

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

REGULAR GOVERNING BOARD
MEETING AGENDA

Tuesday, January 15, 2019
5:00 PM
Gravenstein School, Rm. 13

I. CALL TO ORDER

Steven Schwartz, President
Gregory Appling, Clerk
Jim Horn, Trustee
Alexander Kahn, Trustee
Jennifer Koelemeijer, Trustee

II. PUBLIC COMMENTS

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

III. REPORTS, AND ORAL COMMUNICATIONS

- A. Gravenstein Union Teachers' Association
- B. GSF/MPF
- C. Gravenstein Principal's report
- D. Hillcrest Principal's report
- E. Trustee Reports
 - I. Complete 700 forms
 - II. Possible workshops for Trustees via School & College Legal Services
 - 1. Interest Based Bargaining 101, Feb 4, 2019 9am-12pm, SCOE
 - 2. Sexual Harassment prevention class March 6, 2019; 9-11am, SCOE
- F. CBO Report
 - I. Update on Food Service Program
 - II. Governor's budget proposal released in January
- G. Superintendent Report
 - I. Board Agenda Calendar template
 - II. Enrollment update
 - III. Hiring update
 - 1. District Nurse
 - 2. School Counselor
 - 3. Teaching/Student Assistant
 - IV. Marketing
 - 1. Sonoma Family Magazine Jan & Feb 2019 issues
- H. Facilities Report
 - I. Phase 3 –Gravenstein modernization update
 - 1. Gym & kitchen, Learning Lab, Staff Restrooms

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- II. Hillcrest Middle School Improvement Project update
 - 1. Increment #2 solar parking shelter
- III. Gravenstein Elementary solar project
- IV. Report from Head of Facility Maintenance
- I. School Site Council
 - I. Next meeting Wed, Jan 23, 2019

IV. CONSENT AGENDA

ACTION ITEM

- A. Approve agenda order
- B. Minutes of regular meeting Dec 12, 2018 and special meeting Dec 17, 2018
- C. Warrants/Payroll
- D. Accept resignation of Rebecca Sonchek, District Nurse, as of Dec 28, 2018.
- E. Approve Amendment to MOU with West County Consortium re Nurse Services
- F. Accept resignation of Amy Gloeckner, District Counselor, as of Jan 18, 2018
- G. Approve Williams Quarterly Report for the period ending Dec 31, 2019
 - a. No complaints
- H. Approve contracts with enrichment providers
 - 1. Stephanie Barclay (Dance) Tri 1 \$3,600 /Tri 2 \$5,300.01
 - 2. Mark Bradski (Mr. Science) Tri 2 \$13,133.34
 - 3. Spencer Burrows (Music) Tri 1 \$4,266.24 / Tri 2 \$5,432.90
 - 4. Natalie Collins (Set Design) Tri 2 \$1,320
 - 5. Christine Cramer (Art) Tri 2 \$7,140
 - 6. Paige Dumont (Coach Paige/Athletic movement) Tri 1 \$5,933.18 / Tri 2 \$6,266.43
 - 7. Margo Perin (Poetry) Tri 2 \$2,475
 - 8. Nancy Prebilich (Drama) Tri 1 \$4,360/ Tri 2 \$2,760
 - 9. Marla Pedersen (Art) Tri 1 \$2,880

Action taken/comments:

Motion _____ Second _____ Vote _____

V. GENERAL

A. Consider Next Steps in Rollout of Enrich! to All District TK-8th in 2019-20

Background:

At the Dec 12, 2018 GUSD Board meeting, the Board to action to approve the expansion of the Enrich! program to all District students, TK-8th grades, beginning in 2019-20.

The Board will receive reports from staff and input from stakeholders as we prepare for the rollout of the Enrich! program to all GUSD students beginning in 2019-20. The Board may give staff direction and take action on items needed that require Board approval (e.g. marketing; hiring; purchases of curriculum or equipment over \$15,000).

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Action taken/comments:

Motion _____ Second _____ Vote _____

B. Acceptance and Certification of June 30, 2018, Fiscal Year Financial Audit

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

Action taken/comments:

Motion _____ Second _____ Vote _____

C. Acceptance and Certification of June 30, 2018, Fiscal Year Measure M Bond Financial Audit

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

Action taken/comments:

Motion _____ Second _____ Vote _____

D. Acceptance and Certification of June 30, 2018, Fiscal Year Measure M Bond Performance Audit

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

Action taken/comments:

Motion _____ Second _____ Vote _____

E. Approve District's School Accountability Report Cards (SARC)

The Board is asked to approve the School Accountability Report Cards for the District's schools: Gravenstein Elementary, Gravenstein First, Hillcrest Middle School, and Community Day. The SARC must be shared with the school board prior to posting for public viewing on the CDE and District websites by February 1st each year.

Action taken/comments:

Motion _____ Second _____ Vote _____

F. Voluntary Reduction in Assignment

The Board is asked to approve Erin Saunders' request to reduce her Spanish Teacher assignment from .63FTE to .51FTE, retroactively to the start of the 2018-19 school year. Ms. Saunders has elected to reduce the extra hours for the ELD

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instruction portion of the position, but will continue to provide Spanish instruction for 6-8th graders.

Action taken/comments:

Motion _____ Second _____ Vote _____

G. Discuss and Consider Approval of Board Committee Structure & Assignment

Review previous Board sub-committee assignments and set a structure for Board committees going forward.

Action taken/comments:

Motion _____ Second _____ Vote _____

H. Review Staff Performance Evaluation Process

Review the performance evaluation process for employees.

Action taken/comments:

Motion _____ Second _____ Vote _____

I. Approve Purchase of Window Coverings – Update/Action

The Board will be asked to approve the purchase of window coverings. We have selected roller shades for the Hillcrest classrooms. Bids are provided from three approved vendors. The total purchase amount of the window coverings is over \$15,000 and requires Board approval.

At this time, the Board is asked to approve a bid for window blinds for Hillcrest classes and offices.

Action taken/comments:

Motion _____ Second _____ Vote _____

VI. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

VII. CLOSED SESSION

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

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- 1) Public Employee –Hiring:
 - a. Beyond the Bell Assistant
 - b. Teaching/Student Assistant
 - c. District Nurse
 - d. School Counselor
- 2) Conference with Labor Negotiator
District Negotiator: Jennifer Schwinn, Superintendent
Represented Employees: Gravenstein Union Teachers Assoc.
- 3) Employee Discipline, Release
- 4) Student Discipline
- 5) Superintendent Evaluation

VIII. OPEN SESSION

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

IX. FUTURE BOARD MEETINGS:

I. Next Regular Board Meeting: Feb 12, 2019 — 5:00 PM

X. ADJOURNMENT

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

Gravenstein Union Teachers' Association

Gravenstein Elementary School | Hillcrest Middle School

January 15th, 2019



Gravenstein Union Teachers' Association Mission Statement:

"The Gravenstein Union Teachers' Association was established to promote and protect the well-being of its members; to maintain and improve the conditions of teaching and learning; to advance the quality of public education; to ensure that the human dignity and civil rights of all youth and teachers are protected; and to secure a more just, equitable, and democratic society."

Updates, Comments, and/or Questions from Membership:

- The Gravenstein Union Teachers' Association made a \$1,200 donation to the Chico Unified Teachers' Association. These funds are being collected to directly assist the needs of teachers affected by the Camp Fire. Unity across district and county lines fortify the strength of teachers and community.
- Gravenstein teachers participated in an input session on January 9th during their staff meeting pertaining to the changes for 2019-2020. Teachers were provided chart paper to document input and feedback for the District. Gravenstein teachers are eager to hear about next steps. They hope the next session(s) will be working sessions that sets a timeline and plan for implementation. Teachers are hopeful that the District will set aside a substantial amount of time for uninterrupted collaboration time regarding next year's changes.
- Paystubs varied for December pay with no recent explanation. GUTA asks that when pay adjustments with or without abbreviated line itemization occur, the District provide an insert or email to members explaining this change. These changes in pay ranged from \$7 to \$60 dollars. GUTA members were informed in August that possible adjustments would be made because of the switch from a 10 to an 11-month pay cycle, but there was not any follow-up communication.
- GUTA requests employees are provided written explanations for why they would need to pay back the District due to clerical errors made by the District. This continually happens year after year. It has occurred due to miscalculations of health insurance, overpayment

Continued on back

due to part time status, etc. Often the “blame” is passed off to past CBOs, or newly hired staff. These errors also occurred during the tenure of previous CBOs. This oversight is a District issue and should not penalize an employee due to miscalculations by the District. Additionally, the practice of employees being approached by Supt. Schwinn regarding the inaccuracies in their pay or contracts without backup or written explanation due to District error should cease. Unit members and employees are pressured to make immediate verbal or email decisions within timelines that are unreasonable and perceived by unit members as an ultimatum from Supt. Schwinn. Furthermore, pay stubs are clearly marked as “non-negotiable.” We feel because of this, GUTA Negotiators need to be informed and participate in these conversations between unit members and the District.

- Past practice of funding for the Spring musical production has changed without consultation with the teachers directing the production. Teacher directors have been told they have nearly exhausted their overall budget of \$929. Requisitions are to be submitted, but will be paid from **parent donations**. The Spring musical is the **only** District sponsored activity that collects a fee from attendees. We are a District that promotes the arts, but the District does not want to fund the programs it expects teachers to facilitate. The teacher directors have a remaining balance of \$183.06. A requisition was submitted on October 22, 2018 for \$500 to fulfill the needs of costumes and props. In years past, the District would budget \$2,000 for the musical. This year, our teacher directors are requesting a total budget of \$1,429 to cover licensing of the script, costumes, and props. This production is facilitated by teachers, but completely run by students. How will the District answer the questions of students when they ask why their hard work was not recognized? Last month GUTA questioned the denial of a requisition for an art appreciation class. Again, we are questioning the motive and unavailable funds for another fine arts discipline.
- Why was the District nurse released? Kindergartners have not had vision or hearing screenings this year, middle schoolers have not had scoliosis screenings, and teachers/aides have not had EpiPen training. Teachers have not received lists of students with medical issues this year to place in their emergency binders as set forth in our District Safety Plan. The burden placed on site secretaries to act as school nurse is beyond their daily duties. Rebecca’s position was similar to a job share between other school sites within west county. The idea presented to the Board by Supt. Schwinn for this style of hiring was made to sound like an easy and cost effective way to find a school nurse. What pool is GUSD pulling from to find a replacement? Will we expect to have an individual with multiple assignments, or will GUSD pursue someone that will be more readily available to meet the needs of our District?
- GUTA feels it necessary to again remind Supt. Schwinn that **all** teachers have a Duty Free Lunch in accordance with the GUTA Contract. GUTA expressed concern about this during an advisory meeting at the beginning of the year, and on January 11th, Supt. Schwinn was verbally requested to honor the contract by giving teacher’s their “duty free” lunch. Best practice would be to request a meeting at the earliest convenience of the teacher, not to ask them if they would mind meeting during their duty free lunch.

- The Early Release Day led by the District on December 13th was for CPR and First Aid Training. The trainer made a comment at the beginning of the session, at approximately 2:00 PM that what is typically a 3 hour training needed to be completed in 2.5 hours. This falls into the issue of Enrich Gravenstein and Enrich Hillcrest teachers not able to check-in for District trainings by 1:30 PM due to the ERD schedule not being adjusted as proposed by GUTA after talks with Supt. Schwinn.



Gravenstein Elementary School Principal's Report- January 2019

Keri Pugno

January Character Trait- Challenge Yourself (Goal-Setting)

grade	Spirit Day	Assembly	Class Project	"I Messages"
activities suggested by K Team and promoted by Student Council		Still TBD	Each student creates a goal for the month. It is recorded on a pennant and possibly displayed in courtyard (similar to Compassion Chain)	I will try my best, even when I am challenged.

Our Compassion Chain that was created in November managed to remain up and decorate our courtyard until the holidays. In December, we added the grade level "Generosi-trees" that displayed individual student examples of how they had shown generosity.



Calendar

- 1/11/19- English Learner Leadership Conference**
 I was joined on Friday by Lynn Martinez (4th grade) in participating in a full-day conference held at SCOE. Topics not only included tools and instructional strategies for EL students, but also on challenging inequalities within school systems and creating equitable classroom cultures.
- 1/12/19- TK/Kindergarten Open House**
 Date: Saturday from 10:00-11:00
 Includes: MPR presentation, Scavenger Hunt, registration paperwork available, and Coach Paige will once again be able to lead activities for students
- 1/25/19- Spelling Bee**
 Grade 4/5 classrooms will hold their own events and send two representatives to our school Spelling Bee Competition, which will be held on Friday at 10:30 AM. Interested in joining me as a judge?

Upcoming Field Trips

- 1/18/19, Friday- Carey/Martinez to Sonoma Mission, all day
- 1/23/19, Wednesday-
 Nordstrom/Barrera to Lake Sonoma Fish Hatchery, 8:45-1:30
 Brown/Sully to Sonoma Mission, all day
- 1/29/19, Tuesday- Basque to Petaluma Wildlife Museum, 10:15-12:15
- 1/30/19, Wednesday- Haas/Mattish to Lake Sonoma Fish Hatchery, 8:45-1:30
- 1/31/19, Thursday- DeBolt to Petaluma Wildlife Museum, 10:15-12:15
 (Otterson and Sprinkle Petaluma Wildlife Museum dates TBD)

Back-to-School Videos

The Back-to-School video I created for teachers to show parents at the start of each Back-to-School Night has been added to the district website. I also translated the text into Spanish and recorded a Spanish audio track over the same photos so that the information is also available to our Spanish-speaking families. The Spanish video is also linked to the website.

Kindergarten Discovery! Program Pilot Update

- Advertising handout for the Saturday Open House changed to reflect new focus and submitted to the Sonoma Family Life magazine for January and February editions.
- From Team feedback regarding student preparedness, an additional page was created and added to the Kindergarten registration packet (readiness)
- A Kindergarten Readiness Checklist has also been compiled as a parent resource.
- Teachers have created Targeted Instruction groups for one afternoon a week of specific, skill-based, leveled instruction. Areas of group's need have been identified.
 - Currently working to finalize day/time
 - Currently working to increase personnel (and train available staff)

School Events Since the Last Board Meeting on 12/12/18

Grades 1-5 Winter Concert on 12/18/18

We had the biggest crowd yet! Everyone braved the wet weather to come out and hear their children spread some holiday cheer through music. Nick Pulley and Spencer Burrows both represented Gravenstein Music well with their song choices and passion for their profession.



Kindergarten Winter Performance on 12/21/18

On Friday, the four kindergarten classrooms joined together for their Winter Performance. Each class performed one unique song, all classes joined for a few songs, and then the microphone was passed so each student could share their holiday wish. Adorable!





Kindergarten Readiness Checklist

Gravenstein Union School District

We are excited you are considering enrolling your child in Kindergarten at Gravenstein Elementary School. We are proud of the engaging, academic program we have created. Our staff are excited to partner with your family to help achieve academic excellence while cultivating individual student strengths and talents in a caring and cooperative environment.

This checklist is designed to help you prepare your child for school. Before you begin, remember:

- You are your child's first and most important teacher.
- Each day your child is learning as you talk, play, and work together.
- Readiness is a combination of age, individual growth, and experience.
- Your child will develop at his or her own rate; however, your involvement will promote readiness.
- Your child will learn by doing.
- Remember that play is an essential part of learning.

This checklist is designed to help you look at your child's physical, social, emotional and cognitive development. The checklist contains items that are important to your child's success in Kindergarten. It is designed for four and five year olds. This is for your information only and does NOT need to be returned to the school.

There is no one quality or skill that children need to do well in Kindergarten; a combination of factors contributes to school success. School readiness also depends upon the "match" between children's skills and knowledge and the expectations of the school.



Concept Development

Does your child...

- Recognize and/or name colors?
- Participate in art and music activities?
- Ask questions?
- Understand concepts such as: in/out, on/off, front/back, up/down?
- Know body parts (head, shoulders, knees, etc)?
- Draw a self portrait?
- Demonstrate curiosity, persistence, and exploratory behavior?
- Understand taking turns?



Physical Development

Does your child...

- Cut with scissors?
- Put puzzles together?
- Try to tie his/her shoes?
- Enjoy outdoor play (running, jumping, climbing)?
- Ride a tricycle?
- Bounce a ball?
- Maintain body control in order to sit and listen to a story?



Health and Safety

Does your child...

- Have a set routine and schedule?
- Have good health habits?
- Follow simple safety rules?
- Visit the doctor and dentist regularly?
- Eat healthy foods?



Number Concept Development

Does your child...

- Arrange items in groups according to size, shape, or color?
- Correctly count four to ten objects?
- Group items that are the same?
- Arrange toys or objects in size order?
- Use words like bigger/smaller, lighter/heavier, more/less to show comparison?
- Count to 5, 10, beyond?



Language

Does your child...

- Talk in sentences?
- Use descriptive language ("That's a big, blue balloon.")?
- Sing and/or recite nursery rhymes?
- Pretend, create, and make up songs and stories?
- Talk about everyday experiences?
- Express his/her ideas so that others can understand?
- Tell or retell stories?
- Follow through when you give one or two-step directions?
- Ask questions about how things work in the world around him/her?



Reading

Does your child...

- Recognize his/her first name in print? Identify letters in name?
- Look at books or pictures on his/her own?
- Have many books and a special place to keep them?
- Identify and name some letters of the alphabet?**
- Pretend to read books by reading the pictures?
- Listen to a short story being read aloud?



Writing

Does your child...

- Try to write, scribble, or draw?
- Use chalk or magnetic letters?
- Attempt to write his/her first and last name?
- Attempt to invent his/her own spelling while writing?
- See you writing (notes, lists, letters, reminders)?
- Have a collection of paper, pencils, crayons?



Social & Emotional Development

Does your child...

- Use words to solve problems when angry or frustrated?
- Use words such as “please”, “thank you”, and “excuse me”?
- Attempt new tasks knowing it’s okay to make a mistake?
- Do things independently:
 - Dress self?
 - Pack up and put on own backpack?
 - Open/close containers (snack/lunch items)?
 - Put toys away?
 - Take care of own toilet needs?
- Have success in taking turns and sharing?
- Interact appropriately with peers?
- Ask for help when necessary?
- Stay with an activity to completion (finish a picture, build, etc.)?
- Follow through when you give directions?
- Comply with rules, limits, and routines?
- Interact appropriately with adults?
- Respect the rights, property, and feelings of others?



Gravenstein Kindergarten Discovery!

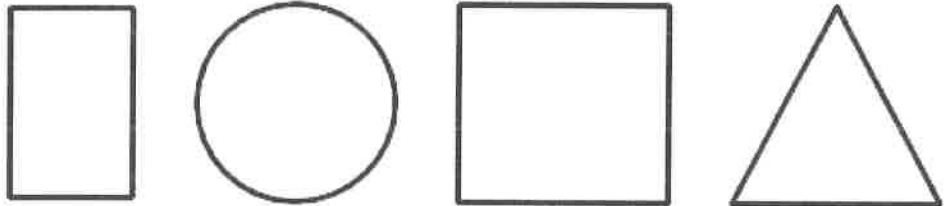
Gravenstein Elementary School is proud of the strong academic and engaging enrichment program it has created. Parents often ask how they can help prepare their child for Kindergarten. This page was created to help show families the academic skills that will be assessed in August. To increase your child's confidence in entering school and success in kindergarten, please practice these skills:

- Write first name (letters in order and on a line)
- Number recognition and counting through 5
- Ability to use scissors
- Letter recognition of minimum of 10 letters
- Ability to draw a self-portrait

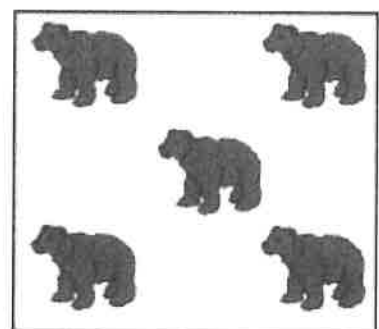
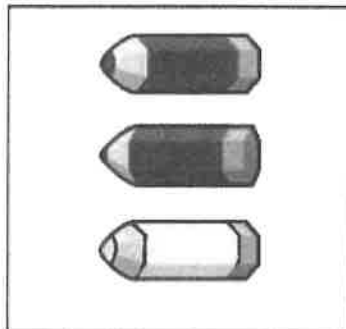
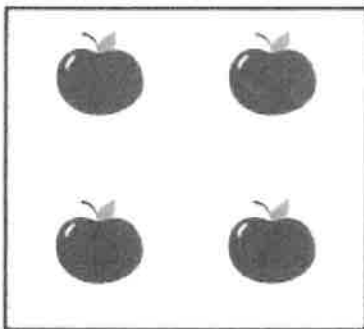
Write name: _____

Color and Shape Identification

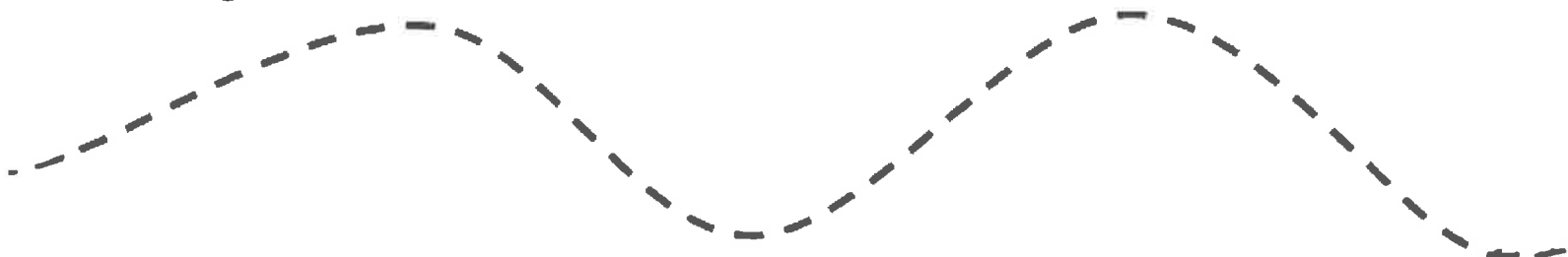
Color the triangle blue.
Color the circle green.
Color the square red.
Color the rectangle yellow.



