

**GRAVENSTEIN UNION SCHOOL DISTRICT**  
3840 TWIG AVENUE  
SEBASTOPOL, CA 95472

**Board of Education**  
**Regular Meeting Agenda**

DATE: Tuesday, July 9, 2019  
TIME: 5:00 PM  
LOCATION: Room 13 at Gravenstein Elementary School

**I. CALL TO ORDER**

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

- II. APPROVAL OF AGENDA** (If anyone is present for a particular agenda item, the Board may wish to bring that item forward at this time.) Motion to approve agenda.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**III. 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.

**IV. REPORTS, AND ORAL COMMUNICATIONS**

- A. Gravenstein Union Teachers' Association
- B. District Site Council
- C. Gravenstein Parent Association, GPA
- D. Gravenstein Elementary Principal's report
- E. Hillcrest Middle School Principal's report
- F. Trustee Reports
- G. Facilities Report
  - 1. Hillcrest Solar project update
  - 2. Elementary Solar project update
- H. CBO report
- I. Superintendent report

**V. INFORMATION/DISCUSSION**

- A. (p. 1) Trustee Jim Horn's resignation and protocol for filling this vacancy
- B. (p. 6) LCAP edit updates from our meeting with SCOE
- C. Handbook protocol for cellphone use on campus

**VI. CONSENT AGENDA ACTION ITEMS**

- A. Minutes of meetings June 11 and June 18, 2019
- B. (p. 8) Warrants

- C. (p. 13) Payroll
- D. (p. 14) Williams Quarterly Report April for quarter-June 2019: no complaints
- E. (p. 18) Ratify MOU with SCOE for North Coach Teacher Induction Program services for 2019-20
- F. (p. 26) Approve new hires and resignation as shown on the HR report
- G. (p. 36) Approve contract for Jack Correia, School Psychologist for 2019-2020 school year

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**VII. GENERAL ACTION ITEMS**

- A. (p. 28) **RESOLUTION NO. 190709-1 ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT AT UNEQUAL AMOUNTS FOR EMPLOYEES AND ANNUITANTS WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION.**  
The Board will be asked to approve the resolution.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

- B. (p. 32) **RESOLUTION NO. 190709-2 ELECTING TO BE SUBJECT TO SECTION 22895 TO ESTABLISH HEALTH VESTING REQUIREMENTS FOR FUTURE ANNUITANTS UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION.**  
The Board will be asked to approve the resolution.

Action taken/comments:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

**VIII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION**

**IX. CLOSED SESSION**

Motion to move to Closed Session:

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

- A. **With respect to every item of business to be discussed in closed session pursuant to Section 54957.6**
  - 1.0 Pending Litigation update: Report from Legal Counsel
  - 2.0 Conference with Negotiations team:  
GUTA negotiations update

**X. OPEN SESSION**

1.0 Report Out from Closed Session

**XI. FUTURE BOARD MEETINGS**

**A. August 13, 2019 at 5pm**

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



## GRAVENSTEIN UNION SCHOOL DISTRICT

**Eric Hoppes, Superintendent**  
3840 Twig Avenue  
Sebastopol, CA 95472  
707-823-7008 (v)  
707-823-2108 (f)  
Email: ehoppes@grav.k12.ca.us

**Board of Trustees**  
Gregory Appling  
Alex Kahn  
Jim Horn  
Jennifer Koelemeijer  
Steve Schwartz

June 22, 2019

Steve Herrington, Ph.D., Superintendent of Schools  
Sonoma County Office of Education  
5340 Skylane Blvd.  
Santa Rosa, CA 95403-8246

Dear Steve:

I write to inform you that I am resigning my position as trustee of the Gravenstein Union School District effective **July 1, 2019**.

I have been honored to serve as a Gravenstein trustee for 17 years and a volunteer in the District for 27 years. I know that I am leaving the District in good hands.

Please contact me with questions. Thank you very much.

Jim Horn  
Trustee, Gravenstein Union School District



**Sonoma County**  
Office of Education

5340 Skylane Boulevard  
Santa Rosa, CA 95403-8246  
(707) 524-2600 | scoe.org

June 26, 2019

Eric Hoppes, Superintendent  
Gravenstein Union School District  
3840 Twig Avenue  
Sebastopol, CA 95472

Dear Eric

Jim Horn's letter of resignation from the Sebastopol Union School District Board of Trustees was received on June 22, 2019 with an effective resignation date of July 1, 2019. The procedure to fill a board member vacancy is as follows:

The law requires a school district governing board to order an election or to make a provisional appointment within sixty (60) days from the date of the vacancy or of the filing if the resignation contains a deferred effective date (Education Code Section 509I).

The effective date of the resignation may not be deferred for more than sixty (60) days after the filing with the County Superintendent of Schools (Education Code Section 509I). If the resignation contains a deferred effective date, the resigning member has the right to exercise all the powers granted to members of the governing board except that he or she does not have the right to vote on the provisional appointment of his or her successor (Education Code Section 35178). In the event that a governing board fails to make an appointment or order an election during the 60-day period, I, as County Superintendent, am required by law to order an election to fill the vacancy.

The provisional appointment of the new member must be made and announced in a public meeting. A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following his or her appointment. Within ten (10) days after the provisional appointment, the governing board shall post notices of the actual vacancy or of the filing of a deferred resignation, and also the name of the provisional appointee in three (3) public places in the district and, further, shall publish the notice in a newspaper of general circulation published in the district. If no newspaper of general circulation is published in the district, the notice need not be published. The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of filing of and the effective date of the resignation. The notice shall also contain the full name of the provisional appointee to the board, and the date of his or her appointment, and a statement that unless a petition calling for a special election containing a sufficient number of signatures is filed in the office of the County Superintendent of Schools within thirty (30) days of the provisional appointment, the appointment shall become an effective appointment (Education Code Section 5092).

If a petition is received and determined to be legally sufficient, an election must be held no later than the 130<sup>th</sup> day after the determination. Nevertheless, if a regular election date will occur between the 130<sup>th</sup> and 150<sup>th</sup> day, the County Superintendent may call the election to be held on the regular election date (Education Code Section 5091). A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs.

Within a waiting period of thirty (30) days after the provisional appointment, if the district has not received a petition demanding an election from a number equaling 1-1/2 percent of the number of registered voters of the district at the time of the last regular election for governing board members, the appointment becomes an effective appointment.

If the appointment becomes effective, the appointee only serves until the next regularly scheduled election for district governing board members at which time an election is held to fill the vacancy for the remainder of the unexpired term.

Reminder: Under a district's conflict of interest code, a board member leaving office must file a leaving office statement and a newly appointed board member must file an assuming office statement. These forms are available from the County Clerk and must be filed with the County Clerk within 30 days of the board member leaving or assuming office.

NOTE: The appointment procedure (or election by reason of a voter petition) does not apply if the vacancy occurs within four (4) months of the end of the term of that position. It also does not apply if the vacancy or the filing of a deferred resignation with the County Superintendent of Schools occurs between six (6) months and one hundred and thirty (130) days before a regularly scheduled governing board election and the position is not scheduled to be filled at that election. In both these situations, the position must remain vacant and is filled at the regularly scheduled election.

If the position was scheduled to be filled at the regularly scheduled election, the person elected at that election shall only hold office for the remainder of the term of that position (Education Code 5093).

If you have any questions, please call.

Sincerely,



Steven D. Herrington, Ph.D.  
Sonoma County Superintendent of Schools

Attachment: Notice of Appointment of Governing Board Member form

The procedure to fill a board member vacancy is as follows:

The law requires a school district governing board to order an election or to make a provisional appointment within sixty (60) days from the date of the vacancy or of the filing if the resignation contains a deferred effective date (Education Code Section 5091). The effective date of the resignation may not be deferred for more than sixty (60) days after the filing with the County Superintendent of Schools (Education Code Section 5091). If the resignation contains a deferred effective date, the resigning member has the right to exercise all the powers granted to members of the governing board except that he or she does not have the right to vote on the provisional appointment of his or her successor (Education Code Section 35178). In the event that a governing board fails to make an appointment or order an election during the 60-day period, I, as County Superintendent, am required by law to order an election to fill the vacancy.

