

GRAVENSTEIN UNION SCHOOL DISTRICT

3840 TWIG AVENUE
SEBASTOPOL, CA 95472

**Board of Education
Regular Meeting Agenda**

DATE: Thursday, October 10, 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 4:45 PM

II. PUBLIC COMMENTS ON CLOSED SESSION ITEM

III. ADJOURNMENT TO CLOSED SESSION

- A. Pursuant to Government Code 54957.6, update on negotiations with the Gravenstein Union Teachers Association, GUTA

IV. RECONVENMENT

V. ADOPTION AND APPROVAL OF THE AGENDA

- A. Approval of the agenda for October 10, 2019

VI. PUBLIC COMMENT

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.

VII. REPORTS, AND ORAL COMMUNICATIONS

- A. (p. 1) Gravenstein Principal/Teachers Report
B. (p. 3) Hillcrest Principal/Teachers Report
C. Gravenstein Union Teachers' Association
D. (p. 5) District Site Council
E. (p. 9) Gravenstein Parent Association, GPA
F. Trustee Reports
G. (p. 17) Facilities Report
 1. (p. 22) Facilities Committee
H. CBO Report

1. Update on Modernization Funding
- I. Superintendent Report/District Correspondence
 1. (p. 26) GPA Letter, Budget Approval, SCOE Reminders
 2. Enrich! Update
 3. Traffic Update
 4. (p. 32) Retreat Plans
 5. (p. 34) Climate Committee

VIII. PUBLIC HEARINGS: SUFFICIENCY/INSUFFICIENCY OF TEXTBOOKS PER E.C. 60119

- A. By the 8th week of school, the Board of Trustees must hold a public hearing to discuss the sufficiency/insufficiency of textbooks in the CORE curricular areas of reading/language arts, mathematics, science, and history-social science. Schools are to have a sufficient number of textbooks (or electronic textbooks) and instructional materials for every student in these four areas, and textbooks must be from the *current* State Adopted Textbook list.

IX. CONSENT AGENDA

ACTION ITEM

- A. (p. 36) Approval of Minutes from the Regular Board Meeting of September 10, 2019
- B. (p. 49) Warrants
- C. (p. 57) Payroll
- D. (p. 58) Approve Increasing Secretary position at Hillcrest from .25 FTE to .375 FTE
- E. (p. 60) Federal LCAP Addendum

Action taken/comments:

Motion _____ Second _____ Vote _____

X. GENERAL ACTION ITEMS

- A. (p. 71) Approve Williams Settlement Quarterly Report
The Board will be asked to approve the Williams Settlement Quarterly Report.

Action taken/comments

Motion _____ Second _____ Vote _____

- B. (p. 88) Adopt Resolution #191010-1 Sufficiency of Instructional Materials

The Board will consider adoption of Resolution #191010-1, regarding the sufficiency of textbooks and instructional materials in the four core academic areas. The resolution will reflect information obtained during the Public Hearing.

Action taken/comments:

Motion _____ Second _____ Vote _____

C. Certification of Compliance with Standards-Aligned Instructional Materials

Staff will review the District's Selection and Evaluation of Instructional Materials process. The Board will be asked to certify compliance with Education Code Section 60422(a) and California Code of Regulation (CCR), Title 5, Section 9531(a) stating that all textbooks that have been purchased using LCFF funds were from the State Adopted list, aligned to the standards.

Action taken/comments:

Motion _____ Second _____ Vote _____

D. (p. 91) Approve revisions/updates to contract with the Gravenstein Union Teachers Association

The Board will be asked to approve revisions and updates to the existing contract that includes a new salary schedule as well as edits to selected articles and MOU's.

Action taken/comments:

Motion _____ Second _____ Vote _____

XI. PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

XII. ADJOURNMENT TO CLOSED SESSION

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

- 1.0 Expelled students status
- 2.0 Pending litigation
- 3.0 Administrator Performance Updates
- 4.0 Conference with Negotiations team:
GUTA negotiations update

- XIII. RECONVENE TO OPEN SESSION (if necessary)
- XIV. ACTION ON ITEMS HEARD IN CLOSED SESSION (if necessary)
- XV. PUBLIC REPORT OF ACTION TAKEN IN CLOSED SESSION (if necessary)
- XVI. FUTURE BOARD MEETINGS
 - A. November 14, 2019 at 5pm
 - B. December 12, 2019 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- October 2019

Keri Pugno

2019-2020 Enrollment as of 10/1/19

TK	K	1	2	3	4	5	Total
18	74	82	75	77	81	86	493

Attendance Report for the Month of: September

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%

Grade Level/Department Reports

September: PE/STEM presented by Paul Carey

October: Grade 5 presented by Megan Gorman

Campus Events/Highlights

- Buddy Benches have arrived and should be installed shortly!
- Gravenstein School PurpleAir Sensor is installed and operational. (Thank you to the McNeill family for their generous donation of this equipment.)
- Parent-Teacher Conference- No School for Students, 10/11/19
- Jog-a-thon is Thursday, 10/17/19 (also an ERD)
- Halloween Costume Parade, 10/31/19, at 9:00 (also an ERD)
- Friday, 11/1/19- No School

Field Trips

grade	field trip location	duration
K	Armstrong Woods	day trip
5	Armstrong Woods	day trip
5	Sugarloaf Hike and Observatory	overnight
4	Joe Rodota/Julliard Park 14-mile bike ride	day trip
3	CalSkate STEM activities	day trip

Professional Development

- NGSS Science Curriculum Training on 9/12/19
 - Twig Science for grades TK-2
 - Amplify Science for grades 3-5
- Safe Schools Conference on 9/26/19 (Keri, Renee, Brian, and Dave attended)
- Adverse Childhood Experiences and How ACE's Impacts Education on

- Dave Rose presented at the Gravenstein Staff Meeting on 10/1/19 (all teachers)
- ELPAC Training on 10/2/19 (K. Hawkins and P. Hurtado attended)
- Communication Severity Scales on 10/2/19 (T. McDowell attended)

Monitoring of Academic Progress

- Teachers worked with their grade level teams to develop their SPSA Goals for the 2019-2020 school year.
- Discussion has begun on monitoring academic progress toward grade level standards
- Focus is currently on the EL Redesignation process (RFEP). Staff completing input charts.



HILLCREST

Middle School

GUSD October Board Report

Enrollment- as of 10/7/2019:

6th	7th	8th	Total
114	79	83	276

Attendance- September 2019:
Overall Attendance Rate- 96.66%

Grade Level / Department / Student Reports:
September- 6th Grade trip to Alliance Redwoods
October- Yearbook Class Updates

Field Trips / Events- September 2019

8th Grade	Yosemite	Overnight
7th Grade	Marin Shakespeare Festival	Day trip
6th Grade	Paleolithic Day	Day time event
All Grades	Constitution Day Spirit Day	Day time event
Public Event	Screenagers showing	Evening Event

Professional Development / Staff Work:

Teaching staff and administration met to discuss the new block schedule at Hillcrest and what could be done to make changes that would improve the new schedule for all staff members and students. Administration will be working with GUTA for next steps in the process to amend the current HMS bell schedule.

Superintendent Rose presented to the Hillcrest teaching staff at our Monthly Faculty meeting regarding childhood trauma and the role that it plays in regards to academic and social success.

GRAVENSTEIN UNION SCHOOL DISTRICT
DISTRICT SITE COUNCIL
and Superintendent's Advisory Committee For LCAP
October 2, 2019 (rescheduled from September 18, 2019)
Gravenstein School, Superintendent's office
3:45pm-4:45pm

If you need an accommodation for the Meeting contact Superintendent Dave Rose at (707) 823-7008

Members Present: Dave Rose, Keri Pugno, Will Deeths, Stephanie Tomsy, Amy Gloeckner, Beth Haas, Jessica Rasmussen, Dan Dexter, Bonny Russell Larrain

Members Absent: Brian Sposato, Christina Connelly (Brian Sposato joined at 4:05pm)

I. Call to Order

MOTION: Dan

SECOND: Amy

VOTE: 7-0

II. Approval of Minutes

A. Approval of Minutes from April 17, 2019 meeting

i. Note- Minutes were electronically shared with everyone in April. Paper copies will be available but access to the file can be found by searching your Drive for this file: "Gravenstein Site Council 4/17/19- minutes"

ii. Note- Discussion was had on meeting minutes being shared electronically with members in the future. This digital copy will replace every member receiving a paper copy. One printed copy will still be made for the records binder and any member can request a printed copy.

MOTION: Bonny

SECOND: Amy

VOTE: 7-0

III. Approval of Agenda

Keri suggested we move item V.G. (Next Meeting Date and Time) to the top of the agenda as the meeting date/time that the Committee selects for the 2019-2020 year may cause a conflict for current members and therefore require seeking new members. A motion was made to approve the agenda with Item V.G. moved to directly before Item IV.

fourth Wednesday October 23, Jan 22

MOTION: Jessica

SECOND: Bonny

VOTE: 7-0

*Item V.G Next Meeting Date and Time

Committee Members were consulted as to the best day of the week for Site Council meetings. It was agreed that we would continue with meetings being held on the fourth Wednesday of each month, with no meeting scheduled in November or December. The next meeting date will be Wednesday, October 23. Time and location to remain unchanged, 3:45-4:45 in District Office.

IV. Approval of New Members

There are no new members to approve. Superintendent Dave Rose was introduced and welcomed.

MOTION _____ SECOND _____ VOTE _____

V. Discussion or Action Items

A. Meeting Roles

Dave reviewed that a Site Council Committee does not fall under the regulations of the Brown Act, but does require that all meetings are open to the public and agendas are posted 72 hours in advance. The various Committee Member Roles were discussed, volunteers came forward, and a motion was made to approve the meeting roles.

1. Dan- SSC Chairperson
2. Bonny- President
3. Jessica- Vice President
4. Keri P- Secretary (includes posting agendas)
5. Stephanie- Timekeeper
6. Amy- Encourager

MOTION: Dave SECOND: Amy VOTE: 7-0

B. Acquisition of new members

With a full committee already in place, plans to acquire new members are not necessary. (Notification of the Site Council meeting was in multiple Monday Messages and anyone interested in joining Site Council was encouraged to contact site principals.)

MOTION _____ SECOND _____ VOTE _____

C. Safety Plan

Dave, Brian, and Keri attended a full-day Safe Schools Conference on September 26. Valuable and new information was given to them regarding the updated requirements to a School Safety Plan. Keri shared a document that listed all of required Appendices in a School Safety Plan. Dave shared more of his professional background; creating a successful Safety Plan was one of his responsibilities at his former district. No action was taken.

MOTION _____ SECOND _____ VOTE _____

Brian Sposato joined the meeting at 4:05.

D. Single Plan for Student Achievement 2019-2020

Keri shared the preliminary District CAASPP scores from 2018-2019. Three pages were distributed: ELA scores breakdown, Math scores breakdown, and a comparison of the last two years' data. The 2018-2019 data is still embargoed.

Dave added his impression of the scores as an administrator new to the District. He shared that the scores are impressive and the 4 year trends show a high level of stability. He reminded the Site Council that it is important to pay attention to that lower percentage group and it will be important to develop goals and target intervention designed for those students. Dave also spoke about the Dashboard subgroups: Who are these individual kids? What are their barriers?

Dave shared that CDE puts out DataQuest, a public access resource that shares data from roughly 25 different categories. This resource is free to all and can help us target our intervention.

Will Deeths shared that Hillcrest Middle School staff are analyzing their test taking schedule from last year to see if changes should be made for this year. He also shared the concern over the number of students who "opted out" of last year's test.

No action was taken.

MOTION _____ SECOND _____ VOTE _____

E. LCAP Advisory

Dave provided an update on the ongoing District LCAP approval process. The District is required to explain how the funds are being utilized in each of the four areas of focus:

Title 1- Socio-Economic Status (SES)

Title 2- Professional Development

Title 3- English Language Development (ELD) and English Learner (EL) support

Title 4- Professional Development

Dave shared that there is a new LCAP format coming out and Wanda and he will soon be going to a training.

No action taken.

MOTION _____ SECOND _____ VOTE _____

F. Administration report

Keri shared that the ENRICH! single program at Gravenstein has rolled out nicely.

Teachers are positive and have noted improvements in student relationships.

Transportation and the Gravenstein traffic remains the biggest challenge. New ideas to address this problem include: free shuttle to Hillcrest, Reading Room free for grades 3-5 from 3:05-3:30, decreased day care fees, significantly decreased fees for Kindergarten students who are in daycare until older sibling dismisses- and then a staff member walks them up to connect with their sibling at either 3:05 or 3:20.

Will shared that while traffic was difficult at the start of the year, it is better now. There is also a brand new block schedule, with the students having 8 periods over two days. Staff are discussing the positive changes already seen due to the ENRICH! single program. Will shared that the Wednesday electives are amazing and diverse: yoga, gardening, Mandarin, disc golf, etc.)

Dave added that he is working with representatives from RESIG to help with ideas for our traffic/transportation challenges.

Jessica asked how the GPA contributions are coming in. Dave shared that the most recent GPA meeting (September 30) was positive and the GPA Treasurer reported that the donations and pledges are coming in at a rate indicating they will be able to fully cover the costs of all Independent Contractors.

Bonny shared that the extra Wednesday elective at Hillcrest is positive and an "energizer" to the students.

Dan shared that he is pleased with how receptive administration is being to the ongoing

discussion of Hillcrest scheduling.

No action taken.

MOTION _____ SECOND _____ VOTE _____

G. Next Meeting Date and Time: **Wednesday, October 23, 3:45-4:45**

VI. Items from the Public Not Listed On the Agenda

These items may be heard by the council but not discussed in full nor acted upon.¹

VII. Adjournment

TIME: 4:50pm

MOTION: Amy

SECOND: Bonny

VOTE: 8-0



GRAVENSTEIN UNION SCHOOL DISTRICT
Gravenstein Parent Association
725 Bloomfield Rd, Sebastopol, CA 95472

GPA is a 501(c)3 non-profit organization. Tax ID#: 20-8976996.

October 7, 2019

President Schwartz and members of the GUSD Board,

The last ~6 months for the Gravenstein Parent Association has been all about trial, success (or failure), and adaptation. Though many things about how our parent organization and the school operate are the same, enough minor changes have been made to warrant a full re-evaluation of how we do business and how we partner with the Gravenstein Union School District. In doing this, we hope to make GPA's operations more streamlined, and the organization poised to provide even more benefits to the District.

One of our biggest achievements this month was to pass a 2019/20 GPA budget. Conceptualizing the first ever GPA budget involved far more than just combining the old MPF and GSF numbers. We had to fully re-examine the primary goals of our organization to make sure that our operations and the budget supporting them were constructed in a way that would maximize our potential for success. Our approved budget and associated memo from the GPA Treasurer are attached.

Another item we have spent time re-evaluating this month is our "Memorandum of Understanding". In the past, the MOU was an important instrument between the GUSD and MPF organizations due to the way the previous Enrich program was constructed. Moving forward, however, we feel that a less formal and more collaborative tradition for our GPA/GUSD boards is appropriate. Attached you will find the GPA 2019/20 Letter of Intent, which has the function of providing information for the District to use for planning purposes in the 2019/20 school year.

We will continue to iterate the way we do business and very much appreciate your support and understanding through this challenging process. Our goal is to do the hard work now that will lay the groundwork to build a strong program that will be able to benefit future generations to come.

Best regards,

Megan Kaun
GPA Board President
megan.kaun@gmail.com
773-677-1639 (cell)



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Dear GPA Board,

I have provided a budget for your consideration as a guiding document for the Fiscal Year 2019-2020.

I have attached 5 budget documents; one which is a high level summary and 4 of which provide more line item details for revenue and costs by section.

The purpose of this budget is to provide GPA and the Gravenstein Union School District (GUSD) with a general plan for spending throughout the year, and I will be seeking a motion for approval of the budget, with the intention of submitting a revised budget in early 2020.

This is a new program, and therefore there is still uncertainty on both the funding and cost sides. It will take time to develop a track record. For example, we are still trying to understand what the true state of parent pledges are and how reliable pledges are to convert to real funding.

Please note that this budget as written is balanced. This is made possible because of the following assumptions:

1. Assumes that GPA fully pays for independent contractors
2. Assumes GPA pays any residual income to GUSD in June 2020 to contribute to any GUSD staff and materials (called "TOTAL GRANT TO GUSD FOR ENRICH")

As a result of this approach, the Enrich program overall is budgeted to have a \$262,271 **shortfall**, which would need to be covered by the District.

I have budgeted for no increase or decrease in GPA reserves this fiscal year, which means that all funds raised will support the program. However, it does not plan to burn any reserves, which would put the organization and the Enrich program at risk of not being able to fulfill its obligations to its contractors, and it could result in abrupt program changes in the middle of a school year. I recommend that we re-evaluate our reserves as the actual expenses of the program become more clear.

I appreciate your support, and I look forward to our discussion.

Best regards,
Ben, GPA Treasurer

School Support Expenses		J-19	A-19	S-19	O-19	N-19	D-19	J-20	F-20	M-20	A-20	M-20	J-20
Staff Water Delivery- Alhambra	\$3,000	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250
Kinder Kick Off Event	\$250	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21
Teacher Support \$350@48 teachers	\$16,800	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400
Teacher Mini Grants- \$500 max	\$5,000	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417
Teacher/Staff Appreciation Week	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500	\$0
Staff Appreciation Luncheon	\$7,500	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625	\$625
8th Grade Dinner	\$5,000	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417	\$417
TOTAL SCHOOL SUPPORT EXPENSES	\$45,050	\$3,129	\$3,129	\$3,129	\$3,129	\$3,129	\$3,129	\$3,129	\$3,129	\$3,129	\$3,129	\$10,629	\$3,129

		J-19	A-19	S-19	O-19	N-19	D-19	J-20	F-20	M-20	A-20	M-20	J-20
Donations													
Parent Donations	\$208,537	\$5,421	\$23,118	\$22,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$12,000	\$6,000
Corporate Matching Donations	\$2,800	\$233	\$233	\$233	\$233	\$233	\$233	\$233	\$233	\$233	\$233	\$233	\$233
Other Donations	\$4,000	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333	\$333
TOTAL DONATIONS	\$215,337	\$5,988	\$23,683	\$22,567	\$20,567	\$20,567	\$20,567	\$20,567	\$20,567	\$20,567	\$20,567	\$12,567	\$6,567
Fundraisers													
Spirit Wear (Gravenstein)	\$7,047	\$587	\$587	\$587	\$587	\$587	\$587	\$587	\$587	\$587	\$587	\$587	\$587
Spirit Wear (Hillcrest)	\$2,336	\$195	\$195	\$195	\$195	\$195	\$195	\$195	\$195	\$195	\$195	\$195	\$195
Parking space raffle	\$750		\$250	\$500									
Movie Night	\$319		\$319										
Skate Night	\$400	\$0	\$0	\$100	\$0	\$0	\$0	\$100	\$0	\$0	\$100	\$100	\$0
Jog-A-Thon	\$43,924	\$0	\$0	\$0	\$43,924	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Color Run	\$8,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,700	\$0
See's Candy	\$14,000	\$0	\$0	\$0	\$0	\$0	\$14,000	\$0	\$0	\$0	\$0	\$0	\$0
Pancake Breakfast	\$6,200	\$0	\$0	\$0	\$0	\$0	\$6,200	\$0	\$0	\$0	\$0	\$0	\$0
Boots & Bourbon Event	\$13,600	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,600	\$0	\$0	\$0
Book Fair	\$5,621	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,621	\$0	\$0
Read-a-Thon	\$13,172	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,172	\$0	\$0	\$0
Amazon Smile	\$600	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Box Tops	\$250	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21
eScrip	\$585	\$49	\$49	\$49	\$49	\$49	\$49	\$49	\$49	\$49	\$49	\$49	\$49
TOTAL FUNDRAISERS	\$117,504	\$902	\$1,471	\$1,502	\$44,826	\$902	\$21,102	\$1,002	\$902	\$27,674	\$6,623	\$9,702	\$902
Other Income													
Interest Income	\$1,000	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83
TOTAL OTHER INCOME	\$1,000	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83
TOTAL REVENUE	\$333,841	\$6,973	\$25,237	\$24,152	\$65,476	\$21,552	\$41,752	\$21,652	\$21,552	\$48,324	\$27,273	\$22,352	\$7,552

General & Administrative		J-19	A-19	S-19	O-19	N-19	D-19	J-20	F-20	M-20	A-20	M-20	J-20
Bookkeeper Fees	\$24,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Postage	\$200	\$17	\$17	\$17	\$17	\$17	\$17	\$17	\$17	\$17	\$17	\$17	\$17
Office Supplies	\$1,000	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83
Merchant Fees	\$1,500	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125
Bank Fees	\$250	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21
Lawyer Fees	\$250	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21	\$21
Tax Fees	\$5,100	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425	\$425
Liability Insurance	\$2,050	\$171	\$171	\$171	\$171	\$171	\$171	\$171	\$171	\$171	\$171	\$171	\$171
Website	\$1,000	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83
Newsletter	\$500	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42
Printing	\$1,500	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125	\$125
Misc expenses	\$500	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42	\$42
TOTAL G&A EXPENSES	\$37,850	\$3,154	\$3,154	\$3,154	\$3,154	\$3,154	\$3,154	\$3,154	\$3,154	\$3,154	\$3,154	\$3,154	\$3,154

Summary Fundraising Expenses		J-19	A-19	S-19	O-19	N-19	D-19	J-20	F-20	M-20	A-20	M-20	J-20
Spirit Wear (Gravenstein)	\$4,758	\$396.50	\$396.50	\$396.50	\$396.50	\$396.50	\$396.50	\$396.50	\$396.50	\$396.50	\$396.50	\$396.50	\$396.50
Spirit Wear (Hillcrest)	\$2,426	\$202.17	\$202.17	\$202.17	\$202.17	\$202.17	\$202.17	\$202.17	\$202.17	\$202.17	\$202.17	\$202.17	\$202.17
Parking space raffle	\$0												
Movie Night	\$747		\$747										
Skate Night	\$100			\$25				\$25			\$25	\$25	
Jog-A-Thon	\$3,480				\$3,480								
Color Run	\$960											\$960	
See's Candy	\$6,600						\$6,600						
Pancake Breakfast	\$1,244					\$1,244							
Boots & Bourbon Event	\$8,600									\$8,600			
Book Fair	\$5,523									\$5,523			
Read-a-Thon	\$91										\$91		
Amazon Smile	\$0												
Box Tops	\$0												
eScrip	\$0												
Misc promotional	\$65			\$65									
TOTAL FUNDRAISER EXPENSES	\$34,594	\$599	\$1,346	\$689	\$4,079	\$1,843	\$7,198	\$624	\$599	\$14,722	\$715	\$1,584	\$599



GRAVENSTEIN UNION SCHOOL DISTRICT
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725 Bloomfield Rd, Sebastopol, CA 95472

GPA is a 501(c)3 non-profit organization. Tax ID#: 20-8976996.

The Gravenstein Parent Association's (GPA's) mission statement is to support and enhance the Enrich Creative Arts Magnet Program, operating within the Gravenstein Union School District (GUSD). GPA provides volunteers, direction, and funding for these programs in cooperation with the GUSD school board, administration, teachers, and staff. Our GPA board is proud to offer this support to the GUSD, especially in this inaugural year of the Enrich For All program.

