

GRAVENSTEIN UNION SCHOOL DISTRICT

3840 TWIG AVENUE
SEBASTOPOL, CA 95472

**Board of Education
Regular Meeting Agenda**

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

I. CALL TO ORDER

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

II. PUBLIC COMMENTS

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

III. REPORTS, AND ORAL COMMUNICATIONS

- A. Gravenstein Principal Report
- B. Hillcrest Principal Report
- C. Gravenstein Union Teachers' Association
- D. District Site Council
- E. Gravenstein Parent Association, GPA
- F. Trustee Reports
- G. **(p. 1)** Facilities Report
- H. CBO Report
- I. Superintendent Report
 - 1. **(p. 3)** Williams Settlement Complaints
 - 2. Enrich! Update
 - 3. **(p. 10)** Transportation Survey

IV. PUBLIC HEARINGS:

None

V. CONSENT AGENDA

ACTION ITEM

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

Action taken/comments:

Motion _____ Second _____ Vote _____

VI. GENERAL ACTION ITEMS

- A. (p. 34) Approve Memorandum of Understanding (MOU) with the Gravenstein Parent Association (GPA)

The Board will be asked to approve an MOU with GPA addressing the implementation and support of the ENRICH! Program.

Action taken/comments

Motion _____ Second _____ Vote _____

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

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

Action taken/comments

Motion _____ Second _____ Vote _____

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

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

Action taken/comments:

Motion _____ Second _____ Vote _____

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

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

PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

VII. CLOSED SESSION

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

- 1.0 (p.) Pending litigation, OCR Complaint resolution, Employee Conference
- 2.0 Administrator Performance Updates
- 3.0 Conference with Negotiations team:
GUTA negotiations update
- 4.0 Board Meeting scheduling

OPEN SESSION

- 1.0 Report Out from Closed Session

VIII. FUTURE BOARD MEETINGS

- A. October 8, 2019 at 5pm**
- B. November 10, 2019 at 5pm**

IX. ADJOURNMENT

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

**Gravenstein Union School District
Facilities Report September 2019
Prepared by Brian Sposato**

Gravenstein Phase III: Is close to being all completed. Small section of gutter to be added around kitchen overhang, to be done. This was at our request as we observed water draining off the roof and draining over exposed fascia during a punchwalk. Awnings over doors have been installed and Gravenstein School signage has been reinstalled.

Gravenstein Solar: Solar construction is substantially completed with all solar panels installed. Tie into existing main switchboard still to do, and will have to schedule a PG&E shutdown to complete. Not yet scheduled, but will be on a Saturday, to avoid interruption of school. An item, that came up is that the sandbag structural test to simulate severe wind uplift, did not pass with the mockup done with 2800lbs of sandbags on top of the test solar panel with the tilt system setup. Architect and structural engineer are reviewing the failure and evaluating the validity of the test itself or to investigate if a modification is needed to the racking system.

Gravenstein Window Coverings: Window covering installation has been completed, with the installation of all the bead stops.

New Play Equipment: We have added a new piece of play equipment on the intermediate playground, the IKO M Berliner web climber! We have had RESIG come out to inspect this piece of equipment ensuring it meets all safety standards and is in compliance with all playground codes. Additionally, we have added 45 yards of playground bark to the area. The students appear to be enjoying it!

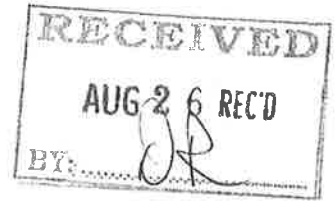
Drinking Fountains: We have discovered a few poorly working drinking fountains on campus, that we have repaired. The fountain off the MPR was down a couple days due to the fact that we learned that the filter within it is made to produce 3000 gallons and once it reaches that metered amount it will not allow water to flow. So we simply had to order a replacement, swap it out, and now we know to have a backup on hand. From time to time, drinking fountains need to have the flows adjusted as the set screws can loosen over time due to repeated use. Another culprit is occasionally items will be jammed in the bubblers hindering flow. It is more or less just calibrating the flow correctly which is typically done with an allen wrench or screwdriver in most cases. We have two units that have clogged drains which we will be working on. Most of these issues fall into the category of maintenance and repair. On the Gravenstein campus in addition to a drinking fountain being in every classroom, we have nine exterior fountains. We also appreciate when students and staff report issues, because it allows us to be able to investigate and repair in a timely manner. The oldest fountain we have on the Gravenstein campus was installed in 2007. With the remainder being being only a few years old.

On the Hillcrest campus we have replaced our two oldest fountains with new ones last school year. The current count on the campus is 9 drinking fountains. The oldest fountains are at the Hillcrest Gym installed in 2000, but still work and parts are available for these units as needed.

Hillcrest

Hillcrest Solar: The Hillcrest solar has been successfully tied into the main switchboard. We are waiting on the testing and commissioning to be scheduled with PG&E so we can start utilizing the solar. As of this moment, of this report being written an exact time has not been set up.

Yellow jackets/wasps: We have encountered two in-ground yellow jacket/wasp nests at Hillcrest. We have identified the areas and created barricades for students to stay away from while the area was being treated by the Sonoma Marin Vector Control. They have been very helpful and prompt in helping us mitigate the nests. In addition, we have been checking the grounds for any additional nests. We have also been putting in traps at both campuses to help keep them away from students. Late summer, fall usually has a strong presence of yellow jackets and wasps in the region. We do our best to identify, and mitigate as quickly as possible.



Williams Complaint Form

Gravenstein Union School District

California Education Code (EC) § 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response, you must provide the following contact information.

Response requested: Yes No

(In order to receive a response the optional info must be completed)

Name (optional): <u>Linda Helton</u>	Mailing Address (Optional):
Phone Number Day (Optional):	Evening number (Optional):

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.
- The student attends classes in one or more rooms in which the temperature falls outside the 65-80 degrees Fahrenheit range.
- The student attends classes in one or more rooms in which the ambient or external noise levels regularly impede verbal communication between students and teachers.
- There are unsanitary and unhealthful conditions, including the presence of vermin, mildew or rotting organic material

3. Teacher Vacancy or Misassignment

- Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: see below

Location of problem (school name, address, and room number or location): Rem 3 @ Hillcrest

Course or Grade Level and Teacher Name: Hilton

Describe specific nature of the complaint in detail. You may include as much text as necessary (please use other side):

8/14/19 - 86°	}	5 of the past 7 days have been over 80°
8/15/19 - 85°		
8/16/19 - 84°		
8/21/19 - 89°		
8/22/19 - 85°		

This temperature spike makes it difficult for me to teach as I usually have a headache by early afternoon. The students are inattentive, sweaty, stinky and unable to focus on the work at hand.

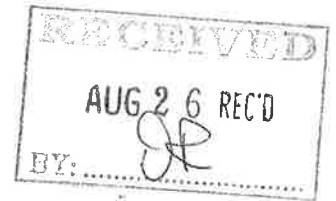
Please file this complaint with the principal of the school or his/her designee in which the complaint occurred:

Location: _____ Title of office _____

Address: _____ Street _____ City _____ Zip code _____

A complaint about problems beyond the authority of the principal shall be forwarded within 10 working days to the appropriate school district official for resolution.

Please send a copy of your completed complaint to GUTA presidents.



Williams Complaint Form

Gravenstein Union School District

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Response requested: Yes No

(In order to receive a response the optional info must be completed)

Name (optional): <u>Heather Johnson</u>	Mailing Address (Optional):
Phone Number Day (Optional): <u>619 992 6818</u>	Evening number (Optional):

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition; have missing pages, or are unreadable due to damage.
- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.
- The student attends classes in one or more rooms in which the temperature falls outside the 65-80 degrees Fahrenheit range.
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- Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: 8-14-19, 8-15-19, 8-16-19, 8-21-19, 8-22-19

Location of problem (school name, address, and room number or location): Room 9

Course or Grade Level and Teacher Name: 7th and 8th Grade

Describe specific nature of the complaint in detail. You may include as much text as necessary (please use other side):

My classroom on all the above dates was consistently above 80° up to 90° in the afternoons. classes were hard to teach and students had trouble focusing and completing assignments. I got a migraine on 8-14-19 due to the heat in my classroom.