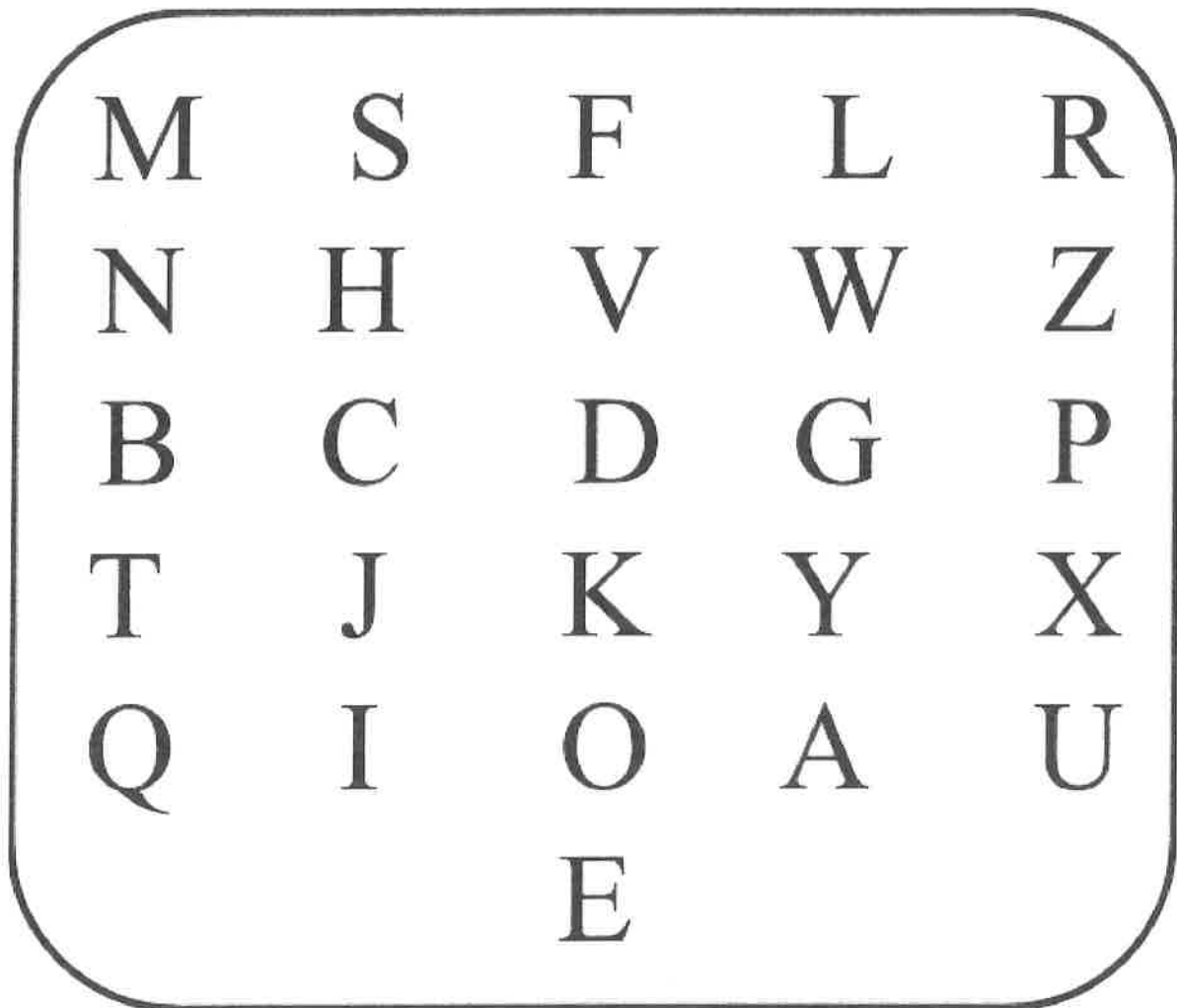
Count the shapes in each square.



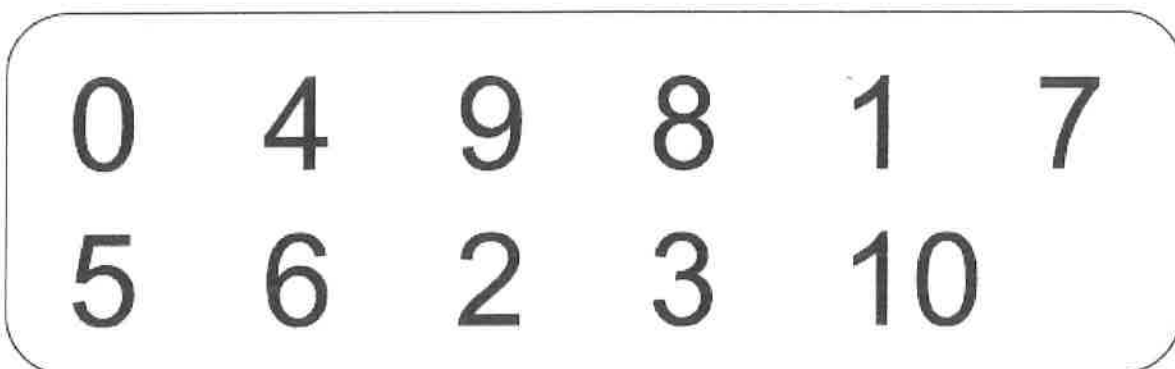
Cut along the line.



Recognize Capital Letters (Uppercase)



Recognize Numbers



Students should also practice drawing. Self-portraits, family members, and pets are great, age-appropriate subjects.

Board Report
January 2019

One program- The staff of Hillcrest Middle School was overjoyed by the decision made by the GUSD Board in December to move to Enrich For All! As a staff, we have been discussing the move to one program since the start of the school year. We have dedicated time at each Faculty meeting to looking at what changes will need to be made to Hillcrest's schedule, what supports will be needed for students to be successful in this new model and what ongoing Professional Development will we look for to support our staff in this change.

Trimester 1 Awards Ceremonies- The Trimester 1 Awards Ceremonies took place in Hillcrest Hall on Friday December 21st. Students were recognized for their Grade Point Average, excelling in the different subject areas and for exemplifying our themes for the year. Thank you to all the parents and families that were able to attend!

Stars of Hope- On Friday December 21st Hillcrest students gathered together to show support for the victims of the recent Northern California wildfires. The students each painted a wooden star with positive images and messages. These stars will then be delivered and displayed in the areas of our state that were ravaged by the fires! Hillcrest students are always Choosing Kindness!

California Academy of Sciences- On Thursday December 20th, all 6th graders at Hillcrest Middle School traveled to San Francisco to visit the California Academy of Sciences! Students were able to connect what they have been taught using Next Generation Science Standards and their STEAM classes to have a greater understanding of the exhibits at the Museum!

Hillcrest Winter Concert—Congratulations to Mr. Pulley and the all the members of the Hillcrest Music Department for an incredible Winter Concert! The bands played a collection of seasonal favorites and other musical delights all while entertaining a capacity crowd in Hillcrest Hall!

Pajama Jammy Jam—The Pajama Jammy Jam, the Winter Dance was on Friday and another huge success! Students packed Hillcrest Hall and boogied down in their PJ's to their favorite tunes!



III E 2

SCLS February Workshops K-12

School & College Legal Services of CA <legal_services@sclscal.org>

Mon, Jan 7, 2019 at 8:43 AM

To: K-12LegalUpdates <K-12LegalUpdates@sclscal.org>, Charter Schools <charterschools@sclscal.org>



Sonoma COE

February 4th - Interest Based Bargaining 101²

- DETAILS/REGISTER
- The interest-based approach
 - Advantages over positional bargaining
 - Step-by-step IBB

February 5th - Special Education Mental Health Issues¹

- DETAILS/REGISTER
- Mental Health/Home Issues
 - Mental Health Services (ERMHS/ERICs)
 - Residential Treatment Centers (RTCs)
 - Lessons from Recent Cases

February 7th - Title IX Part III: Nuts and Bolts of the Title IX Coordinator's Role²

- DETAILS/REGISTER
- Training requirements
 - How, when, and why to conduct periodic data reviews
 - Campus climate surveys

February 20th - Review of New Legislation for 2019²

- DETAILS/REGISTER
- New legislation, new legal decisions, miscellaneous issues

February 26th - Public Contracting²

- DETAILS/REGISTER
- Competitive Bidding Requirements

- Change Orders
- Bidding Exceptions
 - Professional Services
 - When is an RFQ required?
- Lease-Leaseback
- Energy Service Contracts
- Emergencies
- Technology Purchases
- DSA Approval
- Performance and Payment Bonds
- Stop Notices
- Prevailing Wages/Labor Compliance/DIR-OPSC Issues
- Prop 39 Projects
- New Pre-qualification Rules
- Piggybacking

Humboldt COE

February 12th - Interest Based Bargaining 101²

- DETAILS/REGISTER***
- The interest-based approach
 - Advantages over positional bargaining
 - Step-by-step IBB

- Collective Bargaining: Everything District Negotiators Need to Know²

- DETAILS/REGISTER***
- Educational Employment Relations Act
 - Public Employment Relations Board
 - Scope of Representation
 - Negotiations Process
 - Grievances
 - Unfair Practice Charges
 - Labor Relations

Advance registration is necessary and space is limited.

¹ This course meets the qualifications for continuing education credit for LEPs, LPCCs, LMFTs, LCSWs, and NCSP. This course also qualifies for 3 hours of continuing professional development for Nationally Certified School Psychologists, under provider number 1025. The California Association of School Psychologists maintains responsibility for the program and its content. There is an additional \$15 per person per workshop fee. Please contact our office if you have any questions.

² Participants in this training will earn Continuing Education Units for the total length of the workshop, which can be used towards California Association of School Business Officials CASBO certification.

Carl D. Corbin

General Counsel

School and College Legal Services of California

5350 Skylane Blvd., Santa Rosa, CA 95403

Telephone: 707-524-2690 Fax: 707-578-0517

ccorbin@sclscal.org



SCHOOL & COLLEGE LEGAL SERVICES
OF CALIFORNIA

CONFIDENTIALITY NOTICE: This communication and any documents, files or previous e-mail messages attached to it, constitute an electronic communication within the scope of the Electronic Communication Privacy Act (18 U.S.C. § 2510). This communication may contain non-public, confidential, or legally privileged information intended for the sole use of the designated recipient(s). The unlawful interception, use or disclosure of such information is strictly prohibited under 18 U.S.C. § 2511 and any applicable laws. If you are not the intended recipient, or have received this communication in error, please notify the sender immediately by reply e-mail or by telephone and delete any and all electronic and hard copies of this communication, including attachments, without reading them or saving them in any form.

Fund 13 Cafeteria Special Reserve Fund

This fund is used to account separately for federal, state, and local resources to operate the food service program. The principal revenues in this fund are: Child Nutrition Programs (Federal), Child Nutrition Programs (State), Food Service Sales, Interest, and Local Revenue.

The District operates a food service program for all of the District's schools. The District uses Santa Rosa City Schools to deliver meals daily at the price of \$3.00.

Below is the history of General Fund contributions to Fund 13:

2015-16 = \$10,565.25

2016-17 = \$19,766

2017-18 = \$19,766

2018-19 = \$19,766 estimated

Current Year Projected Ending Fund Balance: \$ 15,192

**Percentage of Program Eligible Participation Compared to Prior Year
(August - December)**

	Days of Instruction	Program Meals Sold	Average Number of Program Meals/Day Sold Daily	Program eligible as of the last school day	% Participation of Program Eligible
2017-18	80	5131	64	167	38%
2018-19	82	5898	72	157	46%



Newsroom The latest CSBA news, blog posts, publications, research and resources for members and the news media

- CSBA in the News
- In the News
- California Schools Magazine
- CSBA Blog
- California School News
- Policy News
- News Releases
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Statement on the Governor's Budget from California School Boards Association President Dr. Emma Turner

FOR IMMEDIATE RELEASE
JANUARY 10, 2019
BY: TROY FLINT, SENIOR DIRECTOR COMMUNICATIONS/PIO
OFFICE: 916-669-3246

SACRAMENTO, Calif., (January 10, 2019) – “We are encouraged by Gov. Gavin Newsom’s first budget, particularly his commitment to the Local Control Funding Formula, school construction, services for young children and families, and recognition of the challenges facing school districts in the form of rising costs for pensions and special education. The Governor has demonstrated an appreciation of the critical issues facing public schools as we work to provide the next generation of Californians with the tools needed to expand our prosperity and ensure that every Californian can participate meaningfully in and benefit from our society.

Now that the arrow is pointed in the right direction, we need to augment positive intent with substantial and concrete investment. We have the largest economy in the country – the fifth-largest in the world – and yet we rank 41st nationally in per-pupil funding and 45th in the percentage of tax revenue dedicated to public schools. In a state with the highest levels of poverty and the greatest percentage of English learners in the country, we need Full and Fair Funding to ensure that every student has access to a high-quality education.

The numbers make it clear: the Proposition 98 guarantee doesn’t allow us to keep pace with the rest of America or to provide what our students deserve. We need greater investment in our students, in health, in counseling, in math, science, technology, career preparation, and the creative arts so that we can improve student performance, close opportunity and achievement gaps and propel our children and our state to reach their full potential.”

- *California School Boards Association President Dr. Emma Turner*

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CSBA is a nonprofit association representing nearly 1,000 PreK-12 school districts and county offices of education throughout California.
www.csba.org

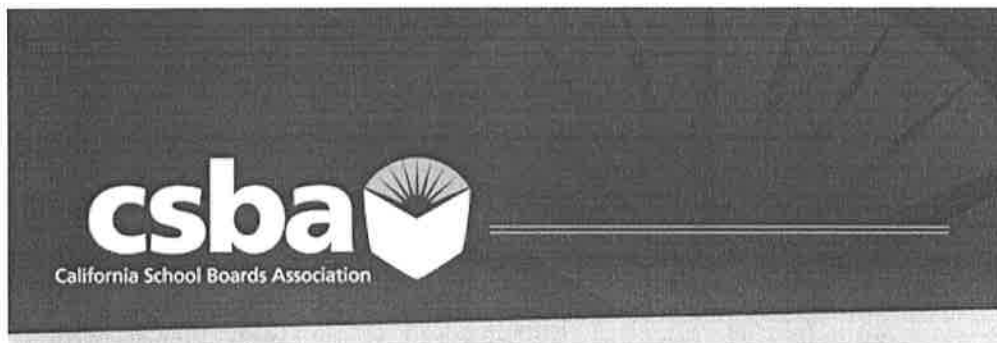


California County Boards of Education
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Gov. Newsom's budget proposal adds money for pensions, increases COLA

Gov. Gavin Newsom's first state budget proposal was unveiled today, bringing with it expected investments in early education and in health care as the state finds itself with a hefty budget surplus of more than \$21 billion, as reported by the Associated Press.

Despite modest growth to the Proposition 98 guarantee, the budget proposal is overall encouraging and demonstrates a commitment from the new Governor to uphold the Local Control Funding Formula with a 3.46 percent COLA and to address the issue of CalSTRS contribution increases with a total investment of \$3 billion. Overall, 86.4 percent of proposed new spending is one-time money.

CSBA's conversations with Gov. Newsom and the advocacy efforts of individual school and county board members on the issue of pensions did not go unnoticed in this budget – during his press conference, the Governor specifically referenced input he has received from governing board members statewide regarding the need for this investment.

[Click here](#) to view a statement on the Governor's Budget from CSBA President Dr. Emma Turner.

View the full 2019-20 budget summary
(the K-12 education section begins on page 37 of the PDF document)



Tune in to CSBA's Facebook Page for a Facebook Live session offering further insight into today's budget proposal.

Key K-12 aspects of 2019-20 budget proposal:

Proposition 98

- **\$80.7 billion** proposed 2019-20 Proposition 98 guarantee.

- **\$12,003** proposed average per-pupil spending from Proposition 98.
 - 2019-20: Proposition 98 Test 1 year
 - 2018-19: Proposition 98 Test 3 year
 - 2017-18: Proposition 98 Test 1 year

Pensions (CalSTRS)

- **\$3 billion** total one-time non-Proposition 98 General Fund payment proposed for CalSTRS.
- **\$700 million of the \$3 billion** would be provided to buy down the employer contribution rates in 2019-20 and 2020-21.
 - Per the budget summary: "Based on current assumptions, employer contributions would decrease from 18.13 percent to 17.1 percent in 2019-20 and from 19.1 percent to 18.1 percent in 2020-21. The remaining \$2.3 billion would be paid toward the employers' long-term unfunded liability."
 - The budget also proposes a \$3 billion supplemental pension payment to CalPERS -the immediate impact of this proposed payment for public schools is not yet known.

LCFF

- **\$2 billion** investment reflects a cost-of-living-adjustment (COLA) of **3.46 percent**, outpacing the 3.1 percent projected by the Legislative Analyst in November.

Special education

- **\$576 million** in Proposition 98 funding (\$186 million is one-time) to "support expanded special education services and school readiness supports at local educational agencies with high percentages of both students with disabilities and unduplicated students who are low-income, youth in foster care, and English language learners."

Full-day kindergarten

- **\$750 million** in one-time non-Proposition 98 funds for full-day kindergarten programs, building on a \$100 million investment from the prior year's budget.

School Facilities/Proposition 51

- **\$1.5 billion** in Proposition 51 bond funds are proposed to be released to address school facilities construction and modernization projects currently on the backlog.
 - The budget also proposes \$1.2 million in ongoing Proposition 51 money, from which 10 new positions would be created at the Office of Public School Construction to process facilities funding applications.

Charter school transparency

- While specific language is not yet available, Gov. Newsom expresses his intent in the budget to "implement statewide policies that hold all school districts, charter schools, and county offices of education accountable for operational transparency and community engagement."

County Offices of Education

- **\$9 million** increase in Proposition 98 General Fund to reflect a 3.46-percent cost-of-living adjustment and average daily attendance changes applicable to LCFF.

Next steps

Budget negotiations will be ongoing in the Legislature throughout the spring, leading up to the May budget revision, which will be released on or before May 15. The Legislature will

then have until June 15 to send the final agreed upon budget to Gov. Newsom, who will have until July 1 to sign it. CSBA will provide additional updates on the initial budget proposal and on 2019-20 budget negotiations leading up to the May Revision. Please **email Dennis Meyers** with any questions about the proposal.



California School Boards Association | 3251 Beacon Blvd., West Sacramento, CA 95691

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Board Agenda Calendar 2018—2019

Gravenstein Union School District

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

<p>January 2019</p>	<ol style="list-style-type: none"> 1. Williams Report for Previous Quarter 2. Set Deadlines for Charter School Admissions and Lotteries 3. Budget Update 4. Acceptance of Financial Audit for Previous Year (by 1/31) 5. Enrollment and Staffing Projections for Upcoming Year
<p>February 2019</p>	<ol style="list-style-type: none"> 1. Review and Approve School Accountability Report Cards 2. Review and Approve District Safety Plan for Upcoming Year 3. Update Educator Effectiveness Plans for Current Year
<p>March 2019</p>	<ol style="list-style-type: none"> 1. Employment Lay-off/Non-reelect Notices (if necessary—by 3/15) 2. Staff Contracts for Psychologist, Nurse, Art, Speech Therapist etc. for Upcoming Year 3. Review / Approve 2nd Interim Budget Report for Current Year (by 3/17) 4. Approve Consolidated Application for Upcoming Year 5. Approve Single Plan for Student Achievement (SPSA) 6. Update Enrollment and Staffing Projections for Upcoming Year 7. 5 Year Deferred Maintenance Plan (if applicable) 8. REACH MOU Update for Upcoming Year 9. Approve District Calendar for Upcoming Year
<p>April 2019</p>	<ol style="list-style-type: none"> 1. Williams Report for Previous Quarter 2. Approve Auditor Contract for Upcoming Year(s) 3. End of the Year Events Calendar 4. GUTA Sunshines Contract Proposal for Upcoming Year
<p>May 2019</p>	<ol style="list-style-type: none"> 1. Final Lay-off Notices to Certificated Staff (if necessary—by 5/15) 2. Update Enrollment and Staffing Projections for Upcoming Year 3. Review Summer Maintenance Plans (Paving, painting, etc.) 4. Approval of the Hillcrest Promotion List 5. Board Sunshines District Contract Proposal for Upcoming Year
<p>June 2019</p>	<ol style="list-style-type: none"> 1. Public Hearing and Adoption of LCAP/Budget for Upcoming Year (by 6/30—requires two separate meetings) 2. Adoption of Site Plan 2. Adopt Education Protection Account (EPA) Resolution

III G2

Gravenstein Union School District

January 2019	TK	K	1	2	3	4	5	6	7	8	Totals
Teachers	19										
Tomsky	19										19
Trivunovic		20									20
Redfern		20									20
Crandall		20									20
Briggs		20									20
Dellosa			18								18
Clement			18								18
Candau ENRICH!			19								19
Lannon ENRICH!			19								19
Otterson				18							18
Sprinkle				20							20
DeBolt ENRICH!				19							19
Basque ENRICH!				21							21
Barrera					15						15
Haas					15						15
Mattish ENRICH!					24						24
Nordstrom ENRICH!					24						24
Martinez						19					19
Carey						20					20
Sully ENRICH!						22					22
Brown ENRICH!						21					21
Grimm							22				22
Squires							22				22
Gorman ENRICH!							26				26
Hansen ENRICH!							24				24
Helton								11			11
Kinman								12			12
Dexter ENRICH!								24			24
Rich ENRICH!								23			23
McDowell									21		21
Sotiras									18		18
Collins ENRICH!									27		27
Clements ENRICH!									25		25
Cole										20	20
Jex-Lewis										5	5
Blanco										25	25
Johnson ENRICH!										20	20
Sporrer ENRICH!										17	17
Parsons CDS				1					1		2
Home & Hospital					1						1
Community Day School				1					1		2
Gravenstein Campus	19	80	74	78	79	82	94				506
Hillcrest Campus								70	91	87	248
January 2019	19	80	74	79	80	82	94	70	91	87	756
January 2018	22	60	78	80	82	90	75	85	88	89	749
January 2017	16	79	82	81	82	69	78	79	88	84	738
January 2016	4	96	76	84	71	78	76	89	84	77	735
January 2015		94	79	68	69	68	74	71	84	84	691
January 2014		100	61	70	64	69	64	74	101	108	711
January 2013		75	68	69	61	68	69	85	111	101	707
January 2012		80	71	61	68	64	86	90	92	78	690
January 2011		67	54	62	52	83	73	83	75	91	640
January 2010		56	61	48	76	69	69	65	84	92	620

2018
487
262
749





ENRICH!



An innovative and inclusive program for all at Gravenstein Elementary School



- ✓ Energetic & Compassionate Teachers!
- ✓ Beautiful, rural school setting!
- ✓ Rigorous academic expectations for all.
- ✓ Engaging enrichment classes.
- ✓ Age-appropriate exposure to technology.
- ✓ Social-Emotional Learning curriculum.
- ✓ Affordable before/after school care.

New for 2019-2020...ALL TK-5 students participate in enrichment classes!

Enrichment classes may include: Art, Music, Spanish, PE and Athletics, Dance, Drama, Poetry, and Hands-On Science.

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



Kinder & TK Open House

January 12 from 10:00-11:00 AM

Gravenstein Elementary School: 3840 Twig Avenue, Sebastopol, CA 95472

Priority Registration

January 7 - February 15, 2019

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

Window coverings for Hillcrest

We got proposals from three vendors (All on Gravensteins CUPCAA list) to furnish and install roller shades at Hillcrest Campus.

Prices came in as follows (**Vendors in Bold**)

Creative Window Fashions Hunter Douglas Designer Screen Roller **\$21,983.98**
Breakdown of Cost Product \$17,969.00 Install \$2555.00 excluding tax

Drapes and More Hunter Douglas Designer Screen Roller w/ Cassette **\$22,027.99**
Breakdown of Cost Product \$18,040.00 Install \$2,000.00 excluding tax

Soco Shade Company 1) Insolroll roller shade (alternate) \$32,327.07
Minus windows not in scope (\$4,361.80) **\$27,966.87**
Breakdown of Cost Product \$18,616.87 Install \$7554.00 excluding tax

2) Hunter Douglas Designer Screen Roller \$35,153.38
Minus windows not in scope (\$5,228.93) **\$29,924.45**
Breakdown of Cost Product \$20,551.75 Install \$7554.00 excluding tax

Weighing the proposals from all three vendors, we would give the slight edge and recommend going with Creative Window Fashions. Beyond just looking at the final price, we feel that they are good with customer service, are responsive, and have demonstrated attention to detail and have been helpful in helping us weigh different covering options. They are also a Diamond Certified company. Drapes and More we have also enjoyed working with as well in the present and past, but pricing appeared less locked in and could change based on disclaimer in the quote.