Based on the approved GPA budget and current financial projections, GPA would like to provide the following information to the District for planning purposes:

- All of the money raised by GPA for the 2019/20 school year will go toward paying enrichment teachers, supporting teachers and other school projects, and keeping the lights on at GPA.
- GPA agrees to aid the District in complying with the new State independent contractor rules by contracting with and paying independent contractor enrichment teachers directly. Given current pledge projections, GPA estimates that there will be sufficient funds to cover this expense for the 2019/20 school year.
- Gravenstein Elementary and Hillcrest Middle Schools are encouraged to request grants for any additional enrichment expenses incurred for the 2019/20 school year.
- Organizational transparency is very important to the GPA board. We will continue to provide GUSD with updated budgets, donation projections, and any other necessary financial information on request. GPA's 2019/20 budget does not allow for the hiring of any staff or any large capital expenditures.

We look forward to working with the District to make the Enrich For All program a success. GPA is committed to supporting the programming as planned by the GUSD this year and in years to come.

Best regards,

A handwritten signature in black ink, appearing to read "Megan Kaun", is written over a long, thin horizontal line that extends across the page.

Megan Kaun
GPA Board President

**Gravenstein Union School District
Facilities Report
October 10th, 2019
Prepared by Brian Sposato**

Gravenstein Phase III: Gravenstein Phase III has construction has been completed. The section of added gutter has been installed, paint touch ups and other punch list items have been finished. We are still waiting on some DSA paperwork finalization reports from the design consultants, but will then be able to File a Notice of Completion for this project once this is completed.

Gravenstein Solar: Solar is is substantially installed. Due to a failed weight test to test for wind uplift back in late August, project has been in a holding pattern until a resolution to the testing is resolved. There was a conference call on October 7th with all stakeholders to discuss the failed test and to discuss procedures for the next test. The design team and contractor are working towards a plan to retest wind uplift test to meet DSA requirements. Once this is accomplished and passes, the project can proceed to tie into existing electrical system.

Purple Air Sensor: A purple air sensor has been installed at Gravenstein, thanks to a donation by Robin and Jeri McNeills. The device measures air quality by using laser particle counters that measures dust, smoke, and other organic and inorganic particles in real time. The sensor is factory calibrated, so there is no end user settings that would need to be adjusted. The only maintenance needed is to possibly vacuum out the sensor if readings appear to be abnormally high. Access to the purple air map data is purpleair.com and the sensor name is Gravenstein School. We find that this will be a helpful resource in measuring air quality and giving us the best local data point to assess the air quality.

Playground Surfacing at TK Yard: The TK yard has gotten new poured in place rubber surfacing to replace the older rubber tiles that were getting past their life expectancy. This provides a more uniform level surface. In addition the primary playground poured in place was resealed and spot patched to repair damaged areas in the surfaces.

Hillcrest

Solar: Hillcrest Solar is installed, but we are waiting for Sunworks to get an approved PTO inspection from PG&E to proceed with scheduling commissioning for this system.

Picnic Tables: We have added six new picnic tables as well as installed a new bench to the Hillcrest quad and eating areas.

NOAA's National Weather Service Heat Index

		Temperature °F (°C)															
		80(27)	82(28)	84(29)	86(30)	88(31)	90(32)	92(34)	94(34)	96(36)	98(37)	100(38)	102(39)	104(40)	106(41)	108(43)	110(47)
Relative Humidity (%)	40	80(27)	81(27)	83(28)	85(29)	88(31)	91(33)	94(34)	97(36)	101(38)	105(41)	109(43)	114(46)	119(48)	124(51)	130(54)	136(58)
	45	80(27)	82(28)	84(29)	87(31)	89(32)	93(34)	96(36)	100(38)	104(40)	109(43)	114(46)	119(48)	124(51)	130(50)	137(58)	
	50	80(27)	83(28)	85(29)	88(31)	91(33)	95(35)	99(37)	103(39)	108(42)	113(45)	118(48)	124(51)	131(55)	137(58)		
	55	80(27)	84(29)	86(30)	89(32)	93(34)	97(36)	101(38)	106(41)	112(44)	117(47)	124(51)	130(54)	137(58)			
	60	82(28)	84(29)	88(31)	91(33)	95(35)	100(38)	105(41)	110(43)	116(47)	123(51)	129(54)	137(58)				
	65	82(28)	85(29)	89(32)	93(34)	98(37)	103(39)	108(43)	114(46)	121(49)	128(53)	136(58)					
	70	82(28)	86(30)	90(32)	95(35)	100(38)	105(41)	112(46)	119(48)	126(52)	134(57)						
	75	84(29)	88(31)	92(33)	97(36)	103(39)	109(43)	116(47)	124(51)	132(56)							
	80	84(29)	89(32)	94(34)	100(38)	106(41)	113(45)	121(49)	129(54)								
	85	84(29)	90(32)	96(36)	102(39)	110(43)	117(47)	126(52)	135(57)								
	90	86(30)	91(33)	98(37)	105(41)	113(45)	122(50)	131(55)									
95	86(30)	93(34)	100(38)	108(42)	117(47)	127(53)											
100	87(31)	95(35)	103(39)	112(44)	121(49)	132(56)											

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity



Adapted from NOAA [2012].

The National Oceanic and Atmospheric Administration (NOAA) issues heat alerts based on the heat index values, as seen in the chart above. The Heat Index is a measure of how hot it feels when RH is taken into account with the actual air temperature. Since heat index values were devised for shady, light wind conditions, exposure to full sunshine can increase heat index values by up to 15°F.

NOAA may also issue an extreme heat advisory:

- **Excessive Heat Outlook**
Extended excessive heat (heat index of 105°F–110°F [41°C–43°C]) over the next 3 to 7 days.
- **Excessive Heat Watch**
Excessive heat may occur within the next 24 to 72 hours.
- **Excessive Heat Warning**
The heat index will be life threatening in the next 24 hours. Excessive heat is imminent or has a high probability of occurring.
- **Excessive Heat Advisory**
The heat index may be uncomfortable but not life threatening if precautions are taken.

NOAA uses four bands of colors associated with four risk levels. The risk level–related measures in Table C-1 have been modified by OSHA for use on worksites.

Table C-1. Heat index-associated protective measures for worksites

Heat index	Risk level	Protective measure
Less than 91°F (33°C)	Lower (caution)	Basic health and safety planning
91°F to 103°F (33°C to 39°C)	Moderate	Implement precautions and heighten awareness
103°F to 115°F (39°C to 46°C)	High	Additional precautions to protect workers
Greater than 115°F (46°C)	Very high to extreme	Even more aggressive protective measures

Adapted from OSHA [2012c].

Additional information about protective measures mentioned in the above table can be found on OSHA's website.

Note: The presence of a radiant heat source may decrease the accuracy and usefulness of the above heat index.

Sonoma County Schools Air Quality Guidance

About the Guidelines:

- Guidelines were modified from Environmental Protection Agency (EPA) and Centers for Disease Control's [Air Quality and Outdoor Activity Guidance for Schools](#) and [Wildfire Smoke: A Guide for Public Health Officials](#).
- They were developed by Sonoma County school districts in consultation with the Sonoma County Department of Public Health, Bay Area Air Quality Management District, the Northern Sonoma County Air Pollution Control District (NSCAPCD), and the Sonoma County Office of Education (SCOE).
- They are meant to assist school districts in making decisions when air quality is poor. *School closure is ultimately a district-by-district decision based on local conditions.*
- **Guidelines are provided on an interim basis until statewide guidelines can be established.**
- The impact of smoke depends on the sensitivity of the person and the length of exposure, as outlined in this [outdoor activity chart](#) provided by NSCAPCD. Children are considered "group 2" because their developing lungs and heightened activity make them more sensitive to the impacts of smoke.

Choosing to Use the Guidelines:

- School districts will monitor the air quality index (AQI) using EPA's AQI monitoring tools at [AirNow.gov](#).
- School activities/closures decisions will be made based on AirNow measurements and local conditions, such as the availability/quality of air filtration and direct observation of indoor/outdoor air quality.
- School districts may wish to consult with their air quality management district regarding outdoor air and public health official regarding indoor air before making a final determination. NSCAPCD covers northern Sonoma County, while BAAQMD covers southern Sonoma County.
- School districts will report any school closures to SCOE for media notification.
- School districts will announce any closures to families using normal school closure procedures.
- Children with respiratory or heart conditions are vulnerable to poor air quality and may require extra precautions. School districts should advise parents to consult with their family health care provider.

About AirNow.gov:

- Airnow.gov is a network of monitors maintained and operated by trained government agencies.
- It is recommended by air management districts, the California Air Resources Board, and the EPA.
- AirNow monitors form a network to track regional air quality. According to experts with local air quality management districts, pollutants like smoke tend to be well-mixed in the atmosphere and are adequately represented by these monitors, even if a monitor is not in the same neighborhood as a school.
- Highly accurate tools are regularly monitored for quality control by EPA. Tools remain accurate at all levels as opposed to personal sensors like Purple Air, which overestimate (especially at AQI of 150 or higher).


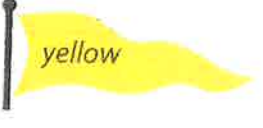

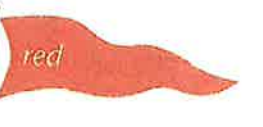

About Masks:

- When air is unhealthy, the best option is to reduce physical activity and stay indoors with windows/doors closed. If indoor temperature is high, get to a location with clean, filtered air such as a public library, shopping mall or other building with HVAC system filtration.
- Masks have limitations. Surgical gauze masks provide no protection from smoke. N95 respirator masks are designed for professional use by trained adults and are not intended for children. Therefore, masks are not recommended for children by most air quality districts/public health agencies.
- N95 masks require a perfect seal to be effective. They can give a false sense of security without a proper fit.
- Masks can exacerbate breathing difficulty for sensitive breathers or potentially cause deeper breathing, which draws particulates deeper into the lungs.
- Masks must be kept clean and replaced frequently to be effective.

Recommendations for Ensuring Cleaner Air at School:

- Install and maintain HVAC air conditioning system with high-quality air filters that have medium or high efficiency. [EPA recommendations for air filtration are given here.](#)
- Install portable HEPA air filters in classrooms where possible. [See approved filters here.](#)
- Be sure that portable filters are sized correctly for the room.
- Ensure doors and windows are sealed tightly. Minimize air movement in and out of room.

Sonoma County Schools Air Quality Guidance

Air Quality Index (measured at airnow.gov)	Recommended School Activities	School Actions	District Actions
 (0-50) GOOD	<ul style="list-style-type: none"> Great day to be active outside 	<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> None
 (51-100) MODERATE	<ul style="list-style-type: none"> Good day to be active outside Students who are unusually sensitive to air pollution could have symptoms.* 	<ul style="list-style-type: none"> Monitor readings, keep staff aware of sensitive students 	<ul style="list-style-type: none"> Monitor the situation if index worsens
 (101-150) UNHEALTHY FOR SENSITIVE GROUPS	<ul style="list-style-type: none"> It's OK to be active outside for short activities (<30 min.) such as recess and PE For longer activities such as athletic practice, take more breaks and do less intense activities. Consider moving indoors or rescheduling. Watch for symptoms and take action as needed*¹ Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy 	<ul style="list-style-type: none"> Inform staff that restrictions are in place based on these recommendations Ensure that staff are following the guidelines 	<ul style="list-style-type: none"> Remind site administrators of restrictions at this level Monitor the situation if index worsens
 (151-200) UNHEALTHY	<ul style="list-style-type: none"> Consider moving outdoor activities indoors or rescheduling them Any outdoor activities should be less intense and include a lot of breaks Watch for symptoms and take action as needed.* Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy 	<ul style="list-style-type: none"> Inform staff that restrictions are in place based on these recommendations Move all athletic related events to indoors if possible or reduce to less intense activities if moving to indoors is not possible Ensure that staff are following the guidelines 	<ul style="list-style-type: none"> Remind site administrators of restrictions at this level Monitor the situation if index worsens Determine if there are site by site concerns. Respond to school if there are site by site concerns to support and determine severity
 (201 and higher) VERY UNHEALTHY	<ul style="list-style-type: none"> Move all activities indoors or reschedule them to another day 	<ul style="list-style-type: none"> Inform staff that restrictions are in place Cancel all outdoor athletic activity Ensure that staff are following the guidelines Stay in communication with district office for changes Monitor school site for concerns such as poor air filtration or leaky windows 	<ul style="list-style-type: none"> Respond to site concerns to support and determine severity Remind site administrators of restrictions at this level Consider closing schools based on site by site concerns Allow excused absences for students with reported health concerns

¹ **Asthma Symptoms:** Air pollution can make asthma symptoms worse and trigger attacks. Symptoms of asthma include coughing, wheezing, difficulty breathing, and chest tightness. Even students who do not have asthma could experience these symptoms. If symptoms occur: The student might need to take a break, do a less intense activity, stop all activity, go indoors, or use quick-relief medicine as prescribed. If symptoms don't improve, get medical help.

Facilities Committee Meeting

9/25/19

9:00 - 10:00 AM - GUSD Office

ATTENDEES

Gregory, Brian, Wanda, Keri, Will, Dave

ITEM	Participants	TIME	ACTION STEPS
1) Purpose, goals	all	10 min	Construction and projects oversight and connection to Master Plan. Players have changed over the years. Current Master Plan has \$28 million in projects, some prioritization has happened. The Solar project was an add on as the opportunities became available. One question we have is whether or not we stay with the current architect.
2) Solar project updates	Brian	15 min	HMS: PG&E testing is the next step, Sun Works is working with PG&E to set a date. Brian will have an update for 10/10 Board Meeting. Activate staff and/or parent contact with PG&E to make this happen? Brian will check with Sun Works to see if our support is needed. Grav: Waiting for PG&E to do the connection piece for the system, this is on hold until the stress test is passed and DSA gives approval. Structure did not pass stress test, the current status is that the test was not done with the correct procedure and needs to be re-done. Brian will get a timeline for the re-test once the questions of the testing protocol are clarified by DSA. GUSD is not paying for labor until this test is

			hardware upgrade and a switch from aluminum to steel for support brackets could set conditions for passing the test if the system does not pass the re-test.;
3) Traffic mitigation	all	15 min	<p>Grav: traffic concern continues, after school is more significant than before school. Staggered start and dismissal times have had limited impact (considering 20 minute stagger vs. current 15 minute stagger). Free strategies are key. Day care prices dropped and a system set up for delivery of students to their car. After school HW help is open, no cost, until 3:30 for siblings with a later release time. Shuttle to Hillcrest, no cost, after working out some opening kinks is running smoothly (despite the rumored 2nd shuttle that was never planned). This service has increased phone traffic in the office from parents getting messages to kids. 80 participants has been max., typically around 40 per day. Morning drop-off is by far easier and smoother than ever before. IA added to monitoring traffic at bottom lot has helped. More students walking to school is helping as well. Staff is spending time dealing with individual parent and resident concerns. Afternoon traffic still backs up despite reminders to parents about arrival for their specific dismissal time. More Lone Pine Road concerns this year. CHP has been on site to enforce traffic safety twice. Student created banners for posting on Twig with safety messages.</p> <p>HMS: Smooth. Drop-off traffic has no delays. After school presented some challenges in the first few days, but parents are now more comfortable with staggering their pick-up time, shuttle system is smooth, and with a 3:15 dismissal, Bloomfield is open by 3:25. Anticipating some issues on rainy days.</p> <p>GUSD is working with RESIG to observe and generate a report that GUSD can use to engage CHP/County of Sonoma for any solutions they can help with.</p>

4) Classroom temperatures	all	15 min	<p>Grav: Will monitor classroom temperatures today (9/25, expected high of 97 degrees), and we have data from 4 other previous days. Despite protocol for cooling, some staff are keeping rooms open, resulting in high classroom temperatures. Moving activities indoors.</p> <p>HMS: Rooms that have had window AC units added are staying below 80 degrees. Inside lunch, cancelling activities are strategies used. Windows are single-pane with tinting.</p> <p>Status of windows in classrooms and potential impact of temperature. Differences between sites in exposure, insulation, roofing. An open classroom due to a field trip maxed at 77 degrees (9/24, high temp of 98).</p> <p>Climate change impact and more high temperature days than in the past?</p> <p>Question of whether portable classroom units or full scale installation of AC is the best path?</p> <p>Roof, insulation, and window upgrades need to be considered prior to committing to AC installation.</p> <p>Create a strategic plan for identifying and researching potential solutions with expected impact.</p>
5) Future items	all	5 min	<p>Look at Master Plan to prepare for the next meeting and have a personal list of how the projects should be prioritized. Also bring a wish/need list. Current status of power capacity at each site.</p> <p>New legislation that requires a private space for a nursing mother to use; we currently do not have such a space at Grav.</p> <p>Food Service staff space for accounting and clerical work with connectivity.</p>

		<p>Field area, play equipment upgrade at HMS, adding a track (for both sites).</p> <p>Portable office for Supt. and Business Services.</p> <p>Gregory will e-mail list of projects to consider.</p> <p>Wanda has information for potential funding sources in addition to basic aid supplemental reserve.</p> <p>Create a plan for project planning and project management.</p> <p>Next meeting: 10/18/19</p>
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Wish List

Item	Submitted by	Description

September 15, 2019

David Rose, Superintendent
Gravenstein Union School District
3840 Twig Avenue
Sebastopol, CA 95472

Dear Mr. Rose,

In accordance with Education Code Section 42127, the Sonoma County Superintendent of Schools (County) has reviewed the Gravenstein Union School District's (District) 2019-20 Adopted Budget to determine if it complies with the Criteria and Standards for fiscal stability and allows the District to meet its financial obligations for the budget and two subsequent years. The 2019-20 Adopted Budget may only be approved subsequent to the approval of the District's 2019-20 Local Control Accountability Plan (LCAP).

The District's Adopted Budget has been analyzed in the context of the May Revision to the Governor's budget proposal for the 2019-20 year, as well as the 2019-20 Adopted State Budget and related trailer bills that were approved subsequent to the District's budget adoption, along with and the County's approval of the District's 2019-20 LCAP. Based on our analysis of the submitted documentation, the County Office has concluded the District has met the necessary requirements and therefore **approves** the District's budget as adopted by the District Board of Trustees (Board).

Adopted Budget

As adopted by the District's Governing Board, the 2019-20 budget, which includes its conversion charter schools, reflects an ending fund balance in the General Fund of \$5,051,197; comprised of \$4,742,743 in unrestricted fund balance and \$308,454 in restricted fund balance. The minimum state reserve level of 4% for a district of your size has been met. In 2019-20, the General Fund reports deficit spending of -\$1,139,200. Even though the District meets minimum reserve requirements, the County Office remains concerned about on-going deficit spending, and notes that Basic Aid Supplemental revenue is not budgeted until received.

The District Multi-Year Projection (MYP) is projecting an unrestricted ending fund balance of \$3,302,834 in 2020-21 with total deficit spending of -\$1,306,414 and \$1,918,153 in 2021-22 with total deficit spending of -\$1,260,931. The minimum state reserve reported as met in both years.

Collective Bargaining

Based upon the Criteria and Standards, negotiations with all bargaining units in the 2019-20 fiscal year are settled. Because these costs make up the largest portion of the district's budget, any salary and/or benefit increase could adversely impact the fiscal condition of the district. We caution the district to ensure that the costs of any proposed agreement be supported by ongoing revenues to avoid creating or exacerbating structural deficits. Before the district takes any future action on a proposed collective bargaining agreement, Government Code Section 3547.5 requires the district to certify financial projections reflecting the impact of any salary negotiations on the current or two subsequent years. Sonoma County Office of Education requests copies of the disclosure at the time of board publication or earlier.

Summary

Our Office appreciates the preparation and timely submittal of your Adopted Budget report. A technical review will be communicated to the business office. The First Interim Report is due to our office no later than December 15, 2019. **Please see the attached for standard reminders.** If you have any questions, please feel free to call me at (707) 524-2635.

Sincerely,



Shelley Stiles

Director, External Fiscal Services

c:

Wanda Holden, Gravenstein CBO

Dr. Steven Herrington, County Superintendent of Schools

Mary Downey, SCOE Deputy Superintendent, Business Services

Linda Daugherty, SCOE District Fiscal Management Advisor

2019-20 Annual Standard Reminders ~ All Districts

Adopting LCAP Revisions during the period the LCAP is in effect

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

Collective Bargaining Disclosure

SCOE Business requests copies of collective bargaining disclosures 10 days prior to board approval: If any collective bargaining settlements are reached during the current year all districts are being reminded of the public disclosure obligation. An important AB 1200 reporting requirement is the statute for tentative collective bargaining agreements to meet the requirements of Government Code Section 3547.5 and Education Code Sections 42131 and 42142, both of which outline the District's responsibilities for public disclosure and budget revisions for collective bargaining agreements. A three-year analysis must be completed to determine the impact of negotiations in future years. The superintendent and chief business officer must certify that the District can meet the costs incurred under the agreement. The governing board must take formal board action to approve the proposed agreement. Please note that within 45 days of the settlement, the District must send to SCOE any revisions to the District's current budget necessary to fulfill the terms of the agreement.

Submission of Studies, Reports, Evaluations and/or Audits

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

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

SB740

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

<https://www.cde.ca.gov/sp/ch/nclrbifunddet.asp>

Requirements for Debt Management Policy and Practices

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

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

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

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

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

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

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

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

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

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

Reporting Requirements for Proposed Debt Issuances

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

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

Reporting Requirements for Non-Voter-Approved Debt

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

Additional Standard Reminders for School Districts with Qualified or Negative Certifications

Debt Issuance

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

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

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

Collective Bargaining

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

Per Government Code 3540.2(d), a school district shall, upon request, provide the county superintendent of schools with all information relevant to provide an understanding of the financial impact of any final collective bargaining agreement reached.

Board Retreat Date Selection

Below is a table with a new set of dates that Jennifer has available to host this event. Please put "yes" for any date that you can make, and "no" for any that you cannot. Open starting time slots for each day have been added.

	Jennifer	Steve	Gregory	Alexander	Patrick
Sunday, October 20: 10 am	Yes		Yes	yes	yes
Tuesday, October 22: 6 pm	Yes		No	no	no
Wednesday, October 23: 5 pm	Yes		No	no	no
Thursday, October 24: 5 pm	Yes		No	yes	yes
Friday, October 25: 6 pm	Yes		No	no	yes
Saturday, October 26: 10 am	Yes		Yes	yes	yes
Sunday, October 27: 10 am	Yes		Yes	yes	yes
Tuesday, October 29: 6 pm	Yes		Yes	yes	no
Wednesday, October 30: 5 pm	Yes		Yes	no	no

Gravenstein Union School District

Retreat Agenda

DRAFT

- I. **Welcome, coffee, purpose of the day, Ice-breaker**
- II. **Reminders and Areas for Boards: General expectations and dos and don'ts for Boards, a review and reminder of roles. Topics like: preparation, authority of the Superintendent, how to handle complaints, public participation, how to handle confidentiality, etc.**
- III. **Work on Board Norms and Expectations for working together, begin work on Board Handbook (Examples provided)**
- IV. **Break**
- V. **Dave to present Multi-Tiered System of Supports, the basis for work plans and the LCAP**
- VI. **Lunch**
- VII. **Vision, Mission, Goals, Core Values, Action Items**
- VIII. **Wrap Up, Evaluation of the Day; Appreciations; Next Steps**

Climate Committee Meeting

10/3/19

3:30 - 4:30 PM - HMS Principal's Office

ATTENDEES

Allison, Will, Dave

ITEM	Participants	TIME	ACTION STEPS
1) Purpose, goals, review of Board Resolution	all	30 min	Allison was unanimously elected Chair. HMS Student Council meeting on 10/2, presentation of student letter. What can happen at HMS? Monthly meetings of this committee. Include student council student reps from each site, Ani from Grav., parents. Board Member? Will will invite a Board Member to join the committee on 10/10.
2) Current initiatives	all	15 min	See below
3) Future items, Board Report	all	10 min	Prioritize wish list (attainable, measureable monthly goals). Will will report to the Board on 10/10.
4) Next Meeting	all	5 min	Will and Allison will invite other staff and students and a parent involved in the foundation work.