Please file this complaint with the principal of the school or his/her designee in which the complaint occurred:

Location:

Title of office

Address:

Street

City

Zip code

A complaint about problems beyond the authority of the principal shall be forwarded within 10 working days to the appropriate school district official for resolution.

Please send a copy of your completed complaint to GUTA presidents.



GRAVENSTEIN UNION SCHOOL DISTRICT

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

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

September 5, 2019

Memo To: Dr. Steve Harrington, Superintendent of Sonoma County Schools
Gravenstein Union School District Board Trustees

From: David Rose, Superintendent, Gravenstein Union School District

Subject: Williams Settlement Complaints

Summary: Attached please find copies of two Williams Settlement Complaints, received on August 26, 2019, from the same school site, Hillcrest Middle School, regarding the same issue, Facilities. Each complaint was filed by a teacher stating the temperature in their classroom was above the 65-80 degrees Fahrenheit range as stipulated on the Williams Complaint Form on several days. Both teachers report that the high classroom temperature 1) made it difficult for the students to focus, and 2) led to each teacher experiencing a headache.

The classrooms in question, and the majority of the classrooms at the school site do not have air conditioning. The site principal, facilities manager and I visited multiple classrooms (at both Hillcrest and Gravenstein Elementary) during the school days cited in the complaints to assess safety and explore potential solutions. Other classrooms at each school site had temperatures above 80 degrees according to portable thermometers and classroom thermostats. The outside temperature on these days ranged from the low 90's to high 90's according to three different on-line sources.

Resolution: The District has taken multiple steps attempting to lessen the impact of high temperatures during the school in classrooms without air conditioning, including:

- Moving classes from non-air conditioned rooms to air conditioned rooms when they are vacant

- Providing fans

- Custodial and maintenance staff arriving several hours before the start of school to open classrooms to take advantage of the cooler morning air

- Reminding classroom teachers to close windows and doors and use window coverings early in the day

-Purchase of portable air conditioning units to install in classrooms (4 units purchased, targeted installation for the most impacted classrooms, including rooms 3 and 9 at Hillcrest

-Facilities Manager created a written protocol for use by teachers for days where temperatures are expected to be over 85 degrees, "hot days." This protocol was shared with Gravenstein teachers electronically and during a staff meeting on 9/3/19 and was shared with Hillcrest teachers electronically on 9/4/19 and will be discussed at a staff meeting on 9/10/19

-Site administration is collecting classroom temperature data to report to the Board on 9/10/19

-Facilities Manager had a conversation with a project architect about potential cost of installing air conditioning at both school sites. Preliminary and very rough estimates put the cost at over \$1 million per site, with an anticipation of a higher cost for Hillcrest due to the age and alteration of existing structural roof framing to support added weight of equipment that is needed in order to comply with DSA (Division of State Architect) compliance and approval. Additionally, substantial electrical alterations are needed to support the additional electrical draw that would be required. Overall, this process would require major infrastructure changes as well as a major increase in power usage. A more accurate assessment and estimate from an architect would cost at least \$25,000 per site.

-In looking at temperatures for the opening 16 days of school, 7 of those days had temperatures higher than 85 degrees (ranging from 90-98 degrees). Based upon forecasts from multiple websites (Accuweather, Weatherspeak, The Weather Channel), there will be no days with a projected temperature over 85 degrees. Site administration and our facilities manager will continue to monitor forecasts and implement our "hot day" protocol for any days that are expected to be 85 degrees or higher

-Weather forecast websites are not predicting any other school days this year to be over 85 degrees, and historical averages from the same sites indicate monthly average high temperatures per month ranging from 61-81 degrees during school months (August - June)

-Our Board will be asked to consider this information and determine whether or not our "hot day" protocol is sufficient or if we need to spend money on an engineering study to determine the ultimate cost of air conditioning for our two school sites.

-An additional consideration, one that is dependent on other districts and agencies, would be to consider moving the school calendar to avoid the hot days in the middle and end of August

-As we move forward and continue with our protocol of anticipating hot days where we cannot keep the classroom temperature below 80 degrees, we will work with the two impacted teachers that have shared health concerns on other solutions including but not limited to: moving to an alternate teaching space that can be kept cooler, an alternate assignment on those days that provides for the teacher to work in a cooler space while a substitute teaches the class. We will also create plans with other

teachers to identify and utilize alternate teaching spaces and lesson plans for days where the classroom temperature exceeds 80 degrees.

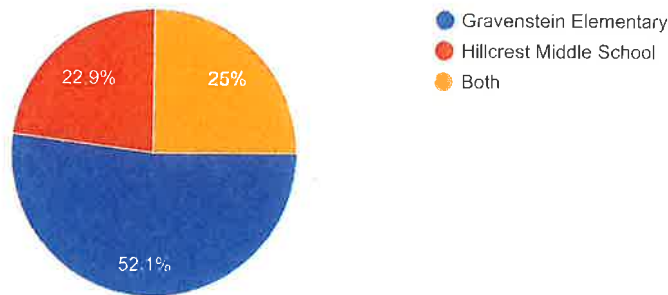


Transportation Survey

96 responses

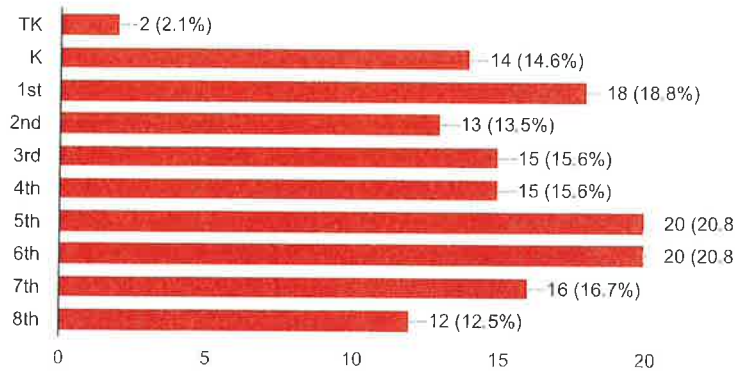
1. Our student(s) attend:

96 responses



2. Our student(s) are in grade (mark all that apply):

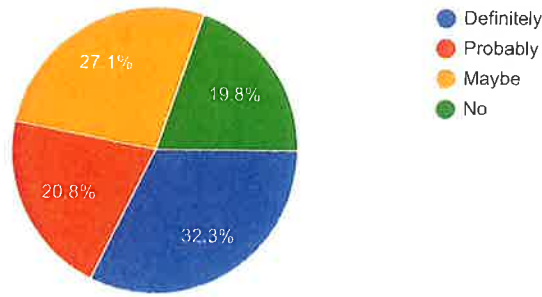
96 responses



3. Our family would take advantage of a drop-off location before school, away from campus, where a bus would then deliver students to campus:

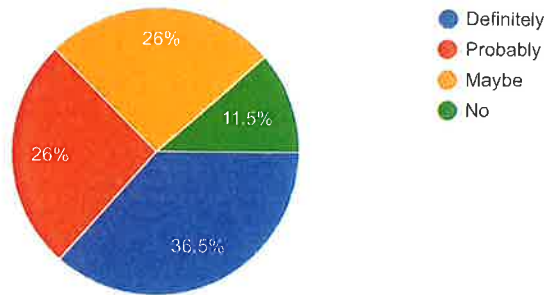
10

96 responses



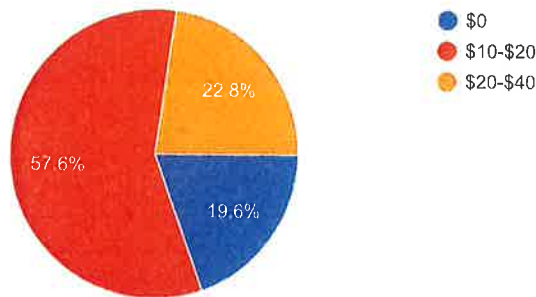
4. Our family would take advantage of a pick-up location after school where students are delivered from school by bus:

96 responses



5. If GUSD needs to charge a monthly fee for this service, per student, per family our family will be willing to pay:

92 responses



GRAVENSTEIN UNION SCHOOL DISTRICT

3840 TWIG AVENUE
SEBASTOPOL, CA 95472

**Board of Education
Special Meeting Minutes**

DATE: Tuesday, August 27, 2019
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Room 13

I. CALL TO ORDER

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

Meeting called to order by SS at 5:05pm, all members present.

