

GRAVENSTEIN UNION SCHOOL DISTRICT
3840 TWIG AVENUE
SEBASTOPOL, CA 95472

Board of Education
Regular Meeting Agenda

DATE: Thursday, December 12, 2019
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Multipurpose Room

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

I. CALL TO ORDER AT 5:00 PM

II. ADOPTION AND APPROVAL OF THE AGENDA

- A. Approval of the agenda for December 12, 2019 (2 min.)

III. REPORTS, AND ORAL COMMUNICATIONS

- A. (p. 1) Gravenstein Principal/Teachers Report (10 min.)
B. (p. 3) Hillcrest Principal/Teachers Report (10 min.)
C. Gravenstein Union Teachers' Association (5 min.)
D. District Site Council (0 min.)
E. Gravenstein Parent Association, GPA (5 min.)
F. Trustee Reports (10 min.)
G. Climate Committee (0 min.)
H. (p. 4) Facilities Report (5 min.)
I. CBO Report (5 min.)
 1. (p. 5) Benefits
 2. (p. 6) Audit
J. Superintendent Report/District Correspondence
 1. CAASPP Scores (10 min.)
 2. (p. 7) Complaint response update (15 min.)

IV. PUBLIC COMMENT (15 min.)

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

V. CONSENT AGENDA (5 min.)

ACTION ITEM

- A. (p. 11) Warrants
- B. (p. 16) Payroll
- C. (p. 17) Requests For Allowance of Attendance Due to Emergency Conditions, J13A due to the Kincade Fire

Action taken/comments:

Motion _____ Second _____ Vote _____

VI. GENERAL ACTION ITEMS (5 min.)

A. (p. 50) Adoption of Board Vision and Mission Statements

The Board will consider adopting the Vision and Mission statements for GUSD drafted at the Board retreat on December 8, 2019.

Action taken/comments

Motion _____ Second _____ Vote _____

B. (p. 51) Annual Organization Actions (25 min.)

- 1. The Board will consider the election of a trustee for the position of Board President for the upcoming year.

Action taken/comments

Nomination _____ Second _____ Vote _____

- 2. The Board will consider the election of a trustee for the position of Board Clerk for the upcoming year.

Action taken/comments

Nomination _____ Second _____ Vote _____

- 3. The Board will consider appointing a Voting Representative on the Sonoma County Committee on School District Organization.

Action taken/comments:

Nomination _____ Second _____ Vote _____

4. The Board will consider appointing an Alternate Representative on the Sonoma County Committee on School District Organization.

Action taken/comments

Nomination _____ Second _____ Vote _____

5. The Board will adopt a calendar of dates for Board Meetings for the upcoming calendar year.

Action taken/comments

Motion _____ Second _____ Vote _____

C. (p. 57) Second Reading for Amended Board Policy 3551, Food Service Operations/Cafeteria Fund (5 min.)

The Board will consider adopting the amendments to Board Policy 3551, Food Service Operations/Cafeteria Fund.

Action taken/comments

Motion _____ Second _____ Vote _____

D. (p. 66) Second Reading for Amended Board Policy 3553, Free and Reduced Price Meals (5 min.)

The Board will consider adopting the amendments to Board Policy 3553, Free and Reduced Price Meals.

Action taken/comments

Motion _____ Second _____ Vote _____

E. (p. 78) Adopt Resolution #191212-01 Regarding Accounting of Development Fees for 2018-2019 Fiscal Year for Fund 25, Capital Facilities Fund (10 min.)

The Board will consider adoption of Resolution #191212-01 regarding the accounting protocols for the Capital Facilities Fund (Fund 25) used for development fees for the 2018-2019 fiscal year.

Action taken/comments

Motion _____ Second _____ Vote _____

F. (separate attachment) First Interim Report for 2019-20 School Year (15 min.)

The Board will receive information regarding the financial status of the District as of October 31, 2019 (the first interim period). The Board will be asked to give a positive certification, meaning that the District is able to meet its financial obligations this year and for two subsequent years.

Action taken/comments

Motion _____ Second _____ Vote _____

G. (p. 85) Approve Notice of Completion – Gravenstein Phase 3 (5 min.)

The Board will be asked to approve the Notice of Completion for Gravenstein Phase 3 Improvements, now that the project is done.

Action taken/comments:

Motion _____ Second _____ Vote _____

VII. DISCUSSION/INFORMATION ONLY

A. (p. 86) First Reading for Board Policy 5131, Conduct (5 min.)

The Board will consider the adoption of Board Policy 5131, Conduct.

B. (p. 92) First Reading for Amended Board Policy and Administrative Regulation 5145.12, Search and Seizure (5 min.)

The Board will consider the adoption of Board Policy and Administrative Regulation 5145.12, Search and Seizure.

VIII. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

IX. ADJOURNMENT TO CLOSED SESSION (20 min.)

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

1.0 Pending litigation

2.0 Administrator Performance Updates

- 3.0 Conference with Negotiations team:
 - GUTA negotiations update
 - Compensation for Maintenance Staff - Kincade Fire Work

Action taken/comments

Motion _____ Second _____ Vote _____

- 4.0 Campus Climate

X. RECONVENE TO OPEN SESSION (if necessary)

XI. ACTION ON ITEMS HEARD IN CLOSED SESSION (if necessary) (5 min.)

Action taken/comments

Motion _____ Second _____ Vote _____

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

XIII. FUTURE BOARD MEETINGS

- A. January 9, 2020 at 5pm
- B. February 13, 2020 at 5pm

XVII. ADJOURNMENT

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



Gravenstein Elementary School Principal's Report- December 2019

Keri Pugno

Enrollment Report

	TK	K	1	2	3	4	5	Total
2019-2020 on 12-9-19	18	74	81	76	77	82	86	494
2018-2019 on 12-10-18	20	80	73	77	79	83	94	506

Attendance Report for the Month of:

- Average Attendance for "Month 1" (8/12/19 - 9/6/19): 97.66%
- Average Attendance for "Month 2" (9/9/19 - 10/4/19): 96.78%
- Average Attendance for "Month 3" (10/7/19 - 11/1/19): 96.83%
- Average Attendance for "Month 4" (11/4/19 - 11/29/19): 96.06%

Mark Your Calendar:

- Monday, 12/16/19- Gravenstein Winter Concert at HMS
- Friday, 12/20/19- Kindergarten Winter Concert at Gravenstein MPR
- Saturday, 1/25/20- TK/K Open House

Grade Level/Department Reports

- CAASPP
- Kindergarten

Campus Events/Highlights

- Student Council led a Candy for the Troops collection to kick off the November/December character trait of Generosity. Over 160 pounds of candy was donated this year and was sent to troops serving overseas.
- Harlem Globetrotter Assembly for grades 2-4 on 11/18/2019



- Turkeys Go On Strike! Grade 2 performance- all 4 classes participated!



Field Trips

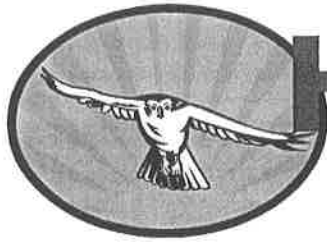
grade	Field trips already attended this year (Bold events occurred within the last month)
K	Armstrong Woods, in-school Scribbles and Giggles
1	Children's Creativity Museum
2	WasteWater Treatment Plant
3	CalSkate STEM activities, Laguna Learning Center, Lawrence Hall of Science
4	Joe Rodota/Julliard Park 14-mile bike ride, Martin Griffin Preserve (for 2 classes only as it was a reschedule from 2018-2019)
5	Armstrong Woods, Sugarloaf Hike and Observatory overnight, Life on Barbary Coast (Balclutha ship), Willowcreek Watershed

Donations

- Acknowledged at prior GUSD Board meetings: Purple Air, iSonoma, Donors Choose, and GPA
- Rotary Club of Sebastopol
 - Lego Robotics set for \$454.60 (Alexis Grimm)
 - Lego Robotics set for \$419.95 (Christina Urmini)
 - Subscription to Education.com for \$320.00 (Beth Trivunovic)

Professional Development

- DIBELS (Early Reading Intervention and Diagnosis) Training (11/19/19)
- Reading Support for EL Students with Disabilities (11/18/19)
- STEAM Conference in Anaheim (12/9/19 - 12/10/19)
- Data Analysis and Using Dashboard (hosted by SCOE on 12/10/19)



HILLCREST

Middle School

GUSD December Board Report

Enrollment- as of 12/6/2019 - () = 18/19 :

6th	7th	8th	Total
114 (69)	79 (92)	85 (87)	278 (248) (+1 since 10/19)

Attendance- November 2019:

Overall Attendance Rate- 94.12%

Grade Level / Department / Student Reports:

September- 6th Grade trip to Alliance Redwoods

October- Yearbook Class Updates

November- Leadership Class Updates

December - Hillcrest Band Program

Field Trips / Events- November 2019

6th Grade	Cal Academy of Sciences	Day trip
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Professional Development / Staff Work:

IXL- One of our key intervention software programs that we utilize is IXL. 3 of our math teachers, Ms. Rich, Ms. Sporrer and Ms. Wittenberg, attended an in depth training on how to improve student use of the program.

Ongoing Enrich For All Discussion- As this is a year of transition, the Hillcrest Faculty has been using its monthly Faculty meetings to have open and free ranging discussions on the move to Enrich for All and how these changes have been affecting our staff and students in and out of the classroom. These discussions are ongoing and will be used as we move towards next year and how we create the Master Schedule for the 2020-2021 school year.

**Facilities Report
December 12th, 2019
Prepared by Brian Sposato**

Gravenstein

Gravenstein Phase III: Project is ready for Notice of Completion filing. DSA paperwork is finishing being uploaded to the DSA box with all the necessary form documentation final from contractor, design team, inspector and district.

Gravenstein Solar: Solar tie-in to main switchboard was scheduled for Wednesday before Thanksgiving. Sunworks was on site and ready but unfortunately PG&E was unable to show up due to additional workloads due to the storms in the area. The new date has been rescheduled for December 23rd.

Hillcrest

Hillcrest Solar: PTO (Permit to Operate) paperwork is in the process of being reviewed by PG&E.

Hillcrest IT Infrastructure Upgrades: E-Rate has funding has been approved for this project. We are waiting on getting an approved and signed contract with KS Telecom who will be the contractor performing the work. This project will likely occur in the summer 2020. Improvements will include upgrading to single mode fiber (for better bandwidth). Additionally, we will be adding category 6 data drops to classrooms, and providing wifi access to reach the Hillcrest Gym. The end result will provide better IT reliability and performance for the campus.

12/9/2019

Analysis of Certificated Health Benefits 2018-19 & 2019-20

	Month	Annual
2018/19 District cost of Health Benefits for November 2018	\$26,853.40	\$322,240.80
2019/20 District cost of Health Benefits for November 2019	\$30,960.76	\$371,529.12
Annual total difference:		\$49,288.32 increase

	Month	Est. Annual
2019/20 Month of September, 2019 (while still enrolled in CVT)	\$33,419	\$401,028
2019/20 District cost of Health Benefits for November 2019	\$30,960.76	\$371,529.12
Annual total estimated savings:		(\$29,498.88) decrease

	Month	Annual
2018/19 District cost of Health Benefits for November 2018	\$26,853.40	\$322,240.80
2019/20 Month of September, 2019 (while still enrolled in CVT)	\$33,419	\$401,028
Annual estimated difference without employees opting out:		\$78,787.20 increase

Annual estimated difference without employees opting out:	\$78,787.20
Estimated savings with opted out employees:	(\$29,498.88) decrease
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Estimated additional cost to District for 2019-20	\$49,288.32 increase

Beginning on July 1, 2019 the District caps for medical plans were increased to \$700 for employee only, \$950 for employee only and \$1,100 for employee plus family. The estimated cost to the District would have been \$401,028 annually. This would be an increase over the prior year of \$78,787. **Due to nine staff opting out of District paid benefits, the reduced cost to the District for the 2019-20 school year is \$29,499.** At this time no eligible retirees have enrolled in PERS health benefits. **The overall estimated increase from 18/19 to 19/20 to District paid benefits is \$49,288.**



GRAVENSTEIN UNION SCHOOL DISTRICT

David Rose, Superintendent

3840 Twig Avenue
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Email: drose@grav.k12.ca.us

Board of Trustees

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

December 3, 2019

Shelley Stiles
Director External Fiscal Services
Sonoma County Office of Education

Dear Ms. Stiles,

Gravenstein USD Administration are requesting an extension for the 2018-19 school year audit. Our auditor Stephen Roach Accountancy, notified us on December 2, 2019 that the audit deadline would most likely not be met, and that we should request an extension. During the most recent audit visit in October, it was discovered that five payments made by the District should have been included as expenses in the 2018-19 school year (the year that the services were received) and were mistakenly accounted for in the 2019-20 school year. District Admin concur with this finding and have developed a procedure to avoid this error in the future. The construction related payments were made to Sunworks, Banner Bank, Axia and GCCI. Of the expenses paid incorrectly, \$128,912.60 were expensed from the Restricted General Fund, and \$384,505.30 were expensed from Fund 40. The auditor stated that more time was needed to make capital asset adjustments due to this finding and that the audit report will be completed by January 31, 2020.

Sincerely,

Wanda Holden
Chief Business Officer
Gravenstein Union School District

December 5, 2019

Erin Hanauer
1249 Bing Tree Way
Sebastopol, CA 95472

SUBJECT: Investigation of Formal Complaint received October 10, 2019

On October 10, 2019 at the Gravenstein Union School District School Board meeting you spoke of a complaint against the District and Mr. Dave Rose and provided a paper copy. (Attachment A). The complaint alleged that your daughter, a student at Hillcrest Middle School, was exposed to inappropriate internet content while on campus after school. Also, that Mr. Rose had made false statements during the School Board meeting.

I have interviewed you, Mr. Rose and Mr. Deeths regarding these complaints. I was also present during the beginning stages of the discussions on the rule regarding cell phone/electronics during the May, June and July School Board meetings while I was serving as Interim Superintendent for GUSD. After considering this information I have concluded the following:

For the complaint of your daughter having been exposed to inappropriate internet content on campus after school:

- Mr. Deeths immediately investigated this claim and found that she had not been exposed to actual inappropriate content.
- The school/administration takes safety of its students seriously and acts according to discipline guidelines as appropriate to investigate and use their progressive discipline policy.
- The District has content filters to restrict access to inappropriate sites/content.
- The School/District handbook has a rule (mis-labeled policy) in the student handbook regarding cell phone/electronics that is being enforced.
- The District does not have a policy that directly addresses the student possession and use of electronic devices.
- There is a clear difference between the School Board's position and your position on electronics use.

For the complaint that Mr. Rose made false statements in the Board meeting:

- Those statements taken as stand-alone discussions could be viewed as false, but when considered in the long view of discussions that have been held since May and as part of the ongoing investigation and review by the District administration and staff then context is gained and understood.

Recommendations:

- The Board should consider creating a position statement on this issue.
- That will then pave the way for the Board to create Board Policy on student possession and use of electronics.
- This will then guide the staff to draft an Administrative Regulation.
- This will then guide staff to review and revise the existing rule in the handbook.

- The School Board has hired Mr. Rose to implement Policy and also to be their guide, therefore they can and should continue to solicit and use his input.

Having spent a few months here as the Interim Superintendent, I am convinced that the employees of the District want kids to be safe and successful. As stated above, there is a gap between your desire for the rule and where the school is with the rule for electronics. I think that the Board will begin the process of creating Policy on this topic. This may or may not lead to the action and outcome you desire, but I do sincerely believe that the Board and Mr. Rose are listening.

Sincerely,



Eric Hoppes

Attachments:

A. Formal Complaint

cc:

Steve Schwartz

I am filing a complaint with GUSD that my child is being exposed to inappropriate internet content while she is on school grounds at Hillcrest Middle School. This is happening immediately after school while she is waiting for the bus to drop off her brothers from Gravenstein. I expect the school to supervise the internet content she is being exposed to and that is not happening. She has been exposed to Youtube videos, TikTok and other social media which is not age appropriate (common sense media recommends age of 16+ for Tik Tok). These websites harbor sexual predators, sometimes violence and sexually explicit content.

I expect GUSD to protect my child and every child from these occurrences.

I have asked the district to prohibit students from using smart phones on campus grounds to avoid these issues but that request has been denied. I have presented evidence including multiple research studies, State Assembly Bill 272 and school policies from 5 different West County Schools who all ban cell phones on school grounds at any time. The Board, directed by Superintendent Rose claimed this information was not new and decided not to change the policy or even bring it up for review by the Board. I was at the prior Board meeting where the current cell phone policy was reviewed and there was no mention of the 5 other West County School policies nor Assembly Bill 272.

In fact at that meeting false information was given to the Board by Superintendent Rose.

I will now ask the Board to evaluate their reliance on Mr. Rose for guidance on this issue.

He made authoritative statements at the June Board meeting that guided your decision to not change the policy and many of his statements were more anecdotal than fact based.

First he said that "he's been in education 25 years and a policy prohibiting cell phones on campus grounds is not enforceable." This statement is false. The truth: Salmon Creek, Forestville, Twin Hills, Sunridge, Sebastopol Independent Charter and Sonoma Country Day all have such policies and they are currently working well. I have spoken with Principals at most of these schools.

Mr. Rose also stated that the policy "Does not work at Twin Hills." He used his role to make false statements that the Board took as fact.

I spoke with Principal Cathy Bosch at Twin Hills who initiated their policy and says it works well. I asked why it is their policy and she said she relied on research, students perform worse in school when cell phones are around. She stated research also shows the negative social and emotional impacts on kids with screen time. When I asked for advice on implementing a policy like that here at GUSD she said just show them the research. It's clear.

I have heard Mr. Rose say he needs parent feed-back. School policies are made to keep kids safe and to create a safe learning environment. Parents are not surveyed about the healthy lunch program, the dress code policy or the discipline policy. Per the Board policies these school policies are created with evidence and research as the foundation. These policies are meant to

keep our kids safe and healthy and set up to succeed in school. The cell phone policy should do the same.

I know the Board prefers to have time to review policy changes but it has already been 4 months since this issue was brought to your attention.

I will now reference California Education Code and our own district policies:

I understand most of these policies were made to protect kids in the classroom; however school policy should protect children from the time they step onto campus until they leave.

Per California Education Code school districts should have policy to prevent minors from gaining access to sexually explicit, obscene or harmful material.

Per Board Policy 5030 The Board shall adopt specific goals that promote student wellness. In developing such goals the Board shall review and consider **evidence-based strategies** and techniques.

Please note here the reference to evidence based strategies not anecdotal statements.

Per the School's Technology agreement it states that:

Staff shall supervise students while they are using online services.

Emailing and use of social networks are not allowed at school

Per Board Policy 6163.4 Student use of technology

The Superintendent shall implement rules and procedures designed to restrict student's access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities.

I do not feel Mr. Rose or the District are following these policies.

The evidence and research are clear. The longer you wait into the school year the harder it is going to be to implement.