Wish List

Item	Submitted by	Description
Work with Recology	Will	Separate bins exist, but are not being used. Competitions, assembly, house competition.

		Initiative to make as many items used on campus as possible recyclable.
Spreading understanding	Allison	The key starting point will be to create a base of understanding the key issues as well as individual actions that can make a difference
Solar Panel Ceremony	Will	An activity for the panels, but also to spread more information about climate awareness
Monthly themes at HMS	Allison	From the model of life skill traits, adopt a monthly theme in regards to climate protection activities. Have a year long theme that all monthly themes would connect to such as "Think globally, act locally." What is each student doing as an individual on a daily basis?
Green Team Questionnaire	Allison	Group of students that can form a club that invites student participation and action.
Use of Monday Messages	Will	Continuous updates on activities/initiatives
Use of Tech resources	Allison	Use studio, video production, and other resources available at HMS to create informational/instructional messages. "Full circle" message - what happens to the materials we recycle after they leave here . . . do they come back.
Climate friendly meal service	Allison	What could we do with our SRCS contract provider? Check with Lori/Wanda for more information.
Climate friendly technology and other device operations on campus	Will	Projectors, bathroom towels, use Monday assemblies for delivery of practices to students.
Connections to classroom instruction	Dave	How can staff integrate these initiatives into classroom instruction?
Planting more trees	Will	Make sure Brian is involved in this discussion

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

Call to order at 5:04
all in attendance except Jennifer Koelemeijer
Jennifer Koelemeijer arrived at 5:07

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.

Vee wanted to make a shout out to Mr. Pulley for 0 period music. Shout out to Will for being at school so early. Also thanks to Admin for working with GPA.

Kristine Zapata has 5th grader and wonders if board has ever considered eminent domain over the roads.

SS answers he hasn't heard anything since being on the board, but it is his understanding that when the school was built it was intended that land was to be purchased and a road built to 116. Eminent domain is kind of fighting words and doesn't feel the school can do that.

DR says RESIG will be coming out next week to do an assessment on the situation.

Kristine also asks how she can stay informed.

DR answers keep coming to meetings and read Monday messages and if it comes to pass maybe join groups working towards goal.

III. REPORTS, AND ORAL COMMUNICATIONS

A. Gravenstein Principal Report

Introduced staff member Mr. Carey PE, athletics, Science and Chinese.

Mr. Carey showed a video from his website. Then a slide presentation of things they have done in the past and things they hope to do in future. Also talked about curriculum. Showed some of the experiments they have done.

Including baking soda and vinegar with colored dyes.

Then he talked about PE with Coach Page..

These presentations will eventually be loaded to the website.

B. Hillcrest Principal Report

Introduced staff members Allison Rich and Libby Baird.

Allison Rich and Libby Baird had a presentation about Alliance Redwoods field trip. They had a slideshow that included what they did while there for the three days. Science Lesson: Geology and Stream. The science lessons were taught by Alliance Redwood Staff. Pool Rotations. Ziplines: Gecko Glider and Redwood Express. The students were supported by their peers in very positive ways. Freetime, after rotations. Chaperones got a break at this time.

Had some great activities for all the kids. There were 110 kids in attendance. One of the night events was a night hike and another was Trivia Night. Dining Hall was also a highlight of the trip. There was a soda machine, hot food and a great salad bar. They were building Relationships. Mrs. Baird mixed up the classes from 5th grade and added new students to make cabin assignments. It was a big success.

Vee...gives feedback on behalf of husband. He said he came home inspired. He learned new things. He was like an excited teenage boy. He really had a great time.

C. Gravenstein Union Teachers' Association

Not much to report that isn't already on the agenda. Looking forward to getting Superintendent advisory started. There is a wonderful buzz on campus this year. Very excited to see how the year unfolds.

D. District Site Council

Haven't had a meeting yet. Meeting scheduled to be held on 9/18/19.

E. Gravenstein Parent Association, GPA

Two GPA reps were present. Finished Pledge Drive contest and awarded 4 Disney Tickets to Mrs. Sprinkle's Class and they will do something in the class to see who gets them. She had 52% to 53% of her forms turned in. They are still pushing for forms to be turned in. They will do a lot of pushes around holidays for one time donations. They have a newsletter that was sent out. GPA is going to have a big effort to push going green this year. For instance they bought 4 sets of party supplies for classes. Dishes, flatware, etc. They also will no longer have bottled water at events. Instead they will have large igloos and compostable cups.

The jog-a-thon is coming up and they are hoping to go online. They are also hoping to get a presentation from something called Flip Cause which will cause less paperwork.

Megan has reached out to GUSD Board members for a communications liaison.

JK says the newsletter looked great.

AK said same thing and applauds the going green, but worried that some parents are more apt to pay attention to paper form.

Ms. Triv asks to have newsletter sent to all teachers at Grav and Hillcrest so they can help let parents know about upcoming events.

GA things are new and with that he thinks the numbers look great.

Vee wonders what the percentage is automatic credit vs checks.

GPA thanks Jeri McNeil for movie night.

Jeri points out how hard the GPA members have been working and thanked them.

GPA meetings are on district calendar.

GA reminded Board members that only two can attend other meetings at one time:

DR says the changes in agenda were on purpose so that everyone can see how important the GPA is to the school.

AK throws out idea of enrich night where parents can experience the classes that their children are taking.

GPA says they are doing an adults only fundraiser this year with silent auction. March 28th Boots and Bourbon.

DR has done research about Board Members vocal support for GPA and says it is okay.

AK about communication. Would like Enrich teachers to be able to communicate with parents with a flyer of what they did that week or month.

KP says maybe include it in GPA newsletter.

GPA is highlighting the Enrich teachers. Also talking about adding info to website.

F. Trustee Reports

JK attended movie night and she said it was really fun and great event. Also wants to say she really appreciates all the work the GPA has been doing this year.

PL introduces himself and wants to talk about meeting he had with DR last Friday. Wasn't able to be as involved last year and so didn't know some things that he has since learned. He feels very lucky to have been chosen as a new board member.

GA was able to attend a back to school night and was very pleased. Also attended a GUTA meeting and felt it was a success.

AK echos what was already said.

SS adds that the vote of confidence with Superintendent is great. Obligated to mention that there is a climate strike coming up and some students will not be at school.

G. (p. 1) Facilities Report

Hard copy of report included in Board Packet. DR thanks GA for info about Solar Panels. The Gravenstein Solar Panels didn't pass and so they will be having them worked on.

KP says they did get a new play structure installed and approved by RESIG. The kids are really enjoying the new structure.

GA says that some 1st graders have requested same structure on their yard.

Parent wasn't here the night the kids made a presentation about play structure, but her daughter was one of the presenters and was really excited to be apart of that and felt empowered by it.

SS mentions installation of water fountains with water bottle fillers. Previously there was some concern from teachers. But Mr. Deeths says please bring them on. Gravenstein already has them.

DR asks Mr. Deeths to email him and Brian about getting the water bottle fillers installed at Hillcrest.

SS asks if they have thought about some kind of kick off when they switch the switch to solar.

Parent wants to point out how amazing Brian is and how lucky we are to have him.

H. CBO Report

Presentation will happen during "General Actions" Item C

I. Superintendent Report

There are some LCAP items that need to be taken care of and DR is diving into that and making sure we are doing what we are supposed to be doing. Tying it all back into how we can keep Enrich going. We have had a parent address us about an independent study opportunity.

1. (p. 3) Williams Settlement Complaints

We have had some complaints about room temperatures. This year we had 5 days of heat where class rooms reached above 85 degrees. Because we align our calendars with high schools we are starting so early that we reach these hot temperatures.

Couple of options: Should we go back to starting in September. Or maybe spend a lot of money on air conditioners. The class rooms shouldn't be more than 80 degrees. We do have some portable air conditioners now. It is hoped with opening rooms when it is cool and closing doors when it gets hot in combination with air conditioners will help to keep the rooms below 80 degrees. However, there could still be an issue.

SS thinks we do need to look into this further.

GA feels air conditioning is not in our master plan. Maybe it is time for us to pull the committee together to see what the cost would be for air conditioning. This has been a problem since he has been here. There is a cost to moving the schedule as well and so we should put together a study to determine costs and what would be best.

DR has found that a study at each school would be \$25,000 per school.

Triv mentioned that GUTA started asking teachers to record their temps in classrooms. Would Board like to have those logs.

Answer: yes

What are our goals for the district. We need to figure that out before we can really move forward.

JK a suggests maybe having minimum days during August to help alleviate high temps in class with students.

PL says there are other possible ways as well to cool the campus down like planting trees.

2. Enrich! Update

Handout from 2018-19 Smarter Balanced Assessment English Language Arts and Mathematics.

Shows us what levels our students are currently doing. This helps show why enrich is so important.

Knows our program is doing great because we have only had one parent concern.

Mr. Deeths talks about first faculty meeting and how things are going this year with the changes that have been made regarding class schedules. Love that all kids have the same opportunities to electives. Mr. Pulley says 8th grade band sounds fantastic because of how much time he is getting with them at one time. One teacher said "I have done this for a long time and I don't know who in my class room came from traditional or enrich". We also have a Wednesday enrichment class which has been a great success.

KP says our enrichment really did continue from last year. What she is hearing from teachers is how grateful they are for the additions of Instructional Aides. Students who were struggling last year are really doing so much better this year.

GA observation about mathematics ask about Cohort analysis. This is a 4 year analysis and shows what is happening between the years are they doing okay going from 5th to 6th. Thinks the Scale Scores by Subgroups are interesting.

SS wonders about students sitting for so long during block schedule.

WD says he has only heard minor grumblings, but over all has only heard good things. And absolutely the teachers are making sure they aren't sitting the whole time.

3. (p. 10) Transportation Survey

We are working with West County to see if there is a location where they could pick up a large group of students so that we would just have one bus instead of all the cars. We conducted a survey and when board package was made we had 96 families respond, we have now 130 responses. (The survey results are in a handout that was passed out). We have a sight in mind and now West County needs to do an assessment.

AK applauds the work that is being done.

SS asks about shuttle.

WD says there was a problem 1st week, but now things are running more smoothly and it seems to be working really well.

KP says it is great here as well because kids are getting to play and not waiting in line.

GA says a lot of the services regarding transportation have been great additions.

KP says we have also opened a reading room for children to wait for siblings getting out later.

JK asks if we could put a reminder in the Monday Messages to remind parents of all options.

SS says he is not proud to say that his kids were not always here, but at last school they used to have classroom competitions to get carpools going.

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:

GA motions

JK seconds

Passes 5 - 0

Motion GA Second JK Vote 5 - 0

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

The spirit of this agreement is they want to support enrich. They want to collect as much money as they can and pay for as much as they can. GPA and DR spent 45 to 60 minutes trying to reword the MOU.

JK asks about monthly estimates.

Answer we can not give an estimate at this time as there are too many variables.

GA has problem with four month reserve. Why is it a need for GPA to carry a reserve when the school is already carrying a reserve.

GPA says because their name is on a lot of the Enrich Contracts they don't want to be liable for paying if they don't get the money they are expecting. They just don't want to get to zero and not have time to get the money so that they can pay them and meet their commitments.

JK thinks this is the responsible thing to do. This sounds like due diligence to her.

GA understands if this was a stand alone it would make sense. However, because they can come to the board, as we have a reserve, it doesn't make sense to him.

WH says that having a set point helps them to know that they aren't broke, but at this point they need to bill the board.

After discussion it was determined that the concern is not with the reserve, but the amount of the reserve.

SS wants to add that he agrees with GA sentiments, but he appreciates that it is the spirit of the contract. He also feels that with his experience 4 month reserve seems a luxury. He is concerned that if parents are aware of a four month reserve that at some point they may stop making donations because there are reserves in place.

GPA reps don't think the GPA board would be opposed to reducing the reserve to 2 months.

The \$25,000 is a sticking point because of an agreement made with GSF that states that money is needed for certain expenses.

AK asks how imperative it is to make this decision now?

SS thinks that passing it tonight with some slight changes would be better for optics.

JK really recognizes that GPA has spent a lot of time on this and they really want this to coalesce into a good thing. We are all on the same page, this is the right thing to do. This is really just making sure we are all able to meet our obligations. Wants to address paragraph 5 and in particular the word "endeavor". Please explain the intent of this paragraph.

GPA states the reason they came up with that word was that they couldn't necessarily commit to how they were spending the monies without approval from GPA members.

WH asks what if their funds are in excess, GPA notifies the district, and then the district could draw up a grant request.

The GPA reps seemed pleased with this change in wording.

Sarah would love to invite any Board members to next meeting Tues. 24th at Hillcrest in Streamlab.

GPA will not make changes until they get numbers.

AK Motioned to table and then withdrew motion

AK also wants to thank the GPA members for all their time.

At this point the 4 month reserve is the only issue for the Board.

JK moves to approve a draft with suggested changes of 2 month reserve, the wordsmithing of Wanda, and opening with the mission statement.

AK 2nds

Passes 5 - 0

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

SS says last retreat was more about goal setting and less about superintendent evaluation.

DR explains what will happen for the evaluation process. And what can happen at Retreat. Team building exercises...goal setting. Decide between 3 hour retreat or 8 hour retreat.

AK thinks finding a day that all can be in attendance will be difficult

GA thinks an evening one working on board and district goals which would feed into superintendent evaluation/goals would be best as he is really only available in evenings.

JA asks about breaking it up into two evening sessions. We don't have set practices in place. And that seems unusual.

DR explains why this is all so important to him and to staff sanity.

SS suggests we plan 5 to 9pm. They ask for Dave and Dr. Porter to bring a draft of board norms, maybe a couple of ice breaker things then talk about what are the priorities we are hearing and narrow it from there. And then a set amount of goals for Superintendent.

JK thinks they should do goals in one evening and eval in a second.

GA asks that we throw out team building exercises.

JA asks if they can do the retreat one evening then do closed session with Dr. Porter for eval.

GA suggests taking pick a date to email

adjourn for break until 7:45pm

Call back at 7:47

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:

We will have the auditor come out and if any changes are made those will be brought back to the board for approval.

Slide presentation.

GA on page 93 bond interest

WH those aren't numbers we have control over. The county gives us those numbers.

GA on the 66% where we have to be at least 60%, that is only related to ADA? not basic aid supplement.

WH we track the revenue, but we don't have a way to track the basic aid. The number is tied to what we spent in classroom education/expenses.

GA 100 and 101 we combine both schools to get our total kids

WH 100 is all the schools except the charter which is on 101

Jeri asks where the transportation study would hit in the numbers

WH says transportation is a non classroom expense.

SS moves to approve

GA 2nds

Passes 5 - 0

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.

Action taken/comments:

GA moves that we adopt resolution

JK 2nds

SS Y

JK Y

AK Y

PL Y

GA Y

5 Yeses and 0 Nos

PUBLIC COMMENT ON ITEMS IN CLOSED SESSION

Adjourn to close session at 8:20 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 (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.

Checks Dated 09/01/2019 through 09/30/2019

Board Meeting Date October 10, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1738320	09/04/2019	Gopher Sport, Play With a Purpose	12-4390	Beyond the Bell game supplies-See attached		1,010.20
1738321	09/04/2019	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First	1,435.86	
			03-4390	Nurse supply and chair for Sully	.97	
			03-4400	Nurse supply and chair for Sully	11.57	
			04-4310	Instructional Supplies for Hillcrest 2019-20	445.59	
1738322	09/04/2019	Six Flags Discovery Kingdom	04-4350	School Secretary Supplies-Hillcrest	70.39	1,964.38
1738323	09/04/2019	Business Card	04-9510	Six Flags-8th Grade Trip		2,387.60
			01-4362	Dist Fuel	15.00	
			01-5869	Finance charge	21.17	
			03-4362	Fuel for Dist.	180.07	
			03-5830	Survey Monkey	37.00	
			04-4362	Dist Fuel	105.04	
			04-4380	Hillcrest Maint.	607.92	
				Return-HMS Supplies	178.15-	788.05
1738324	09/04/2019	ACSIG	01-9573	Employee's Dental Plan Coverage 2019-20		7,534.80
1738325	09/04/2019	California's Valued Trust	01-9572	Employee's CVT Health Plan Coverage 2019-20		38,681.00
1738326	09/04/2019	Castino Restaurant & Supply	13-4390	Cafeteria Supplies HC & Grav		338.40
1738327	09/04/2019	Lattice Educational Services	01-9510	Special Ed Services		258.29
1738328	09/04/2019	S&S Worldwide, Inc	12-4390	BTB Supplies-See Attached		330.07
1738329	09/04/2019	Safeway	12-4390	Daycare Supplies & Snacks for 2019-20		181.11
1738330	09/04/2019	Verizon	01-5912	Sup't Phone & Tablet Service for 2018-19	5.30	
			03-5912	Sup't Phone & Tablet Service for 2018-19	63.23	
			04-5912	Sup't Phone & Tablet Service for 2018-19	36.88	105.41
1738331	09/04/2019	Vision Service Plan	01-9574	Employee's Vision Plan Coverage 2019-20		3,603.60
1738332	09/04/2019	Nordstrom, Vanessa M	03-4310	Reimb. Flash Issue Subscription		53.10
1738333	09/04/2019	Accelerated Learning Inc.	04-4110	STEMscopes (Accelerated learning)		11,238.56
1738334	09/04/2019	Alpha Analytical Laboratories,	04-5830	Water testing for Hillcrest		442.00
1738335	09/04/2019	Document Tracking Services	01-4340	License for LEA templates 2019-20	29.75	
			03-4340	License for LEA templates 2019-20	357.00	
			04-4340	License for LEA templates 2019-20	208.25	595.00
1738336	09/04/2019	J.W. Pepper & Son Inc.	04-4310	Hillcrest Music 2019-20		289.94
1738337	09/04/2019	Office Depot	13-4390	Food Service Supplies		72.83
1738338	09/04/2019	Pacific Gas & Electric	01-5520	Light Poles at Grav Elem 2019-20	2.73	
			03-5520	Light Poles at Grav Elem 2019-20	31.35	34.08
1738339	09/04/2019	Paleotechnics	04-5826	6th Grade Paleotechnics 2019		3,000.00

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

Page 1 of 8

Checks Dated 09/01/2019 through 09/30/2019

Board Meeting Date October 10, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1738340	09/04/2019	Ray Morgan Company	01-5633	Copier Contract Charges 2019-20		273.10
1738341	09/04/2019	School and College Legal	01-5823	School & College Legal Services Retainer 2019-20	1,470.00	
			03-5823	School & College Legal Services Retainer 2019-20	17,640.00	
			04-5823	School & College Legal Services Retainer 2019-20	10,290.00	29,400.00
1738342	09/04/2019	Sonoma County Office Of Ed.	01-5862	Fingerprinting for staff 2019-20	9.80	
			03-5862	Fingerprinting for staff 2019-20	117.60	
			04-5862	Fingerprinting for staff 2019-20	68.60	196.00
1738343	09/04/2019	Stanroy Music Center Inc.	04-4400	Instrument repair and supplies 2019-20		674.17
1738344	09/04/2019	United Coach Tours	04-5826	Transportation to Yosemite 8th Grade All 2019-20		3,560.00
1738345	09/04/2019	U.S. Bank Corporate Payment	01-4355	Staff Development- Lunch	1,215.23	
			01-4390	Grav science Super- Lunch meeting	4.78	
					142.21	
			01-4440	Cables for Grav TV to Chrome	136.25	
			01-5200	CSBA	9.95	
			03-4310	Class Supplies- Bas	36.16	
			03-4390	Grav Science	79.81	
			03-4440	Grav Technology	1,566.92	
			03-5200	CSBA	119.40	
			04-4380	HMS Maint.	7.03	
			04-4440	Cables for Grav TV to Chrome	43.25	
			04-5200	CSBA	69.65	
			13-4390	Food service	7.95	3,438.59
1739374	09/06/2019	Sposato, Brian H	04-5600	Reimb for Scissor lift		619.68
1739375	09/06/2019	Carey, Paul R	01-4310	Reimb.For Science Materials	1.38	
				Reimb.Science Materials	7.26	
			03-4310	Reimb.For Science Materials	15.89	
				Reimb.Science Materials	83.16	107.69
1739376	09/06/2019	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
1739377	09/06/2019	Amplify Education Inc.	03-4110	Amplify Science Grades 3, 4 and 5	56,589.16	
				Unpaid Tax	681.08-	65,908.08
1739378	09/06/2019	J. Stanley Correia	01-5830	2019-20 Special Ed Psych Services	3.71	
			03-5830	2019-20 Special Ed Psych Services	1,032.76	

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Checks Dated 09/01/2019 through 09/30/2019

Board Meeting Date October 10, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1739378	09/06/2019	J. Stanley Correia	04-5830	2019-20 Special Ed Psych Services		2,125.00
1739379	09/06/2019	Discount School Supply	12-4390	BTB Supplies	1,088.53	236.14
1739380	09/06/2019	Fishman Supply Company	01-4370	District Wide Custodial Supplies	6.13	
			03-4370	District Wide Custodial Supplies	73.58	
1739381	09/06/2019	J.W. Pepper & Son Inc.	04-4370	District Wide Custodial Supplies	42.92	122.63
1739382	09/06/2019	Lattice Educational Services	04-4310	Hillcrest Music 2019-20		84.30
			01-5100	Special Ed Services	564.37	
1739383	09/06/2019	Perma Bound Books	01-5810	Special Ed Services	574.70	1,139.07
			04-4210	6th Grade Perma bound Books-Kinman/Dexter		1,363.77
1739384	09/06/2019	Protech Projection Systems	03-4440	Projector Elmo 3 Rm @ Gravenstein		1,747.16
1739385	09/06/2019	Sonoma County Office Of Ed.	01-5202	SCOE Workshop-ADHD Training	6.00	
			03-5202	SCOE Workshop-ADHD Training	72.00	
1739386	09/06/2019	SyTech Solutions	04-5202	SCOE Workshop-ADHD Training	42.00	120.00
			01-5830	Document Management Services 2019-20	12.53	
			03-5830	Document Management Services 2019-20	150.30	
1739387	09/06/2019	U.S. Bank Equipment Finance	04-5830	Document Management Services 2019-20	87.67	250.50
51			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
1739388	09/06/2019	Amador Stage Lines, Inc.	04-5826	Amador Charter Bus- Yosemite		5,322.63
1740245	09/11/2019	Clements, Colleen M	04-5200	Reimb. for CUE Conference		338.00
1740246	09/11/2019	AXIA	40-6210	Modernization - Hillcrest Middle Improvements		3,933.73
1740247	09/11/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2019-20		220.00
1740248	09/11/2019	Discount School Supply	12-4390	BTB Supplies		193.36
1740249	09/11/2019	Interstate Music Supply	04-4310	Supplies for Music Program		157.76
1740250	09/11/2019	Isaac Kuster dba I.A. Kuster Const. Insp.	40-6230	DSA Class I Inspector Gravenstein Phase III	630.00	
				DSA Class I Inspector Hillcrest Improvements	1,260.00	1,890.00
1740251	09/11/2019	McGraw-Hill School Education	01-4110	Open Court ELA Grades 1-5 Account #247107	1,923.63	
			03-4110	Open Court ELA Grades 1-5 Account #247107	10,774.06	12,697.69