The provisional appointment of the new member must be made and announced in a public meeting. A provisional appointment confers all powers and duties of a governing board member upon the appointee immediately following his or her appointment. Within ten (10) days after the provisional appointment, the governing board shall post notices of the actual vacancy or of the filing of a deferred resignation, and also the name of the provisional appointee in three (3) public places in the district and, further, shall publish the notice in a newspaper of general circulation published in the district. If no newspaper of general circulation is published in the district, the notice need not be published. The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of filing of and the effective date of the resignation. The notice shall also contain the full name of the provisional appointee to the board, and the date of his or her appointment, and a statement that unless a petition calling for a special election containing a sufficient number of signatures is filed in the office of the County Superintendent of Schools within thirty (30) days of the provisional appointment, the appointment shall become an effective appointment (Education Code Section 5092).

If a petition is received and determined to be legally sufficient, an election must be held no later than the 130<sup>th</sup> day after the determination. Nevertheless, if a regular election date will occur between the 130<sup>th</sup> and 150<sup>th</sup> day, the County Superintendent may call the election to be held on the regular election date (Education Code Section 5091). A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs.

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If the appointment becomes effective, the appointee only serves until the next regularly scheduled election for district governing board members at which time an election is held to fill the vacancy for the remainder of the unexpired term.

Reminder: Under a district's conflict of interest code, a board member leaving office must file a leaving office statement and a newly appointed board member must file an assuming office statement. These forms are available from the County Clerk and must be filed with the County Clerk within 30 days of the board member leaving or assuming office.

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If the position was scheduled to be filled at the regularly scheduled election, the person elected at that election shall only hold office for the remainder of the term of that position (Education Code 5093).





Wanda Holden &lt;wholden@grav.k12.ca.us&gt;

## LCAP Review Follow Up

Lyndsey Munn <lmunn@scoe.org>

Wed, Jun 26, 2019 at 4:25 PM

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

Cc: drose@grav.k12ca.us, Wanda Holden <wholden@grav.k12.ca.us>, Sarah Fountain <sfountain@scoe.org>, Linda Daugherty <lbaugherty@scoe.org>

Dear Gravenstein LCAP Team,

Thank you for your hard work in leading your district through the LCAP process this year. Below, please find a bulleted list outlining the edits that we discussed during our meeting today.

Once you've completed these edits, please send your revised LCAP to [lcap@scoe.org](mailto:lcap@scoe.org) noting that the new file includes corrections made per LCAP review meeting on June 26th. These edits are not substantive and, therefore, will not require taking the revised LCAP to your board for review and approval. Once we receive your revised LCAP, we will proceed with our approval process.

If you have any questions, please do not hesitate to email or call me.

### Recommended Revisions

- Pg 12. The full table doesn't display
- Pg 111 remove reference to one student

### Required Revisions

- Plan Summary
  - Greatest Needs (page 6): Include Overall Suspension Rate (orange)
- Goal 1
  - Annual Update - Annual Measurable Outcomes: Include TK-2 ELA and math metric (pg. 10) in the **Metric/Indicator** and **18-19** sections.
  - Goals, Actions, and Services - Include ELA and math metric in Expected Annual Measurable Outcomes (pg 57)
  - Annual Update (pg 10) include in **Actual**
    - access to appropriately credentialed teachers
    - access to grade level core curriculum
    - Teachers appropriately credentialed, highly qualified and have the appropriate EL authorization
- Goal 4
  - Annual Update - Annual Measurable Outcomes: Include TK-2 ELA and math metric (pg. 22) in the **Metric/Indicator** and **18-19** sections.
  - Goals, Actions, and Services - Include ELA and math metric in Expected Annual Measurable Outcomes (pg 75)
- Goal 5
  - Annual Update - Annual Measurable Outcomes: Include Reclassification Rate in **Actual** (pg 27). If you are going to use the Reclassification rate for the 1st grade, also include an explanation of this change in the changes section on page 30. New rate goal 10%
- Goal 9

- o Annual Update - Annual Measurable Outcomes: Include truancy rate in Actual (pg 41).  
(Students with three or more unexcused absences of 30 minutes or more)
- o Goals, Actions and Services: Include Chronic Absenteeism (pg 104)
- Goal 3: Add metrics for in **Goals, Actions, and Services** and **Annual Update** for:
  - o 2b - EL access to common core standards
  - o 2c - implementation and access to ELD standards

Thanks, everyone!

Lyndsey

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Lyndsey Munn  
Director, Continuous Improvement  
Educational Support Services  
lmunn@scoe.org



Checks Dated 06/01/2019 through 06/30/2019

Board Meeting Date July 9, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1721246	06/05/2019	Lisa Gonzales	03-5826	Food Reimb. FR Brown		156.88
1721247	06/05/2019	Brown, Allison N	03-5826	Supplies Fort Ross Reimb.		249.93
1721248	06/05/2019	Howorth, Karen A	12-4310	Reimb. Beads for Daycare		14.04
1721249	06/05/2019	Hoppes, Eric L	01-4400	Reimb. GPA Storage Shed	3,736.00	
			04-4390	Reimb. Cert Mail	13.70	3,749.70
1721250	06/05/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		36.50
1721251	06/05/2019	Hardware Tech Inc.	04-4380	Replace door closers- HMS		1,136.63
1721252	06/05/2019	Office Depot	04-4310	Science Supplies- Hillcrest-Helton	227.23	
			04-4400	School Secretary Desk-Hillcrest	315.12	542.35
1721253	06/05/2019	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2018-19	1.35	
			03-5520	Light Poles at Grav Elem 2018-19	15.49	16.84
1721254	06/05/2019	Ray Morgan Company	01-5633	Copier Contract Charges 2018-19		1,182.73
1721255	06/05/2019	Verizon	01-5912	Sup't Phone & Tablet Service for 2018-19	5.06	
			03-5912	Sup't Phone & Tablet Service for 2018-19	60.71	
			04-5912	Sup't Phone & Tablet Service for 2018-19	35.41	101.18
1721256	06/05/2019	Lori Jones	03-5826	Reimb. Pepperwood Food		222.48
1721257	06/05/2019	Rebecca Mc Leod Waldo	03-5826	Reimb.Fort Ross Food-Brown		354.91
1721258	06/05/2019	Mattish, Suzanne M	03-5826	Reimb. Pepperwood Food		67.73
1721259	06/05/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		96.50
1721260	06/05/2019	GCCI INC.	40-6200	Gravenstein Elementary School Phase III		9,221.73
1721261	06/05/2019	Pacific Gas & Electric	01-5520	Electric and Gas for 2018-19 Gravenstein	186.27	
			03-5520	Electric and Gas for 2018-19 Gravenstein	2,144.08	
			04-5520	Electric and Gas for 2018-19 @ Hillcrest	2,953.11	
				Electric and Gas for 2018-19 Gravenstein	26.82	5,310.28
1721262	06/05/2019	Andrea Schmitz	04-5826	Reimb.Renaissance Faire		1,196.36
1721263	06/05/2019	Sonoma County Office Of Ed.	01-4350	Tardy Slips- HMS and Grav	10.01	
			03-4350	Tardy Slips- HMS and Grav	120.16	
			04-4350	Tardy Slips- HMS and Grav	70.09	200.26
1721264	06/05/2019	SyTech Solutions	01-5830	Document Management Services 2018-19	12.52	
			03-5830	Document Management Services 2018-19	150.30	
			04-5830	Document Management Services 2018-19	87.68	250.50
1721265	06/05/2019	U.S. Bank Equipment Finance	01-5631	Copier Lease for Schools and DO for 2018-19	35.30	
			03-5631	Copier Lease for Schools and DO for 2018-19	423.35	
			04-5631	Copier Lease for Schools and DO for 2018-19	246.98	705.63
1722556	06/07/2019	Trivunovic, Beth	03-4310	Reimb.Spring Projects		76.37