Gravenstein Window Coverings

We have ordered Vinyl Pull Drapes for the Gravenstein MPR and for classroom 10 to be utilized as a test room to see how well pull drapes would perform for function in the Gravenstein classrooms as opposed to roller shades. Materials are anticipated to arrive to contractor Drapes and More January 20th, then would setup actual install as soon as possible and are targeting this month.

Prop 39 Lighting Improvements

Sylvania came out over winter break and surveyed the areas for the improvements, so that they could verify fixture counts and then order the appropriate lights and replacement fixtures/retrofits. They anticipate to be able to start in February, pending all their lighting orders from the suppliers are in.

RESIG INSPECTION

We are having our routine visit from RESIG to inspect our classrooms and facilities. They come out to look at basic safety items such as earthquake safety, fire safety, chemicals stored properly etc. Also, they look for any other related potential safety issues, and then issue a report. Once we receive the report we would address any needed corrections with a plan of mitigation or action taken. Then once we respond we will get safety funds that come out to \$3,039.00 from them.

REGULAR GOVERNING BOARD
MEETING MINUTES

Wednesday, December 12, 2018
5:00 PM
Gravenstein School, Rm. 13

I. CALL TO ORDER

Jim Horn, President
Steven Schwartz, Clerk
Gregory Appling
Alexander Kahn
Jennifer Koelemeijer

5:02 PM- CALLED TO ORDER

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.

Several comments about salaries & the Town Hall

III. ANNUAL REORGANIZATION MEETING

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

- Board President
- Board Clerk
- Voting Representative on the Sonoma County Committee on School District Organization (see information below)
- Alternate Representative, Sonoma County Committee on School District Organization

JK- Nominate SS as President
SS seconds nomination of himself
3 -0 in favor 2 abstain (JH/AK)
Steve Schwartz elected President

JK- nominate GA
JH- Second
SS- 5-0 – GA elected clerk
JK – volunteers for voting rep on Sonoma County Organization
JK- nominate AK for alternate
GA- second
SS- 5-0 – AK alternate

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

AK- Tuesday 5pm- motion
GA- Second
SS- 5-0 meeting – Jan meeting moved to 15th of Jan
Meeting move approved

SS- June meetings moved – JK motion- SS- second – 11th & 18th - 5-0 approved

Each school board in Sonoma County appoints one representative, who, in turn, serves on a countywide committee whose sole purpose is the appointment of persons to fill vacancies on the Sonoma County Committee on School District organization. The purpose of the Sonoma County Committee on School District Organization is to develop master plans (geographic) for school district organizations in the county and approve or disapprove any proposed changes in the master plan or changes in land area between any two districts.

- B. The Board will also determine the date of monthly Board Meetings through December 2019. Currently, meetings are held the 2nd Wednesday of every month.
- C. The meeting in January 2019 is proposed for Jan 16, to accommodate the closure for winter break.
- D. Two meetings must be set for June 2019 to accommodate the annual approval of the budget and LCAP -- June 12 and 19 2019 are proposed.

IV. CONSENT AGENDA

ACTION ITEM

- A. Approve agenda order
- B. Minutes of regular meeting Nov 14 and special Board meeting Nov 16, 2018
- C. Warrants/Payroll
- D. Donations
 - 1. Megan Gorman received a grant from Rotary Club of Sebastopol for \$456 for Lego Mindstorm EV3s
 - 2. Kevin Parsons received a grant from Rotary Club of Sebastopol for \$500 for two (2) Balt Study Carrels
- E. J-13 Waivers for Gravenstein School District, Gravenstein Elementary and Hillcrest Charter for school closures due to poor air quality

Action taken/comments:

Motion JK Second AK Vote 5-0

V. GENERAL

A. Consider Approval of New Programmatic Vision

The Board will consider setting new programmatic vision for 2019-20 and beyond. The Board may consider approving the proposals discussed at the Nov 7, 2018 Board Listening Session, or some adaptation of those proposals, based on

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

stakeholder feedback. The Board has been exploring new programmatic developments since the 2016-17 year, and providing the public with monthly opportunities to provide the Board with feedback around programmatic developments throughout the District (e.g. Kindergarten Discovery!; STEAM; Traditional; Enrich!).

Action taken/comments:

All Enrich—motion- JH – Second GA- Vote- 5-0

Motion ___JK___ Second ___GA___ Vote ___5-0___

B. Approve Contract w/ Sylvania Lighting Solutions

The Board will be asked to approve the contract with Sylvania Lighting Solutions as part of the District's Prop 39 retro fit lighting plan at a cost of \$106,235.31.

Action taken/comments: approve

Motion ___GA___ Second ___SS___ Vote ___5-0___

C. Approve New Digital Marquee for Hillcrest School

The Board is asked to approve the purchase and installation of a new digital marquee sign for the front of Hillcrest School. Cost to District is \$14,477.

Action taken/comments: Discussion over additional lights needed for driveway

Motion ___SS___ Second ___JK___ Vote ___5-0___

D. First Interim Report for 2018-19 School Year

The Board will receive information regarding the financial status of the District as of October 31, 2018 (the first interim period). The Board will be asked give a positive certification, meaning that the District is able to meet its financial obligations this year and for two subsequent years.

Action taken/comments: approve

Motion ___JH___ Second ___JK___ Vote ___5-0___

E. Review Facility Inspection Tool (FIT)

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

Action taken/comments: approve

Motion ___JH___ Second ___AK___ Vote ___5-0___

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F. Approve Purchase of Window Coverings – Update/Action

The Board will be asked to approve a purchase of window coverings. We have selected styles for Hillcrest classrooms and the Gravenstein gym. Gravenstein classroom window coverings are awaiting one more model installation before the final decision is made.

We have secured contractors for the District's CUPCCA list. We are seeking one more contractor to provide a bid. Bids have been requested from approved vendors. The total purchase amount of (\$ TBD – Bid on its way) requires Board approval.

Action taken/comments: No bid on time- TABLED- JH- SS- 5-0

Motion _____ Second _____ Vote _____

G. Approve MOU w/ MPF

The MOU with MPF is returning to the Board for approval with a small change proposed by the MPF Board. The MOU is identical to the one approved by the GUSD Board on Oct 10, 2018, with one exception – a sentence that refers to the BP 1230 is removed.

approve

Motion ___SS___ Second ___JH___ Vote ___5-0___

H. Approve Resolution #181212-1 Accounting of Developer Fees

The Board will be asked to approve resolution #181212-1, the annual accounting of developer fees.

Action taken/comments: approve

Motion ___AK___ Second ___GA___ Vote ___5-0___

VI. REPORTS, AND ORAL COMMUNICATIONS

A. Gravenstein Union Teachers' Association

GUTA requests that the issue of the ERD release time at HMS be part of the next GUSD Board meeting agenda

B. School Site Council

I. Next meeting Wed, Jan 23, 2019

C. GSF/MPF

D. Trustee Reports

I. Possible workshops for Trustees via School & College Legal Services

1. Interest Based Bargaining 101, Feb 4, 2019 9am-12pm, SCOE

2. Sexual Harassment prevention class March 6, 2019; 9-11am, SCOE

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Trustees who need to do Sexual Harrassment- JH, AK & SS

- E. Facilities Report
 - I. Phase 3 –Gravenstein modernization update
 - 1. Gym & kitchen, Learning Lab, Staff Restrooms
 - II. Hillcrest Middle School Improvement Project update
 - 1. Increment #2 solar parking shelter
 - III. Gravenstein Elementary solar project
- F. Gravenstein Principal’s report
Some questions from GA and public
- G. Hillcrest Principal’s report
- H. CBO Report
 - I. Update on modernization funding
- I. Superintendent Report
 - I. Board Agenda Calendar template
 - II. Enrollment update – CALPADs report Fall 1
 - III. Air Quality update

VII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

Motion to Adjourn- at 9:10pm SS 2nd -- JK Vote --- 5-0

VIII. CLOSED SESSION

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

- 1) Public Employee –Hiring:
 - a. Beyond the Bell Assistant
 - b. Noon Duty Aide
 - c. Business Clerk
 - d. Teaching/Student Assistant
- 2) Conference with Labor Negotiator
District Negotiator: Jennifer Schwinn, Superintendent
Represented Employees: Gravenstein Union Teachers Assoc.
- 3) Employee Discipline, Release
- 4) Superintendent Evaluation

IX. OPEN SESSION

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

No reportable action

X. FUTURE BOARD MEETINGS:

I. Next Regular Board Meeting: Jan 16, 2019 (tentative)— 5:00 PM

XI. ADJOURNMENT 10:30pm

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SEBASTOPOL, CA 95472

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

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

SPECIAL GOVERNING BOARD
MEETING MINUTES

Monday, December 17, 2018
6:00pm-7:30pm

This special meeting is designed to provide the opportunity for GUSD Board members to attend to learn from and dialogue with MPF as the Foundation makes decisions following a recent decision of the GUSD Board.

I. CALL TO ORDER 6:08pm

Steve Schwartz, President
Gregory Appling, Clerk
Jim Horn
Alexander Kahn
Jennifer Koelemeijer

II. GENERAL

- A. Meeting will be help concurrently with District affiliated foundation Gravenstein Schools Magnet Program Foundation (MPF) board meeting to give GUSD Board members opportunities to learn about issues being discussed and provide input at appropriate times on MPF agenda.**

This meeting will be held at the Hillcrest Middle School campus, in the Stream Lab from 6-7:30pm.

No GUSD Board action or votes

III. ADJOURNMENT

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Gravenstein Union School District
December Payroll Report

January 15, 2019 Regular Board Meeting

Certificated Salary & Benefits

Regular: \$ 439,540.20

Supplemental: \$ 6,087.50

Classified Salary & Benefits

Regular: \$ 89,610.81

Supplemental: \$ 6,881.00

Total Salary & Benefits

\$ 542,119.51

Checks Dated 12/01/2018 through 12/31/2018

Board Meeting Date January 15, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1682858	12/05/2018	Heather L. Johnson	04-4310	Books for Class	9.42	97.03
1682859	12/05/2018	Business Card	01-4362	Ful and Oil	87.46	
			01-4380	Maint. Supplies	26.73	
			01-5869	Bank fees	113.07	
			03-4362	Fuel and Oil	1,010.60	
			03-4380	Maint. Supplies	65.96	
			04-4362	Fuel and Oil	68.17	1,381.41
			04-4380	Maint. Supplies		46.50
1682860	12/05/2018	Clover-Stormetta Farms Inc.	13-4700	Milk Purchases 2018-19	1.60	
1682861	12/05/2018	Dept Of Justice, Acctg Office	01-5862	Fingerpringing for staff 2018-19	4.80	
			03-5862	Fingerpringing for staff 2018-19	19.20	
			03-5862	Fingerpringing for volunteers 2018-19	57.60	
			04-5862	Fingerpringing for staff 2018-19	11.20	
			01-4350	Counseling Program Supplies	33.60	128.00
			01-4400	District Office Supplies	5.11	
			03-4350	Counseling Program Supplies	38.68	
			03-4400	District Office Supplies	61.29	
			04-4350	Counseling Program Supplies	22.56	
			04-4400	District Office Supplies	35.74	166.61
1682862	12/05/2018	Office Depot	12-4390	Daycare Supplies & Snacks for 2018-19	7.70	382.46
			01-5862	Fingerpringing for Parent Volunteers	20.30	
			03-5862	Fingerpringing for Parent Volunteers	92.40	
			04-5862	Fingerpringing for Parent Volunteers	243.60	
			04-5862	Fingerpringing for Parent Volunteers	53.90	
			40-6230	Utility Surveying @ Hillcrest	142.10	560.00
1682865	12/05/2018	Subtronic Corporation	03-4310	Barrera Classroom Supplies	32.52	2,054.00
1682866	12/05/2018	U.S. Bank Corporate Payment	04-4310	Batteries for Helton	32.97	
			04-4310	Returned item	34.46-	31.03
1682867	12/05/2018	Colleen M. Clements	04-4310	Reimb. Flocabulary	85.81	96.00
1682868	12/05/2018	William H. Deeths	04-4390	Blue Tooth Speaker	21.61	107.42
			04-5630	Hillcrest - New light Switch for Principal Office		237.51
1682869	12/05/2018	Blakeslee Electric Inc	13-4700	Milk Purchases 2018-19		93.50
1682870	12/05/2018	Clover-Stormetta Farms Inc.				

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

020 - Gravenstein Union School District

Generated for Wanda Holden (WILHOLDEN), Jan 10 2019 2:26PM

Checks Dated 12/01/2018 through 12/31/2018

Board Meeting Date January 15, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1682871	12/05/2018	Fishman Supply Company	01-4370	District Wide Custodial Supplies	149.03	
			03-4370	District Wide Custodial Supplies	1,788.37	
			04-4370	District Wide Custodial Supplies	1,043.22	
1682872	12/05/2018	Oakland Zoo Reservation Associate Ed Dept.	03-5826	3rd Grade Field Trip 2/15/2019		2,980.62
1682873	12/05/2018	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2018-19	1.74	
			03-5520	Light Poles at Grav Elem 2018-19	20.04	
1682874	12/05/2018	School Nurse Supply, Inc	03-4390	School Nurse Supplies- Gravenstein	239.60	21.78
1682875	12/05/2018	Stephen Roach Accountancy	04-4390	School Nurse Supplies- Hillcrest	52.98	
			01-5821	2017-18 Audit Contract	150.00	292.58
			03-5821	2017-18 Audit Contract	1,830.00	
			04-5821	2017-18 Audit Contract	1,020.00	
1682876	12/05/2018	Randy Theiller	04-5880	Basketball Referee 9/27/2018		3,000.00
1682877	12/05/2018	Verizon	01-5912	Supt Phone & Tablet Service for 2018-19	5.06	25.00
			03-5912	Supt Phone & Tablet Service for 2018-19	60.71	
			04-5912	Supt Phone & Tablet Service for 2018-19	35.42	101.19
1682878	12/05/2018	Wanda Holden	01-5200	Travel Expenses for CBO Symposium 2018	45.09	
			03-5200	Travel Expenses for CBO Symposium 2018	540.96	
			04-5200	Travel Expenses for CBO Symposium 2018	315.56	901.61
1682879	12/05/2018	William H. Deeths	04-4390	Food for Meetings and Appreciation		120.89
1682880	12/05/2018	Analytical Sciences	01-5830	Water testing for Grav for 2018-19	23.80	
			03-5830	Water testing for Grav for 2018-19	316.20	
			04-5830	Water Testing @ Hillcrest for 2018-19	340.00	680.00
1682881	12/05/2018	Casino Restaurant & Supply	13-4390	Gravenstein- Kitchen Work Table		218.40
1682882	12/05/2018	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First		109.60
1682883	12/05/2018	Pacific Gas & Electric	01-5520	Electric and Gas for 2018-19 Gravenstein	220.39	
			03-5520	Electric and Gas for 2018-19 Gravenstein	2,536.66	
			04-5520	Electric and Gas for 2018-19 @ Hillcrest	2,400.36	
1682884	12/05/2018	SYTech Solutions	01-5830	Document Management Services 2018-19	31.72	5,189.13
			03-5830	Document Management Services 2018-19	12.52	
			04-5830	Document Management Services 2018-19	150.30	
1682885	12/05/2018	U.S. Bank Equipment Finance	01-5631	Copier Lease for Schools and DO for 2018-19	87.68	250.50
			03-5631	Copier Lease for Schools and DO for 2018-19	423.38	

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.

ReqPay12d

Board Report

Checks Dated 12/01/2018 through 12/31/2018

Board Meeting Date January 15, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1682885	12/05/2018	U.S. Bank Equipment Finance	04-5631	Copier Lease for Schools and DO for 2018-19	246.97	705.63
1682886	12/05/2018	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2018-19	28.16	
			03-5530	Gravenstein Elem Water Service for 2018-19	323.84	
1684219	12/07/2018	Paul R. Carey	04-5530	Hillcrest Water Service for 2018-19	395.40	747.40
1684220	12/07/2018	Ally Technology Consulting LLC	03-4310	Science Supplies 4th Grade	137.50	114.10
			01-5840	IT Consultant 2018-19	1,900.50	
			03-4440	Chromebooks for Gravenstein and Hillcrest 2018-19	1,650.00	
			04-4440	Chromebooks for Gravenstein and Hillcrest 2018-19	5,049.75	
			04-5840	IT Consultant 2018-19	962.50	
			12-4440	Chromebooks for Gravenstein and Hillcrest 2018-19	271.50	
1684221	12/07/2018	AXIA	40-6210	Gravenstein Modernization, Phase III (Part 2)	4,080.73	9,971.75
				Modernization - Hillcrest Middle Improvements	4,210.18	8,290.91
1684222	12/07/2018	Fishman Supply Company	01-4370	District Wide Custodial Supplies	30.52	
			03-4370	District Wide Custodial Supplies	355.82	
1684223	12/07/2018	Callia Jones	04-4370	District Wide Custodial Supplies	68.30	454.64
1684224	12/07/2018	Jurman Medical Association Em	04-5880	Referee for 6th Grade Volleyball 10/18/2018		10.00
1684225	12/07/2018	School and College Legal	01-5830	First Aid Class 10/5/2018	4.50	675.00
			01-5200	Collective Bargaining- Workshop	54.00	
			03-5200	Collective Bargaining- Workshop	31.50	
			04-5200	Collective Bargaining- Workshop	7,625.00	90.00
1684226	12/07/2018	West Sonoma County Union High	01-5100	MCU btwn WSSC & Grav 2018-19 for TM	12,500.00	20,125.00
1684227	12/07/2018	Jerie L. Parks	01-5806	MCU btwn WSSC & Grav 2018-19 for TM	540.00	30.70
1684228	12/07/2018	William H. Deeths	04-5950	Mailing for Expulsion	700.00	7.90
1684229	12/07/2018	Stephanie Barclay	03-5830	2018-19 Dance Enrichment Tri 1	2,100.00	1,240.00
1684230	12/07/2018	Mark Bradski	03-5830	2018-19 Dance Enrichment Tri 2	2,100.00	4,200.00
1684231	12/07/2018	Consolidated Engineering Labs	40-6230	Water Infiltration Test	5,940.00	1,360.00
1684232	12/07/2018	Christine A. Cramer	03-5830	Art Enrichment Instructor at GES & HMS	720.00	
1684233	12/07/2018	Marla Pedersen	03-5830	2018-19 Art Enrichment Tri 1		

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Checks Dated 12/01/2018 through 12/31/2018

Board Meeting Date January 15, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1684234	12/07/2018	Margo Perin	03-5830 2018-19	Contracted Poetry Enrichment Tri 2	450.00	450.00
1684235	12/07/2018	Nancy Preblich	03-5830 2018-19	Drama Enrichment Tri 1	440.00	440.00
1684236	12/07/2018	Nancy Ricciardi	03-5830 2018-19	Art Enrichment	4,080.00	4,080.00
1684237	12/07/2018	The Great Burro Studios	03-5830 2018-19	Music Enrichment Tri 1	533.28	533.28
			2018-19	Music Enrichment Tri 2	766.60	1,299.88
1684238	12/07/2018	The Program, Youth Skill Dev	03-5830 2018-19	Athletic Enrichment Tri 1	733.32	733.32
			2018-19	Athletic Enrichment Tri 2	816.64	1,549.96
1684996	12/12/2018	Megan K. Gorman	03-4310	Reimb. Lego Robotics Kits	.71	456.17
1684997	12/12/2018	Jennifer P. Schwinn	01-4390	Reimb. activities for littles during meetings	8.08	8.79
1684998	12/12/2018	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges	32.93	32.93
			2018-19			
			03-5911	Gravenstein AT&T CALNET 3 Charges	392.66	392.66
			2018-19			
			04-5911	Gravenstein AT&T CALNET 3 Charges	195.71	195.71
			2018-19			
			Hillcrest	AT&T CALNET 3 Charges 2018-19	58.95	680.25
1684999	12/12/2018	Castino Restaurant & Supply	13-4390	Gravenstein- Kichen Dishwasher Supplies	4.80	37.03
1685000	12/12/2018	Dept Of Justice, Acctg Office	01-5862	Fingerprinting for volunteers 2018-19	57.60	57.60
			03-5862	Fingerprinting for volunteers 2018-19	33.60	96.00
			04-5862	Fingerprinting for volunteers 2018-19	31.05	557.82
1685001	12/12/2018	LEGO Education	01-5560	Recology-Gravenstein	357.06	357.06
1685002	12/12/2018	Recology Sonoma Marin	04-5560	Recology-Hillcrest	216.72	604.83
			13-4710	Lunch Program for 2018-19	9,018.00	9,018.00
1685003	12/12/2018	Santa Rosa City Schools	04-5826	Bus to Anally High for Performance	85.53	85.53
1685004	12/12/2018	West County Transportation	03-4310	Reimb. Audio System	179.55	179.55
1685005	12/12/2018	Michelle A. Sprinkle	14-5830	Gym Upper Curtains/Rm 10 Drapery & Hardware	7,910.00	7,910.00
1685006	12/12/2018	Drapes & More Interiors	04-5826	7E1 Oregon Shakespeare Festival EI	990.00	990.00
1685007	12/12/2018	Oregon Shakespeare Festival	5/13-17/2019			
1686529	12/19/2018	Megan K. Gorman	03-5826	Snacks for trip	76.17	76.17
1686530	12/19/2018	Banner Bank	40-6200	5% Retention for Gravenstein Phase III	4,446.25	4,446.25
1686531	12/19/2018	Clover-Stormetta Farms Inc.	13-4700	Milk Purchases 2018-19	81.50	81.50
1686532	12/19/2018	J. Stanley Correia	01-5830	20-8-19 Special Ed Psych Services	123.44	123.44
			03-5830	20-8-19 Special Ed Psych Services	1,481.25	1,481.25

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Checks Dated 12/01/2018 through 12/31/2018

Board Meeting Date January 15, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1686532	12/19/2018	J. Stanley Correia	04-5830 2018-19	Special Ed Psych Services	864.06	2,468.75
1686533	12/19/2018	Counterpoint Construction Services, Inc.	40-9510	Gravenstein -Phase 3 Project Document Control		910.00
1686534	12/19/2018	Eastside Friends of Music Altimitra Middle School	04-5829	Honor Band Entry Fee		40.00
1686535	12/19/2018	GCCI INC.	40-6200	Gravenstein Elementary School Phase III	84,478.81	
1686536	12/19/2018	Isaac Kuster dba I.A. Kuster Const. Insp.	40-6230	Hillcrest Improvements Increment I DSA Class I Inspector Gravenstein Phase III	4,847.93	89,326.74
1686537	12/19/2018	Office Depot	01-4390	Wall Clocks for Grav	5.87	
			01-4400	District Office Supplies		
			03-4390	Wall Clocks for Grav	67.44	
			03-4400	District Office Supplies		
			04-4310	Instructional Supplies for Hillcrest	77.69	
			04-4359	Instructional Supplies for Hillcrest	19.43	
			04-4400	District Office Supplies		
1686538	12/19/2018	Sunworks	03-6200	Solar Photovoltaic Design & Installation Contract	1,913.08	170.43
			04-6200	Solar Photovoltaic Design & Installation Contract	2,626.06	
			40-6200	Solar Photovoltaic Design & Installation Contract	6,385.86	10,925.00
1686539	12/19/2018	AAA Business Supplies & Interi	01-4350	Ergo keyboard platform and arm track	14.31	
			03-4350	Ergo keyboard platform and arm track	171.79	
			04-4350	Ergo keyboard platform and arm track	100.22	
1686540	12/19/2018	Lattice Educational Services	01-5100	Special Ed Services	3,031.92	286.32
			01-5810	Special Ed Services	4,557.62	
			12-5911	Daycare Phone Line for 2018-19		7,589.54
1686541	12/19/2018	MCI Comm Service	04-5826	7th Grade Monterey Field Trip		13.72
1686542	12/19/2018	Monterey Bay Aquarium	01-4350	District Office Supplies	8.29	
1686543	12/19/2018	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First	59.26	
			03-4310	Samsung Ink-Evans	55.01	
			03-4350	District Office Supplies	44.04	
			04-4310	Instructional Supplies for Hillcrest	61.98	
			04-4350	District Office Supplies	25.69	
				School Secretary Supplies-Hillcrest	206.85	
			04-4359	Instructional Supplies for Hillcrest	15.50	476.62