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ESCAPE ONLINE

Checks Dated 09/01/2019 through 09/30/2019

Board Meeting Date October 10, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1740252	09/11/2019	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First		116.73
1740253	09/11/2019	Pacific Gas & Electric	01-5520	Electric and Gas for 2019-20 Gravenstein	218.84	
			03-5520	Electric and Gas for 2019-20 Gravenstein	2,516.64	
			04-5520	Electric and Gas for 2019-20 @ Hillcrest	2,497.40	5,232.88
1740254	09/11/2019	Read Naturally Inc	04-4310	Read Naturally- Supplemental Program		165.00
1740255	09/11/2019	Weeks Drilling & Pump Co. Inc.	04-5530	Hillcrest Water Service for 2019-20		475.00
1740953	09/13/2019	Jones, Lori D	13-5200	Reimb. ServSafe Certificate		15.00
1740954	09/13/2019	Wittenberg, Rachel R	04-5200	Reimb.Math Conference		355.22
1740955	09/13/2019	Alpha Analytical Laboratories,	04-5830	Water testing for Hillcrest		32.00
1740956	09/13/2019	Analy Band Wagon	04-5829	Band Participation in Fall Music Festival - 2019		450.00
1740957	09/13/2019	Marin Shakespeare Company	04-5826	Marin Shakespeare Co.Performance for HMS		940.00
1740958	09/13/2019	Nature Bridge	04-5826	8th Grade Yosemite Trip- Fall of 2019		30,735.00
1740959	09/13/2019	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First	30.62	
1740960	09/13/2019	Recology Sonoma Marin	04-4310	Instructional Supplies for Hillcrest 2019-20	19.01	49.63
			01-5560	Recology-Gravenstein	32.25	
			03-5560	Recology-Gravenstein	370.86	
			04-5560	Recology-Hillcrest	216.72	619.83
1740961	09/13/2019	San Francisco Maritime National Park Association	03-5826	Life on the Barbary Coast- Maritime National Park		3,200.00
1740962	09/13/2019	Weeks Drilling & Pump Co. Inc.	04-5530	Hillcrest Water Service for 2019-20		498.36
1741715	09/18/2019	Carey, Paul R	01-4310	Reimb. Science Materials	10.46	
			03-4310	Reimb. Science Materials	120.33	130.79
1741716	09/18/2019	Carolina Science	04-4310	Trebucket Kit- Eisco		526.79
1741717	09/18/2019	Fishman Supply Company	01-4370	District Wide Custodial Supplies	160.49	
			03-4370	District Wide Custodial Supplies	1,925.87	
			04-4370	District Wide Custodial Supplies	1,123.43	3,209.79
1741718	09/18/2019	Grainger Inc.	04-4400	Portable A/C units for Hillcrest		1,297.17
1741719	09/18/2019	Ray Morgan Company	01-5633	Copier Contract Charges 2019-20		1,528.95
1741720	09/18/2019	Teachers' Curriculum Institute	04-4110	History Alive! 7th Grade Social Studies		673.84
1741721	09/18/2019	Verizon	04-5912	Sup't Phone & Tablet Service for 2018-19		105.41
1741722	09/18/2019	Kelly-Moore Paint Co. Inc.	04-4380	Paint for Hillcrest		301.76
1741723	09/18/2019	Monterey Bay Aquarium	04-5826	7th Grade Monterey Field Trip		2,375.00
1741724	09/18/2019	Office Depot	01-4350	District Office Supplies- Open PO for 2019-20	7.47	

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Checks Dated 09/01/2019 through 09/30/2019

Board Meeting Date October 10, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1741724	09/18/2019	Office Depot	01-4359	Instructional Supplies for Grav Elem/Grav First	51.25	
			03-4350	District Office Supplies- Open PO for 2019-20	89.64	
			03-4390	Nurse supply and chair for Sully	11.93	
			03-4400	Nurse supply and chair for Sully	142.32	
			04-4310	Instructional Supplies for Hillcrest 2019-20	165.15	
			04-4350	District Office Supplies- Open PO for 2019-20	52.29	520.05
1741725	09/18/2019	Peripole Inc.	03-4310	Recorders for Music Class 2019-20		556.46
1741726	09/18/2019	Sonoma County Office Of Ed.	01-4351	Paper Order for District	357.04	
			03-4351	Paper Order for District	4,284.43	
			04-4351	Paper Order for District	2,499.24	7,140.71
1741727	09/18/2019	Sonoma West Publishers, Inc.	01-5822	Advertisement of Open Seat and Notes	4.87	
			03-5822	Advertisement of Open Seat and Notes	58.50	
			04-5822	Advertisement of Open Seat and Notes	34.13	97.50
1741728	09/18/2019	Specified Play Equipment Co	03-6400	Play Equipment-Gravenstein		22,364.29
1741729	09/18/2019	Exploratorium	03-5826	All 5th Exploratorium on 1/14/2020		810.00
1741730	09/18/2019	United Forest Products Inc.	03-4370	15 Yards of Playground Bark-Gravenstein	860.59	
				30 Yards of Playground Bark-Gravenstein	430.29	1,290.88
1741731	09/18/2019	Blanco Navarro, Sergio	04-4310	Reimb from Rotary		193.70
1741732	09/18/2019	Perez-Atwell, Eva A	01-5200	Reimb. Milage	3.22	
			03-5200	Reimb. Milage	38.63	
			04-5200	Reimb. Milage	22.53	64.38
1741733	09/18/2019	Wittenberg, Rachel R	04-4310	Tennis balls for juggling		45.24
1741734	09/18/2019	Hurtado, Patricia	01-5202	Reimb. Travel Expense	11.72	
			03-5202	Reimb. Travel Expense	140.65	
			04-5202	Reimb. Travel Expense	82.04	234.41
1741735	09/18/2019	ARC Alternatives	40-5830	Board Approved Prop 39 Consulting		1,485.00
1741736	09/18/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2019-20		73.50
1741737	09/18/2019	J. Stanley Correia	01-5830	2019-20 Special Ed Psych Services	4.37	
			03-5830	2019-20 Special Ed Psych Services	1,215.00	
			04-5830	2019-20 Special Ed Psych Services	1,280.63	2,500.00
1741738	09/18/2019	Ronald Lynn Ruiz	04-5880	Flag Football Referee 9/9/2019		70.00
1741739	09/18/2019	Sunworks	01-6200	Solar Photovoltaic Design & Installation Contract	6,855.76	
			03-6200	Solar Photovoltaic Design & Installation Contract	22,612.25	

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Checks Dated 09/01/2019 through 09/30/2019

Board Meeting Date October 10, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1741739	09/18/2019	Sunworks	04-6200	Solar Photovoltaic Design & Installation Contract	24,541.00	
			40-6200	Solar Photovoltaic Design & Installation Contract	41,513.49	95,522.50
1743472	09/25/2019	Sposato, Brian H	04-4380	Reimb. Maint Supplies HMS		256.46
1743473	09/25/2019	Hawkins, Kim I	01-4390	Reimb.Cart Spanish	2.35	
			03-4390	Reimb.Cart Spanish	27.00	29.35
1743474	09/25/2019	Office Depot	01-4350	District Office Supplies- Open PO for 2019-20	8.66	
			01-4359	Instructional Supplies for Grav Elem/Grav First	13.26	
			01-4390	Ergonomic Keyboard and Tray	107.64	
			03-4310	Class and Office Supplies-Crandall and Parks	46.60	
			03-4350	District Office Supplies- Open PO for 2019-20	103.99	
			04-4310	Instructional Supplies for Hillcrest 2019-20	60.63	
			04-4350	Class and Office Supplies-Crandall and Parks	86.42	
				District Office Supplies- Open PO for 2019-20	60.66	
				School Secretary Supplies-Hillcrest	55.88	543.74
1743475	09/25/2019	SOAR Learning, Inc.	04-4110	SOAR- Study Skills Curriculum	2,386.57	
				Unpaid Tax	82.09-	2,304.48
1743476	09/25/2019	Sonoma Media Investments, LLC	01-5825	Press Release for Board Vacancy	69.65	
			03-5825	Press Release for Board Vacancy	835.80	
			04-5825	Press Release for Board Vacancy	487.55	1,393.00
1743477	09/25/2019	Alliance Redwoods Conference Grounds	04-5826	6th Grade Alliance Redwoods Trip		17,676.75
1743478	09/25/2019	Ally Technology Consulting LLC	01-4440	Computers and Thinkpads	197.14	
			03-4440	Computers and Thinkpads	2,365.55	
			04-4440	Computers and Thinkpads	1,379.90	3,942.59
1743479	09/25/2019	Alpha Analytical Laboratories,	04-5830	Water testing for Hillcrest		69.00
1743480	09/25/2019	AT&T Calnet 3	01-9515	Re-issue Ck P19-00145	466.92	
				Re-issue Ck P19-00146	58.77	525.89
1743481	09/25/2019	Ernesto Aubin	04-5880	Referee Basketball 9/17/2019		70.00
1743482	09/25/2019	Clover-Stornetta Farms Inc.	13-4700	Milk Purchases 2019-20		73.50
1743483	09/25/2019	LACD Associates	40-6230	Special Inspection and Materials Testing		404.00
1743484	09/25/2019	MCI Comm Service	12-5911	Daycare Phone Line for 2019-20		14.18

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ESCAPE ONLINE

Checks Dated 09/01/2019 through 09/30/2019

Board Meeting Date October 10, 2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1743485	09/25/2019	MOLTEN USA, INC	04-4310	Composite Volleyballs	672.32	
				Unpaid Tax	49.50-	622.82
1743486	09/25/2019	Santa Rosa City Schools	13-4710	Lunch Program for 2019-20		4,710.00
1743487	09/25/2019	Scribbles and Giggles	03-5826	K All field trip Scibbles and Giggles 2019		640.00
1743488	09/25/2019	Sonoma County Office Of Ed.	01-5862	Fingerprinting for parent volunteers for 2019-20	7.00	
				Fingerprinting for staff 2019-20	4.20	
			03-5862	Fingerprinting for parent volunteers for 2019-20	84.00	
				Fingerprinting for staff 2019-20	50.40	
			04-5862	Fingerprinting for parent volunteers for 2019-20	49.00	
				Fingerprinting for staff 2019-20	29.40	224.00
1743489	09/25/2019	West County Transportation	04-5826	Bus Transportation -Alliance Redwoods		825.60
1744285	09/27/2019	Business Card	01-4362	Dist Fuel	14.13	
			01-4380	Grav Maint.	43.51	
			01-4400	Tech Supplies	8.37	
			01-5869	Finance Charge	36.22	
			03-4362	Dist Fuel	169.55	
			03-4380	Dist Fuel	500.30	
			03-4400	Grav Tech Supplies	96.30	
			03-5830	Survey Monkey	37.00	
			04-4362	Dist Fuel	98.91	
			04-4380	Grav Maint.	548.11	
			13-4390	HMS Kitchen Supplies	224.25	1,776.65
1744286	09/27/2019	Ernesto Aubin	04-5880	Referee Basketball 9/12/2019		70.00
1744287	09/27/2019	California Academy of Sciences c/o Contact Center	04-5826	6th Grade Class Field Trip 11/26/2019		1,442.75
1744288	09/27/2019	California Mathematics Council	04-5200	CMC Math Conference-Rich/Sporrer		380.00
1744289	09/27/2019	California's Valued Trust	01-9572	Employee's CVT Health Plan Coverage 2019-20		3,451.00
1744290	09/27/2019	Castino Restaurant & Supply	13-4390	Cafeteria Supplies HMS		24.35
1744291	09/27/2019	Thomas M. Delozier	04-5880	Referee Basketball 9/19/2019		40.00
1744292	09/27/2019	GCCI INC.	40-6200	Gravenstein Elementary School Phase III		9,221.73
1744293	09/27/2019	Jonathan David Little	04-5880	Flag Football Referee 9/9/2019		40.00
1744294	09/27/2019	Bill McGuinness	04-5880	Referee Basketball 9/16/2019		70.00
1744295	09/27/2019	Rohnert Park Gymnastics	03-5826	All Kindergarten - Rohnert Park Gymnastics		562.50
1744296	09/27/2019	Lee Jonn Soldati	04-5880	Football Referee 9/18/2019		40.00

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Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1744297	09/27/2019	Twig Education, Inc.	01-4110	Twig Science Grades TK-2	1,025.09	
			03-4110	Twig Science Grades TK-2	5,297.79	6,322.88
1744298	09/27/2019	Lawrence Hall Of Science #5200	03-5826	3rd Grade Field Trip - November 2019		1,860.00
1744299	09/27/2019	Lonnie VanZandt	04-5880	Football Referee 9/13/2019		40.00
Total Number of Checks					120	458,652.89

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund	45	73,054.26
03	Gravenstein Elementary Charter	45	177,631.10
04	Hillcrest Middle Charter	74	142,607.41
12	Child Development Fund	6	1,965.06
13	Cafeteria Fund	10	5,759.78
40	Special Reserve-capital Proj	6	58,447.95
Total Number of Checks		120	459,465.56
Less Unpaid Tax Liability			812.67
Net (Check Amount)			458,652.89

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Gravenstein Union School District
September Payroll Report

October 10, 2019 Regular Board Meeting

Certificated Salary & Benefits

Regular: \$	508,746.73
Supplemental: \$	13,052.18

Classified Salary & Benefits

Regular: \$	154,020.48
Supplemental: \$	5,288.39

Total Salary & Benefits

\$	681,107.78
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Request for Board Approval of increase from .25 FTE to .375 FTE for the Hillcrest Office Clerk position

Background: Initially the Board approved the hire of an additional .25 FTE Office Clerk at Hillcrest. Once the bell schedule was finalized for the 2019-20 school year, it was deemed necessary to have a three hours per day Office Clerk. Additionally, there was only a need for a one hour per day lunchtime yard duty instead of two. Since one person was hired for both positions, she has resigned from one hour of yard duty and accepted an increase of one hour for the Office Clerk. The expense for this change is estimated to be \$418 dollars per year.



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

Lisa Benz paychecks

Lisa Benz <lbenz@grav.k12.ca.us>

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

Mon, Sep 16, 2019 at 3:44 PM

"I am resigning from one hour of my two-hour yard duty position effective August 14th, 2019, and I am accepting the offer of an additional one hour for the office clerk position."

Lisa Benz

Sent from my iPad

[Quoted text hidden]

Federal LCAP Addendum

Strategy

Explain the LEA's strategy for using federal funds to supplement and enhance local priorities or initiatives funded with state funds, as reflected in the LEA's LCAP. This shall include describing the rationale/evidence for the selected use(s) of federal funds within the context of the LEA's broader strategy reflected in the LCAP.

Ideas ...

Start with the LCAP goals and/or strategic plans as the broad strategy.

Describe base program for the goals in the LCAP that are relevant to the actions/services to be funded with federal dollars.

Evidence - based on needs in state dashboard; may be similar to Greatest Needs or Performance Gaps sections in the Summary Section of the LCAP

Describe how the actions/services funded with federal dollars will support the LCAP strategies/goals

Explain the LEA's strategy for using federal funds to supplement and enhance local priorities or initiatives funded with state funds, as reflected in the LEA's LCAP. This shall include describing the rationale/evidence for the selected use(s) of federal funds within the context of the LEA's broader strategy reflected in the LCAP.

The Gravenstein Union School District (GUSD) consists of four schools: 1) Gravenstein Elementary Charter School is grades TK-5, 2) Hillcrest Middle Charter School is grades 6-8, 3) Gravenstein First Elementary School is two of our first grade classes, and 4) Gravenstein Community Day School. LCAP planning, goal setting, and strategy creation is done with all four school simultaneously. GUSD has worked to align goals, expected outcomes, actions, and funds to support improved performance and growth of its students. Annually, we have 3 LCAPs, but because we are a small district, our goals and our work in pursuit of those goals is shared by all of our sites and our plans are very

As we begin our preparation for the new round of LCAP creation, we will be integrating a stronger use of Multi-Tiered Systems of Support (MTSS) as a guiding philosophy for our planning. We will be focusing our energies and resources on the creation and maintenance of evidence-based, effective Tier I programs, and then have a menu of Tier II and Tier III options available for implementation for students not experiencing success with the base programs. The Tier II and Tier III program menu will provide the opportunity for us to target any Federal funds that we receive to support our students with the most significant need in every program area where we receive funds. We have 10 district LCAP Goals that are included in our LCAPs to which we are aligning our efforts.

In identifying our areas of needs, we are currently looking at 4-year trends in Smarter Balanced Assessment scores. Over the last four years, our scores are very consistent; the largest performance level variation in any of the four bands during this time period is a 6% change. In general, GUSD students are successful in all reportable areas in all sub groups, except students with disabilities (SWD). This is the area of greatest academic need. SWD are performing approximately 40 points below standard in Math and ELA, and when compared to their peers, who are scoring 35-60 points above standard, the performance gap between SWD and all students stretches to nearly 100 points. The socio-economic disadvantaged (SED) subgroup made strong growth in the last year, and is now performing at standard. The low-SES subgroup of students is not progressing academically at the same rate as their more affluent peers -- however, since "all students" score well above standard. English Learners (EL) performance in ELA and Math also increased to standard. Still more growth is needed to close the gap completely, since "all students" score well above standard. Additionally, at our middle school, the suspension rate among students with disabilities SWD has increased.

Our focus in utilizing federal funding is on increasing Tier II menu options. In order to enhance access to classroom instruction for our students that are struggling, we are adding Teaching Assistants (at a ratio of 1 assistant for every three classrooms) and a Certificated Teacher to provide extra help in classrooms and small pull out groups (a Learning Lab) with students who were performing below standard. The District also added a PPS School Counselor to provide academic and social-emotional support to students by partnering with families to strengthen the home/school connection for the struggling subgroups. Staff and administration will begin a process of identifying individual students and incorporating a case management system for each student so that we can specifically identify barriers and causes for less than acceptable academic growth. A lead staff member will be assigned to each student to support the fidelity of

all interventions, connect with parents/guardians, and collect data to assess performance outcomes.

Alignment

Describe the efforts that the LEA will take to align use of federal funds with activities funded by state and local funds and, as applicable, across different federal grant programs.

Alignment - Describe the efforts that the LEA will take to align use of federal funds with activities funded by state and local funds (LCFF, grant, etc) and, as applicable, across different federal grant programs.

Are the federal dollars and actions already included in the LCAP as part of a progression: base - supplemental (LCFF S/C) - targeted (federal)?

Is there an over-arching research base to the work of the district that will provide the alignment?

Do SPSAs reflect LCAP goals?

Do stakeholder groups discuss both state and federal funding and their relationship?

Provide examples of LCFF funded actions/services that services funded with federal funds will supplement?

In addition to monitoring academic performance, we will be focusing on attendance and suspension rates as well. While the overall Dashboard Chronic Absenteeism performance level for all of our schools was green, we have student groups (at K-5: Socioeconomically Disadvantaged, yellow, and at 6-8: Socioeconomically Disadvantaged, red, Hispanic, orange). Our K-5 attendance rate for 18/19 was at 95% and our goal is at 97%. For grades 6-8, our attendance rate was 93%, and we have our goal at 95% for these grade levels. For grades 6-8, our suspension performance level was in the orange performance band for All Students, and for grades K-5, we had a yellow performance level for our Hispanic students.

The universal program (Tier I) that is in place for all students consists of the following elements:

-Adherence to the State adopted grade level Common Core curriculum in all subject areas, taught by appropriately credentialed teachers

- Ongoing teacher training related to the delivery of Common Core curriculum
- Monthly staff meetings to review student progress and instructional strategies
- 14 early release days for ongoing professional development related to student performance review and instructional strategies
- All TK-5th grade classes at Gravenstein Elementary are self-contained
- Primary classes (TK-3) have an approximate ratio of 20-1 and middle grades average an approximate ratio of 25-1
- Instructional assistants, are utilized in Grades TK-8 according to need in the classroom
- Students in grades TK through 5 receive music instruction one day per week and additional band time by the district's music specialist
- Visual arts is also part of the Gravenstein School program, provided by classroom teachers and an art specialist
- Hillcrest Middle School has a variety of scheduled music, art and drama programs, each Hillcrest student has three electives
- Our K-8 Magnet Program (Enrich!) requires a longer school day to include additional field trips and enrichment classes including STEM (K-5) and STREAM (6-8) classes bridging to high school career technical and work-based programs including a Maker lab and 6 sections of Maker elective classes, 3 sections of Coding elective classes, and 2 sections of Video Productions electives

Teachers and other school staff will monitor student performance in the three following areas : 1) Grade level performance or above in academic subject areas based on local and state assessments, 2) An attendance rate of at least 95%, and 3) No suspensions. If a student is performing below any of these levels, we will begin Tier II interventions. The menu of interventions includes:

- Parent/guardian notification and engagement
- Conduct a meeting to determine appropriate interventions, such as a Parent/Teacher conference/SST/SART/504/IEP based upon the individual needs of the student
- Appoint a case manager that will be tasked with being the primary parent contact as well as collecting baseline data, monitoring intervention implementation fidelity, gathering ongoing data, and communicating progress with all team members
- A Learning Lab at both campuses staffed by special education teachers and instructional assistants
- A school psychologist
- A school counselor
- Adoption and implementation of the Second Step (social emotional learning) Program
- Developing a resource list of community service resources

- Using alternatives to suspension including restorative practices including but not limited to: parent shadow days, community service projects, alternative assignments, restorative circles, behavior contracts, and behavior plans
- Summer school programs will be available for students showing academic deficits based on state and local assessments at the end of the school year

All of the above programs, activities, and staffing assignments are included in our LCAP. Development of our LCAP included parent committee participation and site council review.

TITLE I, PART A

Parent and Family Engagement

ESSA SECTIONS 1112(b)(3) and 1112(b)(7)

Describe how the LEA will carry out its responsibility under Section 1111(d).

GUSD promotes parent, family, and community engagement in the education of Title One Students. We will notify all families of qualifying students by letter in their home language of the policies, services, and supports that GUSD has in place and provide contact information for appropriate district staff. All district correspondence and forms will be translated. The district employs a bilingual clerk and three bilingual teachers that will serve as contact points for any Spanish-speaking families, and we will utilize County resources for any other language services as needed. As a small district and in using our MTSS protocol, our classroom teachers will be the first line of support (with translation as needed) for parent education and providers of parent engagement opportunities including but not limited to: Meet-the-Teacher events/Orientation, Back-to-school nights, parent-teacher conferences, classroom volunteer opportunities, driver and chaperone opportunities for field trips, presentations, performances, and school-wide family events. When these events fall in the late afternoon or evening, we have offered free child care and/or extended daycare hours to accommodate parents' needs. We will provide instruction for parents enabling them to access the parent portal of our student information system, Schoolwise. To further assist these parents, a bilingual assistant helped families at our Meet-the-Teacher events to use multiple computers to navigate and complete our online forms. The District will also send regular progress reports related to academic and social-emotional performance. For

any Title I student that is not making expected grade level progress, our Tier II systems will be employed and we will use our SST/parent meeting protocol: gather baseline data, form a support team, meet with the parent (and student if appropriate), formulate an action plan with appropriate interventions, assign a staff case manager to support the student and parents in the implementation of the interventions, warm hand-offs to and ongoing communication with any outside agency with appropriate support services for the student and/or family, gather progress data, and inform the team of progress. If Tier III interventions are needed, the same protocol will be followed with the exception of case management being provided by an appropriate specialist such as a Resource teacher, School Psychologist, Nurse, Counselor or other qualified staff person that specializes in the students area of need.

GUSD will use the entire \$40,434 Title I, Part A Preliminary Eligibility Amount in this area. For the 2019-2020 school year, we have designated our Title I, Part A funds to help pay for the credentialed teachers that staff the Learning Labs at each of our schools. We will determine which of our students are designated as Title I by participation in the free and reduced lunch program (for 18/19, 59 students at Gravenstein Elementary, 19 students at Gravenstein First, and 62 students at Hillcrest Middle qualified).

