

GRAVENSTEIN UNION SCHOOL DISTRICT

3840 TWIG AVENUE
SEBASTOPOL, CA 95472

Board of Education Regular Meeting Agenda

DATE: Tuesday, May 14, 2019
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Room 13

I. 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.

II. REPORTS, AND ORAL COMMUNICATIONS

- A. Gravenstein Union Teachers' Association
- B. District Site Council
- C. Gravenstein Parent Association, GPA
- D. (p. 1) Wait until 8th program regarding cell phone use
- E. (p. 2) Spanish program parent concern
- F. (p. 3) Hillcrest accelerated courses concern
- G. Trustee Reports
- H. (p. 5) Facilities Report
 - 1. (p. 6) DSA Approval of 6-month extension for Gravenstein Solar
- I. Hillcrest Principal Report
- J. (p. 8) Gravenstein Principal Report
- K. LCAP and Budget meeting dates: June 11 and June 18, 2019
- L. CBO Report
- M. (p. 10) Letter from SCOE that concurs with District Positive Certification for Second Interim budget report
- N. (p. 16) Sexual Harassment training offered at SCOE May 16 for Board members
- O. Recognition of Donations: Rotary Club of Sebastopol, Forestry Crab Fee and School Garden Network
- P. (p. 17) District Sunshine of articles for negotiations with GUTA
- Q. Superintendent Report
 - 1. Superintendent search update
 - 2. Speech and Language Pathologist and Math positions
 - 3. (p. 18) Exploratory letter with West County Special Education Consortium
 - 4. Performance Indicator Review (PIR) completed for Gravenstein and Hillcrest
 - 5. Update on Principal and CBO evaluations
 - 6. (p. 19) Enrollment report

III. CONSENT AGENDA

ACTION ITEM

- A. (p. 20) Minutes of Regular Meeting April 9, 2019 and Special Board meetings April 11, 2019 and April 18, 2019

- B. (p. 33) Warrants/(p. 41) Payroll
- C. (p. 42) Budget Updates and Transfers
- D. (p. 43) Resignation of part-time Spanish teacher
- E. (p. 44) Purchase of Second Step for Social Emotional Learning for Gravenstein Elementary School
- F. (p. 51) Ratify MOU with West County Consortium re: Nurse Services
- G. (p. 54) Approve MOU for District to purchase storage shed and be reimbursed by GSF so that it can be used for GPA purposes.

Action taken/comments:

Motion _____ Second _____ Vote _____

IV. GENERAL ACTION ITEMS

- A. Consider Next Steps in Rollout of ENRICH! to all district students TK-8th in 2019-20.**

Background: At the Dec. 12, 2018 GUSD Board meeting, the Board took 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:

Action taken/comments:

Motion _____ Second _____ Vote _____

- B. (p. 55) Approve Certificated Salary Schedules for 2018-19, 2019-20 and 2020-21.**

The Board will be asked to approve the three salary schedules for Certificated (GUTA) members.

Action taken/comments:

Motion _____ Second _____ Vote _____

- C. (p. 58) Approve Classified Salary Schedules for 2018-19, 2019-20 and 2020-21.**

The Board will be asked to approve the three salary schedules for Classified employees

Action taken/comments:

Motion _____ Second _____ Vote _____

- D. (p. 61) Approve Classified Confidential Salary Schedules for 2018-19, 2019-20 and 2020-21.**

The Board will be asked to approve the three salary schedules for Classified Confidential employees.

Action taken/comments:

Motion _____ Second _____ Vote _____

E. (p. 64) Approve the Management Salary Schedules for 2018-19, 2019-20 and 2020-21.

The Board will be asked to approve the three salary schedules for Management employees.

Action taken/comments:

Motion _____ Second _____ Vote _____

F. (p. 67) Approve Science Curriculum adoption and purchase of Science textbooks for Gravenstein Elementary School.

The Board will be asked to approve the adoption of Science Curriculum and the purchase of textbooks for Gravenstein Elementary School as shown on the summary page.

Action taken/comments:

Motion _____ Second _____ Vote _____

G. (p. 71) Approve 2019-2020 Declaration of Need for Fully Qualified Educators.

The Board will be asked to approve a Declaration of Need for Qualified Educators. This action is taken annually, as a precautionary measure, in case enrollment numbers change during the year to the extent they require emergency staffing options. This declaration gives the District greater flexibility in re-assigning staff, if necessary.

Action taken/comments:

Motion _____ Second _____ Vote _____

H. (p. 74) Approve Human Resources report showing changes in assignments and the need for additional positions for 2019-20.

The Board will be asked to review and approve the HR report showing changes in assignments and the need for additional positions for 2019-20. Most of these needs are related to extending ENRICH! to all students.

Action taken/comments:

Motion _____ Second _____ Vote _____

I. (p. 75) Approve Contract for Counselor.

The Board will be asked to approve a contract with Samantha Cole as school counselor for 2019-20benefits.

Action taken/comments:

Motion _____ Second _____ Vote _____

J. (p. 76) Approve Inspector of Record for Gravenstein Elementary Photovoltaic Project.

The Board will be asked to approve Isaac Kuster as Inspector of Record for this project to be completed this summer.

Action taken/comments:

Motion _____ Second _____ Vote _____

K. (p. 90) Approve Materials testing and Construction Inspection Services Contractor for Hillcrest Middle School improvements increment #2.

The Board will be asked to select and approve a contractor for this work.

Action taken/comments:

Motion _____ Second _____ Vote _____

L. (p. 106) Consider and approve quote from CSBA for Board Policy services.

The Board will be asked to consider and approve the quote for services from CSBA to review and update all Gravenstein Board Policies.

Action taken/comments:

Motion _____ Second _____ Vote _____

M. (p. 107) Consider and Approve contract with Ally Technology Consulting for 2019-2020 School year.

The Board will be asked to approve one of the proposals from Ally.

Action taken/comments:

Motion _____ Second _____ Vote _____

N. (p. 116) Select and approve contractor to install window shades for the Gravenstein Elementary School classrooms.

The Board will be asked to select and approve a contractor to install window shades at Gravenstein Elementary similar to the ones installed at Hillcrest Middle.

Action taken/comments:

Motion _____ Second _____ Vote _____

O. (p. 120) Approve retainer for School and College Legal Services for 2019-2020 school year.

The Board will be asked to approve the retainer agreement.

Action taken/comments:

Motion _____ Second _____ Vote _____

V. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

VI. CLOSED SESSION

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

1) Consideration and possible approval of stipulated expulsion. (Cal. Education Code section 48918) Student ID 7695105311

Action taken/comments:

Motion _____ Second _____ Vote _____

2) Consideration and possible approval of stipulated expulsion. (Cal. Education Code section 48918) Student ID 6253348274

Action taken/comments:

Motion _____ Second _____ Vote _____

3) Discuss evaluation of CBO and approve contract for CBO.

Action taken/comments:

Motion _____ Second _____ Vote _____

OPEN SESSION

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

VII. FUTURE BOARD MEETINGS

A. June 11, 2019 at 5PM-LCAP and Budget Public Hearing

B. June 18, 2019 at 5pm-LCAP and Budget Adoption

VIII. 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.



Eric Hoppes <ehoppes@grav.k12.ca.us>

Agenda request

1 message

Erin Hanauer <erin.hanauer@yahoo.com>
 To: Eric Hoppes <ehoppes@grav.k12.ca.us>

Sun, May 5, 2019 at 5:34 PM

Hi Mr Hoppes,

I wanted to thank you for taking the time to meet with Sarah and me on Friday to discuss our concerns. Here are the specific agenda items I am requesting, along with more information on Wait Until 8th that you had asked for.

★ 1) The Spanish Program at both Gravenstein and Hillcrest. This is a two part concern, the first and primary is that the program(s) need to be evaluated for effectiveness. The current programs are not meeting student engagement and language proficiency needs. They have failed at this for at least the last 8 years if not longer. Simply giving goals for each year is not enough to turn the program around. The entire program needs to be reconstructed to more practical life Spanish with engaging real life scenarios and interactions. The second part of this question is are we doing a disservice to our students by decreasing Spanish hours at the elementary level and make it an elective at Hillcrest?

★ 2) I would like GUSD to become a Wait Until 8th Champion pledging school. This would mean GUSD would disseminate information to parents and students regarding the negative impacts of having a smart phone in the elementary and middle school years. The showing of Screenagers Mr. Deeths has agreed to in the fall is in direct alignment with this program. Below is more information on this program.

<https://static1.squarespace.com/static/58938b9fbebafb25099e8c5b/t/5a6223ac8165f5f4de0ab5e3/1516381100324/Wait+Until+8th+parent+information+packet.pdf>
<https://static1.squarespace.com/static/58938b9fbebafb25099e8c5b/t/5a62241fe2c483b6699b67a2/1516381216019/WU8th+flyer+final.pdf>

To learn more, please visit www.waituntil8th.org . Also, you can check out these recent news stories about the pledge!

Below is an email template that is provided by Wait Until 8th that could be sent to parents:

Dear GUSD Parents and Families,

Did you know that the average age a child gets a smartphone is 10 years old and that children are spending between 6 and 9 hours a day on media? Childhood is changing, and the negative impact of too much screen time is hitting kids hard.

I have good news for you though. There is a wonderful resource to help parents delay the smartphone and give their children more time smartphone free.

The Wait Until 8th pledge empowers parents to rally together to delay giving children a smartphone until at least 8th grade. By banding together, this will decrease the pressure felt by kids and parents alike over the kids having a smartphone.

Please note that this pledge is for smartphones only! If you would like your child to have a basic phone that just calls and texts, you still can sign the pledge! The basic phone avoids many of the distractions and dangers of the smartphone.

A pledge becomes "active" once 10 or more families from a grade at a school sign. The organizers designed the pledge this way so you don't have to fear "what if I am the only parent that signs this in my

kid's grade." This takes the pressure off because the pledge only kicks in once at least 10 families sign from your grade.

To learn more visit

The Today Show

Wait Until 8th pledge NBC The Today Show



Wait Until 8th pledge NBC The Today Show

Thank you Today Show for your great segment on the Wait Until 8th pledge ! More than 6,800 parents from across t...

Good Morning America

<http://abcnews.go.com/GMA/video/movement-calls-parents-give-children-smartphones-8th-grade-51153665>

NPR's On Point news program

<http://www.wbur.org/onpoint/2017/12/03/smartphones-kids-wait>

Close to 20,000 families from all 50 states have said yes to waiting for the smartphone. Will you join us? Childhood is too short to waste on a smartphone. Let's let kids be kids a little longer. Take the pledge at www.waituntil8th.org.

Thank you for your time!

Sincerely,

GUSD

Thank you for your time,

I look forward to the Board and audience stakeholder discussion of these items this moth.

Best,
Erin



Eric Hoppes <ehoppes@grav.k12.ca.us>

request for board discussion

2 messages

Sarah Tendall <sarahtendall@gmail.com>

Sun, May 5, 2019 at 9:00 PM

To: ehoppes@grav.k12.ca.us, William Deeths <wdeeths@grav.k12.ca.us>, Keri Pugno <kpugno@grav.k12.ca.us>, sschwartz@grav.k12.ca.us, Gregory Appling <gappling@grav.k12.ca.us>, jhorn@grav.k12.ca.us, jkoelemeijer@grav.k12.ca.us

Hello Board Members, Admin and Superintendent,

I am writing because I would like a discussion at the next board meeting about the proposed accelerated classes at Hillcrest for next year. Please let me know if there is further action I need to take to ensure that this topic makes it on to the agenda.

I know there are a lot of changes right now, as a result of the enrich for all program being pushed to be district-wide for next year. I realize there will be growing pains, but I would like to provide some information about my reticence about this part of the proposal, and provide some talking points.

1. I've attached the chapters I sent in the previous email about tracking. I understand that there is a stigma with this word, but the fact is- when you are separating and grouping students based on test-scores or ability, that's tracking. Even if there is flexibility (which is a logistical headache- we did this in my district, just with ELD) there will be a majority of students receiving less rigor than the accelerated class, and the most fluent and capable readers and writers will not be there to model engaging with a text at a high level. I understand that these chapters are not light reading, but in my last email I referenced some quotes that I found summed things up pretty well.

2. Here is a [link](#) to an article about the recent trend of grouping/tracking, after NCLB put so much focus on test scores. Pertinent quotes:

"Hanushek researched educational systems that do and don't track and found that eight out of the nine countries in his study that track students before age 16 see that the difference between highest and lowest test scores is significantly larger than the range in countries that don't track. (He did not examine the U.S. because it doesn't have a nationwide policy and tracking is most common in high school.)

The 1980s and 1990s saw an influx of research in the U.S. suggesting that while students in upper-level, college-focused classes may be served well by the separation, the students in lower-level classes were suffering disproportionately. Not only did they start behind, but the difference in instruction also gave them little opportunity to catch up."

3. Students who may not make it in to the accelerated classes would benefit from the exposure to the higher-level learning and expectations. This article is one example of this. In middle schools that have implemented AVID, they require that all students are taking pre-algebra. This is based on findings that when students are put in a higher-level math class (pre-algebra specifically here) they don't score any worse than they would in a lower-level math class. If anything, their scores improve.

4. I would like to request what the reasoning is for the accelerated classes- why can't they all be accelerated? Why can't one of the Wednesday electives be Shakespeare appreciation, current events, or some class that would serve the purpose of engaging and challenging a specific group of students, without taking away from the education of others?

5. Has the district thought about implementing AVID? I think it would be a good fit, and it has well-documented evidence to support that increasing the rigor and expectations for all students has beneficial results. As the founder states: *"The goal of education in America must be for the purpose of*


teaching all of our students to the very highest levels—for lifting up all people."

—Mary Catherine Swanson, AVID Founder

Isn't this what we should be hoping for- for all students? It is a shame to phase in enrich for all, and then simultaneously take a step backward in leveling the playing field and providing rigorous curriculum for all students.

Thank you for your time, and all that you are doing for our students. I know that everyone's heart is in the right place, and we all agree that we want the best for all students. I look forward to the discussion.

Sarah Tendall

 C7-6 - Tracking- Chapters 1 and 2.pdf
4672K

Mon, May 6, 2019 at 7:43 AM

Gravenstein Union School District
May Facilities Report
Prepared by Brian Sposato, Facilities Manager

Gravenstein Elementary School

Phase III Modernization

Our siding project is in progress for the MPR and learning lab. Minor dry rot issues have been identified and repaired. The building is in the process of being wrapped in tyvek, and furring strips and flashing is being installed.

Gravenstein Solar

We have the same status as last month with DSA review. AXIA has been in contact with the DSA reviewers to continue to follow up so that we can obtain our DSA stamp and thus begin this project.

Window Coverings

We have received three bids. We have been in contact with Schools Legal as far as picking the most qualified vendor to perform this job because it falls with DIR (Department of Industrial Relations) in regards to certified payroll. Two of the vendors do not have the DIR registration, and we were guided that these vendors cannot sign up after the fact of providing a quote. The other piece that we sought guidance was the fact that we exceeded our informal bid threshold of \$60,000.00. Rather than go out to formal bid and extra time and advertising expense, we are citing Pub. Cont. Code 20111(A) where the general consensus is that if the labor is 10% or less of the contract price, the higher bid limit for "the purchase of equipment, materials or supplies" - Pub. Cont. Code 20111(A) - applies. That limit was raised to \$92,600 at the beginning of this calendar year. We do fall into that situation where the labor cost is less than 10%. Creative Window Fashions being the only vendor that has the DIR registration and this project still falls under the DIR requirements. There price comes at \$69,723.85 with the cassette option. It is \$55,891.18 without. We feel the cassette option will provide the cleanest look long term and further protect the shades.

Hillcrest Middle School

Hillcrest Window Coverings

Roller shades have been installed.

Hillcrest Solar Update

The Hillcrest Solar Project will be mobilizing into action June 3rd. The schedule is slated to have the carport and construction aspect to be done by start of school. The item that may not be done by school is the activation of system for the solar.

GPA Storage Shed at Hillcrest

We are looking at adding a storage shed at Hillcrest that would allow the GPA parent club to store materials and supplies for special events and fundraisers. The parent group would provide the funding to the district so that the district can purchase the physical shed. An MOU between the parent group and the district will be made with the understanding that the shed will be district owned, but contents stored in the shed will be for the parents groups. Approximate cost is \$3677.00.



April 26, 2019

6 Month Extension for Back Check Approval

Eric Hoppes
3840 Twig Avenue
Sebastopol, CA 95472

Project: Gravenstein Elementary School
School District: Gravenstein Union School District
Application #: 01-117278
File #: 49-39
Scope: **Alterations to 2-Photovoltaic Array on Classroom Buildings (A,B)**

Dear Superintendent Hoppes:

Checked plans and specifications were returned to your Design Professional of Record for corrections on 6/14/2018. As requested, an extension is hereby granted in accordance with Section 1.1 of IR A-17. The project will become void if plans from the corrected original plans are not filed or initiated for Back Check by 6/14/2019. Back Check must be completed within two months after being initiated.

Please reference the above file and application numbers in all correspondence, reports, etc., in connection with this project. Please keep this notification for your record.

Sincerely,

Dessa Rooney
Regional Manager

Cc: GUSD – Brian Sposato
GUSD – Wanda Holden
AXIA – Douglas Hilberman
AXIA – Drew Weighl
DSA – Mike Fretz
DSA – Andy Chen
DSA Project File



GRAVENSTEIN UNION SCHOOL DISTRICT

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

Board of Trustees
Steve Schwartz, Board President
Gregory Appling, Board Clerk
Jim Horn, Member
Alexander Kahn, Member
Jennifer Koelemeijer, Member

March 27, 2019

Dessa Rooney
Regional Manager
Division of the State Architect
Oakland Regional Office
1515 Clay Street, Suite 1201
Oakland, CA 94612

Re: Gravenstein Elementary School – Roof Mounted Photovoltaic Array
DSA App #:01-117278

Dear Ms. Rooney,

Gravenstein Union School District would like to request a one-time review extension for our Gravenstein Elementary School – Roof Mounted Photovoltaic Array project DSA App #: 01-117278, submitted to DSA on March 30, 2018 by AXIA Architects on our behalf. During contract negotiations with our solar vendor there was a change to the overall system to provide a better return on our solar investment. These changes to the system had the following impacts:

- Delays from the 3rd Party Solar Contractor with the system change, specifically structural attachment details for DSA review
- The system is similar to the previously submitted system, no major structural changes, and with a reduction in the overall loading on the existing school roofs
- District has a contract with their solar vendor, Sunworks. If a new DSA project is generated, this will void the District's current contract, and the District will be unable to encumber their Prop 39 funds by their June 30, 2019 deadline

Our architect has already sent the revised documents to DSA for review. Thank you for your time and consideration in this matter.

Sincerely,

Wanda Holden
Chief Business Officer

cc: AXIA Architects



Gravenstein Elementary School

Principal's Report- May 2019

Keri Pugno

May Character Trait- Perseverance

grade	Activity/Project	"I Messages"
Led by Gr 5 Team	Grade 5 Students creating Integrity Stop Motion videos. Class activities to come.	"I will be true to myself, even when no one is watching."

Updates and Events

Please let me know if you will be in attendance so that I can make sure to introduce you!

Campus Events

- May 13 (Monday)- Gravenstein Concert begins at 5:00; 6:00
- May 16 (Thursday)- Commotion in the Ocean play presented after school by Mrs. Lannon's and Mrs. Candau's students (grade 1)
- May 17 (Friday)
 - Donuts with Dads in TK classroom from 8:00-9:00
 - Grade 4 Gold Rush Days from 8:45-10:15
 - Author's Fair at 9:00 presented by Mrs. Dellosa's and Ms. Clement's students (grade 1)
- May 20 (Monday)
 - Kindergarten Dance Party from 9:00-10:00
 - Grade 5 Stop Motion Film Festival
- May 28 (Tuesday)
 - TK/K Field Day, 10:30-11:50
 - Grades 1/2 Field Day, 1:15-2:35
 - Grades 3-5 Talent Show, 1:30-2:45
- May 29 (Wednesday)- Grade 5 Field Day, 10:30-12:00
- May 30 (Thursday)
 - **Kindergarten Promotion** at 9:15
 - Grades 3/4 Field Day, 10:30-12:00
- May 31 (Friday)- **Grade 5 Promotion** at 9:00

Field Trips

- May 14-17, All 5th grade to Camp Caz outdoor education
- May 20-21, Mrs. Sully to Fort Ross (grade 4)
- May 23-24, Mrs. Brown to Fort Ross (grade 4)
- May 23-24, Ms. Mattish to Pepperwood Preserve (grade 3)

State Assessments

- CAASPP Testing should finish this week!
- Grade 5 FitnessGram (Physical Fitness Test) has finished.

Update on 3-5 Recess Yard Recommendations

- After gathering input from students on multiple occasions and through various means, submitting recommendation for two options for purchase and summer installation.
- In process of confirming size and safety requirements (RESIG approval)
 - Option A- Wobbly Webb
 - Option B- GeoDome Climbing Structure

Grade 1- 5 Summer School

- June 10 - 28 from 8:45 - 12:00
- Created for students entering grade 1-5, currently enrolled in the GUSD district who could benefit from intensive academic support in Language Arts and Math (teacher recommendation)
- Funded through combination of federal and state sources: Title IV, Title III, and Low-Performance Student Block Grant
- Currently 55 students have confirmed (that would create a teacher:student ratio of 1:11)

Screen Time Analysis

- Discussed at 5/1/19 Staff Meeting
- Completed at 5/9/19 ERD
 - Record Activity, Program used, Daily/Weekly Time, individual or whole group

2019-2020 Science Curriculum to GUSD for Adoption :

- TK- 2 (Twig Science)
- 3-5 (Amplify)

SEL Adoption- Second Step

New TK-grade 5 classroom kits and School Subscription to MindYeti

Counselor/Principal Curriculum for Bully Prevention Unit (K-2 and 3-5 curriculum)

*Training led by new counselor, Samantha Cole, who has worked with Second Step

Enrollment Projections for 2019-2020 in bold (5/9/19 enrollment in parenthesis)

TK	K	1	2	3	4	5	Total
19* (21)	79 (78)	78 (74)	77 (74)	76 (79)	79 (82)	85 (95)	493 (503 includes 1 HH)

Professional Development (upcoming)

- SIPPS (Systematic Instruction in Phonological Awareness, Phonics, and Sight Words)
- Second Step Social-Emotional Learning
- NGSS Adoptions

April 11, 2019

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

Dear Mr. Hoppes,

In accordance with Education Code Section 42131, a review of the Gravenstein Union School District's (District) Second Interim Report for fiscal year 2018-19 has been completed by the Sonoma County Office of Education (County). Based upon the multi-year projection and assumptions provided by the District, it appears that the District will meet its financial obligations for the current and two subsequent years. We therefore concur with the District's **positive** certification. This letter addresses various concerns of the County as well as standard reminders.

State Budget

On January 10, 2019, Governor Newsom released his first proposed State Budget for the upcoming 2019-20 fiscal year. We see a continued commitment to the Local Control Funding Formula (LCFF) by providing the statutory cost of living adjustments (COLA). For the current 2018-19 year, the LCFF funded COLA remains at augmented 3.70%. LCFF reached full funding in 2018-19 and the 2019-20 year will be funded at COLA only. It is important to remember that COLA only funding is not sufficient to cover pension-related employer increases, step/column costs, and rising Special Education contributions. Thus, the average school district would have to redirect some of its existing resources to cover the rising expenditures. With that in mind, the County suggests LEAs remain cautious, plan to spend conservatively, maintain adequate reserves and think long term.

Some of the major 2019-20 K-12 budget components include:

- \$80.7 billion Proposition 98 funding in 2019-20, projected to be based on Test 1
- 3.46% statutory COLA, applied to LCFF base grant for 2019-20; LCFF funding is \$63 billion.
- A total of \$3 billion in one-time non-Proposition 98 funds to buy down the CalSTRS employer contribution rate (expected decrease or previous rate projections by 1.03% for 2019-20, 1% for 2020-21, and ½% for 2021-22).
- No allocations for discretionary one-time mandate monies were included.
- Governor Newsom acknowledged the rising cost of Special Education services and the proposal includes \$576 million to support expanded Special Education services outside a students individualized education program.
- Continues to fund the Systems of Support for school districts in differentiated assistance.

Second Interim and Multi-Year Projection (MYP)

The Second Interim Report MYP, which includes the district and its conversion charter schools, indicates unrestricted deficit spending of -\$1,026,306 in 2018-19, -\$320,426 in 2019-20, and -\$328,696 in 2020-21, with the State minimum reserve for economic uncertainty of 4% met in all years. Even though the District meets minimum reserve requirements, the County Office remains concerned about on-going deficit spending. We urge the District to review and monitor revenues, expenditures, and fund balances of all funds.

Collective Bargaining

Based upon the Criteria and Standards, negotiations with all bargaining units in the 2018-19 fiscal year are not settled. Because these costs make up the largest portion of the district's budget, any salary and/or benefit increase could adversely impact the fiscal condition of the district. We caution the district to ensure that the costs of any proposed agreement be supported by ongoing revenues to avoid creating or exacerbating structural deficits. Before the district takes any action on a proposed collective bargaining agreement, Government Code Section 3547.5 requires the district to certify financial projections reflecting the impact of any salary negotiations on the current or two subsequent years. Sonoma County Office of Education requests copies of the disclosure at the time of board publication.

Summary

Our Office appreciates the preparation and timely submittal of your 2018-19 Second Interim Budget report. A technical review will be communicated to the business office. **Please see the attached for standard reminders.** If you have any questions, please feel free to call me at (707) 524-2635.

Sincerely,



Shelley Stiles
Director, External Fiscal Services

c:

Wanda Holden, Gravenstein CBO
Dr. Steven Herrington, County Superintendent of Schools
Mary Downey, SCOE Deputy Superintendent, Business Services
Linda Daugherty, SCOE District Fiscal Management Advisor



Standard Reminders ~ All Districts

Collective Bargaining Disclosure

If any collective bargaining settlements are reached during the current year all districts are being reminded of the public disclosure obligation. An important AB 1200 reporting requirement is the statute for tentative collective bargaining agreements to meet the requirements of Government Code Section 3547.5 and Education Code Sections 42131 and 42142, both of which outline the District's responsibilities for public disclosure and budget revisions for collective bargaining agreements. A three-year analysis must be completed to determine the impact of negotiations in future years. The superintendent and chief business officer must certify that the District can meet the costs incurred under the agreement. The governing board must take formal board action to approve the proposed agreement. Please note that within 45 days of the settlement, the District must send to SCOE any revisions to the District's current budget necessary to fulfill the terms of the agreement.

