the cafeterias (exclusive of the costs of housing and equipping cafeterias or other costs determined by Board resolution, which are paid from~~

~~district funds other than the cafeteria fund, pursuant to Education Code 38100).~~***

~~***Note: Students who meet federal eligibility criteria for the reduced-price meal program cannot be charged more than the amounts listed in 42 USC 1758 and 1773; see AR 3553—Free and Reduced Price Meals. For information about setting prices for full-price meals, see 42 USC 1760 and CDE's Nutrition Services Division Management Bulletin SNP 12-2018.~~***

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760. Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

(cf. 3553 - Free and Reduced Price Meals)

~~***Note: Pursuant to USDA Memorandum SP 46-2016, districts participating in the National School Lunch and/or Breakfast Program are mandated to have a written and clearly communicated meal charge policy which includes, but is not limited to, policy on the collection of delinquent meal charge debt. See the accompanying administrative regulation for additional language fulfilling this mandate.~~***

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments. Such procedures shall conform with BP/AR 3553 - Free and Reduced Price Meals, 2 CFR 200.426, and any applicable CDE guidance. The Superintendent or designee shall clearly communicate these procedures to students and parents/guardians, and shall make this policy and the accompanying administrative regulation available to the public pursuant to Education Code 49557.5.

A student who has unpaid meal charges is to be served a reimbursable meal of their choice throughout the school year regardless of the level of debt incurred by the household (Education Code 49557.5(b)(1)).

~~***Note: Education Code 49557.5 requires any district that participates in the National School Lunch and/or Breakfast Program to ensure that students with unpaid meal fees are not shamed or treated differently than other students. For further information, see CDE's Nutrition Services Division Management Bulletin SNP 03-2017.~~***

~~***Note: In addition, Education Code 49557 requires the Board to approve a plan that ensures students eligible to receive free or reduced-price meals are not treated differently from other students, including, but not limited to, assurance that eligible students will not be overtly identified by the use of special tokens, tickets, or any other means. For additional language addressing this requirement, see BP/AR 3553—Free and Reduced Price Meals.~~***

Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

Such students shall not be overtly identified or treated differently from other students.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0415 - Equity)

Cafeteria Fund

~~***Note: Pursuant to Education Code 38090, money received for the sale of food or for any services performed by the cafeterias may be paid into the county treasury to the credit of a "cafeteria fund" for the district.***~~

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

~~***Note: Education Code 38103 allows the Board, at its discretion and with the approval of the County Superintendent of Schools who is responsible for a countywide payroll/retirement system under Education Code 42646, to have wages, salaries, and benefits of food service employees paid either from the district's general fund (Option 1 below) or from the district's cafeteria fund (Option 2).***~~

~~OPTION 1: The wages, salaries, and benefits of food service employees shall be paid from the district's general fund. At any time, the Board may order reimbursement from the district's cafeteria fund for these payments in amounts prescribed by the Board and not exceeding the costs actually incurred. (Education Code 38103)~~

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

GUSD selected Option 2

~~***Note: The following optional paragraph may be revised to reflect district practice. 2 CFR Part 200, Appendix VII and USDA guidance, Indirect Costs: Guidance for State Agencies and School Food Authorities, provide information regarding allowable indirect costs that may be charged to the nonprofit school food service account. Also see the accompanying administrative regulation.***~~

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

(cf. 3230 - Federal Grant Funds)
(cf. 3400 - Management of District Assets/Accounts)
(cf. 3460 - Financial Reports and Accountability)

Contracts with Outside Services

****Note: The following section is optional. Pursuant to Education Code 45103.5, the district is authorized to contract for consulting services related to food service management. 42 USC 1758, 7 CFR 210.16, and Education Code 45103.5 authorize a district, under specified conditions and with approval of the CDE, to contract with a food service management company to manage its food service operation in one or more of its schools. See the accompanying administrative regulation for related requirements.****