In identifying our areas of needs, we are currently looking at 4-year trends in Smarter Balanced Assessment scores. Over the last four years, our scores are very consistent; the largest performance level variation in any of the four bands during this time period is a 6% change. In general, GUSD students are successful in all reportable areas in all sub groups, except students with disabilities (SWD). This is the area of greatest academic need. SWD are performing approximately 40 points below standard in Math and ELA, and when compared to their peers, who are scoring 35-60 points above standard, the performance gap between SWD and all students stretches to nearly 100 points. The socio-economic disadvantaged (SED) subgroup made strong growth in the last year, and is now performing at standard. The low-SES subgroup of students is not progressing academically at the same rate as their more affluent peers, since "all students" score well above standard, more work is needed to close the gap completely, since "all students" score well above standard.

Schoolwide Programs, Targeted Support Programs, and Programs for Neglected or Delinquent Children

Staff and administration will begin a process of identifying individual students that would qualify for TAS services and incorporating a case management system for each student so that we can specifically identify barriers and causes for less than acceptable academic growth. A lead staff member will be assigned to each student to support the fidelity of all interventions, connect with parents/guardians, and collect data to assess performance outcomes.

Teachers and other school staff will monitor student performance in the three following areas : 1) Grade level performance or above in academic subject areas based on local and state assessments, 2) An attendance rate of at least 95%, and 3) No suspensions. If a student is performing below any of these levels, we will begin Tier II interventions.

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Staff and administration will begin a process of identifying individual students that would qualify for TAS services and incorporating a case management system for each student so that we can specifically identify barriers and causes for less than acceptable academic growth. A lead staff member will be assigned to each student to support the fidelity of all interventions, connect with parents/guardians, and collect data to assess performance outcomes.

Teachers and other school staff will monitor student performance in the three following areas : 1) Grade level performance or above in academic subject areas based on local and state assessments, 2) An attendance rate of at least 95%, and 3) No suspensions. If a student is performing below any of these levels, we will begin Tier II interventions.

Homeless Children and Youth Services

The universal program (Tier I) that is in place to monitor the success of our Homeless students consists of the following elements:

- Adherence to the State adopted grade level Common Core curriculum in all subject areas, taught by appropriately credentialed teachers
- Ongoing teacher training related to the delivery of Common Core and NGSS curriculum
- Monthly staff meetings to review student progress and instructional strategies
- 14 early release days for ongoing professional development related to student performance review and instructional strategies
- All TK-5th grade classes at Gravenstein Elementary are self-contained
- Primary classes (TK-3) have an approximate ratio of 20-1 and middle grades average an approximate ratio of 25-1
- Instructional assistants, are utilized in Grades TK-8 according to need in the classroom
- Students in grades TK through 3 receive music instruction one day per week and students in grades 4/5 choose between Band or Chorus, offered twice a week by our District Music specialists.
- Visual arts is also part of the Gravenstein School program, provided by classroom teachers and an art specialist
- Hillcrest Middle School has a variety of scheduled music, art and drama programs, each Hillcrest student has three electives
- Our K-8 Magnet Program (Enrich!) requires a longer school day to include additional field trips and enrichment classes including STEM (TK-5) and STREAM (6-8) classes bridging to high school career technical and work-based programs including a Maker lab and 6 sections of Maker elective classes, 3 sections of Coding elective classes, and 2 sections of Video Productions electives

Teachers and other school staff will monitor Homeless student performance in the three following areas : 1) Grade level performance or above in academic subject areas based on local and state assessments, 2) An attendance rate of at least 95%, and 3) No suspensions. If a Homeless student is performing below any of these levels, we will begin Tier II interventions. The menu of interventions includes:

- Parent/guardian notification and engagement
- Conduct a meeting to determine appropriate interventions, such as a Parent/Teacher conference/SST/SART/504/IEP based upon the individual needs of the student

- Appoint a case manager that will be tasked with being the primary parent contact as well as collecting baseline data, monitoring intervention implementation fidelity, gathering ongoing data, and communicating progress with all team members
- A Learning Lab at both campuses staffed by special education teachers and instructional assistants
- A school psychologist
- A school counselor
- Adoption and implementation of the Second Step (social emotional learning) Program
- Developing a resource list of community service resources
- Refer and provide warm hand-offs to and ongoing communication with any outside agency with appropriate support services for the student and/or family
- Using alternatives to suspension including restorative practices including but not limited to: parent shadow days, community service projects, alternative assignments, restorative circles, behavior contracts, and behavior plans
- Summer school programs will be available for students showing academic deficits based on state and local assessments at the end of the school year

TITLE II, PART A

Title II, Part A Activities

ESSA SECTION	STATE PRIORITY ALIGNMENT
2102(b)(2)(A)	1, 2, 4 (as applicable)

Provide a description of the activities to be carried out by the LEA under this Section and how these activities will be aligned with challenging State academic standards.

Our entire Title II Part A Preliminary Eligibility Funds, \$7,900, will be used for professional development activities at the beginning of the school year, during early release days, and to support teacher workshop and conference attendance throughout the year. Training topics will include (but not limited to): Common Core State Standards, Reading, STEM, Differentiation, Adverse Childhood Experiences, Students with Disabilities, and Next Generation Science Standards

TITLE III, PART A

Parent, Family, and Community Engagement

ESSA SECTION	STATE PRIORITY ALIGNMENT
3116(b)(3)	3, 6 (as applicable)

Describe how the eligible entity will promote parent, family, and community engagement in the education of English learners.

GUSD has purchased IXL, an interactive software program for grade skill building and review; this program is part of the direct instruction and support that we use for our EL students. Our current ELA curriculum, Open Court, has weekly standards-based assessments that give benchmark and progress data on our students, this option is an area of focus for our teachers with EL students as they monitor continual progress. Our TK-5th principal attended "EL Excellence Every Day," a workshop to develop and implement an overall system of instruction for EL students which she then used to provide professional development for her staff and also shared this information with our middle school. Two of our teacher's are attending training in EL instruction. At this time, they have attended the Comprehensive California conference (Comprehensible California is a local, California conference put on by teachers for teachers to introduce or enhance comprehensible input techniques and approaches to the classroom) and a Sonoma County Office of Education training on implementing the ELPAC assessment and using the assessment results to guide classroom instruction and targeted supports for students. Our two lead teachers also received training on analysis and interpretation of CAASPP results for our EL students. These two teachers work with our site administrators and train our other teachers to use the techniques and strategies as well as discussing language acquisition. Training has also included differentiation, classroom management and equity. They will continue to attend other meetings and training opportunities provided throughout the year as part of our participation in our Sonoma County EL Consortium as well as other applicable training events and follow the same process to partner with our site administrators and train the rest of our teachers.

Title IV, Part A Activities and Programs

ESSA SECTION 4106(e)(1)

Describe the activities and programming that the LEA, or consortium of such agencies, will carry out under Subpart 1, including a description of:

1. any partnership with an institution of higher education, business, nonprofit organization, community-based organization, or other public or private entity with a demonstrated record of success in implementing activities under this subpart;
2. if applicable, how funds will be used for activities related to supporting well-rounded education under Section 4107;
3. if applicable, how funds will be used for activities related to supporting safe and healthy students under Section 4108;
4. if applicable, how funds will be used for activities related to supporting the effective use of technology in schools under Section 4109; and
5. the program objectives and intended outcomes for activities under Subpart 1, and how the LEA, or consortium of such agencies, will periodically evaluate the effectiveness of the activities carried out under this section based on such objectives and outcomes.

Our entire Title IV, Part A Preliminary Eligibility Funds, \$10,000, will be used to pay teacher and staff salaries for our summer school program.



Williams Settlement Quarterly Uniform Complaint Report - July 1, 2019 - September 30, 2019

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

* Required

Name of District *

Gravenstein Union School District

Name and Title of Person Reporting *

Renee Lott

Phone Number *

7078235361

Email Address *

rlott@grav.k12.ca.us

INSTRUCTIONAL MATERIALS *

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

INSTRUCTIONAL MATERIALS *

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

TEACHER VACANCY AND/OR MISASSIGNMENT *

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

FACILITIES *

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

CAHSEE Intensive Instruction and Services *

- There were 0 complaints received during this quarter



- YES, there were complaints, there were complaints resolved/and or there were complaints unresolved - please give detailed information below by listing each complaint and associated solution

INSTRUCTIONAL MATERIALS

Complaint Details

Your answer

TEACHER VACANCY AND/OR MISASSIGNMENT

Complaint Details

Your answer

FACILITIES

Complaint Details

Complaint 1

The student attends classes in one or more rooms in which the temperature falls outside the 65-80 degrees fahrenheit range. 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. Five of the first seven days have been over 80 degrees. 8/14/19=86, 8/15/19=85, 8/16/19=84, 8/21/19=89, 8/22/19=85

Complaint 2

My classroom five out of the first seven days of school was consistently above 80 degrees and up to 90 degrees 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.

CAHSEE Intensive Instruction and Services

Complaint Details

Your answer

 SUBMIT

Never submit passwords through Google Forms.

This form was created inside of Sonoma County Office of Education. [Report Abuse](#) [Terms of Service](#)

Google Forms





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
Patrick Lei, 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)

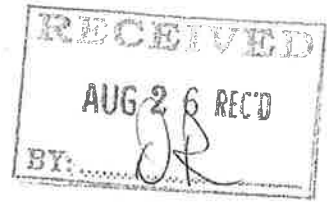
-Our Board will be asked to consider this information and determine whether or not our "hot day" protocol is sufficient or if we need to spend money on an engineering study to determine the ultimate cost of air conditioning for our two school sites.

-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.

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): Hillcrest Room 3 @

Course or Grade Level and Teacher Name: Helton

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 first 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

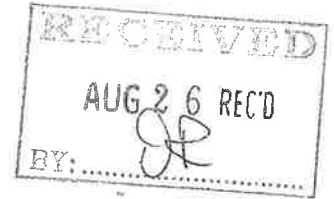
Zip code

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



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>Heather Johnson</u>	Mailing Address (Optional):
Phone Number Day (Optional): <u>619 992 6018</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.
- 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: 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.**

California Law and Regulations Addressing *Williams* Complaints

EDUCATION CODE

Title 2. ELEMENTARY AND SECONDARY EDUCATION

Division 3. Local Administration

Part 21. Local Educational Agencies

Chapter 2. Governing Boards

Article 4.7. Miscellaneous Administrative Authority

California Education Code § 35186 (2008)

§ 35186. Use of uniform complaint process to resolve complaints of specified deficiencies; Duties of principal or designee; Appeal; Summaries of complaints; Posting of notice

(a) A school district shall use the uniform complaint process it has adopted as required by Chapter 5.1 (commencing with Section 4600) of Title 5 of the California Code of Regulations, with modifications, as necessary, to help identify and resolve any deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, teacher vacancy or misassignment, and intensive instruction and services provided pursuant to Section 37254 to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12.

(1) A complaint may be filed anonymously. A complainant who identifies himself or herself is entitled to a response if he or she indicates that a response is requested. A complaint form shall include a space to mark to indicate whether a response is requested. If Section 48985 is otherwise applicable, the response, if requested, and report shall be written in English and the primary language in which the complaint was filed. All complaints and responses are public records.

(2) The complaint form shall specify the location for filing a complaint. A complainant may add as much text to explain the complaint as he or she wishes.

(3) Except as provided pursuant to paragraph (4), a complaint shall be filed with the principal of the school or his or her designee. A complaint about problems beyond the authority of the school principal shall be forwarded in a timely manner but not to exceed 10 working days to the appropriate school district official for resolution.

(4) A complaint regarding any deficiencies related to intensive instruction and services provided pursuant to Section 37254 to pupils who have not passed one or both parts of the high school exit examination after the completion of grade 12 shall be submitted to the district official designated by the district superintendent. A complaint may be filed at the school district office, or it may be filed at the schoolsite and shall be immediately forwarded to the designee of the district superintendent.

(b) The principal or the designee of the district superintendent, as applicable, shall make all reasonable efforts to investigate any problem within his or her authority. The principal or designee of the district superintendent shall remedy a valid complaint within a reasonable time period but not to exceed 30 working days from the date the complaint was received. The principal or designee of the district superintendent shall report to the complainant the resolution of the complaint within 45 working days of the initial filing. If the principal makes this report, the principal shall also report the same information in the same timeframe to the designee of the district superintendent.

(c) A complainant not satisfied with the resolution of the principal or the designee of the district superintendent has the right to describe the complaint to the governing board of the school district at a regularly scheduled hearing of the governing board. As to complaints involving a condition of a facility that poses an emergency or urgent threat, as defined in paragraph (1) of subdivision (c) of Section 17592.72, a complainant who is not satisfied with the resolution proffered by the principal or the designee of the district superintendent has the right to file an appeal to the Superintendent, who shall provide a written report to the state board describing the basis for the complaint and, as appropriate, a proposed remedy for the issue described in the complaint.

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

(e) The procedure required pursuant to this section is intended to address all of the following:

(1) A complaint related to instructional materials as follows:

(A) 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 material to use in class.

(B) A pupil does not have access to instructional materials to use at home or after school.

(C) Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

(2) A complaint related to teacher vacancy or misassignment as follows:

(A) A semester begins and a teacher vacancy exists.

(B) 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. This subparagraph does not relieve a school district from complying with state or federal law regarding teachers of English learners.

(C) A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

(3) A complaint related to the condition of facilities that pose an emergency or urgent threat to the health or safety of pupils or staff as defined in paragraph (1) of subdivision (c) of Section 17592.72 and any other emergency conditions the school district determines appropriate and the requirements established pursuant to subdivision (a) of Section 35292.5.

(4) A complaint related to the provision of intensive instruction and services pursuant to paragraphs (4) and (5) of subdivision (d) of Section 37254.

(f) In order to identify appropriate subjects of complaint, a notice shall be posted in each classroom in each school in the school district notifying parents, guardians, pupils, and teachers of the following:

(1) There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.

(2) School facilities must be clean, safe, and maintained in good repair.

(3) There should be no teacher vacancies or misassignments as defined in paragraphs (2) and (3) of subdivision (h).

(4) Pupils who have not passed the high school exit examination by the end of grade 12 are entitled to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until the pupil has passed both parts of the high school exit examination, whichever comes first, pursuant to paragraphs (4) and (5) of subdivision (d) of Section 37254. The information in this paragraph, which is to be included in the notice required pursuant to this subdivision, shall only be included in notices posted in classrooms in schools with grades 10 to 12, inclusive.

(5) The location at which to obtain a form to file a complaint in case of a shortage. Posting a notice downloadable from the Internet Web site of the department shall satisfy this requirement.

(g) A local educational agency shall establish local policies and procedures, post notices, and implement this section on or before January 1, 2005.

(h) For purposes of this section, the following definitions apply:

(1) "Good repair" has the same meaning as specified in subdivision (d) of Section 17002.

(2) "Misassignment" means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

(3) "Teacher vacancy" means 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.

EDUCATION CODE - EDC

TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 64100] (Title 2 enacted by Stats. 1976, Ch. 1010.)

DIVISION 3. LOCAL ADMINISTRATION [35000 - 45460] (Division 3 enacted by Stats. 1976, Ch. 1010.)

PART 21. LOCAL EDUCATIONAL AGENCIES [35000 - 35787] (Part 21 enacted by Stats. 1976, Ch. 1010.)

CHAPTER 2. Governing Boards [35100 - 35401] (Chapter 2 enacted by Stats. 1976, Ch. 1010.)

ARTICLE 10. School Maintenance [35290 - 35293] (Article 10 enacted by Stats. 1976, Ch. 1010.)

(a) Every public and private school maintaining any combination of classes from kindergarten to grade 12, inclusive, shall comply with all of the following:

35292.5.

(1) Every restroom shall at all times be maintained and cleaned regularly, fully operational and stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.

(2) The school shall keep all restrooms open during school hours when pupils are not in classes, and shall keep a sufficient number of restrooms open during school hours when pupils are in classes.

(b) Notwithstanding subdivision (a), a school may temporarily close a restroom as necessary for pupil safety or as necessary to repair the facility.

(Amended by Stats. 2014, Ch. 923, Sec. 17. (SB 971) Effective January 1, 2015.)

EDUCATION CODE - EDC

TITLE 1 GENERAL EDUCATION CODE PROVISIONS [1. - 32500] (Title 1 enacted by Stats. 1976, Ch. 1010.)

DIVISION 1 GENERAL EDUCATION CODE PROVISIONS [1. - 32500] (Division 1 enacted by Stats. 1976, Ch. 1010.)

PART 10.5. SCHOOL FACILITIES [17210 - 17653] (Part 10.5 repealed (by Sec. 4) and added by Stats. 1996, Ch. 277, Sec. 3.)

CHAPTER 5. Property Maintenance and Control [17565 - 17614] (Chapter 5 added by Stats. 1996, Ch. 277, Sec. 3.)

ARTICLE 1.5. School Assessments of Buildings and Emergency Repairs Grant Program [17592.70 - 17592.74] (Article 1.5 added by Stats. 2004, Ch. 899, Sec. 1.)

17592.72. (a) (1) For the 2005–06 fiscal year, all moneys in the School Facilities Emergency Repair Account are available for reimbursement to schools ranked in deciles 1 to 3, inclusive, on the Academic Performance Index, pursuant to Section 52056, based on the 2003 base Academic Performance Index score for each school, as defined in subdivision (b) of Section 17592.70, to meet the repair costs of the school district projects that meet the criteria specified in subdivisions (c) and (d) and as approved by the State Allocation Board.

(2) Commencing with the 2006–07 fiscal year, all moneys in the School Facilities Emergency Repair Account are available for the purpose of providing emergency repair grants to schools ranked in deciles 1 to 3, inclusive, on the Academic Performance Index, pursuant to Section 52056, based on the 2003 base Academic Performance Index score for each school, as defined in subdivision (b) of Section 17592.70, to cover the costs of school district repair projects that meet the criteria specified in subdivisions (c) and (d). The State Allocation Board shall establish a grant application process, grant parameters, substantial progress requirements, and a process for providing certification of the completion of projects. The State Allocation Board shall post the grant application form on its Internet Web site.

(3) For subsequent fiscal years, schools shall be eligible for funding based on the Academic Performance Index scores as specified in paragraph (2) of subdivision (c) of Section 1240.

(b) (1) It is the intent of the Legislature that each school district exercise due diligence in the administration of deferred maintenance and regular maintenance in order to avoid the occurrence of emergency repairs.

(2) Funds made available pursuant to this article shall supplement, not supplant, existing funds available for maintenance of school facilities.

(3) The board is authorized to deny future funding pursuant to this article to a school district if the board determines that there is a pattern of failure to exercise due diligence pursuant to paragraph (1) or supplantation. If the board finds a pattern of failure to exercise due diligence, the board shall notify the county superintendent of schools in which the school district is located.

(c) (1) For purposes of this article, “emergency facilities needs” means structures or systems that are in a condition that poses a threat to the health and safety of pupils or staff while at school. These projects may include, but are not limited to, the following types of facility repairs or replacements:

(A) Gas leaks.

(B) Nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems.

- (C) Electrical power failure.
 - (D) Major sewer line stoppage.
 - (E) Major pest or vermin infestation.
 - (F) Broken windows or exterior doors or gates that will not lock and that pose a security risk.
 - (G) Abatement of hazardous materials previously undiscovered that pose an immediate threat to pupil or staff.
 - (H) Structural damage creating a hazardous or uninhabitable condition.
- (2) For purposes of this section, “emergency facilities needs” does not include any cosmetic or nonessential repairs.
- (d) For the purpose of this section, structures or components shall only be replaced if it is more cost-effective than repair.
- (Amended by Stats. 2006, Ch. 704, Sec. 6. Effective January 1, 2007.)*

**GRAVENSTEIN UNION SCHOOL DISTRICT
RESOLUTION #191010-1
TEXTBOOK AND INSTRUCTIONAL MATERIALS SUFFICIENCY
FOR GUSD
FOR THE 2019-20 SCHOOL YEAR:**

Whereas, the governing board of Gravenstein School District, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on October 10, 2019 at 5:00 p.m. o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the governing board provided at least 10 days notice of the public hearing posted in at least three public places within the district that stated the time, place, and purpose of the hearing, and;

Whereas, the governing board encouraged participation by parents, teachers, members of the community, and bargaining unit leaders (if the district or county office has a bargaining unit) in the public hearing, and;

Whereas, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the district/county office of education, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics
 - Grades K-8; Houghton Mifflin Harcourt Go Math!
- Science
 - TK-2 Twig
 - 3-5 Amplify
 - 6-8 Stem Scopes
- History/Social Science
 - Grades K-5; Harcourt
 - Grades 6-8; TCI History Alive

- English/Language Arts, including the English Language Development component of a California-approved program
 - Grade TK; McGraw Hill World of Wonders Program
 - Grades K-5;
 - Open Court
 - Language Live! Replacement Curriculum for 3-5 ELA
 - Grades 6-8; McGraw Hill StudySync Program

Whereas, sufficient textbooks or instructional materials were provided to each pupil enrolled in foreign language or health classes, and;

- Spanish
 - Grade 3; Cambridge University Press Hola! Level 1
 - Grade 4-5; McGraw-Hill – Viva El Espanol Hola
 - Grade 6; Perfection Learning – Spanish is Fun
 - Grade 7-8; McGraw Hill – Buen Viaje

- Health - Teen Health (6-8)

Therefore, it is resolved that for the 2019-20 school year, the Gravenstein Union School District has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

Passed and adopted by the Governing Board of the Gravenstein Union School District on October 10, 2019 by the following vote:

Ayes:

Noes:

Absent:

Date:

Steve Schwartz
President, Board of Trustees

**GRAVENSTEIN UNION SCHOOL DISTRICT
NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN that the Gravenstein Union School District intends to conduct a Public Hearing to consider a resolution stating the Sufficiency of Instructional Materials.

Date: October 10, 2019

Time: 5:00 PM at the regular meeting of the Board of Trustees

Place: Gravenstein School, Room 13
3840 Twig Ave,
Sebastopol, CA 95472

Purpose: (1) To obtain input from the community as to whether each pupil in the Gravenstein Union School District, including English Learners, has sufficient textbooks and instructional materials that are aligned to the content standards and are consistent with the cycles and content of the curriculum frameworks in the in the following subject areas:

(2) To obtain input from the community as to whether each pupil enrolled in a foreign language or health class has sufficient textbooks and instructional materials.

Posted: Gravenstein Union School District Website
Hillcrest Elementary School
Gravenstein District Office

September 27, 2019

COLLECTIVE BARGAINING AGREEMENT

Between

GRAVENSTEIN SCHOOL DISTRICT

And

**GRAVENSTEIN UNION TEACHERS
ASSOCIATION/CTA/NEA**

Effective July 1, 2017 through June 30, 2020

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Article I: Agreement

- 1.1. The articles and provisions contained herein constitute a bilateral and binding agreement (“Agreement”) by and between the Governing Board of the Gravenstein School District (herein after referred to as the “Board”) and the Gravenstein Union Teachers Association/CTA/NEA (hereinafter referred to as the “Association”).
- 1.2. This Agreement is entered into pursuant to Chapter 10.7, Sections 3540-3549 of the Government Code (hereinafter referred to as the “Act”).

Article II: Recognition

- 2.1. The Gravenstein Union Elementary School District hereby acknowledges that the Gravenstein Union Teachers Association/CTA/NEA is the exclusive bargaining representative for all certificated employees excluding management, supervisory and confidential personnel.
- 2.2. Final resolution of recognition issues shall be resolved with the Public Employment Relations Board (PERB), consistent with PERB rules and regulations.

Article III: Savings

- 3.1. If any provision of this Agreement or any application thereof to any unit member is held by a court of competent jurisdiction to be contrary to law, then such provision or application will be deemed invalid, to the extent required by such court decisions, but all other provisions or applications shall continue in full force and effect. Either party will meet upon request to discuss and/or negotiate the effect of such decisions.