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

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Board Meeting Date July 9, 2019

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1722557	06/07/2019	Perez-Atwell, Eva A	01-5201	Reimb. Mileage	1.07	
			01-5950	Reimb. Postage	14.80	
			03-5201	Reimb. Mileage	12.88	
			04-5201	Reimb. Mileage	7.51	36.26
1722558	06/07/2019	Ally Technology Consulting LLC	01-5840	IT Consultant 2018-19	137.50	
			03-5840	IT Consultant 2018-19	1,650.00	
			04-5840	IT Consultant 2018-19	962.50	2,750.00
1722559	06/07/2019	Oriental Trading Company	03-4310	Classroom Supplies- Crandall		98.19
1722560	06/07/2019	Pitney Bowes Global Financial	01-5600	Postage Machine Lease Rental 2018-19	7.99	
			03-5600	Postage Machine Lease Rental 2018-19	87.86	
			04-5600	Postage Machine Lease Rental 2018-19	63.90	159.75
1722561	06/07/2019	Quill Corp	03-4310	Classroom Supplies-Debolt		267.19
1722562	06/07/2019	Sonoma County Office Of Ed.	01-5830	District Superintendent Search MOU	250.00	
			03-5826	2019 Grav Robotics Team Competition	220.00	
			03-5830	District Superintendent Search MOU	3,000.00	
			04-5830	District Superintendent Search MOU	1,750.00	5,220.00
1722563	06/07/2019	Christine A. Cramer	03-5830	Art Enrichment Instructor at GES & HMS Tri 3		680.00
1722564	06/07/2019	Kristina M Dorman	04-5830	2018-19 Visual Arts Enrichment Classes Tri 3		640.00
1722565	06/07/2019	Margo Perin	03-5830	2018-19 Contracted Poetry Enrichment Tri 3		615.00
1722566	06/07/2019	Nancy Prebilich	03-5830	2018-19 Drama Enrichment Tri 3		1,500.00
1722567	06/07/2019	Nancy Ricciardi	03-5830	2018-19 Art Enrichment		5,355.00
1722568	06/07/2019	The Great Burro Studios	03-5830	2018-19 Music Enrichment Tri 3		1,666.54
1722569	06/07/2019	The Program, Youth Skill Dev	03-5830	2018-19 Athletic Enrichment Tri 2	99.99	
				2018-19 Athletic Enrichment Tri 3	1,733.32	1,833.31
1724214	06/14/2019	Blanco Navarro, Sergio	04-4310	Reimb. Field Day Supplies		28.32
1724215	06/14/2019	Sotiras, Giorgis P	04-4310	Reimb. Field Day Supplies		49.99
1724216	06/14/2019	ARC Alternatives	40-5830	Board Approved Prop 39 Consulting		1,215.00
1724217	06/14/2019	AXIA	21-6210	Gravenstein Modernization, Phase III (Part 2)	7.72	
			40-6210	Gravenstein Modernization, Phase III (Part 2)	710.80	718.52
1724218	06/14/2019	Mary Tupa, dba Crown Trophy	04-4390	Engraving Graduate Plaques 2018		411.35
1724219	06/14/2019	Fishman Supply Company	01-4370	Gravenstein Custodial Supplies	5.47	
			03-4370	Gravenstein Custodial Supplies	62.90	68.37
1724220	06/14/2019	Lattice Educational Services	01-5100	Special Ed Services	1,095.38	

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1724220	06/14/2019	Lattice Educational Services	01-5810	Special Ed Services	1,646.58	2,741.96
1724221	06/14/2019	Oregon Shakespeare Festival	04-9330	7th Grade Oregon Shakespeare Festival May 2020		2,200.00
1724222	06/14/2019	Safeway	04-4310	Student Body Supplies	119.07	
			12-4390	Daycare Supplies & Snacks for 2018-19	301.79	420.86
1724223	06/14/2019	School Services Of California	01-5200	Governor's May Revise Workshop Registration	20.00	
			03-5200	Governor's May Revise Workshop Registration	240.00	
			04-5200	Governor's May Revise Workshop Registration	140.00	400.00
1724224	06/14/2019	West County Transportation	03-5826	Transportation to Ives Pool-Swim Lessons 2019		206.56
1724225	06/14/2019	Amado Olvera	13-8634	Food Service Refund		14.50
1724226	06/14/2019	Collins, John I	04-4310	Reimb. Engineering Class Supplies	30.85	
				Reimb. Props, Costumes and Materials	578.82	609.67
1724227	06/14/2019	Sotiras, Giorgis P	04-5826	Reimb. House Reward Trip Expences		258.83
1724228	06/14/2019	Bartl, Christine	01-5201	Reimb. Mileage	1.19	
			03-5201	Reimb. Mileage	14.31	
			04-5201	Reimb. Mileage	8.35	23.85
1724229	06/14/2019	Alpha Analytical Laboratories,	01-5830	Water testing for Gravenstein	2.56	
			03-5830	Water testing for Gravenstein	29.44	
			04-5830	Water testing for Hillcrest	32.00	64.00
1724230	06/14/2019	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2018-19	8.70	
			03-5911	Gravenstein AT&T CALNET 3 Charges 2018-19	103.79	
			04-5911	Gravenstein AT&T CALNET 3 Charges 2018-19	51.72	
				Hillcrest AT&T CALNET 3 Charges 2018-19	59.34	223.55
1724231	06/14/2019	Mr. Rooter Plumbing of Sonoma County	04-5830	Expose and Install 2 Clean Outs-Hillcrest		6,783.91
1724232	06/14/2019	Recology Sonoma Marin	01-5560	Recology-Gravenstein	31.05	
			03-5560	Recology-Gravenstein	357.06	
			04-5560	Recology-Hillcrest	216.72	604.83
1724233	06/14/2019	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2018-19	39.88	
			03-5530	Gravenstein Elem Water Service for 2018-19	458.63	
			04-5530	Hillcrest Water Service for 2018-19	475.00	973.51

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Checks Dated 06/01/2019 through 06/30/2019

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1724234	06/14/2019	West County Transportation	01-5804	Special Ed RSY Transportation 2018-2019		3,461.75
1724235	06/14/2019	U.S. Bank Corporate Payment	01-4390	Superintendant interview supplies	8.08	
			01-5869	Late payment	2.20	
			03-4390	Superintendant interview supplies	96.99	
			04-4310	HMS Student Council- Gifts	423.70	
				STEAM Science Supplies HMS	852.08	
				wireless earbuds	64.92	
				wireless earbuds return	56.98	
			04-4390	Superintendant interview supplies	56.58	
			04-4440	HMS ELMO Visual Presenter	523.74	
				Replacement Lamp-Projector HMS	61.38	
			13-5200	ServSafe class	179.00	2,211.69
1724986	06/19/2019	ACSIG	01-9573	Employee's Dental Plan Coverage 2018-19		7,654.40
1724987	06/19/2019	Mark Bradski	03-5830	Science/STEM Classes Instruction	700.00	
				Science/STEM Classes Instruction Tri 2	200.00	
				Science/STEM Classes Instruction Tri 3	6,700.00	7,600.00
1724988	06/19/2019	Dept Of Justice, Acctg Office	01-5862	Fingerprinting for staff 2018-19	1.60	
			03-5862	Fingerprinting for staff 2018-19	19.20	
			04-5862	Fingerprinting for staff 2018-19	11.20	32.00
1724989	06/19/2019	Mr. Rooter Plumbing of Sonoma County	04-5830	Additional repairs to storm drains-Hillcrest		7,386.91
1724990	06/19/2019	Santa Rosa City Schools	13-4710	Lunch Program for 2018-19		9,996.00
1724991	06/19/2019	Sonoma County Office Of Ed.	01-5862	Fingerprinting for Parent Volunteers	9.80	
			03-5862	Fingerprinting for Parent Volunteers	117.60	
				Fingerprinting for staff 2018-19	56.00	
			04-5862	Fingerprinting for Parent Volunteers	68.60	252.00
1724992	06/19/2019	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2018-19		1,887.60
1726038	06/21/2019	Anova Education	01-5100	Special Ed Services	817.03	
			01-5810	Special Ed Services	3,167.41	3,984.44
1726039	06/21/2019	Center for the Collaborative Classroom	03-4310	Reading Intervention Program-ESY		3,109.69
1726040	06/21/2019	J. Stanley Correia	01-5830	2018-19 Special Ed Psych Services	531.25	
			03-5830	2018-19 Special Ed Psych Services	6,375.00	
			04-5830	2018-19 Special Ed Psych Services	3,718.75	10,625.00
1726041	06/21/2019	MCI Comm Service	12-5911	Daycare Phone Line for 2018-19		13.58
1726042	06/21/2019	Office Depot	01-4350	School Office Supplies	11.60	
			03-4350	School Office Supplies	139.23	
			04-4350	School Office Supplies	81.22	232.05
1726043	06/21/2019	Pitney Bowes Inc.	01-5950	Ink for Postage Meter	4.38	