~~We need~~ policies to reflect our values and the evidence.

I find it alarming that I am having to fight for a policy which is so strongly backed by evidence and research and expert opinion

The only argument I've heard about why kids need phones on campus grounds are:

#1 Kids need to check with parents about change in pick up plans. The policy I proposed would not affect this interaction. If a child needs to check a text or make a call they could go in the office ask permission and make that contact.

Checks Dated 11/01/2019 through 11/30/2019

Board Meeting Date December 12, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1751258	11/06/2019	U.S. Bank Corporate Payment	01-4310	Grav Science Supplies	7.83	
			01-4340	Grav. Class Supplies	267.60	
			03-4310	Grav Science Supplies	90.07	
			03-4340	Class Supplies	3,077.40	
			03-5826	Field Trip Admission G3	869.00	
			04-4400	Elective Supplies	1,468.65	
				Laptop Desk	43.29	
1751259	11/06/2019	Sposato, Brian H	04-5200	Teacher Conference	710.44	6,534.28
			01-4380	Grav and Hillcrest Supplies	9.29	
			03-4380	Grav and Hillcrest Supplies	111.47	
			04-4380	Grav and Hillcrest Supplies	65.03	185.79
1751260	11/06/2019	Clover-Stometta Farms Inc.	13-4700	Milk Purchases 2019-20		102.00
1751261	11/06/2019	Bear Communications Inc.	04-4400	Walkie Talkie System for Hillcrest School		2,548.95
1751262	11/06/2019	Megan Gorman	03-5826	Reimb. Sugarloaf FT		839.94
1751263	11/06/2019	Christian L. Gutierrez	04-5880	Flag Football 10/9/19		40.00
1751264	11/06/2019	Kelly-Moore Paint Co. Inc.	04-4380	Paint for Hillcrest		141.92
1751265	11/06/2019	Pacific Gas & Electric	01-5520	Electric and Gas for 2019-20 Gravenstein	192.53	
				Light Poles at Grav Elem 2019-20	1.36	
			03-5520	Electric and Gas for 2019-20 Gravenstein	2,214.14	
				Light Poles at Grav Elem 2019-20	15.60	
1751266	11/06/2019	Safeway	04-5520	Electric and Gas for 2019-20 @ Hillcrest	3,149.94	5,573.57
1751267	11/06/2019	Sonoma County Office Of Ed.	12-4390	Daycare Supplies & Snacks for 2019-20		463.34
			01-5200	Behavioral Interventions -Koelemeijer	2.25	
			03-5200	Behavioral Interventions -Koelemeijer	27.00	
1751268	11/06/2019	SyTech Solutions	04-5200	Behavioral Interventions -Koelemeijer	15.75	45.00
			01-5830	Document Management Services 2019-20	12.53	
			03-5830	Document Management Services 2019-20	150.30	
			04-5830	Document Management Services 2019-20	87.67	250.50
1751269	11/06/2019	U.S. Bank Equipment Finance	01-5631	Copier Lease for Schools and DO for 2019-20	35.28	
			03-5631	Copier Lease for Schools and DO for 2019-20	423.39	
			04-5631	Copier Lease for Schools and DO for 2019-20	246.96	705.63
			01-5826	All 1st Gr. FT on 11/12/2019	400.00	
1751270	11/06/2019	Children's Museum of So. Co.	03-5826	All 1st Gr. FT on 11/12/2019	400.00	800.00
1751271	11/06/2019	Employment Development Dept.	01-9555	Unemployment Taxes for the year 2019-20		532.80
1753093	11/13/2019	Sporrer, Kelly A	04-4310	Reimb. Books for Class		149.51

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.

ESCAPE ONLINE

Checks Dated 11/01/2019 through 11/30/2019

Board Meeting Date December 12, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1753094	11/13/2019	Pulley, Nicholas M	04-4400	Reimb. for Band Equip.		129.11
1753095	11/13/2019	Baird, Elizabeth A	04-4310	Reimb. E! Materials		57.49
1753096	11/13/2019	Barrera, Alicia E	03-4310	Reimb.Class Library Books		101.21
1753097	11/13/2019	Johnson, Heather L	04-4310	Reimb.Supplies for E! elective		90.99
1753098	11/13/2019	Apple Inc.	04-4440	Apple 21.5 inch i Mac		2,521.09
1753099	11/13/2019	AXIA	40-6210	Gravenstein Modernization, Phase III (Part 2)	1,815.86	
				Modernization - Hillcrest Middle Improvements	491.71	2,307.57
1753100	11/13/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2019-20		101.80
1753101	11/13/2019	Fishman Supply Company	01-4370	District Wide Custodial Supplies	118.62	
			03-4370	District Wide Custodial Supplies	1,423.39	
			04-4370	District Wide Custodial Supplies	830.31	2,372.32
1753102	11/13/2019	IXL Learning	01-4310	IXL Learning for 2019-20 3 Year Agreement	567.00	
			03-4310	IXL Learning for 2019-20 3 Year Agreement	6,804.00	
			04-4310	IXL Learning for 2019-20 3 Year Agreement	3,969.00	11,340.00
1753103	11/13/2019	Office Depot	01-4350	School Supplies Various Depts	2.40	
12			01-4359	School Supplies Various Depts	10.52	
			03-4310	Class Supplies - Basque	55.32	
			03-4350	School Supplies Various Depts	27.48	
			03-4359	School Supplies Various Depts	24.01	
			04-4310	Hillcrest-Selective Supplies-Sticker Making	318.53	
			04-4390	School Supplies Various Depts	25.39	
			13-4390	School Supplies Various Depts	39.35	503.00
1753104	11/13/2019	Pearson Clinical Assessment	01-4310	Speech Evaluation Materials	71.18	
			03-4310	Gate Testing Materials	707.25	
				Speech Evaluation Materials	854.16	
			04-4310	Speech Evaluation Materials	498.26	2,130.85
1753105	11/13/2019	Stephen Roatch Accountancy	01-5821	2018-19 Audit Contract	245.00	
			03-5821	2018-19 Audit Contract	2,940.00	
			04-5821	2018-19 Audit Contract	1,715.00	4,900.00
1753744	11/15/2019	Sporrer, Kelly A	04-5200	Reimb.Lodging for IXL		266.85
1753745	11/15/2019	Ally Technology Consulting LLC	01-5840	IT Consultant 2019-20	162.50	
			03-5840	IT Consultant 2019-20	1,950.00	
			04-5840	IT Consultant 2019-20	1,137.50	3,250.00
1753746	11/15/2019	AT&T Calnet 3	04-5911	Hillcrest AT&T CALNET 3 Charges 2019-20		16.95
1753747	11/15/2019	Bsn Sports	03-4310	Basketballs for Hillcrest PE/ Sports		280.50
1753748	11/15/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2019-20		102.00

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

ESCAPE ONLINE

Checks Dated 11/01/2019 through 11/30/2019

Board Meeting Date December 12, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1753749	11/15/2019	Grainger Inc.	01-4370	Furnace Filters for Grav and HC	58.44	
			03-4370	Furnace Filters for Grav and HC	701.30	
			04-4370	Furnace Filters for Grav and HC	409.10	1,168.84
1753750	11/15/2019	Greenacre Homes, Inc	01-5100	2019-20 ISA	3,855.34	
			01-5810	2019-20 ISA	3,874.19	
				NPS 2018-19 Payments	1,934.00	9,663.53
1753751	11/15/2019	Scott Marsh	04-5880	6th Grade Basketball Referee		40.00
1753752	11/15/2019	Recology Sonoma Marin	01-5560	Recology-Gravenstein	31.05	
			03-5560	Recology-Gravenstein	357.06	
			04-5560	Recology-Hillcrest	216.72	604.83
1753753	11/15/2019	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2019-20		2,002.00
1753754	11/15/2019	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2019-20	38.00	
			03-5530	Gravenstein Elem Water Service for 2019-20	437.00	475.00
1753755	11/15/2019	Perez-Atwell, Eva A	01-5200	Reimb Mileage	4.30	
			03-5200	Reimb Mileage	51.50	
			04-5200	Reimb Mileage	30.04	85.84
1753756	11/15/2019	Ernesto Aubin	04-5880	Referee Basketball 9/10/2019		40.00
1753757	11/15/2019	Eastside Friends of Music Altimira Middle School	04-5829	Honor Band Entry Fee		60.00
1753758	11/15/2019	Grainger Inc.	01-4370	Furnace Filters for Grav and HC	20.14	
			03-4370	Furnace Filters for Grav and HC	241.76	
			04-4370	Furnace Filters for Grav and HC	141.02	402.92
1753759	11/15/2019	Greenacre Homes, Inc	01-5810	2019-20 ISA		5,292.02
1753760	11/15/2019	LACO Associates	40-6230	Grav. Solar Project		1,267.50
1753761	11/15/2019	National Geographic Bank of America-Merrill Lynch	04-5880	GeoBee Registration		120.00
1753762	11/15/2019	Oregon Shakespeare Festival	04-9330	7th Grade Oregon Shakespeare Festival May 2021		2,270.00
1753763	11/15/2019	Oriental Trading Company	03-4310	Classroom Supplies- Otterson		273.99
1753764	11/15/2019	Sonoma County Office Of Ed.	01-5200	SCOE Workshop-"Inst. Strategies for ELL/SWD"	4.00	
				SCOE Workshop-"Sp. Ed. for Gen. Ed. Admin"	4.00	
			03-5200	SCOE Workshop-"Sp. Ed. for Gen. Ed. Admin"	48.00	
			03-5202	SCOE Workshop-"Inst. Strategies for ELL/SWD"	48.00	

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

ESCAPE ONLINE

Checks Dated 11/01/2019 through 11/30/2019

Board Meeting Date December 12, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1753764	11/15/2019	Sonoma County Office Of Ed.	04-5202	SCOE Workshop-"Inst. Strategies for ELL/SWD"	28.00	
				SCOE Workshop-"Sp. Ed. for Gen. Ed. Admin"	28.00	160.00
1753765	11/15/2019	UCCR/Web of Life Field School	03-5826	Grade 5 - FT to UCCR Web of Life 5/12-15/20		12,352.50
1753766	11/15/2019	Cheryl Wagner	01-5826	Story Teller Budderball the Clown (Dec)	150.00	
			03-5826	Story Teller Budderball the Clown (Dec)	150.00	300.00
1753767	11/15/2019	Westminster Woods	04-5826	All 7th Grade Westminster Woods 12/2/2019		4,953.00
1755880	11/22/2019	Carey, Paul R	03-4310	Reimb for PE Equip		43.20
1755881	11/22/2019	Clover-Stometta Farms Inc.	13-4700	Milk Purchases 2019-20		102.00
1755882	11/22/2019	Follett School Solutions, Inc.	01-4340	Library Software for Grav Library	81.67	
			01-4440	Library Software for Grav Library	25.31	
			01-5840	Library Software for Grav Library	28.36	
			03-4340	Library Software for Grav Library	939.13	
			03-4440	Library Software for Grav Library	290.93	
			03-5840	Library Software for Grav Library	326.11	1,691.51
1755883	11/22/2019	MCI Comm Service	12-5911	Daycare Phone Line for 2019-20		14.25
1755884	11/22/2019	Office Depot	01-4440	Whiteboard for Superintendent	13.69	
			03-4440	Whiteboard for Superintendent	164.32	
			04-4440	Whiteboard for Superintendent	95.85	273.86
1755885	11/22/2019	Santa Rosa City Schools	13-4710	Lunch Program for 2019-20		7,380.00
1755886	11/22/2019	Weeks Drilling & Pump Co. Inc.	04-5530	Hillcrest Water Service for 2019-20		692.48
1755887	11/22/2019	West County Transportation	03-5826	Bus for K Discovery - Armstrong Woods		709.32
1755888	11/22/2019	Baird, Elizabeth A	04-4310	Elective E! class reimb.		268.84
1755889	11/22/2019	Lattice Educational Services	01-5100	Special Ed Services	1,374.09	
			01-5810	Special Ed Services	1,399.23	2,773.32
1755890	11/22/2019	Ray Morgan Company	01-4390	Staples for Copiers-Grav	21.84	
			01-5633	Copier Contract Charges 2019-20	1,459.43	
			03-4390	Staples for Copiers-Grav	251.12	1,732.39
Total Number of Checks					62	106,598.10

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	28	24,309.79
03	Gravenstein Elementary Charte	30	40,770.87

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.

ESCAPE ONLINE

Checks Dated 11/01/2019 through 11/30/2019

Board Meeting Date December 12, 2019

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

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
04	Hillcrest Middle Charter	36	29,637.63
12	Child Development Fund	2	477.59
13	Cafeteria Fund	6	7,827.15
40	Special Reserve-capital Proj	2	3,575.07
Total Number of Checks		62	106,598.10
Less Unpaid Tax Liability			.00
Net (Check Amount)			106,598.10

15

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.

ESCAPE ONLINE

Page 5 of 5

Gravenstein Union School District
October Payroll Report

December 12, 2019 Regular Board Meeting

Certificated Salary & Benefits

Regular: \$ 495,473.10
Supplemental: \$ 26,781.48

Classified Salary & Benefits

Regular: \$ 152,415.34
Supplemental: \$ 5,656.33

Total Salary & Benefits

\$ 680,326.25

CALIFORNIA DEPARTMENT OF EDUCATION
 REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
 FORM J-13A, REVISED DECEMBER 2017

SECTION A: REQUEST INFORMATION

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K-12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fq/aa/pa/13a.asp> for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME: Gravenstein Union School District		COUNTY CODE: 49	DISTRICT CODE: 79714	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: David Rose			FISCAL YEAR: 2019-20	
ADDRESS: 3840 Twig Ave.		COUNTY NAME: Sonoma		
CITY: Sebastopol		STATE: CA	ZIP CODE: 95472	
CONTACT NAME: Wanda Holden	TITLE: CBO	PHONE: 707-823-7008	E-MAIL: wholden@grav.k12.ca.us	

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):

<input checked="" type="checkbox"/> SCHOOL DISTRICT Choose one of the following: <input checked="" type="checkbox"/> All district school sites <input type="checkbox"/> Select district school sites	<input type="checkbox"/> COUNTY OFFICE OF EDUCATION (COE) Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input type="checkbox"/> CHARTER SCHOOL
--	---	--

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:

SCHOOL CLOSURE: When one or more schools were closed because of conditions described in *EC* Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per *EC* Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *EC* Section 46200, et seq.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

MATERIAL DECREASE: When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of *EC* Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

LOST OR DESTROYED ATTENDANCE RECORDS: When attendance records have been lost or destroyed as described in *EC* Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to *EC* Section 46391:

"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."

SECTION B: SCHOOL CLOSURE

PART I: NATURE OF EMERGENCY (Describe in detail.)

- Not Applicable (Proceed to Section C)
 Supplemental Page(s) Attached

All schools in the District were closed due to emergency evacuations in Sonoma County as a result of the Kincade Fire which began on October 23rd, 2019. Pacific Gas & Electric implemented public safety power shutoff procedures at all school sites in the District beginning on October 26th and lasting until the evening of October 30th. Classroom air duct filters needed to be changed and ash clean up was necessary at all sites. Schools remained closed during the cleanup which lasted through Saturday, November 2nd.

PART II: SCHOOL INFORMATION (Use the supplemental Excel form at <https://www.cde.ca.gov/fo/aa/pa/113a.asp> if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

A	B	C	D	E	F	G	H	I
School Name	School Code	Site Type	Days in School Calendar	Emergency Days Built In	Built In Emergency Days Used	Date(s) of Emergency Closure	Closure Dates Requested	Total Number of Days Requested
Gravenstein First	0126888	Traditional	180	0	0	10/28, 10/29, 10/30, 10/31	4	4
Gravenstein Community Day	6119655	Community Day	180	0	0	10/28, 10/29, 10/30, 10/31	4	4

PART III: CLOSURE HISTORY (List closure history for all schools in Part II. Refer to the instructions for an example.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
Gravenstein First	0126888	2019-20	10/28, 10/29, 10/30, 10/31	Wild fire evacuations, power outages, poor air quality	Y
Gravenstein Community Day	6119655	2019-20	10/28, 10/29, 10/30, 10/31	Wild fire evacuations, power outages, poor air quality	Y
Gravenstein First	0126888	2018-19	11/9, 11/13, 11/14, 11/16	Poor air quality due to smoke from wild fires in Butte County	Y
Gravenstein Community Day	6119655	2018-19	11/9, 11/13, 11/14, 11/16	Poor air quality due to smoke from wild fires in Butte County	Y
Gravenstein First	0126888	2017-18	10/9, 10/10, 10/11, 10/12, 10/13, 10/16	Wild fires in Sonoma County	Y
Gravenstein Community Day	6119655	2017-18	10/9, 10/10, 10/11, 10/12, 10/13, 10/16	Wild fires in Sonoma County	Y
Gravenstein First	0126888	2016-17	1/11	Flooding & road closures in Sonoma County	Y
Gravenstein Community Day	6119655	2016-17	1/11	Flooding & road closures in Sonoma County	Y
Gravenstein First	0126888	2014-15	12/11, 12/12	Flooding & road closures in Sonoma County	Y
Gravenstein Community Day	6119655	2014-15	12/11, 12/12	Flooding & road closures in Sonoma County	Y

SECTION C: MATERIAL DECREASE

PART I: NATURE OF EMERGENCY (Describe in detail.)

- Not Applicable (Proceed to Section D)
 Supplemental Page(s) Attached

PART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at <https://www.cde.ca.gov/fg/aa/paj/13a.asp> if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
Total:		0.00			0		0.00

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS (Provide the attendance in hours. Use the supplemental Excel file at <https://www.cde.ca.gov/fg/aa/paj/13a.asp> if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance Hours	Date Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
Total:		0.00			0.00		0.00

*Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

Not Applicable (Proceed to Section E)

PART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with _____ up to and including _____

PART II: CIRCUMSTANCES (Describe below circumstances and extent of records lost or destroyed.)

20

PART III: PROPOSAL (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of Gravenstein Union School District, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

Steve Schwartz

Gregory Appling

Jennifer Koelemeijer

Alexander Kahn

Patrick Lei

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this 12th day of December, 2019.

Witness: David Rose (Name) _____ (Signature) _____ Title: Superintendent of Sonoma County, California

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER (Only applicable to charter school requests)

Superintendent (or designee): _____ (Name) _____ (Signature) _____ Authorizing LEA Name: _____

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): Steve Herrington (Name) _____ (Signature) _____

Subscribed and sworn (or affirmed) before me, this _____ day of _____.

Witness: Shelley Stiles (Name) _____ (Signature) _____ Title: Director of Sonoma County, California

COE contact/individual responsible for completing this section:

Name: Shelley Stiles Title: Director, Internal Fiscal Service Phone: 707-542-2635 E-mail: sstiles@scoe.org



Governor Newsom Declares State of Emergency in Sonoma and Los Angeles Counties Due to Fires

Published: Oct 25, 2019

SACRAMENTO — Governor Gavin Newsom today issued an emergency proclamation for the counties of Sonoma and Los Angeles due to the effects of the Kincadee and Tick fires, which have destroyed structures, threatened homes and critical infrastructure, and caused the evacuation of tens of thousands of residents.