Article IV: Association Rights

- 4.1. The Association shall have the right to post notices of activities and matters of Association concern on Association bulletin boards, at least one of which shall be provided in each school building in areas frequented by unit members. The Association may use the unit member mailboxes for communications to unit members without cost to the District and subject to reasonable regulation.
- 4.2. Authorized representatives of the Association shall be permitted to transact official Association business on school property and utilize District facilities at reasonable times provided that such activities or use does not interfere with classroom instruction and is subject to reasonable regulation and is conducted at a time when the employee is not rendering services to the District.

- 4.3. Names, assignments, work locations, and non-confidential home addresses and telephone numbers of all members of the bargaining unit shall be provided without cost to the Association upon request, no later than October 1 of each school year.
- 4.4. The district shall make available to the Association in the District Office two (2) copies of the complete Board of Education meeting agenda, including relevant data at the time the Board members are provided with same, except for materials that are for executive sessions.
- 4.5. The Association officers shall have a total of three (3) days of release time for the purpose of conducting Association business. No less than 72 hours notification for use of such day shall be made in writing to the Superintendent with a statement describing the activity to be conducted.

The District and the Association will share the cost of a substitute for an association officer to utilize any or all of the three (3) days of release time to conduct Association business.

- 4.6. Newly hired unit members of the Gravenstein Union School District will receive a copy of the existing contract within ten (10) working days.
- 4.7. Thirty (30) working days after ratification and preparation of the final draft, a copy of the contract shall be presented to each unit member. The Gravenstein Union Teachers' Association and the District will share equally in the cost of replication of these copies.

Article V: District Rights and Responsibilities

- 5.1. It is understood and agreed that the District retains all of its power and authority to direct and control to the full extent of the law. Included in, but not limited to, those duties and powers are the rights to: direct the work of its employees, determine the method, means, and services to be provided, establish the educational philosophy and the goals and objectives, insure the rights and educational opportunities of students, determine the curriculum, build, move or modify the facilities, develop a budget, develop and implement budget procedures, determine the methods of raising revenue, and contract out work.
- 5.2. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and to the extent such specific and express terms are in conformance with the laws of the State of California.
- 5.3. The Board will amend its written policies and procedures and take such other action by resolution or otherwise as may be necessary to give full force and effect to the provisions of this Agreement.

- 5.4. The District retains its right to amend, modify or rescind policies and practices referred to in this Agreement in cases of natural disaster.

Article VI: GUTA Membership and Payroll Deductions

- 6.1. On the last day of each month, the District shall provide to the Association the name and contact information of all new hires. In the event no one is hired in any particular month, the District shall send an email to GUTA confirming they did not hire any new staff that month.
- 6.1.1. The information shall be provided electronically via a spreadsheet (ex. Excel) and shall include the following items, with each field in its own column: First name; Middle Initial; Last name; Suffix (e.g. Jr., III); Job Title; Site; Home address (including apartment number); City; State; Zip; Home Telephone number; Cellular phone number, if provided to employer; Personal email address, if provided to employer; District Employee ID number; Hire date.
- 6.2. The District shall provide required information in its possession unless an employee exercises their rights under Government Code Sections 6207 and 6254.3.
- 6.3. The District shall provide the Association with the information described above in Section 1.1.1 for all unit members during the last ten (10) days of September, January and May.
- 6.4. "New Employee Orientation" means the onboarding process of a newly hired bargaining unit member, whether in person, online, or through other means or mediums, in which the employees are advised of their employee status, rights, benefits, duties and responsibilities, or any other employment-related matters.
- 6.5. The District shall provide the Association mandatory access to its new employee orientations. The Association shall receive notice and an agenda with meeting times ten (10) or more days in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable. The parties shall establish an annual schedule for foreseeable new employee orientations (ex. beginning of the school year new employee orientations). This annual schedule shall be finalized ten (10) or more days before any new employee orientation. Orientation sessions on this annual schedule shall be considered to have met the ten (10) day advance notice.
- 6.5.1. - Group Orientations: In the event the District conducts a group orientation, the Association shall have up to forty-five (45) minutes of exclusive presentation time at the orientation session. The District shall provide paid release time of one (1) hour for an Association representative for each group orientation. The GUTA staff Representative may also attend the orientation session.
- 6.5.2. - Individual Orientations: In the event the District conducts one-on-one orientations with new employees, the Association shall have up to thirty (30) minutes of exclusive presentation time at the orientation session. The District shall provide paid release time of forty-five (45) minutes to an Association representative to conduct the orientation session. The GUTA Staff Representative may also attend the orientation session.
- 6.5.3. - The orientation session shall be held on District property during the workday. The Association president(s) may also attend the orientation Session.
- 6.5.4. - District administrators, supervisors, and human resource personnel will not be present during the Association's allocated time.

- 6.5.5. - The Association may use part of their time at any orientation session to present, or allow CTA endorsed vendors to present information, products, and/or services.
 - 6.5.6. - New Hire Information Packet: The District shall provide a copy of, and a link to the online location of the GUTA/GUSD certificated contract in the new employee orientation packet. The District will direct new bargaining unit members to GUTA president(s) for assistance in filling out the Association membership application.
 - 6.5.7. - On-line Orientation - In the event the District implements an online orientation/onboarding process, the Association agrees to provide an online or video presentation that the employees shall view as part of their orientation/onboarding process.
- 6.6. Any alleged violation, misinterpretation, or misapplication of the terms of the Article 1.1 - 1.5 shall be subject to the grievance provisions of Article VII: Grievance Procedure, except as follows: For the purpose of Article 1.1 - 1.5, the 'Grievant' shall only be the Association. No single employee or group of employees may grieve these sections, unless they are authorized representatives of the Association and grieving on behalf of the union.

Article VII: Grievance Procedure

7.1. Definitions

- 7.1.1. A "grievance" is a claim by one or more unit members or the Association that there has been a violation, misinterpretation or misapplication of a provision of this Agreement.

- 7.1.2. An "aggrieved person" is the person or persons, including the Association (as stated in 7.1.1) making the claim.
- 7.1.3. A "party in interest" may be an organizational representative, fellow unit member, supervisor, or administrator.
- 7.1.4. "Days" is defined to mean days that the District Office is open for business.

7.2. Purpose

- 7.2.1. The intent of this procedure is to achieve, at the lowest possible administrative level, equitable solutions to the problems which may arise as a result of interpretation of this Agreement.

7.3. General Provisions

- 7.3.1. Nothing contained herein will be construed as limiting the rights of any unit member to discuss a grievance informally with his/her principal/immediate supervisor and to have the grievance processed without intervention by the Association, provided that the proposed adjustment is not inconsistent with the terms of this Agreement and is not made until the Association has received a copy of the grievance and proposed adjustment and has been given an opportunity to file a written response.
- 7.3.2. Time limits specified should be considered maximums. A reasonable effort to expedite the process will be made when the parties agree that adherence to the maximum time limits will significantly harm either party's position. Time limits may be extended by mutual agreement.
- 7.3.3. In the event a grievance is filed on or after May 1, the grievant may choose to appropriately request that the grievance be expedited according to the time schedule in Section 7.5. Such request shall state the reason why the grievant feels an unexpected grievance will result in harm to the aggrieved.
- 7.3.4. Either party may have a "party in interest" present at any formal level.
- 7.3.5. Every effort will be made by both parties to process grievances at such times which do not disrupt the educational program or the grievant's work responsibilities. If processing requires activity during the work day, a reasonable amount of release time will be granted to the grievant.
- 7.3.6. If a grievance arises from action or inaction on the part of a member of the administration at a level above the principal or immediate supervisor, the grievant shall submit such grievance in writing directly to the Superintendent and the Association with the processing of such grievance to commence at Level I or by mutual agreement to Level II.

- 7.3.7. No reprisals of any kind will be taken by the Superintendent or by any member or representative of the administration or the Board or the Association against any grievant, any party in interest, any unit member or any other participant in the grievance procedure by reason of such participation.
- 7.3.8. Until the final disposition of the grievance takes place, the unit member and/or the Association shall conform to the decision of the District.
- 7.3.9. Failure of the employees or the Association to adhere to the time limits of the Article shall constitute a waiver of the grievance and acceptance of the District's action or decision at the appropriate level.

7.4. Procedure

7.4.1. Informal Level

Before filing a grievance, the unit member shall first discuss the matter with the immediate supervisor within five (5) days of learning of the alleged grievance. The immediate supervisor shall investigate the matter and shall respond verbally within five (5) days of the meeting. If the matter is not resolved satisfactorily between the unit member and the immediate supervisor, the unit member may file a formal Level I grievance.

7.4.2. Level I— Superintendent

If the grievant is not satisfied with the decision he/she may file a formal written grievance within (10) days with the Superintendent.

7.4.2.1. The Superintendent will hear the grievance. The decision shall be reduced to writing, and delivered to the grievant within ten (10) days.

7.4.2.2. If the aggrieved person is not satisfied with the disposition of the grievance at Level I, or if no written disposition of the grievance at Level I has been rendered within ten (10) days after the Superintendent has heard the grievance, s/he may file a Level II grievance simultaneously with the president of the Association and the Superintendent. Such filing shall be within ten (10) days of receipt of the written decision or the five (5) days allowed for the written decision or ten (10) days following no decision.

7.4.3. Level II—Mediation

7.4.3.1. If the grievant and/or the Association is not satisfied with the disposition of the grievance, or if no disposition has occurred pursuant to the provisions of Level I, the grievance shall be referred to grievance mediation. The Association shall request that a mediator from the California State Mediation/Conciliation Service, be assigned to assist the parties in their solution of the grievance, at no cost to the District or the Association.

7.4.3.2. The mediator shall meet with the grievant, the Association, and the District for purpose of resolving the grievance.

7.4.3.3. If an agreement is reached, the agreement shall be reduced to writing and shall be signed by the grievant, the Association, and the District. This agreement shall be nonprecedential and shall constitute a settlement of the grievance.

7.4.3.4. In the event that the grievant, the Association, and the Superintendent/Principal or his/her designee have not resolved the grievance with the assistance of the mediator, the Association may move the grievance to Level III.

7.4.4. Level III—Board of Trustees

7.4.4.1. Within twenty (20) days following the receipt of the Level III grievance the Board shall set a hearing date.

7.4.4.2. The Board of Trustees decision will be in writing and will set forth the finding of fact, reasoning and conclusions to the issues submitted. The decision will be submitted to the grievant and the Superintendent. The decision shall be rendered within thirty (30) days from the close of the hearing.

7.4.4.3. The decision of the Board shall be final and binding.

7.4.4.4. All costs, such as release time for the grievant(s), Association representative(s) and witnesses, will be borne by the party incurring them.

7.5. Expedited Grievance Timetable

7.5.1. An expedited grievance shall begin at the Superintendent level.

7.5.2. Time limits within Article VII, Grievance Procedure shall be reduced as follows:

Article VII	Expedited
Level I 7.4.3.1 10 days	2 days
Level III 7.4.4.2 30 days	2 days

Article VIII: Working Conditions

8.1. The unit member work year shall consist of 183 days. A checkout process is required of all teachers. The checkout procedure and timeline will be scheduled by administration. Checkout after the end of the school year may be arranged by mutual consent.

8.1.1. Fourteen early release days shall be designated on the calendar. One (1) of the fourteen (14) days shall be within the last week of the school year. Five (5) of the remaining thirteen (13) early release days may be district directed. Seven (7) of the remaining thirteen (13) days will be used by staff to plan meaningful activities aimed at improving students learning. Such activities may include horizontal and vertical grade level team meetings, programs and activity planning, group consultation, curriculum development, assessment and specialist meetings. One (1) of the remaining thirteen (13) early release days will be the day following the parent conference day. If the teacher has scheduled or completed all parent conferences, this early release day shall be used as teacher-directed common planning time. The placement of the additional days will be

determined annually during calendar negotiations.

8.1.2. The annual calendar shall be mutually developed by the Association and the Board or its designee. An attempt will be made to develop the calendar by the close of the school year for the following year. Report cards shall be sent home no earlier than the seventh working day after the close of the reporting period.

8.2. Workload/Preparation Time

8.2.1. A duty free lunch will be provided for all personnel covered by this Agreement. Certificated personnel will not be required to attend routine meetings or perform job related activities during this time

8.2.2. Adjunct duties are those duties necessary to further the smooth operation of the school, or to enhance the educational opportunities available to the students. Regular adjunct duties, such as playground supervision, will be scheduled. Extra-curricular duties will be within the framework of the contract.

8.2.3. All extra-curricular duties listed below will be paid as follows:

Sports	Stipend
*Athletic Director at Middle School (1 Position)	\$1500.00 (per trimester)
Flag Football (4 positions)	\$1500.00 one time only
Basketball (up to 6 positions)	\$1500.00 one time only
Volleyball (up to 4 positions)	\$1500.00 one time only
Cross Country (1 position- co-ed)	\$1,000.00 one time only
Middle School Intramural Director	\$1500.00 (per trimester)* A minimum of 50% of the school days of intramural activities is the expectation. is in development
Activities	Stipend
* Yearbook (1 position at each campus)	\$800.00 for Gravenstein campus - one time only \$800.00 at Hillcrest campus - one time only
*Science Olympiad Teachers (2 positions- 1 teacher per campus- stipends may be split between multiple teachers, however)	\$800.00 (up to 2 trimesters)
*Student Government (1 teacher at each site)	\$800.00 at Gravenstein campus (per trimester) \$1,000.00 at Hillcrest campus (per trimester)

*Overnight Trips	\$200.00 per night. All stipends or change of trips need to be pre-arranged and agreed upon by the Superintendent and School Board.
*Drama (1 position)	\$1500.00 per trimester (up to 2 trimesters) (for after School Activity only)
*Assistant Drama (not to exceed 2 positions)	\$1000.00 per trimester (up to 2 trimesters) (after school activity- No class time)
*Weekly District Message (1 position) Shall collect information, edit, and publish a weekly District message.	\$1,500 per trimester
*Gravenstein Technology Support (1 position) Onsite technology support that would include but is not limited to: <ul style="list-style-type: none"> - Chromebooks - Printers - Computers - Projectors - Elmos - District wide tech programs, (GoMath, Connect ED, IXL, etc.) 	\$500 per trimester
*Hillcrest Technology Support (1 position) Onsite technology support (see Appendix D for description)	\$2,000 per trimester
*Music (1 position)	\$1500.00 (per trimester) Before School Strings (2 mornings) and Jazz Band (2 mornings) is the expectation)
*Teacher in Charge	\$1500.00 (per trimester) per campus
*GATE Teacher Coordinator for Particular Grade Levels (up to 4 positions e.g. 3-5; 6-8, 2 at each campus)	\$1500.00 (per trimester)

*Certificated Positions only. All stipend amounts are set for certificated personnel only.

8.2.4. Full time teachers in grades 6, 7 and 8 will receive one preparation period per day.

8.2.5. An instructional assistant may be provided to the intermediate program during classroom instructional time for a minimum of 2.5 hours per day.

- 8.2.6. An instructional assistant may be provided to combination grade classes during classroom instructional time for a minimum of 2.5 hours per day.
- 8.2.7. If teachers in the intermediate program and/or in a combination grade class request an instructional assistant per section 8.2.6 & 8.2.7, determination for placement will be brought to a committee consisting of teacher representatives appointed by GUTA, one from the primary program and one from the intermediate program, and the Superintendent. Final determination for need and placement of instructional assistant will be at the discretion of the Superintendent.
- 8.2.8. Instructional aides will be assigned to classrooms only after consultation with the unit member.
- 8.2.9. When a District unit member provides music, physical education, or other specialized instruction to students in grades K-5, the classroom unit member is not required to be with students.

K-8 Special Education teachers will receive preparation periods not to exceed two full days or 14 prep periods (44 min. periods) per month. These prep periods may be used as preparation for IEP's or other class preparation time.

- 8.2.10. In the absence of a District unit member who provides music, physical education or other specialized instruction, the District will attempt to hire a substitute.
- 8.2.11. Preparation periods shall be used for professional work. Unit members are expected to utilize their preparation time for professional activities which will enhance their classroom effectiveness.
- 8.2.12. In the event of a unit member absence, the District will make every attempt to hire a substitute. In the event a substitute cannot be found the following procedure will be followed:
- 8.2.12.1 At Hillcrest, if a unit member is asked to cover any class during his/her prep, that unit member will be compensated at his/her hourly rate.
 - 8.2.12.2 At Gravenstein, a class may be divided among the other classes at that grade level. Those unit members who take additional students over and above their roster will be compensated at \$10 per student per day, and \$5 per student per half day.

8.3. Full Inclusion

- 8.3.1. Full Inclusion students are those disabled students that have been approved through the full inclusion process of the Sonoma County Local Plan Area (SELPA) to attend regular education classes.
- 8.3.2. Whenever possible, any unit member assigned to a full inclusion student should

receive prior notification of two or three weeks.

- 8.3.3. Whenever possible, the determination of class size for classes with identified full inclusion children shall be a shared responsibility between the administration and the teachers that share that grade level(s). That decision shall take into account available aide support.
- 8.3.4. Staff development/training may be provided and release/substitute time of one day per year may be allocated for teachers with identified full inclusion students.
- 8.4. The District and the Association shall mutually determine a staff meeting day for each month. All unit members shall be required to attend. These meetings shall not exceed one (1) hour in length.
- 8.5. One additional meeting per month that extends more than 15 minutes beyond the normal work day shall require 2 days' notice. Other meetings may be scheduled by mutual agreement.
- 8.6. Miscellaneous
 - 8.6.1. Telephone service of at least existing levels will be maintained in each site.
 - 8.6.2. All District planned inservice programs and workshops will be paid for by the District.
 - 8.6.3. Unit members will be responsible for morning yard duty 20 minutes before the start of school at each school site.
 - 8.6.4. The district will agree to have children waiting for parent pickup supervised by the assigned teachers on duty. On the Gravenstein Elementary School campus, when all buses have left, the children are to be sent to the office for supervision.
 - 8.6.5. For the purpose of determining hourly rate and teacher absence the workday shall be 7.0 hours.
 - 8.6.6. Teachers may be assigned additional duties by the Superintendent within the contract day.
 - 8.6.7. Effective July 1, 2019, teachers' workday shall be defined by the length of the longest student day on each campus, not to exceed 7.0 hours. Kindergarten teachers' length of day will be the same as the 1st and 2nd grade length of day. All unit members shall be present at the school site for a period of time sufficient to carry out all professional duties and responsibilities of their assignment. Professional duties include: attendance at district directed trainings and meetings.
 - 8.6.7.1 District will make every attempt to schedule SSTs, IEPs, parent meetings, and principal requested meetings as soon after or before the regular instructional day as possible.

8.6.8 On District directed early release days, staff will be notified at least three weeks in advance if a District directed activity is expected to extend beyond 3:00 PM. Attendance beyond 3:30 PM will be voluntary.

8.7. Safe Working Conditions

8.7.1. Teachers shall not be required to work in unsafe conditions or to perform tasks that endanger their health or safety.

8.7.2. Unit members are required to report any unsafe or unhealthful working conditions of which he/she is aware, by completing the Work Order form (Appendix) and submitting to the unit member's immediate supervisor. Upon notification, the District shall work to eliminate or correct unsafe or hazardous conditions and will give a written response on the Work Order form to the reporting party.

8.7.3. The District shall comply with provisions of the California Occupational Safety and Health Act, as amended (California Labor Code 6300, et seq.) and regulations relating thereto (8 California Administrative Code Section 330, et seq.).

8.7.4. Unit members shall not be expected or required to perform specialized health care. The District shall indemnify all unit members in accordance with Government Code Sections 825 and 995. Those provisions require all public agencies in California to provide the defense and indemnification of all public employees who ~~are sued over acts or omissions that occur within the course and scope of~~ employment.

8.7.5. Repairs of equipment and instructional devices shall be made so as not to interrupt classroom instruction, except in emergencies.

Article IX: Evaluation

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

9.1.1. Probationary -- at least once each school year.

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

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

9.1.4. In cases of unsatisfactory evaluation Permanent Status unit

members will be evaluated at least annually until the unit member achieves a satisfactory evaluation.

- 9.1.5. The annual evaluation shall be reduced to writing and a copy thereof shall be transmitted to the unit member at the time of the conference between the evaluator and the unit member.
- 9.1.6. The evaluation and form utilized for evaluation shall be that which is in Appendix B of the contract.

9.2. Evaluation Procedures

- 9.2.1. Unit members to be evaluated during a particular school year shall be furnished a copy of the evaluation procedures, the California Standards for the Teaching Profession (CSTP), and notified of the identity of their evaluator, no later than the third week of the school year in which the evaluation is to take place. The CSTP is the expected teacher performance standard upon which a teacher is evaluated.
- 9.2.2. Not later than December 1 unit members being evaluated and the evaluator shall review all of the CSTP and tentatively schedule dates for observations.
- 9.2.3. The initial classroom observation shall last at least thirty (30) minutes and shall be followed by a conference within five (5) days of the observation. For all other classroom observations the evaluator shall communicate their observations to the unit member in a timely manner. A unit member who receives an unsatisfactory conference may request an additional classroom observation evaluation conference and written evaluation.
- 9.2.4. The Superintendent or designee shall be responsible for the evaluation of all members of the teaching staff. In the case of itinerant unit members or unit members working at more than one site, a site principal will be designated.

9.3. Evaluation Conference

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

9.4. Other Duties and Responsibilities

- 9.4.1. As well as the activities listed above, the unit member will be expected to perform additional duties as follows:

- 9.4.1.1. the maintenance of a system of records and grades to verify a student's progress.
- 9.4.1.2. the administration of state and local tests according to the District testing program.
- 9.4.1.3. the supervision of pupils during regular class time.
- 9.4.1.4. supervision as assigned consistent with the current contract.
- 9.4.1.5. the administration of extra curricular duties as agreed upon on an annual basis consistent with the current contract.
- 9.4.1.6. attendance at faculty meetings consistent with the current contract.
- 9.4.1.7. parent conferencing during assigned periods, attend Back-to-School and Open House activities.
- 9.4.1.8. the filing of reports as required by the District.
- 9.4.1.9. unit members shall continue to provide an opportunity for parents that cannot attend the regularly scheduled conference time, because of employment, to receive an alternative conference time or report.

9.5. Miscellaneous

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

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

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

Article X: Transfer and Reassignment

10.1. Definitions

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

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

10.2. Subject to approval of the Governing Board, and having informed the Association President, the Superintendent shall have the final authority in all matters

pertaining to transfer, assignment and reassignment, when his conclusion is that such transfer assignment or reassignment is in the best interest of the District.

- 10.3. These non-prioritized criteria for determining transfers and reassignments shall include all of the following:
 - 10.3.1. Credential(s) held by the unit member;
 - 10.3.2. Unit member's major and minor field of study, if appropriate;
 - 10.3.3. Unit member's strength in the subject matter and/or grade level;
 - 10.3.4. Unit member's quality of performance as determined by the supervisor responsible for evaluation;
 - 10.3.5. Staffing needs of a school site;
 - 10.3.6. Unit member's extracurricular assignments;
 - 10.3.7. Seniority as defined by years of service in the district;
 - 10.3.8. In the event that the Superintendent determines that all criteria are equal, the person with the most seniority shall be given the option to exercise their option.
- 10.4. Voluntary Transfer and Reassignment - Defined as Employee Initiated
 - 10.4.1. A unit member may request a voluntary transfer or change of assignment to take effect at the beginning of the next school year. The request shall be made in writing and include the unit member's name, current assignment, including site, and the reasons for requesting the transfer or change of assignment. Such request should be received in the District Office prior to April.
 - 10.4.2. If a unit member has a transfer application on file, it is not required to make further application in order to be considered for any vacancies for which the unit member may have applied.
 - 10.4.3. If a voluntary transfer or change of assignment is denied, and upon written request, the unit member will be provided with the reasons for denial in writing.
 - 10.4.4. If a voluntary transfer or change of assignment is denied, the unit member shall have the opportunity of appeal to the Governing Board.
- 10.5. Involuntary Transfer or Reassignment - Defined as District Initiated
 - 10.5.1. Written notice of an involuntary transfer or change in assignment, including the reasons when requested in writing, shall be given to a unit member prior to the final involuntary transfer or change in assignment.
 - 10.5.2. Prior to the last day of school, assignments will be provided for the following year. In the event of change, written notification will be provided to the unit member.