II. PUBLIC COMMENTS

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

No Public Comments

III. GENERAL ACTION ITEM

A. Consider Applications for Trustee Appointment

The Board will interview candidates that have applied for a provisional appointment to the Board for the remainder of the term (3 years, 5 months) of the current open Trustee position.

Following the Board's review of applications and candidate interviews, the Board will select an appointee for this position.

Oath of Office may be administered to a selected candidate.

SS was informed prior to the meeting that Merlin Hanauer had decided to withdraw. Board interviewed Patrick Lei (application included in the packet). Previous interview process was followed with the addition of two questions added by JK with the approval of the board.

Motion by SS to appoint Patrick Lei to the Board of Trustees

Action taken/comments:

Motion SS Second JK Vote 4-0

Oath of office administered by SS at 5:32pm and Patrick Lei was seated.

Discussion was had regarding possible meeting date conflicts with new trustee and existing trustees. As not an agenda item no changes were made to the meeting schedule and SS will work with DR to look into the process for possibly changing meeting dates and times prior to the December meeting if necessary.

Motion to adjourned by GA second AK vote 5-0

IV. FUTURE BOARD MEETINGS

A. September 10, 2019 at 5pm

B. October 8, 2019 at 5pm

V. ADJOURNMENT

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

GRAVENSTEIN UNION SCHOOL DISTRICT

3840 TWIG AVENUE
SEBASTOPOL, CA 95472

**Board of Education
Regular Meeting Minutes**

DATE: Tuesday, August 13, 2019
TIME: 5:00 PM
LOCATION: Gravenstein Elementary, Multipurpose Room

I. CALL TO ORDER

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

Called to order at 5:00 pm

All present except AK

AK arrived at 5:02pm

II. PUBLIC COMMENTS

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

Peter Kostas from SCOE came to speak. Complimented us on hiring Mr. Rose and gave us a handout for SCOE. Talked about training for preparing for school violence. Also mentioned training on brown act and other like items.

Parent thanked the administrative staff and trustees for our unity and the hard work that we have done.

Parent so excited about the introduction of mandarin into the schools.

III. REPORTS, AND ORAL COMMUNICATIONS

A. Gravenstein Union Teachers' Association

Verbal report provided by the co-Presidents. GUTA is very happy to be working with DR. Teachers has been very happy with training done over the past few days. Special thanks to WH for working on the health insurance and providing meetings for teachers on this issue.

GUTA is waiting for the updated draft of the contract so they can review and take to the union for review. GA will work with WH to get it out as soon as possible. Apologized for the delay.

B. District Site Council

Has not been setup yet and will hold a kickoff in September

C. Gravenstein Parent Association, GPA

No official report. Movie night will be 8/23/2019. Move to be voted on by the student body.

D. Trustee Reports

Nothing to report from GA, JK, AK.

SS thanked Administration for the handling of the books no longer being used by the school by moving them to a nonprofit for reuse. Will be meeting with DR to discuss board committees and will return to the board with that soon. Wanted to make sure that with the new field trip schedule that the school be mindful of religious holidays. KP assured SS that this was being looked into.

E. (p. 1) Facilities Report

Facilities Report provided in the packet. Recognition for Brian for the amount of work he and his staff has put in to get the school ready.

Highlights

- MPR is almost complete
- Window covers have been completed
- Hillcrest Solar Project is almost complete Awaiting PG&E for “hookup” date.
- Additional custodial position to be posted soon.
- GCCI located the leak in the MPR not in the roof but in a plumbing line with a nail in it.
- Contact for Gravenstein Soar Project amended due to additional cost of tilting the solar panels to maximize efficiency.

F. CBO Report

Report in packet. Passed out updated 45 day budget updated. Not increase to basic aid supplement for 2018-2019 due to taxes and was capped. Enrollment will affect the ADA. Updating of bank account signature forms. Increase to STRS and a

decrease to PERS. Budget also included additional items approved by the board to purchase during the summer.

G. Hillcrest Principal Report

Handout provided by WD

- Enrollment is 278 with a waiting list for all three grades
- Meet and greet with parents has gone well
- Creation of the schedule required approximately 2700 entries
- 8th grade Math CAASPP Scores were down and we are looking into what needs to be done to support the existing student's math program.
- Very impressed with staff.

In July one of the teachers sent a text to his fellow teachers which included a picture of the 200 boxes that had shown up and said "Look at what I am working on". Within 5 minutes several teachers had texted back asking if he needed help and that they could be there within minutes with food, coffee, and help. Mr. Deaths was shocked and so happy to see this.

H. Gravenstein Principal Report

Handout provided by KP

- Enrollment is at 500
- Many new hires possible due to other schools cutting back
- Patty Carlson has announced her retirement.
- Schoolwise portal is up and running. Thanks to Jerri McNeil for helping many parents through the process. Future years will not need as large of a push to input data.
- Teachers very appreciative of the new TVs
- Kindergarten kickoff was increased to three days from two. Only 11 students did not attend.
- Summer school has an incredible turnout and was very effective.
- No waiting list at this time for any grades.

JK requested KP look into possibly doing the summer STEM program again. KP said time to discuss next summer will be later into the year (October/November)

I. (p. 7) Superintendent Report

It has been incredible to see the number of parents and students coming to the campuses and seeing everything and how wonderful the staff has been.

1. Update on Board vacancy

We have reopened the applications for this position. Will hold a special Board meeting on 8/27/19.

IV. PUBLIC HEARINGS:

None

V. CONSENT AGENDA ACTION ITEM

- A. (p. 8) Approval of Minutes from Special Board Meeting of June 18, 2019, and from the Regular Board Meetings of June 8, 2019 and July 9, 2019**
- B. (p. 28) Warrants**
- C. (p. 37) Payroll**
- D. (p. 38) Approve contract for Food Services with Santa Rosa City Schools**
- E. (p. 44) Approve contract for Nurse Services with West Sonoma County Union High School District**
- F. (p. 48) Approve contract with Lattice Educational Services for special education student**

Action taken/comments:

Motion to approve

Motion GA Second AK Vote 4-0

VI. GENERAL ACTION ITEMS

A. Donation Acceptance

The Board will be asked to approve the donation of 20 Carbon Measuring Tapes donated by the Appling family (the Carbon Measuring Tapes are created by Port Blakely Tree Farms, used to measure carbon sequestering in trees, provided by Kelly Stanley Port Blakely employee).

GA presented the carbon tapes with a demonstration of education value and usage.

Motion to accept the donation.

Action taken/comments:

Motion JK Second SS Vote 4-0

B. (p. 50) Approve Memorandum of Understanding (MOU) with the Gravenstein Parent Association (GPA)

The Board will be asked to approve an MOU with GPA addressing the implementation and support of the ENRICH! Program.

Action taken/comments:

GPA provided an updated MOU. Board raised a few concerns with some of the wording around the funding and the GPA but not the intent. DR and AK to work with GPA to address some of the concerns and bring it back to the board for approval at later meeting.

Motion to table this to the next available board meeting with GPA present.