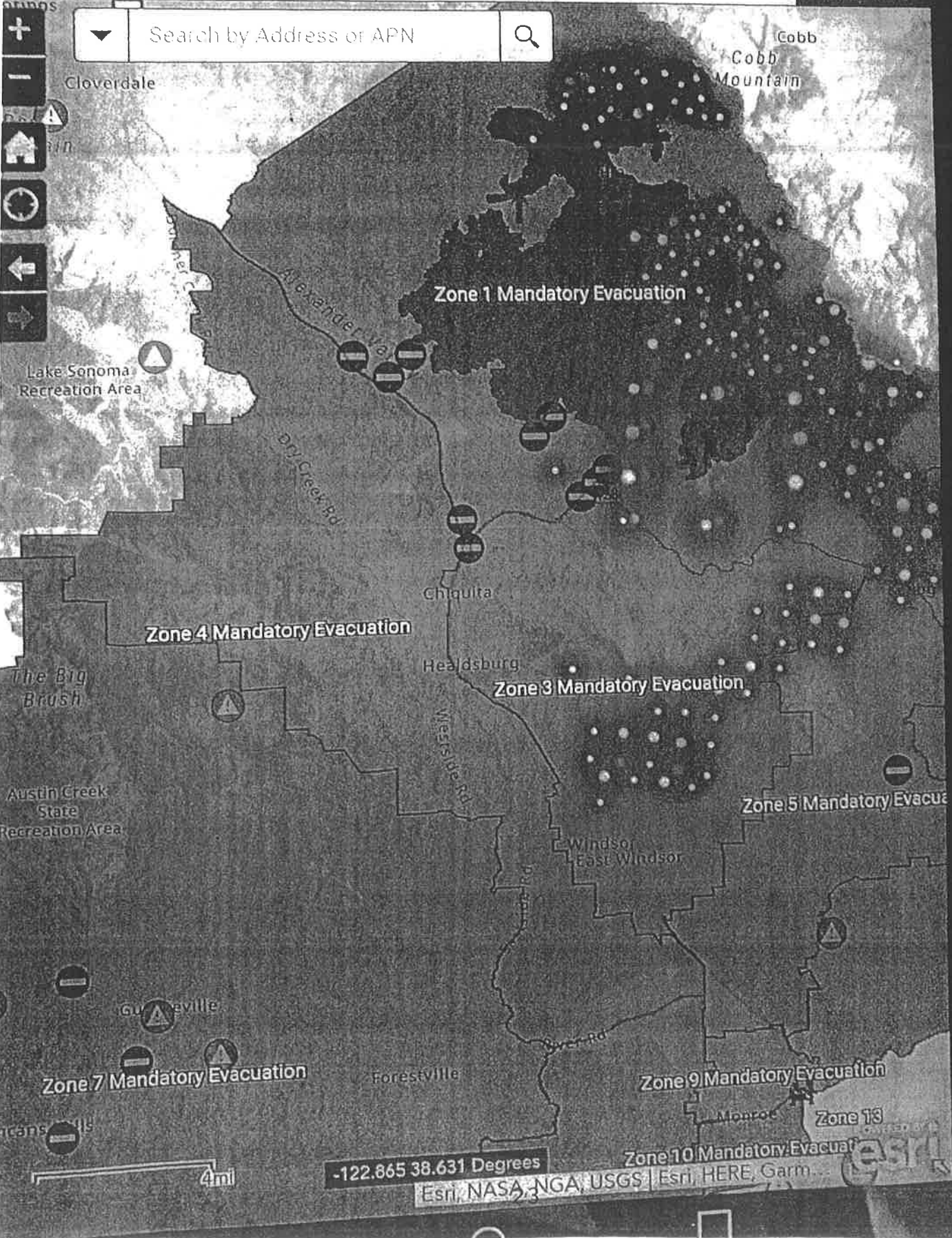
Later today, Governor Newsom will travel to Sonoma County to survey areas impacted by the Kincadee Fire and meet with emergency responders, residents, health officers and local and state officials.

Yesterday, the Governor announced that the state has secured federal Fire Management Assistance Grants to help ensure the availability of resources to fight the Kincadee and Tick fires and enable local, state and tribal agencies to recover eligible costs. Yesterday, the Governor also held a public briefing in Los Angeles regarding the ongoing fire threats and the need to hold utilities accountable for the consequences of their decisions to shut off power for large portions of the state.

The full text of the proclamation is below:

Sonoma County Incident Map

Search by Address or APN




-122.865 38.631 Degrees



KINCADE FIRE INCIDENT UPDATE

Date: 10/28/2019 Time: 7:00 a.m.

 @CAL_FIRELNU
 @CALFIRE
 @sonomasheriff
 @santarosafire
 @healdsburgfire
 @socofiredist

 @CALFIRELNU
 @CALFIRE
 @sonoma_sheriff
 @forestvillefire51
 @santarosafd
 @healdsburgfire
 @sonomacountyfd

Information Line: (707) 967-4207
 Media Line: (707) 583-1479
 Incident Website: www.fire.ca.gov/current_incidents
 Sonoma County Incident Map:
<https://tinyurl.com/sonomacountymap>
 Napa County Incident Map:
<https://tinyurl.com/napacountymap>
 Email Updates (sign up):
<https://tinyurl.com/calfireemailist>

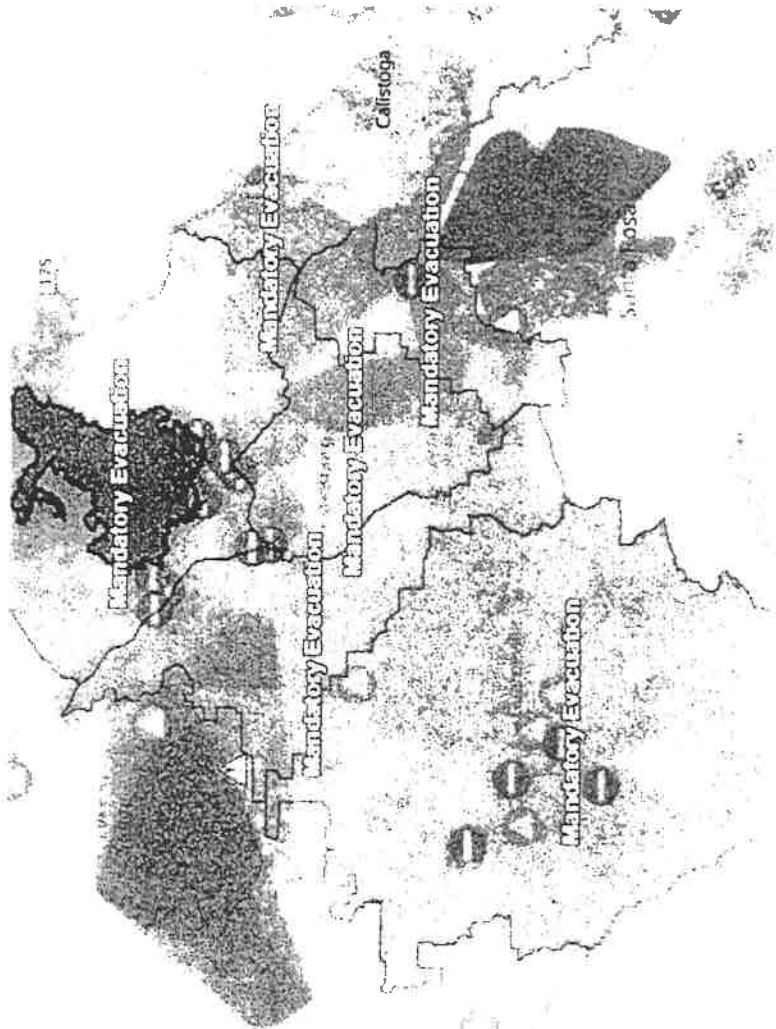
INCIDENT FACTS

Incident Start Date: October 29, 2019		Incident Start Time: 9:27 p.m.
Incident Type: Vegetation Fire		Cause: Unknown
Incident Location: Northeast of Geyserville, Sonoma County		
CAL FIRE Unit: Sonoma-Lake-Napa Unit		
Unified Command Agencies: CAL FIRE, Sonoma County Sheriff, Forestville Protection District, City of Santa Rosa Fire Department, Healdsburg Fire Department, Sonoma County Fire District		
Size: 66,231	Containment: 5%	Expected Full Containment: November 7, 2019
First Responder Fatalities: 0	First Responder Injuries: 1	
Civilian Fatalities: 0	Civilian Injuries: 0	
Structures Threatened: 79,675	Structures Destroyed: 96	Structures Damaged: 16
Residential: 70,425	Residential: 40	Residential: 10
Commercial: 750	Commercial: 3	Commercial: 1
Other: 8,500	Other: 53	Other: 5

CURRENT SITUATION

Situation Summary:	A Red Flag warning will continue through Monday morning. 40-50 mph wind gusts are still a possibility throughout the evening while narrow roads and steep terrain are making access to the fire areas very difficult. These Northeast winds coupled with low humidity create critical fire weather conditions. Firefighters will continue to mitigate structure threats and find opportunities construct control lines.
Evacuation Orders/Warnings:	EVACUATION ORDERS: Zone 1: Ida Clayton Road, (which includes residents on Ida Clayton Road) North to Highland Ranch Road at Campbell Road, East of the 101 between Asti Road & Alexander Valley Road, to the Mendocino & Lake County Line, including Lakeview Road & extending South along the Lake & Sonoma County Line to Ida Clayton Road. Zone 2: Hwy 128 North Knights Valley Area to the Napa County Line Zone 3: Hwy 101 Corridor from Geyserville South through the town of Windsor, including the entire city of Healdsburg and the town of Windsor & all areas East to Chalk Hill Road area Zone 4: The Dry Creek Valley West to Forestville

	<p>Zone 5: Larkfield and Mark West Drainage Zone 6: Calistoga Road/Petrified Forest Road to the Sonoma & Napa County Line Zone 7: All areas West of Healdsburg and Windsor. Throughout the Russian River Valley to Bodega Bay Zone 8: West of Fulton, Graton South to Hessel Zone 9: The city of Santa Rosa, including all areas East of the Western City limit, North of Guerneville Road, Steele Lane, Lewis Road, & Chanate Road to Montecito Avenue to Montecito Boulevard to Calistoga Road, North to the city limit Zone 10: All areas within in the city North of Highway 12 West of Highway 101</p> <p>EVACUATION WARNINGS: Zone 21: City of Calistoga and Napa County North of Diamond Mountain Road to Dunaweal Lane. East of the Sonoma County/Napa County Line. South of the Lake County/Napa County Line. West of Pickett Road</p> <p>To view the interactive map for your country please visit the following sites: Sonoma County http://tinyurl.com/sonomacountymap Napa County http://tinyurl.com/napacountymap</p>								
<p>Evacuation Centers:</p>	<table border="0"> <tr> <td data-bbox="467 968 841 1115"> <p>Santa Rosa Fairgrounds* 1350 Bennett Valley Rd. Santa Rosa, CA 95404 *only people and pets</p> </td> <td data-bbox="1019 978 1382 1083"> <p>Sonoma Marin Fairgrounds 175 Fairgrounds Rd. Petaluma, CA 94952</p> </td> </tr> <tr> <td data-bbox="467 1125 841 1230"> <p>Redwood Acres Fairgrounds 3750 Harris St. Eureka, CA 95503</p> </td> <td data-bbox="1019 1125 1382 1230"> <p>Petaluma Veterans Center 1094 Petaluma Blvd. Petaluma, CA 94952</p> </td> </tr> <tr> <td data-bbox="467 1262 959 1409"> <p>Santa Rosa Veterans Memorial Bldg.* 1351 Maple Ave. Santa Rosa, CA 95404 *at capacity</p> </td> <td data-bbox="1019 1272 1252 1377"> <p>Napa Valley Expo 575 Third St. Napa, CA 94559</p> </td> </tr> <tr> <td colspan="2" data-bbox="467 1440 841 1587"> <p>Napa Valley College 2277 Napa Valley Highway Napa, CA 94559 *at capacity</p> </td> </tr> </table> <p>Large Animal Evacuation site only: Sonoma Marin Fairgrounds</p>	<p>Santa Rosa Fairgrounds* 1350 Bennett Valley Rd. Santa Rosa, CA 95404 *only people and pets</p>	<p>Sonoma Marin Fairgrounds 175 Fairgrounds Rd. Petaluma, CA 94952</p>	<p>Redwood Acres Fairgrounds 3750 Harris St. Eureka, CA 95503</p>	<p>Petaluma Veterans Center 1094 Petaluma Blvd. Petaluma, CA 94952</p>	<p>Santa Rosa Veterans Memorial Bldg.* 1351 Maple Ave. Santa Rosa, CA 95404 *at capacity</p>	<p>Napa Valley Expo 575 Third St. Napa, CA 94559</p>	<p>Napa Valley College 2277 Napa Valley Highway Napa, CA 94559 *at capacity</p>	
<p>Santa Rosa Fairgrounds* 1350 Bennett Valley Rd. Santa Rosa, CA 95404 *only people and pets</p>	<p>Sonoma Marin Fairgrounds 175 Fairgrounds Rd. Petaluma, CA 94952</p>								
<p>Redwood Acres Fairgrounds 3750 Harris St. Eureka, CA 95503</p>	<p>Petaluma Veterans Center 1094 Petaluma Blvd. Petaluma, CA 94952</p>								
<p>Santa Rosa Veterans Memorial Bldg.* 1351 Maple Ave. Santa Rosa, CA 95404 *at capacity</p>	<p>Napa Valley Expo 575 Third St. Napa, CA 94559</p>								
<p>Napa Valley College 2277 Napa Valley Highway Napa, CA 94559 *at capacity</p>									
<p>Road Closures:</p>	<ul style="list-style-type: none"> • NB Hwy 101 @ Hopper Ave. • SB Hwy 101 @ South Cloverdale Blvd. • SR 128 @ Geyserville Avenue • Pine Flat Road @ Red Winery Road • Geysers Road @ Red Winery Road • SR 128 @ Moody Lane • SR 128 @ Geysers Road • Geysers Road @ River Road • SR 128 @ Alexander Valley Road 								



725 BLOOMFIELD RD (9126828991) SEBA

STATUS

October 26, 2019 10:30 AM: Due to gusty winds and dry conditions, combined with a heightened fire risk, PG&E may need to turn off power for public safety at this address in the next 12 hours. As we continue to monitor conditions, please prepare for outages that could last longer than 48 hours. By providing your specific address information in this tool, you are getting a more accurate view than PSPS area map. Get the latest information on this event at pge.com/pspsupdates

[Can't find your address?](#)

- [ESPAÑOL](#) (PDF, 141 KB) [中文PDF](#) (PDF, 186 KB)
- [TIẾNG VIỆT](#) (PDF, 189 KB) [TAGALOG NA WIKI](#) (PDF, 189 KB)
- [한국어](#) (PDF, 202 KB)
- [РУССКИЙ ЯЗЫК](#) (PDF, 186 KB)



message to parents

1 message

Keri Pugno <kpugno@grav.k12.ca.us>

Fri, Nov 1, 2019 at 2:28 PM

To: Dave Rose <drose@grav.k12.ca.us>, Wanda Holden <wholden@grav.k12.ca.us>

Renee-
email content in blue
text content in red

Dear GUSD Families,

We hope that everyone is able to take the weekend and get their lives "back to normal". We know there are some families who have just had their power turned back on and have quite a bit of clean-up in store before next week. While you are focusing on your family and household, we want to reassure you that we are prepared for school to reopen on Monday. Multiple steps have been taken to prepare the campus for everyone's safe return:

Campus Facilities (both Gravenstein and Hillcrest)-

- Rooms are being vacuumed and surfaces are being wiped down.
- All of the air filters have been replaced with new MERV 13 filters and have been turned on long enough to ensure that no contaminants or smoke smell is still left in the system. All rooms will be ready for regular heat/fan functions on Monday morning.
- Pressure washing is happening in all eating areas, high traffic areas, and any other areas which dust and/or contaminants may collect.

Water

- The state requires water testing anytime a water system loses pressure. With the power outages, the water systems on both campuses lost water pressure. It is possible that the test results may not be received until Monday morning, after the start of the school day. Until we get the "all clear", the drinking fountains in both the classrooms and on the yards are NOT to be used for drinking purposes (direct consumption).
- Again, this is the routine response and protocol for an extended loss of power situation. There is no cause for concern.
- We are asking all students to come to school on Monday with an already **full, refillable water bottle**. Until we receive "all clear" reports, we will have hydration stations set out in multiple locations for students and staff to refill their water bottles.

Air Quality

- With the winds constantly changing, it is hard to predict the air quality levels for next week. We will be vigilant in continuing to monitor the air quality. At this point, we do not anticipate any unhealthy conditions.

Please open Monday Messages (sent out via email) for other important content.

See you on Monday,
GUSD Administration Team

GUSD reopens Monday- Wells undergoing standard testing; send students with a water bottle on Monday. See email/district website for details.

Keri Pugno
Principal
Gravenstein Elementary School
3840 Twig Avenue
Sebastopol, CA 95472

CALIFORNIA DEPARTMENT OF EDUCATION
 REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
 FORM J-13A, REVISED DECEMBER 2017

SECTION A: REQUEST INFORMATION

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K-12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME: Gravenstein Elementary School		COUNTY CODE: 49	DISTRICT CODE: 79714	CHARTER NUMBER (IF APPLICABLE): 1445
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: David Rose			FISCAL YEAR: 2019-20	
ADDRESS: 3840 Twig Ave.			COUNTY NAME: Sonoma	
CITY: Sebastopol		STATE: CA	ZIP CODE: 95472	
CONTACT NAME: Wanda Holden	TITLE: CBO	PHONE: 707-823-7008	E-MAIL: wholden@grav.k12.ca.us	

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):

<input type="checkbox"/> SCHOOL DISTRICT Choose one of the following: <input type="checkbox"/> All district school sites <input type="checkbox"/> Select district school sites	<input type="checkbox"/> COUNTY OFFICE OF EDUCATION (COE) Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input checked="" type="checkbox"/> CHARTER SCHOOL
---	--	--

PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:

SCHOOL CLOSURE: When one or more schools were closed because of conditions described in *EC* Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per *EC* Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *EC* Section 46200, et seq.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

MATERIAL DECREASE: When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of *EC* Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

LOST OR DESTROYED ATTENDANCE RECORDS: When attendance records have been lost or destroyed as described in *EC* Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to *EC* Section 46391:

"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."

28

CALIFORNIA DEPARTMENT OF EDUCATION
 REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
 FORM J-13A, REVISED DECEMBER 2017

SECTION B: SCHOOL CLOSURE

PART I: NATURE OF EMERGENCY (Describe in detail.)