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

Procurement of Foods, Equipment and Supplies

~~***Note: The following two paragraphs reflect requirements for districts participating in the National School Lunch and/or Breakfast Program. Pursuant to 7 CFR 210.21, districts are required to comply with all requirements for purchasing commercial food products served in the school meal programs, including those outlined in the Buy American provision. USDA Memorandum SP 38 2017 clarifies that a district participating in the National School Lunch and/or Breakfast Program or any entity purchasing food on its behalf must, to the maximum extent practicable, purchase domestically grown and processed foods, as defined. According to the Memorandum, a domestic commodity or product is deemed to be "substantially using" domestic agricultural commodities when over 51 percent of the final processed product consists of agricultural commodities produced in the United States.***~~

~~***Note: Limited exceptions to the Buy American requirement are described in USDA Memorandum SP 38 2017. If the district is using one of these exceptions, it must maintain documentation justifying the exception(s).***~~

~~***Note: Pursuant to Education Code 49563, CDE is required to make resources, requirements, and best practices related to the Buy American provision available on its web site and to provide districts with related USDA guidance or regulations as updates are issued.***~~

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. Domestic commodity or product means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonable quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such

cases, the Superintendent or designee shall retain documentation justifying the use of the exception.

Furthermore, the district shall accept a bid or price for an agricultural product grown in California before accepting a bid or price for an agricultural product grown outside the state, if the quality of the California-grown product is comparable and the bid or price does not exceed the lowest bid or price of a product produced outside the state. (Food and Agriculture Code 58595)

~~***Note: Pursuant to Public Contract Code 20111, districts participating in a federally funded child nutrition program, such as the National School Lunch and/or Breakfast Program, must comply with the federal procurement standards of 2 CFR 200.318-200.326 in regard to bid solicitations and awards. Also see BP/AR 3230 - Federal Grant Funds. Districts that do not participate in such a program may revise the following paragraph.***~~

Bid solicitations and awards for purchases of equipment, materials, or supplies in support of the district's child nutrition program, or for contracts awarded pursuant to Public Contract Code 2000, shall be consistent with the federal procurement standards in 2 CFR 200.318-200.326. Awards shall be let to the most responsive and responsible party. Price shall be the primary consideration, but not the only determining factor, in making such an award. (Public Contract Code 20111)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

~~***Note: The following paragraph is for use by districts that have one or more schools participating in the National School Lunch Program, School Breakfast Program, Seamless-Summer Feeding Option, and/or other federal meal program. The state monitoring process (the Administrative Review) includes a review of district compliance with requirements for federal meal programs, including a review of resource management in the food service program as provided in the following paragraph. Each district is reviewed at least once every three years. See CDE's nutrition services web site for a current list of documents that may be requested for the review.***~~

Note: During the Administrative Review, CDE will review district policies on charge accounts, alternate meals, unpaid meal charges, and guidelines for continually notifying parents/guardians of these policies.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, meal charges, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

(cf. 3555 - Nutrition Program Compliance)

Legal Reference:

EDUCATION CODE

38080-38086.1 Cafeteria, establishment and use
38090-38095 Cafeterias, funds and accounts
38100-38103 Cafeterias, allocation of charges
42646 Alternate payroll procedure
45103.5 Contracts for management consulting services; restrictions
49490-49493 School breakfast and lunch programs
49500-49505 School meals
49550-49564.5 Meals for needy students, especially:
49550.5 Universal breakfast
49554 Contract for services
49580-49581 Food recovery program

FOOD AND AGRICULTURE CODE

58595 Preference for California-grown agricultural products

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

PUBLIC CONTRACT CODE

2000-2002 Responsive bidders

20111 Contracts

CODE OF REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs

1771-1791 Child nutrition, including:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 2

200.56 Indirect costs, definition

200.317-200.326 Procurement standards

200.400-200.475 Cost principles

200 Appendix VII Indirect cost proposals

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

250.1-250.70 USDA foods

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

Professional Standards in the SNP and New Hiring Flexibility, NSD Management Bulletin,
SNP-10-2019, April 2019