Motion GA Second JK Vote 4-0

C. Approve the 45 day Revised 2019/20 Budget

The Board will be asked to approve the 45 day Revised Budget for the 2019/20 school year.

Action taken/comments:

Motion to approve

Motion JK Second SS Vote 4 - 0

PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

Adjourn to closed session 6:38 pm

VII. CLOSED SESSION

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

- 1.0 Pending litigation/Student Discipline Update
Report from Legal Counsel on OCR complaint
Status of Students
- 2.0 (p. 52) Superintendent's Calendar
- 3.0 Administrator Performance Updates
- 4.0 Conference with Negotiations team:
GUTA negotiations update

Returned to open session 7:18pm

OPEN SESSION

1.0 Report Out from Closed Session

Nothing to report from closed session

Motion to adjourn at 7:19pm Motion SS second GA vote 4-0

VIII. FUTURE BOARD MEETINGS

- A. August 27, 2019, at 5pm – Special Board Meeting, Board Vacancy Interviews**
- B. September 10, 2019 at 5pm**
- C. October 8, 2019 at 5pm**

IX. ADJOURNMENT

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

Checks Dated 08/01/2019 through 08/31/2019				Board Meeting Date September 10, 2019		
Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1732664	08/02/2019	Best Buy Stores, L. P.	01-4440	65" Smart TV's and Wall Mounts	1,579.69	32,910.18
			03-4440	65" Smart TV's and Wall Mounts	18,166.42	
			04-4440	65" Smart TV's and Wall Mounts	13,164.07	
1732665	08/02/2019	Expanding Expression LLC	03-4310	Expanding Expression Tool Kit	304.54	284.00
				Unpaid Tax	20.54-	
1732666	08/02/2019	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First	25.76	1,264.60
			03-4310	Learning Lab -class supplies-Oakley	232.12	
			03-4359	Instructional Supplies for Grav Elem/Grav First	464.71	
			04-4310	Science Supplies- Hillcrest-Helton	82.25-	
			04-4350	School Secretary Supplies-Hillcrest	624.26	
1732667	08/02/2019	Perma Bound Books	04-4210	6th Grade Perma bound Books-Kinman/Dexter	1,832.94	1,892.21
			04-4310	"Flora and Ulysses"- Prunetti	59.27	
1732668	08/02/2019	Quill Corp	04-4400	Stools and Supply for Steam Science-Helton	394.71	212.00
1732669	08/02/2019	Senor Wooly LLC	03-4310	Billy y Las Botas 1 yr Subscription		
1734003	08/09/2019	Rose, David P	01-5200	Reimb Conference Expenses	63.35	5,849.36
			03-5200	Reimb Conference Expenses	760.21	
			04-5200	Reimb Conference Expenses	443.45	
1734004	08/09/2019	Apple Inc.	04-4440	Apple 21.5 inch i Mac		4,566.17
1734005	08/09/2019	Teachers' Curriculum Institute	04-4110	History Alive! 6th Grade Social Studies		5,849.36
1734006	08/09/2019	Twig Education, Inc.	01-4110	Twig Science Grades TK-2	7,089.44	43,728.67
			03-4110	Twig Science Grades TK-2	36,639.23	
1734007	08/09/2019	US Cutter Inc	04-4310	Stream Lab Supplies - McDowell		308.83
1734008	08/09/2019	Ally Technology Consulting LLC	01-5840	IT Consultant 2019-20	162.50	3,250.00
			03-5840	IT Consultant 2019-20	1,950.00	
1734009	08/09/2019	Creative Window Fashions Inc.	04-5840	IT Consultant 2019-20	1,137.50	66,237.65
			03-4400	Window Coverings for Gravenstein	61,012.65	
1734010	08/09/2019	Office Depot	03-5830	Window Coverings for Gravenstein	5,225.00	783.13
			01-4359	Instructional Supplies for Grav Elem/Grav First	41.14	
1734011	08/09/2019	Ray Morgan Company	03-4359	Instructional Supplies for Grav Elem/Grav First	741.99	546.20
			04-4310	Instructional Supplies for Hillcrest 2019-20		
1734012	08/09/2019	U.S. Bank Corporate Payment	01-5633	Copier Contract Charges 2019-20		30.74
			04-4310	Leadership materials		

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

Checks Dated 08/01/2019 through 08/31/2019 **Board Meeting Date September 10, 2019**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1734012	08/09/2019	U.S. Bank Corporate Payment		Maker Lab Materials Phase 2	553.97	
				Sign Student Council	872.00	1,456.71
1734013	08/09/2019	ULINE, INC.	04-4310	Shelf Bin Organization-STREAM Lab & Classroom		2,048.02
1734014	08/09/2019	Zaner-Blosser Inc.	03-4110	Handwriting Books		1,041.67
1734746	08/14/2019	Sprinkle, Michelle A	03-4310	Reimb For Rugs		170.49
1734747	08/14/2019	McDowell, Matthew M	04-4400	Reimb chromecast char.		37.89
1734748	08/14/2019	Sunworks	01-6200	Solar Photovoltaic Design & Installation Contract	10,021.15	
			03-6200	Solar Photovoltaic Design & Installation Contract	33,052.56	
			04-6200	Solar Photovoltaic Design & Installation Contract	35,871.84	
			40-6200	Solar Photovoltaic Design & Installation Contract	60,680.70	139,626.25
1735873	08/21/2019	Holden, Wanda L	01-5200	Reimb fo CSBA Conference for JK	87.45	
			03-5200	Reimb fo CSBA Conference for JK	1,049.43	
1735874	08/21/2019	Rose, David P	04-5200	Reimb fo CSBA Conference for JK	612.17	1,749.05
			01-5200	Reimb CSBA Conference	87.25	
			03-5200	Reimb CSBA Conference	1,047.00	
			04-5200	Reimb CSBA Conference	610.75	1,745.00
1735875	08/21/2019	Henri's Roofing Company	04-5830	Roofing @ Hillcrest Rm 18		14,875.00
1735876	08/21/2019	Riverside Insights	01-4310	Woodcock Johnson-Oakley	21.39	
			03-4310	Woodcock Johnson-Oakley	256.64	
			04-4310	Woodcock Johnson-Oakley	149.71	427.74
1735877	08/21/2019	Stripe N Seal Inc	14-5830	Gravenstein -Driveway Widening	10,510.00	
				Gravenstein -Trip Hazzard Repairs	6,280.00	16,790.00
1735878	08/21/2019	Weeks Drilling & Pump Co. Inc.	01-5530	Gravenstein Elem Water Service for 2019-20	50.15	
			03-5530	Gravenstein Elem Water Service for 2019-20	576.70	
			04-5530	Hillcrest Water Service for 2019-20	510.20	1,137.05
1735879	08/21/2019	Pugno, Kerilee C	01-4390	Reimb for K-Kickoff	2.07	
			03-4390	Reimb for K-Kickoff	23.85	25.92
1735880	08/21/2019	Barrera, Alicia E	03-4310	Reimb. Class Supplies		103.22
1735881	08/21/2019	Hawkins, Kim I	01-5202	Reimb. ELPAC Mileage	5.89	
			03-5202	Reimb. ELPAC Mileage	70.64	
			04-5202	Reimb. ELPAC Mileage	41.21	117.74