- Not Applicable (Proceed to Section C)
 Supplemental Page(s) Attached

All schools in the District were closed due to emergency evacuations in Sonoma County as a result of the Kincade Fire which began on October 23rd, 2019. Pacific Gas & Electric implemented public safety power shutoff procedures at all school sites in the District beginning on October 26th and lasting until the evening of October 30th. Classroom air duct filters needed to be changed and ash clean up was necessary at all sites. Schools remained closed during the cleanup which lasted through Saturday, November 2nd.

PART II: SCHOOL INFORMATION (Use the supplemental Excel form at <https://www.cde.ca.gov/fg/aa/pa/13a.asp> if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

A	B	C	D	E	F	G	H	I
School Name	School Code	Site Type	Days in School Calendar	Emergency Days Built In	Built In Emergency Days Used	Date(s) of Emergency Closure	Closure Dates Requested	Total Number of Days Requested
Gravenstein Elementary School	6051742	Charter	180	0	0	10/28, 10/29, 10/30, 10/31	4	4

29

PART III: CLOSURE HISTORY (List closure history for all schools in Part II. Refer to the instructions for an example.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
Gravenstein Elementary School	6051742	2019-20	10/28, 10/29, 10/30, 10/31	Wild fire evacuations, power outages, poor air quality	Y
Gravenstein Elementary School	6051742	2018-19	11/9, 11/13, 11/14, 11/16	Poor air quality due to smoke from wild fires in Butte County	Y
Gravenstein Elementary School	6051742	2017-18	10/9, 10/10, 10/11, 10/12, 10/13, 10/16	Wild fires in Sonoma County	Y
Gravenstein Elementary School	6051742	2016-17	1/11	Flooding & road closures in Sonoma County	Y
Gravenstein Elementary School	6051742	2014-15	12/11, 12/12	Flooding & road closures in Sonoma County	Y

SECTION C: MATERIAL DECREASE

Not Applicable (Proceed to Section D)

Supplemental Page(s) Attached

PART I: NATURE OF EMERGENCY (Describe in detail.)

PART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/13a.asp> if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
Total:		0.00			0		0.00

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS (Provide the attendance in hours. Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/13a.asp> if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance Hours	Date Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
Total:		0.00			0.00		0.00

*Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

Not Applicable (Proceed to Section E)

PART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with _____ up to and including _____

PART II: CIRCUMSTANCES (Describe below circumstances and extent of records lost or destroyed.)

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PART III: PROPOSAL (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of Gravenstein Elementary School, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

<u>Board Members Names</u>	<u>Board Members Signatures</u>
Steve Schwartz	
Gregory Appling	
Jennifer Koelemeijer	
Alexander Kahn	
Patrick Lei	

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this 12th day of December, 2019.

Witness: David Rose (Name) _____ Title: Superintendent of Sonoma County, California
(Signature) _____

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER (Only applicable to charter school requests)

Superintendent (or designee): David Rose (Name) _____ (Signature) _____ Authorizing LEA Name: Gravenstein Union School District

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): Steve Herrington (Name) _____ (Signature) _____

Subscribed and sworn (or affirmed) before me, this _____ day of _____, _____.

Witness: Shelley Stiles (Name) _____ Title: Director of Sonoma County, California
(Signature) _____

COE contact/individual responsible for completing this section:

Name: Shelley Stiles Title: Director, Internal Fiscal Service Phone: 707-542-2635 E-mail: sstiles@scoe.org



Governor Newsom Declares State of Emergency in Sonoma and Los Angeles Counties Due to Fires

Published: Oct 25, 2019

SACRAMENTO — Governor Gavin Newsom today issued an emergency proclamation for the counties of Sonoma and Los Angeles due to the effects of the Kincadee and Tick fires, which have destroyed structures, threatened homes and critical infrastructure, and caused the evacuation of tens of thousands of residents.

Later today, Governor Newsom will travel to Sonoma County to survey areas impacted by the Kincadee Fire and meet with emergency responders, residents, health officers and local and state officials.

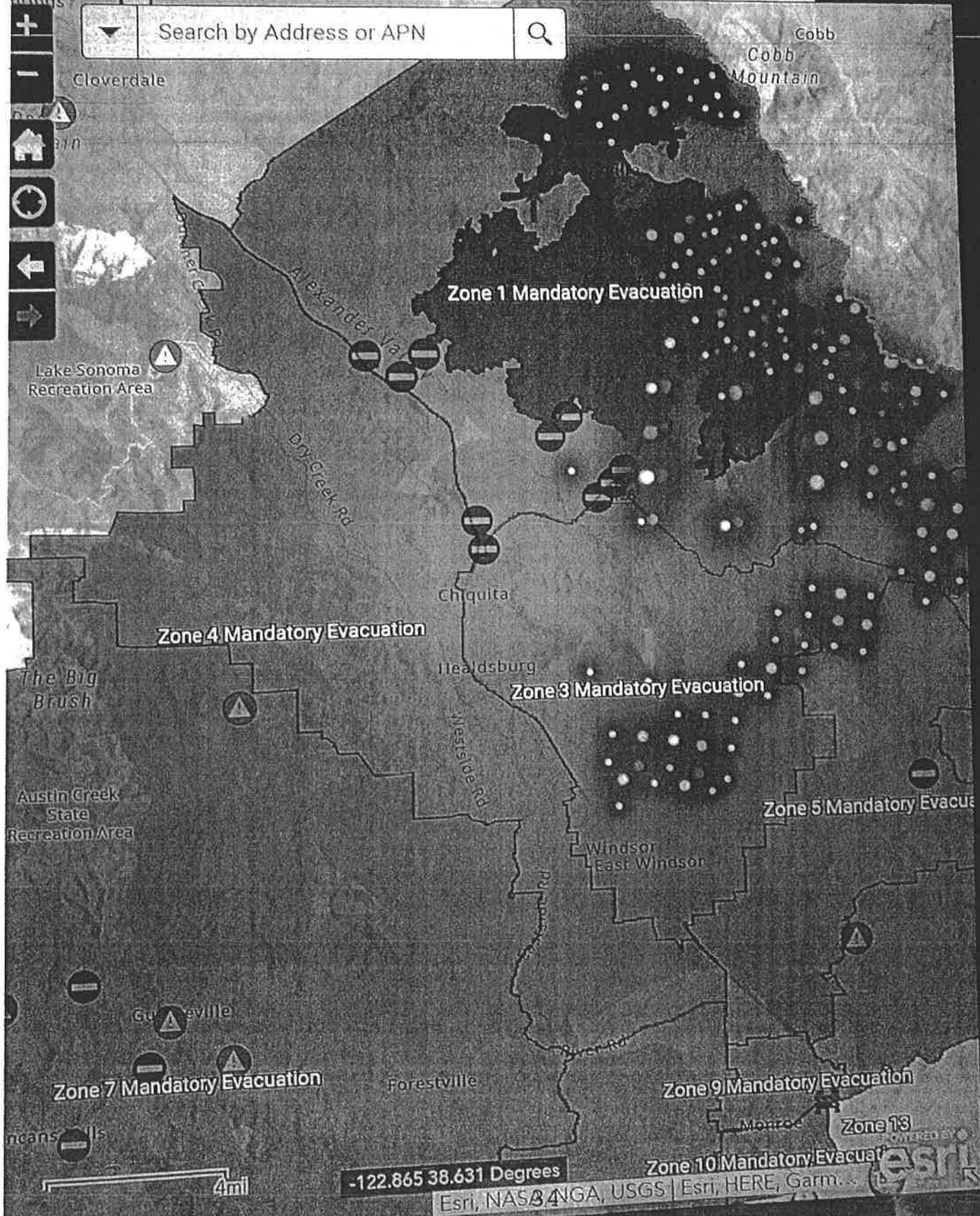
Yesterday, the Governor announced that the state has secured federal Fire Management Assistance Grants to help ensure the availability of resources to fight the Kincadee and Tick fires and enable local, state and tribal agencies to recover eligible costs. Yesterday, the Governor also held a public briefing in Los Angeles regarding the ongoing fire threats and the need to hold utilities accountable for the consequences of their decisions to shut off power for large portions of the state.

The full text of the proclamation is below:

Sonoma County Incident Map



Search by Address or APN



-122.865 38.631 Degrees



KINCADE FIRE INCIDENT UPDATE

Date: 10/28/2019 Time: 7:00 a.m.

 @CAL_FIRELNU
 @CALFIRE
 @sonomasheriff
 @santarosafire
 @healdsburgfire
 @socofiredist

 @CALFIRELNU
 @CALFIRE
 @sonoma.sheriff
 @forestvillefire51
 @santarosafd
 @healdsburgfire
 @sonomacountyfd

Information Line: (707) 967-4207
 Media Line: (707) 583-1479
 Incident Website: www.fire.ca.gov/current_incidents
 Sonoma County Incident Map:
<https://tinyurl.com/sonomacountymap>
 Napa County Incident Map:
<https://tinyurl.com/napacountymap>
 Email Updates (sign up):
<https://tinyurl.com/calfireemailist>

INCIDENT FACTS

Incident Start Date: October 23, 2019		Incident Start Time: 9:27 p.m.	
Incident Type: Vegetation Fire		Cause: Unknown	
Incident Location: Northeast of Geyserville, Sonoma County			
CAL FIRE Unit: Sonoma-Lake-Napa Unit			
Unified Command Agencies: CAL FIRE, Sonoma County Sheriff, Forestville Protection District, City of Santa Rosa Fire Department, Healdsburg Fire Department, Sonoma County Fire District			
Size: 66,231	Containment: 5%	Expected Full Containment: November 7, 2019	
First Responder Fatalities: 0		First Responder Injuries: 1	
Civilian Fatalities: 0		Civilian Injuries: 0	
Structures Threatened: 79,675	Structures Destroyed: 96	Structures Damaged: 16	
Residential: 70,425	Residential: 40	Residential: 10	
Commercial: 750	Commercial: 3	Commercial: 1	
Other: 8,500	Other: 53	Other: 5	

CURRENT SITUATION

Situation Summary:	A Red Flag warning will continue through Monday morning. 40-50 mph wind gusts are still a possibility throughout the evening while narrow roads and steep terrain are making access to the fire areas very difficult. These Northeast winds coupled with low humidity create critical fire weather conditions. Firefighters will continue to mitigate structure threats and find opportunities construct control lines.
Evacuation Orders/Warnings:	EVACUATION ORDERS: Zone 1: Ida Clayton Road, (which includes residents on Ida Clayton Road) North to Highland Ranch Road at Campbell Road, East of the 101 between Asti Road & Alexander Valley Road, to the Mendocino & Lake County Line, including Lakeview Road & extending South along the Lake & Sonoma County Line to Ida Clayton Road. Zone 2: Hwy 128 North Knights Valley Area to the Napa County Line Zone 3: Hwy 101 Corridor from Geyserville South through the town of Windsor, including the entire city of Healdsburg and the town of Windsor & all areas East to Chalk Hill Road area Zone 4: The Dry Creek Valley West to Forestville

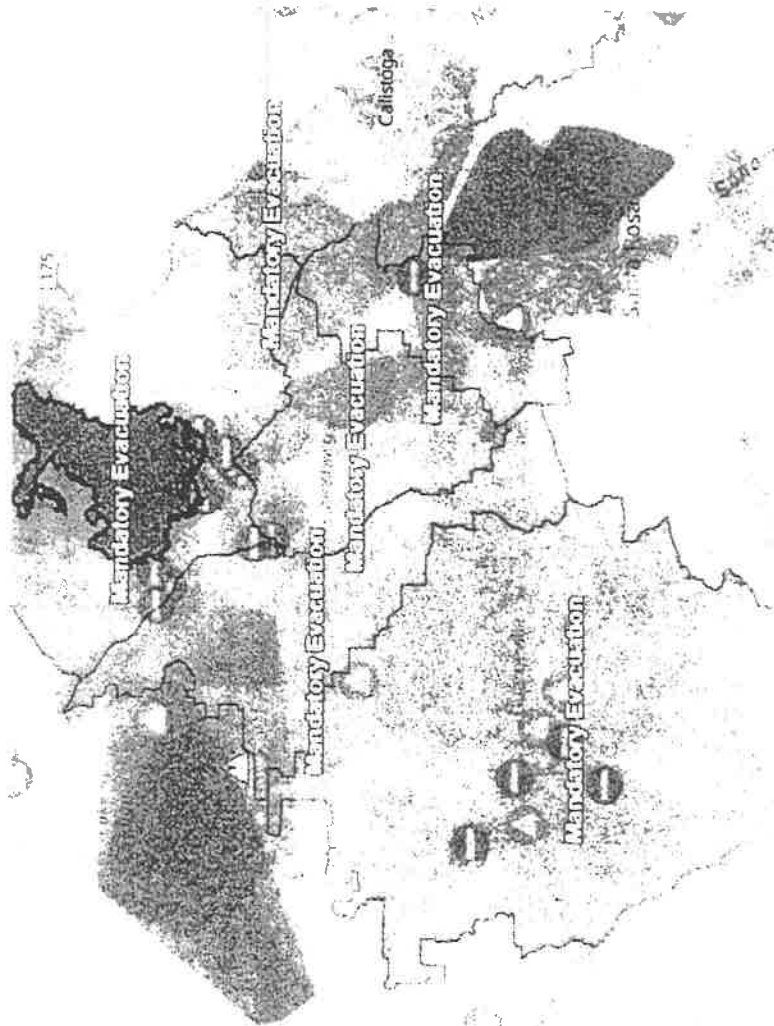
Zone 5: Larkfield and Mark West Drainage
 Zone 6: Calistoga Road/Petrified Forest Road to the Sonoma & Napa County Line
 Zone 7: All areas West of Healdsburg and Windsor. Throughout the Russian River Valley to Bodega Bay
 Zone 8: West of Fulton, Graton South to Hessel
 Zone 9: The city of Santa Rosa, including all areas East of the Western City limit, North of Guerneville Road, Steele Lane, Lewis Road, & Chanate Road to Montecito Avenue to Montecito Boulevard to Calistoga Road, North to the city limit
 Zone 10: All areas within in the city North of Highway 12 West of Highway 101

EVACUATION WARNINGS:
 Zone 21: City of Calistoga and Napa County North of Diamond Mountain Road to Dunaweal Lane. East of the Sonoma County/Napa County Line. South of the Lake County/Napa County Line. West of Pickett Road

To view the interactive map for your country please visit the following sites:
Sonoma County
<http://tinyurl.com/sonomacountymap>
Napa County
<http://tinyurl.com/napacountymap>

Evacuation Centers:	<p>Santa Rosa Fairgrounds* 1350 Bennett Valley Rd. Santa Rosa, CA 95404 *only people and pets</p> <p>Redwood Acres Fairgrounds 3750 Harris St. Eureka, CA 95503</p> <p>Santa Rosa Veterans Memorial Bldg.* 1351 Maple Ave. Santa Rosa, CA 95404 *at capacity</p> <p>Napa Valley College 2277 Napa Valley Highway Napa, CA 94559 *at capacity</p>	<p>Sonoma Marin Fairgrounds 175 Fairgrounds Rd. Petaluma, CA 94952</p> <p>Petaluma Veterans Center 1094 Petaluma Blvd. Petaluma, CA 94952</p> <p>Napa Valley Expo 575 Third St. Napa, CA 94559</p> <p>Large Animal Evacuation site only: Sonoma Marin Fairgrounds</p>
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- | | |
|-----------------------|---|
| Road Closures: | <ul style="list-style-type: none"> • NB Hwy 101 @ Hopper Ave. • SB Hwy 101 @ South Cloverdale Blvd. • SR 128 @ Geyserville Avenue • Pine Flat Road @ Red Winery Road • Geysers Road @ Red Winery Road • SR 128 @ Moody Lane • SR 128 @ Geysers Road • Geysers Road @ River Road • SR 128 @ Alexander Valley Road |
|-----------------------|---|



725 BLOOMFIELD RD (9126828991) SEBA

STATUS

October 26, 2019 10:30 AM: Due to gusty winds and dry conditions, combined with a heightened fire risk, PG&E may need to turn off power for public safety at this address in the next 12 hours. As we continue to monitor conditions, please prepare for outages that could last longer than 48 hours. By providing your specific address information in this tool, you are getting a more accurate view than PSPS area map. Get the latest information on this event at pge.com/pspsupdates

[Can't find your address?](#)

- [ESPAÑOL](#) (PDF, 141 KB)
- [中文PDF](#) (PDF, 186 KB)
- [TIẾNG VIỆT](#) (PDF, 189 KB)
- [TAGALOG NA WIKI](#) (PDF, 189 KB)
- [한국어](#) (PDF, 202 KB)
- [РУССКИЙ ЯЗЫК](#) (PDF, 186 KB)



message to parents

1 message

Keri Pugno <kpugno@grav.k12.ca.us>

Fri, Nov 1, 2019 at 2:28 PM

To: Dave Rose <drose@grav.k12.ca.us>, Wanda Holden <wholden@grav.k12.ca.us>

Renee-
email content in blue
text content in red

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We hope that everyone is able to take the weekend and get their lives "back to normal". We know there are some families who have just had their power turned back on and have quite a bit of clean-up in store before next week. While you are focusing on your family and household, we want to reassure you that we are prepared for school to reopen on Monday. Multiple steps have been taken to prepare the campus for everyone's safe return:

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GUSD reopens Monday- Wells undergoing standard testing; send students with a water bottle on Monday. See email/district website for details.

Keri Pugno
Principal
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PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME: Hillcrest Middle School		COUNTY CODE: 49	DISTRICT CODE: 79714	CHARTER NUMBER (IF APPLICABLE): 1444
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: David Rose				FISCAL YEAR: 2019-20
ADDRESS: 725 Bloomfield Rd.			COUNTY NAME: Sonoma	
CITY: Sebastopol		STATE: CA	ZIP CODE: 95472	
CONTACT NAME: Wanda Holden	TITLE: CBO	PHONE: 707-823-7008	E-MAIL: wholden@grav.k12.ca.us	

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):

<input type="checkbox"/> SCHOOL DISTRICT Choose one of the following: <input type="checkbox"/> All district school sites <input type="checkbox"/> Select district school sites	<input type="checkbox"/> COUNTY OFFICE OF EDUCATION (COE) Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input checked="" type="checkbox"/> CHARTER SCHOOL
---	--	--

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CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
 FORM J-13A, REVISED DECEMBER 2017

SECTION B: SCHOOL CLOSURE

Not Applicable (Proceed to Section C)

Supplemental Page(s) Attached

PART I: NATURE OF EMERGENCY (Describe in detail.)

All schools in the District were closed due to emergency evacuations in Sonoma County as a result of the Kincadee Fire which began on October 23rd, 2019. Pacific Gas & Electric implemented public safety power shutoff procedures at all school sites in the District beginning on October 26th and lasting until the evening of October 30th. Classroom air duct filters needed to be changed and ash clean up was necessary at all sites. Schools remained closed during the cleanup which lasted through Saturday, November 2nd.