Adopting LCAP Revisions during the period the LCAP is in effect

EC sections 52062(c) and 52068(c) allow districts to adopt revisions to an LCAP during the period the LCAP is in effect if they follow the same process for adopting the LCAP. EC sections 52070 and 52070.5 specify that no later than five days after the adoption of an LCAP or annual update to an LCAP, the plan must be filed with the COE. While timelines identified in these sections are reflective of an annual process, statute does provide a process for a revised LCAP to be approved by the appropriate entity.

Submission of Studies, Reports, Evaluations and/or Audits

Education Code Sections 42127 and 42127.6 require districts to submit to the County Office any studies, reports, evaluations, or audits done of the district that contain evidence that the district is showing fiscal distress. They also require the County Office to incorporate that information into the analysis of budgets, interim reports, and the District's overall financial condition.

We request that the District submit to this office any such documents commissioned by the District (e.g. reports done by Fiscal Crisis and Management Assistance Team), or by the State Superintendent of Public Instruction and/or a state control agency any time they are received by your District.

NEW in 2017 ~ Increased Requirements for Debt Management Policy and Practices

Effective January 1, 2017, (per Senate Bill (SB) 1029, Hertzberg) issuers must certify on the Report of Proposed Debt Issuance (<http://www.treasurer.ca.gov/cdiac/reporting.asp>) that they have:

- ✦ Adopted local debt policies concerning the use of debt; and
- ✦ The proposed debt issuance is consistent with those policies.

Standard Reminders ~ All Districts (continued)

The issuer's local debt policies *must* include (A) through (E), below:

- A. The purposes for which the debt proceeds may be used.
- B. The types of debt that may be issued.
- C. The relationship of the debt to, and integration with, the issuer's capital improvement program or budget, if applicable.
- D. Policy goals related to the issuer's planning goals and objectives.
- E. The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

FCMAT has prepared a Fiscal Alert which provides a **sample Debt Management Policy** which is located at <http://fcmat.org/fcmat-fiscal-and-legal-alerts/>.

SB 1029 contains a declaration that state and local agencies should adopt comprehensive written debt management policies pursuant to the recommendation of the Government Finance Officers Association (GFOA). The GFOA is a national association of government finance professionals with a shared mission to promote excellence in state and local government financial management. The GFOA provides **best practices** and a link to the ***Debt Issuance Checklist: Considerations When Issuing Bonds*** at <http://www.gfoa.org/debt-management-policy> (bottom of the webpage).

California Debt and Investment Advisory Commission's (CDIAC) website contains the necessary reporting forms and fees which can be found at the website <http://www.treasurer.ca.gov/cdiac/reporting.asp>. CDIAC's guidance regarding SB1029 is located at <http://www.treasurer.ca.gov/cdiac/> by clicking on "Guidance on 1029 Implementation with SB1029" on the left side of the webpage. Some of its guidance is noted below:

Government Code 8855(i) requires any issuer of public debt to provide a *Report of Proposed Debt Issuance* to the California Debt Investment and Advisory Commission *no later than 30 days before the sale* of such debt.

Government Code section 8855(k) ~ Effective January 1, 2017, state and local issuers are required to submit an *annual debt transparency report* for any issue of debt for which they have submitted a *Report of Final Sale* during the reporting period. The annual debt transparency report is due to CDIAC within seven (7) months of the close of the reporting period, defined as July 1st to June 30th. This provision makes January 31st the effective deadline for submittal of the annual debt transparency report. Debt issued between January 1, 2017 and June 30, 2017, and reported to CDIAC on or after January 21, 2017 will be required to submit an annual debt transparency report no later than January 31, 2018.

Minimum annual debt transparency report information and additional requirements/stipulations apply. Please see the Guidance from CDIAC for more detailed information.

Standard Reminders ~ All Districts (continued)

Reporting Requirements for Proposed Debt Issuances

AB 2274 amended Government Code Section 8855 and is effective January 1, 2015. It requires LEAs to notify the California Debt Investment Advisory Commission (CDIAC) of **any proposed debt issuance**, which would include refinancing and other secondary issuances. In addition, the bill established reporting timeframes. No later than 30 days *prior to the sale* of any debt issue, the issuer shall submit a report of the proposed issuance to CDIAC. Not later than 21 days *after the sale* of the debt, the issuer shall submit a report of final sale to CDIAC. Instructions to all of the requirements that CDIAC needs depending on the type of debt transaction and applicable reporting forms are available at: <http://www.treasurer.ca.gov/cdiac/reporting.asp>

AB 2551 enhances transparency requirements for local bond elections, including Proposition 39 (2000) and two-thirds vote general obligation bonds. The bill requires LEAs attempting to pass local bonds to *submit to their local elections office* the total estimated debt service, including principal and interest, if all bonds are issued, as part of the Tax Rate Statement required pursuant to Elections Code Sections 9400-9401. The aforementioned reporting requirements are applicable to any issuance of debt after AB 2274 adds reporting requirements to debt from bonds already approved by voters. It requires agencies to notify CDIAC of **any proposed debt issuance**, which would include refinancing and other secondary issuances. The provisions of AB 2551 will be required for any local bond elections after January 1, 2015.

Reporting Requirements for Non-Voter-Approved Debt

Education Code Section 17150 requires school districts to notify the County Superintendent of Schools and County Auditor at least 30 days prior to the governing boards' approval of the issuance of certificates of participation (COPs) or other non-voter-approved debt secured by real property such as: Lease purchases (LP) secured by real property; Qualified Zone Academy Bonds (QZABs) secured by real property; Revenue bonds; Energy Loans or Bond Anticipation Notes (BANs). Under the new law, the district must provide repayment schedules, evidence of the ability to repay, and costs of issuance as well as information necessary to assess the anticipated effect of the debt issuance. Within 15 days of the receipt of the information, the County Superintendent of Schools and the County Auditor are authorized to comment publicly regarding the district's capacity to repay the debt obligation, based on the information provided.

SB740

Please note that a SB740 funding determination may be required when a charter school offers instructional time in a non-classroom based setting. Charter schools that do not submit a request by the due date may not receive a funding determination, and could have their State apportionment associated with its non-classroom based ADA reduced to zero. SB740 regulations, instructions and form can be found at:

<http://www.cde.ca.gov/sp/cs/as/nclrbifunddet.asp> .

Additional Standard Reminders for School Districts with Qualified or Negative Certifications

Debt Issuance

The statutory requirements for debt issuance for school districts with qualified or negative interim report certifications are specifically addressed by E.C. Section 42133(a), and read as follows:

"A school district that has a qualified or negative certification in any fiscal year may not issue, in that fiscal year or in the next succeeding fiscal year, certificates of participation, tax anticipation notes, revenue bonds, or any other debt instruments that do not require the approval of the voters of the district, nor may the district cause an information report regarding the debt instrument to be submitted pursuant to subdivision (e) of Section 149 of Title 26 of the United States Code, unless the county superintendent of schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. A school district is deemed to have a qualified or negative certification for purposes of this subdivision if, pursuant to this article, it files that certification or the county superintendent of schools classifies the certification of that fiscal year to be qualified or negative."

E.C. Section 15140 (b) notes that a district that has received a qualified or negative certification in its most recent interim report, may not issue and sell bonds on its own behalf pursuant to this chapter without further action of the board of supervisors or officers of that county or of any other county in which a portion of the school district or community college district is located.

Collective Bargaining

Government Code Section 3540.2 provides added oversight related to the collective bargaining process. Any school district with a Qualified or Negative certification under Education Code Section 42131 shall allow the county office of education at least ten working days to review and comment on any proposed agreement made between the exclusive representative and the public school employer, or designated representative, before it is ratified. The school district shall provide the county office with all information relevant to yield an understanding of financial impact of that agreement. The county superintendent shall notify the school district, county board of education, district superintendent, governing board of the school district, and each parent and teacher organization of the district within those 10 days if, in his or her opinion, the agreement would endanger the fiscal well-being of the school district.

Per Government Code 3540:2(d), a school district shall, upon request, provide the county superintendent of schools with all information relevant to provide an understanding of the financial impact of any final collective bargaining agreement reached.



Wanda Holden <wholden@g...v.k12.ca.us>

SCLS May 16th Workshop - Sexual Harassment Prevention

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

Mon, May 6, 2019 at 8:30 AM

To: cc-legalupdates@sclscal.org, K-12LegalUpdates <K-12LegalUpdates@sclscal.org>, charterschools@sclscal.org



**SCHOOL & COLLEGE LEGAL SERVICES
OF CALIFORNIA**

Sonoma COE

DETAILS/REGISTER May 16th – Sexual Harassment Prevention ²

- Recognize sexual harassment in the work environment and educational environment;
- Implement policies and practices to prevent sexual harassment from happening; and
- Conduct a thorough investigation if a complaint is filed, take appropriate action to stop it from recurring, and limit potential damages.

Advance registration is necessary.

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**



GRAVENSTEIN UNION SCHOOL DISTRICT

Eric Hoppes, Interim Superintendent

3840 Twig Avenue
Sebastopol, CA 95472
phone: 707-823-7008
fax: 707-823-2108
Email: ehoppes@grav.k12.ca.us

Board of Trustees

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

May 14, 2019

TO: Beth Trivunovic and Aimee Otterson
GUTA Presidents

This letter is the District's notice of intent to negotiate the following provisions of the Collective Bargaining Agreement with the Gravenstein Union Teachers Association.

Article VI – Association Dues and Payroll Deductions (Because of the Janus decision)

And this is also to confirm that since the approval of the Tentative Agreement at the Board meeting on April 9, 2019 that Article XII - Salary is closed for the 2018-19, 2019-20 and the 2020-21 school years.

Respectfully submitted,

Eric Hoppes
Interim Superintendent



GRAVENSTEIN UNION SCHOOL DISTRICT

Eric Hoppes, Interim Superintendent
3840 Twig Avenue
Sebastopol, CA 95472
phone: 707-823-7008
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Board of Trustees
Steve Schwartz, Board President
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Jim Horn, Member
Alexander Kahn, Member
Jennifer Koelemeijer, Member

May 14, 2019

Kathryn Davy, M.A.
Special Education Consortium Director
West County Special Education Consortium
6950 Analy Ave. Room 104
Sebastopol, CA. 95472

Dear Kathryn

This letter is to inform you that Gravenstein Union School District would like to take exploratory steps toward joining the West County Special Education Consortium in the 2020-21 school year

We would like to explore an analysis of what services would be provided and what the overall fiscal implications are.

The analysis would help us decide on our best course of action in regards to joining the consortium.

Please let us know how to proceed to begin this process.

Sincerely,

Eric Hoppes
Interim Superintendent

Gravenstein Union School District

May	2019											Totals
Teachers		TK	K	1	2	3	4	5	6	7	8	
Tomsky		21										21
Trivunovic			20									20
Redfern			20									20
Crandall			19									19
Briggs			19									19
Dellosa				19								19
Clement				18								18
Candau	ENRICH!			19								19
Lannon	ENRICH!			18								18
Otterson					17							17
Sprinkle					19							19
DeBolt	ENRICH!				18							18
Basque	ENRICH!				20							20
Barrera						15						15
Haas						16						16
Mattish	ENRICH!					24						24
Nordstrom	ENRICH!					24						24
Martinez							19					19
Carey							20					20
Sully	ENRICH!						22					22
Brown	ENRICH!						21					21
Grimm								21				21
Squires								23				23
Gorman	ENRICH!							26				26
Hansen	ENRICH!							24				24
Helton									12			12
Kinman									12			12
Dexter	ENRICH!								24			24
Rich	ENRICH!								23			23
McDowell										20		20
Sotiras										14		14
Collins	ENRICH!									27		27
Clements	ENRICH!									25		25
Cole											20	20
Jex-Lewis											4	4
Blanco											27	27
Johnson	ENRICH!										20	20
Sporrer	ENRICH!										17	17
Home & Hospital								1				1
Community Day School					2					3		5
Gravenstein Campus		21	78	74	74	79	82	94				502
Hillcrest Campus									71	86	88	245
May 2019		21	78	74	76	79	82	95	71	89	88	753
May 2018		22	61	80	82	81	93	75	86	93	78	751
May 2017		16	75	82	77	79	78	75	80	83	81	726
May 2016		21	77	76	84	72	76	71	87	84	83	731
May 2015			97	77	71	71	68	75	70	84	114	727

2019
1
5
502
245
753

GRAVENSTEIN UNION SCHOOL DISTRICT

3840 TWIG AVENUE
SEBASTOPOL, CA 95472

REGULAR GOVERNING BOARD

Tuesday, April 9, 2019

MEETING MINUTES

5:00 PM

Gravenstein School, Rm. 13

I. CALL TO ORDER

Steve Schwartz, President

Gregory Appling, Clerk

Jim Horn, Trustee

Alexander Kahn, Trustee - not in attendance

Jennifer Koelemeijer, Trustee

Meeting called to order at 5:04pm

In attendance Steve Schwartz, Gregory Appling, Jim Horn and Jennifer Koelemeijer.

II. PUBLIC COMMENTS

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

Parent - Attended vaping workshop for parents and grateful that the school offered the class. Also went to 6th grader welcome night and thought it was wonderful that Mr. Deeths shook hands with all incoming parents. Asked about information on Ms. Schwinn's exit.

Interim Superintendent will check with legal on this issue.

Parent - Thanked Keri Pugno and kinder team for making the TK enrollment process so clear.

III. REPORTS, AND ORAL COMMUNICATIONS

A. Gravenstein Union Teachers' Association

1. (p. 1) Sunshine letter for 2019-20

Report provided by GUTA.

B. District Site Council

KP - wrapped up safety plan. Everything shifted to LCAP now.

C. GSF/MPF (Gravenstein Parent Association, GPA)

Report provided by GSF Pres. Lori Jones. Elections for new GPA to be held 4/23/2019. Several subcommittees will be formed at that time.

Board members JH and AK are working with GPA to advise on structure and going over projected cost.

Parent working with GPA wanted to make sure that they have open communication with the board requesting Board to attend their meetings when possible. Questions around cost for the program is currently being worked on by administration.

D. Trustee Reports

Board has been attending several meetings since last board meeting regarding the new Superintendent search, single program, contract negotiations, attending school events, formation of new parent organization, and school sponsored events.

E. (p. 2) Facilities Report

Report provided in packet. Email was sent home regarding the asbestos removal. The Solar project is progressing and window coverings for Hillcrest are in progress.

F. (p. 3) Hillcrest Principal Report

Report provided.
Enrollment going from 265 to 300.
Very excited about Paul Koo going to state championship Spelling Bee.
Looking forward to Color Run.

G. Gravenstein Principal Report

Report provided as handout.
Parent raised questions around indoor recess, computer time policy, and summer school. Questions were directed to KP to answer and follow up on.

H. LCAP update

Survey being developed to go out in Monday message. Request was made to highlight the survey so it will stand out in the Monday Message

I. (p. 5) CBO Report

Provided in Packet.

J. Staffing for 2019-20

Staffing is stable with possible new hires at Hillcrest and possible others due to increase in programing.

- K. Superintendent Report
 - 1. Superintendent search update

Process is being directed by SCOE and announcement has been posted.

- 2. Counselor position

A candidate has been selected and a transition plan is being developed.

- 3. Negotiations with GUTA

Mediation was successful and will be discussed later in the agenda.

- 4. Staff and Trustee phones, tablets and computers for district use and Trustee use.

SCOE suggested that staff and board have district issued cell phones and tablets. Discussion to continue.

- 5. Status of Principal and CBO Evaluations

Was paused mid-year and EH to take over and continue.

- 6. (p. 6) Current enrollment

Report in packet

IV. CONSENT AGENDA

ACTION ITEM

- A. (p. 7) **Minutes of Regular Meeting March 12, 2019 and Special Board meeting March 25, 2019**
- B. (p. 17) **Warrants/Payroll**
- C. (p. 25) **Budget Updates and Transfers**
- D. **Correspondence/Publications**
- E. (p. 26) **Ratify MOU with West County Consortium re Nurse Services**
- F. (p. 29) **Approve Continuing Disclosures Bond Report**
- G. (p. 38) **Williams Quarterly report showing not complaints for the time period of January 1, 2019 through March 31, 2019**

Action taken/comments:

JK move to approve the consent agenda with the removal of March 12, 2019 Reg. Board Meeting Minutes, item E, and item F.

SS seconds
passes 4 - 0

GA moves to approve March 12, 2019 with changes.
JK seconds
passes 4 - 0

Item E tabled
Item F - JH motions to approve subject to verification.
JK seconds
passes 4 - 0

V. GENERAL ACTION ITEMS

A. Consider Next Steps in Rollout of ENRICH! to all district students TK-8th in 2019-20.

Background: At the Dec. 12, 2018 GUSD Board meeting, the Board took 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:

Action taken/comments:

Hand out of slide show provided.

Parent concerned that her student is not going to get Band and Chorus. They were promised that they would not be offered less, but in her mind this is less.

JH asked if we need \$100 a month or if that is what we are asking/hoping to get.

SS asks what is the big picture in process and timing.

KP - Answered we are looking for "this looks good and to keep moving forward". Pointed out that they still need a lot of input from teachers and that this is still a working document. We don't want to put it out to public just yet.

EH - says I think they need approval of this model that you have seen tonight.

GA - Big question - currently band is required for half our students after a certain grade level. how will changing from requirement to elective affect our band program.

KP - We will have to see how it goes. We are adaptable.

WD - Band is only required for 6th grade enrich students. Now everyone will have the option of band.

GA - regarding accelerated classes - He is concerned that the kids will be divided.

WD - says there are kids who want to be pushed and need to have the option to go into accelerated group. These kids will not be in the same class together all day, only in this one class. It will only be for kids who want to push ahead.

KP - points out that just because a kid is in accelerated math class does not mean they will automatically be in accelerated language arts class.

GA - regarding accelerated program - If a kid, in the middle of semester, says I don't want this, will they be replaced by a student who is being driven by parents?

WD - No. The students will be recommended by teacher. This will only be offered by request.

GA - wants to be sure we are looking at this closely.

JK - thank you for this great presentation and all the work you are doing for the new program. Would like to set up time, sometime in the next week or so, to meet regarding advertising on the new program.

SS - is concerned about block schedule and a student being able to sit still for that long. Also concerned about the overnight field trips and teachers that don't want to be away from their children that long.

JH - suggest that maybe he and AK get together with the principals to nail down the expenses.

Parent -

1. Thought there was going to be talk about hiring a Spanish teacher. Disappointed to see there is going to be less Spanish in the lower grades.
2. Very concerned that there is going to be less regarding enrichment classes.
3. Need to define academic rigor. Doesn't think more homework or more testing is a good definition of academic rigor. Concerned about students not being exposed to the higher academics if there are separate accelerated classes.
4. Seems like we need more instructional aides with more educational experience.

Parent - emailed board and staff members, about trepidation regarding the academic rigor. She is concerned that taking those top students out of the regular class will be a detriment to other students. Wants to know if there is any research to determine that this is the best practice and if so, can she see that research.

Adjourn at 7:25 for 10-minute break.
Meeting opened again at 7:35 pm

No Action taken and no vote

Board gives a thumbs up and keep moving forward.

- B. (p. 42) Discuss district policies and approach to discipline for students possessing, using, or selling controlled substances. Review existing BP and AR and discuss best practices.**

Action taken/comments:

EH thinks this doesn't need action, but is here for discussion purposes.

Mr. Deeths provided a PowerPoint presentation.

We currently base our policies on California Education Code 48900.

SS - Want to be sure everyone knows that we can't talk about any specific instances right now.

GA - Was looking through the policies, while there have been changes in the law, those changes do not change anything for our students. Asks if we need to go back to schools legal to see if there is anything more updated than what we are currently using. Asks if we need to do more outreach to our community?

SS - Reached out to SCOE to see if they were seeing any changes in other schools. Only got a referral to another person. Has talked to a couple of administrators.

EH - Part of this was meant to begin a discussion. Because marijuana is more prevalent due to law changes, do we need to make changes to our policy. We could reach out to other districts to see what they may be doing. Petaluma has more programs in place. One option they have is suspended expulsion so they can send the student to Community Day School.

GA - Says we do have multiple options, but curious about what else we could offer.

JH - Wants to look at CSBA policies to see if there are any changes there.

GA - Looked up the education codes which are based off of federal codes. Thinks that we are more looking at, if things have changed, how are we or should we be reacting to things. Need to reach out and explain that while laws have changed for adults it has not changed for children.

EH - Agrees that some outreach may be necessary.

JK - Agrees with JH that we should look into CSBA policies.

EH - Also agrees...he wasn't looking for a decision just wanted to open up the conversation.

GA - The community needs to know that there are certain things Administration has to do, they have no option while the Board may have more discretion and options.

No Action Taken

Homework for administration

Motion _____ Second _____ Vote _____

C. Approve 2019-2020 School District Calendar.

The Board will be asked to approve the Calendar presented as the District calendar for 2019-2020.

Action taken/comments:

Discussion was had. The calendar was agreed upon by administration and GUTA prior to board meeting.

Motion ___JK___ Second ___JH___ Vote __4 - 0___

D. (p. 81) Approve Public Disclosure of Proposed Collective Bargaining Agreement per AB1200.

The Board will be asked to approve a public disclosure document regarding the financial impact of the proposed collective bargaining agreement between GUSD and the Gravenstein Union Teachers Association. This includes percentage increases and a flat amount added to all salary schedule cells to represent the move to ENRICH! District wide and increases to benefits.

Action taken/comments:

Page 92 of the packet summarizes some of the accounting changes.

Motion ___JK___ Second ___GA___ Vote __4 - 0___

E. (p. 92) Approve Tentative Agreement with GUTA as a conclusion to negotiations for 2018-19.

The Board will be asked to approve the contract language in the Tentative Agreement between GUSD and GUTA.

Action taken/comments:

Motion ___GA___ Second ___JH___ Vote __4 - 0___

F. (p. 95) Approve MOU with GUTA regarding Supplemental Activity Instruction for 1st through 8th grade ENRICH! students and a stipend for full-time ENRICH! Homeroom Teachers.

The Board will be asked to approve the MOU.

Action taken/comments:

Tabled for 10 minutes to review document.

Motion ___JH___ Second ___SS___ Vote __4 - 0___

G. (p. 97) Approve the Public Disclosure Document AB1200 for the Proposed increase in salary and benefits for unrepresented employees who are not GUTA members, excluding Principals, Superintendent and CBO.

The Board will be asked to approve the increases proposed for the named unrepresented groups as shown in the AB1200.

Action taken/comments:

There is concern about decoupling the Principals, Superintendent and CBO. Motion by JK was made to approve all except Superintendent. No second and item tabled till after discussion around Item H.

No action taken

Motion _____ Second _____ Vote _____

H. Approve Salary Increase for Un-represented Groups.

The Board will be asked to approve increases in salary and benefits for all unrepresented employees who are not GUTA members, excluding Principals, Superintendent and CBO, with the same percentages as agreed to for certificated employees as detailed in the AB1200 document.

Action taken/comments:

JK moves to approve the salary increase for un-represented groups excluding the Superintendent.

No Second

JH moves to approve Salary increase for all un-represented groups.

GA seconds

votes 2 - 2

Does not carry

Discussion was held on pro's and con's and disagreement about the agenda item. Tabled to next meeting.

VI. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

VII. CLOSED SESSION - Adjourn to closed session at 9:17 p.m.

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

1) Employee request for review of position duties and salary placement.

No action taken on this item.

2) Public Employee Hiring:

1. Counselor 60% at Hillcrest and 40% at Gravenstein

SS Motion to approve the hiring of Samantha Cole

Second JK

Vote 4-0

3) Discussion of Compensation for Principals and CBO Related to Superintendent Transition.

The Board will be asked to discuss and approve additional compensation for Principals and CBO reflecting extra duties and time due to Superintendent transition.

GA Motion Board to approve additional compensation for Principals and CBO during Feb 15 – June 30 for taking on Superintendent duties as directed during Superintendent transition.

Second JK

Vote 4-0

4) Discussion of Salary Schedules for the Principals and the CBO.

The Board will be asked to discuss salary schedule for Principals and CBO.

No action Taken at this time.

OPEN SESSION

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

VIII. FUTURE BOARD MEETINGS

- A. Special Board meeting to be held April 18, 2019 at 5pm.

Next Regular Board Meeting: Tuesday, May 14, 2019 – 5:00 p.m.

IX. ADJOURNMENT

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

Board of Education Special Meeting Minutes

DATE: Thursday, April 11, 2019
TIME: 7:30 PM
LOCATION: Gravenstein Elementary, Superintendent's Office

I. CALL TO ORDER:

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

Meeting called to order at 7:30pm

In attendance Steve Schwartz, Greg Appling, Jim Horn, Alex Kahn and Jennifer Koelemeijer.

II. PUBLIC COMMENTS:

There was no public comment.

III. GENERAL:

A. Discuss and consider options for salary and benefits increases for unrepresented groups.

The Board will discuss potential increases in salary and benefits for unrepresented employees who are not GUTA members.

Board members and Interim Superintendent had discussion on which groups should be granted a raise similar to the raise agreed to with GUTA.

A motion was made Jim Horn to include all groups: Classified, Classified Confidential, Counselor, Principals, CBO and Superintendent.

Motion **JH** Second **GA** Vote **2-3**
Motion did not pass.

The Board had more discussion. Jim Horn left the meeting at 8:15 PM. After more discussion a motion was made by Alex Kahn to extend the salary and benefit increase to the following groups: Classified, Classified Confidential, Counselor, Principals and CBO.

Motion **AK** Second **JK** Vote **4-0**
Motion passed.

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

B. Discuss and approve the Public Disclosure Document AB1200 for the proposed increase in salary and benefits for unrepresented employees who are not GUTA members.

The Board will be asked to discuss and approve the AB1200 form showing the financial information for proposed increases for unrepresented groups.