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020 - Gravenstein Union School District

Generated for Wanda Holden (WLHOLDEN), Jan 10 2019 2:26PM

ESCAPE

ONLINE

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Checks Dated 12/01/2018 through 12/31/2018

Board Meeting Date January 15, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1687811	12/21/2018	U.S. Bank Corporate Payment	01-4390	Board Listening Session	9.31	
				Nurs Supplies	8.80	
			01-5200	Sup's Symposium	32.50	
			03-4310	Classroom supplies @Grav	38.84	
			03-4390	Board Listening Session	111.66	
				Nurs Supplies	101.19	
			03-5200	Sup's Symposium	390.00	
			04-4310	Ficcabulary Rich @ Hillcrest	96.00	
				GSF Supplies- Garson	164.53	
				Maker Elect- Hillcrest	77.64	
				STREAM Classroom Supplies	187.25	
			04-4350	Office Supplies Hillcrest	18.99	
			04-4390	Board Listening Session	65.14	
			04-5200	Sup's Symposium	227.50	
1687812	12/21/2018	Brian H. Sposato	01-4380	Grav wall plate	.20	1,529.35
				Maint. Supplies	11.64	
				Utility Yard Gate Repair	19.35	
			03-4380	Grav wall plate	2.19	
				Maint. Supplies	133.88	
				Utility Yard Gate Repair	222.58	
			04-4380	Construction Screws For Hillcrest	23.44	413.28
1687813	12/21/2018	Ani S. Hansen	03-5826	Snacks for fieldtrip Balclutha		74.91
1687814	12/21/2018	ACSIG	01-9573	Employee's Dental Plan Coverage 2018-19		8,132.80
1687815	12/21/2018	ARC Alternatives	40-5830	Board Approved Prop 39 Consulting		4,327.50
1687816	12/21/2018	AT&T	04-5620	Maintenance Contract for Hillcrest Phone System		1,365.12
1687817	12/21/2018	California's Valued Trust	01-9572	Employee's CVT Health Plan Coverage 2018-19		43,954.00
1687818	12/21/2018	Office Depot	04-4310	Class Supplies - Hillcrest		54.37
1687819	12/21/2018	Oregon Shakespeare Festival	04-5826	7EI Oregon Shakespeare Festival EI 5/13-17/2019		5,085.00
1687820	12/21/2018	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2018-19		1,859.00
1687821	12/21/2018	Business Card	01-4350	Admin Supplies Grav		
			01-4362	Maint. Fuel	4.44	
			01-4380	Maint Supplies	10.40	
			01-5830	Disposal Service	72.84	
				Supt Services-Comm	3.20	
				01-5869 Finance Charge	3.95	
					44.95	

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Checks Dated 12/01/2018 through 12/31/2018

Board Meeting Date January 15, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1687821	12/21/2018	Business Card	03-4350 Admin Supplies		51.00	
			03-4362 Fuel for Maint		124.77	
			03-4380 Maint Supplies District		891.59	
			03-5830 Disposal Service		36.80	
			Supt Services- Comm		47.40	
			04-4362 Fuel for District		68.70	
			04-4380 Maint Supplies		227.87	
			04-5830 Supt Services- Comm		27.65	1,615.56
1687822	12/21/2018	Alpha Analytical Laboratories,	04-5830 Water testing for Hillcrest			82.00
1687823	12/21/2018	Emma Castleberry	04-5880 Volleyball Game 10/30/2018			10.00
1687824	12/21/2018	Clover-Stornetta Farms Inc.	13-4700 Milk Purchases 2018-19			35.00
1687825	12/21/2018	Jack Schreder & Associates, In c.	01-5830 November 2018- Activities		45.31	
			October 2018- Activities		41.69	
			03-5830 November 2018- Activities		543.75	
			October 2018- Activities		500.25	
			04-5830 November 2018- Activities		317.19	
			October 2018- Activities		291.81	1,740.00
1687826	12/21/2018	Lisa A. Moore	04-5880 Volleyball Referee			25.00
1687827	12/21/2018	Safeway	04-4310 SB Snacks for Dance		254.46	
			12-4390 Daycare Supplies & Snacks for 2018-19		211.75	466.21
1687828	12/21/2018	Santa Rosa City Schools	13-4710 Lunch Program for 2018-19			5,403.00
1687829	12/21/2018	West County Transportation	01-5804 Special Ed RSY Transportation 2018-2019			2,531.50
Total Number of Checks					95	303,764.25

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	37	86,575.62
03	Gravenstein Elementary Charte	48	39,671.81
04	Hillcrest Middle Charter	50	29,908.20
12	Child Development Fund	4	879.43
13	Cafeteria Fund	8	14,932.93
14	Deferred Maintenance Fund	1	7,910.00
40	Special Reserve-capital Proj	9	123,886.26

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Checks Dated 12/01/2018 through 12/31/2018

Board Meeting Date January 15, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
			95			303,764.25
					.00	
						<u>303,764.25</u>
						<u>303,764.25</u>

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

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

GRAVENSTEIN UNION SCHOOL DISTRICT

INDEPENDENT CONTRACTOR AGREEMENT

This AGREEMENT is hereby entered into between the Governing Board of the Gravenstein Union School District, hereinafter referred to as "DISTRICT," OR "BOARD" and _____, hereinafter referred to as "CONTRACTOR."

1. Services. CONTRACTOR provide the following services: _____

2. Term. CONTRACTOR shall commence providing services under this AGREEMENT on _____, and will continue through _____, subject to revision and renewal with BOARD approval in subsequent years.

3. Compensation. DISTRICT agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee not to exceed _____ Dollars (\$).

DISTRICT shall pay CONTRACTOR according to the following terms and conditions:
Payments shall be made monthly based on approved contractor monthly invoice

4. Expenses. DISTRICT shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for DISTRICT.

5. Independent Contractor. CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation, Workers' Compensation, Health and Welfare Benefits,

Paid Vacation, Retirement Program Participation, or any other employee benefits. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONTRACTOR shall assume full responsibility for payment of all federal, state, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR and CONTRACTOR'S employees.

6. Materials. CONTRACTOR shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT. CONTRACTOR'S services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

7. Taxes. Federal Internal Services regulations require that school districts report all payments to individuals for CONTRACTOR services. CONTRACTOR agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this AGREEMENT. In the event DISTRICT is audited for compliance regarding any applicable taxes, CONTRACTOR agrees to furnish DISTRICT with proof of payment of taxes on these earnings.

8. Indemnification:

(a) CONTRACTOR shall indemnify, defend with counsel acceptable to DISTRICT, and hold harmless to the full extent permitted by law, DISTRICT and its Board of Trustees, officers, agents, employees and volunteers from and against any and all liability, loss, damage, claims, expenses and costs (including, without limitation, attorney fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with CONTRACTOR'S performance or failure to perform its obligations under this AGREEMENT, except such Liability caused by the active negligence, sole negligence or willful misconduct of the DISTRICT. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for CONTRACTOR or its agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.

b) CONTRACTOR shall be liable to DISTRICT for any loss or damage to DISTRICT property arising from or in connection with CONTRACTOR'S performance hereunder.

9. Insurance: With respect to the performance of work under this AGREEMENT, CONTRACTOR shall maintain and shall require all of its subcontractors, if any, to maintain insurance as indicated below:

(a) ___Required/ Not Required: Worker's compensation insurance with statutory limits as required by the Labor Code or the State of California. The policy shall be endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to the DISTRICT."

(b) ___Required/ Not Required: Commercial or Comprehensive General Liability insurance covering bodily injury and property damage using an occurrence policy form, in an amount no less than \$1,000,000 per occurrence, \$2,000,000 aggregate. Such insurance shall include, but not be limited to: premises and operations liability, independent CONTRACTOR's liability, and personal injury liability.

(c) Required/ ___ Not Required: Automobile liability insurance covering bodily injury and property damage in an amount no less than \$1,000,000 combined single limit for each occurrence. Such insurance shall include coverage for owned, hired, and nonowned vehicles.

(d) Each such comprehensive or commercial general liability and automobile liability insurance policy shall be endorsed with the following specific language:

(1) DISTRICT, its officers and employees, is named as additional insured for all liability arising out of the operations by or on behalf of the named insured in the performance of this AGREEMENT.

(2) The inclusion of more than one insured shall not operate to impair the rights of one insured against another insured, and the coverage afforded shall

apply as though separate policies had been issued to each insured, but the inclusion of more than one insured shall not operate to increase the limits of the company's liability.

(3) The insurance provided herein is primary coverage to DISTRICT with respect to any insurance or self-insurance programs maintained by DISTRICT and no insurance held or owned by DISTRICT shall be called upon to contribute to a loss.

(4) This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT.

(e) Required/ Not Required: Professional Liability (Errors and Omissions) Insurance for all activities of the CONTRACTOR arising out of or in connection with this AGREEMENT is an amount no less than \$1,000,000 combined single limit for each occurrence endorsed with the following specific language: "This policy shall not be canceled or materially changed without first giving thirty (30) days prior written notice to DISTRICT."

(f) Documentation: The following documentation shall be submitted to the DISTRICT:

(1) Properly executed certificates of insurance clearly evidencing all coverages, limits, and endorsements required above. The certificates shall be submitted prior to commencement of services under this AGREEMENT.

(2) Signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this AGREEMENT.

(3) Upon DISTRICT'S written request, certified copies of insurance policies. Such policy copies shall be submitted within thirty (30) days of DISTRICT'S request.

(g) Policy Obligations: CONTRACTOR'S indemnity and other obligations shall not be limited by the foregoing insurance requirements.

(h) Material Breach: If CONTRACTOR, for any reason, fails to maintain insurance coverage which is required pursuant to this AGREEMENT, the same shall be deemed a material breach of contract. DISTRICT, at its sole option, may terminate this AGREEMENT and obtain damages from the CONTRACTOR resulting from the breach. Alternatively, DISTRICT may purchase such required insurance coverage, and without further notice to CONTRACTOR, County may deduct from sums due to CONTRACTOR any premium costs advanced by DISTRICT for such insurance. These remedies shall be in addition to any other remedies available to DISTRICT.

10. Termination:

(a) DISTRICT or CONTRACTOR may terminate this AGREEMENT by giving thirty (30) calendar days written notice to CONTRACTOR. In the event DISTRICT elects to terminate the AGREEMENT without cause, it shall pay CONTRACTOR for services rendered to such date.

(b) If either party fails to perform any of its obligations hereunder, within the time and in the manner hereunder provided or otherwise violates any of the terms of the AGREEMENT, either party may terminate this AGREEMENT by giving written notice of such termination, stating the reason for such termination. In such event, CONTRACTOR shall be entitled to receive payment for all services satisfactorily rendered provided, however, that there shall be deducted from such amount the amount of liquidated damages, if any, sustained by DISTRICT by virtue of any breach of the AGREEMENT by CONTRACTOR.

11. Fingerprints. The DISTRICT has considered the totality of the services to be provided under this AGREEMENT and has determined that CONTRACTOR and CONTRACTOR'S employees [X] are subject] [are not subject] to the fingerprinting requirements of Education Code section 45125.1. CONTRACTOR shall

submit fingerprints for review by the Department of Justice and authorize DISTRICT to receive subsequent arrest and conviction notifications.

12. Assignment. The obligations of the CONTRACTOR pursuant to this AGREEMENT shall be performed solely by CONTRACTOR and shall not be assigned or transferred by the CONTRACTOR to any third party or employee/agent of CONTRACTOR without the DISTRICT'S prior written consent.

13. Compliance with Applicable Laws. The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all federal, state, and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to CONTRACTOR, CONTRACTOR'S business, equipment, and personnel engaged in operations covered by this AGREEMENT or accruing out of the performance of such operations.

14. Permits/Licenses. CONTRACTOR shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

15. Entire AGREEMENT/Amendment. This AGREEMENT and any attachments constitute the entire AGREEMENT among the parties to it and supersede any prior or contemporaneous understanding or AGREEMENT with respect to the services contemplated, and may be amended only by a written amendment executed by both parties.

16. Notice. All notices or demands to be given under this AGREEMENT by either to the other shall be in writing and given either by (a) personal service or (b) by postage prepaid U.S. Mail, registered or certified, return receipt requested. Service of notice or demand shall be considered given when received if personally served or, if mailed, on the second day after deposited at any U.S. Post Office. The address to which

notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the parties are as follows:

DISTRICT:

CONTRACTOR:

Gravenstein Union School District

17. Severability. If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

18. Governing Law. The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Sonoma County, California.

THIS AGREEMENT IS ENTERED INTO THIS __ DAY OF _____, 201_.

DISTRICT

CONTRACTOR

By: _____

By: _____

Signature

Signature

Typed Name

Typed Name

Title

Title

Social Security or Taxpayer
Identification Number

Natalie Collins - Set Design

Rate Per 45 Minute Session: \$ 85.00

Fridays	Start Date	Start	End	Minutes	Pay Rate	
	30-Nov	2:02	2:46	44	\$	60.00
		2:46	3:30	44	\$	60.00
Fridays Total						\$ 120.00

Trimester 2

Fridays	11	X	\$ 120.00	=	\$	1,320.00
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Not to exceed: \$ 1,320.00

Mark Bradski - Science Enrichment

Rate Per 44/45 Minute Session: \$ 100.00

Thursday Reg. at Gravenstein	Start Date	Start	End	Minutes	Pay Rate
	15-Nov	8:30	9:15	45	\$ 100.00
		9:15	10:00	45	\$ 100.00
		10:15	11:00	45	\$ 100.00
		11:00	11:45	45	\$ 100.00
		11:45	12:30	45	\$ 100.00
		12:30	1:15	45	\$ 100.00

Thursdays Total \$ 600.00

Thursday ERD at Gravenstein	Start Date	Start	End	Minutes	Pay Rate
	12/13,1/10,1/24,	8:15	9:00	45	\$ 100.00
	2/7,2/21	9:00	9:30	30	\$ 66.67
		9:30	10:00	30	\$ 66.67
		10:15	10:45	30	\$ 66.67
		10:50	11:20	30	\$ 66.67
		11:30	12:15	45	\$ 100.00

Thursdays Total \$ 466.67

Friday at Grav & Hillcrest	Start Date	Start	End	Minutes	Pay Rate
	30-Nov	8:45	9:30	45	\$ 100.00
		9:30	10:15	45	\$ 100.00
		10:35	11:20	45	\$ 100.00
		11:25	12:10	45	\$ 100.00
		2:02	2:46	44	\$ 100.00
		2:46	3:30	44	\$ 100.00

Friday Total \$ 600.00

Trimester 2

Thursdays Reg.	7	X	\$ 600.00	=	\$ 4,200.00
Thursdays ERD	5	X	\$ 466.67	=	\$ 2,333.34
Friday	11	X	\$ 600.00	=	\$ 6,600.00
					\$ 13,133.34

Not to exceed: \$ 13,133.34

Make Up Sessions 100

Margo Perin - Poetry Enrichment

Rate Per 45 Minute Session: \$ 75.00

Mondays	Start Date	Start	End	Minutes	Pay Rate	
	19-Nov	11:45	12:30	45	\$	75.00
		1:20	2:05	45	\$	75.00
		2:10	2:55	45	\$	75.00
Monday Total						\$ 225.00

Fridays	Start Date	Start	End	Minutes	Pay Rate	
	16-Nov	10:55	11:40	45	\$	75.00
		11:45	12:30	45	\$	75.00
		1:20	2:05	45	\$	75.00
Friday Total						\$ 225.00

Trimester 2

Mondays	9	X	\$ 225.00	=	\$	2,025.00
Fridays	2	X	\$ 225.00	=	\$	450.00
						\$ 2,475.00

Not to exceed: \$ 2,475.00

Christine Cramer - Art Enrichment

Rate Per 44/45 Minute Session: \$ 85.00

Monday at Hillcrest	Start Date	Start	End	Minutes	Pay Rate
	19-Nov	9:20	10:04	44	\$ 85.00
		10:14	10:58	44	\$ 85.00
		11:01	11:45	44	\$ 85.00
		11:48	12:32	44	\$ 85.00
		1:15	1:59	44	\$ 85.00
		2:02	2:46	44	\$ 85.00
Tuesday Total					\$ 510.00

Thursday at Gravenstein	Start Date	Start	End	Minutes	Pay Rate
	15-Nov	9:30	10:15	45	\$ 85.00
		10:35	11:20	45	\$ 85.00
Thursday Total					\$ 170.00

Trimester 2

Mondays	10	X	\$ 510.00	=	\$ 5,100.00
Thursdays	12	X	\$ 170.00	=	\$ 2,040.00
					\$ 7,140.00

Not to exceed: \$ 7,140.00

Stephanie Barclay - Dance Enrichment

Rate Per 45 Minute Session: \$ 60.00

Wednesday	Start Date	Start	End	Minutes	Pay Rate	
	28-Nov	9:00	9:30	30	\$	40.00
		9:30	10:00	30	\$	40.00
		10:20	10:50	30	\$	40.00
		10:50	11:20	30	\$	40.00
		11:25	12:10	45	\$	60.00
Wednesday Total						\$ 220.00

Thursday	Start Date	Start	End	Minutes		
	15-Nov	8:40	9:25	45	\$	60.00
		9:30	10:15	45	\$	60.00
		10:30	11:15	45	\$	60.00
		11:15	12:00	45	\$	60.00
Thursday Total						\$ 240.00

Trimester 2

Wednesdays	11	X	\$ 220.00	=	\$	2,420.01
Thursdays	12	X	\$ 240.00	=	\$	2,880.00
						5,300.01

Not to exceed: \$ 5,300.01

Stephanie Barclay - Dance Enrichment

Rate Per 45 Minute Session: \$ 60.00

Wednesday	Start Date	Start	End	Minutes	Pay Rate
	22-Aug	8:45	9:30	45	\$ 60.00
		9:30	10:15	45	\$ 60.00
		10:35	11:20	45	\$ 60.00
Wednesday Total					\$ 180.00

Thursday	Start Date	Start	End	Minutes	Pay Rate
	23-Aug	10:35	11:20	45	\$ 60.00
		11:20	12:05	45	\$ 60.00
Thursday Total					\$ 120.00

Trimester 1

Wednesdays	12	X	\$ 180.00	=	\$ 2,160.00
Thursdays	12	X	\$ 120.00	=	\$ 1,440.00
					\$ 3,600.00

Not to exceed: \$ 3,600.00

Nancy Prebilich - Drama Enrichment

Rate Per 45 Minute Session: \$ 60.00

Tuesdays	Start Date	Start	End	Minutes	Pay Rate	
	20-Nov	10:35	11:20	45	\$	60.00
		11:25	12:10	45	\$	60.00
Tuesday Total						\$ 120.00

Fridays	Start Date	Start	End	Minutes		
	30-Nov	1:35	2:20	45	\$	60.00
		2:20	3:05	45	\$	60.00
Friday Total						\$ 120.00

Trimester 2						
Tuesdays	12	X	\$ 120.00	=	\$	1,440.00
Fridays	11	X	\$ 120.00	=	\$	1,320.00
						\$ 2,760.00

Not to exceed: \$ 2,760.00

Nancy Prebilich - Drama Enrichment

Rate Per 45 Minute Session: \$ 60.00

Mondays	Start Date	Start	End	Minutes	Pay Rate	
	20-Aug	11:25	12:10	45	\$	60.00
		12:35	1:05	30	\$	40.00
		1:10	1:55	45	\$	60.00
		2:00	2:45	45	\$	60.00
Monday Total						\$ 220.00

Wednesdays	Start Date	Start	End	Minutes		
	22-Aug	8:55	9:25	30	\$	40.00
		9:30	10:00	30	\$	40.00
		10:20	10:50	30	\$	40.00
		10:55	11:40	45	\$	60.00
Wednesday Total						\$ 180.00

Trimester 1

Mondays	10	X	\$ 220.00	=	\$	2,200.00
Wednesdays	12	X	\$ 180.00	=	\$	2,160.00
						\$ 4,360.00

Not to exceed: \$ 4,360.00

Marla Pedersen - Art Enrichment - Kindergarten

Rate Per 30 Minute Session: \$ 60.00

Thursdays	Start Date	Start	End	Minutes	Pay Rate	
	23-Aug	8:55	9:25	30	\$	60.00
		9:30	10:00	30	\$	60.00
		10:20	10:50	30	\$	60.00
		10:55	11:25	30	\$	60.00
Thursday Total					\$	240.00

Trimester 1

Thursdays	12	X	\$ 240.00	=	\$	2,880.00
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Not to exceed: \$ 2,880.00

Spencer Burrows - Gravenstein Music Enrichment

Rate Per 45 Minute Session: \$ 50.00

Mondays	Start Date	Start	End	Minutes	Pay Rate	
	20-Aug	9:00	9:30	30	\$	33.33
		9:30	10:00	30	\$	33.33
		10:35	11:05	30	\$	33.33
		11:05	11:35	30	\$	33.33
Monday Total						\$ 133.32

Wednesdays	Start Date	Start	End	Minutes		
	23-Aug	9:00	9:30	30	\$	33.33
		9:30	10:00	30	\$	33.33
		10:35	11:05	30	\$	33.33
		11:05	11:35	30	\$	33.33
Wednesday Total						\$ 133.32

Thursdays	Start Date	Start	End	Minutes		
	24-Aug	9:00	9:30	30	\$	33.33
		9:30	10:00	30	\$	33.33
		10:35	11:05	30	\$	33.33
		11:05	11:35	30	\$	33.33
Thursday Total						\$ 133.32

Trimester 1

Mondays	10	X	\$ 133.32	=	\$	1,333.20
Wednesdays	12	X	\$ 133.32	=	\$	1,599.84
Thursdays	10	X	\$ 133.32	=	\$	1,333.20
						\$ 4,266.24

Not to exceed: \$ 4,266.24
 -266.64
 \$ 3,999.60

Spencer Burrows - Gravenstein Music Enrichment

Rate Per 45 Minute Session: \$ 50.00

Mondays	Start Date	Start	End	Minutes	Pay Rate	
	19-Nov	8:45	9:15	30	\$	33.33
		9:30	10:00	30	\$	33.33
		10:35	11:05	30	\$	33.33
		11:05	11:35	30	\$	33.33
		11:40	12:10	30	\$	33.33
		1:00	1:30	30	\$	33.33
Monday Total						\$ 199.98

Wednesdays	Start Date	Start	End	Minutes		
	28-Nov	9:00	9:30	30	\$	33.33
		9:30	10:00	30	\$	33.33
Wednesdays Total						\$ 66.66

Thursdays	Start Date	Start	End	Minutes		
	15-Nov	9:00	9:30	30	\$	33.33
		9:30	10:00	30	\$	33.33
		10:35	11:05	30	\$	33.33
		11:05	11:35	30	\$	33.33
Thursdays Total						\$ 133.32