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A	B	C	D	E	F	G	H	I
School Name	School Code	Site Type	Days in School Calendar	Emergency Days Built In	Built In Emergency Days Used	Date(s) of Emergency Closure	Closure Dates Requested	Total Number of Days Requested
Hillcrest Middle School	6051759	Charter	180	0	0	10/28, 10/29, 10/30, 10/31	4	4

PART III: CLOSURE HISTORY (List closure history for all schools in Part II. Refer to the instructions for an example.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
Hillcrest Middle School	6051759	2019-20	10/28, 10/29, 10/30, 10/31	Wild fire evacuations, power outages, poor air quality	Y
Hillcrest Middle School	6051759	2018-19	11/9, 11/13, 11/14, 11/16	Poor air quality due to smoke from wild fires in Butte County	Y
Hillcrest Middle School	6051759	2017-18	10/9, 10/10, 10/11, 10/12, 10/13, 10/16	Wild fires in Sonoma County	Y
Hillcrest Middle School	6051759	2016-17	1/11	Flooding & road closures in Sonoma County	Y
Hillcrest Middle School	6051759	2014-15	12/11, 12/12	Flooding & road closures in Sonoma County	Y

SECTION C: MATERIAL DECREASE

PART I: NATURE OF EMERGENCY (Describe in detail.)

- Not Applicable (Proceed to Section D)
 Supplemental Page(s) Attached

PART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
Total:		0.00			0		0.00

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS (Provide the attendance in hours. Use the supplemental Excel file at <https://www.cde.ca.gov/fq/aa/pa/j13a.asp> if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance Hours	Date Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
Total:		0.00			0.00		0.00

*Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

Not Applicable (Proceed to Section E)

PART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with _____ up to and including _____

PART II: CIRCUMSTANCES (Describe below circumstances and extent of records lost or destroyed.)

42

PART III: PROPOSAL (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of Hillcrest Middle School, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

<u>Board Members Names</u>	<u>Board Members Signatures</u>
Steve Schwartz	
Gregory Appling	
Jennifer Koelemeijer	
Alexander Kahn	
Patrick Lei	

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this 12th day of December, 2019.

Witness: David Rose (Name) _____ (Signature) Title: Superintendent of Sonoma County, California

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER (Only applicable to charter school requests)

Superintendent (or designee): David Rose (Name) _____ (Signature) Authorizing LEA Name: Gravenstein Union School District

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): Steve Herrington (Name) _____ (Signature)

Subscribed and sworn (or affirmed) before me, this _____ day of _____.

Witness: Shelley Stiles (Name) _____ (Signature) Title: Director of Sonoma County, California

COE contact/individual responsible for completing this section:
Name: Shelley Stiles Title: Director, Internal Fiscal Service Phone: 707-542-2635 E-mail: sstiles@scoe.org



Governor Newsom Declares State of Emergency in Sonoma and Los Angeles Counties Due to Fires

Published: Oct 25, 2019

SACRAMENTO — Governor Gavin Newsom today issued an emergency proclamation for the counties of Sonoma and Los Angeles due to the effects of the Kincadee and Tick fires, which have destroyed structures, threatened homes and critical infrastructure, and caused the evacuation of tens of thousands of residents.

Later today, Governor Newsom will travel to Sonoma County to survey areas impacted by the Kincadee Fire and meet with emergency responders, residents, health officers and local and state officials.

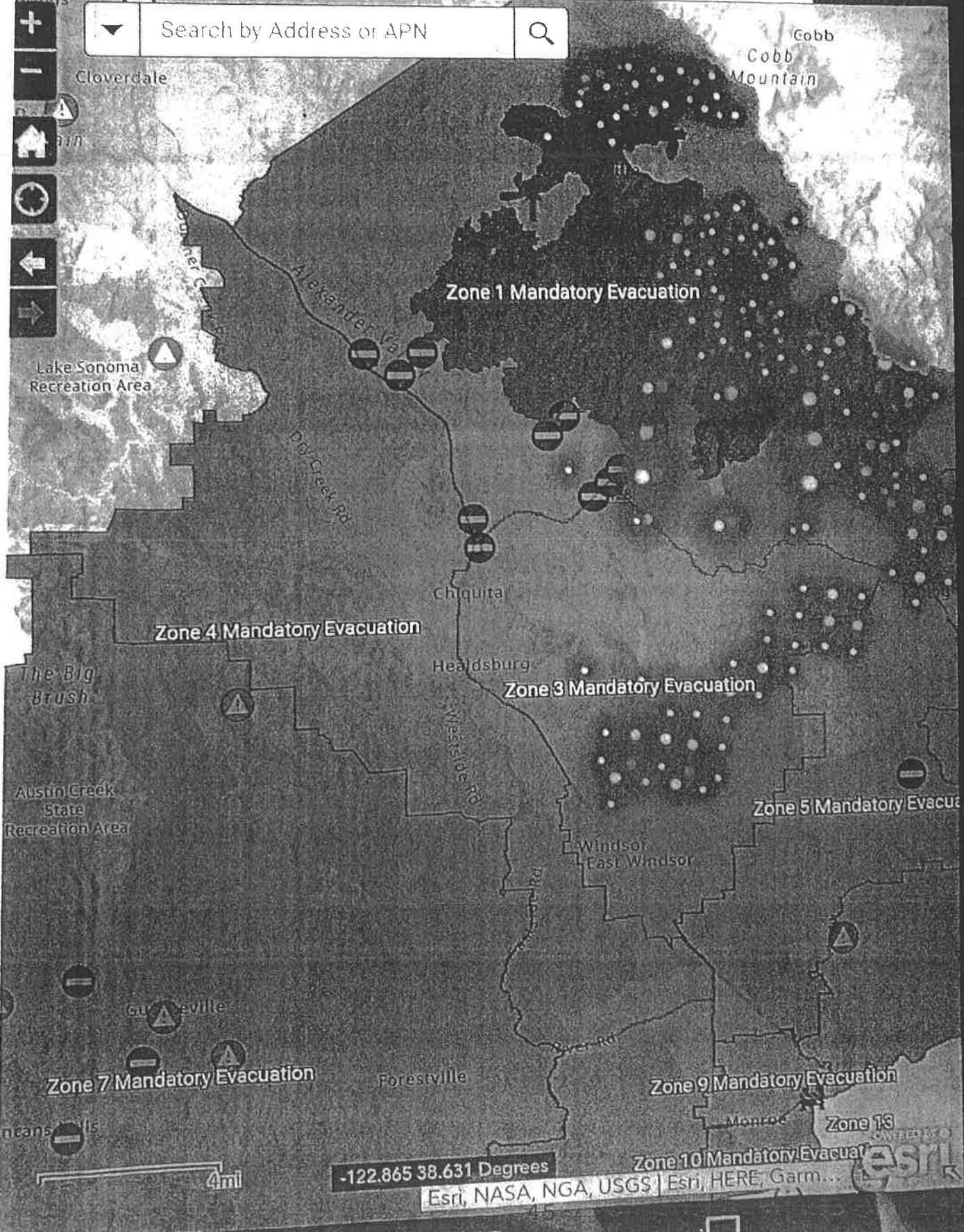
Yesterday, the Governor announced that the state has secured federal Fire Management Assistance Grants to help ensure the availability of resources to fight the Kincadee and Tick fires and enable local, state and tribal agencies to recover eligible costs. Yesterday, the Governor also held a public briefing in Los Angeles regarding the ongoing fire threats and the need to hold utilities accountable for the consequences of their decisions to shut off power for large portions of the state.

The full text of the proclamation is below:

Sonoma County Incident Map




Search by Address or APN





KINCADE FIRE INCIDENT UPDATE

Date: 10/28/2019 Time: 7:00 a.m.

 @CAL_FIRELNU
 @CALFIRE
 @sonomashenff
 @santarosafire
 @healdsburgfire
 @socofiretest

 @CALFIRELNU
 @CALFIRE
 @sonoma.sheriff
 @forestvillefire51
 @santarosafd
 @healdsburgfire
 @sonomacountyfd

Information Line: (707) 967-4207
 Media Line: (707) 583-1479
 Incident Website: www.fire.ca.gov/current_incidents
 Sonoma County Incident Map:
<https://tinyurl.com/sonomacountymap>
 Napa County Incident Map:
<https://tinyurl.com/napacountymap>
 Email Updates (sign up):
<https://tinyurl.com/calfireemaillet>

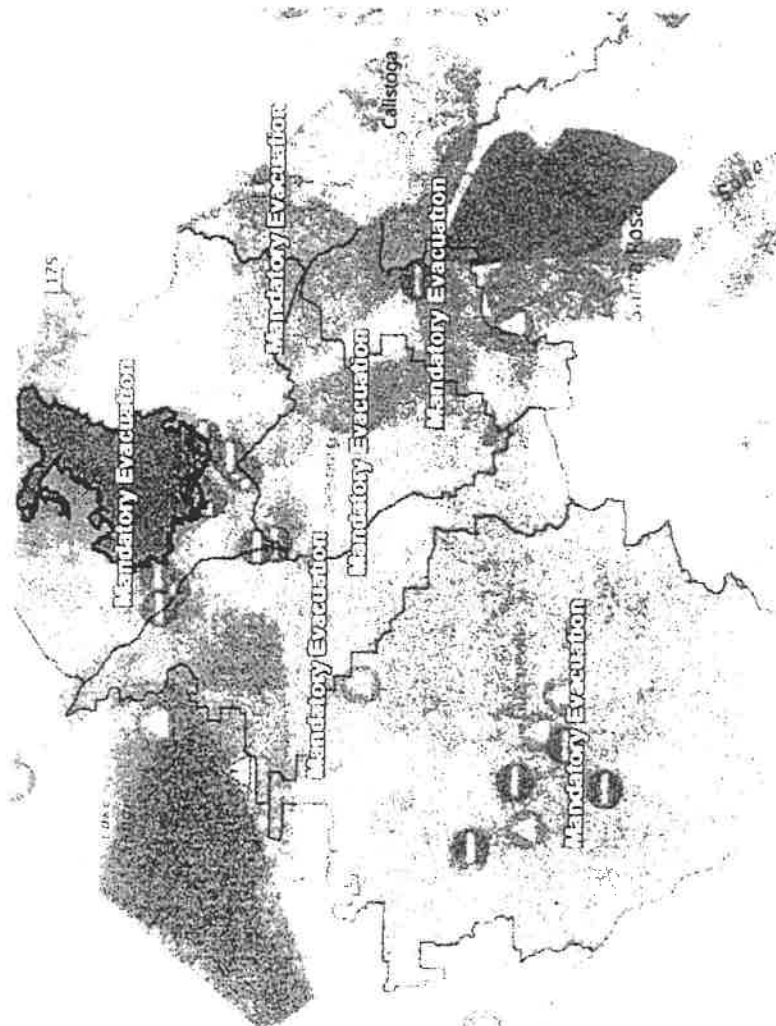
INCIDENT FACTS

Incident Start Date: October 23, 2019		Incident Start Time: 9:27 p.m.
Incident Type: Vegetation Fire		Cause: Unknown
Incident Location: Northeast of Geyserville, Sonoma County		
CAL FIRE Unit: Sonoma-Lake-Napa Unit		
Unified Command Agencies: CAL FIRE, Sonoma County Sheriff, Forestville Protection District, City of Santa Rosa Fire Department, Healdsburg Fire Department, Sonoma County Fire District		
Slac: 66,231	Containment: 5%	Expected Full Containment: November 7, 2019
First Responder Fatalities: 0	First Responder Injuries: 1	
Civilian Fatalities: 0	Civilian Injuries: 0	
Structures Threatened: 79,675	Structures Destroyed: 96	Structures Damaged: 16
Residential: 70,425	Residential: 40	Residential: 10
Commercial: 750	Commercial: 3	Commercial: 1
Other: 8,500	Other: 53	Other: 5

CURRENT SITUATION

Situation Summary:	A Red Flag warning will continue through Monday morning. 40-50 mph wind gusts are still a possibility throughout the evening while narrow roads and steep terrain are making access to the fire areas very difficult. These Northeast winds coupled with low humidity create critical fire weather conditions. Firefighters will continue to mitigate structure threats and find opportunities construct control lines.
Evacuation Orders/Warnings:	EVACUATION ORDERS: Zone 1: Ida Clayton Road, (which includes residents on Ida Clayton Road) North to Highland Ranch Road at Campbell Road, East of the 101 between Asti Road & Alexander Valley Road, to the Mendocino & Lake County Line, including Lakeview Road & extending South along the Lake & Sonoma County Line to Ida Clayton Road. Zone 2: Hwy 128 North Knights Valley Area to the Napa County Line Zone 3: Hwy 101 Corridor from Geyserville South through the town of Windsor, including the entire city of Healdsburg and the town of Windsor & all areas East to Chalk Mill Road area Zone 4: The Dry Creek Valley West to Forestville

	<p>Zone 5: Larkfield and Mark West Drainage Zone 6: Calistoga Road/Petrified Forest Road to the Sonoma & Napa County Line Zone 7: All areas West of Healdsburg and Windsor. Throughout the Russian River Valley to Bodega Bay Zone 8: West of Fulton, Graton South to Hessel Zone 9: The city of Santa Rosa, including all areas East of the Western City limit, North of Guerneville Road, Steele Lane, Lewis Road, & Chanate Road to Montecito Avenue to Montecito Boulevard to Calistoga Road, North to the city limit Zone 10: All areas within in the city North of Highway 12 West of Highway 101</p> <p>EVACUATION WARNINGS: Zone 21: City of Calistoga and Napa County North of Diamond Mountain Road to Dunaweal Lane. East of the Sonoma County/Napa County Line. South of the Lake County/Napa County Line. West of Pickett Road</p> <p>To view the interactive map for your country please visit the following sites: Sonoma County http://tinyurl.com/sonomacountymap Napa County http://tinyurl.com/napacountymap</p>								
<p>Evacuation Centers:</p>	<table border="0"> <tr> <td data-bbox="467 968 837 1115"> <p>Santa Rosa Fairgrounds* 1350 Bennett Valley Rd. Santa Rosa, CA 95404 *only people and pets</p> </td> <td data-bbox="1019 978 1380 1087"> <p>Sonoma Marin Fairgrounds 175 Fairgrounds Rd. Petaluma, CA 94952</p> </td> </tr> <tr> <td data-bbox="467 1125 837 1234"> <p>Redwood Acres Fairgrounds 3750 Harris St. Eureka, CA 95503</p> </td> <td data-bbox="1019 1129 1365 1239"> <p>Petaluma Veterans Center 1094 Petaluma Blvd. Petaluma, CA 94952</p> </td> </tr> <tr> <td data-bbox="467 1266 954 1413"> <p>Santa Rosa Veterans Memorial Bldg.* 1351 Maple Ave. Santa Rosa, CA 95404 *at capacity</p> </td> <td data-bbox="1019 1270 1255 1379"> <p>Napa Valley Expo 575 Third St. Napa, CA 94559</p> </td> </tr> <tr> <td colspan="2" data-bbox="467 1440 808 1587"> <p>Napa Valley College 2277 Napa Valley Highway Napa, CA 94559 *at capacity</p> </td> </tr> </table> <p>Large Animal Evacuation site only: Sonoma Marin Fairgrounds</p>	<p>Santa Rosa Fairgrounds* 1350 Bennett Valley Rd. Santa Rosa, CA 95404 *only people and pets</p>	<p>Sonoma Marin Fairgrounds 175 Fairgrounds Rd. Petaluma, CA 94952</p>	<p>Redwood Acres Fairgrounds 3750 Harris St. Eureka, CA 95503</p>	<p>Petaluma Veterans Center 1094 Petaluma Blvd. Petaluma, CA 94952</p>	<p>Santa Rosa Veterans Memorial Bldg.* 1351 Maple Ave. Santa Rosa, CA 95404 *at capacity</p>	<p>Napa Valley Expo 575 Third St. Napa, CA 94559</p>	<p>Napa Valley College 2277 Napa Valley Highway Napa, CA 94559 *at capacity</p>	
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<p>Napa Valley College 2277 Napa Valley Highway Napa, CA 94559 *at capacity</p>									
<p>Road Closures:</p>	<ul style="list-style-type: none"> • NB Hwy 101 @ Hopper Ave. • SB Hwy 101 @ South Cloverdale Blvd. • SR 128 @ Geyserville Avenue • Pine Flat Road @ Red Winery Road • Geysers Road @ Red Winery Road • SR 128 @ Moody Lane • SR 128 @ Geysers Road • Geysers Road @ River Road • SR 128 @ Alexander Valley Road 								



Public Safety and Pow...
psps ss.pge.com

725 BLOOMFIELD RD (9126828991) SEBA

STATUS

October 26, 2019 10:30 AM: Due to gusty winds and dry conditions, combined with a heightened fire risk, PG&E may need to turn off power for public safety at this address in the next 12 hours. As we continue to monitor conditions, please prepare for outages that could last longer than 48 hours. By providing your specific address information in this tool, you are getting a more accurate view than PSPS area map. Get the latest information on this event at pge.com/pspsupdates

[Can't find your address?](#)

[ESPAÑOL](#) (PDF, 141 KB) [中文PDF](#) (PDF, 186 KB) [TIẾNG VIỆT](#) (PDF, 189 KB) [TAGALOG NA WIKI](#) (PDF, 189 KB) [한국어](#) (PDF, 202 KB) [РУССКИЙ ЯЗЫК](#) (PDF, 186 KB)

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message to parents

1 message

Keri Pugno <kpugno@grav.k12.ca.us>

Fri, Nov 1, 2019 at 2:28 PM

To: Dave Rose <drose@grav.k12.ca.us>, Wanda Holden <wholden@grav.k12.ca.us>

Renee-
email content in blue
text content in red

Dear GUSD Families,

We hope that everyone is able to take the weekend and get their lives "back to normal". We know there are some families who have just had their power turned back on and have quite a bit of clean-up in store before next week. While you are focusing on your family and household, we want to reassure you that we are prepared for school to reopen on Monday. Multiple steps have been taken to prepare the campus for everyone's safe return:

Campus Facilities (both Gravenstein and Hillcrest)-

- Rooms are being vacuumed and surfaces are being wiped down.
- All of the air filters have been replaced with new MERV 13 filters and have been turned on long enough to ensure that no contaminants or smoke smell is still left in the system. All rooms will be ready for regular heat/fan functions on Monday morning.
- Pressure washing is happening in all eating areas, high traffic areas, and any other areas which dust and/or contaminants may collect.

Water

- The state requires water testing anytime a water system loses pressure. With the power outages, the water systems on both campuses lost water pressure. It is possible that the test results may not be received until Monday morning, after the start of the school day. Until we get the "all clear", the drinking fountains in both the classrooms and on the yards are NOT to be used for drinking purposes (direct consumption).
- Again, this is the routine response and protocol for an extended loss of power situation. There is no cause for concern.
- We are asking all students to come to school on Monday with an already **full, refillable water bottle**. Until we receive "all clear" reports, we will have hydration stations set out in multiple locations for students and staff to refill their water bottles.