A motion was made by Alex Kahn to approve the AB 1200 for the follow employee groups: Classified, Classified Confidential, Counselor, Principals and CBO.

Motion AK Second JK Vote 4-0

IV. FUTURE BOARD MEETINGS:

Special Board meeting: Thursday, April 18, 2019 - 5:00 PM

Next Regular Board Meeting: Tuesday, May 14, 2019 - 5:00 PM.

V. 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 Keri Pugno, Principal, Gravenstein Union School District, 3840 Twig Ave., Sebastopol, CA 95472. Telephone (707) 823-7008.

Board of Education Special Meeting Minutes

DATE: Thursday, April 18, 2019
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Superintendent's Office

I. CALL TO ORDER:

Steve Schwartz, President
Gregory Appling, Clerk - Not present
Jim Horn, Trustee
Alexander Kahn, Trustee
Jennifer Koelemeijer, Trustee - Not present

Meeting called to order 5:05 p.m.

In attendance Steve Schwartz, Jim Horn and Alexander Kahn.

II. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION:

At this time the public may address the Board on any item listed in the Closed Session agenda. Presentations are limited to three minutes per person per topic. The Board may not respond to presentations.

A parent of a Hillcrest Middle School student read a prepared statement asking the Board to consider the other students while considering these discipline matters.

III. CLOSED SESSION:

- 1.1 Student Matter - Expulsion Hearing (Cal. Educ. Code section 35146) [Case #3]
The Board heard from Mr. Deeths and from the student and family in this case. The Board deliberated and declared that the student had committed an expellable act.
- 1.2 Board deliberation regarding student expulsion (Cal. Educ. Code section 35146)
The Board then made the decision to Expel the student, but to Suspend the Expulsion. They provided a rehab plan and offered the family the opportunity to enroll in the Community Day School.
- 3.1 Student Matter - Appeal of decision to remove student from Charter School (Cal. Educ. Code section 35146) [Case #5]
The Board heard from Mr. Deeths and from the student and family in this case regrading this appeal of the decision to remove the student from the Charter School.

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

3.2 Board deliberation regarding student removal (Cal. Educ. Code section 35146)
The Board denied the appeal and provided a rehab plan and offered the family the opportunity to enroll in the Community Day School.

IV. **OPEN SESSION:**

A. Report of any action taken during closed session. The Board reported the above actions in open session.

V. **FUTURE BOARD MEETINGS:**

Next Regular Board Meeting: Tuesday, May 14, 2019—5:00 PM.

VI. **ADJOURNMENT:**

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Checks Dated 04/01/2019 through 04/30/2019

Board Meeting Date May 14, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1707186	04/03/2019	Parks, Jerie L	04-5950	Re mb. Certified Mail		28.67
1707187	04/03/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		85.00
1707188	04/03/2019	Fishman Supply Company	01-4370	District Wide Custodial Supplies	23.35	
			03-4370	District Wide Custodial Supplies	280.25	
			04-4370	District Wide Custodial Supplies	163.47	467.07
1707189	04/03/2019	Office Depot	03-4310	School Secretary/Classroom Supplies	10.34	
			04-4310	Instructional Supplies for Hillcrest	61.43	
				School Secretary/Classroom Supplies	9.68	
			04-4350	School Secretary/Classroom Supplies	38.42	119.87
1707190	04/03/2019	Keri Pugno	01-4390	Gravenstein "Breakfast Program"	1.04	
			03-4390	Gravenstein "Breakfast Program"	11.92	12.96
1707191	04/03/2019	Ray Morgan Company	01-5633	Copier Contract Charges 2018-19		1,372.57
1707192	04/03/2019	S&S Worldwide, Inc	12-4390	BTB Supplies		143.18
1707193	04/03/2019	SYLVANIA Lighting Solutions	01-5830	Sylvania Lighting Solutions Contract	4,366.20	
			03-5830	Sylvania Lighting Solutions Contract	18,062.57	
			04-5830	Sylvania Lighting Solutions Contract	78,494.82	100,923.59
1707194	04/03/2019	UCCR/Web of Life Field School	03-5826	Grade 5 - FT to UCCR Web of Life		19,777.00
				5/14-17/19		
1707195	04/03/2019	Claudia Del Real	03-5826	Reimb. for food Fort Ross		56.28
1707196	04/03/2019	Kiko Chan	03-5826	Reimb. for food Fort Ross		170.10
1707197	04/03/2019	Carey, Paul R	03-5826	Re mb. for food Fort Ross		91.64
1707198	04/03/2019	Anova Education	01-5100	Special Ed Services	1,118.58	
			01-5810	Special Ed Services	2,628.75	3,747.33
1707199	04/03/2019	Tony Corsello	04-5880	Basketball Referee 3/26/2019		70.00
1707200	04/03/2019	Gold Discovery Park Assn.	03-5826	Gold Discovery Tour-Brown /Sully		666.00
				4/16-18/2019		
1707201	04/03/2019	Mark Hoback	04-5880	6 th Grade Referee Boys Basketball		70.00
1707202	04/03/2019	Jack Schreder & Associates, In c.	01-5830	February 2019 - School Facilities Program		362.50
1707203	04/03/2019	Lattice Educational Services	01-5100	Special Ed Services	1,592.43	
			01-5810	Special Ed Services	2,393.73	3,986.16
1707204	04/03/2019	Sonoma County Office Of Ed.	01-5202	SCOE Workshop-"Building A Better IEP"	6.40	
			01-5862	Fingerprinting for Parent Volunteers	12.60	
			03-5202	SCOE Workshop-"Building A Better IEP"	73.60	
			03-5862	Fingerprinting for Parent Volunteers	151.20	
			04-5862	Fingerprinting for Parent Volunteers	88.20	
				Fingerprinting for staff 2018-19	84.00	416.00
1707205	04/03/2019	West County Transportation	01-5826	Bus Gravenstein Students to Hillcrest	63.14	
			03-5826	Bus Gravenstein Students to Hillcrest	726.06	789.20

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1707206	04/03/2019	Carey, Paul R	03-5826	Reimb. Art Supplies Ft. Ross		204.88
1707207	04/03/2019	Sacramento History Museum	03-5826	Historic Old Sac Field Trip- Tour 4/18/2019		378.00
1707208	04/03/2019	Sacramento Old Schoolhouse	03-5826	Old Sacramento Schoolhouse - Tour		15.00
1707209	04/03/2019	Sacramento Old Schoolhouse	03-5826	Old Sacramento Schoolhouse - Tour		15.00
1707210	04/03/2019	Juan Marquez	03-5826	Reimb. food for "Clem Miller"		1,136.33
1707211	04/03/2019	Lott, Renee L	01-4390	Nurse station supplies	2.09	
			03-4390	Nurse station supplies	24.07	26.16
1707212	04/03/2019	Advanced Security Systems	01-5830	Fire Alarm Monitoring 2018-19	7.56	
			03-5830	Fire Alarm Monitoring 2018-19	86.94	94.50
1707213	04/03/2019	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
1707214	04/03/2019	AXIA	40-6210	Gravenstein Modernization, Phase III (Part 2)		12,901.24
1707215	04/03/2019	Office Depot	04-4310	Instructional Supplies for Hillcrest		59.34
1707216	04/03/2019	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2018-19	1.36	
			03-5520	Light Poles at Grav Elem 2018-19	15.70	17.06
1707217	04/03/2019	Stephen Roatch Accountancy	01-5821	2018-19 Audit Contract	84.50	
			03-5821	2018-19 Audit Contract	1,014.00	
			04-5821	2018-19 Audit Contract	591.50	1,690.00
1707218	04/03/2019	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
1707219	04/03/2019	Verizon	01-5912	Sup't Phone & Tablet Service for 2018-19	5.31	
			03-5912	Sup't Phone & Tablet Service for 2018-19	63.74	
			04-5912	Sup't Phone & Tablet Service for 2018-19	37.18	106.23
1707220	04/03/2019	Ernesto Aubin	04-5880	Referee 6th Grade Boys Basketball 3/28/2019		40.00
1707221	04/03/2019	Georgia Churchill	03-5826	Storyteller Grade 4 Ms. Brown -Georgia Churchill		260.00
1707222	04/03/2019	Georgia Churchill	03-5826	Storyteller Grade 4 Ms.Sully -Georgia Churchill		260.00
1707223	04/03/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		97.50
1707224	04/03/2019	de Young Museum	04-5826	De Young Museum Deposit 8E!		200.00
1707225	04/03/2019	Di Rosa Preserve	04-5826	Di Rosa Art Exhibit-Clements	125.00	
				Di Rosa Art Exhibit-Collins	125.00	250.00
1707226	04/03/2019	Mark Hoback	04-5880	6th Grade Referee Boys/Girls Basketball		40.00

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1707227	04/03/2019	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First		57.72
1707228	04/03/2019	U.S. Bank Equipment Finance	01-5631	Copier Lease for Schools and DO for 2018-19	35.28	
			03-5631	Copier Lease for Schools and DO for 2018-19	423.37	
			04-5631	Copier Lease for Schools and DO for 2018-19	246.98	705.63
1709342	04/10/2019	Claudine Richmond	03-5826	Reimb. Clem Miller Food		121.11
1709343	04/10/2019	AXIA	40-6210	Modernization - Hillcrest Middle Improvements		624.87
1709344	04/10/2019	Clem Miller Env. Ed Center	03-5826	Clem Miller 4th Grade EI-Brown		2,720.00
1709345	04/10/2019	Lattice Educational Services	01-5100	Special Ed Services	1,215.75	
			01-5810	Special Ed Services	1,827.53	3,043.28
1709346	04/10/2019	Pacific Gas & Electric	01-5520	Electric and Gas for 2018-19 Gravenstein	323.06	
			03-5520	Electric and Gas for 2018-19 Gravenstein	3,718.48	
			04-5520	Electric and Gas for 2018-19 @ Hillcrest	2,755.46	
				Electric and Gas for 2018-19 Gravenstein	46.50	6,843.50
1709347	04/10/2019	West Sonoma County Union High	01-5100	MOU btwn WSCC & Grav 2018-19 for TM	4,081.70	
			01-5806	MOU btwn WSCC & Grav 2018-19 for TM	6,691.30	10,773.00
1709348	04/10/2019	Redfern, Sally R	03-4310	Reimb. Caterpillars		80.85
1709349	04/10/2019	Parks, Jerie L	04-5950	Reimb. Postage		3.30
1709350	04/10/2019	AT&T Calnet 3	01-5911	Gravenstein AT&T CALNET 3 Charges 2018-19	25.30	
			03-5911	Gravenstein AT&T CALNET 3 Charges 2018-19	301.68	
			04-5911	Gravenstein AT&T CALNET 3 Charges 2018-19	150.37	
				Hillcrest AT&T CALNET 3 Charges 2018-19	59.51	536.86
1709351	04/10/2019	California Municipal Statistics Inc	01-5830	Services for Continuing Disclosure 2018-19	18.75	
			03-5830	Services for Continuing Disclosure 2018-19	225.00	
			04-5830	Services for Continuing Disclosure 2018-19	131.25	375.00
1709352	04/10/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		48.50
1709353	04/10/2019	Nature Bridge	04-9330	8th Grade Yosemite Trip- Fall of 2019		10,245.00
1709354	04/10/2019	Point Reyes National Seashore Assoc.	03-5826	Science at the Seashore-Linmantour Beach		300.00

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1709355	04/10/2019	School and College Legal	01-5823	2018-19 Legal Services Beyond Retainer Jan-June	336.25	
			03-5823	2018-19 Legal Services Beyond Retainer Jan-June	4,035.00	
			04-5823	2018-19 Legal Services Beyond Retainer Jan-June	2,353.75	6,725.00
1709356	04/10/2019	Rourke Theiller	04-5880	Referee for Basketball 4/2/2019		70.00
1709357	04/10/2019	Weeks Drilling & Pump Co. Inc.	04-5530	Hillcrest Water Service for 2018-19		475.00
1709358	04/10/2019	Crandall, Sara K	03-4310	Reimb. for Science bugs		78.70
1709359	04/10/2019	Prunetti Jones, Bernadette R	04-4310	Rem. Online Teacher Subscripion		39.99
1709360	04/10/2019	Stephanie Barclay	03-5830	2018-19 Dance Enrichment Tri 2		260.00
1709361	04/10/2019	Mark Bradski	03-5830	Science/STEM Classes Instruction Tri 2		3,900.00
1709362	04/10/2019	Natalie K Collins	04-5830	Enrichment Contractor - Set Design		1,320.00
1709363	04/10/2019	Christine A. Cramer	03-5830	Art Enrichment Instructor at GES & HMS		1,700.00
1709364	04/10/2019	Dept Of Justice, Acctg Office	01-5862	Fingerprinting for volunteers 2018-19	22.40	
			03-5862	Fingerprinting for volunteers 2018-19	268.80	
			04-5862	Fingerprinting for volunteers 2018-19	156.80	448.00
1709365	04/10/2019	Kristina M Dorman	04-5830	2018-19 Visual Arts Enrichment Classes Tri 3		320.00
1709366	04/10/2019	Margo Perin	03-5830	2018-19 Contracted Poetry Enrichment Tri 2	75.00	
				2018-19 Contracted Poetry Enrichment Tri 3	1,500.00	1,575.00
1709367	04/10/2019	Nancy Prebilich	03-5830	2018-19 Drama Enrichment Tri 2		1,680.00
1709368	04/10/2019	Nancy Ricciardi	03-5830	2018-19 Art Enrichment		4,845.00
1709369	04/10/2019	The Great Burro Studios	03-5830	2018-19 Music Enrichment Tri 2		1,399.90
1709370	04/10/2019	The Program, Youth Skill Dev	03-5830	2018-19 Athletic Enrichment Tri 2		1,599.96
1709371	04/10/2019	U.S. Bank Corporate Payment	03-5826	Art Supplies FortRoss FT	183.30	
			04-5826	Grade 7 FT	843.00	1,026.30
1710332	04/12/2019	Briggs, Kory L	03-4310	Reimb.Class and Instructional Supplies		225.36
1710333	04/12/2019	Sporrer, Kelly A	04-4390	Hillcrest Float Materials for Parade		44.18
1710334	04/12/2019	Trivunovic, Beth	03-4310	Reimb. Class Supplies		37.97
1710335	04/12/2019	Hoppes, Eric L	04-5950	Reimb.Certified Mail		73.60
1710336	04/12/2019	Ally Technology Consulting LLC	01-5840	Chromebook Replacement Screens & Installation	64.90	
			03-5840	Chromebook Replacement Screens & Installation	778.78	
			04-5840	Chromebook Replacement Screens & Installation	454.28	1,297.96

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1710337	04/12/2019	Alpha Analytical Laboratories,	04-5830	Water testing for Hillcrest		69.00
1710338	04/12/2019	American Storage LLC	40-6200	Storage Container 8x20-Const. Phase 3		83.98
1710339	04/12/2019	California Carnivores	01-5826	California Carnivores- All 1st Grade		300.00
1710340	04/12/2019	Bonnie N Cromwell	03-5826	In-class field trip-Classroom Safari		375.00
1710341	04/12/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		36.00
1710342	04/12/2019	Employment Development Dept.	01-9555	Unemployment Taxes for the year 2018-19		585.92
1710343	04/12/2019	Robert Gerhold dba NorBay Consulting	01-5830	Asbestos Testing Gravenstein	37.60	
			03-5830	Asbestos Testing Gravenstein	432.40	470.00
1710344	04/12/2019	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First	197.52	
			01-4370	Facial Tissues for all sites	6.81	
			03-4370	Facial Tissues for all sites	81.72	
			04-4370	Facial Tissues for all sites	47.68	333.73
1710345	04/12/2019	Safeway	12-4390	Daycare Supplies & Snacks for 2018-19		210.62
1710346	04/12/2019	U.S. Bank Corporate Payment	01-4310	Headphones for Grav	3.78	
			01-5200	Supt. Conference Expense	31.96	
			03-4310	Classroom supplies-Carey	306.04	
				Headphones for Grav	43.50	
			03-5200	Supt. Conference Expense	383.44	
			04-4310	Student Body Dance	78.45	
			04-5200	Supt. Conference Expense	223.67	1,070.84
1710347	04/12/2019	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2018-19	39.80	
			03-5530	Gravenstein Elem Water Service for 2018-19	457.72	497.52
1711001	04/17/2019	ARC Alternatives	40-5830	Board Approved Prop 39 Consulting		2,377.50
1711002	04/17/2019	San Joaquin County Office of Education	01-5830	Annual EdJoin Account Fees 2018-19	22.50	
			03-5830	Annual EdJoin Account Fees 2018-19	274.50	
			04-5830	Annual EdJoin Account Fees 2018-19	153.00	450.00
1711003	04/17/2019	Lakeshore Learning Materials	03-4310	Classroom Supplies- Tomsky		262.45
1711004	04/17/2019	Recology Sonoma Marin	01-5560	Recology-Gravenstein	31.05	
			03-5560	Recology-Gravenstein	357.06	
			04-5560	Recology-Hillcrest	216.72	604.83
1711605	04/19/2019	Gorman, Megan K	03-9330	reimb for deposit for FT		337.99
1711606	04/19/2019	Sully, Petria	03-4310	Reimb.photo development		104.07
1711607	04/19/2019	Deeths, William H	04-4390	reimb. Magnatag Board		911.37
1711608	04/19/2019	Bailey, Lucas	12-4310	Reimb.craft project		15.11
1711609	04/19/2019	ACSIG	01-9573	Employee's Dental Plan Coverage 2018-19		8,132.80

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1711610	04/19/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2018-19		48.50
1711611	04/19/2019	Fort Ross Conservancy (FRC)	03-9330	Commitment Fee for 19-20 Fort Ross Trip 4 Classes		800.00
1711612	04/19/2019	Gravenstein Schools Foundation	04-4310	Student body to buy GSF sweatshirts		52.00
1711613	04/19/2019	Santa Rosa City Schools	13-4710	Lunch Program for 2018-19		6,276.00
1711614	04/19/2019	Sonoma County Office Of Ed.	01-5862	Fingerprinting for Parent Volunteers	21.00	
			03-5862	Fingerprinting for Parent Volunteers	252.00	
			04-5862	Fingerprinting for Parent Volunteers	147.00	420.00
1711615	04/19/2019	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2018-19		1,801.80
1711616	04/19/2019	Alpha Analytical Laboratories,	04-5830	Water testing for Hillcrest		69.00
1711617	04/19/2019	Creative Window Fashions Inc.	04-4400	Window Coverings for Hillcrest	8,351.60	
			04-5830	Window Coverings for Hillcrest	1,098.27	9,449.87
1711618	04/19/2019	Office Depot	01-4350	District Office and Barrera Supplies	.63	
			03-4310	District Office and Barrera Supplies	2.62	
			03-4350	District Office and Barrera Supplies	7.60	
			04-4350	District Office and Barrera Supplies	4.43	15.28
1711619	04/19/2019	West County Transportation	01-5804	Special Ed RSY Transportation 2018-2019		2,165.50
1712287	04/24/2019	All-Guard Alarm Systems, Inc	03-5800	Alarms-Hillcrest & Gravenstein 2018-19 SY	890.76	
∞			04-5800	Alarms-Hillcrest & Gravenstein 2018-19 SY	619.74	1,510.50
1712288	04/24/2019	Business Card	01-4362	Fuel for District	13.78	
			01-4380	Grav Maint	54.10	
			01-4400	District Supplies	28.86	
				Grav Office Furniture	10.90	
			01-5620	Safety vest	15.01	
			01-5830	District Survey	1.85	
			01-5869	Finance Charge	1.00	
			03-4310	Class Supplies	417.13	
			03-4362	Fuel for District	157.79	
			03-4380	Dist Maint	627.99	
			03-4400	D O Supplies	346.28	
				Grav Office Furniture	125.33	
			03-5620	Safety Vest	172.58	
			03-5830	District Survey	22.20	
			04-4310	Hillcrest Stu Coun conf.	450.00	
				PE Supplies Hillcrest	54.89	
			04-4380	Fuel for District	104.02	
				Hillcrest Maint	367.14	
			04-4400	District Office Supplies	202.00	

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1712288	04/24/2019	Business Card				
1712289	04/24/2019	Clover-Stornetta Farms Inc.	04-5830	District Survey	12.95	3,185.80
1712290	04/24/2019	Lott, Renee L	13-4700	Milk Purchases 2018-19		85.00
			01-4390	Supplies LCAP meeting	2.42	
			03-4390	Supplies LCAP meeting	29.04	
1712291	04/24/2019	Young, Meggan R	04-4390	Supplies LCAP meeting	16.94	48.40
1712292	04/24/2019	California's Valued Trust	12-4390	Reimb. BTB Snacks		74.25
			01-9572	Employee's CVT Health Plan Coverage 2018-19		43,416.00
1712293	04/24/2019	GCCI INC.	40-6200	Gravenstein Elementary School Phase III		9,221.73
1712294	04/24/2019	John Imschweiler	04-5880	Referee for Basketball 4/12/2019		70.00
1712295	04/24/2019	MCI Comm Service	12-5911	Daycare Phone Line for 2018-19		13.58
1712296	04/24/2019	Office Depot	01-4350	District and Hillcrest Office Supplies	12.03	
				District Office and Barrera Supplies	3.08	
				District Office Supplies	2.99	
				Office Supplies- Pugno	4.79	
			03-4310	District Office and Barrera Supplies	12.65	
			03-4350	District and Hillcrest Office Supplies	144.35	
				District Office and Barrera Supplies	36.77	
				District Office Supplies	36.26	
				Office Supplies- Pugno	55.06	
			04-4310	STEAM Supplies- Hillcrest-Rich/Helton	355.81	
			04-4350	District and Hillcrest Office Supplies	121.28	
				District Office and Barrera Supplies	21.45	
				District Office Supplies	21.13	827.65
1712297	04/24/2019	Southern Oregon University	04-5826	Shakespeare Workshops		1,120.00
1712298	04/24/2019	Randy Theiller	04-5880	Basketball Referee 4/8/2019		70.00
1712299	04/24/2019	West County Athletic League	04-5300	Athletic Fees and Dues January 2019-June 2019		240.00
1713461	04/26/2019	DeBolt, Shannon M	03-4310	Reimb. class speaker		146.80
1713462	04/26/2019	Sporrer, Kelly A	04-4390	Reimb. for Float Letters		104.59
1713463	04/26/2019	Barrera, Alicia E	03-5826	Reimb.FT Supplies		72.03
1713464	04/26/2019	Hoppes, Eric L	04-4390	Reimb. Audio Tapes		17.43
1713465	04/26/2019	Alpha Analytical Laboratories,	01-5830	Water testing for Gravenstein	2.56	
			03-5830	Water testing for Gravenstein	29.44	
1713466	04/26/2019	Clover-Stornetta Farms Inc.	04-5830	Water testing for Hillcrest	32.00	64.00
1713467	04/26/2019	Jim Diedrich	13-4700	Milk Purchases 2018-19		61.00
			04-5880	Boys Basketball Referee 4/11/2019		40.00

39

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 04/01/2019 through 04/30/2019

Board Meeting Date May 14, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1713468	04/26/2019	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First	102.30	
			04-4390	Graduation Certificate Covers	116.72	219.02
1713469	04/26/2019	Ray Morgan Company	01-5633	Copier Contract Charges 2018-19		1,260.16
1713470	04/26/2019	Slembrock-Mary Corporation	04-5830	Fire Alarm Monitoring-SMC		480.00
Total Number of Checks					131	320,442.02

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	46	87,202.57
03	Gravenstein Elementary Charte	68	83,609.75
04	Hillcrest Middle Charter	58	117,226.14
12	Child Development Fund	5	456.74
13	Cafeteria Fund	8	6,737.50
40	Special Reserve-capital Proj	5	25,209.32
Total Number of Checks		131	320,442.02
Less Unpaid Tax Liability			.00
Net (Check Amount)			320,442.02

Includes checks for only Bank Account COUNTY

40

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.)

ESCAPE ONLINE

Gravenstein Union School District
April Payroll Report

May 14, 2019 Regular Board Meeting

Certificated Salary & Benefits

Regular: \$	503,610.85
Supplemental: \$	34,728.24

Classified Salary & Benefits

Regular: \$	98,937.79
Supplemental: \$	5,429.88

Total Salary & Benefits

\$	642,706.76
----	------------

Changes Since April Board Meeting

**FUND: General Fund 01, 03 & 04
Combined**

Object Codes	
<u>Revenue</u>	
LCFF Sources	8010-8099
Federal	8100-8299
Other State	8300-8599
Other Local	8600-8799
Total Revenue	
<u>Expenditures</u>	
Certificated Salaries	1000-1999
Classified Salaries	2000-2999
Employee Benefits	3000-3999
Books and Supplies	4000-4999
Services and other operating expenses	5000-5999
Capital Outlay	6000-6999
Other Outgo	7100-7499
Total Expenditures	
N	
Excess (Deficiency)	
Transfers In	8910-8929
Transfers Out (enter as negative)	7610-7629
Other Sources	8930-8979
Other Uses (enter as negative)	7630-7699
Total Transfers/Other Uses	
Net Increase (Decrease)	
<u>Fund Balance</u>	
Beginning Balance	
Audit Adjustment(s)	
Net Ending Balance	

Budget April Mtg 2018-2019	Budget Revisions since April 2018-2019	1st Interim to Second Interim Change
6,524,253	6,524,253	-
176,030	176,030	-
579,938	579,938	-
574,755	575,055	300
7,854,976	7,855,276	300
3,911,508	4,102,208	190,700
667,028	703,402	36,373
1,717,799	1,763,665	45,866
449,975	468,864	18,889
1,367,682	1,367,682	-
461,966	461,966	-
16,500	16,500	-
8,592,458	8,884,286	291,828
(737,482)	(1,029,010)	291,528
		-
(960,004)	(960,004)	-
-	-	-
-	-	-
(960,004)	(960,004)	-
		-
(1,697,486)	(1,989,014)	(291,528)
8,144,404	8,144,404	
6,446,918	6,155,390	(291,528)

Change FTE part-time staff, Board Approved Salary Increases
Board Approved Salary Increases
Change due to salary adjustments
Increase for instructional supplies, technology, custodial, furniture

May 7, 2019

Dear Will,

This is my official resignation effective May 31, 2019. I do not intend to return to teach Spanish at Hillcrest next year due to scheduling conflicts! Please know I've appreciated working ~~here~~ this year + love all the students + staff. Thanks for being a great principal.