Upon request, the reasons for the change and an opportunity for response will be provided.

- 10.5.3. The unit member shall have the opportunity of appeal to the Governing Board for any involuntary reassignment.
- 10.5.4. If reassignment requested by the District requires the unit member to obtain an emergency or limited subjects credential, the cost for the credential will be borne by the unit member unless the unit member agrees to take the necessary upper division units to maintain the emergency or limited subject credential.

If the unit member agrees to take the required units, the District will pay the cost for the credential, and for the units. The unit member will not be allowed unit credit on the salary schedule for District paid units. If the unit member pays for the required units, the District will allow unit credit to be applied to the salary schedule.

10.6. General

- 10.6.1. Notices of vacancies or openings and expected vacancies or openings shall be made available to the Association for distribution to school sites as they become known.
- 10.6.2. Notices shall contain a closing date for submitting requests for transfer or change of assignment.
- 10.6.3. All requests for transfer and reassignment shall be made on a form provided by the District.
- 10.6.4. The District shall notify the Association President during summer vacation before posting openings which may arise. From the close of school until July 31st, three (3) days will be allowed for teachers to respond. After August 1st, one day will be allowed for response. It shall be the responsibility of the Association President, or designee, to notify all existing staff when notified of openings by the District.
- 10.6.5. When unit members are reassigned to new rooms or sites, custodial support will be provided for the relocation.
 - 10.6.5.1. Should the move occur during the school year, and the unit members teach in that room the same year, the unit member will be provided two (2) days release time.
- 10.6.6. By February of each year the District will survey the teaching staff requesting their preference of assignment.
- 10.6.7. When vacancies occur, the District will contact unit members indicating a preference for that assignment.
- 10.6.8. The preference for assignment shall be made on the District "Intent Form." It is the unit member's responsibility to update the form.
- 10.6.9. In the event that a staff member's assignment is changed

during the course of the school year, the unit member will be provided two days of release time.

10.6.10. Involuntary transfers or assignments to a combination class, or full inclusion student, (based on 10.3.8) will be made on a rotation basis.

10.6.10.1. a "rotation" will be defined as lasting for at least two-thirds of a school year.

10.6.10.2. Unit members may not bump into a grade level currently occupied.

10.6.10.3. Unit members will not be required to do both. Should the rotation call for both, the assignment will be split with the most senior unit member having first option.

10.6.10.4. No teacher will be assigned a combination class more than 2 consecutive years unless the unit member agrees to keep the assignment for an additional year.

Article XI: Leaves

11.1. Paid and Unpaid Leaves

11.1.1. Unit members utilizing the paid leaves enumerated below shall not have any change in wages received, health benefits and retirement credit unless otherwise stipulated in this Article.

11.1.2. Unit members utilizing the unpaid leaves enumerated below shall receive retirement credit in accordance with law and may elect, if allowable by the carrier, to request, in writing, to pay the full cost of health coverage premiums.

11.2. Leaves - General

11.2.1. A unit member who is to be absent for any reason shall notify the District designee.

11.2.2. In the event of a suspected abuse of any leave, the District may require a unit member to submit a written verification attesting to the proper use of the leave.

11.2.3. A unit member returning from absence must contact the school or site before 3:00 p.m. of the day preceding the day of intended return. If the unit member is unable to make a determination, a substitute must be called by 6:30 p.m.

11.2.4. See Appendix A—Glossary for the definition of “immediate family.”

11.3. Leaves

11.3.1. Sick Leave

11.3.1.1. Sick leave is defined as days of absence for illness, injury, infectious disease, quarantine, or disability caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom.

11.3.1.2. All regular full-time employees shall be granted ten (10) days sick leave during each school year.

11.3.1.3. After all earned sick leave days at full pay have been used and additional absence due to illness or accident is necessary, and if such absence is less than five (5) months, the full-time employee shall receive the difference between his/her own salary and the amount which would have been paid a substitute or, if no substitute has been employed, the amount that would have been paid a substitute rate up to a total of five (5) months.

11.3.2. Personal Necessity

11.3.2.1. Personal necessity days of sick leave allowed a regular employee, not to exceed a total of five (5) days in any school year, may be used by the employee at his/her election in cases of personal necessity, for any of the following purposes:

11.3.2.1.1. Death of a member of his/her immediate family.

11.3.2.1.2. A serious accident involving his/her person or property, or member of immediate family.

11.3.2.1.3. Appearance in court as a litigant or as a witness under an official order.

11.3.2.1.4. Serious illness in the immediate family.

11.3.2.1.5. Paternity leave at the birth of a child (two days for each birth).

11.3.3. Bereavement Leave

11.3.3.1. Notification for bereavement leave shall be made to the District Office or through the building principal.

11.3.3.2. A regular employee will be granted five (5) days leave of full pay in the event of a death of a member of the immediate family.

11.3.4. Maternity Leave

11.3.4.1. The Board shall provide for an unpaid leave of absence from duty for any certificated employee of the District who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery therefrom. The length of the leave of absence, including the date on which the leave shall commence, and the date on which the employee resumes duties, shall be determined by the employee and the employee's physician. Disabilities caused or contributed to by pregnancy, miscarriage, childbirth and recovery therefrom are, for all job-related purposes, temporary disabilities and shall be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment by the District.

11.3.4.2. Upon exhaustion of sick leave, a unit member may receive for up to five (5) months wages equivalent to the difference between substitute's daily rate and the unit member's daily rate.

11.3.5. Child Rearing Leave

Leave of absence shall be granted to a unit member without pay for the purposes of raising his/her natural or adopted child. Such leave shall normally be for no more than *one school year unless mutually agreed to by Superintendent and unit member.*

To be eligible for child rearing leave, an employee must have been employed full time in the school year immediately preceding the year in which they are making the request.

11.3.6. Jury Duty/Witness Leave

Members of the unit shall be entitled to leave, without loss of pay, to appear in court as a witness, other than as a litigant, or to respond to an official order from duly authorized government agencies, or to serve as a juror. Any compensation other than mileage received for appearance as a witness or from serving as a juror under this section shall be endorsed over to the District so that the member's compensation for any days of absence for the above purposes shall not be in excess of nor less than, his/her regular pay.

11.3.7. Industrial Accidents and Illness Leave

Members of the bargaining unit who sustain an injury or illness arising directly out of and in the course and scope of their employment shall be eligible for a maximum of sixty (60) working days paid leave in any one fiscal year. This leave shall not be accumulated from year to year. Such leave will commence on the first day of absence.

11.3.8. Personal Leave

A unit member shall be granted up to five (5) days of personal leave deducted from sick leave. Such leave shall be taken in accordance with 11.2 above.

11.3.8.1. A unit member desiring to use this leave shall make a reasonable effort to request this leave forty-eight (48) hours in advance of use. This leave may be limited to two (2) unit members per day.

11.3.9. Leave Requests

Unit members may apply for *long-term* leaves. In the request, the unit member should specify whether they are requesting a paid or unpaid leave, benefits *of the leave for the unit member and the District*, the duration of the leave and the reason. The Board shall act on the request no later than at the next regularly scheduled meeting of the Board of Trustees. *A long-term leave request is for a maximum of twelve (12) months. The request shall be made by February 15 for the following school year.*

11.3.10. Catastrophic Sick Leave

11.3.10.1. Definition: Catastrophic leave is a paid leave of absence due to a verifiable, long term illness or injury, which disables the unit member for more than twenty days.

11.3.10.2. Coverage: Unit members shall be eligible for such leave due to their own serious illness/injury or the serious injury/illness of an immediate family member, defined as spouse, parent, sibling, or child.

11.3.10.3. Unit members must exhaust all accrued sick leave, but not differential, before qualifying for Catastrophic Leave.

11.3.10.4. Catastrophic Leave taken by an employee shall be counted against a bank of days specifically donated by other unit members on behalf of the affected unit member. Unit members will be limited to a maximum of ten **Catastrophic Leave days per school year** or the number of days available in the bank, if fewer than ten are banked. **Unit members donating sick leave days must donate whole days.**

11.3.10.5. Participants who have exhausted sick leave, but still have differential leave available are eligible for a withdrawal from the Catastrophic Leave Bank. The District shall pay the Participant full pay and the Bank shall be charged one-half (1/2) day.

11.3.10.6. Any banked sick leave days not utilized shall remain in the bank.

11.3.10.7. Unit members who are retiring or leaving the employment of the District may contribute their unused sick leave to the Catastrophic Leave Bank not to exceed ten (10) days.

11.3.10.8. In any instance of long term leave by a unit member, the District and the Association shall mutually agree that the requirements above have been satisfied before a memo is sent to all unit members notifying them of the opportunity to donate sick leave days.

11.3.10.9. Sections 11.3.10.4 and 11.3.10.5 when taken together shall provide 20 (½) days for the unit member utilizing differential leave.

11.3.11. Family Care Leave

11.3.11.1. Each eligible unit member who has been employed by the District

for more than one continuous year is eligible for an unpaid Family Care Leave not to exceed twelve (12) weeks within a twelve (12) month period, unless a longer leave is agreed upon by the District and the unit member.

11.3.11.2. Family care leave may be used for the birth of the unit member's child, placement of a child for adoption or foster care, to care for a spouse, child, or parent with a serious health condition, or a serious health condition which renders the unit member unable to perform essential job functions.

11.3.11.3. During the period of such leave the District shall maintain the unit member's group health benefits, if any, on the same basis as if the unit member was in paid status.

11.3.11.4. Upon return from Family Care Leave, the unit member is entitled to return to the same position or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. The unit member's absence under this program shall not be considered a break in service.

11.3.11.5. The unit member must provide the District with at least thirty (30) days advance notice for the leave if the need is foreseeable, or if such notice is not foreseeable, notice must be given as soon as practicable under the circumstances.

11.4. Shared Teaching

11.4.1.1. Shared Teaching may be established when two unit members request to share one full-time position. With the Superintendent's permission, if only one permanent status teacher requests a job share, then a temporary teacher may be hired to serve as the job share partner.

11.4.1.2. Teachers interested in shared teaching must submit a joint application to the District by the first Monday in April for the following school year. A copy must be provided to the Superintendent or designee. In special circumstances applications may be submitted at any time for the current school year.

11.4.1.3. The application will specify how the job will be shared in respect to time, for what percentage of the job each applicant will be responsible, and how the teaching hours will be divided. The application will state clearly which unit member will be responsible for various duties. Both unit members must attend Back-to-School-Night, Open House, and be present on Parent Conference Day(s).

11.4.1.4. Within ten (10) days, the Superintendent or designee shall meet with the applicants to review their request, and to clarify any items. Following this meeting the application shall be scheduled for the next regular board meeting. Approval of the Board is required and the decision of the Board is final. The Board shall render its decision in writing and provide a copy

to the applicant (s).

11.4.1.5. Teachers approved for shared teaching will automatically receive a leave of absence from that portion of their regular assignment not worked. Their salary and benefits shall be prorated.

11.4.1.6. Shared Teaching shall be reviewed on an annual basis. Should a unit member be unable to fulfill their assignment, the other unit member shall

take over the full-time assignment unless a District approved replacement is found.

11.5. Reduced Workload

11.5.1. In keeping with state law, the District may offer a reduced workload program to eligible unit members. Many factors need to be considered in the District's ability to fund this program in whole or in part. Unit members interested in a Reduced Workload Program should contact their local Teachers' Association and District Business Office or Superintendent.

11.5.2. Reduced Workload Program guidelines shall be the same as those for shared teaching, with the exception of benefits, which may be increased as required by law.

Article XII: Salary

12.1. A final pay warrant will be issued at such times as each unit member has completed the following responsibilities:

12.1.1. Complete and turn in all required records and keys.

12.1.2. Check and complete all required inventories of supplies and equipment.

12.1.3. Check with site administration and secretary for all necessary forms.

12.2. The Unit Approval Guidelines shall be incorporated into this Agreement.

12.2.1. The Superintendent shall be responsible for Guideline implementation, with a right of appeal to the Board.

12.2.2. The Board encourages units to be taken but credit will not be granted for more than six (6) units taken during any District semester. This limitation may be waived by the Board or its designees if special circumstances exist.

12.2.3. The number of units taken for credit during summer session is not limited. However, no unit member shall move more than one column in salary advancement in any one year. Approved units in excess of the units necessary for one column advancement will be credited to the following year.

12.3. One year's experience shall be granted in salary schedule placement for substitute teaching totaling more than one-half of a

school year.

12.4. One year's experience shall be granted in salary schedule placement for teaching experience exceeding one-half of a school year.

12.5. For the 2018-19 school year, the District will provide an increase to the salary schedule of 5%. This increase shall be retroactive to July 1, 2018.

For the 2019-20 school year, \$1,500 shall be added to each cell on the certificated salary schedule. In addition, the District will provide an increase to the salary schedule of 4%.

For the 2020-21 school year, the District will provide an increase to the salary schedule of 3%.

This change will conclude salary negotiations for the 2018-19, 2019-20 and 2020-21 school years.

12.5.1. Advancement on the salary schedule will be given annually to members that accumulate 50% or more teaching time. Time in excess of 50% cannot be accumulated and will not be carried over.

12.5.2. Master's Degree bonus will be to \$1,000.

12.5.3. Certificated employees presently in the anniversary increments of Columns II and III beyond step 15 will be frozen in Step but not in Column advancement. No additional unit members will be allowed to enter the anniversary steps of Columns II and III. All unit members currently in the frozen anniversary increments of columns II and III who are actively pursuing pre-approval unit(s) will receive an annual stipend of \$500.

12.5.4. A certificated teacher who retains less than a Preliminary California Teaching credential and/or less than BA+30 units will be compensated at a rate of 90% of Column 1, Step 1. Until the teacher obtains a minimum of a California Preliminary Teaching Credential (or equivalent or higher) he/she will remain at this placement and salary. When the Preliminary or better credential is retained, the teacher will move to Column 1, Step 2 regardless of his/her years of service. This section applies to teachers hired after this agreement is adopted.

12.6. Early Retirement Incentive Plan - Certificated Employees Requirements:

12.6.1. The employee shall have reached fifty-five (55) and have rendered a minimum of ten (10) years of service to the District, including the immediately preceding five (5) years.

12.6.2. The employee in this program shall resign his/her position with the District and shall not return to regular employment with the District except under exceptional circumstances approved by the Board.

12.6.3. The employee shall file an application with the District Office prior to February 15 of the year in which early retirement will occur. By mutual agreement the Board and its employee(s) may file an application with the Board prior to the following school years. The application shall be subject to Board approval and availability of funds and include the following information:

12.6.3.1. Which early retirement program is requested;

12.6.3.2. The number of years for which the program is requested, and

12.6.3.3. If appropriate, the types of services the employee wishes to render with a description or plan for each.

12.6.4. A contract for services under this section shall be for no more than five (5) years and shall be reviewed annually by the parties. Service beyond five (5) years may be granted by approval of the District Superintendent.

12.6.5. The District may cancel all or part of the contract should the employee fail to perform the required services in a manner satisfactory to the District.

12.6.6. The contract shall specify the appropriate number of days per year in services/activities determined by the District.

12.7. Early Retirement Programs

12.7.1. An employee who qualifies may elect to retire and receive benefit coverage as contractually provided per Article XIII, Benefits, Section 13.2 at the time of his/her retirement, until age sixty-five (65) or until state and/or federal health coverage begins, whichever occurs first, provided the employee retires by the conclusion of the school year in which the employee reaches the age of 58. No services to the District will be required.

12.7.2. Any eligible employee who qualifies may elect to retire and enter into a contract with the District for services as follows:

12.7.2.1. Total days of service to be provided by the employee shall not exceed the number of days arrived at by dividing the daily rate from the step in class from which they retired into the agreed amount of the contract, or one hundred twenty (120) days, whichever is less. Total days of service shall be rendered on consecutive working days unless modified by the written plan. Determination of the dollar amount is solely the prerogative of the District but is not to exceed five thousand (\$5,000) dollars.

12.7.2.2. The District will pay the premiums for full benefit coverage as provided in Article XIII, Benefits, Section 13.2, until age sixty-five (65) or until state and/or federal health coverage begins, whichever occurs first.

12.8. Guidelines for Unit Approval

- 12.8.1. Request for Approval Form - Unit members will fill out "Request for Approval Form," including required documentation, course description and reason for taking the course. The form will be submitted to the Principal prior to the date of the first class meeting. After review, the Principal will forward the Form and documentation to the Superintendent for approval. Request forms are to be returned within seven (7) days. Only pre-approved classes will be counted for advancement on the salary schedule.
- 12.8.2. Inservice Credits - At times, unit members attend lecture series or workshops which are not accredited courses. Teachers may apply for in-service credit for these courses under the following criteria:
- 12.8.2.1. Statement of attendance, signed by the instructor, must accompany application;
 - 12.8.2.2. Maximum unit credit would reflect 15 hours of attendance per unit.
 - 12.8.2.3. Each application will be reviewed as a separate case with emphasis on application of the experience to the professional growth and/or class assignment of the applicant.
- 12.8.3. Upper Division and Graduate Units - It is the intent of these guidelines to have unit members improve their professional skills and talents through participation in graduate and upper division course work. For purposes of advancement on the salary schedule, graduate and upper division course work will be reviewed for approval as follows:
- 12.8.3.1. Credit will be allowed for course work taken when the unit member has been accepted as a candidate for an advanced credential or degree in an education related program of study.
 - 12.8.3.2. Credits taken randomly will be reviewed on a course basis. No fewer than nine out of every 15 units taken must be in a field related to the unit member's present assignment. Courses anticipating a unit member's future assignment must be approved by the building principal.
 - 12.8.3.3. Credit will ordinarily not be approved for courses taken for interest or training in fields unrelated to the unit member's present or potential assignment; or when such courses will lead to certification for employment outside the field of education.
 - 12.8.3.4. Units for advancement on the salary schedule shall be defined as follows:
Semester Unit = Fifteen hours of attendance for each semester unit.
Quarter Unit – Two-thirds of a semester unit.
Continuing Education Units (CEU) = 2/3 semester units for salary advancement credit, and full credit to meet the Professional Growth Requirements for the clear credential. One CEU equals ten (10) hours of attendance.
 - 12.8.3.5. Units for lecture series from the same institution, using the same format,

can be credited once, even if the topics change.

12.8.4. Lower Division Units - Generally, approval will be granted only for upper division and graduate units. Exceptions may be granted on a case-by-case basis under the following criteria:

12.8.4.1. The unit member will provide a description of the application of the course to present assignment.

12.8.4.2. The same material is not readily available in an upper division or graduate course.

12.8.5. Appeal - In case the Superintendent denies acceptance of the units attempted for salary schedule, the unit member shall have the right to appeal to the Board as an agenda item.

12.8.6. Transcript - Upon completion of the course, unit members shall submit to the business manager a copy of the transcript of the course accepted by the Superintendent.

12.9. Effective July 1, 2018, part-time Hillcrest staff salary FTE percentage calculation shall be based on 30 teaching periods per week for a full-time teacher. For example, if a teacher instructs 20 periods per week, the FTE is calculated as 20 divided by 30 or 0.67 FTE.

Article XIII: Health and Welfare Benefits

13.1. It is agreed that the District may change carriers on any benefits in this Article provided that they first consult with the Association, and such change does not reduce the actual level of benefits to the unit member.

13.2. Effective July 1, 2019, the district will fund Health Insurance for certificated employees and qualified dependents according to the following cap options:

Employee only \$700.00 per month District contribution

Employee plus one dependent \$950.00 per month District contribution

Employee plus family \$1,100.00 per month District contribution

The employee shall pay (payroll deduction unless requested otherwise) any monthly premium that exceeds the District's monthly contribution. The District will continue to pay the monthly dental and vision cost at the 2005-06 rate of \$99.18 for dental and \$28.60 for vision.

13.3. Health coverage shall be extended to the months of July and August for certificated staff that resign, take a leave of absence, or are laid off.

13.4. All benefits are based on FTE status and will be prorated for part-time unit members.

Article XIV: Not Used

Article XV: Negotiation Procedure

15.1. Not later than the regularly scheduled Board Meeting each April, GUTA shall sunshine their initial proposals for contract reopeners to

the Board of Education. The District shall sunshine their initial proposals for contract reopeners at the Board meeting following that in which GUTA has sunshined.

- 15.2. The parties shall meet and negotiate in good faith on all contract reopeners and on the Successor Agreement on dates mutually agreed to.
- 15.3. The District shall provide the Association with appropriate public data in its possession that is needed by the Association to fulfill its role as exclusive bargaining agent.

Article XVI: Completion of Meet and Negotiate

- 16.1. Any individual contract between the Board and an individual employee within the representational unit of this contract heretofore executed shall be subject to and make subject to and consistent with the terms of this or subsequent agreements to be executed by both parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration shall be controlling.
- 16.2. This Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of the Agreement shall be considered part of the established policies of the Board.
- 16.3. This Agreement shall constitute the full and complete commitment between both parties and shall supersede and cancel all previous agreements both written and oral. This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in a written and signed amendment to this Agreement.

Article XVII: Duration

- 17.1. This Agreement shall become effective upon ratification by both parties. It shall remain in full force and effect up to and including June 30, 2020. For 2019-20, the Association and the District may reopen negotiations for benefits and two unspecified articles pursuant to Article XV of this agreement.

Article XVIII: Certificated Employee Suspension

- 18.1. Application - This procedure applies to the suspension during the school year of certificated employees.
- 18.2. Notice of Suspension
 - 18.2.1. Notice of Suspension shall be given by the Superintendent or the

Superintendent's designee at least twenty (20) unit member work days prior to the effective date of such action.

18.2.2 The Notice of Suspension shall include a statement of reasons for such action with sufficient particularity as to permit the employee to prepare a defense and notice of the opportunity to appeal.

18.3. Service of Notice - The written Notice of Suspension shall be served by registered or certified mail or by personal service.

18.4. Suspension

18.4.1. Suspension may be proposed or determined for a specified period of time not to exceed fifteen (15) days. Upon the first offense, suspension shall not exceed one (1) day. On the second offense suspension shall be one to five (1-5) days. On the third offense suspension shall be one to ten (1-10) days. On the fourth offense suspension shall be one to fifteen (1-15) days.

18.4.2. Suspension is without any pay and for a stated number of work or calendar days and may be initially proposed by the Superintendent or his/her designee.

18.4.3. When suspension is initially proposed by the Superintendent or his/her designee for a specified period of time, no more severe penalty may be applied by the Governing Board. However, the Governing Board may modify the proposal for an amount less than the administration or said designee has proposed.

18.5. Grounds for Suspension

18.5.1. Any one or more of the causes specified in Education Code Section 44932.

18.5.2. Before any suspension is to be proposed, the unit member will first have been formally warned verbally, second given a formal written warning, and third given an official reprimand to their file.

18.6. Request for Hearing - The employee shall file a written request for hearing within eleven (11) unit member work days of receipt of the Notice of Suspension. Filing means receipt in the District Office no later than regular close of business on the last day of the filing period. Failure to file such request in a timely manner shall be deemed a waiver of the right to a hearing and the proposed action shall be effective upon action by the Governing Board without notice of hearing except as may be required in a Board meeting agenda.