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. (Limited to Checks issued from the COUNTY bank account.)

Checks Dated 06/01/2019 through 06/30/2019

Board Meeting Date July 9, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1726043	06/21/2019	Pitney Bowes Inc.	03-5950	Ink for Postage Meter	52.42	
			04-5950	Ink for Postage Meter	30.60	87.40
1726044	06/21/2019	School and College Legal	01-5823	2018-19 Legal Services Beyond Retainer Jan-June	140.00	
			03-5823	2018-19 Legal Services Beyond Retainer Jan-June	1,680.00	
			04-5823	2018-19 Legal Services Beyond Retainer Jan-June	980.00	2,800.00
1726045	06/21/2019	Deeths, William H	04-4390	Reimb. Staff Appreciation	38.00	
				Reimb. Staff Food Schd	105.30	
				Reimb.Rewards	73.27	
			04-5826	Reimb. Scandia	1,220.00	
1726046	06/21/2019	Alpha Analytical Laboratories,	04-5830	Reimb. "Screenagers"	695.50	2,132.07
			04-5830	Water testing for Hillcrest		69.00
<b>Total Number of Checks</b>					<b>72</b>	<b>127,263.93</b>

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	31	26,128.51
03	Gravenstein Elementary Chart	41	41,747.18
04	Hillcrest Middle Charter	38	37,581.08
12	Child Development Fund	3	329.41
13	Cafeteria Fund	5	10,322.50
21	Building	1	7.72
40	Special Reserve-capital Proj	3	11,147.53
Total Number of Checks		<b>72</b>	<b>127,263.93</b>
Less Unpaid Tax Liability			<b>.00</b>
<b>Net (Check Amount)</b>			<b>127,263.93</b>

Includes checks for only Bank Account COUNTY

12

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

Gravenstein Union School District  
April Payroll Report

July 9, 2019 Regular Board Meeting

---

**Certificated Salary & Benefits**

Regular: \$	439,781.64
Supplemental: \$	34,464.79

**Classified Salary & Benefits**

Regular: \$	104,420.56
Supplemental: \$	8,747.44

**Total Salary & Benefits**

\$	587,414.43
----	------------



# Copy of Williams Settlement Quarterly Uniform Complaint Report - April 1, 2019 - June 30, 2019

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

\* Required

Name of District \*

Gravenstein Union

Name and Title of Person Reporting \*

Renee Lott

Phone Number \*

7078235361

Email Address \*

rlott@grav.k12.ca.us



### INSTRUCTIONAL MATERIALS \*

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

### TEACHER VACANCY AND/OR MISASSIGNMENT \*

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

### FACILITIES \*

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

### CAHSEE Intensive Instruction and Services \*

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

### INSTRUCTIONAL MATERIALS

Complaint Details

Your answer



## TEACHER VACANCY AND/OR MISASSIGNMENT

Complaint Details

Your answer

## FACILITIES

Complaint Details

Your answer

## CAHSEE Intensive Instruction and Services

Complaint Details

Your answer

SUBMIT

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# Copy of Williams Settlement Quarterly Uniform Complaint Report - April 1, 2019 - June 30, 2019

Your response has been recorded.

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## *North Coast Teacher Induction Program*

### Memorandum of Understanding

Between

Sonoma County Superintendent of Schools as the Local Educational Agency

For the North Coast Teacher Induction Program,

Participating County Offices of Education,

And

Participating School Districts and Employing Agencies

#### A. General

This Memorandum of Understanding (MOU) is between the Sonoma County Superintendent of Schools, serving as the Local Education Agency (LEA) for the North Coast Teacher Induction Program (“Program”), and the County Offices of Education, districts, schools, employing agencies, and independent charter schools (collectively “District”) signing below. The term of this MOU commences on **July 1, 2019**, and terminates on **June 30, 2020**.

#### B. Purpose

The purpose of the MOU is to establish a formal working relationship between the parties. The Program will provide and coordinate services and support to guide Candidates in meeting California credential requirements through the state-accredited Teacher Induction Credential Programs including General Education Clear, Education Specialist Clear Credential Program, Designated Subjects Credential Programs: Career Technical Education (CTE), Adult Education (AE), and the university-based Intern Program. Throughout this document, new teachers from all of the credential areas are referred to as “Candidates” and veteran teachers are referred to as “Mentors.”

#### C. Eligibility

Eligible “Candidates” are those hired within the NCTIP regional “Consortium” defined as the following counties: Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, Nevada, Sonoma, and Trinity Counties. The following credential programs are available to “Candidates” within the Consortium: **Intern Program:** Candidates who have obtained an Intern Credential from an accredited partner university. **Preliminary Credential Program:** Designated Subjects (CTE) and (AE) candidates who meet the industry experience and pre-requisite CCTC requirements. **Clear Credential Program:** Candidates holding preliminary Multiple Subject, Single Subject, or Education Specialist Credential, Out of State and Out of Country trained teachers, and Designated Subjects (CTE) and (AE) candidates. **Note:** Adult Education, Career Technical Education, General Education, Special Education and Intern candidates who are outside the Consortium *may* be eligible to participate in the Program components on a full fee-for-service basis. Candidates who hold a preliminary credential and need to obtain their Clear Credential who are beyond their first two years of teaching, and/or are teachers in Private Schools, are eligible to participate in the program components on a fee-for-service basis.

#### D. LEA Responsibilities

1. Employ an Executive Director whose primary duty is to administer the Program and employ support staff whose primary duty is to support the administration of the Program.
2. Provide sufficient and appropriate workspace for the Executive Director, Program support staff, Program Coordinators, Curriculum Specialist, Registrar and Credential Advisors.
3. Provide office support services for the Consortium, including, but not limited to, mail service, phone, fax, Internet services, technology support, and meeting space for Program activities.
4. Provide business and legal services required for Program implementation for the region.
5. Develop and establish procedures for Program evaluation through the California Commission on Teacher Credentialing (CCTC) Accreditation Cycle. Submit Preconditions. Common Standards, Program Review

- state reports, and required fees in a timely manner.
6. Provide a process for equitable distribution of mentoring, support, formative assessment, and credential services to Candidates and Mentors in all participating Districts and COEs within the region.
  7. Convene Program Regional Advisory Board meetings a minimum of two times per year, District Coordinators' meetings two times per year, and Regional Leadership Team meetings a minimum of five times per year.
  8. Develop and provide Professional Development for Candidates and their Mentors to be held in multiple locations within the geographical region served by the parties.
  9. Assume overall fiscal responsibility for the administration of the program budget, including submission of year-end expenditure reports and any other documentation required by CCTC and/or CDE in relation to the Program.
  10. Establish a Budget Agreement and reporting requirements for the transfer of funds to Districts. The amount of funds distributed shall be based on the *actual* number of eligible Candidates and Mentors who enrolled in each calendar year.
  11. Under direction of the Executive Director, program staff will evaluate Candidate participation to determine if candidates are accessing professional development offerings for the purpose of determining needed cost adjustments on behalf of participating Districts.