Air Quality

- With the winds constantly changing, it is hard to predict the air quality levels for next week. We will be vigilant in continuing to monitor the air quality. At this point, we do not anticipate any unhealthy conditions.

Please open Monday Messages (sent out via email) for other important content.

See you on Monday,
GUSD Administration Team

GUSD reopens Monday- Wells undergoing standard testing; send students with a water bottle on Monday. See email/district website for details.

Keri Pugno
Principal
Gravenstein Elementary School
3840 Twig Avenue
Sebastopol, CA 95472

Gravenstein Union School District
Vision and Mission Statements
2019 - 2020

Vision Statement:

By providing a rigorous and engaging education, GUSD will prepare all students academically and socially-emotionally for excellence in secondary education and beyond.

Mission Statements:

- 1) GUSD will provide a rigorous and innovative educational experience that gives every student all the tools necessary for annual academic and social emotional growth.

- 2) The educational experience for all GUSD students will be based on a solid foundation of expert core instruction and will be enhanced by a variety of enrichment experiences.

- 3) The GUSD Board and leadership will work together with the community to provide outstanding staff, attractive, safe schools, and to maintain a position of fiscal strength.

November 26, 2019

Memo To: Gravenstein Union School District Board of Trustees

From: David Rose, Superintendent

Subject: Annual Organizational Meeting

The purpose of this memo is to provide background information for the action item "**Annual Organizational Meeting (IV, A)**," on the December 8, 2019 Special Board agenda. Every school board is required by Education Code 35143 to:

" . . . hold an annual organizational meeting. In an election year, a school district organizational meeting must be held on a day within the fifteen (15) day period that commences with the date upon which a governing board member elected at that election takes office (the second Friday in December). In years in which no regular election for governing board members is conducted, the organizational meeting is held during that same fifteen day period. **This year, the date on which elected trustees will take office is December 13, 2019.**"

The discussion by the Board of the action items included in the agenda for the following meeting are to be determined by the Board during the most recent regular meeting, which, for GUSD, would have been during the November 14, 2019 meeting. This item was not included on that agenda, but will be on the agenda for the December 8, 2019 Special Board Meeting, and the actual decisions by the Board on these items will be during the December 12, 2019 Regular Board Meeting (one day prior to the timeline set forth by Education Code). Counsel for School and College Legal Services (SCLS) has advised us that there is only a very remote chance that this oversight and timeline violation will lead to a Brown Act violation claim. If such a claim were made, and ruled on, our current plan of action would be an acceptable remedy, as is our inclusion of this item on our list of required topics for Board agenda items in the future.

Items for consideration during the December 8, 2019 meeting are as follows:

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

- 3) The Board will also determine the date of monthly Board Meetings through December 2020. Currently, meetings are held the 2nd Thursday of every month. In past years, the meeting in January was slated for the third week of the month to accommodate the closure for winter break, and two meetings were set for June to accommodate the annual approval of the budget and LCAP.

Please let me know if you have any questions.

Potential GUSD Board Meeting dates for 2020
Draft

Thursday, January 9
Thursday, February 13
Thursday, March 12
Thursday, April 2
Thursday, May 14
Thursday, June 11
Thursday, July 9
Thursday, August 18
Thursday, September 10
Thursday, October 8
Thursday, November 12
Saturday, December 19, Sunday, December 20, Monday December 21*

Spring Break: March 16-20

Passover: April 9-16

Last day of school: May 29

Hanukkah: December 11-18

Projected Winter Break: December 21 - January 1

*Note: December Organization Meeting is required to be within 15 days of the second Friday (12/10) in December, 12/11-12/25

Calendar for Year 2020 (United States)

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

○:2 ○:10 ○:17 ●:24

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

○:1 ○:9 ○:15 ●:23

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

○:2 ○:9 ○:16 ●:24

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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May

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24	25	26	27	28	29	30
31						

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June

S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

○:5 ○:13 ●:21 ○:28

July

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

○:5 ○:12 ●:20 ○:27

August

S	M	T	W	T	F	S
						1
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23	24	25	26	27	28	29
30	31					

○:3 ○:11 ●:18 ○:25

September

S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

○:2 ○:10 ●:17 ○:23

October

S	M	T	W	T	F	S
				1	2	3
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

○:1 ○:9 ●:16 ○:23 ○:31

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

○:8 ●:15 ○:21 ○:30

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

○:7 ●:14 ○:21 ○:29

- | | | | | |
|---|--|--|--|--|
| Jan 1 • New Year's Day
Jan 6 • Epiphany
Jan 7 • Orthodox Christmas Day
Jan 13 • Stephen Foster Memorial Day
Jan 14 • Orthodox New Year
Jan 17 • Lee-Jackson Day (Virginia) | Jan 19 • Confederate Heroes' Day (Texas)
Jan 19 • Robert E. Lee's Birthday (Florida)
Jan 20 • Martin Luther King Jr. Day
Jan 20 • Civil Rights Day (Arizona, New Hampshire) | Jan 20 • Idaho Human Rights Day (Idaho)
Jan 20 • Robert E. Lee's Birthday (Alabama, Mississippi)
Jan 25 • Chinese New Year
Jan 29 • Kansas Day
Feb 1 • National Freedom Day
Feb 2 • Groundhog Day | Feb 2 • Super Bowl
Feb 4 • Rosa Parks Day (California, Missouri)
Feb 7 • National Wear Red Day
Feb 10 • Tu B'Shvat/Tu B'Shevat
Feb 12 • Lincoln's Birthday (CT, IL, MO, NY)
Feb 12 • Lincoln's Birthday (Florida) | Feb 14 • Statehood Day (Arizona)
Feb 14 • Valentine's Day
Feb 15 • Susan B. Anthony's Birthday (CA, FL, NY, WI)
Feb 16 • Elizabeth Peratrovich Day (Alaska)
Feb 17 • Presidents' Day (Most regions) |
|---|--|--|--|--|

Calendar for Year 2020 (United States)

Feb 17 • Daisy Gatson Bates Day (Arkansas)	Apr 19 • Orthodox Easter	May 12 • Primary Election Day (West Virginia)	Jul 14 • Bastille Day	Oct 9 • Last Day of Sukkot
Feb 21 • Maha Shivaratri	Apr 20 • Patriot's Day (Maine, Massachusetts)	May 12 • Lag BaOmer	Jul 24 • Pioneer Day (Utah)	Oct 9 • Leif Erikson Day
Feb 25 • Shrove Tuesday/Mardi Gras (Alabama, Louisiana)	Apr 20 • Orthodox Easter Monday	May 15 • National Defense Transportation Day	Jul 26 • Parents' Day	Oct 10 • Shmini Atzeret
Feb 25 • Shrove Tuesday/Mardi Gras (Florida)	Apr 20 • Boston Marathon	May 15 • Peace Officers Memorial Day	Jul 27 • National Korean War Veterans Armistice Day	Oct 11 • Simchat Torah
Feb 25 • Shrove Tuesday/Mardi Gras	Apr 21 • San Jacinto Day (Texas)	May 16 • Armed Forces Day	Jul 30 • Tisha B'Av	Oct 12 • Columbus Day (Most regions)
Feb 26 • Ash Wednesday	Apr 21 • Yom HaShoah	May 16 • Preakness Stakes	Jul 31 • Eid al-Adha	Oct 12 • Columbus Day (Florida)
Feb 28 • Linus Pauling Day (Oregon)	Apr 22 • Administrative Professionals Day	May 19 • Lailat al-Qadr	Aug 1 • Colorado Day (Colorado)	Oct 12 • Indigenous People's Day (Many regions)
Mar 1 • St. David's Day	Apr 22 • Oklahoma Day (Oklahoma)	May 20 • Emergency Medical Services for Children Day	Aug 3 • Raksha Bandhan	Oct 12 • Native Americans' Day (South Dakota)
Mar 2 • Texas Independence Day (Texas)	Apr 23 • Take our Daughters and Sons to Work Day	May 21 • Ascension Day	Aug 4 • Coast Guard Birthday	Oct 13 • Navy Birthday
Mar 2 • Casimir Pulaski Day (Illinois)	Apr 24 • Arbor Day (Nebraska)	May 22 • Harvey Milk Day (California)	Aug 7 • Purple Heart Day	Oct 15 • White Cane Safety Day
Mar 2 • Read Across America Day	Apr 24 • First Day of Ramadan	May 22 • National Maritime Day	Aug 10 • Victory Day (Rhode Island)	Oct 16 • Boss's Day
Mar 3 • Town Meeting Day (Vermont)	Apr 26 • Confederate Heroes' Day (Florida)	May 24 • Eid al-Fitr	Aug 10 • Janmashtami	Oct 16 • Assumption of Mary
Mar 6 • Employee Appreciation Day	Apr 27 • Confederate Memorial Day (Alabama)	May 25 • Memorial Day	Aug 15 • Bennington Battle Day (Vermont)	Oct 17 • Sweetest Day (Many regions)
Mar 8 • Daylight Saving Time starts	Apr 27 • Confederate Memorial Day (Mississippi)	May 25 • Jefferson Davis' Birthday (Mississippi)	Aug 16 • Bennington Battle Day' observed (Vermont)	Oct 17 • Sweetest Day (Many regions)
Mar 9 • Holi	Apr 27 • State Holiday (Georgia)	May 25 • National Missing Children's Day	Aug 17 • 'Bennington Battle Day' observed (Vermont)	Oct 18 • Alaska Day (Alaska)
Mar 10 • Purim	Apr 27 • 'Confederate Heroes' Day' observed (Florida)	May 29 • Shavuot	Aug 19 • National Aviation Day	Oct 19 • 'Alaska Day' observed (Alaska)
Mar 17 • Evacuation Day (Massachusetts)	Apr 29 • Yom Ha'atzmaut	May 31 • Pentecost	Aug 20 • Muharram	Oct 25 • Dussehra
Mar 17 • St. Patrick's Day	May 1 • Law Day	Jun 1 • Jefferson Davis' Birthday (Alabama)	Aug 21 • Statehood Day (Hawaii)	Oct 29 • The Prophet's Birthday
Mar 19 • March Equinox	May 1 • Lei Day (Hawaii)	Jun 1 • Statehood Day (Kentucky, Tennessee)	Aug 21 • Ganesh Chaturthi	Oct 30 • Nevada Day (Nevada)
Mar 22 • Isra and Mi'raj	May 1 • Loyalty Day	Jun 3 • Jefferson Davis' Birthday (Florida)	Aug 21 • Senior Citizens Day	Oct 31 • Halloween
Mar 25 • Maryland Day (Maryland)	May 1 • Kentucky Oaks	Jun 6 • D-Day	Aug 26 • Women's Equality Day	Nov 1 • All Saints' Day
Mar 26 • Prince Jonah Kuhio Kalaniana'ole Day (Hawaii)	May 2 • National Explosive Ordnance Disposal (EOD) Day	Jun 6 • Belmont Stakes	Aug 27 • Lyndon Baines Johnson Day (Texas)	Nov 1 • New York City Marathon
Mar 29 • National Vietnam War Veterans Day	May 4 • Kentucky Derby	Jun 7 • Trinity Sunday	Sep 7 • Labor Day	Nov 1 • Daylight Saving Time ends
Mar 30 • Seward's Day (Alaska)	May 4 • Kent State Shootings Remembrance (Ohio)	Jun 11 • Kamehameha Day (Hawaii)	Sep 9 • California Admission Day (California)	Nov 2 • All Souls' Day
Mar 31 • César Chávez Day (Many regions)	May 5 • Cinco de Mayo	Jun 11 • Corpus Christi	Sep 11 • Patriot Day	Nov 3 • Election Day (Many regions)
Apr 2 • Pascua Florida Day (Florida)	May 6 • National Nurses Day	Jun 14 • Army Birthday	Sep 12 • Carl Garner Federal Lands Cleanup Day	Nov 3 • Election Day
Apr 5 • Palm Sunday	May 7 • National Day of Prayer	Jun 14 • Bunker Hill Day (Massachusetts)	Sep 13 • National Grandparents Day	Nov 5 • Return Day (Delaware)
Apr 6 • National Tartan Day	May 8 • Truman Day (Missouri)	Jun 14 • Flag Day	Sep 17 • Constitution Day and Citizenship Day	Nov 10 • Marine Corps Birthday
Apr 9 • Maundy Thursday	May 8 • Military Spouse Appreciation Day	Jun 19 • Emancipation Day (Texas)	Sep 18 • National Grandparents Day	Nov 11 • Veterans Day
Apr 9 • Passover (first day)	May 8 • Victory in Europe Day	Jun 19 • Juneteenth (All except HI, MT, ND, SD, TX)	Sep 18 • National POW/MIA Recognition Day	Nov 14 • Diwali/Deepavali
Apr 10 • Good Friday (Many regions)	May 10 • Confederate Memorial Day (South Carolina)	Jun 20 • West Virginia Day (West Virginia)	Sep 19 • Rosh Hashana (Texas)	Nov 26 • Thanksgiving Day
Apr 11 • Holy Saturday	May 10 • Confederate Memorial Day (North Carolina)	Jun 20 • American Eagle Day	Sep 19 • National CleanUp Day (Many regions)	Nov 27 • Acadian Day (Louisiana)
Apr 12 • Easter Sunday	May 10 • Mother's Day	Jun 21 • Father's Day	Sep 19 • Rosh Hashana	Nov 27 • American Indian Heritage Day (Maryland)
Apr 13 • Easter Monday	May 11 • 'Confederate Memorial Day' observed (South Carolina)	Jul 3 • 'Independence Day' observed	Sep 22 • Emancipation Day (Ohio)	Nov 27 • Day After Thanksgiving (Many regions)
Apr 13 • Thomas Jefferson's Birthday		Jul 4 • Independence Day	Sep 22 • September Equinox	Nov 27 • Family Day (Nevada)
Apr 15 • Father Damien Day (Hawaii)		Jul 13 • Nathan Bedford Forrest Day (Tennessee)	Sep 25 • Native American Day (California)	Nov 27 • Lincoln's Birthday/Lincoln's Day (Indiana)
Apr 15 • Tax Day			Sep 27 • Gold Star Mother's Day	Nov 27 • Presidents' Day (New Mexico)
Apr 16 • Emancipation Day (District of Columbia)			Sep 28 • Yom Kippur (Texas)	Nov 27 • State Holiday (Georgia)
Apr 16 • Last Day of Passover			Sep 28 • Yom Kippur	Nov 27 • Black Friday
Apr 17 • Orthodox Good Friday			Oct 3 • First Day of Sukkot	Nov 29 • First Sunday of Advent
Apr 18 • Orthodox Holy Saturday			Oct 4 • Feast of St Francis of Assisi	Nov 30 • Cyber Monday
			Oct 5 • Child Health Day	Dec 1 • Rosa Parks Day (Ohio, Oregon)

Calendar for Year 2020 (United States)

Dec 6 • St Nicholas Day	Dec 11 • Chanukah/Hanukkah (first day)	Dec 17 • Pan American Aviation Day	Dec 24 • Christmas Eve	Dec 31 • New Year's Eve
Dec 7 • Pearl Harbor Remembrance Day	Dec 12 • Feast of Our Lady of Guadalupe	Dec 17 • Wright Brothers Day	Dec 25 • Christmas Day	
Dec 8 • Feast of the Immaculate Conception	Dec 13 • National Guard Birthday	Dec 18 • Last Day of Chanukah	Dec 26 • Day After Christmas Day (KS, NC, SC, TX)	
	Dec 15 • Bill of Rights Day	Dec 21 • December Solstice	Dec 26 • Kwanzaa (first day)	
		Dec 24 • Christmas Eve (Many regions)	Dec 31 • New Year's Eve (LA, MI, WI)	

Gravenstein Union school District

Board Policy

Food Service Operations/Cafeteria Fund

BP 3551

Business and Noninstructional Operations

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

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

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

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

(cf. 3311 - Bids)

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

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

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

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

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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

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

Meal Sales

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

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

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

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

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

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

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

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

(cf. 3553 - Free and Reduced Price Meals)

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

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

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

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

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

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

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

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

(cf. 0415 - Equity)

Cafeteria Fund

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

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

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

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

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

GUSD selected Option 2

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

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

(cf. 3230 - Federal Grant Funds)

(cf. 3400 - Management of District Assets/Accounts)

(cf. 3460 - Financial Reports and Accountability)

Contracts with Outside Services

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

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

(cf. 3312 - Contracts)
(cf. 3600 - Consultants)

Procurement of Foods, Equipment and Supplies

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

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

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

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

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

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

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

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

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

Program Monitoring and Evaluation

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

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

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

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

(cf. 3555 - Nutrition Program Compliance)

Legal Reference:

EDUCATION CODE

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

FOOD AND AGRICULTURE CODE

58595 Preference for California-grown agricultural products

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

PUBLIC CONTRACT CODE

2000-2002 Responsive bidders

20111 Contracts

CODE OF REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs

1771-1791 Child nutrition, including:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 2

200.56 Indirect costs, definition

200.317-200.326 Procurement standards

200.400-200.475 Cost principles

200 Appendix VII Indirect cost proposals

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

250.1-250.70 USDA foods

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

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

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

(5/17 3/18) 7/19

Without this advance notice, your child may still be provided with the missed work, but may not earn attendance credit. Please check the district website at www.grav.k12.ca.us for Board Policy/Administrative Regulation 6158 Independent Study.

Lost and Found: You are responsible for loss or damage to any personal property or school property that has been issued to you, such as textbooks or music instruments. Unclaimed personal items, not picked up in 30 days, will be donated to charity. Students and families will be notified before donation occurs. To be sure that items are returned, have your name in permanent ink on all articles of clothing and other personal property. If you find something that does not belong to you, please turn it in at the school office. If you keep something you find without turning it in it is considered stealing. Students who have witnessed a theft or know a student is in possession of someone else's belongings should inform the principal or school office personnel. Reports will be confidential.

Lunch Fees: Lunch is available to be purchased at Gravenstein Elementary and Hillcrest Middle School. A monthly calendar detailing the meal choices is posted on the district website and available in each office. All lunches include milk. The price of a lunch at the time of this publication is \$4.50. Milk purchased a la carte is \$0.50. **Meal Charge Policy:** The District offers a charge system to be used when students forget their lunch money or sack lunch. Parents/guardians of students who charge a negative balance are notified once a week by District email to the student's guardians email address on file. For charges exceeding \$15, the school site sends charge letters home with a Free or Reduced Meal application attached. Food service staff telephone families exceeding a negative credit balance of \$15. Students will continue to receive the same lunch as all other students regardless of negative account balances.

Make-up Work: Class and homework assignments missed during an absence must be made up. It is the student's responsibility to find out about missed assignments from a homework partner or to request make-up work from the student's teachers and make sure it is completed within the time allotted. The number of days to complete make-up work must be at least equal to the number of days absent; this period can be extended by the teacher or principal on a case-by-case basis. The teacher will decide upon a suitable alternative assignment if the work missed cannot be made up.