18.7. Conduct of Hearing

18.7.1. Whenever a hearing is requested as provided above, the Governing

Board shall decide, in its discretion, whether to conduct the hearing itself or refer it to a hearing officer. If the Board requests an officer, then the Board shall pay all of the fees incurred. If the unit member requests the officer, then the unit member shall pay all of the fees incurred. If the Board and the unit member mutually feel that an officer is required, then the fees shall be shared between the Board and the unit member.

18.7.2. Non-substantive procedural errors committed by the District, the hearing officer, or the Governing Board shall not affect the decision unless the errors are prejudicial.

18.8. Decision of the Governing Board - The decision of the Governing Board (i.e., in cases in which the Board itself presides over the hearing) shall be in writing and shall state findings of fact and determination of the issues.

18.9. Recommended Decision of the Administrative Law Judge - If a hearing officer presides over the hearing, his/her recommended decision shall be in writing and shall state findings of fact and determinations of the issues.

18.10. Review by the Governing Board - The Governing Board, at its next meeting which is not less than five (5) working days after the recommended decision of the hearing officer is received at the District Office, shall act upon that recommended decision. If the Board decides not to approve an adverse recommended decision or decides to modify a recommended decision, it shall review the transcript of the proceedings, review the exhibits and listen to oral argument, if requested, as to the sufficiency of cause. The decision of the Governing Board is final.

18.11. Judicial Review - Judicial review may be had by filing a petition for Writ of Mandate in Superior Court within eleven (11) unit member work days of the effective date of the Governing Board's decision.

Article XIX: Public Charges

19.1. Any anonymous or unsubstantiated public complaint shall not be used in a unit member's evaluation or included in a unit member's personnel file. If the administrator receiving the public complaint decides that it is not serious enough to warrant further attention it shall not be reported to the unit member.

19.1.1. If the complaint is determined to be frivolous or not warrant further attention, the District Office shall not discipline or refuse to re-employ such unit member on the basis of such allegation or complaint nor shall the complaint form the basis for a negative evaluation or be placed in the unit member's personnel file.

19.2. Complaints or charges of any event that happened twenty (20) or more working days

prior to the date of the charge shall not be pursued. Exceptions may be made when good cause exists for delay in reporting or for further investigation.

- 19.3. If the administrator believes that the complaint does warrant further attention and investigation, the unit member shall be informed within two (2) working days of the complaint and the administrator shall investigate the complainant's concerns and the unit member's position.
 - 19.3.1. The unit member may request the administrator to schedule a meeting of the member, the complainant and the administrator. However, if the complaint involves a charge under Section 44939 or 44949 of the Education Code any hearing/investigation shall be held as prescribed by those applicable sections of the Education Code.
 - 19.3.2. During such a meeting, the unit member shall have the right to have an Association representative present.
 - 19.3.3. After the meeting, if the administrator determines that further investigation is warranted, the complaint shall be reduced to writing and signed by the complainant. A copy of the charges shall be provided to the unit member within five (5) working days of the meeting.
 - 19.3.4. If the unit member has not requested a meeting with the complainant, but the administrator decides to continue to investigate the complaint, all charges will be put in writing and signed by the complainant. All charges will be given to the unit member within five (5) working days of when the unit member is verbally informed of the complaint.
- 19.4. The unit member shall have the right to respond in writing to any written statement regarding the complaint and such response shall be attached to the complaint.
- 19.5. No reference shall be made to the complaint in the unit member's evaluation, if, after investigating the complaint, no written documentation is placed in the unit member's personnel file.
- 19.6. If, after investigating the complaint, the administration determines that it is appropriate to document the incident and to have the documentation placed in the unit member's personnel file, the provision of Article XXIV shall be followed.
- 19.7. Contents of an evaluation /public charge report which are derived from an allegedly improper procedure may be challenged/appealed through the grievance procedure of the contract.
 - 19.8. This Article shall not prohibit the investigation and reporting of criminal allegations.
 - 19.9. Public Charges/Complaints are those brought forward with regard to a unit member by persons who are not District employees.

Article XX: Effects of Layoff

- 20.1. A layoff, for the purpose of this Article, shall be an involuntary separation from active service of a probationary or permanent certificated employee for reasons as set forth in the Education Code.
- 20.2. Layoffs shall be made on a District-wide basis, in inverse order of seniority, in accordance with the applicable provisions of the Education Code.
- 20.3. Seniority shall be earned from the date service is first rendered as a probationary employee. The purpose of adopting criteria for establishing an order to termination of employees who first rendered paid probationary service to the District on the same date is to comply with the requirements of Education Code Section 44955.
- 20.3.1. Criteria to be used. The Board of Education finds that to make effective release of employment decisions, objective criteria must be established. This will insure that district employees are treated fairly and equitably. To this end, the needs of the District and its students will be best served by using the following criteria in establishing the order of termination described above.
- 20.3.1.1. Credentials and experience to teach or serve in a particular program or provide a particular service of need by the District (e.g., bilingual, special education).
- 20.3.1.2. Credentials and experience to teach in special categorical programs (e.g., bilingual, special education).
- 20.3.1.3. Years of experience previous to current employment as a full-time credentialed teacher in a probationary/permanent K-12 teaching situation in a public school.
- 20.3.1.4. Credentials that permit supplementary authorizations.
- 20.3.1.5. Number of teaching and/or specialist service credentials.
- 20.3.1.6. Earned degree beyond the B.A. or B.S. level.
- 20.3.1.7. Multiple language skills relevant to District need.
- 20.3.1.8. Emergency v. Preliminary v. Clear/Life Credentials.
- 20.3.2. Application of Criteria.
- 20.3.2.1. Credentials and experience to teach or serve in a particular program or provide a particular service of need by the District (e.g., bilingual, special education).
Rating: +1 per credential, + 1 per year of experience
- 20.3.2.2. Credentials and experience to teach in special categorical programs (e.g.,

bilingual, special education).
 Rating: + 1 per credential, +1 per year of experience

20.3.2.3. Years of experience previous to current employment as a full time credentialed teacher in a probationary/permanent K-12 teaching situation in a public school.
 Rating: +1 per year

20.3.2.4. Credentials that permit supplementary authorizations.
 Rating: +1 per supplementary authorizations

20.3.2.5. Number of teaching and/or specialist service credentials.
 Rating: +1 per credential

20.3.2.6. Earned degree beyond the B.A. or B.S. level.
 Rating: +1 per degree

20.3.2.7. Multiple language skills relevant to District need.
 Rating: +1 for Spanish

20.3.2.8. Emergency v. Preliminary v. Clear/Life Credentials.
 Rating: +1 per emergency, +2 per preliminary, +3 clear/life credential

20.3.3. Tie-Breaking Procedure. In the event that common day hires have equal qualifications based on application of the above criteria, the District will then break ties by utilizing a lottery.

RATING CALCULATIONS WORKSHEET FOR COMMON DATES OF HIRE

Common Date of First Paid Service _____

CRITERIA – POINTS EARNED

Employee Name	A	B	C	D	E	F	G	H	POINT TOTAL	RANK

20.4. An employee who elects separation in lieu of either bumping or assignment into a different grade shall maintain his/her re-employment rights as defined under this Article.

- 20.5. Before layoff occurs, the District shall develop a seniority list which shall be made available to the employee organization.
- 20.6. After the Board has made the decision to layoff employees, the District will issue notices of layoff to the employees affected, on or before March 15 of the year the layoff is to take effect. If the layoff is a summer layoff (E.C. 44955.5) the District will issue notices to the effected employees by the time limits prescribed in law.
- 20.7. Employees to be laid off shall be notified by the procedures provided for such notice in the Education Code.
- 20.8. The notice shall contain the effective date of layoff, displacement rights, if any, and re-employment rights.
- 20.9. Employees who have been laid off shall be placed on a re-employment list for a period of twenty-four (24) months if a probationary employee, and thirty-nine (39) months if a permanent employee.
- 20.10. Offers of re-employment shall be made in reverse order of layoffs as vacancies occur for which the employee being offered re-employment is certificated and qualified to teach.
- 20.11. Individuals on a re-employment list shall have three (3) working days to respond to a verbal offer of re-employment which, if declined, will be followed by a written verification of the declination, or five (5) working days to respond to a written offer sent by certified/registered mail, beginning with the day it is deposited in the US. Mail to the most recent address supplied to the District by the employee.
- 20.12. District shall notify individuals of offers of re-employment in accordance with Education Code.
- 20.13. A permanent or probationary employee who is laid off and is subsequently re-employed shall retain that seniority earned prior to the effective date of the layoff.
- 20.14. No seniority shall be earned during periods of separation from paid employment in the District except during authorized military leave.
- 20.15. A permanent or probationary employee who is laid off and is subsequently re-employed by the District shall retain that sick leave earned and unused at the time of separation.
- 20.16. Employees laid off shall be able to credit time served prior to layoff for computation of credit toward longevity pay rate upon re-employment.
- 20.17. Benefits for Laid Off Unit Members
 - 20.17.1. The District will allow three (3) days paid leave for any necessary interviews after:

- 20.17.1.1. Filing of final notice of layoff
- 20.17.1.2. Use of two (2) days personal leave
- 20.17.2. Laid off unit members may continue on the District's health and welfare insurance programs at their own expense, provided this is acceptable to the District insurance carrier.

XXI: Personnel Files

- 21.1. A unit member will be provided a copy of any negative or derogatory material before it is entered into his/her personnel file. Unit members will be given the opportunity during the school day to review (as per Education Code Section 44031), make copies and prepare a written response to such material within ten (10) days. The written reasons shall be attached to the material in the personnel file.
- 21.2. Materials shall be placed in the unit member's personnel file in accordance with Education Code Section 44031. Unit members will be notified at such time that such materials will be placed in the file.
- 21.3. Upon written authorization by the unit member a representative of the Association shall be permitted to examine and/or obtain copies of materials in the file.
- 21.4. The person or persons who draft and/or place material in a unit member's personnel file shall sign and date the material and define the ten day period.
- 21.5. Access to the personnel file(s) will be limited to the members of the District administration and their agents. The Board may review a personnel file in closed personnel session of the entire Board. It is understood that the personnel file shall be confidential.
- 21.6. A log shall be maintained for each file indicating the persons who have examined the file and the date. Administrators of the District need not be listed on the log. Such log shall be available for review by the unit member of his/her designated representative.
- 21.7. The District will maintain a single personnel file for each unit member. The file will be maintained at the District Office.

Article XXII PAR

Should state funding for the PAR program be reduced or eliminated, this Article shall automatically expire and have no force and effect without the need for further action by the District or Association. The District shall notify the Association if the PAR program funding is reduced or eliminated. Note: Teachers who participate in BTSA are not a part of the PAR program.

- 22.1. Definitions

22.2. Joint Committee

22.2.1. The Joint Panel shall consist of three (3) members, two of whom shall be certificated classroom teachers who are chosen by the Association. The District shall choose the administrator of the Joint Committee. Members shall serve for one year.

22.2.2. The Joint Committee shall establish its own meeting schedule. To meet, two-thirds of the members of the Joint Committee must be present, one being the district administrator. Teachers who are members of the Joint Committee shall be released from their regular duties to attend meetings, without loss of pay or benefits. If, in carrying out their responsibilities as members of the Joint Committee, teachers find it necessary to work beyond their regular workday, they shall be compensated at the rate of \$30.00 per hour.

22.2.3. The Joint Committee shall be responsible for the following:

22.2.3.1. Providing annual training for the Joint Committee members.

22.2.3.2. Establishing their own rules of procedure.

22.2.3.3. Selecting the panel of Consulting Teachers.

22.2.3.4. Selecting trainers and/or training providers.

22.2.3.5. Providing training for Consulting Teachers prior to the Consulting Teachers prior to the Consulting Teacher's participation in the program

22.2.3.6. Sending written notification of participation in the PAR Program to the Referred Participating Teacher, the consulting Teacher and the site principal.

22.2.3.7. Making available the panel of Consulting Teachers for selection by the Participating Teacher.

22.2.3.8. Adopting Rules and Procedures to effect the provisions of this Article. Said Rules and Procedures shall be consistent with the provisions of this Agreement, and to the extent there is an inconsistency, the Agreement shall prevail.

22.2.3.9. Distributing, at the beginning of each school year, a copy of the adopted Rules and Procedures to all bargaining unit members and administrators.

22.2.3.10. Establishing a procedure for application as a Consulting Teacher.

22.2.3.11. Determining the number of Consulting Teachers in any school year, based upon participation in the PAR Program, the budget available and other relevant considerations.

22.2.3.12. Evaluating annually the impact of the PAR Program in order to improve the program.

22.2.4. All proceedings and materials related to evaluations, reports and other personnel matters shall be strictly confidential. Therefore, Joint Committee members and Consulting Teachers may disclose such information only as necessary to administer this Article.

22.3. Participating Teachers (PT)

22.3.1. A Referred Participating Teacher is a teacher with permanent status who receives assistance to improve his or her instructional skills, classroom management, knowledge of subject, and/or related aspects of his or her teaching performance as a result of an unsatisfactory final evaluation.

22.3.2. A Volunteer Participating Teacher is a teacher with permanent status who volunteers to participate in the PAR Program. The purpose of participation in the PAR Program for the Volunteer Participating Teacher is for peer assistance only and the Consulting Teacher shall not participate in a performance review of the Volunteer Participating Teacher. The Volunteer PT may terminate his or her participation in the PAR Program at any time.

22.3.3. A Referred Participating Teacher shall select his or her Consulting Teacher from the panel of Consulting Teachers provided by the Joint Committee. A different Consulting Teacher may be selected to work with the Participating Teacher at any time during the process when requested to do so by the Participating Teacher or the Consulting Teacher.

22.3.4. All communication between the Consulting Teacher and a Volunteer Participating Teacher shall be confidential, and without the written consent of the Volunteer, shall not be shared with others, including the site principal, the evaluator or the Joint Committee.

22.4. Consulting Teachers (CT)

22.4.1. A Consulting Teacher is a teacher who provides assistance to a Participating Teacher pursuant to the PAR program. The qualifications for the Consulting Teacher shall be set forth in the Rules and Procedures, provided that the following shall constitute minimum qualifications:

22.4.1.1. A credentialed classroom teacher with permanent status.

22.4.1.2. Substantial recent experience in classroom instruction.

22.4.1.3. Shall demonstrate exemplary teaching ability, as indicated by, among other things, effective communication skills, subject matter knowledge,

and mastery of a range of teaching strategies necessary to meet the needs of pupils in different contexts.

- 22.4.2. In filling a position of Consulting Teacher, each applicant is required to submit two (2) references from individuals with specific knowledge of his or her expertise, as follows:
- 22.4.2.1. A reference from an Association officer.
 - 22.4.2.2. A reference from another classroom teacher.
- 22.4.3. All applications and references shall be treated with confidentiality.
- 22.4.4. Consulting Teachers shall be selected by a majority vote of the Joint Committee following classroom observations by the Joint Committee.
- 22.4.5. A Consulting Teacher shall be provided release time as needed, not to exceed 16.66 hours per year. The term of the Consulting Teacher shall be two (2) years. A teacher shall not be appointed to an administrative position in the District while serving as a Consulting Teacher.
- 22.4.6. Functions performed by consulting teachers pursuant to this Article by bargaining unit employees shall not constitute either management or supervisory functions. The Consulting Teacher shall continue all rights of bargaining unit members. In addition to the regular salary, a Consulting Teacher shall receive \$30.00 an hour pay for all work beyond the regular workday and/or work year not to exceed \$500.00
- 22.4.7. Consulting Teachers shall have the responsibility for no more than two (2) Participating Teachers. Each Referred Participating Teacher shall receive no less than seven (7) hours of assistance per trimester from the Consulting Teacher. Consulting Teachers shall assist Participating Teachers by demonstrating, observing, coaching, conferencing, referring or by other activities, which, in their professional judgment, will assist the Participating Teacher.
- 22.4.8. The Consulting Teacher shall meet with the Referred Participating Teacher to discuss the PAR Program, to establish mutually agreed upon performance goals, develop the assistance plan and develop a process for determining successful completion of the PAR Program.
- 22.4.9. The Consulting Teacher shall conduct multiple observations of the Participating Teacher during classroom instruction, and shall have both pre- observation and post-observation conferences.
- 22.4.10. The Consulting Teacher shall monitor the progress of the Referred Participating Teacher and shall provide periodic written reports to the Referred Participating Teacher for discussion and review.

- 22.4.11. The Consulting Teacher shall continue to provide assistance to the Referred Participating Teacher until he or she concludes that the teaching performance of the Participating Teacher is satisfactory, or that further assistance will not be productive.
- 22.4.12. The total annual expenses of the programs in this Article shall not exceed the District's revenue for that year for the PAR program.

Appendix A—Glossary

1. Immediate Family
The immediate family is defined to include spouse, mother, step-mother, father, step-father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee; a son, step-son, son-in law, daughter, step-daughter, daughter-in-law, brother or sister of the employee; or other relative living in the immediate household of the employee.
2. Day - Working Day
As used in this contract, the word “day,” or phrase “working day,” shall mean any day the District Office is usually open to conduct business.
3. Seniority
As used in this contract, seniority shall mean years of service in the District.
4. Unit Member
The use of the term “unit member(s)” in this contract is for stylistic purposes. The term is not meant to exclude non-members of the association.

Appendix B—CSTP EVALUATION FORM

Observation Date _____

Evaluator _____

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

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

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

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

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

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

Summary:

Recommendations:

_____ Satisfactory

_____ Unsatisfactory

This form will be placed in the employee file.

Unit Member's Comments:

Unit Member Signature

Evaluator Signature

Date

Date

Appendix C – Salary Schedules



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

Step	I	II	III	IV
	BA + 30	BA + 45	BA + 60	BA + 75
1	51,474	51,474		
2	51,474	52,755		
3	51,497	54,074	56,776	
4	52,785	55,423	58,196	
5	54,103	56,811	59,650	62,635
6	55,457	58,229	61,145	64,200
7	56,844	59,676	62,671	65,806
8	58,263	61,175	64,234	67,452
9	59,719	62,708	65,845	69,137
10	61,213	64,276	67,490	70,865
11	62,741	65,881	69,176	72,636
12	64,314	67,530	70,908	74,452
13		69,217	72,680	76,314
14		70,950	74,496	78,225
15		72,722	76,359	80,176
16				80,176
17				80,176
18				82,181
19				82,181
20				82,181
21				84,236
22				84,236
23				84,236
24				86,343
25				86,343
26				86,343
27				88,499
28				88,499
29				88,499
30				90,711

Masters Degree: \$1,000

Board approved: May 10, 2017

Effective: July 1, 2018



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

Step	I	II	III	IV
	BA + 30	BA + 45	BA + 60	BA + 75
1	57,772	57,772		
2	57,772	59,171		
3	57,798	60,612	63,560	
4	59,202	62,083	65,115	
5	60,643	63,602	66,701	69,961
6	62,120	65,151	68,334	71,867
7	63,638	66,742	69,998	73,424
8	65,188	68,370	71,708	75,218
9	66,774	70,039	73,468	77,059
10	68,406	71,750	75,260	78,947
11	70,076	73,506	77,101	80,881
12	71,792	75,307	78,994	82,862
13		77,146	80,928	84,896
14		79,040	82,914	86,986
15		80,975	84,948	89,113
16				89,113
17				89,113
18				91,307
19				91,307
20				91,307
21				93,548
22				93,548
23				93,548
24				95,852
25				95,852
26				95,852
27				98,202
28				98,202
29				98,202
30				100,620

Masters Degree: \$1,000

Board Approved: 5-14-2019, in accordance with Board approved salary agreement on 4-9-2019 Effective: July 1, 2019



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

Step	I	II	III	IV
	BA + 30	BA + 45	BA + 60	BA + 75
1	59,506	59,506		
2	59,506	60,947		
3	59,532	62,431	65,467	
4	60,979	63,946	67,069	
5	62,463	65,511	68,703	72,060
6	63,984	67,106	70,385	73,618
7	65,548	68,745	72,098	75,627
8	67,144	70,422	73,860	77,475
9	68,776	72,141	75,670	79,371
10	70,459	73,903	77,518	81,316
11	72,179	75,714	79,415	83,308
12	73,946	77,567	81,364	85,348
13		79,463	83,356	87,443
14		81,412	85,402	89,596
15		83,405	87,497	91,787
16				91,787
17				91,787
18				94,047
19				94,047
20				94,047
21				96,355
22				96,355
23				96,355
24				98,728
25				98,728
26				98,728
27				101,149
28				101,149
29				101,149
30				103,539

Masters Degree: \$1,000

Board Approved: 5-14-2018, in accordance with Board approved salary agreement on 4-9-2018 Effective: July 1, 2020

Appendix D – Hillcrest Tech Stipend

The Technology Stipend would include the following tasks:

- **Backend Account Creation and Organization**
 - Google Admin Clean Up
 - Removal of duplicate accounts
 - Creation of new student accounts
 - Update Passwords
 - Using Student Google Accounts, update all existing online student access programs to match login credentials for students. Using the Google Account and Password for:
 - IXL
 - Studysync
 - GoMath / Math Curriculum STEM Scopes
 - Other Online Programs used in classrooms

- **Cleaning, updating, and restoring Chromebooks in every classroom.**
 - Creating Labels for Chromebooks, Cleaning Chromebooks
 - Updating to current Chrome OS before school started
 - Adding Apps requested by teachers to Chromebooks through Google Admin
 - Cleaning and Organizing all headphones for classrooms. Disinfecting and organizing headphones
 - Organizing headphones by classroom and accurate amount per classroom

- **Updating and adding required software to all iMac and Windows computers**
Installing software for Vinyl Cutting, 3D Printing, and Other software for makers, digital media, and coding classes
 - Updating to current OS and Chrome. Cleaning cookies, documents, and previous user settings

- **Training willing staff on equipment in Makers Lab**
 - Glowforge tutorial, 3D Printer /Tinkercad tutorial, Vinyl Cutter tutorial, Microbit tutorial, Other programs and equipment used in Maker lab

SIGNATURE PAGE

This agreement, effective July 1, 2017 through June 30, 2020, has been read and agreed to by the Gravenstein School District Board of Trustees and the Gravenstein Union Teachers' Association/CTA/NEA.

For the District

Date _____

For the Association

Date _____

MEMORANDUMS OF UNDERSTANDING

- Memorandums of Understanding are not a part of the contractual language.
- MOU's are agreements between the District and the Association that are specific to a single topic within the year or years identified in the MOU.
- MOU's are grievable.

MOU REGARDING IMPLEMENTATION OF FLEX 125 PLAN

1. The District shall contact American Fidelity or an equitable company if American Fidelity is not possible and schedule a presentation to members by September 30, 2005 to introduce the plan and its benefits.
2. The District shall maintain the IRS 125 Plan at no cost to the district.
3. Open enrollment for the IRS 125 Plan shall be held annually.

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

Steve Schwartz Date: 9/10/19
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

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.

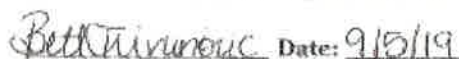
By definition, "TEACHER" is the GUSD certificated classroom/homeroom educator. "ENRICH! INSTRUCTOR" is a contractor AND/OR GUSD certificated and/or classified employee.

- 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: 9/15/19
Board President, Steve Schwartz

Gravenstein Union Teachers' Association

 Date: 9/15/19
Beth Trivunovic, GUTA, Co-President

 Date: 9/15/19
Aimee Otterson, GUTA, Co-President

**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.



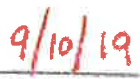
Gravenstein Union School District *Board President*



Date



Gravenstein Union Teachers Association



Date