Paid Lunch Equity Requirement and Calculation Tool, NSD Management Bulletin, SNP-12-2018, May 2018
Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, and Additional Guidance on the Handling of Unpaid Meal Charges, NSD Management Bulletin, SNP-03-2018, February 2018
Storage and Inventory Management of U.S. Department of Agriculture Foods, NSD Management Bulletin, FDP-01-2018, January 2018
Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, NSD Management Bulletin, SNP-03-2017, April 2017
Procuring and Monitoring of Food Service Management Contracts, NSD Management Bulletin, SNP-13-2015
Cafeteria Funds--Allowable Uses, NSD Management Bulletin, NSD-SNP-07-2013, May 2013
Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, NSD Management Bulletin, 00-111, July 2000
U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS
FAQs About School Meals
Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 38-2017, June 2017
Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, May 2017
Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017
Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016
Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016
Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014
WEB SITES
California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>
California School Nutrition Association: <http://www.calsna.org>
U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

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Gravenstein Union school District

Board Policy

Free And Reduced Price Meals

BP 3553

Business and Noninstructional Operations

~~***Note: Education Code 49550 requires all districts to provide at least one nutritionally adequate meal during each school day to needy students, defined in Education Code 49552 as those who meet federal eligibility criteria for free and reduced price meals. Pursuant to 42 USC 1758 and 1773, districts that participate in the National School Lunch and/or Breakfast Program (42 USC 1751-1769j, 1773) may receive a higher reimbursement rate for free and reduced price meals than that provided for meals for noneligible students. In addition, state funding may be available through the State Meal Program (Education Code 49490-49494). The district may apply to the California Department of Education (CDE) for available state and federal funds.***~~

~~***Note: The requirement to provide at least one nutritionally adequate meal to needy students applies during summer school sessions unless the district receives a waiver from the State Board of Education (SBE) under the conditions described in Education Code 49548. In order to receive a waiver, the district is required to submit a waiver request no later than 60 days before the last regular meeting of the SBE before the start of the summer school session for which the waiver is sought. Funding to support the provision of summer school meals is available through the Seamless Summer Feeding Option and/or Summer Food Service Program (Education Code 49547.5; 42 USC 1761); see BP/AR 3552 - Summer Meal Program.***~~

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer Learning Programs)

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

(cf. 3550 - Food Service/Child Nutrition Program)

~~***Note: The federally funded Special Milk Program (42 USC 1772; 7 CFR 215.1, 215.7) assists in providing milk to students at reasonable prices in schools that do not participate in the National School Lunch or Breakfast Program or Summer Food Service Program. Participating districts may, at their discretion, choose to provide milk at no charge to students who qualify for free and reduced-price meals. The following optional paragraph is for use by districts that choose to provide free milk to eligible students.***~~

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

~~***Note: Education Code 49557 requires the district to develop a plan ensuring that students receiving free and reduced-price meals are not treated differently in the implementation of the food services program. See the accompanying administrative regulation for plan requirements.***~~

The Board shall approve, and shall submit to the CDE for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3555 - Nutrition Program Compliance)
(cf. 5145.3 - Nondiscrimination/Harassment)

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential and may not be released except as provided by law and authorized by the Board or pursuant to a court order. (Education Code 49558)

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meal program for the following purposes: (Education Code 49558)

1. Disaggregation of academic achievement data
2. In any school identified as a Title I program improvement school pursuant to 20 USC 6316, identification of students eligible for school choice and supplemental educational services

(cf. 0520.2-Title 1 Program Improvement Schools)
(cf. 5125-Student Records)
(cf. 6162.51 – Standardized Testing and Reporting Program)
(cf. 6171-Title 1 Programs)

The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information in accordance with Education Code 49557.2.

(cf. 5141.6 – School Health Services)

~~***Note: Although Education Code 49558 has not yet been amended to reflect the repeal of 20 USC 6316, CSBA believes that the use of free and reduced-price eligibility data would be necessary to implement Title I, Part A of the Elementary and Secondary Education Act, which provides financial assistance to meet the needs of students from low-income families, as well as other federal programs. The district should consult legal counsel if it has questions about the use of free and reduced-price meal information for these or other purposes.***~~

~~2. Identification of students eligible for services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576~~

(cf. 6171 – Title I Programs)

~~***Note: According to CDE Management Bulletin SNP 12-2015, Education Code 49558 does not prohibit the sharing of free and reduced-price meal application information to other districts/schools for the purpose of determining students' eligibility. The district may provide only the student's name and eligibility status unless the applicant consents to the sharing of additional information.***~~