Medication: Any medications, including over-the-counter medication (includes aspirin or cough drops), must be turned in to the School Office with a form signed by the parent/guardian **and** physician - with specific directions from the physician.

Monday Messages: *Monday Messages* is the main venue of communication between the school district and home. It is sent to parents through email from the superintendent and it is on the district website www.grav.k12.ca.us. It is filled with important dates and activities. If you do not automatically receive this emailed newsletter, contact the school secretary to be added to the list. Grandparents and other family members can also receive this communication.

Music: Gravenstein and Hillcrest offer exceptional music opportunities as an important part of the instructional program. It is expected that students who participate in the Intermediate or Advanced Bands will make a commitment to such extracurricular activities as evening concerts at school, performances in music festivals, parades or other community events. Beginning with fourth grade, students are eligible for band. We offer 4th/5th grade Band, 6th grade Band, 7th/8th Band, and Jazz Band and Strings ensemble on the Hillcrest campus. We also offer TK-5 classroom music and recorders are introduced to all students in grade 3.

Parent Group: Gravenstein Parent Association (GPA) is a very active group dedicated to enhancing every child's school experience. This parent foundation organizes community-building events, plans engaging fundraisers, and collects donations to help fund the enrichment programs, assemblies, and many other school activities. Every parent is urged to join and participate in GPA.

Promotion/Retention Policy Board Policy/Administrative Regulation 5123: Students and parents need to be aware that California State Law mandates a promotion/retention policy at each school district. Students have grade proficiency levels that need to be attained to move on to the next grade. For a copy of this policy please check the district website or the school office.

Gravenstein Union school District

Board Policy

Free And Reduced Price Meals

BP 3553

Business and Noninstructional Operations

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

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

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

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

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer Learning Programs)

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

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

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

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

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

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

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

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

(cf. 3555 - Nutrition Program Compliance)

(cf. 5145.3 - Nondiscrimination/Harassment)

Confidentiality/Release of Records

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

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

1. Disaggregation of academic achievement data
2. In any school identified as a Title I program improvement school pursuant to 20 USC6316, identification of students eligible for school choice and supplemental educational services

(cf.0520.2-Title 1 Program Improvement Schools)

(cf.5125-Student Records)

(cf. 6162.51 – Standardized Testing and Reporting Program)

(cf.6171-Title 1 Programs)

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

(cf. 5141.6 – School Health Services)

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

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

(cf. 6171 - Title I Programs)

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

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

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

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

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

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

(cf. 5141.6 - School Health Services)

Legal Reference:

EDUCATION CODE

48980 Notice at beginning of term
49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001
49490-49494 School breakfast and lunch programs
49500-49505 School meals
49510-49520 Nutrition
49530-49536 Child Nutrition Act of 1974
49547-49548.3 Comprehensive nutrition service
49550-49564.5 Meals for needy students

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

1232g Federal Educational Rights and Privacy Act
6301-6576 Elementary and Secondary Education Act

UNITED STATES CODE, TITLE 42

1751-1769j School lunch program
1771-1791 Child nutrition, especially:
1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program
220.10-220.21 National School Breakfast Program
245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

Management Resources:

CSBA PUBLICATIONS

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

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

Service, Nutrition Services Division Management Bulletin SNP-01-2018, January 2018 U.S.
DEPARTMENT OF AGRICULTURE PUBLICATIONS
Eligibility Manual for School Meals: Determining and Verifying Eligibility, July 2015
U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS (continued)
Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002
WEB SITES
CSBA: <http://www.csba.org>
California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>
California Food Policy Advocates: <http://cfpa.net>
California Project LEAN (Leaders Encouraging Activity and Nutrition):
<http://www.californiaprojectlean.org>
U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

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Gravenstein Union School District

Administrative Regulation

Free And Reduced Price Meals

AR 3553

Business and Noninstructional Operations

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

Applications

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

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

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

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

(cf. 5145.6 - Parental Notifications)

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

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

and comply with other requirements specified in Education Code 49557.

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

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

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

Eligibility

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

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

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

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

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

provided by CDE.***

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

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

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

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

Verification of Eligibility

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

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

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

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

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

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

Confidentiality/Release of Records

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

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

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

Elementary Principal
Middle School Principal
Chief Business Official
District Account Clerk
Food Service
District Secretary
School Secretary

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

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

(cf. 5125 - Student Records)

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

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

3. All other confidentiality provisions required by law are met.

4. Information collected regarding individual students certified to participate in the free and reduced-price meal program is destroyed when no longer needed for its intended purpose.

Nondiscrimination Plan

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

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.

2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.

3. The students shall not be required to work for their meals or for milk.

4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

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

(cf. 3555 - Nutrition Program Compliance)

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

Prices

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

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

**RESOLUTION OF THE GOVERNING BOARD OF THE
GRAVENSTEIN UNION SCHOOL DISTRICT
REGARDING ACCOUNTING OF DEVELOPMENT FEES
FOR 2018-2019 FISCAL YEAR
IN THE FOLLOWING FUND OR ACCOUNT:
FUND 25 - CAPITAL FACILITIES FUND
(Government Code sections 66001(d) & 66006(b))
Resolution #191212-01**

1. Authority and Reasons for Adopting this Resolution.

- A. This District has levied school facilities fees pursuant to various resolutions, the most recent of which is dated December 12, 2018 and is referred to herein as the “School Facilities Fee Resolution” and is hereby incorporated by reference into this Resolution. These resolutions were adopted under the authority of Education Code section 17620. These fees have been deposited in the following fund or account:

Fund 25 – Capital Facilities Fund (the “Fund”);

- B. Government Code sections 66001(d) and 66006(b) require this District to make an annual accounting of the Fund and to make additional findings every five years if there are any funds remaining in the Fund at the end of the prior fiscal year;
- C. Government Code sections 66001(d) and 66006(b) further require that the annual accounting of the Fund and those findings be made available to the public no later than December 27, 2019, that this information be reviewed by this Board at its next regularly scheduled board meeting held no earlier than 15 days after the findings become available to the public, and that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) be mailed at least 15 days prior to this meeting to anyone who has filed a written request for it.
- D. The Superintendent has informed this Board that a draft copy of this Resolution (along with Exhibits 1 and 2 which are hereby incorporated by reference into this Resolution) was made available to the public on November 26, 2019. The Superintendent has further informed this Board that notice of the time and place of this meeting (as well as the address at which this information may be reviewed) was mailed at least 15 days prior to this meeting to anyone who had filed a written request for it.
- E. The Superintendent has also informed this Board that there is no new information which would adversely affect the validity of any of the findings made by this Board in its School Facilities Fee Resolution.

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2. **What This Resolution Does.**

This Resolution makes various findings and takes various actions regarding the Fund as required by and in accordance with Government Code sections 66001(d) and 66006(b).

3. **Findings Regarding the Fund.**

Based on all findings and evidence contained in, referred to, or incorporated into this Resolution, as well as the evidence presented to this Board at this meeting, the Board finds each of the following with respect to the Fund for the 2018-2019 Fiscal Year:

- A. In reference to Government Code section 66006(b)(2), the information identified in section 1 above is correct;
- B. In further reference to Government Code section 66006(b)(2), this Board has reviewed the annual accounting for the Fund as contained in Exhibit 1 and determined that it meets the requirements set forth in Government Code section 66006(b)(1);
- C. In reference to Government Code section 66001(d)(1)(A), and with respect only to that portion of the Fund remaining unexpended at the end of the 2018-2019 Fiscal Year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to reduce overcrowding caused by the development on which the fees were levied, which facilities are more specifically identified in Exhibit 2;
- D. In reference to Government Code section 66001(d)(1)(B), and with respect only to that portion of the Fund remaining unexpended at the end of the 2018-2019 Fiscal Year, the findings and evidence referenced above demonstrate that there is a reasonable relationship between the fees and the purpose for which it is charged as more specifically identified in Exhibit 2;
- E. In reference to Government Code section 66001(d)(1)(C), and with respect only to that portion of the Fund remaining unexpended at the end of the 2018-2019 Fiscal Year, all of the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified as the use to which the fees are to be put is identified in Exhibit 2;
- F. In reference to Government Code section 66001(d)(1)(D), and with respect only to that portion of the Fund remaining unexpended at the end of the 2018-2019 Fiscal Year, the approximate dates on which the funding referred to in paragraph E above is expected to be deposited into the appropriate account or fund is designated in Exhibit 2; and
- G. In reference to the last sentence of Government Code section 66006(d), because all of the findings required by that subdivision have been made in the fees that were levied in paragraphs C-F above, the District is not required to refund any moneys in the Fund as provided in Government Code section 66001(e).

4. **Superintendent Authorized to Take Necessary and Appropriate Action.**

The Board further directs and authorizes the Superintendent to take on its behalf such further action as may be necessary and appropriate to effectuate this Resolution.

5. **Certificate of Resolution.**

I, _____, _____ of the Governing Board of the Gravenstein Union School District of Sonoma County, State of California, certify that this Resolution proposed by _____, seconded by _____, was duly passed and adopted by the Board, at an official and public meeting this 12th day of December, 2019, by the following vote:

AYES:

NOES:

ABSENT:

_____ of the Board
of the Gravenstein Union School District
District of Sonoma County, California

EXHIBIT 1

**TO RESOLUTION REGARDING
ACCOUNTING OF DEVELOPMENT FEES
FOR FISCAL YEAR 2018-2019
FOR THE FOLLOWING FUND OR ACCOUNT:
FUND 25 – CAPITAL FACILITES (the “Fund”)**

Per Government Code section 66006(b)(1)(A-H) as indicated:

- A. A brief description of the type of fee in the Fund: Gravenstein Union School District collects fees for residential and commercial development on properties within the school district boundaries.
- B. The amount of the fee. The fee is \$1.42 per square foot for residential and \$.21 per square foot for commercial development.
- C. The beginning and ending balance of the Fund.

See Attachment 1.

- D. The amount of the fees collected and the interest earned.

See Attachment 1.

- E. An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.

See Attachment 1.

- F. An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in paragraph (2) subdivision (a) of section 66001, and the public improvement remains incomplete: None available
- G. A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid and the rate of interest that the account or fund will receive on the loan: Not Applicable
- H. The amount of refunds made pursuant to subdivision (e) of section 66001 and any allocations pursuant to subdivision (f) of section 66001: Not Applicable
N/A. No refunds or allocations were made pursuant to subdivision (e) or (f) of section 66001.

EXHIBIT 2

TO RESOLUTION REGARDING ACCOUNTING OF DEVELOPMENT FEES FOR FISCAL YEAR 2018-2019 FOR THE FOLLOWING FUND OR ACCOUNT: FUND 25 – CAPITAL FACILITIES (the “Fund”)

Per Government Code section 66001(d)(1)(A-D) as indicated:

- A. With respect to only that portion of the Fund remaining unexpended at the end of the 2018-2019 Fiscal Year, the purpose of the fees is to finance the construction or reconstruction of school facilities necessary to reduce overcrowding caused by the development on which the fees were levied, which facilities are more specifically identified as follows: Gravenstein Elementary School, Gravenstein First, Hillcrest Middle School
- B. With respect to that portion of the Fund remaining unexpended at the end of the 2018-2019 Fiscal Year, there is a reasonable relationship between the fee and the purpose for which it is charged, including:
 - a. There is an ongoing need for the Fund to complete construction or reconstruction to reduce overcrowding caused by the development.
 - b. The status of improvements identified when the fee was established are as follows: See attachment 2
 - c. The following has been done since the fee was imposed: See attachment 2
 - d. Future plans include: Not determined
- C. With respect to only that portion of the Fund remaining unexpended at the end of the 2018-2019 Fiscal Year, the sources and amounts of funding anticipated to complete financing in any incomplete improvements identified in paragraph A above are as follows: Not yet determined
- D. With respect to only that portion of the Fund remaining unexpended at the end of the 2018-2019 Fiscal Year, the following are the approximate dates on which the funding referred to in paragraph C above is expected to be deposited into the appropriate account or fund: Not yet determined

ATTACHMENT 1
 GRAVENSTEIN UNION SCHOOL DISTRICT
 ANNUAL ACCOUNTING OF DEVELOPER FEES
 FISCAL YEAR 2018-2019

The fee collected in 2018-2019 was \$1.42 per square foot for residential development and \$.21 per square foot for commercial development.

Developer Fees received are deposited in Fund 25 at the Sonoma County Treasury.

Beginning Fund Balance	\$116,216.25
REVENUE	
Fees collected	\$ 19,938.22
Interest	\$ 2,596.39
TOTAL REVENUE	\$ 22,534.61
EXPENDITURES	
Paid to West Sonoma County Transportation For District obligation for facilities	\$ 2,863.79
TOTAL EXPENDITURES	\$ 2,863.79
Fund Ending Balance	\$ 135,887.07

ATTACHMENT II

5 Year Expenditure Summary

2018-19	West County Transportation Facility Lease	\$2,863.79
2017-18	West County Transportation Facility Lease	\$4,295.41
2016-17	Developer Fees Processing Fees	\$ 15.00
	West County Transportation Facility Lease	\$ 430.95
2015-16	Developer Fees Processing Fees	\$ 210.00
	West County Transportation Facility Lease	\$ 515.36
2014-15	Developer Fees Processing Fees	\$ 135.00
	West County Transportation Facility Lease	\$ 515.36
<hr/>		
	5 Year Expense Total	\$8,980.87

Recording Requested By:
Gravenstein Union School District
3840 Twig Avenue,
Sebastopol, CA 95472

When Recorded Return to:
Gravenstein Union School District
3840 Twig Avenue,
Sebastopol, CA 95472

NOTICE OF COMPLETION
Civil Code § 8182, 8184, 9204, and 9208
Exempt from recording fees pursuant to Government Code section 27383

NOTICE IS HEREBY GIVEN that the Board of Trustees of the Gravenstein Union School District, owner, authorized that the following project be constructed: Gravenstein Elementary School Phase III Project ("Project"); that the general contractor for the Project is GCCI, INC. and that:

1. The date of completion of the work of the Project was: December 12, 2019;
2. The work of improvement is located at: 3840 Twig Avenue, Sebastopol, CA 95472. The District has a fee interest in the subject property.
3. The Owner's address is 3840 Twig Avenue, Sebastopol, CA 95472.

Verification

I, _____, state that I am a duly authorized agent of the District and I make this verification on behalf of the Governing Board. I have read the foregoing Notice of Completion and know the contents thereof. The same is true of my own knowledge, except as to those matters stated on information and belief and, as to those matters, I believe them to be true.

Executed in Sonoma County, California. I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Authorized Agent of Owner

Date

Name: Dave Rose
Title: Superintendent
District: Gravenstein Union School District

Gravenstein Union School District

Board Policy

Conduct

BP 5131

Students

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

The Governing Board believes that all students have the right to be educated in a safe and positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5131.1 - Bus Conduct)
(cf. 5137 - Positive School Climate)
(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

~~***Note: The district may modify, delete, or add to the items below to reflect district practice. Also see AR 5144.1 - Suspension and Expulsion/Due Process for conduct that constitutes grounds for suspension or expulsion.***~~

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats

(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5142 - Safety)

2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption to the school program

(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Conduct that disrupts the orderly classroom or school environment

(cf. 5131.4 - Student Disturbances)

4. Willful defiance of staff's authority

5. Damage to or theft of property belonging to students, staff, or the district

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131.5 - Vandalism and Graffiti)

6. Obscene acts or use of profane, vulgar, or abusive language

(cf. 5145.2 - Freedom of Speech/Expression)

7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited substances

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

~~***Note: Penal Code 417.27 prohibits students from possessing laser pointers on school premises, unless the pointer is used for valid instructional or other school-related purpose, as provided in item #8 below. Penal Code 417.25 states that aiming or pointing a laser scope (i.e., a portable device capable of projecting a laser light on objects at a distance) at another person in a threatening manner, whether or not the laser scope is attached to a firearm, may be a misdemeanor if intended to cause a person fear of bodily harm.***~~

8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose with prior permission of the principal or designee (Penal Code 417.27)

~~***Note: Pursuant to Education Code 48901.5, the district may regulate the use of electronic signaling devices that operate through the transmission or receipt of radio waves. However, student use of such devices may not be prohibited if essential for a student's health.***~~

~~***Note: Additionally, Education Code 48901.7, as added by AB 272 (Ch. 42, Statutes of 2019), authorizes the Governing Board to limit or prohibit student use of smartphones while at school or while under the supervision and control of an employee of the district, except under specified circumstances. See BP 5131.8 - Mobile Communication Devices.***~~

9. Use of a cell phone, smart watch, pager, or other mobile communication device during instructional time or in an unauthorized manner in violation of district policy

(cf. 5131.8 - Mobile Communication Devices)
(cf. 6163.4 - Student Use of Technology)

Such devices shall be turned off in class and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

A pupil shall not be prohibited from possessing or using a smartphone under any of the following circumstances:

- (1) In the case of an emergency, or in response to a perceived threat of danger.*
- (2) When a teacher or administrator of the school district, county office of education, or charter school grants permission to a pupil to possess or use a smartphone, subject to any reasonable limitation imposed by that teacher or administrator.*
- (3) When a licensed physician and surgeon determines that the possession or use of a smartphone is necessary for the health or well-being of the pupil.*
- (4) When the possession or use of a smartphone is required in a pupil's individualized education program. (Education Code 48901.7)*

10. Plagiarism or dishonesty on school work or tests

(cf. 5131.9 - Academic Honesty)
(cf. 6162.54 - Test Integrity/Test Preparation)
(cf. 6162.6 - Use of Copyrighted Materials)

11. Wearing of any attire that violates district or school dress codes, including gang-related apparel

(cf. 5132 - Dress and Grooming)
(cf. 5136 - Gangs)

12. Tardiness or unexcused absence from school

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5113.11 - Attendance Supervision)
(cf. 5113.12 - District School Attendance Review Board)

13. Failure to remain on school premises in accordance with school rules

(cf. 5112.5 - Open/Closed Campus)

Employees are expected to enforce standards of conduct and, when they observe or receive a report of a violation of these standards, to appropriately intervene or seek assistance. As necessary, the employee shall refer the matter to a supervisor or the principal or designee.

Recording Requested By:
Gravenstein Union School District
3840 Twig Avenue,
Sebastopol, CA 95472

When Recorded Return to:
Gravenstein Union School District
3840 Twig Avenue,
Sebastopol, CA 95472

NOTICE OF COMPLETION

Civil Code § 8182, 8184, 9204, and 9208
Exempt from recording fees pursuant to Government Code section 27383

NOTICE IS HEREBY GIVEN that the Board of Trustees of the **Gravenstein Union School District**, owner, authorized that the following project be constructed: **Gravenstein Elementary School Phase III Project** ("Project"); that the general contractor for the Project is **GCCI, INC.** and that:

1. The date of completion of the work of the Project was: December 12, 2019;
2. The work of improvement is located at: **3840 Twig Avenue, Sebastopol, CA 95472**. The District has a fee interest in the subject property.
3. The Owner's address is **3840 Twig Avenue, Sebastopol, CA 95472**.