Sincerely,

Erin Sanders

Requested for May GUSD Board Action
Gravenstein Elementary School

Approve costs of purchasing **Second Step**, the Social Emotional Learning curriculum to be used on the Gravenstein Elementary Campus with all TK-grade 5 students.

All grade levels considered alternate programs and voted to update Second Step as the SEL program.

Adoption would include:

- Comprehensive SEL Program for grades TK-5
 - individual comprehensive classroom kits
- MindYeti annual membership
- Bullying Prevention Unit (Grades K-5 BPU lesson notebooks and staff training bundle)

Online pricing \$11,474 (anticipate 10% discount to = **\$10,326**)

SECOND
STEP®

“The kids love the photos of the kids’ faces. They ask constantly to play games with them! And I love hearing them use the language they have learned from the stories when they are solving problems during social situations.”

Alisa Dunn, PreK ESL/PCD Teacher
Irving Independent School District, Irving, TX

ALSO AVAILABLE
**Child
Protection
Unit**
SEE PAGES
16-17

EARLY
LEARNING

45

EL

Improved Behavior, Improved Learning

Research supports and highlights the impact of Second Step Social-Emotional Learning (SEL) as a tool for developing and improving executive-function and other social-emotional skills in preschoolers.¹ Executive-function skills positively influence school readiness, academic achievement, and social relationships, and Second Step SEL can help make learning enjoyable with engaging songs, activities, and puppets. Preschoolers can get ahead and stay ahead—all while having fun.

¹Urbach, C. D., Hoffman, M., & West-Groes, M. (2017). Efficacy trial of the Second Step Early Learning (SEL) Curriculum: Preliminary outcomes. *Journal of Applied Developmental Psychology, 80*, 15-25.

Weekly Themes

Early Learning skills and concepts are taught through short, daily activities that take 5-7 minutes, with little to no prep time.

Each Classroom Kit Includes

Hands-on resources

- 28 durable 11" x 17" color photo Weekly Theme Cards
- Teaching Materials Notebook
- *Join In and Sing* CD
- 3 colorful classroom posters
- 2 high-quality puppets: Boy and Girl
- 4 Listening Rules Cards
- 1 set of Feelings Cards
- Take-Home Activities and Family Letters

Online resources

- Teaching and family materials in Spanish
- Planning, teaching, and assessment tools
- Staff-Training Toolkit
- Streaming lesson media, including songs and photos in English and Spanish



100869 Early Learning SEL classroom kit \$459



UNIT 1	Skills for Learning
	Welcoming
	Listening
	Focusing Attention
	Self-Talk
	Following Directions
	Asking for What You Need or Want

UNIT 2	Empathy
	Identifying Feelings (happy, sad)
	More Feelings (surprised, scared)
	Identifying Anger
	Same or Different Feelings
	Accidents
	Caring and Helping

UNIT 3	Emotion Management
	We Feel Feelings in Our Bodies (worried)
	Strong Feelings (frustrated)
	Naming Feelings
	Managing Disappointment
	Managing Anger
	Managing Waiting

UNIT 4	Friendship Skills & Problem Solving
	Fair Ways to Play (play together, trade, take turns)
	Having Fun with Friends
	Inviting to Play
	Joining In with Play
	Saying the Problem
	Thinking of Solutions
	Speaking Up Assertively

UNIT 5	Transitioning to Kindergarten
	Learning in Kindergarten
	Riding the Kindergarten Bus
	Making New Friends in Kindergarten

“Second Step is probably one of the best things that has ever happened to my classroom.”

Joy Price-Lewis, Kindergarten Teacher
Marcus Garvey K-8 School, Chicago, IL



Each Classroom Kit Includes

Hands-on resources

- Durable 11" x 17" color photo-lesson cards (25 in K, 22 in Grade 1)
- Teaching Materials Notebook
- Lesson DVD (Grade 1 only)
- *Sing Out Loud* CD
- 5 colorful classroom posters
- 4 Listening Rules Cards
- Take-Home Activities and Family Letters
- 2 high-quality puppets: Puppy and Snail
- Plush Be-Calm Bunny (K only)

Online resources

- Online training and digital teaching materials
- Summative assessments
- Lessons and family materials in Spanish
- Streaming lesson media including songs, photos, and videos in English and Spanish



Grade 1 Kit contents

100870 Kindergarten SEL classroom kit \$459

100871 Grade 1 SEL classroom kit \$459

GRADES

K

46

1

Future Success for Young Learners

In their first years of school, children can become overwhelmed by so many new experiences. Evidence-based Second Step Social-Emotional Learning (SEL) helps teach kids skills to listen, focus, and follow directions. Colorful lesson cards, interactive songs, fun games, and entertaining puppets promote self-regulation and social-emotional skills, brightening children's learning environment and guiding their future success.

Lesson Topics

The lessons below are taught once a week and take 20-30 minutes, followed by 5- to 10-minute daily activities—all with little to no prep time.

UNIT 1 Skills for Learning
Learning to Listen
Focusing Attention
Following Directions
Self-Talk for Staying on Task
Being Assertive

UNIT 2 Empathy
Feelings
More Feelings
Identifying Anger
Same or Different?
Accidents
Caring and Helping

UNIT 3 Emotion Management
We Feel Feelings in Our Bodies
Managing Frustration
Calming Down Strong Feelings
Handling Waiting
Managing Anger
Managing Disappointment
Handling Being Knocked Down

UNIT 4 Problem Solving
Solving Problems
Inviting to Play
Fair Ways to Play
Having Fun with Our Friends
Handling Having Things Taken Away
Handling Name-Calling
Reviewing Second Step Skills

UNIT 1 Skills for Learning
Listening to Learn
Focusing Attention
Following Directions
Self-Talk for Learning
Being Assertive

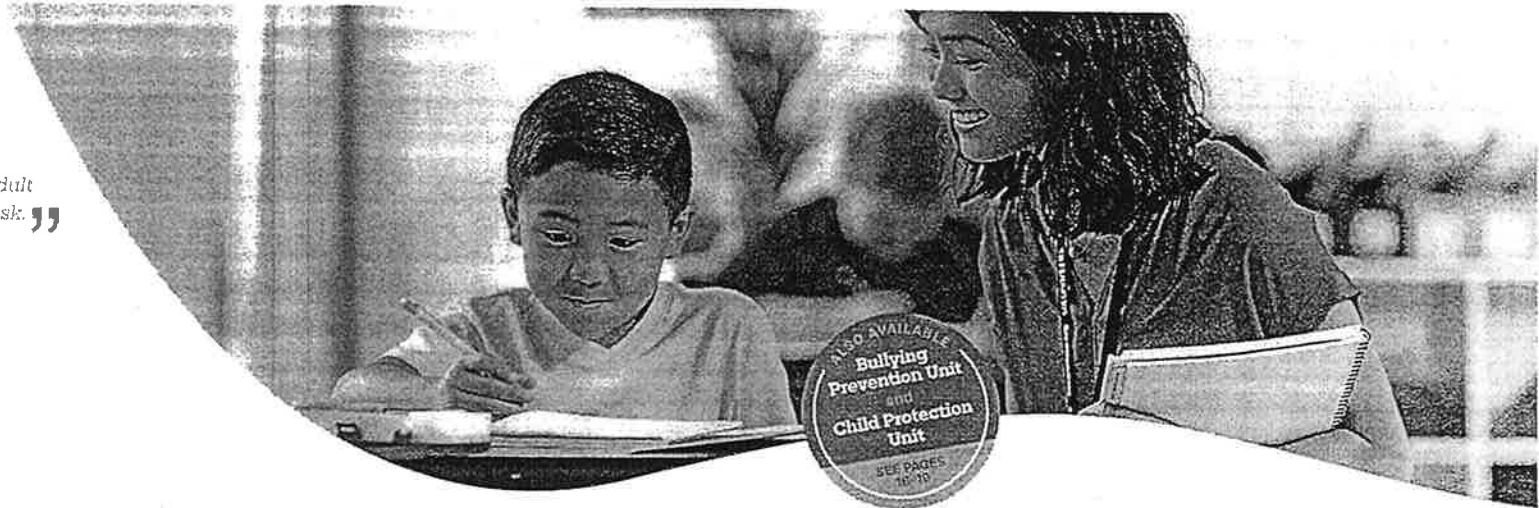
UNIT 2 Empathy
Identifying Feelings
Looking for More Clues
Similarities and Differences
Feelings Change
Accidents
Showing Care and Concern

UNIT 3 Emotion Management
Identifying Our Own Feelings
Strong Feelings
Calming Down Anger
Self-Talk for Calming Down
Managing Worry

UNIT 4 Problem Solving
Solving Problems, Part 1
Solving Problems, Part 2
Fair Ways to Play
Inviting to Join In
Handling Name-Calling
Reviewing Second Step Skills

“Second Step provides students with the social-emotional skills and strategies to work through academic and social challenges, reducing the need for adult intervention and increasing the time on task.”

Wes Moreland, Principal
Hector Cafferata Elementary, Cape Coral, FL



GRADES
2
.....
3

Inspiring Student Engagement with SEL

By second and third grade, students are used to the rhythm of school and more immersed in their environment, so evidence-based Second Step Social-Emotional Learning (SEL) draws their attention and engages their imagination with fun games, videos, and lessons. Social-emotional competence grows from developing skills in making friends, managing disappointment, and taking responsibility.

Each Classroom Kit Includes

Hands-on resources

- 22 durable 11" x 17" color photo-lesson cards
- Teaching Materials Notebook
- Grade 2 or 3 lesson DVD
- *Sing and Step* CD
- 4 colorful classroom posters
- 4 Skills for Learning Cards
- Take-Home Activities and Family Letters

Online resources

- Online training and digital teaching materials
- Summative assessments
- Lessons and family materials in Spanish
- Streaming lesson media including songs, photos, and videos in English and Spanish



100872 Grade 2 SEL classroom kit.....\$409

100873 Grade 3 SEL classroom kit.....\$409

Lesson Topics

The lessons below are taught once a week and take 30–35 minutes, followed by 5- to 10-minute daily activities—all with little to no prep time.

UNIT 1 Skills for Learning 2	UNIT 2 Empathy 2	UNIT 3 Emotion Management 2	UNIT 4 Problem Solving 2
Being Respectful	Identifying Feelings	Introducing Emotion Management	Solving Problems, Part 1
Focusing Attention and Listening	Learning More About Feelings	Managing Embarrassment	Solving Problems, Part 2
Using Self-Talk	Feeling Confident	Handling Making Mistakes	Taking Responsibility
Being Assertive	Respecting Different Preferences	Managing Anxious Feelings	Responding to Playground Exclusion
	Showing Compassion	Managing Anger	Playing Fairly on the Playground
	Predicting Feelings	Finishing Tasks	Reviewing Second Step Skills

UNIT 1 Skills for Learning 3	UNIT 2 Empathy 3	UNIT 3 Emotion Management 3	UNIT 4 Problem Solving 3
Being Respectful Learners	Identifying Others' Feelings	Introducing Emotion Management	Solving Problems, Part 1
Using Self-Talk	Understanding Perspectives	Managing Test Anxiety	Solving Problems, Part 2
Being Assertive	Conflicting Feelings	Handling Accusations	Solving Classroom Problems
Planning to Learn	Accepting Differences	Managing Disappointment	Solving Peer-Exclusion Problems
	Showing Compassion	Managing Anger	Dealing with Negative Peer Pressure
	Making Friends	Managing Hurt Feelings	Reviewing Second Step Skills



“Staff can see students really responding and changing their behavior.”

Brittany Porsche, Principal
Lakewood School, Carpentersville, IL



GRADES

4

5

48

Breakthroughs in the Classroom and Beyond

Social-emotional competence becomes increasingly important as students are introduced to more independent situations—like group activities and after-school projects—that require putting social-emotional skills into practice. With evidence-based Second Step Social-Emotional Learning (SEL), fourth- and fifth-grade students develop important skills, such as how to deal with peer pressure and disagree respectfully. Students also enjoy our award-winning music videos and attention-grabbing visuals while mastering essential social-emotional competencies.

Each Classroom Kit Includes

- | | |
|--|---|
| <p>Hands-on resources</p> <ul style="list-style-type: none"> • 22 lessons • Teaching Materials Notebook • Grade 4 or 5 lesson DVD • 3 colorful classroom posters • Take-Home Activities and Family Letters | <p>Online resources</p> <ul style="list-style-type: none"> • Online training and digital teaching materials • Summative assessments • Lessons and family materials in Spanish • Streaming lesson, media including songs, photos, and videos in English and Spanish |
|--|---|

- 100874 Grade 4 SEL classroom kit..... \$439
- 100875 Grade 5 SEL classroom kit..... \$439



Lesson Topics

The lessons below are taught once a week and take 35–40 minutes, followed by 5- to 10-minute daily activities—all with little to no prep time.

UNIT 1	Empathy & Skills for Learning	UNIT 2	Emotion Management	UNIT 3	Problem Solving
Empathy and Respect	Listening with Attention	Being Assertive	Respecting Similarities and Differences	Understanding Complex Feelings	Understanding Different Perspectives
Conversation and Compliments	Joining In	Showing Compassion	Introducing Emotion Management	Managing Strong Feelings	Calm Down Anger
Managing Anxiety	Avoiding Jumping to Conclusions	Handling Put-Downs	Solving Problems, Part 1	Solving Problems, Part 2	Making a Plan
Solving Playground Problems	Taking Responsibility for Your Actions	Dealing with Peer Pressure	Reviewing Second Step Skills	Reviewing Second Step Skills	Reviewing Second Step Skills

UNIT 1	Empathy & Skills for Learning	UNIT 2	Emotion Management	UNIT 3	Problem Solving
Empathy and Respect	Listening with Attention	Being Assertive	Predicting Feelings	Taking Others' Perspectives	Accepting Differences
Disagreeing Respectfully	Responding with Compassion	Introducing Emotion Management	Calm Down	Managing Anxiety	Managing Frustration
Resisting Revenge	Handling Put-Downs	Avoiding Assumptions	Solving Problems, Part 1	Solving Problems, Part 2	Making a Plan
Seeking Help	Dealing with Gossip	Dealing with Peer Pressure	Reviewing Second Step Skills	Reviewing Second Step Skills	Reviewing Second Step Skills

BULLYING PREVENTION UNIT

Kindergarten-Grade 5

The Power to Create a Positive School Climate

A positive school climate requires robust bullying prevention. The research-based Second Step Bullying Prevention Unit gives educators and school staff the training and tools to effectively intervene and address school bullying while teaching Kindergarten-Grade 5 students to recognize, report, and refuse bullying themselves. Prevention is power, and this program is designed to build a school culture that keeps students safe.

Save When You Bundle!

200099 Bullying Prevention Unit:
K-Grade 5 bundle.....(save \$125) \$1129



The Bullying Prevention Unit Includes

- Unlimited online staff training
- Lessons, posters, and DVD for each grade
- Family materials (letters and activities)
- Additional online resources (teaching, implementation, and evaluation tools)
- Lesson and family materials in Spanish

Staff Training

Module 1 Helps principals and program coordinators understand the adult/student relationship, refine and communicate their bullying policies and procedures, and communicate with families.

Module 2 Guides all school staff through scenarios that teach them how to recognize, respond to, and report bullying, and then make a plan for how to handle incidents.

Module 3 Provides teachers and counselors valuable instruction about teaching the lessons, following through, and involving families.

Each module takes 45-90 minutes.

Student Lessons

Through age-appropriate lessons that have been put to the test in real classrooms and award-winning, story-based videos, students learn to recognize, report, and refuse bullying.

- K-3 weekly lessons each take approximately 30 minutes.
- Grades 4-5 weekly lessons take 30-45 minutes.

Lesson Topics
Class Rules
Recognizing Bullying
Reporting Bullying
Refusing Bullying
Role of Bystanders

Family Materials

Engaging families in your bullying prevention effort will help make your program a success. Engaged families have more confidence and trust in you and your school—a critical factor when dealing with bullying situations.

Family Letters inform parents and caregivers that their children will be participating in the unit and provide access to more information and activities online.

Take-Home Activities give students a chance to practice skills and help families support the lessons at home.

Kindergarten-Grade 5 Notebooks

- 200000 Kindergarten Bullying Prevention Unit.....\$209
- 200001 Grade 1 Bullying Prevention Unit.....\$209
- 200002 Grade 2 Bullying Prevention Unit.....\$209
- 200003 Grade 3 Bullying Prevention Unit.....\$209
- 200004 Grade 4 Bullying Prevention Unit.....\$209
- 200005 Grade 5 Bullying Prevention Unit.....\$209

Each Notebook Includes

- Lessons and DVD for one classroom
- Classroom posters (1 in K-3, 2 in Grades 4-5)
- Family materials

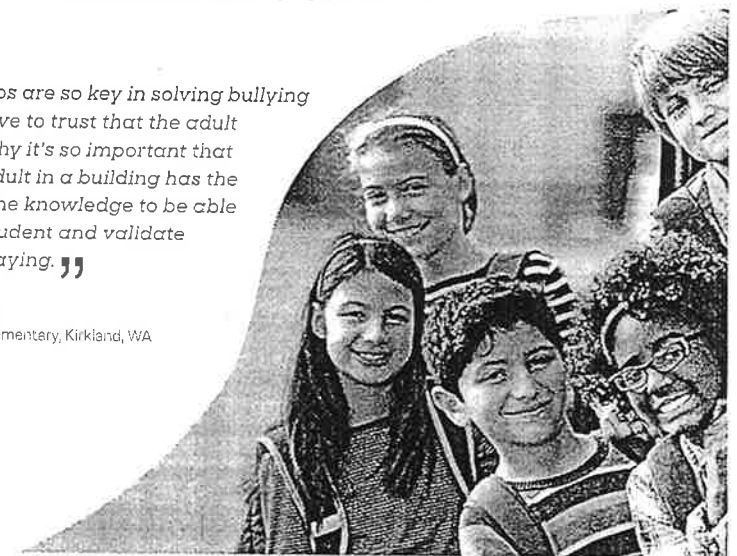
Online resources

- Online staff training
- Digital teaching materials
- Streaming lesson media, including photos and videos (also in Spanish through Grade 3)

Preview the staff training and student lessons at
[SecondStep.org/bullying-prevention](https://www.secondstep.org/bullying-prevention)

“Relationships are so key in solving bullying issues. Kids have to trust that the adult cares, that’s why it’s so important that every single adult in a building has the strategy and the knowledge to be able to listen to a student and validate what they’re saying.”

Kim Bilanko, Principal
 Benjamin Franklin Elementary, Kirkland, WA



Discover Mind Yeti for Schools

Settle the Hubbub by Bringing Mindfulness into the Classroom

Developed in the Committee for Children Innovation Lab, Mind Yeti is a powerful companion to the social-emotional skills learned in Second Step. With a growing library of guided mindfulness sessions for Kindergarten–Grade 5 students, Mind Yeti supports a more positive school climate by helping kids cope with stress and practice compassion toward themselves and others.



HOW IT WORKS



Calm

Help relax the body and mind with strategies for alleviating sources of anxiety and handling strong emotions at school.



Connect

Encourage awareness of thoughts and feelings to promote getting along with others and to nurture a positive connection to the school environment.

Focus

Ease transitions throughout the day, from regrouping after recess to keeping on track with assignments. (Mind Yeti can help with homework, too!)



WHAT THE RESEARCH SAYS

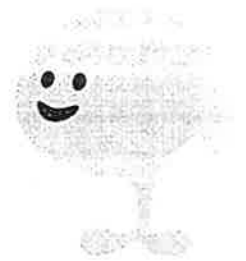
Regular mindfulness practice can support increases in well-being and mental health outcomes for youth.*

*Zigmond, R., Goldberg, S. B., Hoag, V. R., & Fuchs, L. (2014). Mindfulness in the school context: A review of the literature. Mindfulness, 5(2), 152-161. doi:10.1007/s12671-014-0250-4



"We are thrilled with Mind Yeti! We've seen immediate results in quickly calming down and getting back on task, especially with some of our most challenging students."

Nikki Marie Reid, LMSW
Intervention Specialist Coordinator



MIND YETI! AT YOUR SCHOOL

Premium access includes 80+ closed-captioned sessions available for web, iOS, and coming soon for Android.

SCHOOLS

Bring mindfulness to your entire school

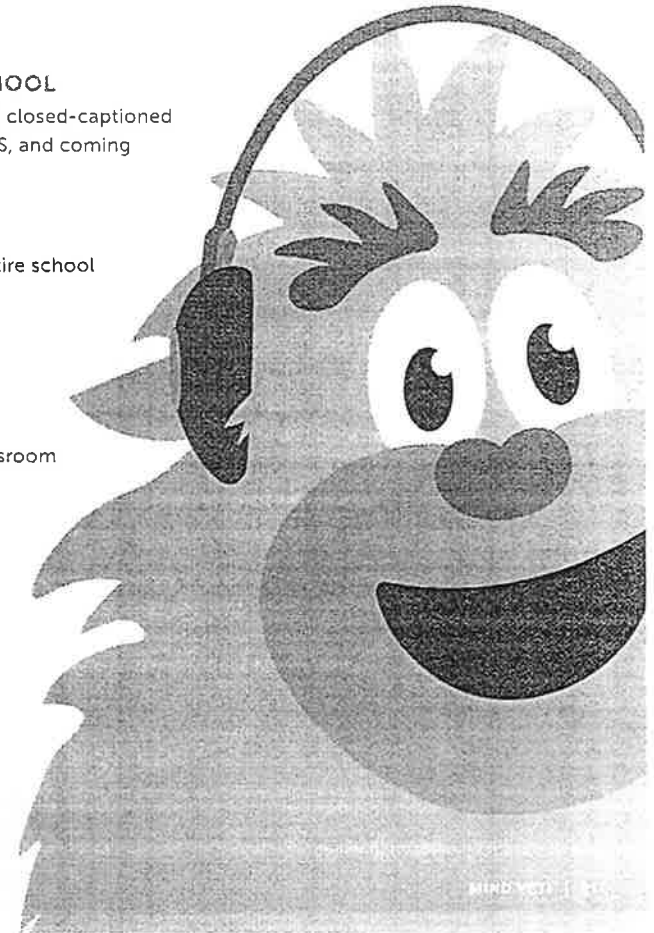
- ★ \$499/year
- ★ Premium access
- ★ Unlimited staff users

INDIVIDUAL

Bring mindfulness to the classroom or small-group settings

- ★ \$59/year
- ★ Premium access
- ★ 1 staff user

TRY IT FOR FREE!
MindYeti.com



**MEMORANDUM OF UNDERSTANDING
SPECIAL EDUCATION SERVICES**

This Memorandum of Understanding ("MOU") is dated for identification purposes as of March 26, 2019 and is entered into by and between Gravenstein Union School District (GUSD) and West Sonoma County Union High School District (WSCUHSD).

RECITALS

1. By means of this MOU, the parties wish to establish a fee for nurse services provided by a WSCUHSD Credentialed School Nurse to be delivered at GUSD.

GENERAL PROVISIONS

1. Services. School Nurse services to be delivered in accordance with the health and IEP needs at GUSD. This service will include student screening, assessment, direct and consultation service, report writing and IEP attendance as assigned by the GUSD administrators.

2. Term. Provider shall commence providing services under this MOU March 26, 2018 and will continue through June 6, 2019. This MOU may be renewed for an additional term upon written agreement by all parties.

3. Cost agreements:
GUSD agrees to pay a fee of **\$567.00** per day for 19 school days for a total not to exceed **\$10,773.00**. One school day is 7.5 hours.

4. Termination. This MOU is subject to termination upon thirty (30) days written notice to the either party. Each agency (district or GUSD) shall notify the other of termination in writing.

5. Hold Harmless: GUSD agrees to and does hereby indemnify, hold harmless and defend WSCUHSD and its officers, agents, and employees from every claim or demand made and every liability, loss, damage or expenses, of any nature whatsoever, which may be barred by reason of any act, neglect, default, or omission of the other party arising out of, or in any way connected with the services covered by this MOU, except for liability for damages which result from the sole negligence or willful misconduct of WSCUHSD or its officers, employees or agents.

WSCUHSD agrees to and does hereby indemnify, hold harmless and defend GUSD and its officers, agents, and employees from every claim or demand made and every liability, loss, damage or expenses, of any nature whatsoever, which may be barred by reason of

any act, neglect, default, or omission of the other party arising out of, or in any way connected with the services covered by this MOU, except for liability for damages which result from the sole negligence or willful misconduct of GUSD or its officers, employees or agents.

7. Compliance with Applicable Laws. WSCUHSD 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 WSCUHSD or its business, equipment, and personnel engaged in operations covered by this MOU or accruing out of the performance of such operations.

8. Entire Agreement/Amendment. This MOU 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.

9. Notice. All notices or demands to be given under this MOU 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 MOU, the addresses of the parties are as follows:

GUSD
3840 Twig Avenue
Sebastopol, Ca. 95472

WSCUHSD/Consortium
462 Johnson Street
Sebastopol, Ca. 95472

10. Severability. If any term, condition or provision of this MOU 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.

11. Governing Law. The terms and conditions of this MOU shall be governed by the laws of the State of California with venue in Sonoma County, California and no other county.

12. Authority. Each individual executing this MOU, or its counter part, on behalf of the respective party thereto, warrants that he/she is authorized to do so and that this MOU constitutes the legally binding obligation of the party which he/she represents.

Attached Memorandum outlines specific details of service and cost estimate.

THIS AGREEMENT IS ENTERED INTO THIS 26th DAY OF March, 2019

GUSD

By: _____
Signature

Eric Hoppes

Superintendent
Title

WSCUHSD/Consortium

By: _____
Signature

Kathryn Davy

Director

3/26/19

3/26/19



GRAVENSTEIN UNION SCHOOL DISTRICT

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

Board of Trustees
Steve Schwartz, Board President
Gregory Appling, Board Clerk
Jim Horn, Member
Alexander Kahn, Member
Jennifer Koelemeijer, Member

Memorandum of Understanding between Gravenstein School Foundation and Gravenstein Union School District

This Memorandum of Understanding (“MOU”) is dated for identification purposes as May 14, 2019 and is entered into by and between the Gravenstein School Foundation (GSF) and the Gravenstein Union School District (GUSD). This MOU will transfer to the Gravenstein Parent Association (GPA) when GSF is discontinued at the end of the 2018-19 school year.