#### **E. County Offices of Education/University Partners/Lead Districts**

1. Appoint a liaison to serve on the Program Regional Advisory Board. The liaison should be a designee authorized by the County Superintendent of Schools, the Dean of Education, and/or the District Superintendent to fulfill the roles and responsibilities assigned to him or her. The liaison supports the Program by providing ongoing updates, communication, and information to county office personnel, university staff, and district superintendents.
2. Assign one or more credential analyst to work directly with Program staff to assist in identifying Candidates who are eligible for Program services as described by state guidelines and to assist school district staff in identifying eligible Candidates.
3. Provide meeting and conference rooms at no charge to the Program.
4. Provide the County Program Coordinator with office and/or storage space, computer and fax access, telephone services, and limited mailing, photocopying and office supplies.
5. Provide collaborative employer input in the Candidates development of an *Individual Learning Plan* within the first 60-days of hire and in program evaluation including administrative mid-year survey, end-of-year surveys, and CCTC Accreditation.

#### **F. District Responsibilities**

1. Appoint a District Coordinator whose assignment includes dedicated time to fulfill the District Coordinator roles and responsibilities.
2. Identify all candidates upon hire who are eligible for Program services as described by state guidelines.
3. Identify all qualified Interns who are eligible for Program support and supervision services as described by state guidelines.
4. Communicate to all site administrators the Program requirements, including release time to participate in required observations (2-4 days) and employer input in the Candidates development of an *Individual Learning Plan* within the first 60-days of hire.
5. Provide Candidates release time for observations and one-to-one consultations with the Mentor as described in the District Roles and Responsibilities.
6. Make every effort to assign Candidates to classrooms appropriate to their novice status, avoiding whenever possible, combination classrooms, secondary assignments with multiple preps, teaching assignments at multiple sites, and multiple adjunct duties.
7. Provide newly hired teachers with a District Orientation.
8. Ensure that Interns do not displace certificated employees and are evaluated on an annual basis.
9. Ensure that all Interns receive protected time for employer-provided support in weekly course planning, coaching within the classroom, problem-solving regarding students, curriculum and teaching. A District shall give special supervision and assistance to each intern above and beyond that given to other newly

employed certificated and newly employed school personnel. A District shall seek the assistance of the college or university in coordinating the program for the intern. (*Education Code 44465*)

10. For Interns who have not yet completed the EL preparation, the district must assign the on-site Mentor or other designated individual, within the first 10 days of serving as a teacher of record on the intern credential.
11. Assign a qualified Mentor to each eligible Candidate within 30 days of enrollment in the Program who meets the Commission's identified criteria of a valid corresponding Clear or Life Credential, three (3) years successful teaching experience, and English learner authorization. Pair Candidates with Mentors who most closely match their teaching assignment, including grade level and subject matter, and their credential.
12. Utilize defined selection criteria to identify high-quality, experienced teachers to serve as Mentors for Candidates. Mentors must demonstrate effective coaching, interpersonal and communication skills and:
  - Display best practices in providing "just in time" and longer term analysis of teaching practice to help candidates develop enduring professional skills.
  - Are committed to attend coaching/mentor trainings, meetings and to meet weekly with Candidates;
  - Display willingness to work collaboratively with colleagues and regional NCTIP staff;
  - Embrace a positive attitude and disposition towards students and teaching;
  - Develop a sustained and thoughtful collegial relationship with Candidates;
  - Demonstrate leadership skills, curriculum expertise, and knowledge of district resources;
  - Serve as a role model for the teaching profession.
13. Provide Mentors compensated time to participate in the Program Mentor training on observation protocol, learning-focused conversations, "just-in-time" coaching and one-to-one consultations with Candidates(s) as described in the District Roles and Responsibilities.
14. Facilitate the distribution of Program funds to Mentors and District Coordinators for compensation.
15. Participate in the Program evaluation and the CCTC Accreditation Cycle, as needed.

#### **G. Districts Fiscal Responsibilities and Terms**

1. Induction/Credential Services are provided on a Fee-for-Service basis. In 2019/2020, the Fee will be \$3,500.00 per clear credential Candidate and \$2,500.00 per Intern registered in the Program. Refer to the current Fee-for-Service schedule for additional credentialing services provided. Districts will be invoiced for each individual request for credential services. It is expected that invoices be paid promptly upon receipt or as agreed upon by both parties.
2. District candidate participation will be monitored to evaluate if participating District Candidates have accessed professional development offering to determine if a program cost adjustment on behalf of the District is necessary.
3. Funds will be credited to districts to offset the costs of the Mentor stipends at the rate of \$1,250 per eligible Clear Credential candidate (includes Multiple Subject, Single Subject, Education Specialist, or Designated Subjects - CTE and AE) enrolled in the Program. Districts will receive \$800 per eligible Intern teacher. (Mentor stipends are pro-rated when partial services are rendered.)
4. Funds will also be credited to districts to offset the costs of the District Coordinators stipend, pro-rated, depending on the total number of Candidates. District Coordinator compensation is at a rate of \$100.00 per Candidate.
5. Private school and out-of-consortium partners will receive a budget addendum describing the full fee-for-service costs.
6. The District is responsible to facilitate the distribution of Funds to Mentors and District Coordinators for compensation.

## H. Other Terms and Conditions

All products and materials developed by the Program are the exclusive property of the LEA. District and COE employees, staff, and subcontractors shall not have the right to disseminate, market, or otherwise use the products or materials without the expressed written permission of the LEA designee.

As between the Parties hereto, it is understood and agreed that:

### 1. Candidates Employment Status:

Candidates are and shall remain District employees for any and all purposes throughout the term of this Agreement. Candidates shall not be considered an employee, agent, representative, nor independent contractor of LEA for any purpose whatsoever.

### 2. Indemnification:

District shall assume full responsibility for its' employees. District agrees to hold and save LEA harmless from and against any claim, demand, action or cause of action that may be asserted by any District Program participant arising out of injury or death suffered by any District employee Program participants, including, but not limited to, third party actions for injury or death otherwise covered under applicable workers' compensation laws and regardless of the sole or concurring negligence of LEA.

### 3. Maintenance of records:

District agrees to keep and maintain adequate and current written records in accordance with Program requirements during the term of this Agreement. The records will be in any format that may be specified by the State of California. The records will be available to LEA at all times.

### 4. Assignment:

This Agreement shall not be assigned by District. Any such assignment shall be null and void.

### 5. Severability:

The provisions of this Agreement are divisible; if any such provisions shall be deemed invalid or unenforceable, that provision shall be deemed limited to the extent necessary to render it valid and enforceable and the remaining provisions of this Agreement shall continue in full force and effect without being impaired or invalidated in any way.

### 6. Waiver:

No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right. No waiver of any provision of this Agreement, or consent to any departure by either party from any provision shall be effective in any event unless it is in writing, designated a waiver and signed by the party waiving the breach. Such a waiver shall be effective only in the specific instance and for the purpose of which it is given.

### 7. Constructions and Governing Law:

The captions used in connection with this agreement are for reference purposes only and shall not be construed as part of this Agreement. This agreement shall be governed by and construed in accordance with the laws of the State of California.



8. Entire Agreement:

This Agreement supersedes all prior agreements, understandings, and communications between LEA and District, whether written or oral, express or implied, relating to the subject matter of this agreement and is intended as a complete and final expression of the terms of the agreement between LEA and District and shall not be changed or subject to change orally. The parties further agree and acknowledge that neither they nor anyone on their behalf made any inducements, agreements, promises, or representations other than those set forth in this Agreement.