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Checks Dated 08/01/2019 through 08/31/2019 **Board Meeting Date September 10, 2019**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1735882	08/21/2019	AXIA	40-6210	Gravenstein Modernization, Phase III (Part 2)		12,098.68
1735883	08/21/2019	Dave's Music Workshop	04-5630	HC Musical Instrument Repair for 19-20		975.96
1735884	08/21/2019	Gopher Sport, Play With a Purpose	01-4310	PE Equipment	29.68	
1735885	08/21/2019	Pacific Gas & Electric	03-4310	PE Equipment	341.31	370.99
1735886	08/21/2019	Perma Bound Books	01-5520	Light Poles at Grav Elem 2019-20	1.36	
1735887	08/21/2019	Premier Agendas Inc.	03-5520	Light Poles at Grav Elem 2019-20	15.60	16.96
1735888	08/21/2019	Pro-Ed, Inc.	04-4310	"Flora and Ulysses"- Prunetti		39.02
			03-4310	Student Planners for 2019-20	1,167.60	
			04-4310	Student Planners for 2019-20	1,167.59	2,335.19
			01-4310	Speech Materials	21.88	
			03-4310	Speech Materials	262.52	
			04-4310	Speech Materials	153.13	
1735889	08/21/2019	SyTech Solutions		Unpaid Tax	30.53-	407.00
			01-5830	Document Management Services 2019-20	12.52	
			03-5830	Document Management Services 2019-20	150.30	
1735890	08/21/2019	ACSA Attn: Membership Department	04-5830	Document Management Services 2019-20	87.68	250.50
			01-5300	ACSA Supt Dues Yr 2019-20	71.10	
			03-5300	ACSA Supt Dues Yr 2019-20	853.20	
			04-5300	ACSA Supt Dues Yr 2019-20	497.70	1,422.00
1735891	08/21/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2019-20		49.00
1735892	08/21/2019	County Of Sonoma	13-5802	Food site inspection Gravenstein 19-20	788.00	
1735893	08/21/2019	Fishman Supply Company		Food Site Inspection Hillcrest 19-20	788.00	1,576.00
			01-4370	District Wide Custodial Supplies	20.11	
			03-4370	District Wide Custodial Supplies	241.37	
1735894	08/21/2019	Pacific Gas & Electric	04-4370	District Wide Custodial Supplies	140.80	402.28
			01-5520	Electric and Gas for 2019-20 Gravenstein	130.70	
			03-5520	Electric and Gas for 2019-20 Gravenstein	1,502.96	
1735895	08/21/2019	Recology Sonoma Marin	04-5520	Electric and Gas for 2019-20 @ Hillcrest	2,081.62	3,715.28
			01-5560	Recology-Gravenstein	31.05	
			03-5560	Recology-Gravenstein	357.06	
1735896	08/21/2019	Roberts Mechanical & Elec. Inc	04-5560	Recology-Hillcrest	216.72	604.83
1735897	08/21/2019	U.S. Bank Equipment Finance	03-5830	Repair of HVAC @ Gravenstein Rm. TK		1,493.53
			01-5631	Copier Lease for Schools and DO for 2019-20	35.28	
			03-5631	Copier Lease for Schools and DO for 2019-20	423.37	

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Checks Dated 08/01/2019 through 08/31/2019

Board Meeting Date September 10, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1735897	08/21/2019	U.S. Bank Equipment Finance	04-5631	Copier Lease for Schools and DO for 2019-20	246.98	705.63
1735898	08/21/2019	Business Card	01-4350	Grav Supplies	15.37	
			01-4362	Dist Fuel	9.30	
			01-4380	Maint. Supplies	13.72	
			01-4390	Business Lunch	4.64	
			01-5869	Grav Survey	71.85	
			03-4362	Dist Fuel	111.64	
			03-4380	Maint Supplies	162.88	
			03-4390	Business Lunch	55.72	
			03-5830	Survey Monkey	37.00	
			04-4362	Dist. Fuel	65.12	
			04-4380	Dist. Supplies	70.86	
1735899	08/21/2019	AXIA	04-4390	Business Lunch	32.50	650.60
			40-6210	Modernization - Hillcrest Middle Improvements		1,493.05
1735900	08/21/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2019-20		24.50
1735901	08/21/2019	LACO Associates	40-6230	Special Inspection and Materials Testing		2,337.00
1735902	08/21/2019	Office Depot	01-4350	District Office Supplies- Open PO for 2019-20	3.85	
			01-4359	Instructional Supplies for Grav Elem/Grav First	138.64	
			03-4310	Class Supplies	185.95	
			03-4350	District Office Supplies- Open PO for 2019-20	46.26	
			03-4359	Instructional Supplies for Grav Elem/Grav First	2,500.68	
			04-4310	Instructional Supplies for Hillcrest 2019-20	222.19	
			04-4350	District Office Supplies- Open PO for 2019-20	26.99	3,124.56
1735903	08/21/2019	Read Naturally Inc	04-4110	Read Naturally Program		888.80
1737613	08/28/2019	Trivunovic, Beth	03-4310	Reimb. Storage Cart		78.15
1737614	08/28/2019	Haas, Elsbeth B	03-4310	Reimb. Class Supplies	131.09	
1737615	08/28/2019	Carey, Paul R	03-4359	Reimb. Class Supplies	9.99	141.08
1737616	08/28/2019	Alpha Analytical Laboratories,	03-4310	Reimb. for Supplies		72.41
			01-5830	Water testing for Gravenstein	5.12	
			03-5830	Water testing for Gravenstein	58.88	
			04-5830	Water testing for Hillcrest	64.00	128.00

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Checks Dated 08/01/2019 through 08/31/2019 **Board Meeting Date September 10, 2019**

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1737617	08/28/2019	Blakeslee Electric Inc	04-5630	Hillcrest - Add additional outlets HMS		455.51
1737618	08/28/2019	Dept Of Justice, Acctg Office	01-5862	Fingerprinting for staff 2019-20	11.20	
			03-5862	Fingerprinting for staff 2019-20	134.40	
			04-5862	Fingerprinting for staff 2019-20	78.40	224.00
1737619	08/28/2019	MCI Comm Service	12-5911	Daycare Phone Line for 2019-20		14.18
1737620	08/28/2019	Pitney Bowes	01-5950	Postage for Postage Meter	42.56	
			03-5950	Postage for Postage Meter	510.58	
			04-5950	Postage for Postage Meter	297.84	850.98
1737621	08/28/2019	Protech Projection Systems	03-4440	Projector Elmo Rm 17 @ Gravenstein		582.39
1737622	08/28/2019	Santa Rosa Fire Equipment Inc.	01-5600	Service of Fire Extinguishers	84.72	
			03-5600	Service of Fire Extinguishers	1,016.54	
			04-5600	Service of Fire Extinguishers	592.99	1,694.25
1737623	08/28/2019	Stripe N Seal Inc	04-5630	Pavement and Asphalt Repair @ Hillcrest		11,391.00
1737624	08/28/2019	teacherforjune Workshops	01-5200	EL Conference	17.70	
			03-5200	EL Conference	212.40	
			04-5200	EL Conference	123.90	354.00
1737625	08/28/2019	Lannon, Kelley A	03-4310	Reimb.Class stools		64.94
1737626	08/28/2019	Lott, Renee L	01-4390	Reimb. for Nurse Supplies	.73	
				Reimb. School Breakfast prog.	1.50	
				Reimb.for Staff Development	16.11	
			03-4390	Reimb. for Nurse Supplies	8.27	
				Reimb. School Breakfast prog.	17.27	
				Reimb.for Staff Development	193.30	
			04-4390	Reimb.for Staff Development	112.76	349.94
1737627	08/28/2019	Johnson, Heather L	04-4310	Reimb. Class Supplies		18.50
1737628	08/28/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2019-20		73.00
1737629	08/28/2019	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First	60.17	
			03-4359	Instructional Supplies for Grav Elem/Grav First	1,085.32	1,145.49
1737630	08/28/2019	San Francisco Opera Guild	03-5826	K In-School FT for Winter/Spring 2019-20		600.00
1737631	08/28/2019	Sonoma County Office Of Ed.	01-5202	SCOE Workshop-IEP Training	2.00	
			03-5202	SCOE Workshop-IEP Training	24.00	
			04-5202	SCOE Workshop-IEP Training	54.00	80.00
1737632	08/28/2019	Sonoma Media Investments, LLC	01-5825	Press Release for Board Vacancy	39.14	
			03-5825	Press Release for Board Vacancy	469.73	
			04-5825	Press Release for Board Vacancy	274.01	782.88
1737633	08/28/2019	Virco	01-4310	Furniture for Grav and Hillcrest	79.94	