1. The GUSD shall purchase a shed and pay for its installation on the Hillcrest Middle School campus.
2. The GSF shall reimburse GUSD for the cost of the shed, estimated at \$3,677.00.
3. GUSD will continue to own the shed and will cover the shed and its contents on the District property and liability insurance policy through the Redwood Empire School’s Insurance Group (RESIG).
4. GUSD grants sole use of the shed to the GSF until the organization is dissolved, and then transfers this same use permission to the GPA.
5. This MOU is subject to termination upon thirty (30) days written notice to either party. Each agency shall notify the other of termination in writing.

GUSD

GSF/GPA

Eric Hoppes, Interim Superintendent

Date

Date



**Gravenstein Union School District
 Certificated Teacher Salary Schedule
 2018-19
 183 Days**

Step	I	II	III	IV
	BA + 30	BA + 45	BA + 60	BA + 75
1	54,050	54,050		
2	54,050	55,395		
3	54,075	56,780	59,615	
4	55,425	58,195	61,110	
5	56,810	59,655	62,635	65,770
6	58,230	61,145	64,205	67,410
7	59,690	62,675	65,805	69,100
8	61,180	64,240	67,450	70,825
9	62,705	65,845	69,140	72,595
10	64,275	67,490	70,865	74,410
11	65,880	69,180	72,635	76,270
12	67,530	70,910	74,455	78,175
13		72,680	76,315	80,130
14		74,500	78,225	82,140
15		76,360	80,180	84,185
16				84,185
17				84,185
18				86,295
19				86,295
20				86,295
21				88,450
22				88,450
23				88,450
24				90,665
25				90,665
26				90,665
27				92,925
28				92,925
29				92,925
30				95,250

Masters Degree: \$1,000

Board approved:

Effective: July 1, 2018



DRAFT
Gravenstein Union School District
Certificated Teacher Salary Schedule
 2019-20
 183 Days

Step	I	II	III	IV
	BA + 30	BA + 45	BA + 60	BA + 75
1	57,772	57,772		
2	57,772	59,171		
3	57,798	60,612	63,560	
4	59,202	62,083	65,115	
5	60,643	63,602	66,701	69,961
6	62,120	65,151	68,334	71,667
7	63,638	66,742	69,998	73,424
8	65,188	68,370	71,708	75,218
9	66,774	70,039	73,466	77,059
10	68,406	71,750	75,260	78,947
11	70,076	73,508	77,101	80,881
12	71,792	75,307	78,994	82,862
13		77,148	80,928	84,896
14		79,040	82,914	86,986
15		80,975	84,948	89,113
16				89,113
17				89,113
18				91,307
19				91,307
20				91,307
21				93,548
22				93,548
23				93,548
24				95,852
25				95,852
26				95,852
27				98,202
28				98,202
29				98,202
30				100,620

Masters Degree: \$1,000

Board approved:

Effective: July 1, 2019



DRAFT
Gravenstein Union School District
Certificated Teacher Salary Schedule
 2020-21
 183 Days

Step	I	II	III	IV
	BA + 30	BA + 45	BA + 60	BA + 75
1	59,506	59,506		
2	59,506	60,947		
3	59,532	62,431	65,467	
4	60,979	63,946	67,069	
5	62,463	65,511	68,703	72,060
6	63,984	67,106	70,385	73,818
7	65,548	68,745	72,098	75,627
8	67,144	70,422	73,860	77,475
9	68,778	72,141	75,670	79,371
10	70,459	73,903	77,518	81,316
11	72,179	75,714	79,415	83,308
12	73,946	77,567	81,364	85,348
13		79,463	83,356	87,443
14		81,412	85,402	89,596
15		83,405	87,497	91,787
16				91,787
17				91,787
18				94,047
19				94,047
20				94,047
21				96,355
22				96,355
23				96,355
24				98,728
25				98,728
26				98,728
27				101,149
28				101,149
29				101,149
30				103,639

Masters Degree: \$1,000

Board approved:

Effective: July 1, 2020



**GRAVENSTEIN UNION ELEMENTARY SCHOOL DISTRICT
2018-19 CLASSIFIED SALARY SCHEDULE**

	1	2	3	4	5	6	7	8	9	10
Step	Instructional Aide	Library Aide	Noon/Yard Duty Aide	Day Care Aide	Temporary Custodian	IA with 48 Units of College Credit/Business Office Clerk	School Secretary	Custodian	Day Care Director	Head of Maintenance/Lead Custodia
1	15.75	15.75	15.75	15.75	17.71	17.27	20.68	18.15	18.15	21.07
2	16.13	16.13	16.13	16.13	18.14	17.69	21.18	18.59	18.59	21.58
3	16.53	16.53	16.53	16.53	18.58	18.12	21.70	19.04	19.04	22.11
4	16.93	16.93	16.93	16.93	19.03	18.56	22.22	19.50	19.50	22.64
5	17.34	17.34	17.34	17.34	19.49	19.01	22.77	19.98	19.98	23.19
6	17.76	17.76	17.76	17.76	19.97	19.47	23.31	20.46	20.46	23.76
7	18.19	18.19	18.19	18.19	20.45	19.94	23.88	20.96	20.96	24.33
8	18.64	18.64	18.64	18.64	20.95	20.43	24.47	21.47	21.47	24.92
9	19.09	19.09	19.09	19.09	21.46	20.92	25.06	21.99	21.99	25.53
10	19.56	19.56	19.56	19.56	21.98	21.44	25.67	22.53	22.53	26.15
11	20.03	20.03	20.03	20.03	22.52	21.95	26.30	23.07	23.07	26.78
12	20.51	20.51	20.51	20.51	23.06	22.49	26.93	23.63	23.63	27.43
13	21.02	21.02	21.02	21.02	23.62	23.03	27.59	24.21	24.21	28.10
14	21.52	21.52	21.52	21.52	24.20	23.59	28.26	24.80	24.80	28.79
15	22.04	22.04	22.04	22.04	24.78	24.17	28.94	25.39	25.39	29.48
16	22.58	22.58	22.58	22.58	25.38	24.75	29.65	26.01	26.01	30.20
17	23.14	23.14	23.14	23.14	26.00	25.35	30.37	26.64	26.64	30.94
18	23.69	23.69	23.69	23.69	26.63	25.97	31.11	27.29	27.29	31.68
19	24.27	24.27	24.27	24.27	27.27	26.60	31.86	27.96	27.96	32.45
20	24.86	24.86	24.86	24.86	27.95	27.24	32.63	28.64	28.64	33.25

- NOTES:
1. Substitutes are paid at Step 1 of appropriate schedule.
 2. Schedule based on an 8 hour day
 3. Employees in good standing will progress 1 step per year in their given job class.

Board approved:

Effective: 7/1/2018



**GRAVENSTEIN UNION ELEMENTARY SCHOOL DISTRICT
2019-20 CLASSIFIED SALARY SCHEDULE**

DRAFT

	1	2	3	4	5	6	7	8	9	10
Step	Instructional Aide	Library Aide	Noon/Yard Duty Aide	Day Care Aide	Temporary Custodian	IA with 48 Units of College Credit/Business Office Clerk	School Secretary	Custodian	Day Care Director	Head of Maintenance/Lead Custodia
1	16.38	16.38	16.38	16.38	18.42	17.97	21.51	18.88	18.88	21.92
2	16.78	16.78	16.78	16.78	18.87	18.40	22.03	19.34	19.34	22.45
3	17.20	17.20	17.20	17.20	19.33	18.85	22.57	19.81	19.81	23.00
4	17.61	17.61	17.61	17.61	19.80	19.31	23.11	20.28	20.28	23.55
5	18.04	18.04	18.04	18.04	20.27	19.78	23.69	20.78	20.78	24.12
6	18.48	18.48	18.48	18.48	20.77	20.25	24.25	21.28	21.28	24.72
7	18.92	18.92	18.92	18.92	21.27	20.74	24.84	21.80	21.80	25.31
8	19.39	19.39	19.39	19.39	21.79	21.25	25.45	22.33	22.33	25.92
9	19.86	19.86	19.86	19.86	22.32	21.76	26.07	22.87	22.87	26.56
10	20.35	20.35	20.35	20.35	22.86	22.30	26.70	23.44	23.44	27.20
11	20.84	20.84	20.84	20.84	23.43	22.83	27.36	24.00	24.00	27.86
12	21.34	21.34	21.34	21.34	23.99	23.39	28.01	24.58	24.58	28.53
13	21.87	21.87	21.87	21.87	24.57	23.96	28.70	25.18	25.18	29.23
14	22.39	22.39	22.39	22.39	25.17	24.54	29.40	25.80	25.80	29.95
15	22.93	22.93	22.93	22.93	25.78	25.14	30.10	26.41	26.41	30.66
16	23.49	23.49	23.49	23.49	26.40	25.74	30.84	27.06	27.06	31.41
17	24.07	24.07	24.07	24.07	27.04	26.37	31.59	27.71	27.71	32.18
18	24.64	24.64	24.64	24.64	27.70	27.01	32.36	28.39	28.39	32.95
19	25.25	25.25	25.25	25.25	28.37	27.67	33.14	29.08	29.08	33.75
20	25.86	25.86	25.86	25.86	29.07	28.33	33.94	29.79	29.79	34.58

- NOTES:
1. Substitutes are paid at Step 1 of appropriate schedule.
 2. Schedule based on an 8 hour day
 3. Employees in good standing will progress 1 step per year in their given job class.

Board approved:

Effective: 7/1/2019



**GRAVENSTEIN UNION ELEMENTARY SCHOOL DISTRICT
2020-21 CLASSIFIED SALARY SCHEDULE**

DRAFT

	1	2	3	4	5	6	7	8	9	10
Step	Instructional Aide	Library Aide	Noon/Yard Duty Aide	Day Care Aide	Temporary Custodian	IA with 48 Units of College Credit/Business Office Clerk	School Secretary	Custodian	Day Care Director	Head of Maintenance/Lead Custodia
1	16.88	16.88	16.88	16.88	18.98	18.51	22.16	19.45	19.45	22.58
2	17.29	17.29	17.29	17.29	19.44	18.96	22.70	19.93	19.93	23.13
3	17.72	17.72	17.72	17.72	19.91	19.42	23.25	20.41	20.41	23.69
4	18.14	18.14	18.14	18.14	20.40	19.89	23.81	20.89	20.89	24.26
5	18.59	18.59	18.59	18.59	20.88	20.38	24.41	21.41	21.41	24.85
6	19.04	19.04	19.04	19.04	21.40	20.86	24.98	21.92	21.92	25.47
7	19.49	19.49	19.49	19.49	21.91	21.37	25.59	22.46	22.46	26.07
8	19.98	19.98	19.98	19.98	22.45	21.89	26.22	23.00	23.00	26.70
9	20.46	20.46	20.46	20.46	22.99	22.42	26.86	23.56	23.56	27.36
10	20.97	20.97	20.97	20.97	23.55	22.97	27.51	24.15	24.15	28.02
11	21.47	21.47	21.47	21.47	24.14	23.52	28.19	24.72	24.72	28.70
12	21.99	21.99	21.99	21.99	24.71	24.10	28.86	25.32	25.32	29.39
13	22.53	22.53	22.53	22.53	25.31	24.68	29.57	25.94	25.94	30.11
14	23.07	23.07	23.07	23.07	25.93	25.28	30.29	26.58	26.58	30.85
15	23.62	23.62	23.62	23.62	26.56	25.90	31.01	27.21	27.21	31.58
16	24.20	24.20	24.20	24.20	27.20	26.52	31.77	27.88	27.88	32.36
17	24.80	24.80	24.80	24.80	27.86	27.17	32.54	28.55	28.55	33.15
18	25.38	25.38	25.38	25.38	28.54	27.83	33.34	29.25	29.25	33.94
19	26.01	26.01	26.01	26.01	29.23	28.51	34.14	29.96	29.96	34.77
20	26.64	26.64	26.64	26.64	29.95	29.18	34.96	30.69	30.69	35.62

- NOTES:
1. Substitutes are paid at Step 1 of appropriate schedule.
 2. Schedule based on an 8 hour day
 3. Employees in good standing will progress 1 step per year in their given job class.

Board approved:

Effective: 7/1/2020



**Gravenstein Union School District
Classified Confidential Salary Schedule
2018-19**

	1	2
	Account Clerk	District/School Secretary
	260 Days	222 Days
Step	Hourly	Hourly
1	22.16	22.16
2	22.71	22.71
3	23.27	23.27
4	23.99	23.99
5	24.72	24.72
6	25.48	25.48
7	26.25	26.25
8	27.05	27.05
9	27.88	27.88
10	28.73	28.73
11	29.60	29.60
12	30.52	30.52

Board Approved:

Effective: 7/1/2018

DRAFT



**Gravenstein Union School District
Classified Confidential Salary Schedule
2019-20**

	1	2
	Account Clerk	District/School Secretary
	260 Days	222 Days
Step	Hourly	Hourly
1	23.05	23.05
2	23.62	23.62
3	24.21	24.21
4	24.95	24.95
5	25.71	25.71
6	26.50	26.50
7	27.30	27.30
8	28.14	28.14
9	29.00	29.00
10	29.88	29.88
11	30.79	30.79
12	31.75	31.75

Board Approved:

Effective: 7/1/2019



**Gravenstein Union School District
Classified Confidential Salary Schedule
2020-21**

	1	2
	Account Clerk	District/School Secretary
	260 Days	222 Days
Step	Hourly	Hourly
1	23.75	23.75
2	24.33	24.33
3	24.94	24.94
4	25.70	25.70
5	26.49	26.49
6	27.30	27.30
7	28.12	28.12
8	28.99	28.99
9	29.87	29.87
10	30.78	30.78
11	31.72	31.72
12	32.71	32.71

Board Approved:

Effective: 7/1/2020



**Gravenstein Union School District
Management Salary Schedule
2018-19**

	1	2	3	4
	CBO	School Counselor	Elementary Principal	Superintendent
Step	260 Days	183 Days	210 Days	225 Days
1	104,076	65,767	93,608	129,063
2	106,678	66,773	95,948	132,290
3	109,345	67,795	98,348	142,500
4	112,080	68,832	100,806	146,063
5	115,966	69,885	103,326	
6		70,954	105,910	
7		72,040	108,557	
8		73,142	111,271	
9		74,262	114,053	
10		75,398	116,904	
11			119,826	

Board Approved:

Effective: 7/1/2018

DRAFT



**Gravenstein Union School District
Management Salary Schedule
2019-20**

	1	2	3	4
	CBO	School Counselor	Elementary Principal	Superintendent
Step	260 Days	183 Days	210 Days	225 Days
1	108,240	68,398	97,353	129,063
2	110,946	69,444	99,786	132,290
3	113,719	70,507	102,282	142,500
4	116,564	71,586	104,839	146,063
5	120,605	72,681	107,460	
6		73,793	110,147	
7		74,922	112,900	
8		76,068	115,722	
9		77,233	118,616	
10		78,414	121,581	
11			124,620	

Board Approved:

Effective: 7/1/2019

DRAFT



**Gravenstein Union School District
Management Salary Schedule
2020-21**

	1	2	3	4
	CBO	School Counselor	Elementary Principal	Superintendent
Step	260 Days	183 Days	210 Days	225 Days
1	111,488	70,450	100,274	129,063
2	114,275	71,528	102,780	132,290
3	117,131	72,623	105,351	142,500
4	120,061	73,734	107,985	146,063
5	124,224	74,862	110,684	
6		76,007	113,452	
7		77,170	116,287	
8		78,351	119,194	
9		79,550	122,175	
10		80,767	125,229	
11			128,359	

Board Approved:

Effective: 7/1/2020

Requested for May GUSD Board Action

Gravenstein Elementary School

Approve **Grades 3-5 Amplify Science** adoption of NGSS-aligned Science Curriculum for the Gravenstein Elementary students, grades 3 - 5. Process involved teacher selection committee, select-group sample pilot, committee presentation and recommendation to teachers; vote.

Program is an 8-year adoption and components include: Digital Teacher License, Kit, Student Investigation Notebooks, Benchmark Assessments, digital student book library, 2-year access to Mystery Science

\$61,514.24

Approve **Grades TK-2 Twig Science** adoption of NGSS-aligned Science Curriculum for the Gravenstein Elementary students, grades TK-2. Process involved teacher selection committee, select-group sample pilot, committee presentation and recommendation to teachers; vote.

Program is an 8-year adoption and components include: print and digital Teacher Editions, print and digital Student Twig Books (all-in-one text and investigation notebook), Print and digital Leveled Readers, Trade Books, and Modular Science Kits.

\$50,051.55



Price Quote

Amplify

55 Washington Street, Suite 800
 Brooklyn, NY 11201
 Phone: 800.886.9126
 Fax: 646.403.4700

Quote #: Q-01204-1
 Date: 4/4/2019 9:25 PM
 Expires On: 5/4/2019

Customer Contact Information

Keri Pugno
 GRAVENSTEIN ELEMENTARY SD
 (707) 823-7008
 kpugno@grav.k12.ca.us

Amplify Contact Information

Harrison Potasnik
 Inside Sales Representative
 212-796-2485
 hpotasnik@amplify.com

PRODUCT	DESCRIPTION	QUANTITY	ISBN	LIST PRICE	TOTAL PRICE
Amplify Science Elementary School: Grade 3 Classroom Bundle [Digital Teacher License (8-yrs), Kits, Student Investigation Notebooks (25 qty per unit)]		4.00	978-1-64482-487-0	\$5,796.32	\$23,185.28
Amplify Science Elementary School: Grade 4 Classroom Bundle [Digital Teacher License (8-yrs), Kits, Student Investigation Notebooks (25 qty per unit)]		4.00	978-1-64482-489-4	\$4,973.12	\$19,892.48
Amplify Science Elementary School: Grade 5 Classroom Bundle [Digital Teacher License (8-yrs), Kits, Student Investigation Notebooks (25 qty per unit)]		4.00	978-1-64482-491-7	\$4,609.12	\$18,436.48
Amplify Science Grade 3 NGSS Benchmark Assessments (8 year license) includes classroom access (up to 36) - Field Test	Amplify to provide PDF file and/or digital QTI file for access.	4.00		\$0.00	\$0.00
Amplify Science Grade 4 NGSS Benchmark Assessments (8 year license) includes classroom access (up to 36) - Field Test	Amplify to provide PDF file and/or digital QTI file for access.	4.00		\$0.00	\$0.00

PRODUCT	DESCRIPTION	QUANTITY	ISBN	LIST PRICE	TOTAL PRICE
Amplify Science Grade 5 NGSS Benchmark Assessments (8 year license) includes classroom access (up to 36) - Field Test	Amplify to provide PDF file and/or digital QTI file for access.	4.00		\$0.00	\$0.00
Amplify Science Elementary School: Digital Student Book Library - Grade 3		4.00		\$54.00	\$0.00
Amplify Science Elementary School: Digital Student Book Library - Grade 4		4.00		\$54.00	\$0.00
Amplify Science Elementary School: Digital Student Book Library - Grade 5		4.00		\$54.00	\$0.00
Amplify Science: Complimentary Professional Development	Amplify Science Complimentary PD	1.00		\$0.00	\$0.00

GRAND TOTAL

\$61,514.24

Scope and Duration

Payment Terms:

- This Price Quote (including all pricing and other terms) is valid through Quote Expiration Date stated above.
- Payment terms: net 30 days.
- Prices do not include sales tax, if applicable.
- Pricing terms in the Price Quote are based on the scope of purchase and other terms herein.
- The Federal Tax ID # for Amplify Education, Inc. is 13-4125483. A copy of Amplify's W-9 can be found at: <http://www.amplify.com/w-9.pdf>

License and Services Term:

- Licenses: One year beginning on the subscription start date set forth on invoice.
- Services: 18 months from order date. Unless otherwise stated above, all training and other services purchased must be scheduled and delivered within such term or will be forfeited.

Special Terms:

- **FOR SHIPPED MATERIALS:**
 - Expedited shipping is available at extra charge.
 - Print materials and kits are non-returnable and non-refundable, except in the case of defective or missing materials reported by Customer within 60 days of receipt.
- **FOR SERVICES:**
 - Training and professional development sessions cancelled with less than one week notice will be deemed delivered.

How to Order Our Products

ORDER FORM - 8 YEAR IMPLEMENTATION PACKAGE

2. ORDER SUMMARY

GRADE SUMMARY	CLASS PACKS		ADDITIONAL ITEMS	SCIENCE KIT BUNDLES		TOTAL
	QTY	TOTAL	TOTAL	QTY	TOTAL	
GRADE TK	1	\$1,399.00	\$0.00			\$1,399.00
GRADE K	4	\$12,999.00	\$0.00	4	\$1,036.20	\$14,035.20
GRADE 1	4	\$12,999.00	\$0.00	4	\$1,993.20	\$14,992.20
GRADE 2	4	\$12,999.00	\$0.00	4	\$2,811.60	\$15,810.60
GRADE 3		\$0.00	\$0.00	0	\$0.00	\$0.00
GRADE 4		\$0.00	\$0.00	0	\$0.00	\$0.00
GRADE 5		\$0.00	\$0.00	0	\$0.00	\$0.00
GRADE 6		\$0.00	\$0.00	0	\$0.00	\$0.00
CLASSROOM LIBRARIES						\$0.00
	12	\$40,396.00	\$0.00	12	\$5,841.00	\$46,237.00

SUBTOTAL (including Shipping)

\$46,237.00

ADD LOCAL SALES TAX (%)

8.25%

\$3,814.55

GRAND TOTAL (including Shipping)

\$50,051.55

The prices on this form were correct when form was created, but prices and expiration dates can change as per state guidelines and contracts.

USE THE TABS ALONG THE BOTTOM OF THIS WORKBOOK TO FILL OUT REQUIRED DETAILS FOR EACH PRODUCT.





DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- Original Declaration of Need for year: 2019-20
 Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: Gravenstein Union School District District CDS Code: 70714

Name of County: Sonoma County County CDS Code: 49

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 05 / 14 / 19 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2020.

Submitted by (Superintendent, Board Secretary, or Designee):

Eric Hoppes  Interim Superintendent
Name Signature Title

707/823-2108 707/823-7008 _____
Fax Number Telephone Number Date

3840 Twig Ave, Sebastopol, CA 95472
Mailing Address

ehoppes@grav.k12.ca.us
E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____ / ____ / ____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
E-Mail Address		

► This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	_____
<input type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	_____
List target language(s) for bilingual authorization: _____	
<input checked="" type="checkbox"/> Resource Specialist	1 _____
<input type="checkbox"/> Teacher Librarian Services	_____
<input type="checkbox"/> Visiting Faculty Permit	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	1
Single Subject	3
Special Education	1
TOTAL	5

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved intern program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program?

Yes

No

If no, explain. _____

Does your agency participate in a Commission-approved college or university intern program?

Yes

No

If yes, how many interns do you expect to have this year? _____

If yes, list each college or university with which you participate in an intern program.

If no, explain why you do not participate in an intern program.

The District has not had the need to. The District will explore this possibility for the future



GRAVENSTEIN UNION SCHOOL DISTRICT

Eric Hoppes, Interim Superintendent
 3840 Twig Avenue
 Sebastopol, CA 95472
 phone: 707-823-7008
 fax: 707-823-2108
 Email: ehoppes@grav.k12.ca.us

Board of Trustees
 Steve Schwartz, Board President
 Gregory Appling, Board Clerk
 Jim Horn, Member
 Alexander Kahn, Member
 Jennifer Koelmeijer, Member

Human Resources Report May 2019

Resignations:

Erin Saunders	Spanish Teacher	Hillcrest
Maria Fagundes	Lunch/Front desk	Gravenstein

Needs for 2019-20 School year:

Spanish	Grav/Hill	1.0 FTE	
(5) Instructional Aides	Gravenstein	7 Hours	
1 Instructional Aide	Gravenstein	8 Hours	Transfer
(2) Instructional Aide	Hillcrest	8 Hours	
Clerical	Hillcrest	2 Hours	
Supervision Aide	Hillcrest	2 Hours	
(2) One to One Aides	Grav/Hill	7 Hours	SP. ED.

Transfers:

Paul Carey	PE/STEM	Gravenstein	1.0 FTE
Alexandra Squires	Temp to Prob	Gravenstein	1.0 FTE
Jennifer Poncey	Lunch/Front desk	Gravenstein	8 Hours
Rhonda Novak	Library Coordinator	Gravenstein	4 Hours

To Be Advertised:

Spanish 1.0
 Instruction Aides (8)
 One to One Aides (2)
 Clerical
 Supervision Aide

**Gravenstein Union School District
NOTICE OF TERMS OF EMPLOYMENT**

This employment is between Gravenstein School District ("District") and Samantha Cole ("Employee").

1. TERM OF EMPLOYMENT: Subject to ratification by the governing board, District employs Employee for the 2019–2020 school year, commencing August 12, 2019, and terminating May 29, 2020. Employment shall be (*check one*) (1.0 FTE) full-time // _____ (___ F.T.E.) part time. *Notwithstanding the dates set forth in this Notice, temporary and substitute certificated employees serve at the will of District and may be terminated at any time.*

2. SALARY: Employee's salary will be substitute rate if applicable or at the rate established by the Management Salary Schedule for School Counselor for the school year. Said schedule is incorporated by reference. Subject to verification of prior experience and academic credit, employee will be placed at column 2, step 2, on said schedule. Employee's salary will be paid in 11 installments and is subject to proration if Employee works less than a full school year. Employee shall not receive salary for any period during which an appropriate credential is not on file with the County Superintendent.