Fridays	Start Date	Start	End	Minutes		
Hillcrest	30-Nov	2:02	2:46	44	\$	50.00
		2:46	3:30	44	\$	50.00
Fridays Total						\$ 100.00

Trimester 2

Mondays	10	X	\$ 199.98	=	\$	1,999.80
Wednesdays	11	X	\$ 66.66	=	\$	733.26
Thursdays	12	X	\$ 133.32	=	\$	1,599.84
Fridays	11	X	\$ 100.00	=	\$	1,100.00
					\$	5,432.90

Not to exceed: \$ 5,432.90

19-Nov	133.32
15-Nov	133.32
	266.64

Tri 2 PO NTE \$ 5,699.54

Paige Dumont - Gravenstein Athletic Movement Classes

Rate Per 45 Minute Session: \$ 50.00

Tuesdays	Start Date	Start	End	Minutes	Pay Rate	
	21-Aug	8:55	9:25	30	\$	33.33
		9:30	10:00	30	\$	33.33
		10:35	11:05	30	\$	33.33
Monday Total						\$ 99.99

Thursdays	Start Date	Start	End	Minutes		
	23-Aug	8:40	9:25	45	\$	50.00
		9:30	10:15	45	\$	50.00
		10:35	11:20	45	\$	50.00
		11:20	12:05	45	\$	50.00
Wednesday Total						\$ 200.00

Fridays	Start Date	Start	End	Minutes		
	24-Aug	8:40	9:25	45	\$	50.00
		9:30	10:15	45	\$	50.00
		10:30	11:00	30	\$	33.33
		11:00	11:45	45	\$	50.00
		11:45	12:30	45	\$	50.00
Thursday Total						\$ 233.33

Trimester 1

Tuesdays	12	X	\$ 99.99	=	\$	1,199.88
Thursdays	12	X	\$ 200.00	=	\$	2,400.00
Fridays	10	X	\$ 233.33	=	\$	2,333.30
					\$	5,933.18

Not to exceed: \$ 5,933.18

Paige Dumont - Gravenstein Athletic Movement Classes

Rate Per 45 Minute Session: \$ 50.00

Tuesdays	Start Date	Start	End	Minutes	Pay Rate	
	20-Nov	8:55	9:25	30	\$	33.33
		9:30	10:00	30	\$	33.33
		10:00	10:15	15	\$	16.67
		10:15	10:30	15	\$	16.67
		10:30	11:00	30	\$	33.33
Tuesday Total						\$ 133.32

Wednesdays	Start Date	Start	End	Minutes		
	28-Nov	8:45	9:30	45	\$	50.00
		9:30	10:00	30	\$	33.33
Wednesday Total						\$ 83.33

Thursdays	Start Date	Start	End	Minutes		
	15-Nov	9:25	10:10	45	\$	50.00
		10:35	11:20	45	\$	50.00
Thursday Total						\$ 100.00

Fridays	Start Date	Start	End	Minutes		
	30-Nov	8:45	9:30	45	\$	50.00
		9:30	10:15	45	\$	50.00
		10:35	11:20	45	\$	50.00
		11:25	12:10	45	\$	50.00
		12:55	1:40	45	\$	50.00
Friday Total						\$ 250.00

Trimester 2

Tuesdays	12	X	\$ 133.32	=	\$	1,599.84
Wednesdays	11	X	\$ 83.33	=	\$	916.63
Thursdays	12	X	\$ 83.33	=	\$	999.96
Fridays	11	X	\$ 250.00	=	\$	2,750.00
						\$ 6,266.43

Not to exceed: \$ 6,266.43



December 7, 2018

To the Governing Board
Gravenstein Union School District
Sebastopol, California

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Gravenstein Union School District for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* as well as certain information related to the planned scope and timing of our audit. We have communicated such information to you in our annual engagement letter. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Gravenstein Union School District are described in Note 1 to the financial statements. As described in Note 1B to the financial statements, the Gravenstein Union School District changed accounting and financial reporting for Other Post Employment Benefits (OPEB) by adopting the Governmental Accounting Standards Board (GASB) issued Statement 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* in fiscal year 2017-18. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in the Statement of Activities. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

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

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

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

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

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 7, 2018.

Management Consultations with Other Independent Accountants

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

Other Audit Findings or Issues

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

Other Matters

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

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

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

Restriction on Use

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

Sincerely,

STEPHEN ROATCH ACCOUNTANCY CORPORATION

Stephen Roatch

Stephen Roatch, Certified Public Accountant
President

Gravenstein Elementary School School Accountability Report Card Reported Using Data from the 2017-18 School Year Published During 2018-19

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

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

DataQuest

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

Internet Access

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

About This School

Contact Information (School Year 2018-19)

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

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

School Description and Mission Statement (School Year 2018-19)

School Profiles

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

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

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

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

Students in grades TK through 5 receive music instruction one day per week and students in grades 4 and 5 may opt for additional band time by the district's music specialist. Visual art is also part of the Gravenstein School program. Classroom teachers and an art specialist provide this program. Hillcrest Middle School has a variety of scheduled music, art and drama programs. Our Grade K-8 Magnet/GATE Program does include additional field trips and visual and enrichment classes.

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

Thank you for your interest in our schools.

Jennifer Schwinn, Superintendent

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

School Description:

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

District Vision:

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

Mission Statement

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

Student Enrollment by Grade Level (School Year 2017-18)

Grade Level	Number of Students
Kindergarten	71
Grade 1	40
Grade 2	79
Grade 3	83
Grade 4	88
Grade 5	75
Total Enrollment	436

Student Enrollment by Group (School Year 2017-18)

Student Group	Percent of Total Enrollment
Black or African American	0.2
American Indian or Alaska Native	0.5
Asian	3.2
Filipino	0.7
Hispanic or Latino	19.5
Native Hawaiian or Pacific Islander	0.5
White	64.0
Socioeconomically Disadvantaged	23.4
English Learners	7.8
Students with Disabilities	5.5
Foster Youth	0.0

A. Conditions of Learning**State Priority: Basic**

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

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

Teacher Credentials

Teachers	School			District
	2016-17	2017-18	2018-19	2018-19
With Full Credential	29	25.04	24.8	42.98
Without Full Credential	0	0	1	1
Teaching Outside Subject Area of Competence (with full credential)	0	0	0	0

Teacher Misassignments and Vacant Teacher Positions

Indicator	2016-17	2017-18	2018-19
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments *	0	0	0
Vacant Teacher Positions	0	0	0

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

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

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2018-19)

Year and month in which data were collected: January 2019

Subject	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	World of Wonders (McGraw-Hill)- Transitional Kindergarten Open Court (McGraw-Hill)- Kindergarten through Grade 5 The special education program uses Language! Live in ELA IXL adopted in 2016-17, as a supplemental ELA curriculum which is CCSS aligned	Yes	0
Mathematics	All grade levels/classes are using Houghton Mifflin/Harcourt Go Math - 2015 series. Piloted in the 2015-16 school year, and adopted in 2016-17. This textbook series is State Board approved and Common Core aligned. IXL adopted in 2016-17, as a supplemental math curriculum which is CCSS aligned	Yes	0
Science	Glencoe-McGraw Hill (K-5)	Yes	0
History-Social Science	Harcourt (K-5)	Yes	0
Foreign Language	Wright Group (K-5) Spanish	Yes	0

School Facility Conditions and Planned Improvements (Most Recent Year)

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

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

School Facility Good Repair Status (Most Recent Year)

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

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

School Facility Good Repair Status (Most Recent Year) Year and month of the most recent FIT report: 12/12/2018		
System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	MPR/Kitchen was included in stage 3 modernization beginning in summer of 2018. Includes roof, and reconfigure of kitchen: new HVAC, floor, casework, paint, lighting, sinks, fire alarm. All classrooms received new HVAC system in Phase 2 remodel 2016-17.
Interior: Interior Surfaces	Good	
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Good	MPR/Kitchen: Scheduled for stage 3 modernization. Includes roof, and reconfigure of kitchen. Rm 8: Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	All Gravenstein School student restrooms were completely renovated the summer of 2016 with new fixtures, tile, partitions, lighting, and paint.
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	MPR/Kitchen: Scheduled for stage 3 modernization. Includes roof, and reconfigure of kitchen. New administrative building in 2016-17.

School Facility Good Repair Status (Most Recent Year) Year and month of the most recent FIT report: 12/12/2018		
System Inspected	Repair Status	Repair Needed and Action Taken or Planned
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good	

Overall Facility Rating (Most Recent Year)

Year and month of the most recent FIT report: 12/12/2018	
Overall Rating	Good

B. Pupil Outcomes

State Priority: Pupil Achievement

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

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

**CAASPP Test Results in English Language Arts/Literacy (ELA) and Mathematics for All Students
Grades Three through Eight and Grade Eleven**

Subject	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
English Language Arts/Literacy (grades 3-8 and 11)	73.0	78.0	73.0	75.0	48.0	50.0
Mathematics (grades 3-8 and 11)	68.0	70.0	64.0	62.0	37.0	38.0

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

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

**CAASPP Test Results in ELA by Student Group
Grades Three through Eight and Grade Eleven (School Year 2017-18)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	250	248	99.20	78.23
Male	125	124	99.20	78.23
Female	125	124	99.20	78.23
Black or African American	--	--	--	--
Asian	11	11	100.00	100.00

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
Filipino	--	--	--	--
Hispanic or Latino	51	51	100.00	68.63
Native Hawaiian or Pacific Islander	--	--	--	--
White	155	153	98.71	78.43
Two or More Races	29	29	100.00	82.76
Socioeconomically Disadvantaged	62	62	100.00	64.52
English Learners	20	20	100.00	60.00
Students with Disabilities	14	13	92.86	23.08
Students Receiving Migrant Education Services	--	--	--	--

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

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

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

**CAASPP Test Results in Mathematics by Student Group
Grades Three through Eight and Grade Eleven (School Year 2017-18)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	249	247	99.2	70.45
Male	124	123	99.19	76.42
Female	125	124	99.2	64.52
Black or African American	--	--	--	--
Asian	11	11	100	81.82
Filipino	--	--	--	--
Hispanic or Latino	51	51	100	60.78
Native Hawaiian or Pacific Islander	--	--	--	--
White	154	152	98.7	73.68
Two or More Races	29	29	100	65.52
Socioeconomically Disadvantaged	62	62	100	53.23
English Learners	20	20	100	50
Students with Disabilities	14	13	92.86	30.77
Students Receiving Migrant Education Services	--	--	--	--

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

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

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

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

Subject	Percentage of Students Meeting or Exceeding the State Standard					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
Science (grades 5, 8, and 10)	N/A	N/A	N/A	N/A	N/A	N/A

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

Note: The 2016–17 and 2017–18 data are not available. The CDE is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The CAST was pilot-tested in spring 2017 and field-tested in spring 2018. The CAST will be administered operationally during the 2018–19 school year. The CAA for Science was pilot-tested for two years (i.e., 2016–17 and 2017–18) and the CAA for Science will be field-tested in 2018–19.

Note: Science test results include the CAST and the CAA for Science. The “Percent Met or Exceeded” is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA for Science divided by the total number of students who participated on both assessments.

State Priority: Other Pupil Outcomes

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

- Pupil outcomes in the subject areas of physical education.

California Physical Fitness Test Results (School Year 2017-18)

Grade Level	Percent of Students Meeting Fitness Standards		
	Four of Six Standards	Five of Six Standards	Six of Six Standards
5	23.7	28.9	15.8

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

C. Engagement

State Priority: Parental Involvement

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

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

Opportunities for Parental Involvement (School Year 2018-19)

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

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

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

State Priority: School Climate

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

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

Suspensions and Expulsions

Rate	School			District			State		
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
Suspensions	0.0	1.5	0.4	0.4	1.9	1.4	3.7	3.7	3.5
Expulsions	0.0	0.0	0.0	0.0	0.0	0.3	0.1	0.1	0.1

School Safety Plan (School Year 2018-19)

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

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

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

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

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

D. Other SARC Information

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

Average Class Size and Class Size Distribution (Elementary)

Grade Level	2015-16				2016-17				2017-18			
	Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes		
		1-20	21-32	33+		1-20	21-32	33+		1-20	21-32	33+
K	19	4	1		15	6			12	6		
1	21	1	1		21	1	1		20	1	1	
2	21	1	3		19	4			20	4		
3	17	3	1		20	3	1		21	2	2	
4	25		3		25	1	3	1	22	2	2	
5	19	1	3		29	2	2	1	25		3	

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

** "Other" category is for multi-grade level classes.

Academic Counselors and Other Support Staff (School Year 2017-18)

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

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

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

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2016-17)

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Supplemental/ Restricted	Basic/ Unrestricted	
School Site	\$7,988	\$822	\$7,166	\$70,383
District	N/A	N/A	\$11,455	\$68,178
Percent Difference: School Site and District	N/A	N/A	-46.1	3.2
State	N/A	N/A	\$7,125	\$63,218
Percent Difference: School Site and State	N/A	N/A	0.6	10.7

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

The California Department of Education issued guidance to LEAs on August 1, 2018, regarding how to calculate school-level per-pupil expenditures that will be reported on 2018-19 report cards.

Types of Services Funded (Fiscal Year 2017-18)

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

Teacher and Administrative Salaries (Fiscal Year 2016-17)

Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary		\$44,375
Mid-Range Teacher Salary		\$65,926
Highest Teacher Salary		\$82,489
Average Principal Salary (Elementary)		\$106,997
Average Principal Salary (Middle)		\$109,478
Average Principal Salary (High)		
Superintendent Salary		\$121,894
Percent of Budget for Teacher Salaries	33.0	32.0
Percent of Budget for Administrative Salaries	4.0	7.0

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

Professional Development (Most Recent Three Years)

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

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

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

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

During the 2018-19 school year, teachers recieved Professional Development on positive behavior support systems for students; NGSS and STEAM classroom strategies; English Language Learner Strategies; student achievement data analysis and goal setting and comprehensive district program planning.

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

New teachers also attend BTSA training with district mentor teachers.

Additional professional development is provided at staff meetings with teachers teaching teachers through demonstration lessons. Teachers on cycle for evaluation in the current school year met with their site administrator and set professional development goals, and were offered opportunities to attend professional development workshops tied to their chosen goals. Teachers were successful in fulfilling their professional development goals for 2017-18, which ranged from the following examples: developing a Google classroom; offering a science program aligned with the NGSS; and integrating a mindfulness program into their classroom culture. Teachers are on pace to be successful in fulfilling their professional development goals for 2018-19, which ranged from the following examples: creating new positive behavior systems; developing robotics activities to connect to NGSS; and integrating a mindfulness program into their classroom culture.

Gravenstein First Elementary School School Accountability Report Card Reported Using Data from the 2017-18 School Year Published During 2018-19

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

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

DataQuest

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

Internet Access

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

About This School

Contact Information (School Year 2018-19)

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

District Contact Information	
District Name	Gravenstein Union School District
Phone Number	7078237008
Superintendent	Jennifer Schwinn
E-mail Address	jschwinn@grav.k12.ca.us
Web Site	http://www.grav.k12.ca.us

School Description and Mission Statement (School Year 2018-19)

School Profiles

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

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

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

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

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

Students in grades TK through 5 receive music instruction one day per week and students in grade 4 and can opt for additional band time provided by the district's music specialist. Visual art is also part of the Gravenstein School program. Classroom teachers and an art specialist provide this program. Hillcrest Middle School has a variety of scheduled music, art and drama programs. Our Grade K-8 Magnet/GATE Program does include additional field trips and visual and enrichment classes. The school district utilizes a social emotional learning program (SEL) entitled Second Step. Empathy, Emotion Management, Impulse Control, Problem Solving and Anger Management are some of the topics covered.

Thank you for your interest in our schools.

Jennifer Schwinn, Superintendent

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

District Vision

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

Mission Statement

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

Student Enrollment by Grade Level (School Year 2017-18)

Grade Level	Number of Students
Grade 1	38
Total Enrollment	38

Student Enrollment by Group (School Year 2017-18)

Student Group	Percent of Total Enrollment
Black or African American	0.0
American Indian or Alaska Native	2.6
Asian	7.9
Filipino	0.0
Hispanic or Latino	28.9
Native Hawaiian or Pacific Islander	0.0
White	52.6
Socioeconomically Disadvantaged	42.1
English Learners	13.2
Students with Disabilities	2.6
Foster Youth	0.0

A. Conditions of Learning

State Priority: Basic

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

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

Teacher Credentials

Teachers	School			District
	2016-17	2017-18	2018-19	2018-19
With Full Credential	2	2	2	42.98
Without Full Credential	0	0	0	1
Teaching Outside Subject Area of Competence (with full credential)	0	0	0	0

Teacher Misassignments and Vacant Teacher Positions

Indicator	2016-17	2017-18	2018-19
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments *	0	0	0
Vacant Teacher Positions	0	0	0

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

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

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2018-19)

Year and month in which data were collected: January 2018

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

Subject	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	Open Court (McGraw-Hill) - Kindergarten through Grade 5 The special education program uses Language! Live in ELA IXL adopted in 2016-17, as a supplemental ELA curriculum which is CCSS aligned	Yes	0
Mathematics	All grade levels/classes are using Houghton Mifflin/Harcourt Go Math - 2015 series. Piloted in the 2015-16 school year, and adopted in 2016-17. This textbook series is State Board approved and Common Core aligned. IXL adopted in 2016-17, as a supplemental math curriculum which is CCSS aligned	Yes	0
Science	Glencoe-McGraw Hill (K-5)	Yes	0
History-Social Science	Harcourt (K-5)	Yes	0

School Facility Conditions and Planned Improvements (Most Recent Year)

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

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

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

School Facility Good Repair Status (Most Recent Year)

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

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

School Facility Good Repair Status (Most Recent Year)		
Year and month of the most recent FIT report: 12/12/2018		
System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	MPR/Kitchen: completely renovated as part of the stage 3 modernization. Included roof and reconfiguration of kitchen. Rm 16: Received new fire alarm for modernization. Last modernized in 2007. Received carpet in 2016 Rm 22: Modular dated 2013. Received new fire alarm for modern
Interior: Interior Surfaces	Good	
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	
Electrical: Electrical	Good	MPR/Kitchen: Completed stage 3 modernization. Included roof, and reconfiguration of kitchen. Rm 8: Part of modernization in 2016. Lighting, hvac, new sink, refinished cabinets, fire alarm
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	MPR/Kitchen: Stage 3 modernization began in summer of 2018. Included roof and reconfiguration of kitchen.
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good	

Overall Facility Rating (Most Recent Year)

Year and month of the most recent FIT report: 12/12/2018	
Overall Rating	Good

B. Pupil Outcomes

State Priority: Pupil Achievement

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

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

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

Grades Three through Eight and Grade Eleven

Subject	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
English Language Arts/Literacy (grades 3-8 and 11)						
Mathematics (grades 3-8 and 11)						

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

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

CAASPP Test Results in ELA by Student Group

Grades Three through Eight and Grade Eleven (School Year 2017-18)

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

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

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

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

CAASPP Test Results in Mathematics by Student Group

Grades Three through Eight and Grade Eleven (School Year 2017-18)

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

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

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

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

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

Subject	Percentage of Students Meeting or Exceeding the State Standard					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
Science (grades 5, 8, and 10)	N/A	N/A	N/A	N/A	N/A	N/A

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

Note: The 2016–17 and 2017–18 data are not available. The CDE is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The CAST was pilot-tested in spring 2017 and field-tested in spring 2018. The CAST will be administered operationally during the 2018–19 school year. The CAA for Science was pilot-tested for two years (i.e., 2016–17 and 2017–18) and the CAA for Science will be field-tested in 2018–19.

Note: Science test results include the CAST and the CAA for Science. The “Percent Met or Exceeded” is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA for Science divided by the total number of students who participated on both assessments.

State Priority: Other Pupil Outcomes

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

- Pupil outcomes in the subject areas of physical education.

C. Engagement

State Priority: Parental Involvement

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

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

Opportunities for Parental Involvement (School Year 2018-19)

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

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

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

State Priority: School Climate

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

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

Suspensions and Expulsions

Rate	School			District			State		
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
Suspensions	0.0	2.4	5.0	0.4	1.9	1.4	3.7	3.7	3.5
Expulsions	0.0	0.0	0.0	0.0	0.0	0.3	0.1	0.1	0.1

School Safety Plan (School Year 2018-19)

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

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

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

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

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

D. Other SARC Information

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

Average Class Size and Class Size Distribution (Elementary)

Grade Level	2015-16			Avg. Class Size	2016-17			Avg. Class Size	2017-18					
	Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes			Avg. Class Size	Number of Classes				
		1-20	21-32			33+	1-20			21-32	33+	1-20	21-32	33+
1	19	2		19	2		19	2						

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

** "Other" category is for multi-grade level classes.

Academic Counselors and Other Support Staff (School Year 2017-18)

Title	Number of FTE Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor	0	0
Counselor (Social/Behavioral or Career Development)	0	N/A
Library Media Teacher (Librarian)	0	N/A
Library Media Services Staff (Paraprofessional)	.02	N/A
Psychologist	0.04	N/A
Social Worker	0	N/A
Nurse	.0086	N/A
Speech/Language/Hearing Specialist	0.04	N/A
Resource Specialist (non-teaching)	.25	N/A
Other	0	N/A

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

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

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2016-17)

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Supplemental/ Restricted	Basic/ Unrestricted	
School Site	\$6,323	\$257	\$6,066	\$54,835
District	N/A	N/A	\$11,455	\$68,178
Percent Difference: School Site and District	N/A	N/A	-61.5	-21.7
State	N/A	N/A	\$7,125	\$63,218
Percent Difference: School Site and State	N/A	N/A	-16.1	-14.2

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

The California Department of Education Issued guidance to LEAs on August 1, 2018, regarding how to calculate school-level per-pupil expenditures that will be reported on 2018-19 report cards.

Types of Services Funded (Fiscal Year 2017-18)

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

Teacher and Administrative Salaries (Fiscal Year 2016-17)

Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary		\$44,375
Mid-Range Teacher Salary		\$65,926
Highest Teacher Salary		\$82,489
Average Principal Salary (Elementary)		\$106,997
Average Principal Salary (Middle)		\$109,478
Average Principal Salary (High)		
Superintendent Salary		\$121,894
Percent of Budget for Teacher Salaries	33.0	32.0
Percent of Budget for Administrative Salaries	4.0	7.0

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

Professional Development (Most Recent Three Years)

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

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

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

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

During the 2018-19 school year, teachers recieved Professional Development on positive behavior support systems for students; NGSS and STEAM classroom strategies; English Language Learner Strategies; student achievement data analysis and goal setting and comprehensive district program planning.

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

New teachers also attend BTSA training with district mentor teachers.

Additional professional development is provided at staff meetings with teachers teaching teachers through demonstration lessons. Teachers on cycle for evaluation in the current school year met with their site administrator and set professional development goals, and were offered opportunities to attend professional development workshops tied to their chosen goals. Teachers were successful in fulfilling their professional development goals for 2017-18, which ranged from the following examples: developing a Google classroom; offering a science program aligned with the NGSS; and integrating a mindfulness program into their classroom culture. Teachers are on pace to be successful in fulfilling their professional development goals for 2018-19, which ranged from the following examples: creating new positive behavior systems; developing robotics activities to connect to NGSS; and integrating a mindfulness program into their classroom culture.