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

Checks Dated 08/01/2019 through 08/31/2019

Board Meeting Date September 10, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1737633	08/28/2019	Virco	03-4310	Furniture for Grav and Hillcrest	919.04	
1737634	08/28/2019	West County Transportation	04-4310	Furniture for Grav and Hillcrest	3,687.54	4,686.52
			01-5804	Special Ed Transportation ESY June and July 2019		579.50
1737635	08/28/2019	Sprinkle, Michelle A	03-4310	Reimb.Class Supplies		112.75
1737636	08/28/2019	Sposato, Brian H	04-4400	Reimb. AC Units		1,046.61
1737637	08/28/2019	Candau, Deborah A	03-4310	Reimb.Class Shelf		300.79
1737638	08/28/2019	Banner Bank	40-6200	5% Retention for Gravenstein Phase III		14,121.91
1737639	08/28/2019	Creative Window Fashions Inc.	03-4400	Window Coverings for Gravenstein	3,211.19	
1737640	08/28/2019	GCCI INC.	03-5830	Window Coverings for Gravenstein	275.00	3,486.19
1737641	08/28/2019	Recology Sonoma Marin	40-6200	Gravenstein Elementary School Phase III		268,316.19
1737642	08/28/2019	Sonoma West Publishers, Inc.	04-5560	Recology-Hillcrest debris box		149.93
			01-5822	Announcement of Open Seat and Notes	11.38	
			03-5822	Announcement of Open Seat and Notes	136.50	
1737643	08/28/2019	United Forest Products Inc.	04-5822	Announcement of Open Seat and Notes	79.62	227.50
1737644	08/28/2019	Wested	04-4370	Playground chips for Hillcrest Middle School		343.75
			04-5830	Ca Healthy Kids Survey		301.00
Total Number of Checks					84	692,601.17

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	37	21,346.25
03	Gravenstein Elementary Charter	52	183,234.95
04	Hillcrest Middle Charter	50	110,496.83
12	Child Development Fund	1	14.18
13	Cafeteria Fund	4	1,722.50
14	Deferred Maintenance Fund	1	16,790.00
40	Special Reserve-capital Proj	6	359,047.53
Total Number of Checks		84	692,652.24
Less Unpaid Tax Liability			51.07
Net (Check Amount)			692,601.17

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

Gravenstein Union School District
August Payroll Report

September 10, 2019 Regular Board Meeting

Certificated Salary & Benefits

Regular: \$ 507,267.19
Supplemental: \$ 14,684.71

Classified Salary & Benefits

Regular: \$ 116,476.30
Supplemental: \$ 19,130.96

Total Salary & Benefits

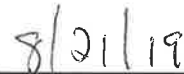
\$ 657,559.16

**Memorandum of Understanding for the 2019-2020 school year
between the Gravenstein Union Teachers Association (GUTA) and the
Gravenstein Union School District (GUSD)**

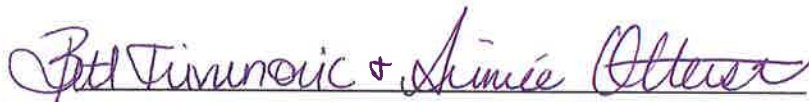
A member of GUTA, Sergio Blanco, has approached GUTA leadership and Hillcrest administration seeking permission to forgo a preparation period and teach an additional section of Science for the 2019-2020 school year. Mr. Blanco has agreed that there will be no additional compensation for taking on an additional period of instruction, and understands that the expectations for parent contact and timely student feedback will be the same as if he had one less period of student contacts. This agreement will in no way increase the amount of preparation time or periods for any other GUTA member.




Gravenstein Union School District



Date



Gravenstein Union Teachers Association



Date

MEMORANDUM OF UNDERSTANDING

**Elementary and Secondary Education Act, Title III, Part A,
English Learner Student Program Consortium
2019-2020 School Year**

This Memorandum of Understanding represents the agreed-upon program, services and products to be provided to English learner (EL) students in the, Alexander Valley Union Elementary School District, Dunham Elementary School District, Forestville Union Elementary School District, Fort Ross Elementary School District, Geyserville Elementary School District, Gravenstein Union Elementary School District, Horicon Elementary School District, Kenwood School District, Kid Street Learning Center, Oak Grove Union Elementary School District, Sebastopol School District, Sonoma Charter School District, Sonoma County Office of Education, Two Rock Union School District, West Side Union Elementary School District, West Sonoma County School District, Wilmar Union Elementary School District (Members), during the 2019-2020 school year. The Sonoma County Office of Education (SCOE) will act as lead local educational agency (LEA) and member. The consortium shall be named the Sonoma County Consortium (the Consortium).

The SCOE will be responsible for acting as the fiscal agent for the Consortium and will file the required expenditure reports and maintain fiscal records. The Consortium will plan to expend all Title III funds during the 2019-2020 grant year. SCOE must continue to serve as the fiscal agent for the Consortium for the duration of the 27 months grant period and/or until all the funds are expended, **after which time the California Department of Education (CDE) will bill the SCOE for any remaining balance.**

According to the 2019-2020 the California Longitudinal Pupil Achievement Data System information submitted by the Members to the CDE, the Sonoma County Consortium enrolled 711 EL students, which results in a subgrant amount of approximately \$75,899. In its role as the lead LEA, SCOE will support a total amount of programs, services, and products as indicated below:

<u>Program/Service/Product</u>	<u>Approximate Cost</u>
Lead LEA may claim up to 2% Direct Administrative Costs (Consortium grant amount allocation X 2%)	\$ <u>1,518</u>
Lead LEA may claim program related indirect expenses (Expenses cannot exceed Lead LEA's approved indirect cost)	\$ <u>0</u>
Provide professional development and resources for parent engagement workshops	\$ <u>\$24,793</u>
Provide supplemental materials, including literature for students in their home language	\$ <u>\$24,795</u>
Provide professional development series regarding effective EL students instructional practices	\$ <u>\$24,793</u>
Total Consortium Grant allocation	\$ <u>75,899</u>

2019-20 Title III English Learner Student Program Subgrant Budget

The purpose of this form is to provide a proposed budget for 2019-20 English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

Required fields are denoted with an asterisk (*).

Estimated Entitlement Calculation

Estimated English learner per student allocation: \$107.75

* Estimated English learner student count: Get this number from Fall I Certified CalPads EL Count

Estimated English learner entitlement amount: \$3,124 calculate \$107.75 x 29 to get total for distribution below

Note: \$10,000 minimum program eligibility criteria

If the LEA's estimated entitlement amount is less than \$10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the CDE Title III EL Consortium Details web page at <https://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

Budget

- * Professional development activities:
- * Program and other authorized activities:
- * English Proficiency and Academic Achievement:
- * Parent, family, and community engagement:
- * Direct administrative costs:
(Amount cannot exceed 2% of the estimated entitlement)
- * Indirect costs:
(LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)

Fill in these estimated budget amounts using percentages to match the MOU with the consortium (now in draft mode).

Total budget: \$0 \$3,124 add budget boxes: should match above estimate.... adjust one or two as necessary.

GUTA Proposal to GUSD MEMORANDUM OF UNDERSTANDING-GATE COORDINATOR

Parties: The parties to the Memorandum of Understanding (MOU) are the Gravenstein Union School District (GUSD) and the Gravenstein Union Teachers' Association (GUTA).

Purpose: The purpose of the MOU is to implement a stipend for GATE Coordinator(s) for particular grade levels. There are four (4) GATE Coordinator Positions available by contract. The stipend amount is noted in the contract article 8.2.3. Grade levels may include grades 3-5, 6-8 or any combination-but not to exceed four (4) positions with no more than two (2) positions on each campus.

Goal: The main goal of this position is to offer an academic GATE opportunity for all students in grades 3-8th. The focus of the academic program is Math and Language Arts. GATE will be held once a week for 45-minutes.