3. CLASSIFICATION: Employee is classified as follows:

Section 24214 – Temporary: Retired certificated employee paid less than amount requiring STRS reinstatement. (See para. 6.)	Section 44919 (a), (b), or (c) – Temporary: Up to first 3 school months of term for temporary class (4 mos. if special day or evening class for adults); athletic activities supervisor; or less than 20 days in case of emergency
Section 45134(c)(2) – Temporary: Retired certificated employee - aide in class with higher pupil-teacher ratio or to provide one-to-one instruction in remedial class or for underprivileged students. (See para. 6.)	Section 44920 – Temporary: Long-term based on the need for additional certificated employees because of leave or illness of another employee
Section 44910 – Temporary: ROP Teacher not previously employed in regular program	Section 44929.21 or Section 44929.23 – Permanent:
Section 44915 – Probationary (ADA 250 or more)	Section 44929.25 – Temporary: Adult School teacher teaching no more than 60% of the hours per week considered full time
Section 44929.23 – Probationary (ADA less than 250)	Section 44986(b)(1) – Temporary: Replacement for permanent employee granted STRS disability allowance for up to 39 months
Section 44917 – Substitute	<input checked="" type="checkbox"/> Certificated Administrator/Management

4. LAWS AND VENUE: This employment is made subject to the laws of California, applicable rules of the State Board of Education and of the Governing Board of the above-named School District affecting the terms and conditions of employment by Governing Boards of school districts and any applicable collective bargaining agreement in effect during the employment. Venue shall be in the Superior Court in and for the County of Sonoma and no other place.

5. CREDENTIALS: Employment is conditioned upon possession of all valid credential(s) required by law for this employment and Employee's filing such credentials with the Office of the County Superintendent of Schools prior to the first day of service.

6. RETIREES: Retirees are advised to consult STRS directly with regard to the possible effects of post-retirement employment on retirement benefits.

7. OTHER SPECIAL TERMS, IF ANY: _____

8. NO OTHER EMPLOYMENT: Employment is further conditioned upon Employee not holding a valid contract of employment with the governing board of another school district or with a county office which in any way will conflict with this employment (Title 5, California Code of Regulations, Section 5500).

By: Eric Hoppes, Interim Superintendent
Gravenstein Union School District

Date: _____

**RESPONSE TO GRAVENSTEIN UNION SCHOOL
DISTRICT RFP FOR INSPECTOR OF RECORD (IOR)
SERVICES FOR THE GRAVENSTEIN ELEMENTARY
SCHOOL 2019 ROOF TOP PHOTOVOLTAIC PROJECT**

I.A. KUSTER CONSTRUCTION INSPECTION

P.O. BOX 4600

SANTA ROSA, CA 95402

(707) 322-8138

dsa.inspector@gmail.com

**Attn: Wanda Holden, Chief Business Officer
Gravenstein Union School District
3840 Twig Ave
Sebastopol, CA 95472**

PROJECT PROPOSAL

Based on the construction plans and specifications provided by AXIA Architects for the Gravenstein Elementary School 2019 roof top photovoltaic project, I.A Kuster (IOR) proposes the following to Gravenstein Union School District (GUSD):

DSA Project inspection services as set forth in DSA IR A-8 and RFP from AXIA Architects at a maximum of 30 hours for the duration of the project and on an as-needed basis for completion of the project if the time for completion should extend past the scheduled date for completion.

Each required site visit for inspections, meetings and/or coordination with the lab of record or other GUSD consultants will be a 2-hour minimum charge. IOR's fee structure is attached on the following page.

30 hours at specified rate of \$90 per hour equals a not-to-exceed maximum of \$2,700.

FEES

Hourly rates for DSA inspection services are listed below based on inspector class and project class. Please note that specific project fee amounts for individual projects will be based on the number of hours per week required by DSA for the duration of the project. DSA always has final say on the minimum number of hours required for each project. Also listed below are fee structures for additional time required on weekends, holidays, time outside of normal working hours and time required when projects continue past the number of allotted calendar days for project completion.

Class 1 inspector on a class 1 project: \$100 per hour

Class 1, 2, 3 or 4 inspector on a class 2, 3 or 4 project: \$90 per hour

For individual projects, IOR presumes that contractors will perform work based on a 40-hour work week consisting of 8-hours per day, Monday through Friday, between the hours of 6:00am and 5:00pm with federally recognized government holidays excepted. If IOR is directed by GUSD or otherwise required to work outside of normal working days/hours as listed above, the following rate schedule will apply:

Weekend days or federal Holidays:

Class 1 inspector on a class 1 project: \$150 per hour with a 4-hour minimum

Class 1, 2, 3 or 4 inspector on a class 2, 3 or 4 project: \$135 per hour with a 4-hour minimum

Weekdays outside of 6:00am to 5:00pm or any hours exceeding 8-hours per day:

Class 1 inspector on a class 1 project: \$150 per hour

Class 1, 2, 3 or 4 inspector on a class 2, 3 or 4 project: \$135 per hour

Site visits required beyond the number of calendar days given to contractor for completion:

Class 1 inspector on a class 1 project: \$100 per hour with a 3-hour minimum

Class 1, 2, 3 or 4 inspector on a class 2, 3 or 4 project: \$90 per hour with a 3-hour minimum

Additional hours as specified above will be added to the original contract sum. The one exception would be when the additional hours are pre-scheduled to take place in lieu of normal working hours by prior arrangement with GUSD.

Gravenstein Union School District
3840 Twig Ave.
Sebastopol, CA 95472

April 5, 2019

Re: Request for Proposals for Project Inspection Services
Project: Gravenstein Solar Project – DSA 01-117278

To Whom It May Concern:

Gravenstein Union School District (“District”) invites proposals from qualified **Class 3 Project Inspectors**, to provide Project Inspection services to the District for the above-referenced project (“Project”), more specifically described in the attached Request for Proposals (“RFP”). The District intends to select the individual that, in the District’s opinion, best meets the District’s needs for the Inspection services required for the Project.

The RFP is not a formal request for bids nor an offer by the District to contract with any party responding to the RFP. The District reserves the right to reject any and all proposals, or any or all items of any proposal. Questions regarding this RFP may be directed to the District’s Architectural Firm – AXIA Architects. Attention: Drew Weigl, AIA – Project Architect at 250 D Street, Suite 210, Santa Rosa, CA 95404, via mail, or email address dweigl@axiaarchitects.com.

Each proposal must be returned via email to AXIA Architects, Drew Weigl, AIA on behalf of the District on or before Friday, April 12th, 2019 at 2:00 p. m., addressed as follows:

Attn: Wanda Holden, Chief Business Official
Gravenstein Union School District
3840 Twig Ave
Sebastopol, CA 95472

Sincerely,

Wanda Holden
Chief Business Official

Enclosure: RFP
Draft Professional Services Agreement
Submitted DSA Drawings and Specs – DSA App No. 01-117278
DSA-103

**REQUEST FOR PROPOSALS
CLASS 3 PROJECT INSPECTOR**

Part 1: The Project

Part 2: Proposed RFP and Project Schedule

The proposed Project schedule and activity dates are provided for general information. The actual dates are subject to change depending on the District's best interests.

ACTIVITY	DATE/TIME
Proposals Due to District c/o Architect	April 12th, 2019 @ 2:00 PM
Anticipated Board Approval and Award	May 14 th , 2019
Commencement of Inspection Services	TBD – Pending DSA Approval
Start of Construction	TBD – Pending DSA Approval
Project Completion	Estimated August 1 st , 2019

Part 3: Scope of Services

Provide Project Inspection services for the Project, including, but not limited to:

- Provide Inspection Services in accordance with DSA IR A-8 and the Construction Documents.
- In addition to the minimum requirements set forth in DSA IR A-8, provide inspection of all aspects of construction.
- As described in the attached DSA-103
- Coordination with Special Testing & Inspection and Soils contracted firm

Part 4: Proposal Requirements

Please provide One (1) electronic copy of the Proposal, at the time and place indicated in the cover letter to this RFP. Each Proposal should be submitted in writing and must include the following information:

1. Name, address, contact numbers, email, website, and summary of Inspector. Provide information on the type of entity, its ownership, size, and location of its principal office, as applicable.
2. All applicable licenses including license numbers and expiration dates.
3. Inspectors DSA Classification.

4. Proposed hourly rate, other applicable fees, and estimated total project fee.
5. Provide certification that Inspector can provide the insurance required in the attached Agreement for Inspection Services.
6. Provide written verification that Wilkin, Tom will permit you to provide services for this project.
7. Acknowledgement of receipt and review of the DSA Approved Contract Documents.

Note: Each Proposal shall remain the property of the District.

Part 5: Selection Process

The Board reserves the right to reject any and all proposals in the best interest of the District, as determined by the Board acting in its sole discretion, and to modify the scope of work by addendum prior to the final date for submission of proposals.

Part 6: Professional Services Agreement

The selected Project Inspector must enter into a written agreement for the services using the District's form Professional Services Agreement (the "Agreement"), a draft copy of which accompanies this RFP. No modifications to the Agreement or other form of agreement will be accepted. DSA Form IR A-8 will be attached and made part of any ensuing agreement.

AGREEMENT FOR PROJECT INSPECTION SERVICES

This Agreement ("Agreement"), made this ____ day of _____, 2018, by and between the Gravenstein Union School District, a political subdivision of the State of California ("District") and _____, a duly qualified project inspector ("Inspector").

District and Inspector hereby agree as follows:

1. Scope of Services:

Inspector warrants that he or she is certified by the Division of State Architect ("DSA") to provide inspection services for the following project class/category: Class 3 Building construction. District requires inspection services pursuant to Education Code section 17311, by a DSA-certified inspector for the following project class/category: Class 3 Certification. Inspector agrees to provide such inspection services to District as more specifically set forth in **Attachment A: SCOPE OF SERVICES: DSA Form IR A-8 (rev 05-23-18) pages 1 through 8.**

2. Contract Documents:

The contract documents consist of the Agreement for Project Inspection Services, the following General Provisions, Attachments A and B, and completed insurance forms.

3. Compensation:

As full compensation for all services contemplated by this Agreement, Inspector shall be recompensed as set forth in **Attachment B – Project Inspector's Fee Schedule. (As submitted with proposal.)**

4. Term of Agreement:

The term of this Contract shall be from issuance of Notice to Proceed until completion and acceptance of the following project(s): Alteration/Modernization of the Gravenstein Elementary School Multi-Use Building, subject to the provisions of Section 8 of the General Provisions.

In witness whereof, the parties hereto have executed this Agreement on the day and year first written above.

District:

Inspector:

s/ _____

s/ _____

Name/Title

Name/Title

GENERAL PROVISIONS

1. Inspector's Warranty: District has relied upon the professional ability and training of Inspector as a material inducement to enter into this Agreement. Inspector hereby warrants that all his or her work will be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state and local laws.
2. Status of Inspector: The parties intend that Inspector, in performing the services herein specified, shall act as an independent consultant and shall have control of the work and the manner in which it is performed. Inspector is not to be considered an agent or employee of District and is not entitled to participate in any pension plans, insurance, bonus or similar benefits District provides its employees.
3. Conflict of Interest: Inspector represents that he or she presently has no interest which would conflict in any manner or degree with the performance of services contemplated by this Agreement. Inspector further represents that in the performance of this Agreement, no person having such interest will be employed.
4. Nondiscrimination: Inspector shall comply with all applicable federal, state and local laws, rules and regulations in regard to nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, handicap or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.
5. Indemnification:
 - (a) Inspector 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 Inspector's performance of the project or his or her failure to comply with any of his or her obligations contained in these contract documents, except such Liability cause 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 Inspector or his or her agents under workers' compensation acts, disability benefit acts, or other employee benefit acts.
 - (b) Inspector shall be liable to District for any loss or damage to District property arising from or in connection with Inspector's performance hereunder.
6. Insurance: With respect to the performance of work under this Agreement, Inspector shall maintain and shall require all of his or her subcontractors, if any, to maintain insurance as indicated below:

(a) 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) 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 inspector's liability, and personal injury liability.

(c) 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) Professional Liability (Errors and Omissions) Insurance for all activities of the Inspector 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: Inspector's indemnity and other obligations shall not be limited by the foregoing insurance requirements.

(h) Material Breach: If Inspector, 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 Inspector resulting from the breach. Alternatively, District may purchase such required insurance coverage, and without further notice to Inspector, District may deduct from sums due to Inspector any premium costs advanced by District for such insurance. These remedies shall be in addition to any other remedies available to District.

7. Method and Place of Giving Notice, Submitting Bills and Making Payments: All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notice, bills and payments sent by mail shall be addressed as follows:

District:

Inspector:

When so addressed, any notice, bill, or payment shall be deemed given upon receipt via United States Mail, postage prepaid, provided it is forwarded certified, or registered with proof of receipt. In all other instances, notices, bills, and payments shall be deemed given at the time of actual personal delivery. Changes may be made in names and addresses of the person to whom notices, bills and payments are to be given by giving notice pursuant to this paragraph.

8. Termination:

(a) District may terminate this Agreement by giving thirty (30) calendar days written notice to Inspector. In the event District elects to terminate the Agreement without cause, it shall pay Inspector 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, Inspector 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 damage, if any, sustained by District by virtue of any breach of the Agreement by Inspector.

9. Due Performance: Each party to this Agreement undertakes the obligation that the other's expectation of receiving due performance will not be impaired. When reasonable grounds for insecurity arise with respect to the performance of either party, the other may, in writing, demand adequate assurance of due performance and until such written assurance is received may, if commercially reasonable, suspend any performance for which the agreed return has not been received.

10. Taxes: Inspector agrees to file federal and state tax returns and pay all applicable state and federal taxes on amounts paid pursuant to this Agreement. In case District is audited for compliance regarding any applicable taxes, Inspector agrees to furnish District with proof of payment of taxes on those earnings.

11. Dispute Resolution: The parties agree to make a good faith effort to resolve any dispute arising from or relating to this Agreement through mediation prior to commencing litigation. Within sixty (60) days following a written request by either party to mediate a dispute that has not been resolved by informal negotiation, the parties shall mutually agree upon a mediator, schedule a mediation, and shall share the costs of mediation equally, except costs incurred by each party for representation by legal counsel.

12. Choice of Law and Venue: This Agreement shall be governed by California law, and venue shall be in the Superior Court of the County of Sonoma, California, and no other place.

13. Merger: This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement. No modification of this Agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

14. Assignment/Delegation: Neither party hereto shall assign, sublet or transfer any interest in this Agreement or any duty hereunder without written consent of the other, and no assignment shall be of any force or effect whatsoever unless and until the other party shall have so consented.

15. No Third-Party Beneficiaries: There are no intended third-party beneficiaries to this Agreement.
16. No Waiver of Breach: The waiver by District of any breach of any term or promise contained in this Agreement shall not be deemed to be a waiver of such term or promise or any subsequent breach of the same or any other term or promise contained in this Agreement.
17. Force Majeure: If either party is delayed or hindered in or prevented from the performance of any act required hereunder because of strikes, lockouts, inability to procure labor or materials, failure of power, riots, insurrection, war, fire or other casualty, or other reason beyond the reasonable control of the party delayed, excluding financial inability ("Force Majeure Event"), performance of that act shall be excused for the period during which the Force Majeure Event prevents such performance, and the period for that performance shall be extended for an equivalent period. Delays or failures to perform resulting from lack of funds shall not be Force Majeure Events.
18. Severability: If any provision of this Agreement is determined to be illegal, invalid, or unenforceable, in part or in whole, the remaining provisions, or portions of the Agreement shall remain in full force and effect.
19. Headings: The headings in this Agreement are included for convenience only and shall neither affect the construction or interpretation of any provision in this Agreement nor affect any of the rights or obligations of the parties to this Agreement.
20. Execution in Counterparts: This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.
21. Authorization: Each individual executing this Agreement, or its counterpart, on behalf of the respective party, warrants that he/she is authorized to do so and that this Agreement constitutes the legally binding obligation of the entity which he/she represents.
22. Attachments: The following Attachments, attached hereto, are incorporated herein by reference:

Attachment A – RFP, Scope of Services, DSA Form IR A-8
Attachment B – Compensation

Attachment A

SCOPE OF SERVICES

Inspector shall provide project inspection services to the District in accordance with Education Code section 17311 and as follows:

Refer to attached DSA Form IR A-8 (rev 11-03-08) for complete description of Project Inspector duties and performance. Inspector shall be responsible for coordinating all testing and inspections of the lab of record, special inspectors, in-plant inspectors, and Geotechnical Testing and inspections and any other technicians or inspectors hired directly by the School District to ensure that all structural/materials, fire/life safety, and access compliance testing and special inspections that are required for the project to be satisfactorily completed and DSA certified in accordance with the DSA approved documents.

In addition to the duties set forth in IR A-8, Project Inspector must keep and maintain daily job logs pertaining to Inspection. Minimum information required for daily logs shall include:

- £ Date
- £ Activities of the day.
- £ Inspection requests received.
- £ Inspections performed.
- £ Deviation Notices issued.
- £ Record of notifications to Special Testing Agent and Lab.
- £ Record of notifications to Geotechnical Engineer.
- £ Any information deemed pertinent to the project inspection process each day.

Project Inspector agrees to observe and assist District in attesting any work authorized on a force account basis. The requirement consists strictly of attesting to man or equipment hours utilized.

Attachment B

COMPENSATION

District shall compensation Inspector for the services provided pursuant to this Agreement as follows:

Attach Project Inspector's Fee Proposal and Rate sheets as appropriate.

DRAFT



707 542 4652
axiaarchitects.com

250 D Street
Suite 210
Santa Rosa
CA 95404

INFORMAL IOR RFP ANALYSIS

PROJECT: Hillcrest Middle School improvements – Increment 2 JOB NO: **1018**
 RFP DUE DATE: April 8th, 2019 RFP DUE TIME: 2:00pm
 LOCATION: Electronic Response

06

CONTRACTOR:	Proposal Requirements:	RFP PROPOSALS:	
		FEE AS INDICATED IN PROPOSAL	
Consolidated Engineering Laboratories 7757 Bell Road Windsor, CA 95492	<input checked="" type="checkbox"/> Contact Info <input checked="" type="checkbox"/> License <input checked="" type="checkbox"/> LEA# <input checked="" type="checkbox"/> Review of Drawings	LEA # per DSA Website: 29 Estimated	\$12,324.26
LACO Associates 3450 Regional Parkway, STE B2 Santa Rosa, CA 95403	<input checked="" type="checkbox"/> Contact Info <input checked="" type="checkbox"/> License <input checked="" type="checkbox"/> LEA# <input checked="" type="checkbox"/> Review of Drawings	LEA # per DSA Website: 285 Estimated	\$8,915.00



CONSOLIDATED ENGINEERING
LABORATORIES

April 4, 2019

Ms. Wanda Holden, Chief Business Official
Gravenstein Union School District
3840 Twig Avenue
Sebastopol, California 95472

Via E-Mail: dweigl@axiaarchitects.com

Subject: Hillcrest Middle School Improvements Inc. 2
725 Bloomfield Road, Sebastopol, California 95472
CEL #40-06298PW; DSA Application #01-117326
*** Materials Testing and Construction Inspection Services**

Dear Ms. Holden:

Consolidated Engineering Laboratories (CEL) is pleased to submit our cost proposal to provide materials testing and construction inspection services for the **Hillcrest Middle School Improvements Inc. 2 project, located at 725 Bloomfield Road in Sebastopol, California**. CEL would be proud to be part of your team, helping to ensure the construction quality and success of this project.


Following are our cost estimate and scope of services. We assembled this proposal based on the following sources:

- DSA Form 103, File #49-39, date submitted February 6, 2019;
- Structural drawings prepared by CBC Steel Buildings, dated January 17, 2019;
- Conversation with Krista Lanondin and Drew Weigl regarding all scopes and durations.

Thank you for giving CEL the opportunity to be a part of your project team. We are committed to providing our clients the very best service possible to fulfill their testing and inspection needs, and are eager to prove this commitment to you. Should you have any questions or require additional information, please do not hesitate to contact me.

Respectfully submitted,
CONSOLIDATED ENGINEERING LABORATORIES


Erica Sharp
Project Manager


Eric Larsen
Estimator

ES/EL/clr



ASSUMPTIONS

We assembled this proposal based on the following assumptions:

- Reinforced Concrete:
 - 1 pour;
- All soils observation and testing will be performed by the geotechnical engineer of record;
- The structural steel will be fabricated Monday through Friday during normal business hours;
- At the time this proposal was prepared we did not have the shop fabrication location. We are assuming it will be at one local, Northern California shop. Once the steel shop is awarded, if necessary we can revisit and revise our steel shop numbers;
- We have excluded any potential off-site and on-site overtime.



HILLCREST MIDDLE SCHOOL IMPROVEMENTS INC. 2
SEBASTOPOL, CALIFORNIA
CEL #40-06298PW
PRICING

Description	Quantity	Unit Rate	Subtotals	
REINFORCED CONCRETE				
Mix Design Review	1 Each	\$ 250.00	\$ 250.00	
Sampling and Tagging Reinforcing Steel	4 Hours	\$ 82.00	\$ 328.00	
Rebar Bend and Tensile Test	4 Each	\$ 95.00	\$ 380.00	
Batch Plant Inspection	4 Hours	\$ 82.00	\$ 328.00	
Concrete Sampling	8 Hours	\$ 82.00	\$ 656.00	
Concrete Compression Tests	10 Cylinders / 2 Sets	\$ 35.00	\$ 350.00	
Sample Pick-Ups	1 Trip	\$ 90.00	\$ 90.00	
SUBTOTAL:			\$	2,382.00
STRUCTURAL STEEL				
Welding Procedure Specification Review	2 Each	\$ 250.00	\$ 500.00	
Shop Fabrication Inspection	20 Hours	\$ 88.00	\$ 1,760.00	
High Strength Bolt Assemblies	3 Each	\$ 260.00	\$ 780.00	
Field Welding Inspection	20 Hours	\$ 88.00	\$ 1,760.00	
SUBTOTAL:			\$	4,800.00
POST-INSTALLED ANCHORS				
Placement of Post-Installed Anchors	24 Hours	\$ 82.00	\$ 1,968.00	
Proofload or Torque Testing	24 Hours	\$ 82.00	\$ 1,968.00	
SUBTOTAL:			\$	3,936.00
MISCELLANEOUS				
Final Affidavit	1 Per Permit	\$ 400.00	\$ 400.00	
Project Engineering and Management 7%			\$ 806.26	
SUBTOTAL:			\$	1,206.26
MAN-HOURS 104				GRAND TOTAL: \$ 12,324.26



HILLCREST MIDDLE SCHOOL IMPROVEMENTS INC. 2
SEBASTOPOL, CALIFORNIA
CEL #40-06298PW
PRICING

Basis of Charges: The proposed unit rates will be in effect through December 31, 2019. Thereafter, the unit rates are subject to an annual increase of four and one-half percent (4.5%) per year to mitigate the annual operating cost increases:

Work over 8 Hours per day	Time and One-Half
Work over 12 Hours, Monday through Friday	Double Time
Work on Saturdays	Time and One-Half
Work over 8 Hours on Saturdays	Double Time
Work on Sundays/Holidays	Double Time
Swing or Graveyard Shift Premium	\$12.50 per Hour
Work from 0-4 Hours	4-Hour Minimum Billing
Work from 4-8 Hours	8-Hour Minimum Billing
Show-Up Time	2-Hour Minimum Billing
Sample Pick-Up	\$90.00/Trip
Laboratory Testing – Rush Fee	Add 50% to Testing Cost
Technician with Nuclear Gauge	Portal-to-Portal
Final Affidavit (per permit number) (request six working days advanced notice)	\$400.00
Extra Copies (over four per issue date) of Inspection Reports and Final Affidavit	\$20.00/each
Project Engineering and Management	7% of Fees
Credit Card Payment of Fees	2.5% Premium
Reimbursables	Cost + 15%
QA/QC Plan Written Procedures	Quotation upon Request
Out of Area Services (beyond 40-mile radius)	As Listed Below:
Travel Time	Basic Hourly Rate
Mileage	\$0.60/Mile
Per-Diem, including lodging	\$120.00/Day

QUANTITY DISCLAIMER:

This quote outlined herein was based on the following sources:

- DSA Form 103, File #49-39, date submitted February 6, 2019;
- Structural drawings prepared by CBC Steel Buildings, dated January 17, 2019;
- Conversation with Krista Lanondin and Drew Weigl regarding all scopes and durations.

This proposal is limited to the scope of services, the number of inspection hours, and the number of associated tests identified herein. Any estimated quantities contained herein are estimates only and Client agrees to payment for services rendered in excess of the estimated quantities and/or cost figures as described herein.

It is recognized that additional services rendered herein under this proposal are schedule driven and are mandated by the scheduling and staffing of the contractor(s). Should items and quantities alter from estimates outlined herein, CEL shall be entitled to compensation for services rendered,

In addition, Client recognizes that, on occasion, due to the schedule of the contractor or relevant subcontractors, occasional overtime may be required. CEL typically will have no notice of this until the day the said overtime occurs. Client agrees to compensate CEL for such overtime.



SCOPE OF SERVICES

REINFORCED CONCRETE

Mix Review

We will review the proposed concrete mixes in our laboratory for conformance with specifications.

Sample, Tag and Test Reinforcing Steel

Prior to fabrication of the steel, we will make a visit to the reinforcing steel supplier and collect mill certificates and sample reinforcing steel from the unbroken bundles. Testing will be as per American Society for Testing and Materials (ASTM) A615. Once the steel is ready for shipment, we will make another trip to the supplier and inspect to determine the steel has identical heat numbers to that already tested, and tag the steel so that it may be shipped to the job site.

Batch Plant Inspection

Our inspector will periodically check for batch weights, moisture content of aggregates, proper use of admixtures, and batching procedures.

Reinforcing Steel Placement

Will be performed by the Inspector of Record (IOR).

Concrete Placement

Will be performed by the IOR.

Concrete Sampling

Our inspector will be on-site to perform casting of (4x8) concrete cylinders for compression testing at a frequency of five cylinders for every 50 cubic yards placed.

Concrete Compression Testing

We will transport all samples to our laboratory for compression testing in strict accordance with ASTM requirements. Compression test reports will be distributed to the appropriate parties.

STRUCTURAL STEEL

Shop Inspection

- Review of welding procedure specifications;
- Material identification and mill certificate review;
- Observe the utilization of certified welders and approved welding procedures;
- Visual inspection of welding to determine compliance with contract documents;
- Nondestructive testing of moment welds and column splices;
- Confirm approximate preheat temperature;
- Continuous inspection of multi-pass fillet welds, groove welds and reinforcing steel welding.