Hillcrest Middle

School Accountability Report Card

Reported Using Data from the 2017-18 School Year

Published During 2018-19

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

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

DataQuest

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

Internet Access

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

About This School

Contact Information (School Year 2018-19)

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

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

School Description and Mission Statement (School Year 2018-19)

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

District Vision

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

Mission Statement

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

School Description

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

Student Enrollment by Grade Level (School Year 2017-18)

Grade Level	Number of Students
Grade 6	86
Grade 7	87
Grade 8	77
Total Enrollment	250

Student Enrollment by Group (School Year 2017-18)

Student Group	Percent of Total Enrollment
Black or African American	0.4
American Indian or Alaska Native	0.0
Asian	5.6
Filipino	0.4
Hispanic or Latino	16.4
Native Hawaiian or Pacific Islander	0.0
White	70.4
Socioeconomically Disadvantaged	23.6
English Learners	4.4
Students with Disabilities	9.2
Foster Youth	0.0

A. Conditions of Learning

State Priority: Basic

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

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

Teacher Credentials

Teachers	School			District
	2016-17	2017-18	2018-19	2018-19
With Full Credential	18	16.13	14.84	43.98
Without Full Credential	1	0	0	0
Teaching Outside Subject Area of Competence (with full credential)	0	0	0	0

Teacher Misassignments and Vacant Teacher Positions

Indicator	2016-17	2017-18	2018-19
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments *	0	0	0
Vacant Teacher Positions	0	0	0

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

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

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2018-19)

Year and month in which data were collected: January 2018

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

School Facility Conditions and Planned Improvements (Most Recent Year)

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

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

School Facility Good Repair Status (Most Recent Year)

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

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

School Facility Good Repair Status (Most Recent Year)		
Year and month of the most recent FIT report: 12/12/18		
System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	Room 16- storm drain needs repair, Replace heater in main office
Interior: Interior Surfaces	Good	
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	Good	
Electrical: Electrical	Good	LED Lighting added summer 2018; Prop 39 LED lights to be added
Restrooms/Fountains: Restrooms, Sinks/ Fountains	Good	A building installed new water fountain
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	Gym roof to have leak repaired,
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good	Playground equipment is dated and could use updating, border has become separated

Overall Facility Rating (Most Recent Year)

Year and month of the most recent FIT report: 12/12/18	
Overall Rating	Good

B. Pupil Outcomes

State Priority: Pupil Achievement

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

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

CAASPP Test Results in English Language Arts/Literacy (ELA) and Mathematics for All Students Grades Three through Eight and Grade Eleven

Subject	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
English Language Arts/Literacy (grades 3-8 and 11)	72.0	72.0	73.0	75.0	48.0	50.0
Mathematics (grades 3-8 and 11)	59.0	54.0	64.0	62.0	37.0	38.0

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

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

CAASPP Test Results in ELA by Student Group Grades Three through Eight and Grade Eleven (School Year 2017-18)

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	258	252	97.67	72.22
Male	120	117	97.50	64.96
Female	138	135	97.83	78.52
Black or African American	--	--	--	--
Asian	14	14	100.00	100.00
Filipino	--	--	--	--
Hispanic or Latino	44	43	97.73	51.16
White	181	176	97.24	75.57
Two or More Races	17	17	100.00	70.59
Socioeconomically Disadvantaged	69	67	97.10	46.27
English Learners	21	21	100.00	66.67
Students with Disabilities	17	17	100.00	17.65

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

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

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

**CAASPP Test Results in Mathematics by Student Group
Grades Three through Eight and Grade Eleven (School Year 2017-18)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Met or Exceeded
All Students	257	251	97.67	54.18
Male	119	117	98.32	52.14
Female	138	134	97.1	55.97
Black or African American	--	--	--	--
Asian	14	14	100	92.86
Filipino	--	--	--	--
Hispanic or Latino	44	42	95.45	28.57
White	180	176	97.78	57.95
Two or More Races	17	17	100	47.06
Socioeconomically Disadvantaged	68	66	97.06	25.76
English Learners	21	21	100	42.86
Students with Disabilities	17	17	100	17.65

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

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

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

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

Subject	Percentage of Students Meeting or Exceeding the State Standard					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
Science (grades 5, 8, and 10)	N/A	N/A	N/A	N/A	N/A	N/A

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

Note: The 2016–17 and 2017–18 data are not available. The CDE is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The CAST was pilot-tested in spring 2017 and field-tested in spring 2018. The CAST will be administered operationally during the 2018–19 school year. The CAA for Science was pilot-tested for two years (i.e., 2016–17 and 2017–18) and the CAA for Science will be field-tested in 2018–19.

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

State Priority: Other Pupil Outcomes

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

- Pupil outcomes in the subject areas of physical education.

California Physical Fitness Test Results (School Year 2017-18)

Grade Level	Percent of Students Meeting Fitness Standards		
	Four of Six Standards	Five of Six Standards	Six of Six Standards
7	11.8	23.7	53.8

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

C. Engagement

State Priority: Parental Involvement

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

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

Opportunities for Parental Involvement (School Year 2018-19)

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

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

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

State Priority: School Climate

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

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

Suspensions and Expulsions

Rate	School			District			State		
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
Suspensions	1.1	2.4	2.6	0.4	1.9	1.4	3.7	3.7	3.5
Expulsions	0.0	0.0	0.8	0.0	0.0	0.3	0.1	0.1	0.1

School Safety Plan (School Year 2018-19)

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

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

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

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

Average Class Size and Class Size Distribution (Secondary)

Subject	2015-16			2016-17			2017-18					
	Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms			Avg. Class Size	Number of Classrooms		
		1-22	23-32	33+		1-22	23-32	33+		1-22	23-32	33+
English	19.0	4	5		19.0	4	5		16.0	8	2	
Mathematics	15.0	10	1		15.0	10	1		16.0	8	2	
Science	24.0	2	5		24.0	2	5		21.0	5	3	
Social Science	21.0	4	4		21.0	4	4		21.0	5	3	

Note: Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Academic Counselors and Other Support Staff (School Year 2017-18)

Title	Number of FTE Assigned to School	Average Number of Students per Academic Counselor
Academic Counselor	0	0
Counselor (Social/Behavioral or Career Development)	0	N/A
Library Media Teacher (Librarian)	0	N/A
Library Media Services Staff (Paraprofessional)	0	N/A
Psychologist	.10	N/A
Social Worker	0	N/A
Nurse	.0798	N/A
Speech/Language/Hearing Specialist	.42	N/A
Resource Specialist (non-teaching)	1.0	N/A
Other	0	N/A

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

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

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2016-17)

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Supplemental/ Restricted	Basic/ Unrestricted	
School Site	\$8,973	\$1,394	\$7,579	\$66,564
District	N/A	N/A	\$11,455	\$68,178
Percent Difference: School Site and District	N/A	N/A	-40.7	-2.4
State	N/A	N/A	\$7,125	\$63,218
Percent Difference: School Site and State	N/A	N/A	6.2	5.2

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

The California Department of Education Issued guidance to LEAs on August 1, 2018, regarding how to calculate school-level per-pupil expenditures that will be reported on 2018-19 report cards.

Types of Services Funded (Fiscal Year 2017-18)

Federal and State funding is utilized to pay for Learning Labs (LL) and Teaching Assistants (TAs) at both campuses. The TAs spend the majority of their time working with low performing students. State adopted Intervention Programs (Language!) for English Language Arts and (Fast Forward) for Math is utilized for students who are achieving two grade levels or more below their grade level.

Teacher and Administrative Salaries (Fiscal Year 2016-17)

Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary		\$44,375
Mid-Range Teacher Salary		\$65,926
Highest Teacher Salary		\$82,489
Average Principal Salary (Elementary)		\$106,997
Average Principal Salary (Middle)		\$109,478
Average Principal Salary (High)		
Superintendent Salary		\$121,894
Percent of Budget for Teacher Salaries	33.0	32.0
Percent of Budget for Administrative Salaries	4.0	7.0

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

Professional Development (Most Recent Three Years)

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

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

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

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

During the 2018-19 school year, teachers met to receive Professional Development on improving social emotional supports with students; NGSS and STEAM classroom strategies; student achievement data analysis and goal setting and sible program planning.

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

New teachers also attend BTSA training with district mentor teachers.

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

Gravenstein Union Community Day School Accountability Report Card Reported Using Data from the 2017-18 School Year Published During 2018-19

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

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

DataQuest

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

Internet Access

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

About This School

Contact Information (School Year 2018-19)

School Contact Information	
School Name	Gravenstein Union Community Day
Street	725 Bloomfield Road
City, State, Zip	Sebastopol, Ca, 95472-5750
Phone Number	707-823-5361
Principal	William Deeths
E-mail Address	wdeeths@grav.k12.ca.us
Web Site	http://www.grav.k12.ca.us
CDS Code	49707146119655

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

School Description and Mission Statement (School Year 2018-19)

School Profiles

The Gravenstein Union Community Day School is intended for students who are not succeeding in the regular school program. More information on this program can be found on our website www.grav.k12.ca.us under policies. You will find Community Day School board policy and administrative regulations.

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

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

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

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

Students in grades TK through 5 receive music instruction one day per week and grades 4-5 receive additional band time by the district's music specialist. Visual art is also part of the Gravenstein School program. Classroom teachers and an art specialist provide this program. Hillcrest Middle School has a variety of scheduled music, art and drama programs. Our Grade K-8 Magnet/GATE Program does include additional field trips and visual and enrichment classes.

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

Thank you for your interest in our schools.

Jennifer Schwinn, Superintendent

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

School Description:

Gravenstein Community Day School is a K-8 school. Gravenstein Community Day School is an alternative school within the district.

District Vision:

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

Mission Statement:

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

A. Conditions of Learning**State Priority: Basic**

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

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

Teacher Credentials

Teachers	School			District
	2016-17	2017-18	2018-19	2018-19
With Full Credential	1	.5	1	42.98
Without Full Credential	0	0	0	1
Teaching Outside Subject Area of Competence (with full credential)	0	0	0	0

Teacher Misassignments and Vacant Teacher Positions

Indicator	2016-17	2017-18	2018-19
Misassignments of Teachers of English Learners	0	0	0
Total Teacher Misassignments *	0	0	0
Vacant Teacher Positions	0	0	

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

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

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2018-19)

Year and month in which data were collected: January 2018

Subject	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Reading/Language Arts	Open Court- SRA McGraw Hill (grades K-5) McDougal Littell (grades 6-8) IXL is being used as a supplemental curriculum beginning 16-17	Yes	0

Subject	Textbooks and Instructional Materials/ Year of Adoption	From Most Recent Adoption?	Percent of Students Lacking Own Assigned Copy
Mathematics	CGP - 2008 Adopted text for grades 6-8 - but not used during the 2014-15 school year. SRA/McGraw Hill Math 2015 was piloted by all district teachers during the 2014-15 school year Houghton/Harcourt Go Math 2015 -Piloted by all district teachers during the 2015-16 school year and adopted. IXL is being used as a supplemental curriculum beginning 16-17	Yes	0
Science	McDougall Littel Science -grades 6-8	Yes	0
History-Social Science	History Alive for grades 6-8 Harcourt (K-5)	Yes	0

School Facility Conditions and Planned Improvements (Most Recent Year)

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

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

School Facility Good Repair Status (Most Recent Year)

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

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

School Facility Good Repair Status (Most Recent Year) Year and month of the most recent FIT report: 12/12/18		
System Inspected	Repair Status	Repair Needed and Action Taken or Planned
Systems: Gas Leaks, Mechanical/HVAC, Sewer	Good	Principal's Office: Heater missing knob
Interior: Interior Surfaces	Good	Room 10: Modernized in 2007. T8 lighting added
Cleanliness: Overall Cleanliness, Pest/Vermin Infestation	Good	Room 16: Built in 2015. Has clutter in science prep room. Storm drain drains slowly.
Electrical: Electrical	Good	
Restrooms/Fountains: Restrooms, Sinks/Fountains	Good	
Safety: Fire Safety, Hazardous Materials	Good	
Structural: Structural Damage, Roofs	Good	Room 10: Modernized in 2007. T8 lighting added
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	Good	Room 11: Modernized in 2007. T8 lighting added Room 16: Built in 2015. Has clutter in science prep room. Storm drain drains slowly.

Overall Facility Rating (Most Recent Year)

Year and month of the most recent FIT report: 12/12/18	
Overall Rating	Good

B. Pupil Outcomes

State Priority: Pupil Achievement

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

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

CAASPP Test Results in English Language Arts/Literacy (ELA) and Mathematics for All Students Grades Three through Eight and Grade Eleven

Subject	Percent of Students Meeting or Exceeding the State Standards (grades 3-8 and 11)					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
English Language Arts/Literacy (grades 3-8 and 11)						
Mathematics (grades 3-8 and 11)		--		62.0		38.0

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

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

CAASPP Test Results in ELA by Student Group Grades Three through Eight and Grade Eleven (School Year 2017-18)

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

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

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

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

CAASPP Test Results in Mathematics by Student Group Grades Three through Eight and Grade Eleven (School Year 2017-18)

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

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

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

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

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

Subject	Percentage of Students Meeting or Exceeding the State Standard					
	School		District		State	
	2016-17	2017-18	2016-17	2017-18	2016-17	2017-18
Science (grades 5, 8, and 10)	N/A	N/A	N/A	N/A	N/A	N/A

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

Note: The 2016–17 and 2017–18 data are not available. The CDE is developing a new science assessment based on the Next Generation Science Standards for California Public Schools (CA NGSS). The CAST was pilot-tested in spring 2017 and field-tested in spring 2018. The CAST will be administered operationally during the 2018–19 school year. The CAA for Science was pilot-tested for two years (i.e., 2016–17 and 2017–18) and the CAA for Science will be field-tested in 2018–19.

Note: Science test results include the CAST and the CAA for Science. The “Percent Met or Exceeded” is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAA for Science divided by the total number of students who participated on both assessments.

State Priority: Other Pupil Outcomes

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

- Pupil outcomes in the subject areas of physical education.

C. Engagement

State Priority: Parental Involvement

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

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

Opportunities for Parental Involvement (School Year 2018-19)

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

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

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

State Priority: School Climate

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

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

Suspensions and Expulsions

Rate	School			District			State		
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
Suspensions	0.0	0.0	0.0	0.4	1.9	1.4	3.7	3.7	3.5
Expulsions	0.0	0.0	0.0	0.0	0.0	0.3	0.1	0.1	0.1

School Safety Plan (School Year 2018-19)

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

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

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

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

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

D. Other SARC Information

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

Academic Counselors and Other Support Staff (School Year 2017-18)

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

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

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

Expenditures per Pupil and School Site Teacher Salaries (Fiscal Year 2016-17)

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Supplemental/ Restricted	Basic/ Unrestricted	
School Site	\$106,295	\$0	\$106,295	\$84,236
District	N/A	N/A	\$11,455	\$68,178
Percent Difference: School Site and District	N/A	N/A	161.1	21.1
State	N/A	N/A	\$7,125	\$63,218
Percent Difference: School Site and State	N/A	N/A	174.9	28.5

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

The California Department of Education issued guidance to LEAs on August 1, 2018, regarding how to calculate school-level per-pupil expenditures that will be reported on 2018-19 report cards.

Types of Services Funded (Fiscal Year 2017-18)

Federal and State funding is utilized to pay for Learning Labs (LL) and Teaching Assistants (TAs) at both campuses. The TAs spend the majority of their time working with low performing students. State adopted Intervention Programs (Language!) for English Language Arts and (Fast Forward & Go Math) for Math is utilized for students who are achieving two grade levels or more below their grade level.

Teacher and Administrative Salaries (Fiscal Year 2016-17)

Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary		\$44,375
Mid-Range Teacher Salary		\$65,926
Highest Teacher Salary		\$82,489
Average Principal Salary (Elementary)		\$106,997
Average Principal Salary (Middle)		\$109,478
Average Principal Salary (High)		
Superintendent Salary		\$121,894
Percent of Budget for Teacher Salaries	33.0	32.0
Percent of Budget for Administrative Salaries	4.0	7.0

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

Professional Development (Most Recent Three Years)

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

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

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

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

During the 2018-19 school year, teachers met to receive Professional Development on improving social emotional supports with students; NGSS and STEAM classroom strategies; student achievement data analysis and goal setting and sible program planning.

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

New teachers also attend BTSA training with district mentor teachers.

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

Bylaws of the Board

BB 9130(a)

BOARD COMMITTEES

The Governing Board may establish Board committees as necessary. The Board shall determine the duties of the committee at the time of its appointment. Unless specifically authorized by the Board to act on its behalf, Board committees shall act in an advisory capacity. When its duties have been completed, the committee shall be dissolved.

(cf. 1220 - Citizen Advisory Committees)

Note: Pursuant to Government Code 54954, advisory committees and standing committees are exempted from Brown Act requirements to provide the time and place for holding regular meetings. Therefore, in practice, these committee meetings are often held as "special meetings," for which only a 24-hour notice is required, see BB 9320 - Meetings and Notices. However, SB 139 (Ch. 260, Statutes of 1998) amended Government Code 54954 to provide that if the committee does provide 72-hours notice of the meeting, it will be considered a "regular meeting" for purposes of the Brown Act.

Board committees shall provide public notice of their meetings and conduct these meetings in accordance with state open meeting laws.

Meetings of advisory committees or standing committees for which an agenda is posted at least 72 hours in advance of the meeting pursuant to Government Code 54954.2, shall be considered, for purposes of the Brown Act, as regular meetings of the Board. (Government Code 54954)

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)

Note: The Attorney General has declared, 80 Ops. Cal. Atty. Gen. 308 (1997), that sessions of a Board committee, consisting of members of the public, employees, and students, formed to interview candidates for district Superintendent and to make a recommendation to the Board, are not required to be open to the public.

Board advisory committees composed solely of less than a quorum of the members of the Board are not subject to open meeting laws unless they are standing committees that have a continuing subject matter jurisdiction or a meeting schedule established by the Board. (Government Code 54952)

Note: In 79 Ops. Cal. Atty. Gen. 69 (1996), the Attorney General has clarified that open meeting laws apply if the standing committee has the responsibility of providing advice at the Board's request on budgets, audits, contracts and personnel matters.

BOARD COMMITTEES (continued)

Standing committees with a continuing subject matter jurisdiction include but are not limited to those responsible for providing advice on budgets, audits, contracts and personnel matters at the Board's request.

Note: Pursuant to Government Code 54952.2, the Brown Act is not violated if Board members who are not members of a standing committee attend the meeting only "as observers." In 81 Ops. Cal. Atty. Gen. 156 (1998), the Attorney General clarified that those Board members attending the meeting "as observers," may not ask questions or make statements at the meeting and that they must sit in the areas designated for members of the public.

When a majority of the members of the Board attend an open and noticed meeting of a standing committee, the Board members who are not members of the standing committee shall attend only as observers. (Government Code 54952.2)

Note: If the Superintendent or designee serves as advisor or staff person to a Board committee not subject to the Brown Act, his/her presence at the committee would not subject the committee to the Brown Act as long as he/she is not a voting member of the committee.

The Superintendent or designee may serve as an advisor to any committee at the discretion of the Board.

Whenever so charged, committees may actively seek input and participation by parents/guardians, staff, community and students and may consult with local public boards and agencies.

When a Board committee composed exclusively of Board members has provided for public comment on an item at a public meeting before or during the committee's consideration of the item, the Board is not obliged to provide for public comment on the item at a subsequent Board meeting. Public comment shall be afforded, however, if the Board determines that the item has been substantially changed since it was heard by the committee. (Government Code 54954.3)

Legal Reference: (see next page)

BOARD COMMITTEES (continued)

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35024 Executive committee

35160 Authority of governing boards

35160.1 Broad authority of school districts

GOVERNMENT CODE

54952 Legislative body, definition

54952.2 Definition of meeting

54954 Time and place of regular meetings; special meetings; emergencies

54954.3 Opportunity for public to address legislative body

ATTORNEY GENERAL OPINIONS

81 Ops. Cal. Atty. Gen. 156 (1998)

80 Ops. Cal. Atty. Gen. 308 (1997)

79 Ops. Cal. Atty. Gen. 69 (1996)

Adopted: March 11, 2004

GRAVENSTEIN UNION SCHOOL DISTRICT
Sebastopol, California

V H.

Gravenstein Elementary School Pre-Observation Conference

Teacher:

Date:

- I. Discuss structure of observation
 - A. 30+ minutes, time:
 - B. Topic:
 - C. Lesson plan
 - D. Seating chart
 - E. Observation format

- II. Set observation date:

- III. Set post-observation conference:

- IV. Review Professional Growth goals:

- V. Answer any questions re:CSTP standards (located in staff binder)

Gravenstein Elementary School

Suggested Lesson Plan Template for Classroom Observation

If you have a preferred lesson plan format to use, please make sure it includes these areas. The purpose of the lesson plan is to help organize and structure the observed lesson. This template can be completed with bullet points; complete sentences and/or lengthy responses not required.

Teacher Name:

Lesson Date/Time:

Grade Level:

Subject:

of Students:

Objectives/Goals

Standard Addressed

Required Materials

Introduction (Anticipatory activity; background)

Direct Instruction

Guided Practice

Independent Practice

Method of Assessment

If there is a student/area of instruction that you'd like me to pay extra attention, please let me know:

Gravenstein Elementary School Classroom Observation Report

Teacher:

Observation Date:

Lesson Subject:

Lesson Topic:

Date of Post-Observation Conference:

General Observations:

Strengths:

Suggestions for Improvement/Growth:

CSTP Observations (It is understood that all standards may not be demonstrated within one classroom observation. Observations of CSTP practices are made throughout the year. These brief notes taken on the date of the classroom formal observation do not constitute a complete summary/review.)

Standard One- Engaging and Supporting all Students in Learning

Standard Two- Creating and Maintaining Effective Environments for Student Learning

Standard Three- Understanding and Organizing Subject matter for Student Learning

Standard Four- Planning Instruction and Designing Learning Experiences for all Students

Standard Five- Assessing Students for Learning

Standard Six- Developing as a Professional Educator

Principal

Date

Teacher signature reflects receipt of this report and does not necessarily reflect agreement with it.

Teacher

Date

CSTP EVALUATION FORM

Observation Date _____

Evaluator _____

STANDARD 1		SATISFACTORY	UNSATISFACTORY
Engaging and supporting all students in learning.			
1.1	Connecting students' prior knowledge, life experience, and interests with learning goals.		
1.2	Using a variety of instructional strategies and resources to respond to students' diverse needs.		
1.3	Facilitating learning experiences that promote autonomy, interaction, and choice.		
1.4	Engaging students in problem solving, critical thinking and other activities that makes subject matter meaningful.		
1.5	Promoting self-directed, reflective learning for all students.		
Comments:			

STANDARD 2		SATISFACTORY	UNSATISFACTORY
Creating and maintaining effective environments for student learning.			
2.1	Creating a physical environment that engages all students.		
2.2	Establishing a climate that promotes fairness and respect.		
2.3	Promoting social development and group responsibility.		
2.4	Establishing and maintaining standards for student behavior.		
2.5	Planning and implementing classroom procedures and routines that support student learning.		
2.6	Using instructional time effectively.		
Comments:			

STANDARD 3		SATISFACTORY	UNSATISFACTORY
Understanding and organizing subject matter for student learning.			
3.1	Demonstrating knowledge of subject matter content student development and State Standards		
3.2	Organizing curriculum to support student understanding of subject matter.		
3.2	Interrelating ideas and information within and across subjectmatterareas.		
3.4	Developing student understanding through instructionalstrategies that are appropriate to the subject matter.		
3.5	Using materials, resources, and technologies to make subjectmatteraccessible to students		
Comments:			

STANDARD 4		SATISFACTORY	UNSATISFACTORY
Planning instruction and designing learning experiences for all studentsutilizingtheStateStandards.			
4.1	Drawing on and valuing students' backgrounds, interests, and developmental learning needs.		
4.2	Establishing and articulating goals for student learning.		
4.3	Developing and sequencing instructional activities and materials for student learning.		
4.4	Designingshort-term and long-term plans to foster student learning.		
4.5	Modifyinginstructional plans to adjust for student needs.		
Comments:			

STANDARD 5		SATISFACTORY	UNSATISFACTORY
Assessing student learning			
5.1	Establishing and communicating learning goals for all students.		
5.2	Collecting and using multiple sources of information to assess student learning.		
5.3	Involving and guiding all students in assessing their own learning.		
5.4	Using the results of assessments to guide instruction.		
5.5	Communicating with students, families, and other audiences about student progress.		
Comments:			

STANDARD 6		SATISFACTORY	UNSATISFACTORY
Developing as a professional educator			
6.1	Reflecting on teaching practice and planning professional development.		
6.2	Establishing professional goals and pursuing opportunities to grow professionally.		
6.3	Working with communities to improve professional practice		
6.4	Working with families to improve professional practice.		
6.5	Working with colleagues to improve professional practice.		
6.6	Balancing professional responsibilities and maintaining motivation.		
Comments:			

Summary:

Recommendations:

_____ Satisfactory

_____ Unsatisfactory

This form will be placed in the employee file.