9. Third Parties:

Except as otherwise explicitly provided herein, nothing in this agreement, whether expressed or implied, is intended to confer any rights or remedies under or by reason of this agreement on any other persons other than the Parties and their respective successors and assigns, nor is anything in this agreement intended to relieve or discharge the obligation or liability of any third persons to any Party, nor shall any provision give any third parties any right of subrogation or action over or against any of the Parties hereto. This Agreement is not intended to and does not create any third-party beneficiary rights whatsoever.

10. Relationship of the Parties:

No joint venture, partnership, agency or employment relationship is created by this agreement. No Party shall act as an agent or partner of any other Party or make any commitments for or create any obligations of any other Party except as provided herein without such other Party's prior written consent.


11. Survival:

The provisions of this Agreement shall survive the expiration of the Term and the termination of this Agreement. Amendments and Extensions to this MOU may be made only by written agreement signed by all parties.

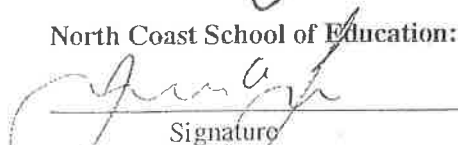
Authorized signatures below indicate understanding and acceptance of the terms of this Memorandum of Understanding.

Authorized Signatures:

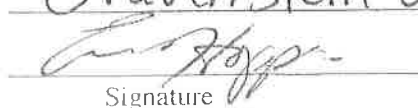
Sonoma County Superintendent of Schools as LEA:

	<u>Dr. Steven Herrington / Superintendent</u>	<u>6-12-19</u>
Signature	Printed Name/Title	Date

North Coast School of Education:

	<u>Jason A. Lea / Executive Director</u>	<u>6/11/19</u>
Signature	Printed Name/Title	Date

Participating Agency: Name of District or County Office of Education:

<u>Gravenstein Union</u>		
	<u>Interim Superintendent</u>	<u>6-14-19</u>
Signature	Printed Name/Title	Date



June 13, 2019

To: County Superintendents, District Superintendents, Chief Business Officers (CBO's), Assistant Superintendents, and Directors

From: Jason Lea, Executive Director

Re: North Coast School of Education (NCSOE)

Sonoma County Office of Education, as the Local Education Agency (LEA) for the NCSOE, is committed to providing relevant teacher induction, administrative programs and intern credential services throughout the region.

Districts continue to navigate the current teacher and administrative shortages and substantial retirements in the educational field. The following information may be helpful in planning your preliminary budgets, Local Control Accountability Plan (LCAP) and Professional Development Plan with regards to California Teacher Induction, Administrative Programs and Intern Support/Supervision for your newly hired administrators and teachers.

#### **Teacher Induction**

The North Coast Teacher Induction Program (NCTIP) assists schools and districts in providing Teacher Induction that meets both program and credentialing standards for the state of California. NCTIP provides credentialed teachers with a specifically designed, standards-based professional development, mentoring and coaching, credentialing services, and technical assistance aligned to the California Standards for the Teaching Profession (CSTP). New teachers design an Individualized Learning Plan (ILP) aligned with district goals and work closely with a Mentor and site administrator who offer "just-in-time" coaching and longer-term analysis of teaching practice to help new teachers develop enduring professional skills.

#### **Intern Program**

The Be-A-Teacher (BAT) Intern Program is an alternative pathway to acquiring a teaching credential that prepares candidates to become teachers for elementary, middle, high school and special education classrooms. Candidates begin with Pre-service modules leading to an Intern Credential, are employed and paid by the school district, are the "Teacher of Record" for their classrooms, work closely with a Practicum Supervisor, Mentor, and attend evening classes in a cohort model. Upon successful completion of the Intern Program and credential requirements, candidates will be recommended for a California Preliminary Credential.

#### **Administrative Programs**

Two state accredited programs are offered through NCSOE – Preliminary Administrative Services Credential Program (PASC) is designed to prepare future exemplary leaders in educational leadership. Candidates attend courses aligned to the California Professional Standards for Educational Leaders (CPSEL), complete fieldwork and work closely with a Faculty Mentor. The Administrative Induction Program (AIP) is designed to provide new administrators with the opportunity to clear their Preliminary Administrative Services Credential through a job-embedded induction experience. Candidates pay tuition and complete differentiated professional development, design Individualized Induction Plans (IIP) and network professionally through collaborative learning communities.

**LCAP State Priority 1**

As you work with local community groups and stakeholders to revisit your LCAP goals, the details below may be helpful in planning ahead for services, support and supervision for new administrators, teachers, interns and permit holders in order for them to be supported in your classrooms and obtain credentials. Teacher induction goals and intern support align with several areas of the LCAP and most closely connect with *Priority 1: Conditions of Learning - "Basic degree to which teachers are appropriately assigned pursuant to Education Code section 44258.9, and fully credentialed in the subject areas and for the pupils they are teaching."*

**Fee for Service**

NCSOE operates as a "fee for service" model. This model continues to provide increased access to quality induction and support for districts that are employing new teachers in the region.

Districts will be responsible for the total fee-for-service, at \$3,500 per teacher induction candidate and \$2,500 per intern or permit candidate. For example, if "District X" hires 2 new teachers and 1 intern in 2019-2020, the cost to the district would be \$9,500 (2 X \$3,500 plus 1 X \$2,500). Your district will be invoiced in November 2019 depending on the number of induction candidates and interns enrolled in the programs.

NCSOE will fund the cost of each induction mentor stipend at \$1,250 and each intern mentor stipend at \$800.00. The program also pays a stipend for District Coordination at a pay rate of \$100.00 per candidate and intern served for 2019-2020. These funds will be sent to districts in March 2020.

<b>Regional Fee-for-Service Structure</b>	<b>Teacher Induction</b>	<b>Intern Support and Supervision</b>
Annual Program Costs per induction candidate and intern - inclusive of Mentor stipends.	\$3,500.00	\$2,500.00

As teacher/administrative induction and intern programs throughout the state continue to transition, we find our programs to increasingly be ones that are sought after for quality services. And while we recognize that you may not know if you will have new teachers next year, it is important to secure general commitments for planning purposes. To ensure that your district is afforded the benefits of our programs without a disruption in services, please return a signed copy of the attached Memorandum of Understanding (MOU) by **August 30, 2019**.

Please let me know if I can be of service to you with your planning and staffing. In the months to come, I will continue to work with you in preparing high quality teachers for every student in all of our classrooms. We regularly monitor our programs and your input is invaluable as we continually look for ways to better serve our districts

/s/ Feel free to contact me at any time and thanks for all you do to support student achievement and teacher success.

Sincerely,

Jason Lea  
Executive Director

cc Steven D. Herrington, Ph.D., Sonoma County Superintendent of Schools  
John Laughlin, Associate Superintendent-Human Resources



# North Coast School of Education

## Credentialing Services For Schools And Districts 2019-20

### OVERVIEW OF PROGRAMS

*North Coast Teacher Induction • "Be A Teacher" Intern Program • University-Partnered Intern Support and Supervision*

Accredited with the Commission on Teacher Credentialing, the North Coast School of Education (NCSOE) provides credentialed teachers and interns with:

- Professional development within a specially designed, standards-based program
- A bridge linking the Preliminary Credential Program to the realities of daily classroom teaching (*Teacher Induction*)
- A Mentor, a trained experienced teacher, to coach and mentor each new teacher
- Program materials and resources to guide best practices for teacher success
- A recommendation for a California Clear or Preliminary Credential or Intern Credential upon program completion

### TEACHER INDUCTION PROGRAM

Program Service	Fee
Teacher Induction Year 1 or Year 2	\$3,500 per year
Teacher Induction Year 1 or Year 2 <i>(Private schools and out of region charter schools or other small schools, not including SELPA Charter members)</i>	\$2,250 per year plus \$1,250 for Mentor Teacher services