Field Inspection

- Observe the utilization of certified welders and approved procedures;
- Confirm approximate preheat temperature;



- Nondestructive testing of moment welds and column splices;
- Inspect to determine and observe proper installation and tightening of high strength bolts;
- Visual inspection of welding to determine compliance with contract documents;
- Continuous inspection of multi-pass fillet welds, groove welds and reinforcing steel welding.

Metal Deck|Shear Studs

Intermittent visual inspection will be conducted for metal deck and shear stud welding.

High Strength Bolting

Prior to installation, our inspector will confirm that fastener components are properly stored. Our inspector will perform pre-installation verification testing daily where applicable to confirm the suitability of the completed fastener assembly and confirm the procedure and proper use by the bolting crew of the pretensioning method to be used. A representative sample of not fewer than three complete fastener assemblies of each combination of diameter, length, grade and lot to be used shall be checked to confirm the proper pretension is achieved. Our inspector will then observe the pretensioning methods used are in accordance with the specifications and that joints are brought to a snug tight condition and then tightened systematically from the most rigid part of the joint. Our inspector will document the testing and observations performed and locations of accepted and rejected connections.

Laboratory Testing of High Strength Bolt Assemblies (ASTM A325|A490)

We will sample a set of three (3) high strength bolt assemblies per size, lot and heat number from sealed kegs at the supplier or steel fabrication plant. We will perform proofload, ultimate and hardness tests on the assemblies in our laboratory.

POST-INSTALLED ANCHORS

As required, we will perform visual examination of anchor placement to determine if post-installed anchor holes are clean, of the proper depth and diameter, and installed as specified by the manufacturer. In addition, we will perform proofload/torque testing of the anchors at the percentage defined by the plans and specifications.

NOTE: These estimates assume that adequate access will be provided for performing the work at maximum production, i.e., scaffolding. Should any anchor fail, additional tests will be required per plans.



April 2, 2019

8027.08

Gravenstein Union School District
3840 Twig Avenue
Sebastopol, California 95472

Sent via email: wholden@grav.k12.ca.us

Attention: Wanda Holden, Chief Business Official

Subject: Proposal for Special Inspection and Materials Testing Services
Hillcrest Middle School Solar Carport – Increment 2
725 Bloomfield Road, Sebastopol, California
DSA File No. 49-39; DSA App. No. 01-117326

Dear Wanda:

LACO Associates (LACO) is pleased to present this proposal to provide Special Inspection and Materials Testing services for the planned solar array parking structure project at Hillcrest Middle School, located in Sebastopol, California. In preparation of this proposal, we have reviewed plans and specifications prepared by AXIA Architects dated February 6, 2019.

PROJECT DESCRIPTION

Based on our review of project plans, we understand the project consists of constructing a new photovoltaic array carport structure and concrete slab on grade equipment pad. Plans indicate that the array will be supported on steel reinforced concrete piers. Construction elements that will require special inspection and materials testing services include concrete reinforcing steel, field welding and bolting and post-installed anchors.

SCOPE OF SERVICES

We will verify drilled pier dimensions for conformance with project documents. A California Registered Civil Engineer will review concrete mix design for conformance with project plans and specifications. We will be present at the rebar fabrication facility to sample and tag individual bundles for laboratory tensile and bend testing. Prior to placement of concrete in foundations and slabs, we will perform batch plant inspections to verify that materials and quantities conform to project specifications. During placement of concrete, we will observe procedures, perform temperature and slump tests, and prepare cylinders for laboratory compressive strength testing. Certified welding inspectors will observe field welding and bolting and compare our observations to project plans and specifications. We will perform load testing of post-installed anchors and torque test high-strength bolts, as required.

Inspections will be coordinated by the designated DSA Project Inspector. Inspections will be Periodic or Continuous, as determined by project and Code specifications. LACO will provide the services of qualified and certified technicians, and registered engineering staff to perform the work described above on an as-requested basis. We should be notified at least 24 hours in advance to adequately schedule our services. Any workmanship or discrepancies with construction elements we are requested to observe and/or test will be brought to the immediate attention of the Inspector of Record (IOR) and

21 W. Fourth Street Eureka, CA 95501 707 443-5054 - Fax 707 443-0553	776 S. State Street, Suite 102A Ukiah, CA 95482 707 462-0222 – Fax 707 462-0223	3450 Regional Parkway, Suite B Santa Rosa, CA 95403 707 525-1222 – Fax 707 545-7821	932 B W. Eighth Avenue Chico, CA 95926 530 801-6170 – Fax 707 462-0223
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contractor(s). Field reports and laboratory test results will be distributed to the architect, engineer, IOR, and designated others. In addition, we will upload the reports to the DSA Box. We will prepare and submit interim DSA Forms 291 document (Interim Verified Report), as requested by the IOR. At completion of the projects, we will prepare a final DSA Forms 291 (Final Verified Report) for similar distribution.

COST EVALUATION

LACO will provide the services of our Special Inspectors on a time-and-materials basis **with no minimum charges** at a rate of \$125 per hour. Other charges will be in accordance with our Schedule of Rates (attached). Accordingly, based on our review of project documents and experience with similar projects, we recommend that an estimated budget of **\$8,915** be established for our services on this project, as detailed in the table on the following page:

SPECIAL INSPECTION AND MATERIAL TESTING	HOURS	VISITS	RATE	COST
Civil engineering plan and concrete mix reviews	4	1	\$165	\$660
Foundation excavation observation	2	2	\$125	\$500
Rebar sample and tag	6	1	\$125	\$750
Special inspection during field welding/bolting	5	4	\$125	\$2,500
Special inspection during concrete placement	6	2	\$125	\$1,500
Laboratory rebar tensile and bend testing (est)	-	-	-	\$600
Laboratory concrete compression tests (\$25 ea.)	-	-	-	\$250
Sample retrieval	2	2	\$115	\$460
Vehicle charges (\$65 per day)	-	-	-	\$715
DIR reporting - certified payroll	4	-	\$80	\$320
Professional engineering/management @ 8%	-	-	\$165	\$660
Total				\$8,915

Should more detailed information or a contractor's schedule become available, we can provide an updated cost evaluation. Please be advised that the actual construction schedule and progress of individual contractors controls the number of site visits needed for observation and testing and that our total fees may vary from our budget estimate. If testing or travel beyond the scope presented herein is required, we will provide those services at the hourly rates quoted herein and/or as indicated on the Schedule of Rates. However, we will not exceed the contract budget without the owner's prior authorization.

SPECIAL CONDITIONS AND / OR ASSUMPTIONS

- LACO is not providing Geotechnical or Environmental services on this project.
- LACO is not providing in plant inspection for this project.
- LACO understands that this project qualifies as prevailing wage as set forth by California Department of Industrial Relations.

- The actual sequencing of work by the contractor has the potential to significantly change the final cost of the services LACO will provide for this project. Costs could be reduced or increased depending on contractor performance.
- Each site visit represents a typical site visit, portal to portal, inclusive of labor, vehicle charges, and equipment charges.
- LACO will rely on others (owner or contractor authorized representative) to coordinate the total number of site visits needed to meet the quality assurance and testing requirements of the project.
- Material testing or observation performed by LACO shall not be relied upon as acceptance of the work, and in no way relieves the Contractor of their obligation to perform the work in accordance with the requirements of the Contract Documents, including commonly accepted industry practices.
- LACO requests CLIENT or CLIENT representative assist in providing safe access during on-site visits to facilitate required field testing and sampling.

Thank you for considering our services. If this proposal is acceptable, please sign and date the first page of the attached Engineering Service Agreement and initial each page of the General Conditions and Schedule of Rates.

We look forward to working with you on this project. Please call us directly at (707) 525-1222 should you have questions.

Sincerely,
LACO Associates



Edward Crump, P.E.
Senior Civil Engineer

Attachment: Engineering Service Agreement

EHC:dm

ENGINEERING SERVICE AGREEMENT for Construction Testing and Inspection Services

Gravenstein Union School District, referred to as "CLIENT", requests, and LACO Associates, referred to as "LACO" agree to provide Construction Test/Inspection services for the following project.

Project Name: GUSD: Hillcrest Middle School Solar Structures

Project Location: 725 Bloomfield Road Sebastopol, CA

Description of Scope and Services to Be Provided

- Refer to attached proposal letter dated April 2, 2019.

Estimated Date of Completion

- December 31, 2019

*Estimated date of completion is contingent on when we receive the signed agreement.

Prevailing Wage rates **do** apply to this project.

Payment Terms: Net 15

CLIENT agrees to pay at the hourly rates and to pay all other costs for the work or portion of work performed as set forth in the "SCHEDULE OF RATES" attached and made a part of this Agreement. These rates are subject to periodic revision, of which written advance notice will be provided. The time and material based estimated fee is: **\$8,915.**

A retainer of ~~\$~~**<Waived>**, ~~50%~~ of the estimated fee, to be applied to the FINAL invoice, must accompany signed agreement.

This agreement includes the following attachments: GENERAL CONDITIONS, labeled GEN2007, Schedule of Rates, and others (if any) noted above.

This agreement is entered on this day, April 2, 2019, in Santa Rosa, Sonoma County, California.

SIGNED _____
 LACO Associates
 3450 Regional Parkway, STE B
 Santa Rosa, CA 95403
 (707) 525-1222
 (707) 545-7821 FX
 Principal: Christopher J Watt
 PM: Edward H Crump, PE

SIGNED _____
PRINTED _____
DATE _____
CLIENT: Gravenstein Union School District
~~Wanda Holden~~ *Eric Hoppes*
ADDRESS: 3840 Twigg Avenue
 Sebastopol, CA 95471
PHONE: (707) 823-7008
EMAIL: ~~w Holden~~@grav.k12.ca.us
ehoppes

Received on Retainer _____



GENERAL CONDITIONS

LACO will perform only those services outlined in the agreed scope of work, except that CLIENT and LACO may subsequently agree in writing to provide for additional services to be rendered under this agreement for additional, negotiated compensation.

CLIENT has relied on LACO's judgement in establishing the workscope and fee for this project, given the project's nature and risks. CLIENT shall, therefore, rely on LACO's judgement as to the continued adequacy of this Agreement in light of occurrences or discoveries not originally contemplated or known. Should LACO call for contract renegotiation, LACO shall identify the changed conditions which, in LACO's judgement, make such renegotiation necessary, and LACO and CLIENT shall promptly and in good faith enter into renegotiation of this Agreement to help permit LACO to continue to meet CLIENT's needs. If renegotiated terms cannot be agreed to, CLIENT agrees that LACO has an absolute right to terminate this Agreement.

LACO agrees to strive to perform the services set forth in this Agreement in accordance with generally accepted professional practices, in the same or similar localities, related to the nature of the work accomplished, at the time the services are performed. LACO's services shall not be subject to any expressed or implied warranties whatsoever.

Invoices may be submitted to CLIENT as frequently as every four (4) weeks and/or upon completion of the work and are due and payable when presented. All accounts not paid in full within agreed payment terms will include a late payment charge from the date of the invoice, at the rate of 1.5% per month. If legal action is instituted on this account, the prevailing party shall be awarded such attorney's fees and other costs as the Court may adjudge to be reasonable. The CLIENT acknowledges the requirements of reporting cash payments for services that exceed \$10,000 under federal law. Generally, any person, as defined, in a trade or business who receives more than \$10,000 in cash in a single transaction or in related transactions must file a Form 8300 with the Internal Revenue Service. CLIENT understands that if such payment(s) are made to LACO, a Form 8300 will have to be submitted by LACO.

If CLIENT for any reason fails to pay the undisputed portion of LACO's invoices fifteen (15) days after invoice due date, LACO has the right to cease work on the project, and CLIENT agrees to waive any claim against LACO for cessation of services, and shall defend and indemnify LACO from and against any claims for injury or loss stemming from LACO's cessation of service. CLIENT agrees to also pay LACO the cost associated with premature project demobilization. In the event the project is remobilized, CLIENT agrees to also pay the cost of remobilization, and shall renegotiate appropriate contract terms and conditions, such as those associated with budget, schedule, or scope of service.

In the event any bill or portion thereof is disputed by CLIENT, CLIENT shall notify LACO within ten (10) days of receipt of the bill in question, and CLIENT and LACO shall work together to resolve the matter within sixty (60) days of its being called to the attention of LACO. If resolution of the matter is not attained within sixty (60) days, either party may terminate this Agreement in accordance with condition contained herein.

In recognition of the inherent risk of claims associated with the services to be provided and in consideration of our Agreement to perform these services, CLIENT agrees to limit LACO's liability for CLIENT and any third parties arising from LACO's professional acts, errors or omissions, such that the total aggregate liability of engineer to all those named shall not exceed \$30,000 or LACO's total fee for services rendered on this project, whichever is greater. (If CLIENT wishes to discuss higher limits and charges involved, he should speak with LACO.) CLIENT further agrees to require of any contractors or subcontractors an identical limitation of LACO's liability for damages suffered by the contractor or subcontractor arising from LACO's professional acts, errors, or omissions. Neither the contractor, nor any of his subcontractors assumes any liability for damages to others which may arise on account of LACO's professional acts, errors or omissions except as otherwise stipulated herein. Limitations on liability and indemnities in this Agreement are business understandings between the parties, voluntarily and knowingly entered into, and shall apply to all theories of recovery, including but not limited to, breach of contract, warranty, tort (including negligence), strict or statutory liability, or any other cause of action, except for willful misconduct or gross negligence.

Both CLIENT and LACO agree that, to the extent allowed by law, they will not be liable to each other for special, indirect, or consequential damages arising out of or related to this Agreement, whether caused by negligence, errors, omissions, strict liability, breach of contract, breach of warranty or other cause or causes whatsoever.

By this Agreement, LACO specifically excludes, disclaims and is discharged from any responsibility or liability for all direct or indirect loss or harm resulting from the presence, failure to discover, interception, escape or discharge of hazardous or toxic materials of any kind, including the contamination of soil, water, air or other property as a result thereof. This exclusion included, but is not limited to, exploration, testing, analysis, or recommendations by LACO.

LACO's scope of work does not include the investigation or detection of the presence of any Biological Pollutants in or around any structure. CLIENT agrees that LACO will have no liability for any claim regarding bodily injury or property damage alleged to arise from or be caused by the presence of or exposure to any Biological Pollutants in or around any structure. In addition, CLIENT will defend, indemnify, and hold harmless LACO from any third party claim for damages alleged to arise from or be caused by the presence of or exposure to any Biological Pollutants in or around any structure, except for damages arising from or caused by LACO's sole negligence. The term "Biological Pollutants" includes, but is not limited to, molds, fungi, spores, bacteria, and viruses, and the byproducts of any such biological organisms.

CLIENT waives any claim against LACO and agrees to defend, indemnify and hold LACO harmless for injury or loss which may arise as a result of (1) alleged cross-contamination of aquifers caused by sampling, (2) release of pollutants to the environment, (3) drill cuttings, fluids or other presumed hazardous materials being left on-site after containerization by LACO, (4) containing, labeling, transporting, testing, storing, or other handling of contaminated samples, (5) any work, error, omission or negligent act performed by contractors or others not under complete and direct supervision by LACO for the specific task required.

GUSD: Hillcrest Middle School Solar Structures

Initials: LACO _____ CLIENT _____

GEN2007

CLIENT is responsible for accurately delineating the locations of all underground structures and utilities. LACO will take reasonable precautions to avoid known subterranean structures, and CLIENT agrees to defend, indemnify and hold LACO harmless from any claim or liability for injury or loss, including costs of defense, arising from damage done to subterranean structures and utilities not identified or accurately located.

In the absence of special arrangements, all uncontaminated samples of soil or rocks will be disposed of by LACO sixty (60) days after submission of our report. Soil, water, rock and/or other waste materials generated during work on the project site shall remain the sole property and responsibility of CLIENT. It is CLIENT's sole responsibility to arrange for lawful disposal of all waste materials. Soil, water, rock and/or other waste materials generated during LACO's work efforts on behalf of the CLIENT which may be contaminated with hazardous or toxic materials or potentially hazardous or toxic materials will be containerized on the site in approved containers at such times as they may be generated. Such materials may be required by law to be characterized and disposed of within a limited time frame. Arranging for disposal of hazardous or toxic materials or potentially hazardous or toxic materials is specifically excluded from the scope of LACO's services. Upon written request from the CLIENT, LACO may assist in coordinating or facilitating lawful disposal procedures by an appropriately-licensed contractor employed by the CLIENT. Regardless of any coordination or facilitation of disposal of hazardous or toxic materials or potentially hazardous or toxic materials by LACO on behalf of the CLIENT, CLIENT agrees to indemnify and hold harmless LACO from any claim of liability for injury, loss or environmental damage, including cost of defense, arising from any disposal of hazardous or toxic materials or potentially hazardous or toxic materials.

LACO and CLIENT agree that discovery of unanticipated hazardous or toxic materials constitutes a changed condition mandating renegotiation or termination of services. LACO agrees to notify CLIENT as soon as practically possible should unanticipated hazardous materials or suspected hazardous or toxic materials be encountered. CLIENT agrees to make any disclosures required by law to the appropriate governmental agencies. CLIENT and LACO also agree that discovery of hazardous materials may make it necessary for LACO to take immediate action to protect health and safety. CLIENT agrees to compensate LACO for all costs required for such action and other costs incident to such unanticipated discovery of hazardous or toxic materials.

CLIENT agrees that construction contractors, subcontractors or others not affiliated with LACO are solely responsible for safety at and near the project site. LACO will have no responsibility or liability for methods of work performance, supervision including selection of equipment, selection or direction of contractor's employees, or sequencing of construction other than that done by LACO's own employees. LACO will not be responsible for excavation safety, temporary slopes, shoring, underpinning, dewatering, or other construction activities of the contractor(s) and subcontractor(s).

Unless otherwise agreed, CLIENT will furnish right-of-entry on land for planned field operations. CLIENT will notify any and all possessors of the project site the CLIENT has granted LACO free access to the site. LACO will take reasonable precautions to minimize damage to the site, but it is understood by CLIENT that, in the normal course of work, some damage may occur and the correction of such damage is not part of the Agreement unless so specified in the proposal or scope of work.

All documents, reports, boring logs, field and survey notes, tracings, and other documents prepared by LACO as instruments of service shall remain the property of LACO. All designs, information, reports, or recommendations prepared or issued by LACO are for the sole use of the CLIENT for the specific project for which they are prepared. CLIENT agrees not to provide such materials to any person or organization unless the person or organization agrees in writing to be bound by the conditions of this Agreement. CLIENT agrees to save and hold LACO harmless from any liability arising from any use made by CLIENT or any other party outside the intent of this Agreement.

All claims, disputes, and other matters in controversy between LACO and CLIENT arising out of or in any way related to this Agreement will be submitted to "alternative dispute resolution" (ADR) before and as a condition precedent to other remedies provided by law. If and to the extent that CLIENT and LACO have agreed on methods for resolving such disputes, then such methods will be set forth in the "Alternative Dispute Resolution Agreement" which, if attached, is incorporated into and made a part of this Agreement. If no specific ADR procedures are set forth in this Agreement, then it shall be understood that the parties will submit disputes to mediation as a condition precedent to litigation.

If a dispute at law arises from matters related to the services provided under this Agreement and that dispute requires litigation instead of ADR as provided above, then: (1) the claim will be brought and tried in the judicial jurisdiction of the Court of the county where LACO's principal place of business is located and CLIENT waives the right to remove the action to any other county or judicial jurisdiction, and (2) the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney's fees, and other claim-related expenses.

This Agreement may be terminated by either party upon ten (10) days written notice by certified mail, return receipt requested. If CLIENT elects to terminate this Agreement, CLIENT will be responsible for all charges, as computed under this Agreement, for work performed by LACO through the tenth day after mailing of the notice of termination.

The laws of the State of California will govern the validity of the terms, their interpretation and performance. If any of the provisions contained in this Agreement are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions will not be impaired. Limitations of liability and indemnities will survive termination of this Agreement for any cause.



SCHEDULE OF RATES

HOURLY RATES

Table listing hourly rates for various professional and technical roles, including Principal Professional, Project Manager, Senior Professional, Staff Professional, Assistant Professional, Junior Professional, Drafter/Designer, Senior Technician, Technician, Special Technician Groups, Special Consultants, Senior Geotechnical Engineer, Court Appearance/Depositions, Licensed Surveyor, One-Man Survey, Two-Man Survey Party, Three-Man Survey Party, Certified Public Accountant, Project Administrator/Coordinator, and Clerical.

*"Professional" may apply to Engineer, Geologist, Planner, Architect, Environmental Scientist, or other specialties

NOTES

- 1. The above rates are regular hourly rates and include payroll costs, overhead, and profit. If overtime is requested by the client, it will be charged at 130% of the above hourly rates.
2. In accordance with State labor laws, prevailing wage rates may be required on State or Federally funded projects. These rates apply to survey party chief, rodman, chainman, soils field tester, and materials field tester. The hourly rate differential is \$25 to \$35 dollars per hour per person depending on project location and labor classification. The differential will be added to the above hourly rates.
3. Outside services will be performed at Cost plus 15%.
4. Subsistence will be calculated at Actual Cost plus 15% or agreed per diem rates.
5. All travel time will be charged at the regular hourly rates unless other written arrangements are made.

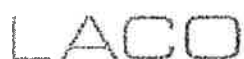
TRANSPORTATION

Table listing transportation costs: Automobile and pickup (Trip charge per day, Minimum charge, vehicle, Over 80 miles) and Other transportation, air travel, etc.

MATERIALS

Table listing material costs: Survey hubs, stakes, lath, or guineas; Survey markers, plain iron pipe; Plan copies per sheet (11x17) and (24x36) in black & white and color; All other materials or printing.

- * Minimum charge of 1/2-day on all equipment billed on daily basis
** Plus Technician Rate



RATES FOR MATERIALS AND SOILS TESTING

Laboratory tests are performed on samples delivered to our lab in Santa Rosa, California. Sample pick_up, special tests, and unusual sample preparation are billed at the applicable hourly rate. Faxes of reports and duplicate mailings are available for \$5 each. Reports requiring review and signature will be billed at the applicable rate.

A. AGGREGATE AND SOILS TESTING

100.	Sieve Analysis – Coarse and Fine, Caltrans 202, ASTM C-136	\$186 .00
101.	Sieve Analysis – Coarse, Caltrans 202, ASTM C-136	\$93.00
102.	Sieve Analysis – Fine, Caltrans 202, ASTM C-136.....	\$93.00
103.	Finer than #200, ASTM C-117	\$71.00
104.	Particle Size Analysis, ASTM D-422***	\$192.00
105.	Cleanness Value, Caltrans 227	\$186.00
106.	Atterberg Limit - Wet	\$220.50
107.	Hydrometer Analysis.....	\$75.00
108.	Bulk Density of Soils.....	\$53.00
109.	Atterberg Limits, LL-PL-PI, ASTM 4318***	\$171.00
110.	Sand Equivalent, Caltrans 217, ASTM D-2419	\$186.00
111.	Specific Gravity – Coarse, Caltrans 206, ASTM C-127	\$141.00
112.	Specific Gravity – Fine, Caltrans 207, ASTM C-128	\$99.00
113.	Maximum Density of Soils, Caltrans 216, ASTM D-698 or D-1557	\$278.00
114.	Maximum Density of Soils with Rock Correction, ASTM D-4718	\$300.00
301.	Nuclear Density Gauge (hourly), Caltrans 231, ASTM D6938 **	\$15.00
302.	Nuclear Density Gauge (daily), Caltrans 231, ASTM D6938 **	\$85.00
116.	Organic Impurities, ASTM C-40.....	\$80.00
117.	Moisture Content of Soils In Place, ASTM D-2216.....	\$18.00
118.	Density of Soils In Place, ASTM 2937	\$30.00
119.	Percent Crushed Particles, Caltrans 205, ASTM D-5821	\$186.00
120.	Durability Index – Coarse, Caltrans 229, ASTM D-3744	\$150.00
121.	Durability Index – Fine, Caltrans 229, ASTM D-3744	\$150.00
122.	Concrete Slab Relative Humidity Test.....	\$98.00
123.	Unconfined Compressive Strength	\$80.00
124.	CBR Soils Test with Compaction	\$550.00
125.	Consolidation, 3" dia., ASTM D-2435***	\$280.00
126.	Consolidation Test – Additional Points.....	\$45.00
127.	Direct Shear, ASTM D-3080 (3 points)	\$275.00
128.	Direct Shear, ASTM D-3080 (per additional point)	\$69.00
129.	Sample Preparation	\$35.00
130.	Expansion Index, ASTM D-4829***	\$351.00
131.	Pocket Penetrometer.....	\$20.00
135.	Unit Weight, ASTM C-29	\$186.00
139.	CBR Soils Test Without Compaction	\$350.00

For other testing not listed, please inquire.