~~If a student transfers from the district to another district, charter school, county office of education program, or private school, the Superintendent or designee may share the student's meal eligibility information to the other educational agency to assist in the continuation of the student's meal benefits.~~

~~The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to another school district, charter school, or county office of education that is serving a student living in the same household for purposes related to program eligibility and data used in local control funding formula calculations.— (Education Code 49558)~~

~~The Superintendent or designee may release the name and eligibility status of a student participating in the free or reduced-price meal program to the Superintendent of Public Instruction for purposes of determining allocations under the local control funding formula and for assessing accountability of that funding.— (Education Code 49558)~~

~~The Superintendent or designee may release information on the school lunch program application to the local agency that determines eligibility for participation in the Medi-Cal program if the student has been approved for free meals or, if included in the agreement with the local agency, for reduced-price meals. He/she also may release information on the school lunch application to the local agency that determines eligibility for CalFresh or another nutrition~~

~~assistance program authorized under 7 CFR 210.1 if the student has been approved for free or reduced-price meals. Information may be released for these purposes only if the student's parent/guardian consents to the sharing of information and the district has entered into a memorandum of understanding with the local agency which, at a minimum, includes the roles and responsibilities of the district and local agency and the process for sharing the information. After sharing information with the local agency for purposes of determining eligibility for that program, no further information shall be shared unless otherwise authorized by law. (Education Code 49557.2, 49557.3, 49558)~~

(cf. 5141.6 - School Health Services)

Legal Reference:

EDUCATION CODE

48980 Notice at beginning of term

49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act of 1974

49547-49548.3 Comprehensive nutrition service

49550-49564.5 Meals for needy students

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

1232g Federal Educational Rights and Privacy Act

6301-6576 Elementary and Secondary Education Act

UNITED STATES CODE, TITLE 42

1751-1769j School lunch program

1771-1791 Child nutrition, especially:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.10-220.21 National School Breakfast Program

245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

Management Resources:

CSBA PUBLICATIONS

Monitoring for Success: A Guide for Assessing and Strengthening Student Wellness Policies, 2012

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, 2012

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Direct Certification Implementation Checklist Free and Reduced-Price Meals: Universal Meal

Service, Nutrition Services Division Management Bulletin SNP-01-2018, January 2018 U.S.

DEPARTMENT OF AGRICULTURE PUBLICATIONS

Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2015

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS (continued)

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

WEB SITES

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

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Food Policy Advocates: <http://cfpa.net>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

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Gravenstein Union School District

Administrative Regulation

Free And Reduced Price Meals

AR 3553

Business and Noninstructional Operations

~~***Note: Education Code 49550 requires all districts to provide at least one nutritionally adequate meal during each school day to low-income students, defined in Education Code 49552 as those who meet federal eligibility criteria for free and reduced-price meals. The following administrative regulation is for use by all districts, regardless of whether they receive reimbursement for free and reduced-price meals through the National School Lunch and/or Breakfast Program (42 USC 1751-1769j, 1773) and/or the State Meal Program (Education Code 49490-49494).***~~

Applications

~~***Note: The California Department of Education's (CDE) Management Bulletin USDA-SNP-07-2010 clarifies that it is the responsibility of the district to ensure that applications for free and reduced-price meals and free milk meet the requirements of law. Model application forms are available from the CDE in several formats and in both English and Spanish.***~~

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. The district's application packet shall include the notifications and information listed in Education Code 49557.2.

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3552 - Summer Meal Program)

The application form and related information shall be distributed in paper form to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

(cf. 5145.6 - Parental Notifications)

~~***Note: The following paragraph is optional. In addition to the paper application form described above, Education Code 49557 authorizes districts to make the application for free or reduced-price meals available online, provided that it complies with specified requirements.***~~

In addition, the district application form for free and reduced price meals shall be available online. The online application form shall require completion of only those questions necessary for determining eligibility, contain clear instructions for families that are homeless or migrant,

and comply with other requirements specified in Education Code 49557.