Unit Member's Comments:

Unit Member Signature

Evaluator Signature

Date

Date

2018-2019 Gravenstein Observation & Evaluation Schedule Administrator: Keri Pugno

	Certificated Teacher	pre-observation	observation	post-observation	Goals
1	F	10/18	11/6/18	11/8/18	Technology; Curriculum Support (Open Court and Math Trainings)
2		11/5/18	11/19/18	11/20	NGSS; STEM
3		10/22/18	11/8/18	11/20/18*	NGSS; Lego Robotics
4		12/3/18	1/9/19	1/11/19	Colleague Collaboration & Technology (Think Central, OC, CAASPP)
5		12/3/18	1/7/19 (reschedule due to sick leave)		Behavior and Communication; Class Dojo
6		10/24/18	11/19/18	11/20/18	NGSS- "Project Wet"
7		11/26/18	12/11	12/13/18	Organize subject matter for multiple grade levels; create a 5 year program for Gravenstein
8		10/29/18	1/16/19	1/18/19	NGSS
9		11/15/18			Open Court with fidelity
10		10/15/18	11/7/18	11/15/18*	Student Behavior- SCOE Positive Behavior Workshop
11		11/30/18	1/28/19	1/30/19	Student Behavior- SCOE Positive Behavior Workshop
12		11/30/18	1/14/19	1/17/19	Student Behavior- SCOE Positive Behavior Workshop
13		10/22/18	11/29/18	12/3/18	STEM
14		11/30/18	1/22/19	1/23/19	Student Behavior- SCOE Positive Behavior Workshop
15		11/26/18	12/10/18	12/13/18	Student Behavior- SCOE Positive Behavior Workshop
16		10/17/18	11/27/18	11/29/18	explore Linda Mood Bell and K applications
17		10/15/18	11/15/18	11/20/18	NGSS; Lego Robotics

* Deadline extended due to November school closures (4 days). This was communicated and agreed upon with individual unit members and GUTA co-presidents.

Teacher Name	Pre- Eval Meeting Held before 12/1	Date Observation	Date Post Observation	Date Final Eval- 2019
Teacher 1	X- CSTP's, Eval Docs provided	1/25/19	1/29/19	2/27
Teacher 2	X- CSTP's, Eval Docs provided	1/17/19	1/22/19	2/26
Teacher 3	X- CSTP's, Eval Docs provided	12/11/18	12/14/18	2/28
Teacher 4	X- CSTP's, Eval Docs provided	01/28/19	01/30/19	2/26
Teacher 5	X- CSTP's, Eval Docs provided	11/29/18	12/4/18	03/04
Teacher 6	X- CSTP's, Eval Docs provided	01/23/19	01/29/19	03/05
Teacher 7	X- CSTP's, Eval Docs provided	1/15/19	1/17/19	03/06
Teacher 8	X- CSTP's, Eval Docs provided	02/12/19	02/13/19	03/13
Teacher 9	X- CSTP's, Eval Docs provided	01/14/19	01/18/19	03/06
Teacher 10	X- CSTP's, Eval Docs provided	12/11/18	12/14/18	03/12
Teacher 11	X- CSTP's, Eval Docs provided	12/18/18	12/20/18	03/13
Teacher 12	X- CSTP's, Eval Docs provided	1/14/19	1/16/19	03/12
Teacher 13	X- CSTP's, Eval Docs provided	01/09/19	1/11/19	03/12
Teacher 14	X- CSTP's, Eval Docs provided	11/28/18	12/3/18	03/07
Teacher 15	X- CSTP's, Eval Docs provided	01/22/19	01/24/19	03/18
Teacher 16	X- CSTP's, Eval Docs provided	02/19/19	02/21/19	03/04

Order form to the reporting party.

- 8.7.3. The District shall comply with provisions of the California Occupational Safety and Health Act, as amended (California Labor Code 6300, et seq.) and regulations relating thereto (8 California Administrative Code Section 330, et seq.).
- 8.7.4. Unit members shall not be expected or required to perform specialized health care. The District shall indemnify all unit members in accordance with Government Code Sections 825 and 995. Those provisions require all public agencies in California to provide the defense and indemnification of all public employees who are sued over acts or omissions that occur within the course and scope of employment.
- 8.7.5. Repairs of equipment and instructional devices shall be made so as not to interrupt classroom instruction, except in emergencies.

Article IX: Evaluation

9.1. Evaluation of all unit members shall be on a continuing basis scheduled as follows:

9.1.1. Probationary – at least once each school year.

9.1.2. Permanent Status Unit Members – At least once every other school year.

9.1.3. Those Permanent Status Unit members who have been employed at least ten years with the school district, are highly qualified as defined in 20 U.S.C. Sec. 7801 (ESEA), and whose previous evaluation was satisfactory may be evaluated at least every five years. Such employees may be evaluated more often at the discretion of the administrator or at the request of the unit member, but not more than once every other school year.

9.1.4. In cases of unsatisfactory evaluation Permanent Status unit members will be evaluated at least annually until the unit member achieves a satisfactory evaluation.

9.1.5. The annual evaluation shall be reduced to writing and a copy thereof shall be transmitted to the unit member at the time of the conference between the evaluator and the unit member.

9.1.6. The evaluation and form utilized for evaluation shall be that which is in Appendix B of the contract.

9.2. Evaluation Procedures

9.2.1. Unit members to be evaluated during a particular school year shall be furnished a copy of the evaluation procedures, the California Standards for the Teaching Profession (CSTP), and

notified of the identity of their evaluator, no later than the third week of the school year in which the evaluation is to take place. The CSTP is the expected teacher performance standard upon which a teacher is evaluated.

- 9.2.2. Not later than December 1 unit members being evaluated and the evaluator shall review all of the CSTP and tentatively schedule dates for observations.
- 9.2.3. The initial classroom observation shall last at least thirty (30) minutes and shall be followed by a conference within five (5) days of the observation. For all other classroom observations the evaluator shall communicate their observations to the unit member in a timely manner. A unit member who receives an unsatisfactory conference may request an additional classroom observation evaluation conference and written evaluation.
- 9.2.4. The Superintendent or designee shall be responsible for the evaluation of all members of the teaching staff. In the case of itinerant unit members or unit members working at more than one site, a site principal will be designated.

9.3. Evaluation Conference

9.3.1. An evaluation conference between the unit member and evaluator shall be held no later than forty-five (45) calendar days prior to the end of the school year to discuss the content of the evaluation form for probationary unit members and thirty (30) days prior to the end of the school year for permanent unit members. In the event the unit member disputes the content, the unit member may, within fifteen (15) days, prepare a written statement that shall be attached to the evaluation.

9.4. Other Duties and Responsibilities

- 9.4.1. As well as the activities listed above, the unit member will be expected to perform additional duties as follows:
 - 9.4.1.1. the maintenance of a system of records and grades to verify a student's progress.
 - 9.4.1.2. the administration of state and local tests according to the District testing program.
 - 9.4.1.3. the supervision of pupils during regular class time.
 - 9.4.1.4. supervision as assigned consistent with the current contract.
 - 9.4.1.5. the administration of extra curricular duties as agreed upon on an annual basis consistent with the current contract.
 - 9.4.1.6. attendance at faculty meetings consistent with the current contract.

- 9.4.1.7. parent conferencing during assigned periods, attend Back-to-School and Open House activities.
- 9.4.1.8. the filing of reports as required by the District.
- 9.4.1.9. unit members shall continue to provide an opportunity for parents that cannot attend the regularly scheduled conference time, because of employment, to receive an alternative conference time or report.

9.5. Miscellaneous

9.5.1 Unit members shall not be required to participate in the evaluation (s) and/or observations of other unit members.

9.5.2 The evaluation of unit members, pursuant to this Article, shall not include or be based on the following:

- Standardized achievement test results
- Results of any pupil assessment tests.

Article X: Transfer and Reassignment

10.1. Definitions

10.1.1. A transfer refers to any action by the Board and/or Superintendent or designee which results in the movement of a unit member from the assignment held at one site to another site or sites.

10.1.2. A reassignment refers to the grade level or levels and subject or subjects taught or services performed by a unit member at a site or sites.

10.2. Subject to approval of the Governing Board, and having informed the Association President, the Superintendent shall have the final authority in all matters pertaining to transfer, assignment and reassignment, when his conclusion is that such transfer assignment or reassignment is in the best interest of the District.

10.3. These non-prioritized criteria for determining transfers and reassignments shall include all of the following:

10.3.1. Credential(s) held by the unit member;

10.3.2. Unit member's major and minor field of study, if appropriate;

10.3.3. Unit member's strength in the subject matter and/or grade level;

10.3.4. Unit member's quality of performance as determined by the supervisor responsible for evaluation;



Employee Performance Review

Employee Information

Name	Employee ID
Job Title/ Department	Date
Review Period	Manager

Ratings

	Unsatisfactory	Satisfactory
Job Knowledge : The employee possesses and maintains the required job skills.	<input type="checkbox"/>	<input type="checkbox"/>

Comments

Work Quality: The employee's work is accurate, neat, well-organized and thorough.	<input type="checkbox"/>	<input type="checkbox"/>
------------------------------------------------------------------------------------------	--------------------------	--------------------------

Comments

Attendance/Punctuality: The employee is in regular attendance and is punctual.	<input type="checkbox"/>	<input type="checkbox"/>
---------------------------------------------------------------------------------------	--------------------------	--------------------------

Comments

Attitude – The employee exhibits interest, is cooperative and a successful team worker, and accepts and adapts to change. The employee is courteous and polite to staff, parents, students and visitors, is cooperative and assists others whenever possible.	<input type="checkbox"/>	<input type="checkbox"/>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------	--------------------------

Comments

Communication/Listening Skills - The employee demonstrates good communication and listening skills.	<input type="checkbox"/>	<input type="checkbox"/>
------------------------------------------------------------------------------------------------------------	--------------------------	--------------------------

Comments

Initiative and Dependability – The employee readily accepts responsibility and can be depended on to follow through on work assignments with minimum direction.	<input type="checkbox"/>	<input type="checkbox"/>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------	--------------------------

Comments



Ratings

Unsatisfactory Satisfactory

Safety – The employee uses and cares for equipment properly, adheres to District and governmental guidelines for safety procedures and reports unsafe conditions.

Comments

Overall Rating (average the rating numbers above)

Evaluation

ADDITIONAL COMMENTS

•

GOALS

•

Verification of Review

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature

Date

Manager Signature

Date

This record will be placed in your personnel file. You may respond to this document within 10 days and have it placed in your file.

Client Proposal for Brian Sposato

This offer is valid through: 02/19/2019

V I



Creative Window Fashions

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

Date	Quote
12/27/2018	11302599
PO Reference	
8645-1	
Salesperson	
Tom Rhodes	

Sold To:
Hillcrest middle school 725 Bloomfield Rd Sebastopol, CA 95472-5153 W: (707) 548-4333 Email: bsposato@grav.k12.ca.us Sidemark: Hillcrest middle school

Item	Room Location	Description	Qty	MSRP	Each	Extended																																																				
1	room 18, 1	Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune	1	588.00	411.60	411.60																																																				
<table border="1"> <tr> <td>Location</td> <td>room 18, 1</td> <td>Collection</td> <td>Designer Screen</td> </tr> <tr> <td>Operating System</td> <td>Custom Clutch</td> <td>Design Option</td> <td>Bottom Up</td> </tr> <tr> <td>Cassette Option</td> <td>No</td> <td>Fabric Type</td> <td>SOLD - Soledad 0%</td> </tr> <tr> <td>Color</td> <td>301 - Dune</td> <td>Mount Type</td> <td>Inside mount</td> </tr> <tr> <td>Mount Type 2 (Ceiling or Wall)</td> <td>Ceiling Mount</td> <td>Cord Position</td> <td>Left</td> </tr> <tr> <td>Tube Size Override Options</td> <td>2" Tube</td> <td>Top Treatment</td> <td>No</td> </tr> <tr> <td>Bottom Treatment</td> <td>Standard Bottom Bar</td> <td>Bracket Covers</td> <td>No</td> </tr> <tr> <td>Bracket Override</td> <td>No</td> <td>Decorative Metal BR End Cap</td> <td>No</td> </tr> <tr> <td>Metal Bead Chain</td> <td>Brushed Nickel</td> <td>Hardware Color Override</td> <td>No</td> </tr> <tr> <td>Turned Fabric Options</td> <td>No</td> <td>Fabric Roll Direction</td> <td>Standard Roll</td> </tr> <tr> <td>Cord Length Override</td> <td>No</td> <td>Extension Brackets</td> <td>No</td> </tr> <tr> <td>Hold Down Brackets</td> <td>No</td> <td>Spacer Blocks</td> <td>No</td> </tr> <tr> <td>Special Instructions</td> <td>No</td> <td></td> <td></td> </tr> </table>							Location	room 18, 1	Collection	Designer Screen	Operating System	Custom Clutch	Design Option	Bottom Up	Cassette Option	No	Fabric Type	SOLD - Soledad 0%	Color	301 - Dune	Mount Type	Inside mount	Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left	Tube Size Override Options	2" Tube	Top Treatment	No	Bottom Treatment	Standard Bottom Bar	Bracket Covers	No	Bracket Override	No	Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel	Hardware Color Override	No	Turned Fabric Options	No	Fabric Roll Direction	Standard Roll	Cord Length Override	No	Extension Brackets	No	Hold Down Brackets	No	Spacer Blocks	No	Special Instructions	No		
Location	room 18, 1	Collection	Designer Screen																																																							
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Cord Length Override	No	Extension Brackets	No																																																							
Hold Down Brackets	No	Spacer Blocks	No																																																							
Special Instructions	No																																																									
2	room 18, 2	Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune	1	588.00	411.60	411.60																																																				
<table border="1"> <tr> <td>Location</td> <td>room 18, 2</td> <td>Collection</td> <td>Designer Screen</td> </tr> <tr> <td>Operating System</td> <td>Custom Clutch</td> <td>Design Option</td> <td>Bottom Up</td> </tr> <tr> <td>Cassette Option</td> <td>No</td> <td>Fabric Type</td> <td>SOLD - Soledad 0%</td> </tr> <tr> <td>Color</td> <td>301 - Dune</td> <td>Mount Type</td> <td>Inside mount</td> </tr> <tr> <td>Mount Type 2 (Ceiling or Wall)</td> <td>Ceiling Mount</td> <td>Cord Position</td> <td>Left</td> </tr> <tr> <td>Tube Size Override Options</td> <td>2" Tube</td> <td>Top Treatment</td> <td>No</td> </tr> <tr> <td>Bottom Treatment</td> <td>Standard Bottom Bar</td> <td>Bracket Covers</td> <td>No</td> </tr> <tr> <td>Bracket Override</td> <td>No</td> <td>Decorative Metal BR End Cap</td> <td>No</td> </tr> <tr> <td>Metal Bead Chain</td> <td>Brushed Nickel</td> <td>Hardware Color Override</td> <td>No</td> </tr> <tr> <td>Turned Fabric Options</td> <td>No</td> <td>Fabric Roll Direction</td> <td>Standard Roll</td> </tr> <tr> <td>Cord Length Override</td> <td>No</td> <td>Extension Brackets</td> <td>No</td> </tr> <tr> <td>Hold Down Brackets</td> <td>No</td> <td>Spacer Blocks</td> <td>No</td> </tr> <tr> <td>Special Instructions</td> <td>No</td> <td></td> <td></td> </tr> </table>							Location	room 18, 2	Collection	Designer Screen	Operating System	Custom Clutch	Design Option	Bottom Up	Cassette Option	No	Fabric Type	SOLD - Soledad 0%	Color	301 - Dune	Mount Type	Inside mount	Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left	Tube Size Override Options	2" Tube	Top Treatment	No	Bottom Treatment	Standard Bottom Bar	Bracket Covers	No	Bracket Override	No	Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel	Hardware Color Override	No	Turned Fabric Options	No	Fabric Roll Direction	Standard Roll	Cord Length Override	No	Extension Brackets	No	Hold Down Brackets	No	Spacer Blocks	No	Special Instructions	No		
Location	room 18, 2	Collection	Designer Screen																																																							
Operating System	Custom Clutch	Design Option	Bottom Up																																																							
Cassette Option	No	Fabric Type	SOLD - Soledad 0%																																																							
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Turned Fabric Options	No	Fabric Roll Direction	Standard Roll																																																							
Cord Length Override	No	Extension Brackets	No																																																							
Hold Down Brackets	No	Spacer Blocks	No																																																							
Special Instructions	No																																																									
3	room 18, 3	Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune	1	588.00	411.60	411.60																																																				

Client Proposal for Brian Sposato

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Date	Quote
12/27/2018	11302599
PO Reference	
8645-1	
Salesperson	
Tom Rhodes	

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725 Bloomfield Rd
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Sidemark: Hillcrest middle school

Location	room 18, 3	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	2" Tube	Top Treatment	No
Bottom Treatment	Standard Bottom Bar	Bracket Covers	No
Bracket Override	No	Decorative Metal BR End Cap	No
Metal Bead Chain	Brushed Nickel	Hardware Color Override	No
Turned Fabric Options	No	Fabric Roll Direction	Standard Roll
Cord Length Override	No	Extension Brackets	No
Hold Down Brackets	No	Spacer Blocks	No
Special Instructions	No		

4 room 15 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 15	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

5 room 11,1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 11,1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

6 room 11,2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

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Salesperson	
Tom Rhodes	

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Hillcrest middle school 725 Bloomfield Rd Sebastopol, CA 95472-5153 W: (707) 548-4333 Email: bsposato@grav.k12.ca.us Sidemark: Hillcrest middle school

Location	room 11,2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

7 room 11,3 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 11,3	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

8 room 11,4 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 11,4	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

9 room 12,1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

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Tom Rhodes	

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Location	room 12,1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

10 room 12,2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 12,2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

11 room 12,3 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 12,3	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

12 room 12,4 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

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Salesperson	
Tom Rhodes	

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Location	room 12,4	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

13 c wing end rm 1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	c wing end rm 1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

14 c wing end rm 2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	c wing end rm 2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

15 room 10,1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

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Salesperson	
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725 Bloomfield Rd
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Email: bsposato@grav.k12.ca.us
Sidemark: Hillcrest middle school

Location	room 10,1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

16 room 10,2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 10,2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

17 room 10,3 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 10,3	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

18 room 10,4 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Client Proposal for Brian Sposato

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Salesperson	
Tom Rhodes	

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Hillcrest middle school 725 Bloomfield Rd Sebastopol, CA 95472-5153 W: (707) 548-4333 Email: bsposato@grav.k12.ca.us Sidemark: Hillcrest middle school

Location	room 10,4	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

19 room 9,1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 9,1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

20 room 9,2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 9,2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

21 room 9,3 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

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PO Reference	
8645-1	
Salesperson	
Tom Rhodes	

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Hillcrest middle school 725 Bloomfield Rd Sebastopol, CA 95472-5153 W: (707) 548-4333 Email: bsposato@grav.k12.ca.us Sidemark: Hillcrest middle school

Location	room 9,3	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

22 room 9,4 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 9,4	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

23 room 7,1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 7,1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

24 room 7,2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Client Proposal for Brian Sposato

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Location	room 7,2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

25 room 7,3 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 7,3	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

26 room 7,4 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 7,4	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

27 room 8,1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

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Sidemark: Hillcrest middle school

Location	room 8,1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

28 room 8,2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 8,2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

29 room 8,3 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 8,3	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

30 room 8,4 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

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Tom Rhodes	

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Location	room 8,4	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

31 D wing end rm 1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	D wing end rm 1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

32 D wing end rm 2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	D wing end rm 2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

33 room 4,1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

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Salesperson	
Tom Rhodes	

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W: (707) 548-4333
Email: bsposato@grav.k12.ca.us
Sidemark: Hillcrest middle school

Location	room 4,1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

34 room 4,2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 4,2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

35 room 4,3 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 4,3	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

36 room 4,4 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

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12/27/2018	11302599
PO Reference	
8645-1	
Salesperson	
Tom Rhodes	

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725 Bloomfield Rd
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W: (707) 548-4333
Email: bsposato@grav.k12.ca.us
Sidemark: Hillcrest middle school

Location	room 4,4	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

37 room 3,1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 3,1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

38 room 3,2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 3,2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

39 room 3,3 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

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Location	room 3,3	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

40 room 3,4 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 3,4	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

41 principals office Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	principals office	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

42 room 1,1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

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Sidemark: Hillcrest middle school

Location	room 1,1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

43 room 1,2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 1,2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

44 room 1,3 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 1,3	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

45 room 1,4 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

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 Sidemark: Hillcrest middle school

Location	room 1,4	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

46 school office 1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	school office 1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

47 school office 2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	school office 2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

48 room 5,1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Client Proposal for Brian Sposato

This offer is valid through: 02/19/2019



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Date	Quote
12/27/2018	11302599
PO Reference	
8645-1	
Salesperson	
Tom Rhodes	

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Hillcrest middle school 725 Bloomfield Rd Sebastopol, CA 95472-5153 W: (707) 548-4333 Email: bsposato@grav.k12.ca.us Sidemark: Hillcrest middle school

Location	room 5,1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

49 room 5,2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 5,2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

50 room 5,3 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 5,3	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

51 room 5,4 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

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Sidemark: Hillcrest middle school

Location	room 5,4	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

52 room 6,1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 6,1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

53 room 6,2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 6,2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

54 room 6,3 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

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Sidemark: Hillcrest middle school

Location	room 6,3	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

55 room 6,4 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	room 6,4	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

56 room P1, 1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 411.00 287.70 287.70

Location	room P1, 1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

57 room P1, 2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 411.00 287.70 287.70

Client Proposal for Brian Sposato

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Salesperson	
Tom Rhodes	

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Sidemark: Hillcrest middle school

Location	room P1, 2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

58 room P1, 3 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 411.00 287.70 287.70

Location	room P1, 3	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

59 room P2, 1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 411.00 287.70 287.70

Location	room P2, 1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

60 room P2, 2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 411.00 287.70 287.70

Client Proposal for Brian Sposato

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Salesperson	
Tom Rhodes	

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Location	room P2, 2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Left
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

61 bldg A back office 1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 523.00 366.10 366.10

Location	bldg A back office 1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

62 bldg A back office 2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 523.00 366.10 366.10

Location	bldg A back office 2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

Client Proposal for Brian Sposato

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 Sebastopol, CA 95472-5153
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 Sidemark: Hillcrest middle school

63 bldg A office work rm 1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 314.00 219.80 219.80

Location	bldg A office work rm 1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

64 bldg A office work rm 2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 314.00 219.80 219.80

Location	bldg A office work rm 2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

65 bldg A office work rm 3 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 314.00 219.80 219.80

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Location	bldg A office work rm 3	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

66 bldg B locker hall 1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 314.00 219.80 219.80

Location	bldg B locker hall 1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

67 bldg B locker hall 2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 314.00 219.80 219.80

Client Proposal for Brian Sposato

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 Sidemark: Hillcrest middle school

Location	bldg B locker hall 2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

68 bldg B locker hall 3 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 314.00 219.80 219.80

Location	bldg B locker hall 3	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

69 bldg B end office 1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 523.00 366.10 366.10

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Location	bldg B end office 1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

70 bldg B end office 2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 523.00 366.10 366.10

Location	bldg B end office 2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

71 bldg C locker hall 1 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Client Proposal for Brian Sposato

This offer is valid through: 02/19/2019



Creative Window Fashions

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

Date	Quote
12/27/2018	11302599
PO Reference	
8645-1	
Salesperson	
Tom Rhodes	

Sold To:

Hillcrest middle school
725 Bloomfield Rd
Sebastopol, CA 95472-5153
W: (707) 548-4333
Email: bsposato@grav.k12.ca.us
Sidemark: Hillcrest middle school

Location	bldg C locker hall 1	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

72 bldg C locker hall 2 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Location	bldg C locker hall 2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

73 bldg C locker hall 3 Hunter Douglas Designer Screen Roller Custom Clutch SOLD - Soledad 0% 301 - Dune 1 325.00 227.50 227.50

Client Proposal for Brian Sposato

This offer is valid through: 02/19/2019



Creative Window Fashions

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

Date	Quote
12/27/2018	11302599
PO Reference	
8645-1	
Salesperson	
Tom Rhodes	

Sold To:
Hillcrest middle school 725 Bloomfield Rd Sebastopol, CA 95472-5153 W: (707) 548-4333 Email: bsposato@grav.k12.ca.us Sidemark: Hillcrest middle school

Location	bldg C locker hall 3	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	No	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Mount Type 2 (Ceiling or Wall)	Ceiling Mount	Cord Position	Right
Tube Size Override Options	1.375" Tube	Designer Metal Bracket	No
Top Treatment	No	Bottom Treatment	Standard Bottom Bar
Bracket Covers	No	Bracket Override	No
Decorative Metal BR End Cap	No	Metal Bead Chain	Brushed Nickel
Hardware Color Override	No	Turned Fabric Options	No
Fabric Roll Direction	Standard Roll	Cord Length Override	No
Extension Brackets	No	Hold Down Brackets	No
Spacer Blocks	No	Special Instructions	No

MSRP Total	Discount Total	Product Total	Tax 8.1250%	Installation	Client Price
25,670.00	-7,701.00	17,969.00	1,459.98	2,555.00	21,983.98

Accepted By: _____

Date: _____

V I

Sonoma County Shade Co.