B. CONCRETE AND FIELD TESTING

150.	Concrete/Grout Compressive Strength (curing, testing & disposal), Caltrans 521, ASTM C-39	\$35.00
151.	Concrete Compressive Strength, Caltrans 521, ASTM C-39.....	\$35.00
152.	Specimen Processing and Curing, ASTM C-31	(each) \$8.00
153.	Disposable Concrete Molds	(each) \$3.00
154.	Concrete Mix Design, Preparation, Review, and Adjustment.....	\$200.00
156.	Percent Entrained Air (Method ASTM C-231 or C-173)**	\$20.00
157.	Shrinkage Test, ASTM C-157 (3 bars).....	(per test) \$250.00
158.	Concrete Rebound Test, ASTM C-805**.....	(per day) \$25.00
159.	Coring; Concrete, CMUs and AC, 4-inch core **	\$3.00 per inch length
161.	Coring; Concrete, CMUS and AC, 6-inch core **	\$3.00 per inch length
163.	Splitting Tensile Strength, ASTM C-496	(per test) \$90.00
164.	Voltage Meter	(per day) \$35.00

C. SPECIAL EQUIPMENT	
258.	Coating Thickness Gauge (per Day) \$25.00
246.	Skidmore ** (per day) \$60.00
303.	Core Drilling Machine** (per day) \$75.00
333.	Load Cell ** (per hour) \$15.00
334.	Torque Wrench ** (per hour) \$10.00
320.	Photoionization Hydrocarbon Vapor Detector * (per day) \$100.00
450.	Field Lab Analysis (Hanby) (per test) \$25.00
332.	Turbidity Meter * (per day) \$40.00
352.	Dissolved Oxygen Meter * (per day) \$40.00
245.	pH/T/K Meter * (per day) \$40.00
247.	Water Level Meter (per day) \$25.00
321.	Bladder Pump/2" Submersible Pump * (per day) \$45.00
224.	Cam/Portable Pump (12-volt)..... (per well) \$5.00
336.	Pressure Washer * (per day) \$45.00
323.	Steam Cleaner * (per day) \$75.00
456.	Rotary Hammer Boring System..... (per boring) \$25.00
452.	Hydro Punch (per sample) \$30.00
454.	Continuous Core Sampler (per foot) \$5.00
249.	Generator * (per day) \$40.00
244.	4-Channel Datalogger * (per day) \$115.00
354.	Hand Auger * (per day) \$25.00
22.	Traffic Control Cones (25) * (per day) \$8.00
31.	Barricade * (per day) \$5.00
23.	Passive Skimmer (1 liter)..... (per week) \$15.00
24.	Electric Skimmer (per week) \$125.00
326.	Submersible Pump * (per day) \$45.00
322.	Centrifugal Pump * (per day) \$100.00
252.	Confined Space Multi-Gas Meter (LEL, Oxygen, PID, Hydrogen Sulfate, CO) (per day) \$90.00
661.	Calcium Chloride Kits (each) \$25.00
643.	All Terrain Vehicle (Survey)..... (per day) \$250.00
700.	Survey Boat without Motor (per day) \$100.00
703.	Survey Boat with Motor..... (per day) \$500.00
*	Minimum charge of 1/2-day on all equipment billed on daily basis
**	Plus Technician Rate
***	Sample preparation not included



April 10, 2019

The California School Boards Association (CSBA) is pleased to provide the Gravenstein Union Elementary School District of Sonoma County the following quote for policy services.

GAMUT Online *(your current subscription)* **\$1,700/year**

CSBA's GAMUT Online is an online policy information service that offers quick access to 650-plus sample board policies, regulations, bylaws, and their legal references, including the entire Education Code, Title 5 regulations and other referenced state and federal code sections. GAMUT Online also features a "keyword" index, and the ability to easily search and download sample policies and regulations to word processing programs for editing. GAMUT Online is updated regularly and email notifications alert you when the CSBA sample policy manual has been revised.

Policy Manual Review **\$ 1,250**

CSBA's Policy Manual Review service includes an analysis of the Gravenstein Un ESD's current policy manual to determine whether the Gravenstein Un ESD is up to date with state and federal mandated board policies. A report of findings will be generated to indicate if the district's mandated policies and administrative regulations reflect current law, identify priority areas for policy updating, , and summarize the overall status of the district's policy manual.

Policy Development Workshop (PDW) **\$ 8,200**

GAMUT Online subscribers can participate in comprehensive Policy Development Workshop (PDW) to either develop a new policy manual or have comprehensive updates to their existing policy manual to help address key issues and achieve compliance with state and federal mandates. The 2-3 day on-site workshop pairs the knowledge and experience of Gravenstein Un ESD administrators and/or board members with the expertise of a CSBA consultant to generate a clear, user-friendly policy manual that complies with state and federal law and meets local needs. Group discounts may be available for districts with less than 1,000 ADA.

Manual Maintenance **\$2,640/year**

Districts that have completed a Policy Development Workshop can keep their policy manual updated with CSBA's Manual Maintenance service. Updated policy packets are issued five times a year and contain sample policy language that may be modified to reflect local goals, philosophy and practices. Manual Maintenance users receive exclusive track changes and CSBA provides word processing of your district-adopted policies and regulations incorporating any modifications, official adoption dates, and your district name. This service is provided electronically (via email).

For additional information, please contact CSBA at (800) 266-3382 or email policy@csba.org.

This quote is valid for six months from the date issued.



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

Contracts

Chris Moghtaderi <chris@allytechconsulting.net>
To: Wanda Holden <wholden@grav.k12.ca.us>

Wed, May 1, 2019 at 8:08 PM

Hi Wanda,

Attached you will find both contract options in docx format which will allow you to mark up and revise if you have comments or concerns. The 6 hours vs. an 8 hour (full day) option. We've adjusted our pricing structure a bit to reflect the imbedded support for setting up new tech and repairs within your allocated hours but also have had to adjust for cost of living increases in the area. At the 8-hour mark, we are able to give you the best discount since you are requesting a full day.

This doesn't include the monthly backup fee which is still \$100/month so add that for budgeting purposes.

Let me know if you have any questions or how you would like to proceed.

Chris Moghtaderi
Ally Technology Consulting
707-992-5797

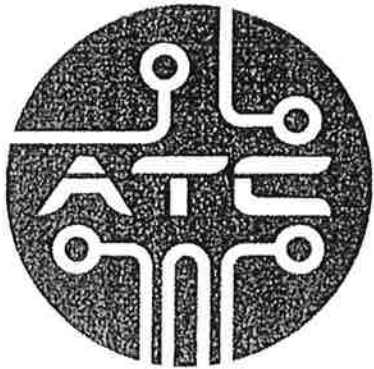


Ally Technology Consulting

2 attachments

GUSD_SLA-8(2019).docx
199K

GUSD_SLA-6(2019).docx
199K



Ally Technology Consulting

**Information Technology
Maintenance and Support
Agreement
Service Level Agreement
(SLA)**

Gravenstein Union School District (GUSD)
July 1st (2019) – August 31st (2020)

Discussion

Ally Technology Consulting (ATC) proposes to provide the following technical support required to maintain client systems. Professional services during this schedule include, those outlined in this agreement.

Agreement

Agreement Includes:

- 5 days a week, 52 weeks a year, from 8am to 5pm each day on-call support
- IT-Systems Support
 - Office and End-User Devices
 - Repair and setup of new devices
- Network and Server/Datacenter Support
 - Servers
 - Limited WAN (Wide area network)
 - LAN (Local area network)/WLAN (Wireless local area connection)

Technology Project Management

ATC agrees to provide technology product research, pricing, negotiation, and representation of the District's best interests. ATC will act as a liaison for the District with any 3rd party technology vendors at the District's request. Any and all meetings requested by the district must provide a lead-time of 2 weeks. Requests made without adequate lead-time will be charged as an out-of-scope emergency.

Agreement Does Not Include:

- Wiring and installation of fixtures
- Hardware or software expenses
- Direct support of edge routers managed by ISP
- Phone systems and stations (LAN connectivity to these devices is covered)
- Migration of services and data to a replacement server
- Configuration of network services such as DNS (Domain Name Service)
- Restoration of services and data from hardware or software failures.
- Setup and configuration of new servers, or network equipment

Out of Scope

Out-of-scope work is defined by the following:

- Non-Level-1 issues that user requests immediate or next-business-day on-site support where immediate or next-business-day does not fall on a regularly scheduled day of support.
- Support that does not fall into the categories described within the "Scope of Agreement" portion this agreement.

- Any project management requests made without adequate lead-time as defined within the "Project Management" portion of this agreement.
- On-site/Remote hours exceeding allotted or banked hours available

Service Level Agreement

ATC will fulfill the services described in this agreement in a timely and reasonable manner. ATC will reserve the right to prioritize its response to customer issues with SLA partners receiving higher priority than HAS customers. In the event that multiple customers experience significant simultaneous issues requiring ATC support, ATC will respond to its customer base given the following criteria:

Level 1 Full Business Interruption

Level 2 Full Business Degradation

Level 3 Business Inconvenience

Level 4 Individual End-user Interruptions

Level 5 Individual End-user Degradation/Inconvenience

Level 1 Issues - 1-hour Response time, with a 4-hour Response time to the designated client facilities by a qualified, professional engineer if the issue cannot be remotely diagnosed and mitigated within 2 hours.

Level 2 Issues - 4-hour Response time with a next business day response to the designated client facility by a qualified, professional engineer if the issue cannot be remotely diagnosed and mitigated within 2 hours.

Level 3 Issues - 1-Business Day Response with a 2-Business Day On-site Response time to the designated client facility by a qualified, professional engineer if the issue cannot be remotely diagnosed and mitigated within 1 hour.

Level 4/5 issues - 3-Business Day Response time with a Next Scheduled On-Site Day Response time to the designated client facility by a qualified, professional engineer if the issue cannot be remotely diagnosed and mitigated within 1 hour.

Remote Support of client network(s) and qualifying workstation(s) utilizing Remote Desktop Assistance (RDA) or equivalent.

Cost

This includes onsite support with-up to 6-hours-per-week-onsite during regular school hours with a 2-hour minimum. Additionally, ATC is incorporating full network management and technology project management. Based on the defined scope, and in recognition of the district's status as a public education entity, ATC will charge GUSD a discounted-flat rate of:

\$2750.00 per-month.

ATC will charge GUSD a discounted rate of \$125 per hour for all out-of-scope work. Holiday (2x) and overtime (1.5x) charges may apply. Charges are identical for remote or on-site service.

Terms

GUSD may cancel this agreement at any time, with 30-days' notice, incurring no penalties. ATC will invoice GUSD at the beginning of each month. Payments are due within 15 days of receipt of labor invoicing. ATC will provide additional support at the beginning of the school year at no additional cost while contract is in place. This agreement is valid from July 1st (2019) through August 31st (2020).

Monthly charges are prepaid and due the 1st of each month, in the amount of:

\$2750

ACCEPTANCE OF AGREEMENT

The above prices and conditions are hereby accepted. Ally Technology Consulting is authorized to provide the services as outlined in this Agreement. Payment will be made as proposed above.

ACCEPTANCE OF AGREEMENT

The above prices and conditions are hereby accepted. Ally Technology Consulting is authorized to provide the services as outlined in this Agreement. Payment will be made as proposed above.

Client Name
Client Address
Client City and Zip

Ally Technology Consulting
6366 Commerce Blvd. Suite 313
Rohnert Park, CA 94928

Signed:

Signed:

Name:

Name:

Title:

Title:



Ally Technology Consulting

Information Technology
Maintenance and Support
Agreement
Service Level Agreement
(SLA)

Gravenstein Union School District (GUSD)
July 1st (2019) – August 31st (2020)

Discussion

Ally Technology Consulting (ATC) proposes to provide the following technical support required to maintain client systems. Professional services during this schedule include, those outlined in this agreement.

Agreement

Agreement Includes:

- 5 days a week, 52 weeks a year, from 8am to 5pm each day on-call support
- IT-Systems Support
 - Office and End-User Devices
 - Repair and setup of new devices
- Network and Server/Datacenter Support
 - Servers
 - Limited WAN (Wide area network)
 - LAN (Local area network)/WLAN (Wireless local area connection)

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Agreement Does Not Include:

- Wiring and installation of fixtures
- Hardware or software expenses
- Direct support of edge routers managed by ISP
- Phone systems and stations (LAN connectivity to these devices is covered)
- Migration of services and data to a replacement server
- Configuration of network services such as DNS (Domain Name Service)
- Restoration of services and data from hardware or software failures.
- Setup and configuration of new servers, or network equipment

Out of Scope

Out-of-scope work is defined by the following:

- Non-Level-1 issues that user requests immediate or next-business-day on-site support where immediate or next-business-day does not fall on a regularly scheduled day of support.
- Support that does not fall into the categories described within the "Scope of Agreement" portion this agreement.

- Any project management requests made without adequate lead-time as defined within the “Project Management” portion of this agreement.
- On-site/Remote hours exceeding allotted or banked hours available

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- Level 1 Full Business Interruption**
- Level 2 Full Business Degradation**
- Level 3 Business Inconvenience**
- Level 4 Individual End-user Interruptions**
- Level 5 Individual End-user Degradation/Inconvenience**

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Level 3 Issues - 1-Business Day Response with a 2-Business Day On-site Response time to the designated client facility by a qualified, professional engineer if the issue cannot be remotely diagnosed and mitigated within 1 hour.

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Cost

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\$3150.00 per-month.

ATC will charge GUSD a discounted rate of \$125 per hour for all out-of-scope work. Holiday (2x) and overtime (1.5x) charges may apply. Charges are identical for remote or on-site service.

Terms

GUSD may cancel this agreement at any time, with 30-days' notice, incurring no penalties. ATC will invoice GUSD at the beginning of each month. Payments are due within 15 days of receipt of labor invoicing. ATC will provide additional support at the beginning of the school year at no additional cost while contract is in place. This agreement is valid from July 1st (2019) through August 31st (2020).

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Gravenstein Union School District
3840 Twig Ave.
Sebastopol, CA, 95472

Ally Technology Consulting
6366 Commerce Blvd. Suite 313
Rohnert Park, CA 94928

Signed:

Signed:

Name:

Name:

Title:

Title:



Eric Hoppes <ehoppes@grav.k12.ca.us>

Window Covering Bids

1 message

Brian Sposato <bsposato@grav.k12.ca.us>
 To: Eric Hoppes <ehoppes@grav.k12.ca.us>
 Cc: Wanda Holden <wholden@grav.k12.ca.us>

Tue, May 7, 2019 at 11:53 AM

Hi Eric and Wanda,

I have attached full quotes for our window covering bids project for backup from the three vendors we have reached out to.

- 1) Drapes and More Interiors lowest price but No DIR registration
- 2) Soco Shade Company DBA Parron Corp Middle price but expired DIR registration
- 3) Creative Window Fashions active DIR registration

Summary:

Drapes and More provided the best price with cassette	\$54,370.78
Drapes and More provided the best price without cassette	\$44,909.73
SOCO Shade price without cassette	\$52,422.51
Creative Window Fashions w/Cassette	\$69,723.85
Creative Window Fashios without cassette	\$55,891.18

Recommended action is to go with the cassette option with Creative Window Fashions based on legal advice we have received, as well as being the only vendor with DIR registration current.
 Full Quotes below. Also note I added a last page for quotes for Creative and Drapes and More to save on scrolling and printing paper.

9 attachments

- Creative Window Fashions Cassette Quote.pdf**
219K
- Creative Window Fashions No Cassette Quote.pdf**
253K
- Drapes and More Cassettes Quote.pdf**
110K
- Drapes and More Gravenstein no cassettes 4.3.2019.pdf**
108K
- SOCO Shade Quote No cassettes.pdf**
71K
- Creative Last Page No Cassette.pdf**
49K
- Creative Last Page Quote Cassettes.pdf**
64K



Eric Hoppes <ehoppes@grav.k12.ca.us>

Re: Following up re Window Coverings bid

Erin Stagg <estagg@sclscal.org>

Mon, May 6, 2019 at 4:08 PM

To: Brian Sposato <bsposato@grav.k12.ca.us>

Cc: Wanda Holden <wholden@grav.k12.ca.us>, Eric Hoppes <ehoppes@grav.k12.ca.us>

Hi Brian,

CUPCCAA does not include a provision for awarding contracts in excess of \$60,000 without using the District's informal bidding procedure. I reviewed the District's AR 3311.1 that sets out the informal bidding procedure and based on my understanding of the process used to solicit quotes, we will not be able to characterize it as complying with the informal bidding procedure.

However, as I mentioned in previous emails, despite the lack of statutory authority directly on point, the general consensus is that if labor is 10% or less of the contract price, the higher bid limit for "the purchase of equipment, materials or supplies" - Pub. Cont. Code 20111(A) - applies. That limit was raised to \$92,600 at the beginning of this calendar year.

Here, where the labor is less than 10% of the contract price and the proposal clearly demonstrates that the primary purpose of the contract is to purchase window covering products, a good argument can be made that the \$92,600 threshold applies. The DIR requirements apply because "Public Works" is defined in the Labor Code to include "installation".

Please let me know if you any questions or if I can provide further assistance.

[Quoted text hidden]

Client Proposal for Brian Sposato

This offer is valid through: 04/14/2019



Creative Window Fashions

5755 REDWOOD DR
Suite 100
ROHNERT PARK, CA 94928-7015
Phone: (707) 588-8500
Fax:
Email: Sales@MyCWF.com

Date	Quote
04/24/2019	11692697
PO Reference	
8639-2	
Salesperson	
Tom Rhodes	

Sold To:
Gravenstein Elementary 3840 Twig Ave Sebastopol, CA 95472-5750 W: (707) 548-4333 Email: bsposato@grav.k12.ca.us Sidemark: Gravenstein Elementary

134 Rm 25,2 Hunter Douglas Designer Screen Roller Custom Clutch Cassette SOLD - Soledad 0% 301 - Dune 1 554.00 354.56 354.56

Location	Rm 25,2	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	Yes	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Cord Position	Right	Tube Size Override	1.375" Tube
Cassette Type	Large Square Cassette	Options	Standard Bottom Bar
Choices Option	No	Bottom Treatment	Standard Bottom Bar
Metal Bead Chain	Brushed Nickel	Decorative Metal BR End Cap	No
Turned Fabric Options	No	Hardware Color Override	No
Cord Length Override	No	Fabric Roll Direction	Standard Roll
Additional Fabric Deduction	No	Hold Down Brackets	No
Plain Cassette	No	Spacer Blocks	No
		Special Instructions	No

135 Rm 25,3 Hunter Douglas Designer Screen Roller Custom Clutch Cassette SOLD - Soledad 0% 301 - Dune 1 554.00 354.56 354.56

Location	Rm 25,3	Collection	Designer Screen
Operating System	Custom Clutch	Design Option	Bottom Up
Cassette Option	Yes	Fabric Type	SOLD - Soledad 0%
Color	301 - Dune	Mount Type	Inside mount
Cord Position	Right	Tube Size Override	1.375" Tube
Cassette Type	Large Square Cassette	Options	Standard Bottom Bar
Choices Option	No	Bottom Treatment	Standard Bottom Bar
Metal Bead Chain	Brushed Nickel	Decorative Metal BR End Cap	No
Turned Fabric Options	No	Hardware Color Override	No
Cord Length Override	No	Fabric Roll Direction	Standard Roll
Additional Fabric Deduction	No	Hold Down Brackets	No
Plain Cassette	No	Spacer Blocks	No
		Special Instructions	No

MSRP Total	Discount Total	Product Total	Tax 9.0000%	Installation	Client Price
92,064.00	-33,143.04	58,920.96	5,302.89	5,500.00	69,723.85

Accepted By: _____

Date: _____

Client Proposal

This offer is valid through: 05/15/2019

DRAPES & MORE INTERIORS

422 LARKFIELD CENTER BOX 261
 SANTA ROSA, CA 95403
 Phone: (707) 578-0849
 Fax: (707) 836-4244
 Email: sales@drapesandmore.com

Date	Quote
04/03/2019	11605345
PO Reference	
Clutch with Cassette	
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

301 - Dune

120	Grav Rm 16 6	Hunter Douglas Designer Screen Roller Custom Clutch Cassette SOLD - Soledad 0%	1	787.00	600.00	600.00
		301 - Dune				
121	Grav Rm 17 1	Hunter Douglas Designer Screen Roller Custom Clutch Cassette SOLD - Soledad 0%	1	787.00	600.00	600.00
		301 - Dune				
122	Grav Rm 17 2	Hunter Douglas Designer Screen Roller Custom Clutch Cassette SOLD - Soledad 0%	1	787.00	600.00	600.00
		301 - Dune				
123	Grav Rm 17 3	Hunter Douglas Designer Screen Roller Custom Clutch Cassette SOLD - Soledad 0%	1	505.00	380.00	380.00
		301 - Dune				
124	Grav Rm 17 4	Hunter Douglas Designer Screen Roller Custom Clutch Cassette SOLD - Soledad 0%	1	373.00	280.00	280.00
		301 - Dune				
125	Grav Rm 17 5	Hunter Douglas Designer Screen Roller Custom Clutch Cassette SOLD - Soledad 0%	1	787.00	600.00	600.00
		301 - Dune				
126	Grav Rm 17 6	Hunter Douglas Designer Screen Roller Custom Clutch Cassette SOLD - Soledad 0%	1	787.00	600.00	600.00
		301 - Dune				
127	Grav Rm 18 1	Hunter Douglas Designer Screen Roller Custom Clutch Cassette SOLD - Soledad 0%	1	787.00	600.00	600.00
		301 - Dune				
128	Grav Rm 18 2	Hunter Douglas Designer Screen Roller Custom Clutch Cassette SOLD - Soledad 0%	1	787.00	600.00	600.00
		301 - Dune				
129	Grav Rm 18 3	Hunter Douglas Designer Screen Roller Custom Clutch Cassette SOLD - Soledad 0%	1	505.00	380.00	380.00
		301 - Dune				
130	Grav Rm 18 4	Hunter Douglas Designer Screen Roller Custom Clutch Cassette SOLD - Soledad 0%	1	373.00	280.00	280.00
		301 - Dune				
131	Grav Rm 18 5	Hunter Douglas Designer Screen Roller Custom Clutch Cassette SOLD - Soledad 0%	1	787.00	600.00	600.00
		301 - Dune				
132	Grav Rm 18 6	Hunter Douglas Designer Screen Roller Custom Clutch Cassette SOLD - Soledad 0%	1	787.00	600.00	600.00
		301 - Dune				

MSRP Total	Discount Total	Product Total	Freight	Price Adjustment	SubTotal	Tax 8.2500%	Installation	Client Price	Deposit	Balance Due
90,075.00	-21,605.00	68,470.00	600.00	-23,000.00	46,070.00	3,800.78	4,500.00	54,370.78	34,370.78	20,000.00

Accepted By: _____

Date: _____



SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

*A Joint Powers Authority
serving school and college
districts throughout the
state.*

5350 Skylane Boulevard
Santa Rosa, CA 95403

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Nancy L. Klein
Damara L. Moore
Jennifer E. Nix
Steven P. Reiner
Loren W. Soukup
Erin E. Stagg
Kaitlyn A. Schwendeman

Of Counsel
Robert J. Henry
Margaret M. Merchat
Patrick C. Wilson

April 5, 2019

Superintendent
GRAVENSTEIN UNION SCHOOL DISTRICT

Re: Retainer Hour Balance as of February 28, 2019

Please review this information as considerations are made regarding a retainer purchase for the 2019-2020 school year.

Gravenstein Union School District began the 2018-19 school year with 0 hours that were carried over from the 2017-18 school year. A retainer of 120 hours was purchased for a total of 120 hours available for the 2018-19 school year.

As of February 28, 2019 Gravenstein Union School District has -35.7 hours left on the retainer.

*Please note that hours can be carried over for one year prior to expiration and are subject to an adjustment based on rate changes.

For further details or clarification, please call or email. We look forward to working with you.

Sincerely,

April Tinelli

Accounting Coordinator
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SCHOOL & COLLEGE LEGAL SERVICES OF CALIFORNIA

*A Joint Powers Authority
serving school and college
districts throughout the
state.*

April 5, 2019

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To: Superintendent
Gravenstein Union School District

From: Carl D. Corbin, General Counsel

Subject: RETAINER CONTINUATION AGREEMENT FOR LEGAL SERVICES

This memo invites the GRAVENSTEIN UNION SCHOOL DISTRICT to continue its Retainer Agreement with SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA (SCLS) effective July 1, 2019.

As you consider your legal service needs for the coming year, I want to be clear about our commitment to provide you with excellent services. I welcome your input on how we can best meet your needs, so please do not hesitate to call me. As a reminder SCLS is a Joint Powers of Authority public agency. As such, SCLS does not make a profit. We are a school related agency just like our clients and we are also subject to the Education Code, Brown Act, etc. All of our employees are public employees just like you.

The SCLS JPA Board, comprised of some of our clients, carefully considered for the 2019-2020 school year the increase in fees necessary to address SCLS's fiscal needs while continuing to ensure the lowest possible rates for our clients. Effective July 1, 2019, our rates will be increasing \$5 per hour. This means our retainer rate will be \$245 per hour. Many of our clients also consult or use limited services from private law firms so you know that even with our increased rate of \$245 per hour we charge below the private firm hourly rate. Essentially, our rates (with this increase) will have increased over approximately the past ten years at less than \$7 an hour per year. We believe this represents extraordinary cost containment for our clients.

I also want to emphasize that unlike many private law firms, we do not charge additional fees for secretarial time, photocopies, facsimile transmissions, on-line research costs, a flat "administrative" fee or the many other "hidden/add-on" fees associated with doing business with a private law firm, except we do charge for hotel and airline costs if necessary. If you have any questions regarding our services or fees, please do not hesitate to call me.

Please select and note your retainer amount on the Selection of Retainer Amount form. The form should be signed and returned to us along with a purchase order after the governing board has acted on it. Your district will be invoiced for the full retainer amount. In the event that your district does not use all hours originally retained, pursuant to the April 3, 2013, policy adopted by the Joint Powers Board of SCLS, the unused portion will be carried over to the next school term for one year only. If you have any questions about this or the number of hours that you should retain, please do not hesitate to call me.

We very much look forward to working with you.
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**SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA
CONTRACT FEE SCHEDULE**

Effective July 1, 2019

**Attorney Retainer Hours of
Attorney Service**

***Retainer @ \$245**

30	\$ 7,350.00
60	14,700.00
120	29,400.00
180	44,100.00
200	49,000.00
300	73,500.00

Districts that wish to contract for a lesser or greater number of hours than that set forth above may do so by calculating a retainer based on the \$245.00 per hour rate and making that change in the fee schedule. Minimum level is 20 hours.

Included within the retainer fee are all of the workshops, newsletters, legal updates, and all other work we do for all clients. We do, however, charge a fee not to exceed the actual costs for facilities, meals and copy fees for materials provided at workshops.

The retainer amounts set forth above are based on a rate of \$245.00 per hour for all attorney time. In the event that your district does not use all hours originally retained, pursuant to the April 3, 2013, policy adopted by the Joint Powers Board of SCLS, the unused portion will be carried over to the next school term for one year only.

No additional fee is charged for meals while traveling to or from your district. No additional fee for secretarial time, nor for the cost of photocopies, telephone calls, or "facsimile" transmissions to or from your district. There are no postage charges for regular mail, no "administrative fee," and no on-line research costs. Set fees may be charged for formed contracts and bid documents. If required, overnight lodging and air travel costs would be charged.

Mandated costs services are based on a rate of \$245.00 per hour and do not count against the retainer, unless you specifically indicate that it be included.

Litigation services are based on a rate of \$255.00 per hour and also do not count against the retainer.

* Please designate on next page.