~~***Note: According to the U.S. Department of Agriculture's Eligibility Manual for School Meals: Determining and Verifying Eligibility, households enrolling a new student after the start of the school year must also be provided an application and related materials.***~~

An application form and related information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

Eligibility

~~***Note: Districts are responsible for determining students' eligibility for free and reduced-price meals in accordance with criteria established by CDE consistent with 42 USC 1758 and 1773 and 7 CFR 245.3. Family income levels that qualify for free or reduced-price meals, by household size, are annually posted on CDE's web site.***~~

~~***Note: Pursuant to 42 USC 1769c, a district that has demonstrated a high level of, or a high risk for, administrative error may be required to implement a second level, independent review of the eligibility determination for each application. Such districts also will be subject to additional CDE reporting requirements.***~~

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meal program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

~~***Note: In accordance with law, participants in certain state and federal programs are deemed to have met the income eligibility requirements of the free and reduced-price meal program and therefore may be directly certified as eligible without further action or additional application. For purpose of direct certification, districts may obtain data through the California Longitudinal Pupil Achievement Data System (CALPADS) or may enter into a local agreement with the county department of social or welfare services to match enrollment data.***~~

~~***Note: Pursuant to 42 USC 1758 and 7 CFR 245.6, districts must directly certify for enrollment in the free and reduced-price meal program students who participate in the CalFresh program or California Work Opportunity and Responsibility to Kids (CalWORKs) program. 42 USC 1758 and 7 CFR 245.6 also authorize, but do not require, districts to directly certify any student who is homeless, migratory, a foster youth, or enrolled in a Head Start program. Education Code 49562, as amended by SB 138 (Ch. 724, Statutes of 2017), also requires districts to use participation data in the Medi-Cal program to directly certify students as eligible for free and reduced-price meals, beginning with participation data from the 2017-18 school year as~~

~~provided by CDE.***~~

~~***Note: Further information about direct certification and eligibility is available in the USDA's Eligibility Guidance for School Meals Manual.***~~

~~***Note: Pursuant to 42 USC 1759a, certain districts located in high poverty areas may be eligible to participate in alternative processes for annual determinations of student eligibility for free and reduced-price meals (Provisions 1, 2, 3, and 4).—Districts participating in these alternative processes should revise the following section to reflect district practice.***~~

Participants in the CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKS), and Medi-Cal programs shall be directly certified for enrollment in the free and reduced-price meal program without further application. Participants in other state or federal programs may be directly certified when authorized by law. (Education Code 49561, 49562; 42 USC 1758; 7 CFR 245.6)

(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6175 - Migrant Education Program)

Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ineligibility. He/she also shall send a notice of adverse action

to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

Confidentiality/Release of Records

Note: The following section is for use by districts that have adopted a policy, pursuant to Education Code 49558, allowing district employees to use individual student records compiled in the administration of the free and reduced-price meal program for the purpose of disaggregation of academic achievement data and/or the provision of services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576. See the accompanying Board policy. The district should consult legal counsel if it has questions about the use of free and reduced-price meal information for these or other purposes.

Note: It is recommended that the district designate by name or job title the employee(s) authorized to use records for these purposes. Districts should identify the specific title(s) of the designated employee(s) in the space provided below, such as Title I Coordinator.

The Superintendent designates the following district employee(s) to use individual records pertaining to student participation in the free and reduced-price meal program for the purpose of disaggregation of academic achievement data and/or the provision of services under the federal Elementary and Secondary Education Act pursuant to 20 USC 6301-6576.

(title or position)

In using the records for such purposes, the Superintendent or designee shall ensure that:
(Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meal program are maintained in the permanent records of any student if not otherwise allowed by law.

(cf. 5125 - Student Records)

2. Information regarding individual student participation in the free and reduced-price meal program is not publicly released.

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

3. All other confidentiality provisions required by law are met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meal program is destroyed when no longer needed for its intended purpose.

Nondiscrimination Plan

The district's plan for students receiving free or reduced-price meals shall ensure the following:
(Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or for milk.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 3555 - Nutrition Program Compliance)

When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)

Prices

Note: The following section is for use by districts that provide reduced-price meals to students through the National School Lunch and/or Breakfast Program pursuant to 42 USC 1758 and 1773.

The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast. (42 USC 1758, 1773)

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