Verification

I, _____, state that I am a duly authorized agent of the District and I make this verification on behalf of the Governing Board. I have read the foregoing Notice of Completion and know the contents thereof. The same is true of my own knowledge, except as to those matters stated on information and belief and, as to those matters, I believe them to be true.

Executed in **Sonoma** County, California. I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Authorized Agent of Owner

Date

Name: Dave Rose
Title: Superintendent
District: Gravenstein Union School District

~~***Note: When school officials want to search a student or a student's belongings (e.g., backpack, purse, cell phone or other mobile communication device, or computer) as part of an investigation of suspected student misconduct, the legality of the search will depend on whether the search is "reasonable" (New Jersey v. T.L.O); see BP/AR 5145.12 – Search and Seizure. The "reasonableness" of a search depends on (1) whether there is individualized suspicion that the search will turn up evidence of a student's violation of the law or school rules and (2) whether the search is reasonably related to the objectives of the search and not excessively intrusive in light of the student's age, gender, and/or the nature of the infraction. It is recommended that the district consult with legal counsel as appropriate.***~~

When a school employee suspects that a search of a student or a student's belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

(cf. 5145.12 - Search and Seizure)

When a student uses any prohibited device, or uses a permitted device in an unauthorized manner, a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or cocurricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6020 - Parent Involvement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

~~***Note: The following optional paragraph addresses students' off-campus conduct during non-school hours. In general, the courts have upheld districts' discipline of students for off-campus conduct that posed a threat to the safety of other students, staff, or school property or~~

presented a risk of substantial disruption of school activities, provided that the district was able to document the impact or disruption that the conduct had, or could be expected to have, on school activities. In addition, courts have analyzed the reasonableness of the district's policy and whether the disciplinary action taken by the district was in proportion to the student's misbehavior.***

Note: Pursuant to Education Code 48900, districts have the authority to suspend or expel students who engage in cyberbullying off campus, provided that the act meets the criteria specified in the definition of "bullying" in Education Code 48900 (i.e., a severe or pervasive physical or verbal act or conduct that has or can be reasonably predicted to have the effect of placing a reasonable student in fear of harm to the student's person or property, causing a substantially detrimental effect on the student's physical or mental health, causing substantial interference with the student's academic performance, or causing substantial interference with the student's ability to participate in or benefit from school services, activities, or privileges); see BP 5131.2—Bullying.

Note: In adopting policy related to off-campus conduct, districts should consult with legal counsel to ensure that the policy does not violate students' First Amendment rights to freedom of speech or expression. Also see BP 5145.2—Freedom of Speech/Expression.

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

32280-32289 Comprehensive safety plan

35181 Governing board authority to set policy on responsibilities of students

35291-35291.5 Rules

44807 Duty concerning conduct of students

48900-48925 Suspension and expulsion

51512 Prohibition against electronic listening or recording device in classroom without permission

CIVIL CODE

1714.1 Liability of parents and guardians for willful misconduct of minor

PENAL CODE

288.2 Harmful matter with intent to seduce

313 Harmful matter

417.25-417.27 Laser scope or laser pointer

647 Use of camera or other instrument to invade person's privacy; misdemeanor

653.2 Electronic communication devices, threats to safety

VEHICLE CODE

23123-23124 Prohibitions against use of electronic devices while driving
CODE OF REGULATIONS, TITLE 5

300-307 Duties of students

UNITED STATES CODE, TITLE 42

20 USC 1681-1688 Title IX, 1972 Education Act Amendments

COURT DECISIONS

J.C. v. Beverly Hills Unified School District (2010) 711 F.Supp.2d 1094

LaVine v. Blaine School District (2001, 9th Cir.) 257 F.3d 981

Emmett v. Kent School District No. 415 (2000) 92 F.Supp. 1088

Bethel School District No. 403 v. Fraser (1986) 478 U.S. 675

New Jersey v. T.L.O. (1985) 469 U.S. 325

Tinker v. Des Moines Independent Community School District (1969) 393 U.S. 503

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Bullying at School, 2003

WEB SITES

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

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>

Center for Safe and Responsible Internet Use:

<http://www.ewa.org/organization/center-safe-and-responsible-internet-use>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education: <http://www.ed.gov>

(3/10 3/12) 10/19

Gravenstein Union School District

Board Policy

Search And Seizure

BP 5145.12

Students

~~***Note: The following optional policy and accompanying administrative regulation should be modified to reflect district practice.***~~

The Governing Board is fully committed to promoting a safe learning environment and, to the extent possible, eliminating the possession and use of weapons, illegal drugs, and other controlled substances by students on school premises and at school activities. As necessary to protect the health and welfare of students and staff, school officials may search students, their property, and/or district property under their control and may seize illegal, unsafe, or otherwise prohibited items.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515 - Campus Security)
(cf. 3515.3 - District Police/Security Department)
(cf. 5131 - Conduct)
(cf. 5131.7 - Weapons and Dangerous Instruments)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

The Board urges that employees exercise discretion and good judgment. When conducting a search or seizure, employees shall act in accordance with law, Board policy, and administrative regulation.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 5145.3 - Nondiscrimination/Harassment)

~~***Note: As discussed below, the law surrounding student searches is complex. Therefore, it is recommended that the district work with legal counsel to provide training for employees conducting searches on behalf of the district.***~~

The Superintendent or designee shall ensure that staff who conduct student searches receive training regarding the requirements of the district's policy and administrative regulation and other legal issues, as appropriate.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Individual Searches

~~***Note: The Fourth Amendment of the U.S. Constitution which prohibits unreasonable search and seizure also applies to students in the school setting. In *New Jersey v. T.L.O.*, the U.S. Supreme Court held that the legality of a search of a student and/or his/her belongings depends on whether the search is "reasonable."***~~

~~***Note: The "reasonableness" of a search depends on two factors: (1) whether there is individualized suspicion that the search will turn up evidence of a student's violation of the law or school rules and (2) whether the search is reasonably related to the objectives of the search and not excessively intrusive in light of the student's age, gender, and/or the nature of the infraction.***~~

~~***Note: The law regarding searches of students' cellular phones, personally owned computers, or other personal communications devices is still developing. It is especially difficult to determine whether the school can impose discipline in circumstances where the behavior, such as sending a threatening message, occurs off-campus; see BP 5131 Conduct. When the student brings an electronic device onto school grounds, it may be searched by school officials, but the search is subject to the same legal standards as a search of other student property, such as a backpack or purse. Therefore, when searching a student's personally owned electronic device, the district must have individualized suspicion that the search will lead to evidence that the student is violating a specific law or school rule and the scope of the search must be reasonably related to that violation. For example, searching a student's phone for evidence against another student or searching text messages extending well beyond the period of time of the alleged violation would likely be considered excessive in scope and thus unlawful. These standards for personally owned items are not applicable to a district's right to monitor a student's use of district-owned computer equipment or networks, subject to the district's acceptable use agreement; see BP/E 6163.4 Student Use of Technology.***~~

School officials may search any individual student, his/her property, or district property under his/her control when there is a reasonable suspicion that the search will uncover evidence that he/she is violating the law, Board policy, administrative regulation, or other rules of the district or the school. Reasonable suspicion shall be based on specific and objective facts that the search will produce evidence related to the alleged violation. The types of student property that may be searched by school officials include, but are not limited to, lockers, desks, purses, backpacks, student vehicles parked on district property, cellular phones, or other electronic communication devices.

~~***Note: In *Redding v. Safford Unified School District*, the 9th Circuit Court of Appeals held that a strip search of a student (permissible in Arizona schools) was beyond the scope and overly intrusive in light of the seriousness of the student's alleged violation (i.e., possession of ibuprofen), the lack of immediate danger, and the lack of justification for the search given that the basis of the search was an uncorroborated tip from a fellow student. Although the specific type of search discussed in the court decision is not permissible in California schools pursuant to Education Code 49050, the factors considered by the court are applicable to an analysis as to whether a search is reasonable in scope, as specified below.***~~

Any search of a student, his/her property, or district property under his/her control shall be limited in scope and designed to produce evidence related to the alleged violation. Factors to be considered by school officials when determining the scope of the search shall include the danger to the health or safety of students or staff, such as the possession of weapons, drugs, or other dangerous instruments, and whether the item(s) to be searched by school officials are reasonably related to the contraband to be found. In addition, school officials shall consider the intrusiveness of the search in light of the student's age, gender, and the nature of the alleged violation.

Employees shall not conduct strip searches or body cavity searches of any student. (Education Code 49050)

Searches of individual students shall be conducted in the presence of at least two district employees.

The principal or designee shall notify the parent/guardian of a student subjected to an individualized search as soon as possible after the search.

(cf. 5145.11 - Questioning and Apprehension by Law Enforcement)

Searches of Multiple Student Lockers/Desks

~~***Note: Like other student belongings, individual lockers and desks may be searched when there is reasonable, individualized suspicion, subject to the limits discussed in the above section entitled "Individual Searches." An argument could be made that, because lockers and desks are the property of the district, a student does not have an expectation of privacy and thus school officials could search them at any time, without individualized suspicion. However, because California courts have not ruled on this issue, the state of the law is unclear and districts that wish to develop policy authorizing searches of lockers and desks at any time, without individualized suspicion, should consult legal counsel.***~~

~~***Note: The following optional paragraph is for districts that conduct regular, announced inspections of multiple student lockers and/or desks. Because such searches are random and announced in advance, individualized suspicion is not required.***~~

All student lockers and desks are the property of the district. The principal or designee may conduct a general inspection of school properties that are within the control of students, such as lockers and desks, on a regular, announced basis, with students standing by their assigned lockers or desks. Any items contained in a locker or desk shall be considered to be the property of the student to whom the locker or desk was assigned.

Use of Metal Detectors

~~***Note: An Attorney General opinion (75 Ops.Cal.Atty.Gen. 155 (1992)) states that the reasonable use of metal detectors to deter the presence of weapons in schools is appropriate without individualized suspicion. The Attorney General recommends that the Governing Board~~

~~make a specific finding identifying the rationale for the use of metal detectors. This finding need not be based on a specific weapons incident, but rather may be based on the need for metal detectors in response to the general harm caused by weapons and the need to provide a safe learning environment. The following optional paragraph should be modified to reflect the district's rationale for the use of metal detectors.***~~

~~The Board believes that the presence of weapons in the schools threatens the district's ability to provide the safe and orderly learning environment to which district students and staff are entitled. The Board also believes that metal detector searches offer a reasonable means to keep weapons out of the schools and mitigate the fears of students and staff.~~

~~***Note: The Board should consider where and when metal detectors will be used, such as on a permanent basis at certain sites, rotated among sites, during regular school hours, and/or during special events such as athletic events or dances. To ensure that a metal detector search is reasonable, the Attorney General recommends that an administrative plan be established which contains uniform, established procedures and adequate safeguards against arbitrary and capricious enforcement by school officials. For example, the plan may specify that metal detectors be used at randomly selected schools or that students will be searched on a random basis (e.g., every fifth student entering). The key is to ensure that neutral criteria are applied so that the persons conducting the search do not exercise discretion in determining whether specific persons are targeted or selected for the search. The Attorney General's opinion also recommends that the district's use of metal detectors be incorporated into the district and/or school site safety plan; see BP/AR 0450 – Comprehensive Safety Plan. See the accompanying administrative regulation for other safeguards identified by the Attorney General.***~~

~~The Superintendent or designee shall use metal detectors at district schools as necessary to help provide a safe learning environment. He/she shall establish a plan to ensure that metal detector searches are conducted in a uniform and consistent manner.~~

Use of Contraband Detection Dogs

~~***Note: The following optional section is for districts that use trained dogs for random and unannounced inspections for contraband. Prior to instituting such a program, districts wishing to conduct these types of "sniff searches" should make specific findings as to the need for the program and consult legal counsel.***~~

~~***Note: Legally, problems arise when individual persons are sniffed and when students are separated from their belongings so that the belongings can be sniffed. In *B.C. v. Plumas*, the 9th Circuit Court of Appeals concluded that the random and suspicionless dog sniff of a student as he walked by the dog while exiting the room was unreasonable. The court found compelling the fact that there were not specific findings of a serious drug problem at the school that would necessitate the need for the use of the dogs. This court did not rule on whether sniffs of inanimate objects (such as automobiles or lockers) in a school setting are legal. However, courts outside of California (*Zamora v. Pomeroy* and *Horton v. Goose Creek Independent School District*) have indicated that dog sniffing around lockers and cars would probably not be deemed a "search" and thus would be permissible on a random basis without individualized suspicion. If~~

the dog then alerts on a particular car or locker, this alert could then constitute the reasonable suspicion needed in order to conduct a search.***

Note: The law is unclear as to whether the district can conduct random and unannounced use of dogs whereby students are asked or required to leave their belongings so that the dog can sniff those belongings. An Attorney General opinion (83 Ops.Cal.Atty.Gen. 257 (2001)) states that, unless exigent circumstances exist (e.g., supporting data of a known drug problem), requiring students to leave their belongings behind in the classroom (e.g., backpacks, purses, jackets) in order to conduct random, unannounced and neutral sniff tests on students' personal belongings would be unreasonable and therefore unconstitutional. Whether the district can "ask" students to leave their belongings behind is also questionable since such a request might be considered an unconstitutional "seizure." Districts that wish to institute either type of policy should consult legal counsel and have specific data demonstrating the need for such a policy. Although Attorney General opinions are not law, they are generally afforded deference by the courts. See the accompanying administrative regulation.

In an effort to keep the schools free of dangerous contraband, the district may use specially trained, nonaggressive dogs to sniff out and alert staff to the presence of substances prohibited by law or Board policy.

The dogs may sniff the air around lockers, desks, or vehicles on district property or at district-sponsored events. Dogs shall not sniff within the close proximity of students or other persons and may not sniff any personal items on those persons without their consent.

Legal Reference:

EDUCATION CODE

32280-32289 School safety plans
35160 Authority of governing boards
35160.1 Broad authority of school districts
48900-48927 Suspension and expulsion
49050-49051 Searches by school employees
49330-49334 Injurious objects

PENAL CODE

626.9 Firearms
626.10 Dirks, daggers, knives or razor

CALIFORNIA CONSTITUTION

Article I, Section 28(c) Right to Safe Schools

COURT DECISIONS

Redding v. Safford Unified School District, (9th Cir. 2008) 531 F.3d 1071
B.C. v. Plumas, (9th Cir. 1999) 192 F.3d 1260
Jennings v. Joshua Independent School District, (5th Cir. 1989) 877 F.2d 313
O'Connor v. Ortega, (1987) 480 U.S. 709
New Jersey v. T.L.O., (1985) 469 U.S. 325
Horton v. Goose Creek Independent School District, (5th Cir. 1982) 690 F.2d 470

Zamora v. Pomeroy, (10th Cir. 1981) 639 F.2d 662
ATTORNEY GENERAL OPINIONS
83 Ops.Cal.Atty.Gen. 257 (2001)
75 Ops.Cal.Atty.Gen. 155 (1992)

Management Resources:

NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS

The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for
Schools and Law Enforcement Agencies, 1999

WEB SITES

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

California Attorney General's Office: <http://caag.state.ca.us>

California Department of Education, Safe Schools: <http://www.cde.ca.gov/lr/ss>

National Institute of Justice: <http://www.ojp.usdoj.gov/nij>

(3/00 3/01) 11/08

Gravenstein Union School District

Administrative Regulation

Search And Seizure

AR 5145.12

Students

Use of Metal Detectors

~~***Note:—The following optional section is for use by districts that use metal detectors; see the accompanying Board policy. In 75 Ops.Cal.Atty.Gen. 155 (1992), the Attorney General suggests several safeguards to minimize the intrusion of student privacy. The following list reflects these safeguards and should be revised to reflect district practice and the type(s) of metal detectors that will be used.***~~

The Superintendent or designee shall ensure that the following safeguards are used when making metal detector scans:

- ~~1.—— Before walk through, students shall be asked to empty their pockets and belongings of metallic objects.~~
- ~~2.—— If an initial metal detector activation occurs, students shall be asked to remove other metallic objects that they may be wearing (e.g., belt and jewelry) and to walk through a second time.~~
- ~~3.—— If a second activation occurs, a hand held metal detector shall be used.~~
- ~~4.—— If the activation is not eliminated or explained, staff shall escort the student to a private area where an expanded search shall be conducted by a staff member of the same gender as the student in the presence of another district employee.~~

~~***Note:—The Attorney General recommends that, upon activation of the metal detector, any subsequent search be limited to the detection of the metal that caused the activation in the first place. For example, a school official should not use the activation to search a container which obviously could not hold a weapon.***~~

- ~~5.—— The search shall be limited to the detection of the cause of the activation.~~

Use of Contraband Detection Dogs

~~***Note:—The following optional section is for districts that use trained dogs for random and unannounced inspections for contraband. An Attorney General opinion (83 Ops.Cal.Atty.Gen. 257 (2001)) states that students cannot be required to leave their belongings behind before exiting the classroom. The law is unclear whether students can be "asked" to leave their~~

~~belongings and whether such a request would result in an unconstitutional "seizure" of their property. Districts that wish to institute such a procedure should consult legal counsel, as appropriate; see the accompanying Board policy.***~~

Contraband detection dogs shall not be used in classrooms or other district facilities when the rooms are occupied, except for demonstration purposes with the handler present. When used for demonstration purposes, the dog shall be separated from the students and not allowed to sniff any individual.

Prior to conducting an inspection, students shall be asked to leave the room that will be subject to the canine sniff. No student shall be forced to leave personal items behind for inspection, unless school officials have reasonable suspicion to search the item.

Only the dog's official handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place, or responsibility for it, shall be called to witness the inspection. If a dog alerts on a locked vehicle, the student who brought the vehicle onto district property shall be asked to unlock it for inspection.

(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Notifications

~~***Note: The following optional section should be modified to reflect district practice. Districts that have not established a contraband dog detection and/or metal detector program should delete items #2 and 3 below.***~~

At the beginning of each school year and upon enrollment, the Superintendent or designee shall inform students and parents/guardians about the district's policies and procedures for searches, including notice regarding:

1. The possibility of random searches of students, their belongings, their vehicles parked on district property, and district properties under a student's control, including lockers or desks
2. The district's contraband dog detection program

~~***Note: To further minimize the privacy intrusion resulting from metal detector scans, the Attorney General recommends, in 75 Ops. Cal. Atty. Gen. 155 (1992), giving advance notice of metal detector searches. Because no court decisions yet indicate whether prior notice to parents at the beginning of the year would be sufficient without giving separate notice for each search, the district, with legal counsel, should decide on a case-by-case basis whether a search will be announced or unannounced.***~~

3. ~~The use of metal detector scans~~

In addition, the Superintendent or designee shall ensure that signs are posted at all schools at which metal detectors are to be used to explain that anyone may be scanned by metal detector for guns, knives, or other illegal weapons when on campus or attending athletic or extracurricular events.

(3/00 3/01) 11/08