### Professional Development

- California Standards for the Teaching Profession (CSTP)-based professional development opportunities
- Weekly and "Just In Time" Mentor Support
- Mentor Training Series (monthly professional development)
- Individual Learning Plan (ILP) aligned with the CSTP and based on professional growth goals

### INTERN/PERMIT HOLDER PROGRAMS

Program Service	Fee
Intern Program <i>("Be A Teacher" Intern or University-Partnered Support /Supervision Programs)</i>	\$2,500 per year
<b>Professional Development</b>	
<ul style="list-style-type: none"> <li>• Framework for Teaching/Pre-Service ("Be A Teacher" Pre-Interns only)</li> <li>• Intern Credential Coursework ("Be A Teacher" Interns only)</li> <li>• Mentor Training Series (monthly professional development)</li> <li>• Support and Supervision</li> </ul>	

### OTHER SERVICES

Service	Fee
<b>Designated Subjects Credential Program</b>	
• New credential holders 2-year program	\$3,500 per year
• Existing credential holders <i>(General Education or Special Education)</i>	\$300
<b>Education Specialist Level II Program (only)</b>	\$400
<b>Equivalency Review</b>	\$300

**Gravenstein Union School District  
Human Resources Update  
Proposed Action to be taken at July 9, 2019 Board Meeting**

**CERTIFICATED**

**New Hire**

1. Patricia Hurtado, Hillcrest and Gravenstein Spanish 1.0 FTE

**CLASSIFIED**

**Resignation**

1. Emily Husar from Hillcrest IA (see letter)

**New Hires**

1. Samantha Inda, Gravenstein IA for 8 hours/day
2. Elise Antolik, Gravenstein IA for ~6.5 hours/day
3. Catherina Peirano, Gravenstein IA for 6.75 hours/day
4. Jenny Pennington, Gravenstein IA for 6.5 hours/day
5. Rocio Martinez, Gravenstein IA and Hillcrest PM daycare for 8 hours/day
6. Lynn Powell, Gravenstein IA for 8 hours/day
7. Amy Gloeckner, Gravenstein IA for 6.5 hours/day
8. Sierra Lembke, Hillcrest IA for 6.5 hours/day
9. Amanda Woodmansee, Hillcrest IA for 6.5 hours/day

**Positions still open:**

1. Instructional Assistant (Gravenstein- 8:15-3:00\*)
2. Instructional Assistant (Gravenstein- 8:30-3:15\*)
3. Instructional Assistant (Gravenstein- 8:45-2:30\*)
4. Instructional Assistant (Hillcrest- 7:15-3:45)
5. *Custodial (both campuses, up to 1.0 FTE)- still to be approved by Board*

\*One of the Gravenstein positions will be combined with Daycare Assistant and be 9:00-5:30.

June 26, 2019

Superintendent Rose,

This letter is to confirm my resignation. I have accepted a teaching position with Petaluma City Schools. As of today, I will no longer be employed with Gravenstein Union School District.

Thank You,  
Emily Husar

A handwritten signature in cursive script that reads "Emily Husar". The signature is written in dark ink and is positioned centrally on the page.

**RESOLUTION NO. 190709-1**  
**ELECTING TO BE SUBJECT TO THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**  
**AT UNEQUAL AMOUNTS FOR EMPLOYEES AND ANNUITANTS**  
**WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

- WHEREAS, (1) A contracting agency meeting the eligibility requirements set forth in Government Code Section 22920, may obtain health benefit plan(s), as defined under Government Code Section 22777, by submitting a resolution to the Board of Administration of the California Public Employees' Retirement System (the "Board"), and upon approval of such resolution by the Board, become subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and
- WHEREAS, (2) **Gravenstein Union School District** is a contracting agency eligible to be subject to the Act under Government Code Section 22920; and
- WHEREAS, (3) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (4) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and
- WHEREAS, (5) Government Code Section 22892(c) provides that, notwithstanding Section 22892(b), a contracting agency may establish a lesser monthly employer contribution for annuitants than for employees, provided that the monthly employer contribution for annuitants is annually increased to equal an amount not less than the number of years the contracting agency has been subject to this subdivision multiplied by 5 percent of the current monthly employer contribution for employees, until the time that the employer contribution for annuitants equals the employer contribution paid for employees; and
- WHEREAS, (6) **Gravenstein Union School District** desires to obtain for its employees and annuitants who are members of **Gravenstein Union Teachers Association** the benefit of the Act and to accept the liabilities and obligations of an employer under the Act; now, therefore, be it
- RESOLVED, (a) **Gravenstein Union School District** elects to be subject to the provisions of the Act; and be it further
- RESOLVED, (b) That the employer contribution for each employee shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of **the PEMHCA Minimum** per month, and be it further
- RESOLVED, (c) That the employer contribution for each annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of **\$1.00** per month, and be it further

RESOLVED, (d) That the monthly employer contribution for annuitants is annually increased to equal an amount not less than the number of years the contracting agency has been subject to this subdivision multiplied by 5 percent of the current monthly employer contribution for employees, until the time that the employer contribution for annuitants equals the employer contribution paid for employees;

And that the contributions for employees and annuitants shall be in addition to those amounts contributed by the Public Agency for administrative fees and to the Contingency Reserve Fund; and be it further

RESOLVED, (e) **Gravenstein Union School District** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (f) That the participation of the employees and annuitants of **Gravenstein Union School District** shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **Gravenstein Union School District** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.

RESOLVED, (g) That the executive body appoint and direct, and it does hereby appoint and direct, Dave Rose, Superintendent, to file with the Board a verified copy of this resolution, and to perform on behalf of **Gravenstein Union School District** all functions required of it under the Act; and be it further

RESOLVED, (h) That coverage under the Act be effective on **October 1, 2019**.

Adopted at a regular meeting of the Gravenstein Union School District Board of Trustees at Gravenstein Elementary School, Room 13, this 9th day of July, 2019.

Signed: \_\_\_\_\_  
Steve Schwartz, Board President

Attest: \_\_\_\_\_  
Gregory Appling, Board Clerk



## INSTRUCTIONS

This resolution form is the approved form designated by the California Public Employees' Retirement System (CalPERS). It should be used by a contracting agency for the purpose of electing to be subject to Public Employees' Medical and Hospital Care Act (PEMHCA) and to fix the monthly employer health contribution for employees and annuitants in accordance with Government Code Section 22892.

If the resolution is filed **on or before the tenth day of any month, it will be effective on the first of the following month** (date stamped as received by CalPERS; See address below).

- WHEREAS, (2) should be completed with full name of the contracting agency.
- WHEREAS, (6) should be completed with full name of the contracting agency and recognized employee organization.
- RESOLVED, (a) should be completed with full name of the contracting agency.
- RESOLVED, (b) should be completed to specify the amount of the employer contribution toward the cost of enrollment for active employees. The amount specified must be an amount equal to or greater than that prescribed by Section 22892(b).
- Commencing January 1, 2009, the employer contribution shall be adjusted annually by the Board to reflect any change in the medical component of the Consumer Price Index, and shall be rounded to the nearest dollar.
- RESOLVED, (c) should be completed to specify the amount of the employer contribution toward the cost of enrollment for annuitants. The amount specified must be at least \$1.00. This contribution will increase annually as prescribed by Section 22892(c).
- RESOLVED, (d) should be completed to specify the percentage factor of the annual increase to the employer contribution for annuitant, but cannot be less than 5%. The employer contribution for annuitants will be calculated as the employer contribution for active employees multiplied by this percentage factor, multiplied by years of employer's participation in PEMHCA, to be effective with the January coverage each year.
- RESOLVED, (e) should be completed with full name of the contracting agency.
- RESOLVED, (f) should be completed with full name of the contracting agency.
- RESOLVED, (g) requests the position title of the individual who handles the PEMHCA resolution for the contracting agency.
- RESOLVED, (g) should be completed with full name of the contracting agency.
- RESOLVED, (h) should be completed with the date the coverage is to become effective.