GATE Coordinator(s) Responsibilities/Expectations:

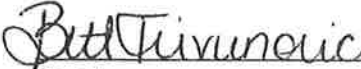
1. The GATE coordinator(s) will determine qualifications before assessing in the 1st Trimester. The GATE coordinator(s) will begin the student program once students have been identified.
2. The GATE coordinator(s) is the lead teacher for GATE activities for particular grade levels. These activities take place at lunch time, before/after school, or any other time mutually agreed upon by the GATE coordinator(s) and the Principal.
3. The GATE coordinator(s) will offer to administer the Naglieri Nonverbal Ability Test (NNAT) to all 3rd graders and any 4th through 8th grade student at Gravenstein Union that meet the criteria set forth by the GATE coordinator(s).
4. The GATE coordinator(s) will provide all communication to families and the students' teacher(s).


GUTA and GUSD agree that this MOU shall not constitute a precedent in any grievance proceeding, claim, or litigation raising the same or similar issues.

Gravenstein Union School District

_____ Date: _____
Board President Steve Schwartz

Gravenstein Union Teachers' Association

 Date: 9/5/19
Beth Trivunovic, GUTA, Co-President

 Date: 9/5/19
Aimee Otterson, GUTA, Co-President

ENRICH! MEMORANDUM of UNDERSTANDING (MOU) FOR TRANSITIONAL KINDERGARTEN (TK) THROUGH 8TH GRADE

Parties: The parties of this Memorandum of Understanding (MOU) are the Gravenstein Union School District (GUSD) and the Gravenstein Union Teachers' Association (GUTA).

Purpose: The purpose of this MOU is to set forth the guidelines of the Enrich! program and the responsibilities of all parties.

Goal: The main goal of this MOU is to set forth guidelines which protect and compensate GUTA members under contract article 8.6.7

This is the inaugural year for Enrich! which provides Enrichments for all students in grades TK through 8th grade. This MOU will terminate at the end of the 2019-2020 school year, unless the parties agree otherwise in writing.

By definition, "TEACHER" is the GUSD certificated classroom/homeroom educator. "ENRICH! INSTRUCTOR" is a contractor AND/OR GUSD certificated and/or classified employee.

- 1. Enrichment Session(s):** Teachers must remain on campus and be available if needed during the Enrichment session(s).
- 2. Provisions of Instruction When Enrichment Session(s) Are Missed:** In the case of a planned or unplanned absence for a Certificated Enrich! Instructor, the Enrich! Certificated Instructor will plan and prepare lesson plans for a substitute. If the absence is for a Classified Employee or Contracted Instructor the classroom teacher will provide lesson plans for the substitute (if available). If the District can not secure a substitute for any regular session, the teacher shall provide instruction for the class, but is not required to provide instruction in that supplemental area. The District agrees to not pull an instructional assistant to provide coverage for a missed session to act as substitute.
- 3. Scheduling Make-Up Sessions with Enrich Instructors:** The teacher shall exercise due diligence to schedule a make-up session if an Enrich! instructor (contractor and/or GUSD employee) does not show up for a session (regular or make-up), or if the teacher cancels (i.e. field trips) an Enrich! session for any reason. The make-up session shall be booked as soon as practical within the student year, preferably within 45 school days after the date of the missed session.
- 4. Teacher Compensation for Missed Enrichment:** If a teacher misses an opportunity to perform preparation work due to the absence of an Enrichment specialist, the teacher is entitled to submit a timesheet for preparation work completed outside of the normal workday due to the missed Enrichment period. The submitted time shall not exceed the time scheduled for the enrichment period. This paragraph does not apply to missed Enrichment periods due to field trips. The submitted timesheet shall read, "Additional time needed for classroom prep/missed [insert enrichment class name] class."

Gravenstein Union School District

_____ Date: _____
Board President, Steve Schwartz

Gravenstein Union Teachers' Association

Beth Trivunovic Date: 9/5/19
Beth Trivunovic, GUTA, Co-President

Aimee Otterson Date: 9/5/19
Aimee Otterson, GUTA, Co-President



**Gravenstein Union School District
Classified Enrichment IA Salary Schedule
2019-20**

	1
	Enrichment IA Art
	190 Days
Step	Hourly
1	95.15

Board Approved:

Effective: 8/1/2019

**Memorandum of Understanding for the 2019-2020 school year
between the Gravenstein Union Teachers Association (GUTA) and the
Gravenstein Union School District (GUSD).**

Due to the increased number of students enrolled in the 6th grade for the 2019-2020 school year, GUSD and GUTA agrees to add one coach for each 6th grade sport if the number of students signed up exceeds 18. With the larger numbers, the athletes will be divided into two smaller equal groups (as much as possible) to provide for an improved learning experience.

The additional coach will be required to obtain all paperwork required of the current coaches. The additional coach will be paid at the rate set forth in Section 8.2.3 of the 2017-2020 GUTA contract. The additional coaches, if needed, will be for girls volleyball, boys and girls basketball.

Gravenstein Union School District

Date

Gravenstein Union Teachers Association

Date

DRAFT

Memorandum of Understanding between Gravenstein Parent Association and Gravenstein Union School District

This Memorandum of Understanding ("MOU") is dated for identification purposes as of August 13, 2019 and is entered into by and between Gravenstein Parent Association (GPA) and Gravenstein Union School District (GUSD) for the 2019-2020 school year.

GUSD will:

- ~~Develop~~ *Implement* the ENRICH! Program ~~and~~ *by* ~~providing~~ *providing* qualified staffing, curriculum, facilities, and all other components of ~~a successful public charter school~~ *the program*.
- Work with Independent Contractors to schedule enrichment classes to provide instruction to GUSD students.
- Solicit donations from parents for field trips, including both day and overnight trips
- GUSD will communicate with the community
 - Importance of GPA donations
 - Send copy of commitment form to students with registration paperwork and ~~make it a part of the registration process~~ *and encourage completion and return of the form as well as participation in the campaign*.
- If GPA experiences a shortfall in its parent donations and is unable to cover the contracted amounts of Enrichment Contractors, GUSD will agree to be billed for these expenses. GPA defines a shortfall as maintaining less than four months of operating expenses in reserves with an additional \$25,000 for teacher support. *(Why 4 months? Do we have a current estimate for one month of operating expenses? What is the intended purpose for "teacher support?")*
- The District understands its role in the overall creation and development of the ENRICH! Program and acknowledges ultimate financial responsibility.
- Monitor and evaluate the financial sustainability of the ENRICH! Program and provide financial updates quarterly to inform stakeholders of program sustainability.

DRAFT

- Provide a quarterly expense report to GPA by the 15th day of each new quarter for the previous quarter.

Memorandum of Understanding between Gravenstein Parent Association and Gravenstein Union School District

GPA will:

- Understand its role in collecting donations that directly supports the sustainability and long-term success of the ENRICH! Program.
- Contract with District-approved Independent Contractors for enrichment services provided to GUSD students.
- If donations *monies* received *by GPA* from parent donations exceeds the expense of independent contractors, GPA will ~~aim to reimburse~~ *endeavor to remit excess funds to* the District *which will be applied to the cost of* for enrichment services provided to GUSD students by GUSD staff *as GPA by-laws allow, subject to GPA Board approval.*
- Solicit parent donations to cover costs of enrichment classes. ~~which fall outside the state and local school's funding model.~~
 - GPA will communicate with the school community through a variety of methods
 - Reinforce the reality that the ENRICH! program still requires donations to thrive as it is currently designed - both in the number of families donating as well as the level of those donations.
- Monitor and track donation amounts to provide financial updates to the District monthly to allow the District to include revenue in interim reports.