ESTIMATE



1445 Santa Rosa Ave., Ste A-3
 Santa Rosa, CA. 95404
 707-596-3011
 inquire@socoshadeco.com
 www.socoshadeco.com

INVOICE TO
 Hillcrest Middle School
 725 Bloomfield Rd.
 Sebastopol, CA 95472

SHIP TO

ESTIMATE NO. 11305277
DATE 12/28/2018
EXPIRATION DATE

NO.	DATE	ACTIVITY	QTY	RATE	TAX	AMOUNT
1		Designer Roller & Designer Screen Shades Main office 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			310.50T
2		Designer Roller & Designer Screen Shades Main office 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			310.50T
3		Designer Roller & Designer Screen Shades Classroom 5 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
4		Designer Roller & Designer Screen Shades Classroom 5 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
5	<i>Rn 5</i>	Designer Roller & Designer Screen Shades Classroom 5 3 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
6		Designer Roller & Designer Screen Shades Classroom 5 4 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
7		Designer Roller & Designer Screen Shades Inside entry Class 5 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1		<i>del</i>	307.50T
8		Designer Roller & Designer Screen Shades Classroom 6 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
9	<i>Rn 6</i>	Designer Roller & Designer Screen Shades Classroom 6 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
10		Designer Roller & Designer Screen Shades Classroom 6 3 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
11		Designer Roller & Designer Screen Shades Classroom 6 4 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW -	1			279.00T

NO.	DATE	ACTIVITY	QTY	RATE	TAX	AMOUNT
		Shadow 0% 230 - 230 - Buff				
12		Designer Roller & Designer Screen Shades Inside entry Class 6 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1		del	307.50T
13		Designer Roller & Designer Screen Shades Classroom 2 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1		del	279.00T
14		Designer Roller & Designer Screen Shades Classroom 2 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1		del	279.00T
15		Designer Roller & Designer Screen Shades Classroom 2 3 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1		del	279.00T
16		Designer Roller & Designer Screen Shades Classroom 2 4 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1		del	279.00T
17		Designer Roller & Designer Screen Shades Inside entry Class 2 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1		del	307.50T
18		Designer Roller & Designer Screen Shades A wing entry 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			310.50T
19		Designer Roller & Designer Screen Shades A wing entry 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			310.50T
20		Designer Roller & Designer Screen Shades A wing entry 3 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			310.50T
21		Designer Roller & Designer Screen Shades Principals office 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			310.50T
22		Designer Roller & Designer Screen Shades B wing locker 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			310.50T
23		Designer Roller & Designer Screen Shades B wing locker 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			310.50T
24		Designer Roller & Designer Screen Shades B wing locker 3 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			310.50T
25		Designer Roller & Designer Screen Shades Classroom 3 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
26	Rm 3	Designer Roller & Designer Screen Shades Classroom 3 2 - Hunter Douglas Designer	1			279.00T

NO.	DATE	ACTIVITY	QTY	RATE	TAX	AMOUNT
		Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff				
27	Rm 3	Designer Roller & Designer Screen Shades Classroom 3 3 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
28		Designer Roller & Designer Screen Shades Classroom 3 4 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
29		Designer Roller & Designer Screen Shades Inside entry Class 3 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1		del	307.50T
30		Designer Roller & Designer Screen Shades Classroom 4 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
31		Designer Roller & Designer Screen Shades Classroom 4 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
32	Rm 4	Designer Roller & Designer Screen Shades Classroom 4 3 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
33		Designer Roller & Designer Screen Shades Classroom 4 4 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
34		Designer Roller & Designer Screen Shades Inside entry Class 4 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1		del	307.50T
35		Designer Roller & Designer Screen Shades Classroom 7 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
36		Designer Roller & Designer Screen Shades Classroom 7 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
37	Rm 7	Designer Roller & Designer Screen Shades Classroom 7 3 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
38		Designer Roller & Designer Screen Shades Classroom 7 4 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
39		Designer Roller & Designer Screen Shades Inside entry Class 7 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1		del	307.50T
40		Designer Roller & Designer Screen Shades Classroom 8 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
41	Rm 8	Designer Roller & Designer Screen Shades Classroom 8 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW -	1			279.00T

NO.	DATE	ACTIVITY	QTY	RATE	TAX	AMOUNT
		Shadow 0% 230 - 230 - Buff				
42		Designer Roller & Designer Screen Shades Classroom 8 3 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
43		Designer Roller & Designer Screen Shades Classroom 8 4 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
44		Designer Roller & Designer Screen Shades Inside entry Class 8 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1		del	307.50T
45		Designer Roller & Designer Screen Shades B wing office 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			310.50T
46		Designer Roller & Designer Screen Shades B wing office 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			310.50T
47		Designer Roller & Designer Screen Shades B wing office 3 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			461.25T
48		Designer Roller & Designer Screen Shades B wing office 4 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			461.25T
49		Designer Roller & Designer Screen Shades C wing locker 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			310.50T
50		Designer Roller & Designer Screen Shades C wing locker 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			310.50T
51		Designer Roller & Designer Screen Shades C wing locker 3 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			310.50T
52	Am 9	Designer Roller & Designer Screen Shades Classroom 9 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
53		Designer Roller & Designer Screen Shades Classroom 9 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
54		Designer Roller & Designer Screen Shades Classroom 9 3 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
55		Designer Roller & Designer Screen Shades Classroom 9 4 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
56		Designer Roller & Designer Screen Shades Inside entry Class 9 1 - Hunter Douglas	1		del	307.50T

NO.	DATE	ACTIVITY	QTY	RATE	TAX	AMOUNT
		Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff				
57		Designer Roller & Designer Screen Shades Classroom 10 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
58		Designer Roller & Designer Screen Shades Classroom 10 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
59		Designer Roller & Designer Screen Shades Classroom 10 3 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
60		Designer Roller & Designer Screen Shades Classroom 10 4 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
61		Designer Roller & Designer Screen Shades Inside entry Class10 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1		del	307.50T
62		Designer Roller & Designer Screen Shades Classroom 11 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
63		Designer Roller & Designer Screen Shades Classroom 11 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
64		Designer Roller & Designer Screen Shades Classroom 11 3 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
65		Designer Roller & Designer Screen Shades Classroom 11 4 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
66		Designer Roller & Designer Screen Shades Inside entry Class11 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1		del	307.50T
67		Designer Roller & Designer Screen Shades Classroom 12 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
68		Designer Roller & Designer Screen Shades Classroom 12 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
69		Designer Roller & Designer Screen Shades Classroom 12 3 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
70		Designer Roller & Designer Screen Shades Classroom 12 4 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			279.00T
71		Designer Roller & Designer Screen Shades Inside entry Class12 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up	1		del	307.50T

NO.	DATE	ACTIVITY	QTY	RATE	TAX	AMOUNT
		SDW - SDW - Shadow 0% 230 - 230 - Buff				
72		Designer Roller & Designer Screen Shades C wing end room 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			310.50T
73		Designer Roller & Designer Screen Shades C wing end room 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			310.50T
74		Designer Roller & Designer Screen Shades Staff room 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			310.50T
75		Designer Roller & Designer Screen Shades Room 18 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			507.75T
76		Designer Roller & Designer Screen Shades Room 18 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			507.75T
77		Designer Roller & Designer Screen Shades Room 18 3 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			507.75T
78		Designer Roller & Designer Screen Shades P2 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			375.00T
79		Designer Roller & Designer Screen Shades P2 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			375.00T
80		Designer Roller & Designer Screen Shades P1 1 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			375.00T
81		Designer Roller & Designer Screen Shades P1 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			375.00T
82		Designer Roller & Designer Screen Shades P1 2 - Hunter Douglas Designer Screen Custom Clutch Bottom Up SDW - SDW - Shadow 0% 230 - 230 - Buff	1			375.00T
83		1000-INSTALLATION PRICE QUOTE Professional Installation by Heritage Window Covering Services. prevailing wage.	1	7,554.00		7,554.00
84		Freight Total Freight Charges	1			100.00

SUBTOTAL 32,911.75
TAX 2,241.63
SHIPPING
TOTAL \$35,153.38

Minus not in scope (\$5,228.93) w/tax

(\$ 29,924.45)

Accepted By

Accepted Date



Sonoma County Shade Co.

ESTIMATE

1445 Santa Rosa Ave., Ste A-3
 Santa Rosa, CA. 95404
 707-596-3011
 inquire@socoshadeco.com
 www.socoshadeco.com

INVOICE TO
 Hillcrest Middle School
 725 Bloomfield Rd.
 Sebastopol, CA 95472

SHIP TO

ESTIMATE NO. 1183
DATE 12/28/2018
EXPIRATION DATE

NO.	DATE	ACTIVITY	QTY	RATE	TAX	AMOUNT
1		Designer Roller & Designer Screen Shades Main office 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.47		279.47T
2		Designer Roller & Designer Screen Shades Main office 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.47		279.47T
3		Designer Roller & Designer Screen Shades Classroom 5 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
4		Designer Roller & Designer Screen Shades Classroom 5 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
5	Rm 5	Designer Roller & Designer Screen Shades Classroom 5 3 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
6		Designer Roller & Designer Screen Shades Classroom 5 4 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
7	No	Designer Roller & Designer Screen Shades Inside entry Class 5 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	276.75		276.75T del.
8		Designer Roller & Designer Screen Shades Classroom 6 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
9	Rm 6	Designer Roller & Designer Screen Shades Classroom 6 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
10		Designer Roller & Designer Screen Shades Classroom 6 3 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
11		Designer Roller & Designer Screen Shades Classroom 6 4 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
12	No	Designer Roller & Designer Screen Shades Inside entry Class 6 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	276.75		276.75T del.
13	Rm 2 No	Designer Roller & Designer Screen Shades Classroom 2 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T del.
14	no No	Designer Roller & Designer Screen Shades Classroom 2 2 - Insolroll roller shade Bottom Up	1	251.10		251.10T del.

NO.	DATE	ACTIVITY	QTY	RATE	TAX	AMOUNT
		Orion 0% Alabaster				
15	No.	Designer Roller & Designer Screen Shades Classroom 2 3 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T del
16	No	Designer Roller & Designer Screen Shades Classroom 2 4 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T del
17	No	Designer Roller & Designer Screen Shades Inside entry Class 2 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	276.75		276.75T del
18		Designer Roller & Designer Screen Shades A wing entry 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T
19		Designer Roller & Designer Screen Shades A wing entry 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T
20		Designer Roller & Designer Screen Shades A wing entry 3 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T
21		Designer Roller & Designer Screen Shades Principals office 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T
22		Designer Roller & Designer Screen Shades B wing locker 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T
23		Designer Roller & Designer Screen Shades B wing locker 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T
24		Designer Roller & Designer Screen Shades B wing locker 3 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T
25	Rm 3	Designer Roller & Designer Screen Shades Classroom 3 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
26		Designer Roller & Designer Screen Shades Classroom 3 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
27		Designer Roller & Designer Screen Shades Classroom 3 3 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
28		Designer Roller & Designer Screen Shades Classroom 3 4 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
29	No	Designer Roller & Designer Screen Shades Inside entry Class 3 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T del
30		Designer Roller & Designer Screen Shades Classroom 4 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
31		Designer Roller & Designer Screen Shades Classroom 4 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
32	Rm 4	Designer Roller & Designer Screen Shades Classroom 4 3 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
33		Designer Roller & Designer Screen Shades Classroom 4 4 - Insolroll roller shade Bottom Up	1	251.10		251.10T

NO.	DATE	ACTIVITY	QTY	RATE	TAX	AMOUNT
		Orion 0% Alabaster				
34	No	Designer Roller & Designer Screen Shades Inside entry Class 4 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T del
35		Designer Roller & Designer Screen Shades Classroom 7 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
36		Designer Roller & Designer Screen Shades Classroom 7 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
37		Designer Roller & Designer Screen Shades Classroom 7 3 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
38		Designer Roller & Designer Screen Shades Classroom 7 4 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
39	rm 7 No	Designer Roller & Designer Screen Shades Inside entry Class 7 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T del
40		Designer Roller & Designer Screen Shades Classroom 8 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
41		Designer Roller & Designer Screen Shades Classroom 8 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
42		Designer Roller & Designer Screen Shades Classroom 8 3 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
43		Designer Roller & Designer Screen Shades Classroom 8 4 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
44	rm 8 No	Designer Roller & Designer Screen Shades Inside entry Class 8 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T del
45		Designer Roller & Designer Screen Shades B wing office 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T
46		Designer Roller & Designer Screen Shades B wing office 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T
47		Designer Roller & Designer Screen Shades B wing office 3 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	415.15		415.15T
48		Designer Roller & Designer Screen Shades B wing office 4 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	415.15		415.15T
49		Designer Roller & Designer Screen Shades C wing locker 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T
50		Designer Roller & Designer Screen Shades C wing locker 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T
51		Designer Roller & Designer Screen Shades C wing locker 3 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T
52		Designer Roller & Designer Screen Shades Classroom 9 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T

NO.	DATE	ACTIVITY	QTY	RATE	TAX	AMOUNT
53		Designer Roller & Designer Screen Shades Classroom 9 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
54	Rm 9	Designer Roller & Designer Screen Shades Classroom 9 3 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
55		Designer Roller & Designer Screen Shades Classroom 9 4 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
56	del No	Designer Roller & Designer Screen Shades Inside entry Class 9 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T del
57		Designer Roller & Designer Screen Shades Classroom 10 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
58		Designer Roller & Designer Screen Shades Classroom 10 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
59	Rm 10	Designer Roller & Designer Screen Shades Classroom 10 3 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
60		Designer Roller & Designer Screen Shades Classroom 10 4 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
61	del No	Designer Roller & Designer Screen Shades Inside entry Class10 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T del
62		Designer Roller & Designer Screen Shades Classroom 11 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
63		Designer Roller & Designer Screen Shades Classroom 11 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
64	Rm 11	Designer Roller & Designer Screen Shades Classroom 11 3 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
65		Designer Roller & Designer Screen Shades Classroom 11 4 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
66	No	Designer Roller & Designer Screen Shades Inside entry Class11 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T del
67		Designer Roller & Designer Screen Shades Classroom 12 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
68		Designer Roller & Designer Screen Shades Classroom 12 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
69		Designer Roller & Designer Screen Shades Classroom 12 3 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
70	Rm 12	Designer Roller & Designer Screen Shades Classroom 12 4 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	251.10		251.10T
71	No	Designer Roller & Designer Screen Shades Inside entry Class12 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T del

NO.	DATE	ACTIVITY	QTY	RATE	TAX	AMOUNT
72		Designer Roller & Designer Screen Shades C wing end room 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T
73		Designer Roller & Designer Screen Shades C wing end room 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T
74		Designer Roller & Designer Screen Shades Staff room 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	279.45		279.45T
75		Designer Roller & Designer Screen Shades Room 18 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	456.98		456.98T
76		Designer Roller & Designer Screen Shades Room 18 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	456.98		456.98T
77		Designer Roller & Designer Screen Shades Room 18 3 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	456.98		456.98T
78		Designer Roller & Designer Screen Shades P2 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	337.50		337.50T
79		Designer Roller & Designer Screen Shades P2 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	337.50		337.50T
80		Designer Roller & Designer Screen Shades P1 1 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	337.50		337.50T
81		Designer Roller & Designer Screen Shades P1 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	337.50		337.50T
82		Designer Roller & Designer Screen Shades P1 2 - Insolroll roller shade Bottom Up Orion 0% Alabaster	1	337.50		337.50T
83		1000-INSTALLATION PRICE QUOTE Prevailing Wage Installation by Heritage Window Covering Services.	1	7,554.00		7,554.00

SUBTOTAL	30,307.68
TAX	2,019.39
SHIPPING	
TOTAL	\$32,327.07

\$ 27,966.87

Accepted By

Accepted Date

* Circled items indicate windows not in window covering scope; would be deleted from original Total \$ 27,966.87

Client Proposal

This offer is valid through: 02/28/2019

DRAPES & MORE

422 LARKFIELD CENTER BOX 261
 SANTA ROSA, CA 95403
 Phone: (707) 578-0849
 Fax: (707) 836-4244
 Email: sales@drapesandmore.com

Date	Quote
12/18/2018	11288124
PO Reference	
Quote Hillcrest	
Salesperson	
DRAPES & MORE WFG05	

Sold To:

Gravenstein
 3840 Twigg Avenue
 Sebastopol, CA 95472
 W: (707) 548-4333
 Email: bsposato@grav.k12.ca.us
 Sidemark: Gravenstein

Please review this quote based on a 0% blackout fabric with a cassette and custom clutch operating system. Rooms quoted as per our tour 12/14/2018 of the Hillcrest facility. Product cost will change based on selection of another material. Cost may also vary slightly on final measurements. Taxes, freight and installation should remain constant. Quote is good till March 31, 2019.

Please contact us with any questions and to review the available fabrics.

Client Proposal

This offer is valid through: 02/28/2019

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 SANTA ROSA, CA 95403
 Phone: (707) 578-0849
 Fax: (707) 836-4244
 Email: sales@drapesandmore.com

Date	Quote
12/18/2018	11288124
PO Reference	
Quote Hillcrest	
Salesperson	
DRAPES & MORE WFG05	

Sold To:
 Gravenstein
 3840 Twigg Avenue
 Sebastopol, CA 95472
 W: (707) 548-4333
 Email: bsposato@grav.k12.ca.us
 Sidemark: Gravenstein

Item	Room Location	Description	Qty	MSRP	Each	Extended
1	Office Front	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc Freight Charges : 14.00	2	724.00	240.00	480.00
2	Office Rear	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc Freight Charges : 14.00	2	1,188.00	380.00	760.00
3	Room #5	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc Freight Charges : 56.00	8	2,896.00	240.00	1,920.00
4	Room #1	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc Freight Charges : 28.00	4	1,448.00	240.00	960.00
5	Entry Hall Rear	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc Freight Charges : 21.00	3	1,086.00	240.00	720.00
6	Principle Office	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc Freight Charges : 7.00	1	362.00	240.00	240.00
7	B Wing Hall Entry	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc Freight Charges : 21.00	3	1,086.00	240.00	720.00
8	B Wing Hall Rear	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc Freight Charges : 14.00	2	1,188.00	380.00	760.00
9	B Wing Office	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc Freight Charges : 14.00	2	724.00	240.00	480.00
10	Room #4	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc Freight Charges : 28.00	4	1,448.00	240.00	960.00
11	Room #7	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc Freight Charges : 28.00	4	1,448.00	240.00	960.00
12	Room #8	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc Freight Charges : 28.00	4	1,448.00	240.00	960.00
13	Room #9	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc Freight Charges : 28.00	4	1,448.00	240.00	960.00
14	Room #10	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc Freight Charges : 28.00	4	1,448.00	240.00	960.00

Client Proposal

This offer is valid through: 02/28/2019

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 SANTA ROSA, CA 95403
 Phone: (707) 578-0849
 Fax: (707) 836-4244
 Email: sales@drapesandmore.com

Date	Quote
12/18/2018	11288124
PO Reference	
Quote Hillcrest	
Salesperson	
DRAPES & MORE WFG05	

Sold To: _____

Gravenstein
 3840 Twigg Avenue
 Sebastopol, CA 95472
 W: (707) 548-4333
 Email: bsposato@grav.k12.ca.us
 Sidemark: Gravenstein

15	C Wing Office	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc	2	724.00	240.00	480.00
Freight Charges : 14.00						
16	Room #11	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc	4	1,448.00	240.00	960.00
Freight Charges : 28.00						
17	Room #12	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc	4	1,448.00	240.00	960.00
Freight Charges : 28.00						
18	C Wing Entry	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc	3	1,086.00	240.00	720.00
Freight Charges : 21.00						
19	Class Room #15	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc	1	362.00	240.00	240.00
Freight Charges : 7.00						
20	Portable Room #18	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc	3	2,007.00	430.00	1,290.00
Freight Charges : 21.00						
21	Portable Room #1	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc	3	1,434.00	310.00	930.00
Freight Charges : 21.00						
22	Portable Room #2	Hunter Douglas Designer Screen Roller Custom Clutch Cassette ARI - Arista 0% 137 - Blanc	2	956.00	310.00	620.00
Freight Charges : 14.00						

MSRP Total	Discount Total	Product Total	Freight	SubTotal	Tax 8.1250%	Installation	Client Price
27,407.00	-9,367.00	18,040.00	483.00	18,523.00	1,504.99	2,000.00	22,027.99

Accepted By: _____

Date: _____