**Because resolutions serve as a legally binding document, we require the original resolution, certified copy with original signatures, or a copy of the resolution with the agency's raised seal.**

**For resolution processing, deliver to the following:**

**Overnight Mail Service**

California Public Employees' Retirement System  
Health Resolution & Compliance Services, HAMD  
400 Q Street  
Sacramento, CA 95811

**Regular Mail**

California Public Employees' Retirement System  
Health Resolution & Compliance Services, HAMD  
PO BOX 942714  
Sacramento, CA 94229-2714

The certification shown following the resolution is to be completed by those individuals authorized to sign for the contracting agency in legal actions and is to include the name of the executive body; i.e. Board of Directors, Board of Trustees, etc., the location and the date of signing.

**RESOLUTION NO. 190709-2  
ELECTING TO BE SUBJECT TO SECTION 22895  
TO ESTABLISH HEALTH VESTING REQUIREMENTS FOR FUTURE ANNUITANTS  
UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT  
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

- WHEREAS, (1) Government Code Section 22895 provides that a contracting agency subject to the Public Employees' Medical and Hospital Care Act (the "Act") may file a resolution with the Board of the California Public Employees' Retirement System to provide a postretirement health benefits vesting requirement to employees who retire for service in accordance with Government Code Section 22895; and
- WHEREAS, (2) **Gravenstein Union School District** is a contracting agency under Government Code Section 22920 and subject to the Act for participation by members of **Gravenstein Union Teachers Association**; and
- WHEREAS, (3) **Gravenstein Union School District** certifies, employees are represented by a bargaining unit and there is an applicable memorandum of understanding; and
- WHEREAS, (4) The credited service of an employee for purposes of determining the percentage of employer contribution applicable under Government Code Section 22895 shall mean service as defined in Government Code Section 22826; and
- WHEREAS, (5) The employer contribution for active employees cannot be less than what is defined in Government Code Section 22892(b); now, therefore be it
- RESOLVED, (a) That employees **retired on or after July 2, 2019** shall be subject to the requirements defined in this vesting resolution; and be it further
- RESOLVED, (b) That the employer contribution for each annuitant subject to this provision shall be the amount necessary to pay the cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of **the PEMHCA Minimum** per month, but not less than the amount prescribed by Section 22892(b), plus administrative fees and Contingency Reserve Fund assessments; and be it further
- RESOLVED, (c) Employer contributions for post-retirement health benefits shall not be paid to annuitants with less than **50 years** of credited service with **Gravenstein Union School District** The percentage of the employer contribution payable for post-retirement health benefits for each annuitant shall be based on the annuitant's completed years of credited service with **Gravenstein Union School District**.

Credited Years of Service	Percentage of Employer Contribution
Less than 50 years	0%
50 years	100%

and be it further

- RESOLVED, (d) In order to receive the employer contribution payable for post-retirement health benefits, annuitants who retire for disability must meet the credited years of service requirement set forth in RESOLVED (c); and be it further
- RESOLVED, (e) **Gravenstein Union School District** has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (f) That the participation of the employees and annuitants of **Gravenstein Union School District** shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that **Gravenstein Union School District** would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees’ Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further
- RESOLVED, (g) That the executive body appoint and direct, and it does hereby appoint and direct, Dave Rose, Superintendent, to file with the Board a verified copy of this resolution, and to perform on behalf of **Gravenstein Union School District** all functions required of it under the Act; and be it further.
- RESOLVED, (h) That coverage under the Act be effective on **October 1, 2019**.

Adopted at a regular meeting of the Gravenstein Union School District Board of Trustees at Gravenstein Elementary School, Room 13, this 9th day of July, 2019.

Signed: \_\_\_\_\_  
Steve Schwartz, Board President

Attest: \_\_\_\_\_  
Gregory Appling, Board Clerk

**INSTRUCTIONS**

This resolution form is the approved form designated by the California Public Employees' Retirement System (CalPERS). It should be used by a contracting agency electing to be subject to or subject to the Public Employees' Medical and Hospital Care Act (PEMHCA) when the agency desires to provide a post retirement vesting requirement to future annuitants as authorized by Section 22895 of the Government Code.

If the resolution is filed **on or before the tenth day of any month, it will be effective on the first of the following month** (date stamped as received by CalPERS; See address below).

- WHEREAS, (2) should be completed with full name of the contracting agency and recognized employee organization.
- WHEREAS, (3) (choose the appropriate paragraph)
- WHEREAS, (3) should be completed with full name of the contracting agency.
- RESOLVED, (a) (choose the appropriate paragraph)
- RESOLVED, (a) should be completed with the vesting basis date defining which employees are subject to this vesting resolution (ex. "Hired on or after January 1, 2015" or "Retired on or after July 1, 2015").
- RESOLVED, (b) should be completed to specify the amount of the employer contribution for fully vested annuitants under this vesting resolution. The amount specified must be equal to or greater than the amount prescribed by Section 22892(b).
- RESOLVED, (c) should be completed to specify the credited years of service required for any post-retirement employer contributions, and to define the percentage of employer contribution payable for credited years of service.
- RESOLVED, (d) (choose the appropriate paragraph)
- RESOLVED, (e) should be completed with full name of the contracting agency.
- RESOLVED, (f) should be completed with full name of the contracting agency.
- RESOLVED, (g) requests the position title of the individual who handles the PEMHCA resolution for the contracting agency.
- RESOLVED, (g) should be completed with full name of the contracting agency.
- RESOLVED, (h) should be completed with the date the coverage is to become effective.

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Health Resolution & Compliance Services, HAMD  
PO BOX 942714  
Sacramento, CA 94229-2714

The certification shown following the resolution is to be completed by those individuals authorized to sign for the contracting agency in legal actions and is to include the name of the executive body; i.e. Board of Directors, Board of Trustees, etc., the location and the date of signing.

AGREEMENT WITH AN INDEPENDENT CONTRACTOR

THIS AGREEMENT, entered this 11th day of June, 2019 by and between the GRAVENSTEIN UNION SCHOOL DISTRICT, a political subdivision of the State of California. Hereinafter-called "District", and JACK CORREIA hereinafter-called "Contractor".

WITNESSETH:

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

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

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

- 1. Services to be performed by contractor: School Psychologist Services: Assessment, consultation with teachers and parents, counseling, participation in IEP development and IEP meetings. Not to exceed \$27,000.00 total. (\$125/hr) Additional hours may be added with mutual agreement. Contractor will provide District with a current Certificate of Insurance liability to be kept on file.
2. Payments: in consideration of the services set forth, the District shall pay to Contractor a sum of money not to exceed, during the term of this agreement the hourly rate of \$ 125.00. Payment of the aforesaid sum shall be made in the following manner: Payments shall be made monthly pending a detailed invoice received for hours worked tracked by student.
3. Relationship of the parties. It is understood that this is an agreement by and between Independent Contractor(s), and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture of association or any other relationship whatsoever other than that of Independent Contractor.
4. Indemnification and Insurance. Contractor agrees to hold District harmless from any damage or injuries, which may occur to persons or property as a result of Contractor's activities pursuant to this agreement.
5. Non-assignability. Contractor shall not assign this agreement or any portion thereof to a third party without the prior written consent of the District, and any attempted assignment without such prior written consent in violation of this Section automatically shall terminate this agreement.
6. Contact terms. This agreement shall be in effect from August 14, 2019 until May 29, 2020, provided, however, that either party may terminate this agreement by giving written notice to the other party at least thirty (30) days in advance of the effective date of such termination.

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

Jack Correia
Contractor's Name

1418 Range Ave. #204, Santa Rosa, CA 95401
Address 1200 Lake Shore Ave #4B
Oakland, CA 94606
Jsacorreia@aol.com

[Signature]
Contractor's Signature

June 21, 2019
Date

201-491-7141
Telephone

Eric Hoppes, Superintendent - Signature
Dave Rose,

Date

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