DRAFT

Dated: _____

Steve Schwartz, President GUSD Board of Trustees

Megan Kaun, President, GPA Board of Directors

GUSD Board Approved: _____

GPA Board Approved: _____

Memorandum of Understanding between Gravenstein Parent Association and Gravenstein Union School District

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GUSD will:

- Implement the ENRICH! Program by providing qualified staffing, curriculum, facilities, and all other components of the program.
- Work with Independent Contractors to schedule enrichment classes to provide instruction to GUSD students.
- Solicit donations from parents for field trips, including both day and overnight trips
- GUSD will communicate with the community
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- The District understands its role in the overall creation and development of the ENRICH! Program and acknowledges ultimate financial responsibility.
- Monitor and evaluate the financial sustainability of the ENRICH! Program and provide financial updates quarterly to inform stakeholders of program sustainability.
- Provide a quarterly expense report to GPA by the 15th day of each new quarter for the previous quarter.

Memorandum of Understanding between Gravenstein Parent Association and Gravenstein Union School District

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- Understand its role in collecting donations that directly supports the sustainability and long-term success of the ENRICH! Program.
- Contract with District-approved Independent Contractors for enrichment services provided to GUSD students.
- If monies received by GPA exceeds the expense of independent contractors, GPA will endeavor to remit excess funds to the District which will be applied to the cost of enrichment services provided to GUSD students by GUSD staff as GPA by-laws allow, subject to GPA Board approval.
- Solicit parent donations to cover costs of enrichment classes.
 - GPA will communicate with the school community through a variety of methods
 - Reinforce the reality that the ENRICH! program still requires donations to thrive as it is currently designed - both in the number of families donating as well as the level of those donations.
- Monitor and track donation amounts to provide financial updates to the District monthly to allow the District to include revenue in interim reports.

Steve Schwartz, President GUSD Board of Trustees



Megan Kaun, President, GPA Board of Directors

GUSD Board Approved: _____

GPA Board Approved: 9/3/19

September 5, 2019

Memo To: Gravenstein Union School District Board Trustees

From: David Rose, Superintendent, Gravenstein Union School District

Subject: Superintendent Evaluation and Board Retreat Options

On the Board Agenda for 9/10/19, we have an item that will allow the Board to discuss and firm up plans for the superintendent evaluation process as well as an opportunity to decide if the Board would like to plan a retreat as a concurrent activity.

As part of our contract for the superintendent recruitment process with the Sonoma County Office of Education (SCOPE), we have paid for and are entitled to a session with Dr. Paul Porter to facilitate a process with us to establish my goals for this school year and to create an evaluation process to support the Board in the assessment of my performance toward the achievement of those goals. There are a couple of pre-meetings with me and one with Steve needed for this process, and the work with the entire team takes about one hour and can be done at a closed session.

Additionally, we have spoken individually about the desire to schedule a team building retreat. This is also a service that Dr. Porter can facilitate for us, at an additional cost of \$2500.

The superintendent goal setting and evaluation process can be combined with the team building retreat, and would require the scheduling of a day when we would all have at least a seven hour block of time open. Paul has provided a draft agenda for the what the day could look like:

8-8:30 am Welcome, coffee, purpose of the day

8:30-9:30 Some kind of interesting but meaningful warm-up like looking at Board Members styles or strengths (like the Myers Briggs or Strengths). This is a great team builder and also gives the Board a chance to talk about how each of them contributes or can contribute to the Board in their own ways.

9:30-10:30 Reminders and Areas for Boards: Here I would go over some general expectations and dos and don'ts for Boards. This can be a good review and reminder of their roles. Topics like: preparation, authority of the Superintendent, how to handle complaints, public participation, how to handle confidentiality, etc.

10:30-10:45 Break

10:45-11:30 Work on Board Norms and Expectations for working together

11:30-12:00 Begin work on Board Handbook (I would have some examples for them to look at)

12:00-12:45 Lunch

12:45-2:00 Continue work on Handbook

2:15-3:00 Wrap Up, Evaluation of the Day; Appreciations; Next Steps

Of course, the Board always has the option to request different agenda items or to select a different facilitator for the retreat. Steve and I have looked at our calendars as a starting point if it is determined that the Board would like to do a full day retreat. We have the following days available: 10/2, 10/3, 10/7.

Please let me know if you have any questions or would like more information before Tuesday.

**GRAVENSTEIN UNION SCHOOL DISTRICT
RESOLUTION #190910-1
ADOPTING THE "GANN" LIMIT**

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and,

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits," for public agencies, including school districts; and,

WHEREAS, the District must establish a revised Gann limit for the 2018-19 fiscal year and a projected Gann Limit for the 2019-20 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law;

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the attached calculations and documentation of the Gann limits for the 2018-19 and 2019-20 fiscal years are made in accord with applicable constitutional and statutory law;

AND BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2018-19 and 2019-20 fiscal years do not exceed the limitations imposed by Proposition 4;

AND BE IT FURTHER RESOLVED that the Superintendent provides copies of this resolution along with the appropriate attachments to interested citizens of this district.

AYES:

NOES:

ABSENT:

ABSTAIN:

Date

Steven Schwartz, President
Board of Trustees
Gravenstein Union School District

	2018-19 Calculations			2019-20 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
A. PRIOR YEAR DATA (2017-18 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2017-18 Actual			2018-19 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	4,637,706.14		4,637,706.14			4,927,626.91
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	707.65		707.65			725.27
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2017-18			Adjustments to 2018-19		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)			0.00			0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2018-19 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2018-19 P2 Report			2019-20 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	40.73		40.73	43.28		43.28
2. Total Charter Schools ADA (Form A, Line C9)	684.54		684.54	690.88		690.88
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			725.27			734.16
C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED	2018-19 Actual			2019-20 Budget		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	19,208.84		19,208.84	19,712.00		19,712.00
2. Timber Yield Tax (Object 8022)	2,501.32		2,501.32	2,561.00		2,561.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	0.00		0.00
4. Secured Roll Taxes (Object 8041)	2,930,601.31		2,930,601.31	2,919,414.00		2,919,414.00
5. Unsecured Roll Taxes (Object 8042)	87,266.43		87,266.43	92,691.00		92,691.00
6. Prior Years' Taxes (Object 8043)	964.41		964.41	0.00		0.00
7. Supplemental Taxes (Object 8044)	0.00		0.00	0.00		0.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	0.00		0.00	0.00		0.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	0.00		0.00	0.00		0.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	0.00		0.00	0.00		0.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	3,040,542.31	0.00	3,040,542.31	3,034,378.00	0.00	3,034,378.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	3,040,542.31	0.00	3,040,542.31	3,034,378.00	0.00	3,034,378.00

	2018-19 Calculations			2019-20 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
EXCLUDED APPROPRIATIONS						
19. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			65,948.01			73,761.00
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)			65,948.01			73,761.00
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. LCFF - CY (objects 8011 and 8012)	5,344,585.00		5,344,585.00	3,704,051.00		3,704,051.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	1,069.00		1,069.00	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	5,345,654.00	0.00	5,345,654.00	3,704,051.00	0.00	3,704,051.00
DATA FOR INTEREST CALCULATION						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	10,261,835.66		10,261,835.66	7,615,011.00		7,615,011.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	172,070.03		172,070.03	119,520.00		119,520.00
D. APPROPRIATIONS LIMIT CALCULATIONS						
PRELIMINARY APPROPRIATIONS LIMIT			2018-19 Actual			2019-20 Budget
1. Revised Prior Year Program Limit (Lines A1 plus A6)			4,637,706.14			4,927,626.91
2. Inflation Adjustment			1.0367			1.0385
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			1.0249			1.0123
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			4,927,626.91			5,180,283.83
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			3,040,542.31			3,034,378.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			87,032.40			88,099.20
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			1,953,032.61			2,219,666.83
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			1,953,032.61			2,219,666.83
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			85,160.01			83,778.83
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			3,125,702.32			3,118,156.83
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			1,867,872.60			2,135,888.00
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			3,125,702.32			
b. State Subventions (Line D8)			1,867,872.60			
c. Less: Excluded Appropriations (Line C23)			65,948.01			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			4,927,626.91			

